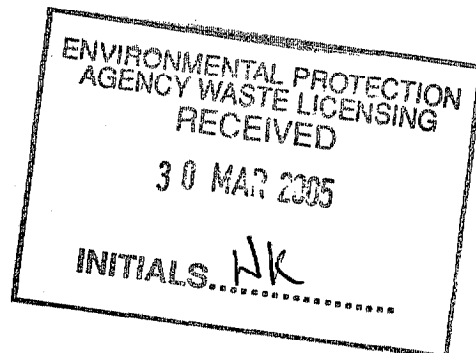


*Midland Waste Disposal Company Ltd.,*



**Waste Licensing**  
**Waste Recovery/Disposal Activities**  
**(Other than Landfill Sites)**

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**Section C**

***Management of the Facility***

*Midland Waste Disposal Company Ltd.,*

**Waste Licensing  
Waste Recovery/Disposal Activities  
(Other than Landfill Sites)**

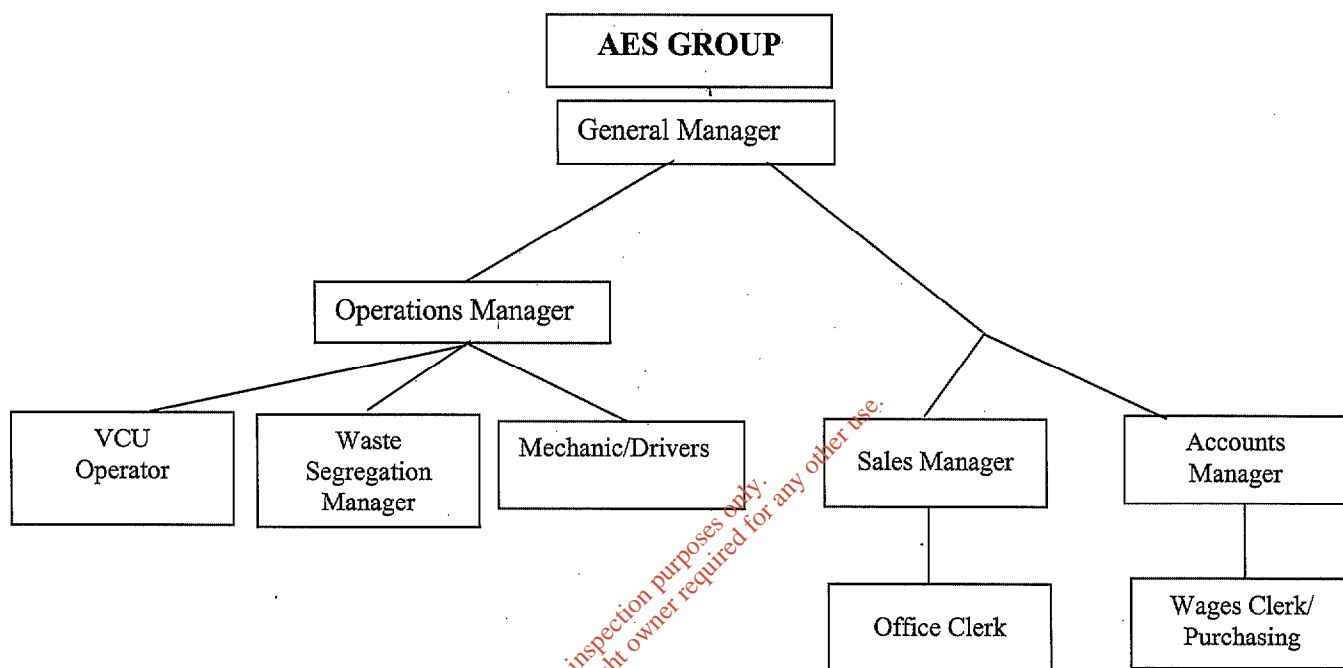
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**Section C1**

***Technical Competence and Site  
Management***

## C.1 TECHNICAL COMPETENCE AND SITE MANAGEMENT

The organisational structure of Midland Waste Disposal Ltd is in accordance with the following organisational chart. All staff members are required to be aware of their environmental duties and responsibilities and to complete such duties according to agreed procedures.



- **General Manager**

Name:

Mr. Francis Flynn

Responsibility:

Overall responsibility of the management of the site and maintenance of the licence. Delegation of authority and responsibility to ensure the effective management of the facility. Day to day supervision of operations as directed by the Managing Director. Health & Safety procedures at the site.

- **Operations Manager**

Name:

Mr. Mark Duffy

Responsibility:

Management of operations as directed by the managing director, including yard management. Health & Safety procedures at the site.

Either the General Manager or the Operations Manager is present at the facility during all hours of operations.

- **Waste Segregation Manager**

Name:

Mr. Bernard Kelly

Responsibility:

Day to day running of the waste segregation operations at the site

- **VCU Operator**

Name:

Mr. Guther Kippa

Responsibility:

The management of the VCU unit, the daily running of the unit and maintaining of records

- **Mechanic** Maintenance of machines and vehicles
- **Vehicle Operators** Carry out daily operations as directed by the Operations Manager
- **Administrative Staff** Responsible for the day to day administration of the facility and accounts.

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*Midland Waste Disposal Company Ltd.,*

Waste Licensing  
Waste Recovery/Disposal Activities  
(Other than Landfill Sites)

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Section C2

***Environmental Management System***

**C.2 Environmental Management System**

An Environmental Management System was installed at Midland Waste Disposal Ltd during 2003. A copy of the EMS is attached.

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<b>Environmental Manual</b>	 <b>Midland Waste Disposal Ltd</b> ENVIRONMENTAL MANUAL	Document: <b>EM 0</b>
Document Approved By :   _____		Revision: 0 Page: 1 of 1 Issued:
General Manager		
Title: <b>Environmental Manual-Table of Contents</b>		

<b>Document</b>	<b>Subject</b>	<b>Issue Date</b>	<b>Revision</b>	<b>Pages</b>
EM 0	Table of Contents		0	1
<b>BACKGROUND INFORMATION</b>				
EM 1.1	Company Information			
EM 2.1	Environmental Policy Statement			
<b>PLANNING</b>				
EM 3.1	Environmental Objectives and Targets			
EM 3.2	Environmental Management Programme			
<b>IMPLEMENTATION</b>				
EM 4.1	Structure and Responsibility			
EM 4.2	Training and Awareness			
EM 4.3	Communication			
EM 4.4	Environmental Management System Documentation			
EM 4.5	Document Control			
EM 4.6	Operational Control			
EM 4.7	Emergency Preparedness and Response			
<b>MEASUREMENT AND EVALUATION</b>				
EM 5.1	Monitoring and Measurement			
EM 5.2	Non-Conformance and Corrective/Preventive Action			
EM 5.3	Records			
EM 5.4	Environmental Audits			
<b>REVIEW AND IMPROVEMENT</b>				
EM 6.0	Management Review			

<b>Environmental Manual</b>		Document: <b>EM 1.1</b>
Document Approved By :	 <b>Midland Waste Disposal Ltd</b> ENVIRONMENTAL MANUAL	Revision: 0
General Manager		Page: 1 of 1
Issued:		
Title: <b>Company Information</b>		

Midland Waste Disposal Ltd operate a waste recycling plant at Clonmaggadan, Proudstown, Navan, County Meath. Operations at the facility include the receipt of domestic, commercial, industrial and construction/demolition waste, which is sorted in accordance to recycling potential. Waste deemed unsuitable for recycling/recovery is segregated and compacted for final disposal off-site.

The licenced waste disposal and waste recovery activities that take place at the site as per the Waste Management Act, 1996, are outlined as follows:


#### ***Third Schedule -Waste Disposal Activities***

- Class 11: Blending or mixture prior to submission to any activity referred to in a preceding paragraph of this schedule.
- Class 12: Repackaging prior to submission to any activity referred to in a preceding paragraph of this Schedule.
- Class 13: Storage prior to submission to any activity referred to in a preceding paragraph of this Schedule, other than temporary storage, pending collection, on the premises where the waste concerned is produced.

#### ***Fourth Schedule -Waste Recovery Activities***

- Class 2: Recycling or reclamation of organic substances which are not used as solvents (including composting and other biological transformation processes).
- Class 3: Recycling or reclamation of metals and metal compounds
- Class 4: Recycling or reclamation of other inorganic materials
- Class 12: Exchange of waste for submission to any activity referred to in a preceding paragraph of this schedule.
- Class 13: Storage of waste intended for submission to any activity referred to in a preceding paragraph of this Schedule, other than temporary storage, pending collection, on the premises where such waste is produced.



<b>Environmental Manual</b>	 <b>Midland Waste Disposal Ltd</b> ENVIRONMENTAL MANUAL	Document: <b>EM 2.1</b>
Document Approved By :   <hr/> General Manager		Revision: 0 Page: 1 of 1 Issued:
Title: <p style="text-align: center;"><b>Environmental Policy Statement</b></p>		

Midland Waste Disposal Ltd since its establishment in 1991 have been committed in improving their environmental performance in the development of the facility at Proudstown, Navan, County Meath.

It is Midland Waste Disposal Ltd policy to manage the facility in compliance with the conditions of their Waste Licence (131-1) given from the Environmental Protection Agency (EPA). Furthermore, it is intended that the facility will be developed in the future with regard to the BAT principles.

All activities on-site will be completed in manner which protects all individuals whilst ensuring that there is no adverse effect on the environment. The environment Management System shall be maintained to ensure compliance with the companies waste licence.

### **Continual Improvement**

The company as a whole will adopt environmentally sound practices and all relevant activities on-site will be reviewed on at a minimum on an annual basis. Following this review objectives and targets will be implemented with the purpose of reducing potential and/or actual impacts on the environment.

### **Training**

Midland Waste Disposal Ltd., will provide the necessary resources, both human and financial, and training to all staff, to ensure that all activities on site are fulfilled in a mode which complies with maintaining the environment.

The responsibility of implementing an effective environmental management system lies with the General Manager of Midland Waste Disposal Ltd., Proudstown, Navan, County Meath.

Signed:

Date:

\_\_\_\_\_  
 Francis Flynn  
 General Manager

\_\_\_\_\_

<b>Environmental Manual</b>	 <b>Midland Waste Disposal Ltd</b> ENVIRONMENTAL MANUAL	<b>Document:</b> <b>EM 3.1</b>
Document Approved By:  _____ General Manager		Revision: 0 Page: 1 of 1 Issued:
<b>Title:</b> <p style="text-align: center;"><b>Environmental Objectives and Targets</b></p>		

**Purpose:** To provide targets for the continuous improvement process consistent with achieving the requirements of the Waste Licence and environmental policy of Midland Waste Disposal Limited.

**Scope:** Key environmental aspects.

**Responsibility:** General Manager or his/her deputy

**References:** *EP10 Determining and Reviewing Environmental Objective and Targets*  
*EM2.1 Environmental Policy Statement*

The organisation's environmental objectives and targets are drafted and documented on an annual basis. To monitor the success of each objective, the progress of the objectives and targets should be reviewed by the General Manager on a quarterly basis with Objectives and Targets based on a continual improvement premise.

In preparing the Objectives and Targets the following are considered: -

- Legal requirements
- Best Available Technology
- Operational requirements.
- Views of employees and supervisory staff.
- Views of the Environmental Protection Agency
- Results of internal and external audits
- Views of interested parties.
- The Environmental Policy (ref. EM2.1)

The general manager is responsible for the preparation of the Objectives and Targets. Responsibilities and details for achieving the various objectives and targets within the allotted timeframe are documented within the Environmental Management Programmes (EP8.0). This is reviewed on an annually basis and submitted to the Environmental Protection Agency as part of the Annual Environmental Report.

The Environmental Programmes and relevant work instructions are reviewed at regular intervals and also following changes in company operations or changes in the relevant environmental legislation.

<b>Environmental Manual</b>		Document: <b>EM 3.2</b>
Document Approved By:	 <b>Midland Waste Disposal Ltd</b> ENVIRONMENTAL MANUAL	Revision: 0
_____		Page: 1 of 1
General Manager		Issued:
Title: <b>Environmental Management Programme</b>		

**Purpose:** To provide a framework, including a timeframe and responsibilities, for achieving set environmental objectives and targets.

**Scope:** Activities related to environmental improvement.

**Responsibility:** General Manger or his/her deputy

**References:** EP 8.0 Preparation & Review of the Environmental Management Programme

The Environmental Management Programme forms part of the strategic planning process for Midland Waste Disposal Ltd and is also a requirement under the conditions of their Waste Licence (Condition 2.3). The document reviews of the programme and associated plan will take place biannually and amendment thereafter and notified to the agency as part of the AER.


The General Manager and his/her deputy have overall responsibility for the progress and completion of the Environmental Management Programme.

The Environmental Management Programme documents the strategy for achieving the planned objectives and targets and will: -

- Identify the specific step-by-step actions required to ensure the objectives and targets are achieved.
- Assign appropriate responsibilities for achieving each element of the Environmental Management Programme.
- Set deadlines for achieving the various stages of the planned activities.

Guidance in documenting the programme is provided in EP 15.0

The programme is reviewed and updated, where required, on a quarterly basis, to ensure that new developments are covered and are maintained within the scope of the environmental management system.

<b>Environmental Manual</b>	 <b>Midland Waste Disposal Ltd</b> ENVIRONMENTAL MANUAL	Document: <b>EM 4.1</b>
Document Approved By :  <hr/> General Manager		Revision: 0 Page: 1 of 1 Issued:
Title: <b>Structure and Responsibility</b>		

**Purpose:** To provide guidance on reporting structures and to document responsibilities.

**Scope:** Management structure in Midland Waste Disposal Limited.

**Responsibility:** Environmental Management Team and other persons it deems responsible.


**Reference:** Annual Environmental Report

The General Manager is responsible for the overall operation of the Environmental Management System and for reporting to senior management and the Environmental Protection Agency on the performance of the system.

Resource requirements are identified and approved as part of the Environmental Management Programme (Plan) development. Midland Waste Disposal Ltd., is committed to providing adequate resources and personnel for the effective operation of the Environmental Management System.

Each responsible person, as designated by the Environmental Management Team, is responsible for implementing Environmental Work Instructions and procedures in each relevant department as defined in the Environmental Management System Structure and Organisation Chart.

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<b>Environmental Manual</b>	 <p><b>Midland Waste Disposal Ltd</b> ENVIRONMENTAL MANUAL</p>	<b>Document: EM 4.2</b>
Document Approved By :     <hr/> General Manager		Revision: 0 Page: 1 of 1 Issued:
<b>Title:</b> <p style="text-align: center;"><b>Training and Awareness</b></p>		

**Purpose:** To ensure that personnel whose work may have a significant impact on the environment are aware of that impact and have received suitable training to control that impact.

To ensure that all employees are aware of the environmental policy of Midland Waste Disposal Ltd., and receive appropriate training.

**Scope:** All Midland Waste Disposal Ltd., employees and in particular, those whose work may have a significant impact on the environment

**Responsibility:** General Manager or his/her deputy

**References:** Developing and Implementing a Training and Awareness Plan (EP5.0)

Midland Waste Disposal Ltd., recognises the need to provide appropriate training for all relevant personnel whose work may impact on the environment. In addition, training requirements shall be identified and training provided to all personnel so that awareness of their requirements under the environmental policy is communicated and understood.

Environmental Training is provided to ensure that:-

- Employees are aware of the need to comply with all the policies and procedures of the Environmental Management System and the Waste Licence.
- Employees are aware of significant environmental impacts of their work and performance.
- Employees are aware of their roles and responsibilities within the Environmental Management System.
- Employees are aware of the consequences of their failure to comply with the requirements of the System.

<b>Environmental Manual</b>	 <b>Midland Waste Disposal Ltd</b> ENVIRONMENTAL MANUAL	Document: <b>EM 4.3</b>
Document Approved By :   <hr/> General Manager		Revision: 0 Page: 1 of 1 Issued:
Title: <b style="text-align: center;">Communication</b>		

**Purpose:** To ensure an effective system of communication is available for internal reporting and employee awareness, and to ensure that the concerns of external bodies and the general public are addressed in an appropriate manner

**Scope:** Internal and external communications on environmental matters.

**Responsibility:** General Manager or his/her deputy


- References:**
- EP 1.0 Environmental Corrective and Preventive Action
  - EP 6.0 Environmental Complaints
  - EP 7.0 Procedure of Enquiries with regard to Environmental Performance on-site
  - EP 16.0 Reporting

Midland Waste Disposal Ltd., recognises the need for effective communication both internally with it's employees, and externally with statutory bodies and the general public.

Internally, environmental information and progress reports are communicated through the training system and through a training system and a network of environmental memo. In addition, a system is available for receiving, documenting and responding to the EPA. This involves providing information regarding the performance of the Environmental Management System, levels of waste, improvements, incidents and other matters.

The company has established an environmental complaints system, (EP 6.0 Environmental Complaints) which provides a recording framework for gathering complaints from the public and from statutory bodies. These complaints are then investigated and where appropriate passed to the Corrective Action System. (EP 1.0 Environmental Corrective and Preventive Action).

Midland Waste Disposal Ltd., operates in an environmentally responsible manner and is justifiably proud of the progress achieved in environmental matters to date. Furthermore, it is the policy of Midland Waste Disposal Ltd., to allow public access to information on the facility regarding environmental issues as detailed in the system for handling enquiries regarding environmental issues (EP 7.0 Procedure for Handling Enquiries regarding Environmental Issues).

<b>Environmental Manual</b>	 <b>Midland Waste Disposal Ltd</b> ENVIRONMENTAL MANUAL	<b>Document: EM 4.4</b>
Document Approved By :  <hr/> General Manager		Revision: 0 Page: 1 of 2 Issued:
<b>Title:</b> <div style="text-align: center;"><b>Environmental Management System Documentation</b></div>		

- Purpose:** To describe the core elements of the Environmental System
- Scope:** Midland Waste Disposal Ltd., Proudstown Road, Navan, County Meath
- Responsibility:** General Manager or his/her deputy

Midland Waste Disposal Ltd., has established a documented Environmental Management System  
 This system consists of

- **An Environmental Manual**

The environmental manual is the top-level document in the environmental management system. The purpose of this manual is to provide an overview of the environmental management system and to describe the company commitment to the system. This manual details the following:

- Company Environmental Policy
- Company description including locations and activities
- Company environmental management programme
- Company structure with particular responsibilities
- Company environmental objectives and targets
- Company's operation procedures
- Records

This manual may reference the Environmental Procedures Manual and the Environmental Work Instruction Manual.

- **An Environmental Procedures Manual**

The environmental procedures manual details the actual procedures that are required to implement a successful management system. This is a management tool, which indexes all the relevant procedures required to implement the aspects of the environmental manual. Many of the procedures will generate registers and records that require completion on a regular basis.

<b>Environmental Manual</b>		Document:	<b>EM 4.4</b>
Document Approved By :	 <b>Midland Waste Disposal Ltd</b> ENVIRONMENTAL MANUAL	Revision:	0
		Page:	2 of 2
_____		Issued:	
General Manager	Title:		
<b>Environmental Management System Documentation</b>			


All procedures may have cross-references to areas in the environmental manual and also to the environmental work instructions.

- **Environmental Work Instructions**

Detailed operational work instructions for activities with an environmental aspect conducted in the Midland Waste Disposal Ltd facility.

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<b>Environmental Manual</b>	 <b>Midland Waste Disposal Ltd</b> ENVIRONMENTAL MANUAL	Document: <b>EM 4.5</b>
Document Approved By :  <hr/> General Manager		Revision: 0 Page: 1 of 1 Issued:
Title: <b>Document Control</b>		

**Purpose:** To outline how the Environmental Management System documents are controlled

**Scope:** Environmental Document Control in Midland Waste Disposal Ltd.,

**Responsibility:** General Manager or his/her deputy

**References:** Procedure for Environmental Document Control (EP15.0)  
Environmental Policy Statement (EM2.1)

Midland Waste Disposal Ltd., recognises that documents constitute the primary communication channel within the Environmental Management System. Clear, unambiguous communication both within the company and also between the company and its customers, suppliers and external bodies is an essential element of the Environmental System. The company operates a document and data control system, which is appropriate, simple, and effective.

The objective of the document control system is to ensure that all environmental documents are available, utilised, effectively updated and revised. Documents include procedures, specifications, drawings, forms and specified data.

### **Documentation & Data Control Procedures**

Documents are controlled as documented in the procedure EP 15.0.

### **Environmental Document Circulation**

All environmental documentation is circulated to the staff through internal memos and specific training courses. A copy of the Waste Licence is issued to all relevant personnel whose duties relate to the licence.

The Environmental Policy is displayed in each work area.

<b>Environmental Manual</b>	 <b>Midland Waste Disposal Ltd</b> ENVIRONMENTAL MANUAL	Document: <b>EM 4.6</b>
Document Approved By :    <div style="border-top: 1px solid black; width: 100%; text-align: center; font-size: small;">General Manager</div>		Revision: 0 Page: 1 of 1 Issued:
Title: <b style="text-align: center;">Operational Control</b>		

**Purpose:** To document activities and operations so as to ensure the organisations Environmental Policy, Objectives and Targets can be met.

**Scope:** Operations and activities associated with significant environmental aspects at Midland Waste Disposal Ltd.

**Responsibility:** General Manager or his/her deputy


**References:** EP 2 Waste Acceptance procedure  
EP 2 Unacceptable Waste Handling procedure.

Midland Waste Disposal Ltd., have prepared procedures and work instructions as part of the Environmental System for operational control of the environmental aspects of the site activities. These work instructions and procedures are available in all locations where their absence could result in deviations from the Environmental Policy and documented objectives.

The detailed procedures for Operational Control in the Environmental Procedures Manual and in the Quality System include guidance on: -

- Energy Usage
- Contracting
- Delivery, handling and storage of raw materials/chemicals
- Production and maintenance processes
- Management of waste and recyclables
- Hazardous waste storage and disposal

Where possible specific criteria are documented within the procedures to ensure that operations are carried out as planned. All processes will be carried out under controlled conditions.

<b>Environmental Manual</b>	 <b>Midland Waste Disposal Ltd</b> ENVIRONMENTAL MANUAL	Document: <b>EM 4.7</b>
Document Approved By :   <hr/> General Manager		Revision: 0 Page: 1 of 1 Issued:
Title:  <b>Emergency Preparedness and Response</b>		

**Purpose:** To identify and document procedures for accidents and emergency situations.

**Scope:** Environmental accidents or emergency situations.


**Responsibility:** General Manager or his/her deputy

**References:** EP 4.0 Environmental Incident Investigation and Reporting.  
EP 13.0 Emergency Preparedness and Response.

Midland Waste Disposal Ltd., has documented procedures for identifying and responding to environmental incidents.

A periodical review of the emergency management programme will be carried out by the General Manager on a regular basis. Following an environmental incident, the emergency management programme will also be reviewed. The review report will be examined by the General Manager and appropriate action taken where required.

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<b>Environmental Manual</b>	 <b>Midland Waste Disposal Ltd</b> ENVIRONMENTAL MANUAL	Document: <b>EM 5.1</b>
Document Approved By :  <hr/> General Manager		Revision: 0 Page: 1 of 1 Issued:
Title: <p style="text-align: center;"><b>Monitoring and Measurement</b></p>		

**Purpose:** To ensure that the organisation is performing in accordance with the stated environmental management programme.

**Scope:** Requirements of the Waste Licence

**Responsibility:** General Manager or his/her deputy

**References:** EP 11.0 Environmental Monitoring

Midland Waste Disposal Ltd., have established procedures and a monitoring schedule for the significant environmental aspects identified in the *Waste License (Reg No. 131-1)*


The procedures provide guidance on -

- Actual measurements and methodology.
- Records and recording.

The results are analysed and used to determine areas of success and to identify activities requiring corrective action and improvement.

As part of the analysis process, the results are periodically compared against the various relevant environmental legislation and standards.

Detailed procedures for monitoring are documented in EP 11.0 and relevant subsections.

<b>Environmental Manual</b>	 <b>Midland Waste Disposal Ltd</b> ENVIRONMENTAL MANUAL	<b>Document: EM 5.2</b>
Document Approved By :  <hr/> General Manager		Revision: 0 Page: 1 of 1 Issued:
<b>Title: Non-Conformance and Corrective/Preventive Action</b>		

- Purpose:** To define the policy for corrective and preventive action
- Scope:** Environmental non-conformance and complaints at Midland Waste Disposal Ltd.,
- Responsibility:** General Manager or his/her deputy
- References:** EP 1.0 Environmental Corrective and Preventive Action  
EP6.0 Environmental Complaints

Midland Waste Disposal Ltd., is committed to effective continuous improvement. This involves detecting, analysing and eliminating actual and potential environmental problems associated with its products, processes and systems.

The emphasis is to determine the root cause of the problem and to ensure that the actions taken are appropriate and effective. Where possible, actions taken will include measures to alleviate the impact of the non-conformance while the investigation is in progress.

Changes arising from corrective or preventative actions will be documented and procedures, registers and plans updated where necessary.

Non-conformance and Corrective & Preventive action procedures as well as public complaints procedures are contained in the Environmental Procedures Manual.

<b>Environmental Manual</b>		Document: <b>EM 5.3</b>
Document Approved By :  <hr/> General Manager	<b>Midland Waste Disposal Ltd</b> ENVIRONMENTAL MANUAL	Revision: 0 Page: 1 of 1 Issued:
Title: <div style="text-align: center;"><b>Records</b></div>		

**Purpose:** To outline the system for controlling environmental records and reporting results to relevant bodies.

**Scope:** Records to document the control and integrity of the environmental management system

**Responsibility:** General Manager or his/her deputy

**References:** EP 15.0 Environmental Document Control


Midland Waste Disposal Ltd., has documented procedures for the control of Environmental Records. These procedures are detailed in EP 15.0.

Records are maintained to demonstrate conformance to specified requirements and that the Environmental Management System is operating effectively. Records are legible and identifiable and are stored in a suitable environment to minimise deterioration and prevent loss. Records are retained for seven years.

Records maintained may include:-

- Training Records
- Environmental Audit Reports
- Environmental Reviews
- Environmental Complaints and Corrective Actions
- Monitoring Data
- External Communications
- Non-conformances
- Corrective Actions

Environmental records are organised to allow easy access to relevant data and records can be made available for external audit or customer inspection if required.

<b>Environmental Manual</b>	 <b>Midland Waste Disposal Ltd</b> ENVIRONMENTAL MANUAL	Document: <b>EM 5.4</b>
Document Approved By :   <hr/> General Manager		Revision: 0 Page: 1 of 1 Issued:
Title: <b style="text-align: center;">Environmental Audits</b>		

**Purpose:** To ensure the effectiveness of the Environmental Management System, and to determine whether the system is operating as planned and complies with the Environmental Policy.

**Scope:** Audits relating to the performance of the environmental management system at Midland Waste Disposal Ltd.,

**Responsibility:** General Manager is responsible for scheduling in-house audits and accommodating external audits.

**References:** EP 14.0 Environmental Auditing


Midland Waste Disposal Ltd., has established a programme of planned and documented environmental audits which are carried out to verify that the environmental system is being implemented in accordance with the Environmental Policy.

Detailed procedures for environmental auditing are documented in EP 14.0

The actual schedule of Audits is based on the environmental importance of the activity concerned and the results of previous environmental audits.

Environmental Audits are carried out in an objective and impartial manner by suitably qualified personnel. Audit findings are recorded and discussed with the manager or supervisor responsible for the area. Non-conformances may be raised for any problems encountered.

The Corrective/Preventive Actions necessary are identified and agreed with the personnel responsible along with suitable timescales for implementation. The results of audits are recorded and are subject to management review.

<b>Environmental Manual</b>	 <b>Midland Waste Disposal Ltd</b> ENVIRONMENTAL MANUAL	Document: <b>EM 6.0</b>
Document Approved By :   <hr/> General Manager		Revision: 0 Page: 1 of 1 Issued:
Title: <b>Management Review</b>		

**Purpose:** To ensure the continuing suitability and effectiveness of the Environmental Management System

**Scope:** Environmental activities Midland Waste Disposal Ltd.,

**Responsibility:** General Manager or his/her deputy

**References:** EM 2.1 Environmental Policy  
EM 3.1 Environmental Objectives and Targets

The company recognises that its business is continually evolving. It is essential that the environmental management system is dynamic and capable of developing as the legislation, business and operating environment changes.

The Environmental Management System is reviewed the General Manager or his/her deputy at least once per year to ensure its suitability and effectiveness. Environmental Objectives and Targets are agreed by the General Manager and senior management, and performance against these Objectives and Targets are reviewed at subsequent quarterly Environmental Review meetings throughout the year. The system is reviewed to the Company's Environmental Policy, procedures and plans. Reviews include assessment of the results of environmental audits.


The environmental management review is carried out as part of the Management System overall review.

Documented procedures are available to ensure that: -

- All necessary information is available to allow an effective review.
- Actions taken as a consequence of the review are documented
- The review process is documented

Possible changes to the Environmental Policy are considered.



<b>Environmental Procedures Manual</b>	 <b>Midland Waste Disposal Ltd</b> ENVIRONMENTAL PROCEDURES	Document: <b>EP 0.0</b>
Document Approved By :   _____ Operations Director		Revision: 0 Page: 1 of 1 Issued:
Title: <b>Environmental Procedures-Table of Contents</b>		

Document	Subject	Issue Date	Revision	Pages
EP 0	Table of Contents	June 2003	0	1
EP 1.0	Environmental Corrective and Preventive Action	June 2001	0	2
EP 2.0	Waste Acceptance and Handling	January 2005	9	7
EP 3.0	Unacceptable Waste Handling	June 2002	0	2
EP 4.0	Environmental Incident and Reporting	June 2002	1	2
EP 5.0	Development and Implementing a Training and Awareness Plan	June 2002	1	4
EP 6.0	Environmental Complaints	June 2001	0	2
EP 7.0	Processing of Enquiries with regard to Environmental Performance on-site	June 2002	3	2
EP 8.0	Preparation and Review of the Environmental Management Programme	June 2002	1	5
EP 9.0.	Energy and Natural Resource Consumption Analysis	June 2003	0	1
EP 10.0	Determining and Reviewing Environmental Objectives and Targets	June 2003	0	2
EP 11.0	Environmental Monitoring	June 2003	0	2
EP 12.0	Contractors Environmental Management	June 2003	0	2
EP 13.0	Emergency Preparedness and Response	August 2002	2	15
EP 14.0	Environmental Auditing	June 2003	0	2
EP 15.0	Environmental Document Control	June 2003	0	1
EP 16.0	Reporting	June 2003	0	1

<b>Environmental Procedure</b>	 <b>Midland Waste Disposal Ltd</b>	<b>Document:</b>	<b>EP 1.0</b>
Document Approved By :   <hr/> General Manager		Revision: 0 Page: 1 of 2 Issued:	
Title: <b>Environmental Corrective &amp; Preventive Action</b>			

**1.0 Purpose:**

To detail a procedure to address environmental corrective and preventive action

**2.0 Scope:**

Environmental non-conformance and environmental complaints at Midland Waste Disposal Ltd.

**3.0 Responsibility:**


General Manager or his/her deputy

**4.0 References:**

- EPF 1.1 Corrective/Preventive Action Report Form
- EPF 1.2 Environmental Complaints Assessment Form
- Corrective Action File

**5.0 Procedure:**

- 5.1 On notification of an environmental non-conforming situation, or upon identification of a potential non-conformance, the General Manager will initiate and document the situation on a Corrective/ Preventive Action Report Form (EPF1.1).
- 5.2 The General Manager and/or his/her deputy assesses all non-conformances and potential non-conformances and then relevant personnel are appointed to establish a corrective/preventive action plan. The detail and magnitude of the action plan shall be appropriate to the magnitude of the non-conformance and commensurate with the environmental impact encountered. When the corrective/preventive action plan has been agreed, it will be authorised, and those responsible for the implementation of the corrective/preventive action plan will promptly conduct their duties as described therein.

<b>Environmental Procedure</b>	 <b>Midland Waste Disposal Ltd</b>	Document: <b>EP 1.0</b>
Document Approved By :   <hr/> General Manager		Revision: 0 Page: 2 of 2 Issued:
Title:  <b>Environmental Corrective &amp; Preventive Action</b>		

5.3 The Corrective/Preventive Action Report Form (EPF1.1) and any other relevant information and correspondence pertaining to the Corrective Action will be filed in a designated Corrective Action File.

5.4 The General Manager and/or his/her deputy will monitor the implementation of the corrective/preventive action plan. On successful completion, the General Manager and/or his/her deputy will verify that the corrective/preventive action plan has been completed and that corrective/preventive action is effective. The corrective/preventive action plan will then be closed off and filed in the Corrective Action File.

5.5 Environmental corrective/preventive action may be initiated as a result of audit findings and /or receipt of environmental complaints, environmental monitoring or emergency drills. If so, corrective/preventive action will be implemented and closed off as described above.

5.6 The General Manager and/or his/her deputy will review all open corrective/preventive action plans on a monthly basis to establish the status of each.

## 6.0 Responsibilities

The *General Manager* and/or his/her deputy is responsible for establishing, with the relevant personnel a corrective/preventive action form to address potential and actual non-conforming situations. He/she shall review progress on a corrective action plan on a monthly basis and maintain the Corrective Action File.

Environmental Complaints
Document Approved By:   _____
General Manager



Document:	EPF 1.1
Revision:	0
Page:	1 of 1

Title:	<b>Environmental Corrective &amp; Preventive Action</b>
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Reference Number	Date	/	/	Initiator:	
Nature of Non-Conformance?	Actual / Potential	Action Type?		Corrective	/ Preventive
Description of Non-Conformance					
Bodies Informed, Date and Details:					
Identified as a Result of:					
Identified by:				Date of Identification:	/ /
Action Plan:					
Responsibility:					
Target Date for Completion:	/	/	Actual Date of Completion:	/	/

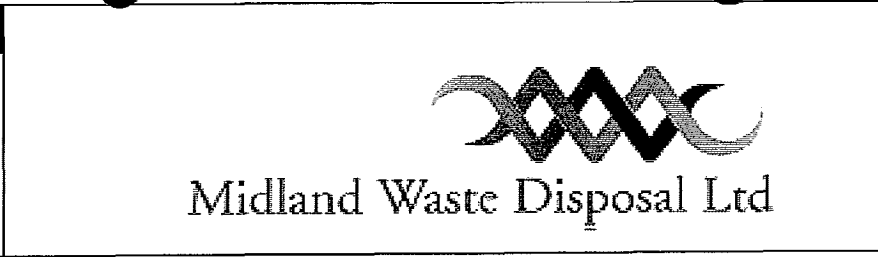
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**Environmental Complaints**

Document Approved By:

\_\_\_\_\_

General Manager




Document: **EPF 1.2**

Revision: 0

Page: 1 of 1

Title: **Environmental Complaints Assessment Form**

Complaint No.		Date & Time Rec'd	/ / : am/pm	Initial Investigation and Action	
Name:		Communication		<i>For inspection purposes only. Consent of copyright owner required for any other use.</i>	
Address:		Phone	_____		
		Letter	_____		
		Fax	_____		
		Verbal	_____		
Phone No.:		Fax:		Other	_____
Description of Complaint				Signed: _____ Date: _____	
				Corrective Action Summary CA #: _____	
				Signed: _____ Date: _____	
Incident First Noted		Date: / /	Time: am/pm	Complaint Resolution Summary	
Complaint Passed to:		Date: / /			
Complaint Valid?	Yes _____	No _____	Signed: _____ Date: _____		
Immediate Action Rqd?	Yes _____	No _____	Complainant Notified? Yes _____ No _____ Date: / /		
Further Corrective Action Rqd?	Yes _____	No _____	Complaint Closed by:? _____ Date: / /		

<b>Environmental Procedure</b>		Document:	<b>EP 2.0</b>
Document Approved By :    <hr/> General Manager	 <b>Midland Waste Disposal Ltd</b>	Revision: 10 Page: 1 of 7 Issued: 4 <sup>th</sup> January 2005	
Title: <p style="text-align: center;"><b>Waste Acceptance and Handling</b></p>			

## 1.0 Purpose:


To detail a procedure for the acceptance and handling of waste at Midland Waste Disposal Ltd.

## 2.0 Scope:

All waste accepted at the Midland Waste Disposal transfer station for subsequent recovery or disposal, in accordance with Waste Licence Register No. 131-1.

## 3.0 Procedure:

- 3.1 Waste handling operations at Midland Waste Disposal Ltd. are normally conducted between 08.00-20.00 Monday to Saturday. At all times other than Bank Holiday weekends, all waste for disposal shall be removed from the facility within 48 hours of its arrival on-site. At Bank Holiday weekends, such waste shall be removed from the facility within 72 hours of its arrival on-site.
- 3.2 The current waste acceptance procedure involves the use of an Integrated Waste Software System. This software is linked to the on-site weighbridge and is used for recording the quantities of waste accepted on-site. All incoming waste is transferred by Midland Waste Disposal Company Limited and M&J Recycling Services Ltd vehicles unless otherwise reported on the weigh docket and environmental procedure form EPF2.1. Upon entry to the Clonmaggadan site, waste is weighed at the entrance weighbridge and the driver enters the vehicle registration number into the system. The driver then prints an individual weigh docket for each waste load. All weigh dockets are filed by an office staff member in the Weight Docket File in the General Manager's Office.
- 3.3 After weighing, each waste load is brought to the enclosed Recycle Plant Building, where it is deposited on the floor for visual inspection. Visual inspections are necessary to ensure that all wastes comply with the requirements of the Waste Licence, Register No. 131-1. The Waste Segregation Manager (Mr. Bernard Kelly) is responsible for carrying out the waste visual inspections and for maintaining a written record of all inspections. Written records of these waste inspections will be conducted each working day on the waste inspection form EPF2.3: Incoming Waste Inspection Audit Sheet, which is generated through the waste software system. Only after visual inspection can the waste be processed for disposal or recovery. Completed EPF2.3 forms (Incoming Waste Inspection Audit Sheet), are filed by the General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy) in the Waste Management File in the General Manager's office.

Environmental Procedure	 <b>Midland Waste Disposal Ltd</b>	Document: <b>EP 2.0</b>
Document Approved By :  <hr/> General Manager		Revision: 10 Page: 2 of 7 Issued: 4 <sup>th</sup> January 2005
Title: <b>Waste Acceptance and Handling</b>		

### 3.3 Municipal Household Waste

3.3.1 Municipal household waste accepted by Midland Waste Disposal Ltd. within the black bin is directed through the facility at Proudstown Road prior to delivery to either of the following facilities:

- Corranue Landfill, Cavan County Council (EPA Waste Licence 77-1)
- Kyletalesha Landfill, Laois County Council (EPA Waste Licence 26-2)
- Balleally Landfill, Fingal County Council (EPA Waste Licence 9-2)
- Padriag Thornton Waste Disposal Ltd., (EPA Waste Licence 44-1)
- Derryclure Landfill, County Offaly (EPA Waste Licence 29-2)
- Whiteriver Landfill, County Louth (EPA Waste Licence 60-2)
- Knockharley Landfill, County Meath (EPA Waste Licence 146-1)

Midland Waste Disposal Ltd and M&S Recycling Services Ltd., vehicles are used for the transportation of waste, under Waste Collection Permits MH 200/04C and MH 2003/16B respectively.


3.3.2 Recycling household is accepted at the facility through the blue bin system. This is detailed in section 3.6 below.

### 3.4 Hazardous Waste

3.4.1 Midland Waste Disposal Ltd. do not accept hazardous waste on-site. Hazardous waste, in the form of batteries and fluorescent tubing that are inadvertently accepted on-site are segregated, before being collected and recovered by a licensed contractor.

3.4.2 Batteries and fluorescent tubes are stored in enclosed, banded, non-corrosive receptacles inside the Recycle Plant Building, pending transport off-site for recovery. Returnbatt (Ph. 045 521300) collect the batteries (Vehicle Registration No. 96 KE 6164), while Irish Lamp Disposal (Ph. 0507 31377) are responsible for recovering the fluorescent tubes.

3.4.3 Upon collection of the hazardous waste (batteries and fluorescent tubes), each waste contractor provides a Consignment Note (C1 Form) which is required to move the hazardous waste within the State. (If the waste contractor does not provide a C1 Form, it may be obtained from the Local Authority). The C1 Form is a 3 part document (A,B & C) and comprised of 5 numbered copies. Before transferring the waste to the carrier, a Midland Waste Disposal representative must complete Part A on 5 copies of the C1 Form. When accepting the waste, the waste contractor must complete part B of the form. This is witnessed by the Midland Waste Disposal representative, who, then gives

<b>Environmental Procedure</b>	 <b>Midland Waste Disposal Ltd</b>	Document: <b>EP 2.0</b>
Document Approved By :   <hr/> General Manager		Revision: 10 Page: 3 of 7 Issued: 4 <sup>th</sup> January 2005
Title: <b>Waste Acceptance and Handling</b>		

the top 4 copies of the form to the carrier and retains the remaining copy. Midland Waste Disposal Ltd. maintain the C1 Forms for a period of 5 years. A Certificate of Disposal is also received from the waste contractor, when the hazardous waste has reached it's final destination. Midland Waste Disposal Ltd. file the completed C1 Forms with the Certificates of Disposal in the Waste Management File in the General Manager's office.

3.5 Any other wastes which are deemed to be in contravention of the waste licence and/or are unsuitable for recovery or disposal, are contained within the Waste Quarantine Area, as per the Unacceptable Waste Handling procedure, EP3.0. This waste is removed from the facility and transferred to an appropriate alternative facility for recovery or disposal.

### 3.6 Recyclable Material

3.6.1 When all hazardous material has been removed, the remaining waste material is sorted according to recycling potential and is either deemed suitable for recycling/recovery or segregated for final authorised disposal.


3.6.2 The categories of waste deemed suitable for segregation and recycling is dependent on available markets for such materials. Materials commonly accepted for recycling include Cardboard/ Newsprint, Timber, Construction & Demolition waste (suitable for land reclamation), Glass, Steel, Green Waste and Plastic and on occasion empty gas cylinders and tyres.

3.6.3 Cardboard and newsprint is separated and baled or compacted. Smurfit Recycling (Ireland) Ltd. (Ph.01-4602011), Bailey Waste and Failland accept delivery of recovered, baled/compacted cardboard and newsprint for subsequent treatment. Details of the amounts of Cardboard and newsprint recovered are generated by the new computerised weighbridge software and these records are filed in the Waste Management File in the General Manager's office.

Details of recycle options for the newsprint and cardboard is Bailey Waste Paper Ltd., Rosemount Business Park, Dublin 15 (ph. 01-8200833); Fingal County Council waste permit No. WPT 1 and Failland Paper Services Ltd. 11 Triangle South, Clifton, Bristol, UK; Smurfit (Recycling) Ireland, Ballymount Road, Dublin 12, Waste permit WPR 021.

3.6.4 Recovered timber (including timber pallets) which may undergo shredding by a Hogger on- site is delivered by a Midland Waste Disposal Ltd vehicle for further treatment to Nurendale Ltd facility Waste Licence 140-1 (Panda Waste Ltd. Ph. 046 24111). Details of the amounts of timber recovered is generated by the computerised




<b>Environmental Procedure</b>	 <b>Midland Waste Disposal Ltd</b>	Document: <b>EP 2.0</b>
Document Approved By :     General Manager		Revision: 10 Page: 4 of 7 Issued: 4 <sup>th</sup> January 2005
Title: <b>Waste Acceptance and Handling</b>		

weighbridge software and these records are filed in the Waste Management File in the General Manager's office.

Alternative recycle options for the timber is Bailey Waste Paper Ltd., Rosemount Business Park, Dublin 15 (ph. 01-8200833). Fingal County Council waste permit No. WPT 1 and Thornton Waste Disposal (waste licence 44-2).

- 3.6.5 Glass from the Co. Meath catchment area is accepted at the Clonmaggadan site in recycling storage containers. Glass is stored on the facility within the Bottle Bank area. The Bottle Bank is divided into 3 compartments, used for the segregation of green, clear and brown coloured glass respectively. The glass is collected and taken off-site by Drumgoon Recycling (Ph. 049 4334283). Vehicle registration numbers 94 CN 1992, 94 CN 1993, 94 CN 1994. Waste Permit 02/6 Cavan County Council and Waste Collection Permit MH/2001/70B are held by Drumgoon Recycling. Details of the amounts of glass recovered is generated by the computerised weighbridge software and these records are filed in the Waste Management File in the General Manager's office.
- 3.6.6 Steel recovered at the facility is forwarded to Clearway Disposal Ltd at Portadown, Co. Armagh (Waste licence with Craigavon Borough Council dated 18<sup>th</sup> May 1988) and Clement Felix Gormley (Cavan County Council Waste Permit WP 00/1). Details of each waste load is maintained in EPF2.10 Out-going Timber Waste Audit, which is held within the General Manager's office.
- 3.6.7 Green waste accepted and recovered at the facility is forwarded to Organic Gold (Waste Permit with Meath County Council WMP 2002-26). Details of each waste load is maintained in EPF2.5 Out-going Green Waste Audit, which is held within the General Manager's office.
- 3.6.8 Recovered plastic waste is forwarded to Failand Paper Services Waste Brokers (Registration/certificate no. ENW/029763/B) for recycling. Details of each waste load is maintained in EPF2.9 Out-going inspection audit for Failand, which is held within the General Manager's office.
- 3.6.9 Empty gas cylinders, are inadvertently accepted at the Clonmaggadan site in household and commercial skips. These empty gas cylinders are segregated and stored in a dedicated skip. The dedicated skip is held outside of the recycling plant during working hours and brought into the Recycling plant at the end of business each day for overnight hours. The dedicated skip is stored overnight beneath the conveyor belt in the Recycling plant. The empty gas cylinders are collected and taken off-site by Navan Gas (ph. 046 21755). Details of the amounts of empty gas cylinders removed off-site are generated by the new computerised weighbridge software and these records are filed in the Waste Management File in the General Manager's office. Details of each

<b>Environmental Procedure</b>	 <b>Midland Waste Disposal Ltd</b>	<b>Document: EP 2.0</b>
Document Approved By :   <hr/> General Manager		Revision: 10 Page: 5 of 7 Issued: 4 <sup>th</sup> January 2005
<b>Title:</b> <p style="text-align: center;"><b>Waste Acceptance and Handling</b></p>		

waste load is maintained in EPF2.6 Out-going Gas Cylinders Waste Audit, which is held within the General Manager's office.

3.6.10 Tyres are inadvertently accepted at the Clonmaggadan site in household and commercial skips. These tyres are segregated and stored in a dedicated skip. The dedicated skip is held outside of the recycling plant during working hours and brought into the Recycling plant at the end of business each day for overnight hours. The dedicated skip is stored overnight beneath the conveyor belt in the Recycling plant. The tyres are taken off-site by Midland Waste Disposal Company Limited and delivered to local agricultural holdings for re-use. Alternatively, tyres may be sent to Crumb Rubber Irl Ltd., Mooretown Dromiskin Co. Louth. Waste Permit WP 033/02. Midland Waste of M & J Recycling Services Ltd may transfer these consignments. Details of the amounts of tyres removed off-site are generated by the new computerised weighbridge software. Details of outgoing waste loads are maintained EPF2.7 Out-going Tyre Waste Audit, which are held within the General Manager's office.


3.6.11 Clean Topsoil and Clean Construction and Demolition Waste is accepted at the facility. This material is directed to the following facilities:

McCarthy Duigean site, Meath County Council Permit WMP 2000/30  
 Jack Marry site, Meath County Council Permit WMP 2000/36  
 Owen Hoey Meath County Council Permit WMP 2002/7  
 Murphy Environmental Site (EPA Waste Licence 129-1)  
 Murphy Environmental Site (EPA Waste Licence 151-1)  
 Kevin J Kane Site, Meath County Council Permit WMP 2003/27  
 Cathal McCarthy Site, Meath County Council Permit WMP 2003/54  
 Doherty Quarries Site, Meath County Council Permit WMP 2001/34

For purpose of road buildings, Whiteriver Landfill Site, WPA Licence 60-2 will accept uncontaminated concrete & brick EWC 17101 and 17102.

Details of the amounts of Clean topsoil and clean Construction and Demolition waste removed of site for land reclamation is generated by the new computerised weighbridge software and these records are filed in the Waste Management File in the General Manager's office. Details of waste loads are maintained EPF2.4 Inert Waste Inspection Audit, which are held within the General Manager's office.

3.6.9 Pre-sorted dry recyclable kerbside municipal waste is accepted at the facility through the blue-bin system. This waste includes Newspaper, Aluminium Cans, Plastic Bottles, Magazines, Steel-Tin Cans, Cardboard Packaging, and Tetra pak. The dry recyclable waste is deposited on the floor for visual inspection and loaded into ejector

<b>Environmental Procedure</b>	 <b>Midland Waste Disposal Ltd</b>	Document: <b>EP 2.0</b>
Document Approved By :   <hr/> General Manager		Revision: 10 Page: 6 of 7 Issued: 4 <sup>th</sup> January 2005
Title:  <b>Waste Acceptance and Handling</b>		

trailers for transportation to A.E.S. Cappincur, Tullamore, Co. Offaly EPA Licence 104-1. Alternatively Dry Recyclable waste may be sent to P. Thornton Waste EPA. Details of the outgoing waste loads are maintained EPF2.8 Dry Recyclable Waste Inspection Audit, which are held within the General Manager's office.

- 3.7 All waste not deemed suitable for recycling/ recovery is loaded into designated Ro-Ro Bins/open top ejector trailers or is compacted within one of two compactors on-site. All compacted wastes are sealed within specialised containers and are subsequently transported for authorised disposal to one of five landfills or transfer stations:

KTK Landfill – Co. Kildare, for dry Industrial/Commercial Waste (EPA Licence 81-2)  
 Balleally Landfill- Co. Dublin (EPA Licence 9-2)  
 Padraig Thortons Ltd., - Dublin 10 (EPA Waste Licence 44-2)  
 Corranure Landfill – County Cavan (EPA Waste Licence 77-1)  
 Kyletalesha Landfill – County Laois (EPA Waste Licence 26-2)  
 Derryclure Landfill, County Offaly (EPA Waste Licence 29-2)  
 Whiteriver Landfill, County Louth (EPA Waste Licence 60-2)  
 Knockharley Landfill, County Meath (EPA Waste Licence 146-1)


All waste being transported from the facility by Midland Waste Disposal Ltd. or M & J recycling services Ltd is weighed on the weighbridge. An individual weigh docket is printed for each waste load. All weigh dockets are filed by the General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy) in the Waste Management File in the General Manager's office.

#### 4.0 Responsibilities

The *General Manager* (Mr. Francis Flynn or in his absence Mr. Mark Duffy) is responsible for establishing, with the relevant personnel, a suitable procedure for accepting and handling waste at the Clonmaggadan facility. He/she must ensure that all personnel involved in waste handling are made aware of this procedure and are given adequate training. The *General Manager* (Mr. Francis Flynn or in his absence Mr. Mark Duffy) is also responsible for ensuring that detailed records of each load of waste arriving at and departing from the facility are being maintained.


#### 5.0 Reference:

EPF 2.1: EPA Transaction Details Audit Report (incoming) (computer generated)  
 EPF 2.2: EPA Transaction Details Audit Report (outgoing) (computer generated)

<b>Environmental Procedure</b>		Document:	<b>EP 2.0</b>
Document Approved By :   <hr/> General Manager	 <b>Midland Waste Disposal Ltd</b>	Revision:	10 Page: 7 of 7 Issued: 4 <sup>th</sup> January 2005
<b>Title:</b> <p style="text-align: center;"><b>Waste Acceptance and Handling</b></p>			

- EPF 2.3: Incoming Waste Inspection Audit Sheet (computer generated)
- EPF 2.4: Inert Waste Inspection Audit
- EPF 2.5: Out Going Organic Waste Audit
- EPF 2.6: Out Going Gas Cylinders Audit
- EPF 2.7: Out Going Tyre Waste Audit
- EPF 2.8: Out Going Dry Recyclable Waste
- EPF 2.9: Out going Waste Audit Inspection for Failand
- EPF2.10: Out going Timber Waste Audit
- EP3.0: Unacceptable Waste Handling procedure.

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<b>Environmental Procedure</b>	 <b>Midland Waste Disposal Ltd</b>	<b>Document: EP 2.1</b>
Document Approved By:		Revision: 1
_____		Page: 1 of 2
General Manager		Issued: July 2004
Title: <b>Waste Acceptance and Handling - Composting</b>		

### 1.0 Purpose:

To detail a procedure for the acceptance and handling of all wastes to be diverted to the composting unit at Midland Waste Disposal Ltd.

### 2.0 Scope:

All waste diverted to the composting unit at the Midland Waste Disposal transfer station for in accordance with environmental management system and Waste Licence Register No. 131-1. Compostable waste will be sourced from the fines generated in the trommelling process and shredded timber on site.

### 3.0 Procedure:


Waste to be composted at the facility include the fines generated during the trommelling of household black bins and green waste accepted at the facility and shredded timber (as per waste acceptance and handling procedure EP 2.0). The composting unit operates on a 7 day process with the material harvested prior to additional feed stock being supplied to the composting unit. The compost is made up of 1 part organic material (made up of the trommell fines) and 2 parts bulking agent (shredded timber).

3.1 Harvesting of material. Harvesting of material takes place twice daily (am/pm). The quantities of compost harvested is controlled manually from within the control room of the VCU unit. 9% of each cell is harvested during each harvesting programme. The material is removed from the front of the unit (by a loading shovel with dedicated bucket) on a continual basis, during the harvesting, to ensure no accumulation of composted material occurs.

The composted material is sent through a trommel to remove the bulking agent (timber) and any large non-biowastes present. The composted material is stockpiled behind the trommel and further removal of non-biowastes present is undertaken manually. The timber and non-biowastes, removed during the trommelling process, are fed directly from the trommell into a skip.

Finished compost must be forwarded to the landfill by 15:00 hrs to allow the processing of the material at the landfill. Any non-biowastes (bulking agent & debris) removed during the process are removed off site for disposal. A portion of the removed bulking agent may be recycled back into the system if permissible. This will depend on the operation of the composting unit at the time of material feed.

3.2 Material Feed. Once harvesting of the composted material in the unit is complete, the composting unit is replenished with additional feed stock. Material feed into composting unit includes 1 part organic matter to 2 parts bulking agent. Fed stock is loaded, into the blender and blending is carried for 2 – 5 minutes depending on the material feed. A maximum of 8

<b>Environmental Procedure</b>	 <b>Midland Waste Disposal Ltd</b>	<b>Document: EP 2.1</b>
Document Approved By:		Revision: 1
		Page: 2 of 2
_____		Issued: July 2004
General Manager		
<b>Title:</b> <b>Waste Acceptance and Handling - Composting</b>		

blends will be carried out on a daily basis. Blended material is fed into the composting units by an open conveyor belt. The material is checked on the conveyor belt and any non-organic matter is removed manually. This material is removed off-site for disposal.

Organic matter entails the fines generated for the trommelling of household waste at the facility. These fines are stock piled adjacent to the trommell on the floor of the recycling plant building. When required the organic fines are forwarded to the composting unit. There will be no storage of organic matter within the immediate vicinity of the composting unit. The bulking agent will consist of shredded timber generated at the facility. This material will be held within the Recycling Plant Building and forwarded to the composting unit when required. If permissible recycled bulking agent will be used in the process. This material will be held within a dedicate skip adjacent to the composting unit.

3.3 Daily Checks. At the end of each working day a complete check/inspection of the composting unit and the compost handling area will be undertaken (EWF1.6 Form). This will entail the following:

- The working area is cleaned of any waste material;
- Any material is removed from within the blender;
- The open conveyor belt from the blender to the composting unit is cleaned;
- The outside of the composting unit is cleaned of any material present;
- All material is cleaned from the harvesting area;
- Any non-organic waste removed during the process is disposed off.
- Any presence of Leachate and/or malodours.


Written records of the waste volumes will be conducted each working day in form EPF2.11. Temperature logs are maintained in form EPF2.12.

#### 4.0 Responsibilities

The *General Manager* (Mr. Francis Flynn or in his absence Mr. Mark Duffy) is responsible for establishing, with the relevant personnel, a suitable procedure for accepting and handling of wastes diverted to the composting unit. The management of the unit is the responsibility of Mr. Guthier Kippa is responsible for the daily running of the unit and maintaining of records.

#### 5.0 Reference:

EP 2.0: Procedure of the acceptance and handling of waste  
 EPF2.11: Composting Waste Log  
 EPF2.12: Composting Temperature Log  
 EWF1.6: Daily Inspection Form VCU unit

<b>Environmental Procedure</b>	 <b>Midland Waste Disposal Ltd</b>	<b>Document: EP 2.2</b>
Document Approved By:		Revision: 1
_____		Page: 1 of 2
General Manager		Issued:
Title: <b>Waste Acceptance and Handling - Glass</b>		

### 1.0 Purpose:

To detail a procedure for the acceptance and handling of waste glass at Midland Waste Disposal Ltd.

### 2.0 Scope:

Glass from the Co. Meath catchment area is accepted at the Clonmaggadan site in recycling storage containers. Handling of waste glass accepted at the Midland Waste Disposal transfer station for subsequent recovery, is carried out at the facility in accordance with Waste Licence Register No. 131-1.

### 3.0 Procedure:


3.1 Waste glass is accepted at the facility during the normally working hours (08.00-20.00 Monday to Saturday). The waste glass is directed through the weighbridge, where it is recorded using an Integrated Waste Software System linked to the weighbridge. All incoming waste is transferred by Midland Waste Disposal Company Limited and M&J Recycling Services Ltd vehicles unless otherwise reported on the weigh docket and environmental procedure form EPF2.1.

Details of the incoming wastes are recorded on the computer generated EPF 2.1:EPA Transaction Details Audit Report (incoming)

3.2 Glass is directed to the Bottle Bank area within the southern section of the site. The Bottle Bank is divided into 3 compartments, used for the segregation of green, clear and brown coloured glass respectively.

3.3 All waste glass must be contained within the leachate containment area surrounding the Bottle Bank area. In the event that volumes of glass, exceed over the catchment area, any additional glass must be stored within sealed containers.

3.4 The glass is collected and taken off-site by Drumgoon Recycling (Ph. 049 4334283). Vehicle registration numbers 94 CN 1992, 94 CN 1993, 94 CN 1994. Details of the amounts of glass recovered is generated by the new computerised weighbridge software and these records are filed in the Waste Management File in the General Manager's office. (EPF 2.2:EPA Transaction Details Audit Report (outgoing) (computer generated))

<b>Environmental Procedure</b>		Document:	<b>EP 2.2</b>
Document Approved By :	 <b>Midland Waste Disposal Ltd</b>	Revision:	1
_____		Page:	2 of 2
General Manager		Issued:	
<b>Title:</b> <b>Waste Acceptance and Handling - Glass</b>			

#### 4.0 Responsibilities

The *General Manager* (Mr. Francis Flynn or in his absence Mr. Mark Duffy) is responsible for establishing, with the relevant personnel, a suitable procedure for accepting and handling waste at the Clonmaggadan facility. He must ensure that all personnel involved in waste handling are made aware of this procedure and are given adequate training. The *General Manager* (Mr. Francis Flynn or in his absence Mr. Mark Duffy) is also responsible for ensuring that detailed records of each load of waste arriving at and departing from the facility are being maintained.

#### 5.0 Reference:

- EPF 2.1:EPA Transaction Details Audit Report (incoming) (computer generated)
- EPF 2.2:EPA Transaction Details Audit Report (outgoing) (computer generated)

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Environmental Logsheet

Document: EPF 2.1

Document Approved By:



Revision: 0

Page: 1 of 1

General Manager

Midland Waste Disposal Ltd

Title:

Waste Inspection/Tracking Logsheet

Date/Time	Ticket	Vehicle	Waste Source/Customer	Waste Description (Household/Commercial/C&D/ Industrial non-hazardous)	Weight	Waste Inspections		
						Inspection completed (tick)	Any waste rejected? Yes/No	Initials of Inspector

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Revision: 0

Page: 1 of 1

General Manager

# Midland Waste Disposal Ltd

Title:

## Waste Tracking Logsheet

Type of Waste (Cardboard/Paper, Iron/Steel, Timber, Glass, C&D): \_\_\_\_\_

Date/Time	Waste Source	Waste Quantity (Kg/Tonnes)	Destination for Recycling/Recovery/ Disposal	Signature

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Revision:

0

Page:

1 of 1

General Manager

# Midland Waste Disposal Ltd

Title:

## Inert Waste Inspection Audit

Date/Time	Ticket	Vehicle	Waste Source/Customer	Waste Description	Weight	Waste Inspections		
						Inspection completed (tick)	Any waste rejected? Yes/No	Initials of Inspector
				Inert Waste				
				Inert Waste				
				Inert Waste				
				Inert Waste				
				Inert Waste				
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				Inert Waste				

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Document Approved By:



Revision:

0

Page:

1 of 1

General Manager

Midland Waste Disposal Ltd

Title:

Out going Organic Waste Audit

Date/Time	Ticket	Vehicle	Outlet	Waste Description	Weight	Signature
				Green Waste		
				Green Waste		
				Green Waste		
				Green Waste		
				Green Waste		
				Green Waste		
				Green Waste		
				Green Waste		
				Green Waste		
				Green Waste		
				Green Waste		
				Green Waste		
				Green Waste		
				Green Waste		
				Green Waste		
				Green Waste		
				Green Waste		
				Green Waste		

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Revision:

0

Page:

1 of 1

General Manager

Midland Waste Disposal Ltd

Title:

Out going Gas Cylinder Waste Audit

Date/Time	Ticket	Vehicle	Outlet	Waste Description	Weight	Signature
			Navan Gas	Gas Cylinders		
				Gas Cylinders		
				Gas Cylinders		
				Gas Cylinders		
				Gas Cylinders		
				Gas Cylinders		
				Gas Cylinders		
				Gas Cylinders		
				Gas Cylinders		
				Gas Cylinders		
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				Gas Cylinders		
				Gas Cylinders		
				Gas Cylinders		

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Midland Waste Disposal Ltd

Revision: 0

Page: 1 of 1

Title:

Out going Tyres Waste Audit

Date/Time	Ticket	Vehicle	Outlet	Waste Description	Weight	Signature
				Waste Tyres		
				Waste Tyres		
				Waste Tyres		
				Waste Tyres		
				Waste Tyres		
				Waste Tyres		
				Waste Tyres		
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				Waste Tyres		

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Page: 1 of 1

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General Manager

# Midland Waste Disposal Ltd

Title:

**Out going Gas Cylinder Waste Audit**

Date/Time	Ticket	Vehicle	Outlet	Waste Description	Weight	Signature
				Dry Recyclable Waste		
				Dry Recyclable Waste		
				Dry Recyclable Waste		
				Dry Recyclable Waste		
				Dry Recyclable Waste		
				Dry Recyclable Waste		
				Dry Recyclable Waste		
				Dry Recyclable Waste		
				Dry Recyclable Waste		
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				Dry Recyclable Waste		

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Revision:

0

Page:

1 of 1

General Manager

# Midland Waste Disposal Ltd

Title:

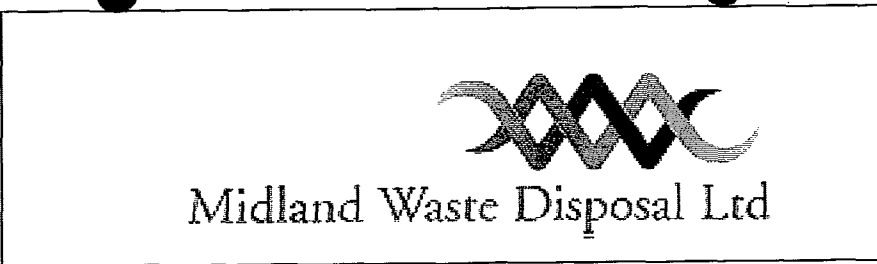
## Out going Waste Audit Inspection for Failand

Date/Time	Ticket	Vehicle	Outlet	Waste Description	Weight	Inspection	Signature
			Failand, UK	Paper, Cardboard, plastic			

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Revision: 0  
Page: 1 of 1

Title: **Out going Timber Waste**

Date/Time	Ticket	Vehicle	Outlet	Waste Description	Weight	Inspection	Signature
				Timber			
				Timber			
				Timber			
				Timber			
				Timber			
				Timber			
				Timber			
				Timber			
				Timber			
				Timber			
				Timber			
				Timber			
				Timber			
				Timber			
				Timber			

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<b>Environmental Procedure</b>	 <b>Midland Waste Disposal Ltd</b>	<b>Document:</b> <b>EP 3.0</b>
Document Approved By :   <hr/> General Manager		<b>Revision:</b> 0 <b>Page:</b> 1 of 2 <b>Issued:</b>
<b>Title:</b> <h2 style="text-align: center;">Unacceptable Waste Handling</h2>		

**1.0 Purpose:**

To detail a procedure for the management of unacceptable wastes received at Midland Waste Disposal Ltd.

**2.0 Scope:**

Unacceptable wastes received at the Midland Waste Disposal transfer station

**3.0 Responsibility**

General Manager or his/her deputy

**4.0 Reference**


- EP 2.0 Procedure for Waste Acceptance and Handling
- EPF 2.1 Waste Inspection Logsheet
- EPF 2.2 Waste Tracking Logsheet

**5.0 Procedure:**

5.1 Waste accepted at the facility is visually inspected as it is deposited on the floor of the Recycle Plant Building. Visual inspection of waste is the responsibility of the Segregation Manager, as per the waste acceptance and handling procedure EP 2.0. Upon receipt of any wastes which are deemed to be in contravention of the waste licence and/or are unsuitable for recovery or disposal, the general manager shall be informed.

5.2 Unacceptable waste types include the following:

Sewage Sludge	waste oil	oil filters
Industrial non-hazardous liquids and sludge	infectious healthcare waste	oil/sand mixtures or mixtures of oil and other absorbent material
pharmaceutical waste	cytotoxic waste	sharps waste
solvents	specified risk material	paint and ink
contaminated rubble, soil etc	asbestos	photographic processing waste

<b>Environmental Procedure</b>	 <b>Midland Waste Disposal Ltd</b>	Document: <b>EP 3.0</b>
Document Approved By :   <hr/> General Manager		Revision: 0 Page: 2 of 2 Issued:
Title: <b>Unacceptable Waste Handling</b>		

- 5.3 The unacceptable waste will be segregated and contained within the Waste Quarantine Area on the facility. This waste shall be removed from the facility as soon as possible and returned to source. When this is not feasible, such unacceptable wastes will be held on site until such time as a suitably qualified contractor can be sourced to allow the waste to be transferred to an appropriate alternative facility for recovery or disposal.
- 5.4 A written record of all unacceptable wastes will be maintained on the Unacceptable Wastes Logsheet EPF3.1. Completed EPF 2.1 logsheets are filed in the Waste Management File in the General Manager's office.

### Responsibilities

The *General Manager* is responsible for establishing, with the relevant personnel, a suitable procedure for managing unacceptable wastes at the Clonmaggadan facility. He/she must ensure that all personnel involved in waste handling are made aware of this procedure and are given adequate training. The *General Manager* is also responsible for ensuring that detailed records are being maintained.

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Revision: 0

Page: 1 of 1

\_\_\_\_\_  
General Manager

# Midland Waste Disposal Ltd

Title:

## Unacceptable Waste Logsheet

Date/Time	Waste Source	Waste Type	Inspector	Quantity of Waste	Destination of rejected waste	Date/Time Waste removed	Signature

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Document Approved By :   <hr style="width: 100%;"/> General Manager		Revision: 1 Page: 1 of 2 Issued:
Title: <b>Environmental Incident and Reporting</b>		

**1.0 Purpose:**

To detail the appropriate response to an Environmental Incident

**2.0 Scope:**

Environmental accidents/emergencies

**3.0 Responsibility:**


Managing Director and/or his/her deputy

**4.0 References:**

- EP 1.0 Environmental Corrective and Preventive Action
- EPF 1.1 Environmental Corrective Action Report Form
- EPF 4.1 Environmental Incident Investigation Report Form
- EPF 4.2 Environmental Notification Form
- Environmental Protection Agency Waste Licence Register No. 131-1

**3.0 Procedure:**

- 5.1 All environmental incidents must be reported to the General Manager as soon as they occur.
- 5.2 The General Manager with the assistance of the Operations Manager will perform an immediate initial assessment of the incident. This assessment will determine the significance of the incident and whether corrective action must be taken (*EP1.0-Environmental Corrective and Preventive Action*). Findings of this assessment are recorded on the *Environmental Incident Investigation Report Form (EPF 4.1)*.
- 5.3 The General Manager or his/her deputy, with reference to (*EP 1.0) Environmental Corrective and Preventive Action*, in consultation with the Operations Manager, will instigate any appropriate *Environmental Corrective/Preventive Action (EP1.0)* to eliminate or minimise the environmental impact of the incident. This action will be executed by the General Manager, his/her deputy or by appointed suitably trained personnel. Any Corrective Action is detailed in the *Environmental Corrective and*

<b>Environmental Procedure</b>	 <b>Midland Waste Disposal Ltd</b>	Document: <b>EP 4.0</b>
Document Approved By :   <hr/> General Manager		Revision: 1 Page: 2 of 2 Issued:
Title: <b>Environmental Incident and Reporting</b>		

*Preventive Action Report Form (EPF1.1) and referenced in the Environmental Incident Investigation Report Form (EPF4.1).*

- 5.4 Where deemed necessary by the General Manager or his/her deputy, and with due reference to Conditions of the Waste Licence 131-1, the relevant bodies will be informed immediately of the non-conformance and associated corrective action. The *Environmental Notification Form (EPF4.2)* shall be completed at this stage.
- 5.5 Where the incident results in a significant environmental impact, an Environmental Programme will be established to eliminate or minimise the impact.
- 5.6 The General Manager shall provide a proposal to the Agency for its agreement within one month to develop a preventive plan to avoid reoccurrence of the incident and to put in place any other appropriate remedial action.

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**Environmental Logsheet**

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General Manager



**Document:** EPF 4.1

**Revision:** 0

**Page:** 1 of 1

Title: **Environmental Incident Investigation Report Form**

Report No.	Date and Time Recorded	/ /	am/pm	Date and Time of Incident	/ /	am/pm
Nature of Incident						
Cause of Incident						
Environmental Significance of Incident						
Personnel Involved/Affected						
Statutory Bodies Informed and Details						
Consequences of Incident						
Corrective Action Required?	Yes / No	Corrective Action Report No.				
Signed:		Date				

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Revision: 0

Page: 1 of 1

General Manager

Midland Waste Disposal Ltd


Title:

Environmental Notification Form

Company Name:	Midland Waste Disposal Company Limited	Phone No.:		Contact Person:		Phone No.:	
		Fax No.:				Fax No.:	
Location of Incident:							
Date and Time of Incident:				Duration of Incident:			
Nature of Incident:							
Source of Incident:						Has source been isolated?	
Cause of Incident:							
Environmental Significance of the Incident:							
Corrective Action Taken?:		Corrective Action Ref. No.:		Environmental Incident Investigation Report Form Completed?			
Preventive Action Taken?:		Preventive Action Ref. No.:		Remedial Action Taken?:		Ref. No.:	
Emergency Services Contacted?:							
Details of Other Bodies Contacted:							
Signed:							

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<b>Environmental Procedure</b>		<b>Document:</b> <b>EP 5.0</b>
Document Approved By :	 <b>Midland Waste Disposal Ltd</b>	Revision: 1
_____		Page: 1 of 4
General Manager		Issued:
<b>Title:</b> <b>Developing and Implementing a Training and Awareness Plan</b>		

### 1.0 Purpose:

This procedure has been drafted to outline the methodology to be adhered to regarding the development and implementation of a training and awareness programme at Midland Waste Disposal Ltd.

### 2.0 Scope:


This procedure shall incorporate the training requirements of all staff of Midland Waste Disposal Ltd., Proudstown Road, Navan, Co. Meath.

### 3.0 Responsibility:

The General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy).

### 4.0 References:

1. Request for Environmental Training Form (EPF 5.1)
2. Compulsory Environmental Training Form (EPF 5.2)
3. Environmental Training Record (EPF5.3)
3. Waste Licence Register No. 131-1
4. Internal Communication File

<b>Environmental Procedure</b>		<b>Document: EP 5.0</b>
Document Approved By:	 <b>Midland Waste Disposal Ltd</b>	Revision: 1
_____		Page: 2 of 4
General Manager		Issued:
<b>Title: Developing and Implementing a Training and Awareness Plan</b>		

## 5.0 Procedure:

### 5.1 Environmental Induction Programme


On assuming a position with Midland Waste Disposal Ltd., should the role of the position have the potential to have an effect on the environment, the new staff member shall undergo an environmental induction programme. The General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy) shall present this induction programme and it is his responsibility in ensuring that all relevant newly appointed staff members attend the aforementioned programme.

The induction programme shall include, at a minimum a description of the following:


- Environmental Management System at Midland Waste Disposal Ltd.;
- Waste Licence 131-1 and the Environmental Protection Agency;
- Waste Acceptance and Handling Procedure (EP1.0);
- Unacceptable Waste Handling (EP2.0);
- Request for Environmental Training (EPF 5.1);
- Potential Impact of inductees activities on the environment;
- Emergency Response Procedures, ERP 1.0 to ERP 6.0;
- Sources of Environmental Information pertaining to site activities.

### 5.2 Training

5.2.1 The General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy) shall request all relevant staff members to undertake training in any new environmental procedure adopted by Midland Waste Disposal Ltd and any new amendments to existing environmental procedures. The General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy) shall file a compulsory *Environmental Training Form* (EPF 5.2) and place these on display on the designated environmental notice board.

<b>Environmental Procedure</b>		<b>Document:</b>	<b>EP 5.0</b>
Document Approved By :	 <b>Midland Waste Disposal Ltd</b>	<b>Revision:</b>	1
_____		<b>Page:</b>	3 of 4
General Manager		<b>Issued:</b>	
<b>Title:</b> <b>Developing and Implementing a Training and Awareness Plan</b>			

- 5.2.2 The General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy) shall review on an annual basis the need for revised induction programmes for all staff members, compiling all new environmental procedures and amended environmental procedures in place at Midland Waste Disposal Ltd.
- 5.2.3 A Training Record shall be initiated for each member of staff on commencement of employment and maintained within the *Environmental Training Folder*. As a training session is completed all members of staff present shall acknowledge this by signing their designated Training File.
- 5.2.4 At any time, any member of staff or management may file a *Request for Environmental Training (EPF 5.1)*. The General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy) shall review the training requests on a monthly basis or more frequently as deemed necessary.
- 5.2.5 The General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy) shall respond in writing to the member of staff informing him/her whether the training is to be organised or not, citing reasons for the decision. The Training Schedule shall be determined on an annual basis and shall take into account all of the accepted requests for training received. Drafting of the training schedule shall also take into account facilities and services offered by external training bodies, all related legislation and comments if received from the regulatory authorities.
- 5.3 Awareness
- 5.3.1 The General Manager or his/her deputy is responsible for ensuring awareness of all staff of the environmental obligations that Midland Waste Disposal Limited are required to adhere to.
- 5.3.2 The General Manager or his/her deputy is responsible for ensuring that selected environmental information is displayed on the designated environmental noticeboard.

<b>Environmental Procedure</b>		<b>Document: EP 5.0</b>	
Document Approved By:	 <b>Midland Waste Disposal Ltd</b>	Revision: 1	
_____		Page: 4 of 4	
General Manager		Issued:	
<b>Title: Developing and Implementing a Training and Awareness Plan</b>			

5.3.3 A copy of all information placed on the environmental noticeboard or handed out to staff is stored in the *Internal Environmental Communication File* by the General Manager and/or his/her deputy.

5.3.4 All staff shall be advised concerning the availability of all information pertaining to Waste Licence No. 131-1 for inspection, in accordance with Condition 2.7 of the Waste Licence.

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**Request for Environmental Information Form**

Document: **EPF 5.1**

Document Approved By:  
  
General Manager



Revision: 1  
Page: 1 of 1

Title:  
**Request for Environmental Training**

Request for Training No.		Date and Time Received		/ / : am/pm	
Staff Name:			Nature of Reply		
Address:					
Details of Request for Information			Training to be Provided Internally/Externally		
			Duration of Training		
			Projected Cost of Training		
			Signature of Employee		Date
Received by		Signed			

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**Compulsory Environmental Training Form**

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General Manager



Document: **EPF 5.2**

Revision: 1

Page: 1 of 1

Title:

**Compulsory Environmental Training**

Training No.		Date and Time Issued		/ /		: am/pm	
Staff Names/Job Titles:							
Details of Environmental Training		Training to be Provided Internally/Externally					
		Duration of Training					
		Projected Cost of Training					
Issued by		Signed		Signature of General Manager		Date	

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**Environmental Training Record**

Document: **EPF 5.3**

Document Approved By:



Revision: 1  
Page: 1 of 1

**Midland Waste Disposal Ltd**

General Manager

Title:


**Environmental Training Record**

**Employee Name:**

**Position:**

Date	Type of Training Internal/ External	Description of Training	Signature of Trainer	Signature of Trainee	Certificate Received Yes/No

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Document Approved By :   <hr/> General Manager		Revision: 0 Page: 1 of 2 Issued:
Title: <b>Environmental Complaints</b>		

### 1.0 Purpose:

To ensure all environmental complaints are dealt with effectively.

### 2.0 Scope:

External and internal environmental complaints.

### 3.0 Responsibilities

Managing Director and/or his/her deputy

*All employees* are responsible for communicating any complaints identified on-site or off-site to the General Manager regardless of how minor it appears or what format it assumes.


### 4.0 References:

EP 1.0 Environmental Corrective and Preventive Action  
 EP 4.0 Environmental Incident and reporting procedure  
 Environmental Complaints Register  
 EPF 6.1 Environmental Complaints Assessment Form  
 EPF 1.1 Corrective/Preventive Action Form.  
 Environmental Protection Agency Waste Licence Register No. 131-1

### 5.0 Procedure:

- 5.1 All environmental complaints with regard to the activities of the company are recorded, investigated and actioned if deemed feasible.
- 5.2 The General Manager will ensure that all environmental complaints written and verbal, from internal and external sources, are recorded on an Environmental Complaints Assessment Form (EPF 6.1)
- 5.3 The complaints form will be processed by the General Manager with any further relevant documentation attached.
- 5.4 Each complaint form will be completed with information detailing the name and address of the complainant, when known, and the time and date of the receipt of the complaint. The complaint form will also contain a reference number and detail the nature of the complaint including the time and date of the incident.



<b>Environmental Procedures</b>	 <b>Midland Waste Disposal Ltd</b>	<b>Document:</b>	<b>EP 6.0</b>
Document Approved By:   _____		Revision:	0
General Manager		Page:	2 of 2
		Issued:	
<b>Title:</b>			
<b>Environmental Complaints</b>			

- 5.5 The General Manager will investigate each complaint and record the results of the investigation on the Environmental Complaints Assessment Form (EPF 6.1). The results will indicate whether the complaint is valid, the cause of the complaint, and whether corrective action is required. If corrective action is required, the General Manager will initiate corrective action as per the Corrective/preventive Action procedure (EP 1.0) and Environmental Incident and reporting procedure (EP 4.0).
- 5.6 The General Manager, following consultation with the Managing Director, will notify all complainants of the result of the investigation and any associated corrective action, where possible. The Complaints Assessment form (EPF 6.1) will detail the date that information was sent to complainants and authorised by the signature of the General Manager.
7. All completed forms are placed within a register of environmental complaints and maintained on file by the General Manager. This Register will also include a summary list of filed forms.

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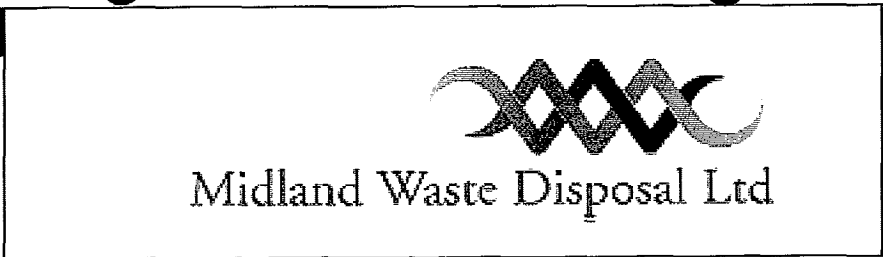
**Environmental Complaints**

Document Approved By:

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General Manager

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Document: **EPF 6.1**


Revision: 0

Page: 1 of 1

Title: **Environmental Complaints Assessment Form**

Complaint No.	Date & Time Rec'd	/ / : am/pm	Initial Investigation and Action
Name:	Communication		<p>Signed: _____ Date: _____</p> <p>Corrective Action Summary CA #: _____</p> <p>Signed: _____ Date: _____</p> <p>Complaint Resolution Summary</p> <p>Signed: _____ Date: _____</p> <p>Complainant Notified? Yes _____ No _____ Date: / /</p> <p>Complaint Closed by:? _____ Date: / /</p>
Address:	Phone _____	Letter _____	
	Fax _____	Verbal _____	
Phone No.:	Fax:	Other _____	
Description of Complaint			
Incident First Noted	Date: / /	Time: am/pm	
Complaint Passed to	Date: / /		
Complaint Valid?	Yes _____	No _____	
Immediate Action Rqd?	Yes _____	No _____	
Further Corrective Action Rqd?	Yes _____	No _____	

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<b>Environmental Procedure</b>	 <b>Midland Waste Disposal Ltd</b>	<b>Document: EP7.0</b>
Document Approved By:   <hr/> General Manager		Revision: 3 Page: Issued:
<b>Title:</b> <p style="text-align: center;"><b>Procedure for the Processing of Enquiries with regard to Environmental Performance On-site</b></p>		

## 1.0 Purpose


The purpose of this procedure is to install a programme to ensure that members of the public can obtain information concerning the environmental performance of Midland Waste Disposal Ltd at all reasonable times (Condition 2.7.1, Waste Licence 131-1).

## 2.0 Scope

The scope of this procedure is all activities conducted on-site in accordance with Waste Licence (131-1) and general environmental performance on-site.

## 3.0 Procedure

- 3.1 All calls regarding the environmental performance of the plant are directed to the General Manager (Mr. Francis Flynn) or the Operation Manager (Mr. Mark Duffy).
- 3.2 All enquiries regarding environmental performance are logged on the Environmental Request for Information Form (EPF 7.1). This form shall include at a minimum;
- (a) Date of enquiry
  - (b) Time of Enquiry
  - (c) Name of enquirer
  - (d) Nature of enquiry
  - (e) Record of request for site visit
  - (f) Record of request for site tour
  - (g) Record of request access to documentation
  - (h) Signature of receiver of enquiry
- 3.3 All site tours associated with an enquiry will be scheduled within one working week of receipt on request. In exceptional circumstances it may be arranged at shorter notice.
- 3.4 On arrival at the plant the visitor(s) will be greeted at reception and asked to sign-in. All relevant personnel will be contacted with regard to the arrival on-site. These personnel will include at a minimum either the General Manager or the Operational Manager.
- 3.5 Each visitor shall be signed in. Should a site tour not be requested the visitor(s) shall be provided the opportunity to review the public file in an office on their own (see points 6-8). The member of staff guiding the tour will direct the participant(s) to the fire muster point for the eventuality of a fire evacuation being necessary.

<b>Environmental Procedure</b>	 <b>Midland Waste Disposal Ltd</b>	<b>Document: EP7.0</b>
Document Approved By :   <hr/> General Manager		Revision: 3 Page: Issued:
<b>Title:</b> <h2 style="text-align: center;">Procedure for the Processing of Enquiries with regard to Environmental Performance On-site</h2>		

- 3.6 The member of staff guiding the tour will distribute high visibility clothing, and safety glasses to the visitor(s).
- 3.7 At all times the visitor(s) will be accompanied by a member of staff for Health & Safety purposes and also to answer any queries that may arise.
- 3.8 Following the completion of the site tour (if requested), the visitor(s) will be provided the opportunity to review the public file in an office on their own. The public file shall contain;
- (a) Annual Environmental Report
  - (b) Monthly Compliance Reports
  - (c) EPA correspondence
  - (d) Environmental Schedule of Objectives and Targets.
- 3.9 On completion of a review of the public file the visitor(s) will have the opportunity to discuss any queries with the General Manager or Operational Manager. The visitor(s) may also log a complaint (EPF7.3) at this stage if he/she/they require so. Subject to a complaint being logged an Environmental Complaints Procedure (EP6.0) will be implemented by the General Manager.
- 3.10 If the visitor(s) is satisfied on completion of the site visit process, he/she/they shall complete an Environmental Site Visit Registration Form (EPF 7.2).

#### **4.0 Responsibility**

The General Manager or other responsible person authorised by the General Manager is responsible for the implementation of the above procedure.

#### **5.0 Relevant Documentation**

- Environmental Request for Information Form (EPF 7.1)
- Environmental Site Visit Registration Form (EPF7.2)
- Environmental Complaints Form (EPF7.3)
- Environmental Complaints Procedure (EP6.0)
- Environmental Complaints Assessment Form (EPF6.1)
- Environmental Corrective & Preventive Action Procedure (EP1.1)
  - Environmental Corrective Action Report Form (EPF1.1)
  - Environmental Complaints Assessment Form (EPF 1.2)

Document Approved By:



Revision: 3  
Page: 1 of 1

General Manager

Midland Waste Disposal Ltd

Title:

Environmental Request for Information Form (EPF7.1)

Request for Information No.		Date and Time Received		/ /		: am/pm	
Name:		Communication		Nature of Reply			
Address:		Phone	_____	Communication Attached? _____ Date of Reply _____ Reply by _____ Site Visit Requested? _____ Proposed Date _____ Area to be Visited _____ Information examined by Visitor _____ Comments of Visitor following visit _____ Signature of Visitor _____ Date _____			
		Letter	_____				
		Fax	_____				
		Verbal	_____				
Other	_____						
Phone No.		Fax No.		Signature of Visitor		Date	
Details of Request for Information		Signed		Signature of Company Representative		Date	

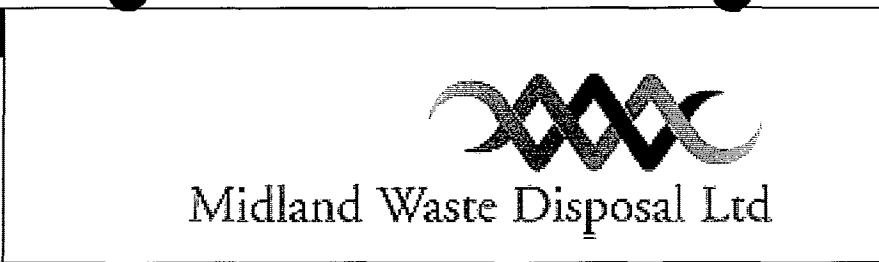
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Environmental Logsheet

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Document: EPF7.2


Revision: 3

Page: 1 of 1


Title: Site Visit Registration Form (EPF7.2)

Report No.	Date and Time Recorded	/ /	Date and Time of Visit	/ /
		am/pm		am/pm
Name(s) of Visitors				
Details				
Site Tour Details				
Documentation Inspected				
Complaint Logged				
Follow-up Action				
Signed:		Date		

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<b>Environmental Logsheet</b>	 <b>Midland Waste Disposal Ltd</b>	<b>Document: EPF7.3</b>
Document Approved By:  _____		Revision: 3 Page: 1 of 1
General Manager		
Title: <b style="text-align: center;">Environmental Complaints Assessment Form (EPF7.3)</b>		

Complaint No.	Date & Time Rec'd	/ / : am/pm	Internal/ External?	Private/Statutory?
Name:	Communication		Initial Investigation and Action	
Address:	Phone	_____	<i>For inspection purposes only. Consent of copyright owner required for any other use.</i>	
	Letter	_____		
	Fax	_____		
	Verbal	_____		
Phone No.:	Fax:	_____	Other _____	
Description of Complaint			Signed: _____ Date: _____	
			Corrective Action Summary	
			EF 5.1 #: _____	
			Signed: _____ Date: _____	
			Complaint Resolution Summary	
Incident First Noted	Date: / /	Time: ___ am/pm		
Complaint Passed to:	Date: / /			
Complaint Valid?	Yes _____	No _____	Signed: _____ Date: _____	
Immediate Action Rqd?	Yes _____	No _____	Complainant Notified? Yes _____ No _____ Date: / /	
Further Corrective Action Rqd?	Yes _____	No _____	Complaint Closed by:? _____ Date: / /	

<b>Environmental Procedure Manual</b>		Document: <b>EP 8.0</b>
Document Approved By :          General Manager	 <b>Midland Waste Disposal Ltd</b>	Revision: 1 Page: 1 of 5 Issued:
Title: <p style="text-align: center;"><b><u>Procedure for the Preparation and Review of the Environmental Management Programme</u></b></p>		

## 1.0 Purpose

The purpose of this procedure is to specify details as required in Schedule A of the waste Licence 131-1. (Details of the operator, types and quantities of wastes accepted, engineering details and operational matters of the site methods in which emissions, energy usage and waste generated will be reduced or eliminated over a specified period of time and methods in which the recycling/recovery of wastes accepted at the facility will be increased over a specified period of time).

The Environmental Management Programme (EMP) will be prepared by the General Manager (Mr. Francis Flynn) in conjunction with the Managing Director (Mr. John Kerrigan) and updated annually to account for any changes to the facility infrastructure/management and yearly improvements resulting from the phased introduction of the objectives and targets programme.

## 2.0 Scope

All operations shall be assessed and all practicable options for the use of cleaner technology and the reduction and minimisation of waste and emissions shall be reviewed.

## 3.0 Definitions


### 3.1 **Emissions:**

Any discharges to the environment generated by activities at the Midland Waste Disposal Ltd. facility at Clonmagaddan, Proudstown, Navan, County Meath.

### 3.2 **Targets:**

Detailed performance requirement, quantified where practicable, applicable to the organization or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.



<b>Environmental Procedure Manual</b>		Document: <b>EP 8.0</b>
Document Approved By :    General Manager	 <b>Midland Waste Disposal Ltd</b>	Revision: 1 Page: 2 of 5 Issued:
Title: <u><b>Procedure for the Preparation and Review of the Environmental Management Programme</b></u>		

### 3.3 Objectives:

Overall environmental goal, arising from the environmental policy, that an organisation sets itself to achieve, and which is quantified where practicable.

### 3.4 Target Date:

The date or timeframe by which the ultimate target (aim or goal) will be achieved. Target dates may also be set for the completion of the objectives.


### 3.5 Person Responsible:

The employee(s) with the overall responsibility of ensuring that the targets and objectives are completed on schedule.

### 4.0 Programme Title

	(EMP yr/**/review)
4.1 Emissions to Atmosphere	EMP 02/1/1
4.2 Emissions to Groundwaters	EMP 02/2/1
4.3 Natural Resources Used	EMP 02/3/1
4.4 Waste Produced	EMP 02/4/1
4.5 Recycling and Recovery of Waste	EMP 02/5/1
4.6 Site Operations and Waste Management Procedures	EMP 02/6/1

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<b>Environmental Procedure Manual</b>	 <b>Midland Waste Disposal Ltd</b>	Document: <b>EP 8.0</b>
Document Approved By :   <hr/> General Manager		Revision: 1 Page: 3 of 5 Issued:
Title:  <b><u>Procedure for the Preparation and Review of the Environmental Management Programme</u></b>		

## 5.0 Procedure


### 5.1 Monitoring Programme:

All discharges and emissions shall be monitored as specified in the Waste Licence (131-1) schedule E:

- E (1) Dust
- E (2) Noise
- E (3) Monitoring Emissions to Groundwater
- E (4) Groundwater

All waste accepted and handled at the facility shall be documented as per the Waste Acceptance and Handling Procedure (EP2) (containing such information as detailed in Condition 3.10 of the Waste Licence 131-1).

- 5.2.1 On an annual basis and at any other time deemed necessary by the General Manager (Mr. Francis Flynn) in consultation with Managing Director (Mr. John Kerrigan), forms EMPyy/1 to EMPyy/6 shall be checked for achievement of targets and completion of the objectives listed for the previous year.
- 5.2.2 If all targets have been achieved and objectives completed the form shall be signed off by the General Manager (Mr. Francis Flynn) or the Managing Director (Mr. John Kerrigan).
- 5.2.3 In the event of any objective not being achieved or any targets not completed, an explanation shall be appended to the form. New targets and objectives shall be listed as specified in 5.3.1 through 5.3.3 of this procedure on the appropriate form for the following year. The General Manager (Mr. Francis Flynn) or the Managing Director (Mr. John Kerrigan) shall then sign the forms.


<b>Environmental Procedure Manual</b>	 <b>Midland Waste Disposal Ltd</b>	Document: <b>EP 8.0</b>
Document Approved By :   <hr/> General Manager		Revision: 1 Page: 4 of 5 Issued:
Title:  <b><u>Procedure for the Preparation and Review of the Environmental Management Programme</u></b>		

5.2.4 On an annual basis, following the preparation of these forms, or, at any other time deemed necessary by the General Manager (Mr. Francis Flynn) or the Managing Director (Mr. John Kerrigan), a report shall be prepared by the General Manager (Mr. Francis Flynn) noting the success or failure to meet targets and objectives. The original shall be filed and copies sent to the Environmental Protection Agency, PO Box 3000, Johnstown Castle Estate, County Wexford as part of the Annual Environmental Report.

5.3.1 On an annual basis at a minimum, or at any other time deemed necessary by the General Manager (Mr. Francis Flynn), all activities that have the potential to impact on the environment carried out at the Midland Waste Disposal Ltd facility shall be listed by the General Manager (Mr. Francis Flynn), and the environmental impacts of same reviewed.

5.3.2 On examination of these activities and by addressing the following:

- Process modifications;
- Improving process control;
- Improvements in equipment cleaning procedures;
- Recovering, reusing and recycling material;
- Reduction/Alternative material usage;
- Identifying, quantifying and reducing fugitive emissions;
- Preventing incidents with potential for undesirable environmental consequences;
- Preparing, implementing and reviewing contingency plans;


<b>Environmental Procedure Manual</b>	 <b>Midland Waste Disposal Ltd</b>	Document: <b>EP 8.0</b>
Document Approved By :  <hr/> General Manager		Revision: 1 Page: 5 of 5 Issued:
Title: <p style="text-align: center;"><b><u>Procedure for the Preparation and Review of the Environmental Management Programme</u></b></p>		

- Savings in energy and material usage;
- Employee training;

Realistic targets and objectives for reduction of the emission/energy demand shall be undertaken. In setting targets and objectives, account should be taken of compliance with the Waste Licence conditions and schedules of Midland Waste Disposal Ltd as well as financial, human resource, operational and business requirements.

5.3.3 The General Manager (Mr. Francis Flynn) in consultation with Managing Director (Mr. John Kerrigan) shall then complete forms EMPyy/1 to EMPyy/6 detailing the targets and objectives selected for the subsequent year.

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<b>Environmental Procedure</b>	 <b>Midland Waste Disposal Ltd</b>	<b>Document:</b>	<b>EP 9.0</b>
Document Approved By :  <hr/> General Manager		Revision: 0 Page: 1 of 1 Issued:	
<b>Title:</b> <p style="text-align: center;"><b>Energy and Natural Resource Consumption Analysis</b></p>			

**1.0 Purpose:**

To detail procedures to quantify the level of energy and natural resource usage at Midland Waste Disposal Ltd.,

**2.0 Scope:**

Electricity, Fuel oil, Hydraulic Oil, Gear Oil, Diesel.

**3.0 Responsibility:**

The General Manager or his/her deputy

**4.0 Reference:**

Purchasing and Accounts Records  
 Energy and Natural Resources Consumption Analysis Form (EPF 9.1)

**5.0 Procedure:**

1. On a biannual basis Midland Waste Disposal Ltd., will undertake an analysis of energy and natural resources consumption on site.
2. The Energy and Natural Resources Consumption Analysis Form details:
  - Electricity usage in kWh
  - Gear oil in litres
  - Fuel oil usage in litres
  - Hydraulic oil usage in litres
  - Diesel in litres
3. The form is completed by reviewing the accounts and purchasing records of each of the above, each quarter.
4. This procedure should be reviewed on a quarterly basis, and should allow the General Manager to compare the energy and utility efficiency to previous periods.

**Energy/Natural Resources Consumption Analysis Form**

Document: **EPF 9.1**

Document Approved By:



Revision: 0

Page: 1 of 1

Issued:

**Midland Waste Disposal Ltd**

ENVIRONMENTAL PROCEDURES FORM


General Manager

Title:

**Energy and Natural Resources Consumption Analysis Form**

Date			Electricity Usage Over this Period (Kwhrs)	Gear Oil Usage over this period (m <sup>3</sup> )	Hydraulic Oil Usage over this period (L)	White Diesel Usage Over this Period (m <sup>3</sup> )	Green Diesel Usage Over this Period (m <sup>3</sup> )	Signed
From	To	Days						
<b>Average</b>								

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<b>Environmental Procedure</b>	 <p><b>Midland Waste Disposal Ltd</b></p>	Document: <b>EP 10.0</b>
Document Approved By :		Revision: 0
General Manager		Page: 1 of 2
		Issued:
Title:		
<b>Determining and Reviewing Environmental Objectives and Targets</b>		

### 1.0 Purpose:

To provide targets for the continuous improvement process

### 2.0 Scope:

Significant environmental aspects

### 3.0 Responsibility:

The general manager is responsible for the determining the progress in achieving the objectives and targets on an annual basis and reporting to the Agency as part of the AER.

The general manager is responsible for determining the Objectives and Targets on an annual basis for the following year and issuing through the Operatives any corrective action deemed necessary should the progress of an objective be deemed unsatisfactory.

### 4.0 Reference:

Environmental Corrective and Preventive Action (EP 1.0)  
Environmental Incident Investigation and Reporting (EP 4.0)  
Environmental Complaints (EP 6.0)  
Annual Environmental Report (AER)

### 5.0 Procedure:

5.1 The Objectives and Targets, and subsequent environmental programmes make up the Environmental Plan.

5.2 The Objectives and Targets should reflect a realistic approach to environmental improvement on site. The environmental objectives are statements of intent related


<b>Environmental Procedure</b>	 <b>Midland Waste Disposal Ltd</b>	<b>Document: EP 10.0</b>
Document Approved By :  <hr/> General Manager		Revision: 0 Page: 2 of 2 Issued:
<b>Title: Determining and Reviewing Environmental Objectives and Targets</b>		

to the areas to be addressed in the programme; the environmental targets are the resultant detailed goals to be put in place in order to achieve overall objectives.

- 5.3 The General Manager is responsible for assessing whether set Objectives and Targets are being achieved. Measurement should be undertaken, as detailed in the relevant Environmental Programme, either by the Operatives, or subcontracted individuals or firms.
- 5.4 The success or otherwise of the environmental objectives and targets are assessed by the General Manager and is reviewed on a biannual basis.
- 5.5 Where Objectives and Targets are not met within the assigned period, the person(s) designated with responsibility within the Environmental Programme are informed by the General Manager. Corrective Action as appropriate is then taken (EP 1.0).
- 5.6 Objectives and Targets are reviewed on a minimum of a biannual basis.

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<b>Environmental Procedure</b>	 <b>Midland Waste Disposal Ltd</b>	Document: <b>EP 11.0</b>
Document Approved By:   _____		Revision: 0 Page: 1 of 2 Issued:
General Manager	Title: <b>Environmental Monitoring</b>	

**1.0 Purpose:**

To ensure that Midland Waste Disposal Ltd., is performing in accordance with the stated environmental programme, and the Waste Licence, and that records of such verification are maintained.

**2.0 Scope:**

Key characteristics of operations and activities, and significant environmental aspects as set out in Schedule E of the Waste Licence.

**3.0 Responsibility:**

The General Manager is responsible for ensuring that all environmental monitoring is carried out by suitable qualified and competent personnel in accordance with the Monitoring and Measurement Schedule (EPF11.1). The Monitoring and Measurement Schedule is drafted in compliance with the Waste Licence and the Environmental Management Programme. All monitoring results are maintained in the Environmental Monitoring Record for a period of no less than 7 years. Should any monitoring results when reviewed by the General Manager display a non-conformance a corrective action plan shall be initiated (EP1) to restore conformance at Midland Waste Disposal Ltd., and copy of such forwarded to the Environmental Protection Agency if deemed necessary.

**4.0 Reference:**

- Environmental Monitoring Record
- EPF11.1 Monitoring and Measurement Schedule
- EP1 Environmental Corrective and Preventive Action
- EP 14 Environmental Auditing
- EP 15 Environmental Document Control
- EP 16 Reporting

<b>Environmental Procedure</b>	 <b>Midland Waste Disposal Ltd</b>	Document: <b>EP 11.0</b>
Document Approved By :   <hr/> General Manager		Revision: 0 Page: 2 of 2 Issued:
Title: <b>Environmental Monitoring</b>		

## 5.0 Procedure:

- 5.1 Midland Waste Disposal Ltd., undertakes verification activities to document the performance of the Environmental Management System. Compliance with the Environmental Policy will be verified using internal audits and by internal and external monitoring and testing.
- 5.2 The Monitoring and Measurement schedule (EPF11.1) details the frequency of monitoring/measurement, sampling point location, parameters to be assessed and undertaken.
- 5.3 The current state of the Environmental Management System is verified by means of internal environmental audits and external audits undertaken the EPA. The General Manger verifies corrective actions arising from these audits before each corrective action report is closed.
- 5.4 Sampling, monitoring and testing activities will verify certain aspects of the Environmental Management System, and will be carried out by a combination of external contractors and internal qualified staff members. All sampling, monitoring and testing contractors must conduct their operations in line with EPA approved methods, and suitably calibrated equipment.
- 5.5 Results of monitoring and measurement are recorded on the appropriate forms, reported to the Environmental Protection Agency (EP 11.1) as required and copies held in the Environmental office.
- 5.6 Where results of monitoring indicate a breach of the Waste Licence or any non-conformance with the Environmental Management System, then Corrective Action must be initiated to return Midland Waste Disposal Ltd., to conformance. Such corrective action shall by reported to the Environmental Protection Agency.




General Manager

Title:

## Monitoring and Measurement Schedule

Media	Parameter	Frequency	Date	Date of completion	Completed by
Dust	Dust Deposition	3 times a year	Winter		
			Summer 1		
			Summer 2		
	Dust Directional	3 times a year	Winter		
			Summer 1		
			Summer 2		
Noise		Annually			
Groundwater	Groundwater Quality	Annually			
	Emissions to Groundwater	Quarterly	Jan - March		
April - June					
June - September					
October - December					

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<b>Environmental Procedure</b>	 <b>Midland Waste Disposal Ltd</b>	<b>Document: EP 12.0</b>
Document Approved By :  <hr/> General Manager		Revision: 0 Page: 1 of 2 Issued:
<b>Title: Contractors Environmental Management</b>		

**1.0 Purpose:**

To ensure that those contractors, whose actions may have a significant environmental impact, are made aware of their obligations under the Environmental Management System.

**2.0 Scope:**

All Contractors

**3.0 Responsibility:**

The general manager is responsible to ensure only approved contractors are employee at the facility and that all contractors are aware of Environmental obligations of Midland Waste Disposal Ltd.

The general operatives are responsible for reporting any breaches of the company's environmental management system or Environmental Policy by contractors employed by Midland Waste Disposal Ltd.


**4.0 Reference:**

EPF12.1 Contractors Environmental Site Regulations

**5.0 Procedure:**

5.1 The General Manager identifies relevant contractors, whose actions may have a significant impact on the environment.


5.2 Prior to commencing work on behalf of Midland Waste Disposal Ltd., either on or off site, these contractors are advised of the Environmental Policy of the company. Where appropriate suitable training is provided by the General Manager, so that all operations will be carried out in compliance with the Environmental Policy and

<b>Environmental Procedure</b>	 <b>Midland Waste Disposal Ltd</b>	<b>Document:</b>	<b>EP 12.0</b>
Document Approved By :     <hr/> General Manager		Revision: 0 Page: 2 of 2 Issued:	
Title: <b>Contractors Environmental Management</b>			

waste licence. All contractors are required to sign the Site Rules for Contractors (EPF 12.1) prior to commencing any works on-site.

- 5.3 Contractors, who without notification to, or discussion with Midland Waste Disposal Ltd., are found to contravene the environmental requirements of the company are reported to the General Manager and the contravention assessed. The General Manager may request the contractor to rectify their activities, or having assessed the potential danger of the contravention, allow the contractor to complete the task. Under extreme circumstances the contractor may be asked to abandon the task.
- 5.4 The General Manger is ultimately responsible for terminating contracts for contractors who have been proved to be environmentally negligent.
- 5.5 Contractors in breach of the company's Environmental Management System or Environmental Policy are responsible for any resulting environmental damage.

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<b>Contractors safety and environmental regulations</b>		Document: <b>EPF 12.1</b>
Document Approved By:	 <b>Midland Waste Disposal Ltd</b> ENVIRONMENTAL PROCEDURES	Revision: 0
_____		Page: 1 of 4
General Manager		Issued:
Title: <b>Contractors Environmental Site Regulations</b>		

Midland Waste Disposal Ltd., operates a Waste licence (Reg. No. 131-1) and Environmental Management System. In order to ensure that Midland Waste Disposal Ltd., continues to be a safe and environmentally compliant site, contractors must comply with the Midland Waste Disposal Ltd., and any other statutory provisions and common law duties.

Contractors' must:

- Provide written confirmation of adequate Employer' and Public Liability.
- Ensure that all their employees and sub-contractors are informed of all the Environmental, Health and Safety rules whilst on the company premises.

Contractors may be asked to leave the site (at their own expense) for non-compliance with these regulations.

#### Access to site

The company representative should be contacted prior to entering the site. Prior to commencing work on site, the contractor should present himself/herself to their company representative. The contractor should confine themselves to the designated work area and should not enter any other area unless permission has been obtained from Midland Waste Disposal Ltd., personnel.

Vehicles shall only be parked in the designated area in front car park and shall not be allowed around the site unless permitted to do so by authorised personnel.

#### Alarms and Evacuation

If a fire alarm sounds, or if ordered to evacuate the building, go to the assembly point as designated by the company representative/Operations' Director and await roll call.

<b>Contractors safety and environmental regulations</b>		Document: <b>EPF 12.1</b>
Document Approved By :   <hr/> General Manager	 <b>Midland Waste Disposal Ltd</b> ENVIRONMENTAL PROCEDURES	Revision: 0 Page: 2 of 4 Issued:
Title: <b>Contractors Environmental Site Regulations</b>		

### Use of equipment

Contractors must use their own equipment and must be suitably qualified and properly trained to use same. All contractor equipment must be well maintained and must not generate unnecessary emissions to the environment, e.g. noise, fumes etc. The use of any equipment generating noise levels greater than 85 dB (A) must be authorised by the Midland Waste Disposal Ltd., supervisor. The Works Manager must be notified and persons in the area must be notified of the risk.

Midland Waste Disposal Ltd., will not supply company equipment or tools for contractor use except in exceptional circumstances and by special permission. Any equipment must be safe in design and operation, with appropriate guarding conforming to statutory requirements. 240V electrical apparatus (110V preferred) should be fitted with earth circuit breakers and locked unless attended.

Contractors must not cause obstructions by trailing leads, protrusions, holes, loose material etc. or injury by mis-use of equipment. An up-to-date certificate must be supplied for all lifting equipment prior to use on Midland Waste Disposal Ltd., The designated work area must be kept clean at all times.

### Safety Equipment and protective clothing

It is the responsibility of the contractor to be compliant with all relevant Health and Safety legislation. Contractors should provide and use appropriate safety equipment and protective clothing.

### Hazardous materials

The company representative should be notified before hazardous materials are brought onto the site. All contractors visiting the site, who are engaged in the handling of hazardous material must be properly trained to do so. Evidence of training and competence may be requested. Material Safety Data Sheets should be supplied for all hazardous materials, and adequately labelled. All hazardous material should be

<b>Contractors safety and environmental regulations</b>	 <b>Midland Waste Disposal Ltd</b> ENVIRONMENTAL PROCEDURES	Document: <b>EPF 12.1</b>
Document Approved By :   <hr style="width: 20%; margin-left: 0;"/> General Manager		Revision: 0 Page: 3 of 4 Issued:
<b>Title:</b> <div style="text-align: center;"><b>Contractors Environmental Site Regulations</b></div>		

removed off site by the contractor and disposed of appropriately at the contractors expense. Midland Waste Disposal Ltd., may request details of disposal.

It is a serious offence to pour any hazardous material into the surface water drains. Midland Waste Disposal Ltd., operates a sampling and monitoring system to detect any such chemicals. Any presence detected will be investigated and reported to the Environmental Protection Agency. Conviction of such an offence could result in legal sanctions being applied.

#### Spillage response

Any spillages of chemical materials that occurs during the contractors activities must be dealt with immediately following appropriate safety precautions, e.g. wearing suitable PPE. Any wastes arising must be properly labelled and disposed of in a manner acceptable to Midland Waste Disposal Ltd. Any spillage must be reported to the company representative or General Manager. Any evidence of a spillage from the contractors' activities, which has entered or contaminated a drain, must be reported immediately to the company representative.

#### Security

Midland Waste Disposal Ltd., authorised personnel may inspect any vehicle, packages or equipment etc. taken into or out of the facility. Cameras are not permitted on site without permission. Sensitive information shall not be disclosed to third parties without prior permission being obtained from Midland Waste Disposal Ltd., personnel. Contractors are not permitted to take any Midland Waste Disposal Ltd., property off site unless authorised to do so by the company representative.

#### Smoking/Hygiene/Drink/Drugs.

Smoking is not allowed on site except specially designated areas. Alcohol or drugs may not be brought onto or consumed on site, and no persons under the influence of alcoholic drink or illegal drugs will be allowed on site. Contractors must not work on site unless medically fit to do so. Work areas must be kept clean and tidy.



<b>Contractors safety and environmental regulations</b>	 <b>Midland Waste Disposal Ltd</b> ENVIRONMENTAL PROCEDURES	Document: <b>EPF 12.1</b>
Document Approved By :  _____ General Manager		Revision: 0 Page: 4 of 4 Issued:
Title: <b>Contractors Environmental Site Regulations</b>		

**Accidents/incident reporting**

All accidents, incidents and near misses (including any environmental incidents and near misses) must be reported immediately to the General Manager. A incident report form may need to be completed at the request of the site supervisor. First aid facilities are available on site if required.


**Contractor Declaration**

I have read and understand the above Midland Waste Disposal Ltd., safety and environmental regulations and agree to abide by them.

Signed: \_\_\_\_\_ Company: \_\_\_\_\_

Company Rep.: \_\_\_\_\_ Date: \_\_\_\_\_

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<b>Environmental Procedures Manual</b>	 <b>Midland Waste Disposal Ltd</b>	Document: <b>EP 13.0</b>
Document Approved By :   <hr/> General Manager		Revision: 2 Page: 1 of 3 Issued:
Title: <b style="text-align: center;">General Emergency Response Procedure</b>		

### 1.0 Purpose

The purpose of this programme is to define appropriate procedures in response to potential emergency situations occurring at Midland Waste Disposal Limited including environmental accidents and/or emergencies (Condition 10.1, Waste Licence Register Number 131-1).

### 2.0 Scope

The scope of this procedure is the application of the Environmental Emergency Plan;

<u>Document No.</u>	<u>Description</u>	<u>Revision No.</u>
ERP 2.0	Spill Clean Up Procedure	2
ERP 3.0	General Fire/Explosion Procedure	1
ERP 4.0	Internal/External Flooding Procedure	1
ERP 5.0	Malicious Damage Procedure	1
ERP 6.0	Unforeseen Emergency Procedure	1


### 3.0 Definitions

#### **Environmental Emergency Response Team:**


The General Manager, Mr. Francis Flynn, the Operations Manager, Mr. Mark Duffy and any other person or persons designated by the aforementioned individual for membership on the Emergency Response Team.

### 4.0 Procedure

4.1 Should an emergency situation occur, procedures from the Environmental Emergency Plan, ERP2.0r2 to ERP6.0r1, which details each emergency situation and the proposed response should this emergency occur, are implemented.

<b>Environmental Emergency Plan</b>	 <b>Midland Waste Disposal Ltd</b>	Document: <b>EP 13.0</b>
Document Approved By :   <hr/> General Manager		Revision: 2 Page: 2 of 3 Issued:
Title:  <b>General Emergency Response Procedure</b>		

- 4.2 Each Environmental Response Procedure is completed with reference to potential emergency situations. The response documented within the Environmental Emergency Response Procedure reflects the likelihood of the situation occurring and the associated potential environmental impacts of this occurrence.
- 4.3 On a weekly basis, the General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy) checks all emergency response equipment to ensure that it is provided in agreed quantities and in suitable working order. Any discrepancies shall be reported at once.
- 4.4 On an annual basis, and at any other time deemed necessary, the General Manager (Mr. Francis Flynn), in conjunction with the Operations Manager (Mr. Mark Duffy), reviews the documented response procedures for associated emergency situation. Additional procedures may be prepared as identified by environmental reviews/audits, environmental compliance monitoring reports, personnel during routine working hours or other communications which bring potential emergency situations to the attention of the General Manager/Operations Manager.
- 4.5 Following an emergency, the General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy) shall record details of the incident. Following a comprehensive investigation into the source of the emergency situation, a corrective action shall be formulated by the Operations Manager and signed off by the General Manager on the *Environmental Corrective and Preventive Action Form (EPF1.1)*.
- 4.6 In the event of the following incidents, records shall be maintained and the General Manager shall notify the Environmental Protection Agency by telephone and facsimile as soon as possible:
- any nuisance caused by the activities carried out on the Midland Waste Disposal site,
  - any emission which results in the contravention of any relevant standard, including any standard for an environmental medium, or any relevant emission limit value, prescribed under any relevant enactment,
  - any emission which does not comply with the requirements of the Waste Licence (Register No. 131-1),

<b>Environmental Emergency Plan</b>	 <b>Midland Waste Disposal Ltd</b>	Document: <b>EP 13.0</b>
Document Approved By :          _____ General Manager		Revision: 2 Page: 3 of 3 Issued:
Title:  <b>General Emergency Response Procedure</b>		

- any trigger level specified in the Waste Licence which is attained or exceeded,
- any indication that environmental pollution has, or may have, taken place,
- any occurrence with the potential for environmental pollution, and,
- any emergency.


4.7 When notifying the Environmental Protection Agency, as part of the notification, the date and time of the incident, details of the occurrence and the steps taken to minimise the emissions and to avoid a recurrence shall be included. The written record should be submitted to the Agency as soon as practicable but within 5 working days after the occurrence of the incident.

4.8 Should any further actions be taken after the date of written notification, as a result of any incident occurring, a written report shall be forwarded of those actions to the Agency as soon as practicable and no later than 10 days after the initiation of those actions.

#### 5.0 **Responsibility**

The General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy) is responsible for the implementation of this procedure and also, for selecting and implementing the appropriate procedure from the Environmental Emergency Plan in the event of an emergency or incident on-site.

Following an emergency or incident on-site, the General Manager and/or the Operations Manager is responsible for notifying the Environmental Protection Agency and, for compiling a written report of the incident.

<b>Environmental Emergency Plan</b>	 <b>Midland Waste Disposal Ltd</b>	Document: <b>ERP 2.0</b>
Document Approved By :   <hr/> General Manager		Revision: 2 Page: 1 of 4 Issued:
Title:  <b style="text-align: center;">Spill Clean-up Procedure</b>		

## 1.0 Purpose

This procedure details the steps to be taken when dealing with a chemical substance spillage on site. It is required in order to:

- Protect Employees
- Protect the Environment
- Prevent Fugitive Emissions

## 2.0 Scope

This procedure should be followed for all small, large and massive spills, which may occur.

### *Definitions:*


Small Spill: Less than 5 litres

Large Spill: Greater than 5 litres and less than 250 litres.

Massive Spill: Greater than 250 litres


## 3.0 Procedure

- 3.1 Ensure that hazardous materials are handled (loaded, unloaded and moved) by a competent person using the correct equipment and appropriate protective clothing. Appropriate precautions should be taken at all times to minimise the risk of accidental spillage.
- 3.2 In the event of a spillage occurring, the General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy) shall initially investigate the following issues:
  - How long has it been since the incident occurred?
  - Consult the relevant data sheets (Material Safety Data Sheets or otherwise) for the method of spill containment and fire control of the affected material.
  - Contact the relevant emergency response number (local fire service, police, hospital and Environmental Protection Agency telephone numbers are posted on the


<b>Environmental Emergency Plan</b>	 <b>Midland Waste Disposal Ltd</b>	Document: <b>ERP 2.0</b>
Document Approved By:		Revision: 2
General Manager		Page: 2 of 4
		Issued:
Title: <b style="text-align: center;">Spill Clean-up Procedure</b>		

environmental notice board in the staff canteen and are also available at the reception) and any external emergency response help.

- Locate the nearest fire suppression system as appropriate; (Dry powder extinguishers for ABC fires [wood, paper, textiles, liquid fuels and gases] Foam extinguishers for AB fires [wood, paper, textiles and liquid fuels] Carbon Dioxide [liquid fuel fires and electrical equipment]).
  - Identify the location of the nearest First Aid station
  - Note the wind direction and any possible sources of ignition i.e. naked lights, machinery, electrical fittings, and combustible material and remove them from the area.
  - Evacuate the area (for large spills if necessary)
  - The General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy) or any other designated person from the Emergency Response Team shall ensure that all personnel are evacuated in a calm, efficient manner. Staff should be instructed to walk briskly to their designated evacuation locations.
  - If flammable material is involved in the spill, isolate equipment and materials that may be affected.
  - If deemed necessary, the General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy) or any other designated person from the Emergency Response Team shall instruct for the appropriate emergency services to be contacted. A list of telephone numbers for all emergency services are posted on the environmental notice board in the staff canteen and are also available at the main reception.
- 3.3 The spillage must be contained using absorbent material, socks, booms or sandbags to create a secure dike. These are located in the Preventative Maintenance Workshop, the diesel room and new recycling plant extension (by baler). The General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy), or any other designated person from the Emergency Response Team shall ensure that all appropriate personal protective equipment is worn [as detailed in the Material Safety Data Sheet for the spilled material(s)].
- 3.4 If the spillage emanated from a drum, position the drum so that the ruptured section is in an upwards direction, thereby preventing a further leakage.
- 3.5 Once the spill has been contained the liquid shall either be pumped, or removed into a barrel using non-spark shovels and labelled appropriately (contents, name and date).

<b>Environmental Emergency Plan</b>	 <b>Midland Waste Disposal Ltd</b>	Document: <b>ERP 2.0</b>
Document Approved By :   <hr/> General Manager		Revision: 2 Page: 3 of 4 Issued:
Title:  <b style="text-align: center;">Spill Clean-up Procedure</b>		

- 3.6 In the event of a spillage that contaminates the foul water holding chambers, the collected foul water will not be tankered off-site to the wastewater treatment plant without the consultation of the operator by the General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy). Records of such consultation will be recorded and held with the Environmental Corrective and Preventive Action Form (EPF1.1) on file in the general managers office.
- 3.7 Clean up Operation.
- Use non-sparking shovels and brushes to sweep the spilled material into drums.
  - Start on the outside and work in towards the centre of the spill.
  - Do not mix different types of waste.
  - Drum the waste and seal the container or bag and double bag.
  - Label the waste with the destination name, appropriate hazard label and name of waste giving as much information as possible on contents, plus concentrations of constituents, etc.
  - If the spill occurred due to a damaged drum, place the ruptured drum into a salvage drum container, until disposal is arranged.
  - Decontaminate personnel by using the washing facilities.
- 3.8 Any waste material resulting from a spillage clean-up shall be dispatched to an appropriate facility for disposal and/or recovery under the supervision of the General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy).
- 3.9 Following an emergency, the General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy) shall record details of the incident. Following a comprehensive investigation into the source of the emergency situation, a corrective action shall be formulated by the Operations Manager and signed off by the General Manager or other designated responsible person on the *Environmental Corrective and Preventive Action Form (EPF1.1)*.

<b>Environmental Emergency Plan</b>		<b>Document: ERP 2.0</b>
Document Approved By :    <hr/> General Manager	 <b>Midland Waste Disposal Ltd</b>	Revision: 2 Page: 4 of 4 Issued:
Title: <p style="text-align: center;"><b>Spill Clean-up Procedure</b></p>		


**4.0 Responsibility**

General staff and contractors of Midland Waste Disposal Limited are responsible for being aware of the procedure and their responsibilities/requirements/obligations.

The General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy) is responsible for making Midland Waste Disposal Ltd. employees aware of their responsibilities and obligations, should a spillage occur.

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<b>Environmental Emergency Plan</b>	 <b>Midland Waste Disposal Ltd</b>	Document: <b>ERP 3.0</b>
Document Approved By :   <hr style="width: 20%; margin-left: 0;"/> General Manager		Revision: 1 Page: 1 of 2 Issued:
Title:  <b style="text-align: center;">General Fire/Explosion Procedure</b>		

### 1.0 Purpose

A procedure to deal with fire/explosion emergencies is required for the following reasons:


- To protect Employees.
- To protect the Environment.
- To prevent Fugitive emissions.

### 2.0 Scope

This procedure should be followed in the event of a fire or explosion at Midland Waste Disposal Limited.

### 3.0 Procedure

- 3.1 Employees shall only attempt to fight a fire if safe to do so. If an employee feels that they cannot tackle a fire safely and effectively, **EVACUATION OF ALL PERSONNEL IS THE PRIMARY PRIORITY.**
- 3.2 The General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy) works to evacuate the area in a calm, efficient manner. All staff and contractors shall be instructed to walk briskly to the designated evacuation location point.
- 3.3 In the event of a fire/explosion occurring, the General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy) shall complete a roll call to account for all employees and contractors that may be present on-site.
- 3.4 The General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy) shall identify the location of the fire/explosion through dialogue with the individual who discovered the fire and shall take one of the following actions:
- Determine whether the fire can be **SAFELY** isolated utilising the available fire fighting equipment
  - If the fire is not controlled with the fire fighting equipment available, the local fire brigade is notified immediately. Local fire, police and hospital telephone numbers are posted on the environmental noticeboard in the staff canteen and are also available in the main reception.


<b>Environmental Emergency Plan</b>	 <b>Midland Waste Disposal Ltd</b>	Document: <b>ERP 3.0</b>
Document Approved By :    _____		Revision: 1 Page: 2 of 2 Issued:
General Manager	<b>Title:</b> <b>General Fire/Explosion Procedure</b>	

- 3.5 Personnel shall not re-enter the building unless the General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy), in conjunction with the Operations Manager deems safe to do so.
- 3.6 Once the fire has been extinguished or the explosion controlled, the General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy), shall complete a clean-up operation as per ERP2.0r2 using the available resources.
- 3.6 All fire-affected material is checked thoroughly in order to ensure that it is quenched. If the affected material is considered hazardous, it is stored in a container and collected as soon as possible by a certified hazardous waste disposal contractor.
- 3.8 The General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy), will contact the Environmental Protection Agency, in the event of any incident on-site paying due regard to Conditions 3.1, 3.2, 3.3 and 3.4 of the Waste Licence.
- 3.9 Following an emergency, the General Manager, or other designated responsible person shall record details of the incident. Following a comprehensive investigation into the source of the emergency situation, a corrective action shall be formulated by the Operations Manager and signed off by the General Manager or other designated responsible person on the *Environmental Corrective and Preventive Action Form (EPF1.1)*.

#### **4.0 Responsibility**

General staff and contractors of Midland Waste Disposal Limited are responsible for being aware of their responsibilities/ requirements/ obligations in relation to the General Fire/Explosion procedure.

The General Manager (Mr. Francis Flynn) is responsible for making Midland Waste Disposal Ltd. employees aware of their occupational health & safety responsibilities.

<b>Environmental Emergency Plan</b>		Document: <b>ERP 4.0</b>
Document Approved By :   <hr style="width: 100%;"/> General Manager	<b>Midland Waste Disposal Ltd</b>	Revision: 1 Page: 1 of 2 Issued:
Title:  <b style="text-align: center;">Flooding Procedure</b>		

## 1.0 Purpose

This procedure is required in order to:


- Minimise environmental damage from a flooding incident.
- Minimise damage to property or materials on site.

## 2.0 Scope

This procedure should be followed in the event of a flooding incident at Midland Waste Disposal Limited.

## 3.0 Procedure

- 3.1 Locate source of flooding and, if possible and safe to do so, shut it off.
- 3.2 Remove containers of environmentally hazardous material to a safe location to prevent their entry to the drainage system. As per ERP2.0r2, ensure all hazardous materials are handled (loaded, unloaded and moved) by a competent person using the correct equipment and appropriate protective clothing. Appropriate precautions should be taken at all times to minimise the risk of accidental spillage.
- 3.3.1 The General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy) shall contact the relevant emergency response number (local fire service, police, hospital and Environmental Protection Agency telephone numbers are posted on the environmental noticeboard in the staff canteen and also, in the Main Reception Area) and any external emergency response help if he/she feels that the incident cannot be dealt with safely utilising on-site resources.
- 3.3.2 Once the source of the flooding has been eliminated, the General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy) will commence the mop up operation, if required, as per ERP2.0r2.
- 3.4 The General Manager, or other designated responsible person, will contact the Environmental Protection Agency in the event of any incident on-site paying due regard to Conditions 3.1, 3.2, 3.3 and 3.4 of the Waste Licence.

<b>Environmental Emergency Plan</b>	 <b>Midland Waste Disposal Ltd</b>	Document: <b>ERP 4.0</b>
Document Approved By :  <hr/> General Manager		Revision: 1 Page: 2 of 2 Issued:
Title: <p style="text-align: center;"><b>Flooding Procedure</b></p>		

3.6 Following an emergency, the General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy) shall record details of the incident. Following a comprehensive investigation into the source of the emergency situation, a corrective action shall be formulated by the Operations Manager and signed off by the General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy) on the *Environmental Corrective and Preventive Action Form (EPF1.1)*.


**4.0 Responsibility**

General staff and contractors of Midland Waste Disposal Limited are responsible for being aware of the Flooding Procedure and their responsibilities/ requirements/ obligations.

The General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy) is responsible for making Midland Waste Disposal Limited employees aware of their responsibilities, should a flooding incident occur.

The General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy) is responsible for recording the details of any incident that occurs and ensuring that an effective corrective action is implemented.

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<b>Environmental Emergency Plan</b>	 <b>Midland Waste Disposal Ltd</b>	<b>Document: ERP 5.0</b>
Document Approved By :   <hr/> <b>General Manager</b>		Revision: 1 Page: 1 of 2 Issued:
Title:  <b>Malicious Damage Procedure</b>		

## 1.0 Purpose

This procedure is required in order to:


- Monitor malicious damage
- Prevent malicious damage

## 2.0 Scope

This procedure should be followed in the event of malicious damage being inflicted at Midland Waste Disposal Limited.

## 3.0 Procedure

- 3.1 Where any occurrence of malicious damage is noted or where persons are observed causing malicious damage, the General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy) is informed.
- 3.2 Where malicious damage results in a significant environmental impact, or a potential significant environmental impact, the General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy) is advised who then undertake to minimise and repair the damage caused.
- 3.3 Persons observed causing malicious damage are subjected to internal disciplinary action. The General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy), will report external persons to the Gardaí.
- 3.4 The General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy) will contact the Environmental Protection Agency in the event of any incident on-site paying due regard to Conditions 3.1, 3.2, 3.3 and 3.4 of the Waste Licence.
- 3.5 Following an emergency, the General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy), shall record the details of the incident. Following a comprehensive investigation into the source of the emergency situation, a corrective action shall be formulated and signed off by the General Manager or other designated responsible person on the *Environmental Corrective and Preventive Action Form (EPF1.1)*.


<b>Environmental Emergency Plan</b>	 <b>Midland Waste Disposal Ltd</b>	Document: <b>ERP 5.0</b>
Document Approved By :  <hr/> General Manager		Revision: 1 Page: 2 of 2 Issued:
Title: <p style="text-align: center;"><b>Malicious Damage Procedure</b></p>		

#### 4.0 Responsibility

General staff and contractors of Midland Waste Disposal Limited are responsible for being aware of the procedure and their responsibilities/requirements/obligations.

The General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy) is responsible for reporting any external persons found causing malicious damage, to the Gardaí.

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<b>Environmental Emergency Plan</b>		Document: <b>ERP 6.0</b>
Document Approved By :   <hr/> General Manager	<b>Midland Waste Disposal Ltd</b>	Revision: 1 Page: 1 of 2 Issued:
Title:  <b>Unforeseen Emergency Procedure</b>		

## 1.0 Purpose


The purpose of this procedure is to outline the procedure to be adhered to in the event of an unforeseen emergency.

## 2.0 Scope

This procedure should be followed in the event of an unforeseen emergency occurring at Midland Waste Disposal Limited.

## 3.0 Procedure

- 3.1 Following the occurrence of an incident requiring emergency action, the observant shall contact the most senior representative of management on-site.
- 3.2 Should it be deemed necessary by the General Manager and/or the Operations Manager, the transfer station shall be evacuated and the emergency services contacted (list of local fire, police and hospital telephone numbers are posted on the environmental noticeboard in the staff canteen and are also available at the main reception).
- 3.3 There shall be no re-entry permitted to the site, until clearance is provided by a representative of the emergency services AND the most senior representative of management on-site.
- 3.4 Should the incident be determined to be capable of being addressed in-house, under the guidance of the most senior representative of management on-site, the Environmental Emergency Response Team shall be mobilised paying due regard to the appropriate emergency response procedure (ERP 2.0r2, ERP 3.0r1, ERP 4.0r1, ERP 5.0r1).
- 3.5 The General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy) is responsible for informing the Environmental Protection Agency if hazardous chemicals or firewater have infiltrated the drainage network.
- 3.6 Following the emergency, the General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy) shall record the details of the incident. Following a comprehensive investigation into the source of the emergency situation, a corrective action shall be formulated by the Operations Manager and signed off by the General Manager (Mr. Francis Flynn or in his absence Mr. Mark Duffy) on the *Environmental Corrective and Preventive Action Form (EPF1.1)*.

<b>Environmental Procedure</b>		Document: <b>EP 14.0</b>
Document Approved By:	 <b>Midland Waste Disposal Ltd</b>	Revision: 0
_____		Page: 1 of 2
General Manager		Issued:
Title: <b>Environmental Auditing</b>		

**1.0 Purpose:**

To ensure the effectiveness of the Environmental Management System and to determine whether the system is operating in compliance with the Environmental Policy.

**2.0 Scope:**

Audits relating to the performance of the Environmental Management System at Midland Waste Disposal Ltd., all protocols adopted under the Environmental Policy and compliance with Waste Licence Register No. 131-1.

**3.0 Responsibility:**

The General Manager is responsible for scheduling the audits throughout the year and designating the appropriate personnel to conduct the individual audits. He/she is responsible for reporting the findings of the audits.


**4.0 Reference:**

- Environmental Audit Records
- Environmental Audit Schedule (EPF14.1)
- Environmental Corrective and Preventive Action (EP 1)

**5.0 Procedure:**

- 5.1 On an annual basis the General Manager should design a schedule of audits, as outlined in the Audit Schedule (EPF14.1).
- 5.2 The audit programme should reflect the environmental significance of the activity or procedure concerned, and the results of previous audits.



<b>Environmental Procedure</b>		Document:	<b>EP 14.0</b>
Document Approved By :	 <b>Midland Waste Disposal Ltd</b>	Revision:	0
_____		Page:	2 of 2
General Manager		Issued:	
Title:		<b>Environmental Auditing</b>	

5.3 Auditors should be selected and assigned to auditing tasks on the basis of their experience, training and their independence of the function. Each auditor should have sufficient expertise in the relevant disciplines and have support where necessary, from internal or external personnel.

5.5 The auditor may use a variety of methods to conduct the audit, including the use of an audit sheet, checklists, questionnaires, interviews and observations. All information gathered should be collected and held on file by the General Manager.


5.6 Each audit covers an evaluation of:

- The activities, processes and practices being followed.
- Records and documentation pertaining to the activity.
- Non-conformances from previous audits.


The audit report will detail any Environmental Non-Conformances, which may have resulted from the findings of the audit, and should make suggestions for improvement, where appropriate.

5.7 The General Manager should maintain a register of all EMS non-conformances (EP1.0).

5.8 Following re-audit and verification of effective Corrective Action and implementation, the General Manager should close off the Corrective/Preventive Action Report.

<b>Environmental Procedures Manual</b>	 <b>Midland Waste Disposal Ltd</b> ENVIRONMENTAL PROCEDURES	<b>Document: EPF 14.1</b>
Document Approved By :  <hr/> General Manager		Revision: 0 Page: 1 of 1 Issued:
Title: <b>Environmental Auditing Schedule</b>		

<b>Document</b>	<b>Subject</b>	<b>Auditing Frequency</b>
EP 1.0.	Environmental Corrective and Preventive Action	As Required
EP 2.0	Waste Handling Procedures	As Required
EP 4.0	Environmental Incident Investigation and Reporting	As Required
EP 6.0	Environmental Complaints	As Required
EP 7.0	Enquiries regarding Environmental Issues	Annually
EP 8.0	Environmental Management Programme Development	Annually
EP 9.0	Energy and Natural Resource Consumption Analysis	Biannually
EP 10.0	Determining and Reviewing Environmental Objectives and Targets	Quarterly and Biannually
EP 11.0	Environmental Monitoring	Annually
EP 12.0	Contractors Environmental Management	As Required
EP 13.0	Emergency Preparedness and Response	As Required
EP 15.0	Environmental Document Control	Annually

<b>Environmental Procedure</b>	 <b>Midland Waste Disposal Ltd</b>	<b>Document:</b>	<b>EP 15.0</b>
Document Approved By:   <hr/> General Manager		Revision: 0 Page: 1 of 1 Issued:	
<b>Title:</b> <p style="text-align: center;"><b>Environmental Document Control</b></p>			

**1.0 Purpose:**

To define the method for the generation and control of environmental records used by Midland Waste Disposal Ltd.

**2.0 Scope:**

Records required under Midland Waste Disposal Ltd., environmental management system.

**3.0 Responsibility:**

Midland Waste Disposal Ltd., is responsible for ensuring that all personnel are aware of their documentation responsibilities as regards the environmental policy and the environmental management system. The General Manager is also responsible for maintaining the integrity of all environmental documentation.

**4.0 Procedure:**


4.1 The General Manager will ensure that all environmental records are adequately completed, maintained on file, and disposed of in an appropriate and consistent manner. EMS records are specified on the contents page at the front of:

- Environmental Manual
- Environmental Procedures Manual
- Environmental Work Instructions Manual

The responsibility for the accurate completion of records is detailed in the *Responsibilities* section of each procedure and work instruction.

All records are stored in a manner, which permits ease of retrieval and prevents deterioration and ease of maintenance. The General Manager will maintain a master copy on file of all environmental forms in use in the Environmental Management System. Certain environmental records may be maintained on computer database.

The General Manager should review all environmental records and arrange for disposal as the retention time is exceeded.

<b>Environmental Procedures Manual</b>	 <b>Midland Waste Disposal Ltd</b> ENVIRONMENTAL PROCEDURES	Document: <b>EP 16.0</b>
Document Approved By :    <hr/> General Manager		Revision: 0 Page: 1 of 2 Issued:
Title: <p style="text-align: center;"><b>Reporting</b></p>		

**1.0 Purpose:**

To ensure all reports pertaining to the Licence are forwarded to the Agency in the correct manner and on time.

**2.0 Scope:**

All reports as detailed in Schedule E of the Waste Licence

**3.0 Responsibility:**

General manager is responsible for presenting all correspondence to the Agency within the time frame detailed in Schedule E or as detailed by the Agency.

**4.0 References:**

Environmental Monitoring File  
 EP1.0 Environmental Corrective and Preventive Action  
 EP4.0 Environmental Incident and Reporting  
 EP11.0 Monitoring and Measurement

**5.0 Procedure:**


5.1 The General Manger ensures that reports of all recording, sampling, analyses, measurements, examinations and maintenance, as set out in Schedule E of the Waste Licence, shall be submitted to the Agency as specified. One original and three copies shall be submitted to the Agency as and when specified.

5.2 Completed reports shall be submitted to:

Administration,  
 Waste Enforcement Section  
 Environmental Protection Agency  
 Headquarters,  
 PO Box 3000,  
 Johnstown Castle Estate,  
 Co. Wexford.

or any other address as may be specified by the Agency.

5.3 The General Manger shall certify all reports accurate and representative.

<b>Environmental Procedures Manual</b>	 <b>Midland Waste Disposal Ltd</b> ENVIRONMENTAL PROCEDURES	Document: <b>EP 16.0</b>
Document Approved By:  <hr/> General Manager		Revision: 0 Page: 2 of 2 Issued:
Title: <b>Reporting</b>		

5.4 All monitoring reports to the Agency should be accompanied by a covering letter. This letter shall include the following information referenced at the top of the page:

The Waste licence Register No.

The company name as per the licence application

The reporting period

Required submission date

Report name as listed in the license schedule on 'Recording and Reporting to the Agency'

5.5 Where a number of reports are being submitted together, the report names should be listed on the cover letter as per the License schedule 'Recording and reporting to the agency'.

5.6 Where non-compliances have occurred during the reporting period, the following details are required:

1. Date,
2. Parameter,
3. Monitoring point reference no.,
4. Number of non-compliant measurements versus no. of measurements during the reporting period,
5. Maximum exceedence versus licence limit
6. Cause
7. Corrective action

Site Drainage, Bunds, Oil Separators Inspection Form.

Document: **EWF1.1**



Midland Waste Disposal Ltd

Revision: 1  
Page: 1 of 6

General Manager

Title:

**Weekly Site Drainage System, Bunds, Silt Traps/Interceptor Tanks, Oil Interceptors and Spill Kits Inspection Form**

Report No.	Date and Time Recorded	Date and Time of Inspection:
<b>Diesel Tank Bund</b>		
General Visual Description		
Visual Inspection of Water within Bund		
Wastewater Removal Requirement		
Wastewater Quantity and Destination		
Structural Damage		
Maintenance Requirements (Responsibility)		
<b>Other Corrective Action</b>		
Signed		

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Midland Waste Disposal Ltd

Revision: 1

Page: 2 of 6

\_\_\_\_\_  
General Manager

Title:

**Weekly Site Drainage System, Bunds, Silt Traps/Interceptor Tanks, Oil Interceptors and Spill Kits Inspection Form**

Report No.	Date and Time Recorded	Date and Time of Inspection:
<b>Diesel Filling Area</b>		
General Visual Description of Diesel Filling Area		
General Visual Description of Drain by Diesel Filling Area		
Visual Inspection of Water Discharge in Drain		
Desludging Requirement		
Wastewater Quantity and Destination		
Structural Damage		
Maintenance Requirements (Responsibility)		
<b>Other Corrective Action</b>		
Signed		

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General Manager

Title:

**Weekly Site Drainage System, Bunds, Silt Traps/Interceptor Tanks, Oil Interceptors and Spill Kits Inspection Form**

Report No.	Date and Time Recorded	Date and Time of Inspection
<b>Truck Wash Area</b>		
General Visual Description		
Visual Inspection of Water Within Drainage System		
Visual Inspection of Silt Trap/Interceptor Tank (ST2)		
Desludging Requirement		
Sludge Quantity and Destination		
Structural Damage		
Maintenance Requirements (Responsibility)		
<b>Other Corrective Action</b>		
Signed		

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Midland Waste Disposal Ltd

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General Manager

Title:

**Weekly Site Drainage System, Bunds, Silt Traps/Interceptor Tanks, Oil Interceptors and Spill Kits Inspection Form**

Report No.	Date and Time Recorded	Date and Time of Inspection:
<b>Surface Water Drainage</b>		
General Visual Description		
Visual Inspection of Water at All rain gulleys		
Visual Inspection of Oil Interceptor		
Visual Inspection of Silt Trap/Interceptor Tank (ST1)		
Desludging Requirement		
Sludge Quantity and Destination		
Structural Damage		
Maintenance Requirements (Responsibility)		
Other Corrective Action		
Signed		

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Midland Waste Disposal Ltd

General Manager

Title:

**Weekly Site Drainage System, Bunds, Silt Traps/Interceptor Tanks, Oil Interceptors and Spill Kits Inspection Form**

Report No.	Date and Time Recorded	Date and Time of Inspection:
<b>Open Drainage Line to Wastewater Holding Chamber</b>		
General Visual Description		
Visual Inspection of Water along Drainage Channel		
Desludging Requirement		
Sludge Quantity and Destination		
Structural Damage		
Maintenance Requirements (Responsibility)		
Other Corrective Action		
Signed		

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\_\_\_\_\_  
General Manager

Title:

**Weekly Site Drainage System, Bunds, Silt Traps/Interceptor Tanks, Oil Interceptors and Spill Kits Inspection Form**

Report No.	Date and Time Recorded	Date and Time of Inspection
<b>SPILL KITS</b>		
By Entrance to Work Shop (SK1)	All items in place: YES <input type="checkbox"/> NO <input type="checkbox"/> if no give details below:	
By Diesel Room (SK2)	All items in place: YES <input type="checkbox"/> NO <input type="checkbox"/> if no give details below:	
By Baler (SK3)	All items in place: YES <input type="checkbox"/> NO <input type="checkbox"/> if no give details below:	
By VCU (SK4)	All items in place: YES <input type="checkbox"/> NO <input type="checkbox"/> if no give details below:	

Document Approved By:



Revision: 0

Page: 1 of 1

Issued:

General Manager

# Midland Waste Disposal Ltd

Title:

## Foulwater Removal Logsheet

Date/Time	Name of Foulwater Carrier	Volume of foulwater removed (m <sup>3</sup> )	Name & Address of Destination Waste Treatment Plant	Any Accidents/ Spillages? Yes/No	Details	Signature

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Weekly Environmental Nuisance  
Inspection Form

Document: **EWF1.3**



Midland Waste Disposal Ltd

Revision: 1  
Page: 1 of 2  
Issued:

General Manager

Title:

**Weekly Environmental Nuisance Inspection Form**

Report No.	Date and Time Recorded		Date and Time of Inspection:	
Check Inspection conducted by:				
<b>VERMIN</b>				
Were all bait boxes checked ?	Yes		No	Detail
What other signs, if any, of vermin presence were noted ? (e.g. faecal matter, visual, etc)				
<b>BIRDS</b>				
Detail any birds observed on-site, their location, number and their activities if creating a nuisance (e.g. scavenging).				
<b>FLIES</b>				
Detail any fly infestations observed on-site in conjunction with their location.				

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Weekly Environmental Nuisance  
Inspection Form

\_\_\_\_\_

General Manager



Midland Waste Disposal Ltd

Document: **EWF1.3**

Revision: 1

Page: 2 of 2

Issued:

Title:

**Weekly Environmental Nuisance Inspection Form**

Report No.	Date and Time Recorded	Date and Time of Inspection
Check Inspection conducted by:		
<b>MUD</b>		
Was any mud observed on the internal roadways or outside the main entrance of the facility adjacent the perimeter.	Yes	No
		Detail
<b>LITTER</b>		
Was any litter observed on the internal roadways or outside the main entrance of the facility adjacent the perimeter.	Yes	No
		Detail
<b>DUST/ODOUR</b>		
<u>Observations within site boundary</u>		
Are plumes of dust being generated through on-site activities ?		
Is there any noticeable odour nuisance being generated from on-site activities ?		
<u>Observations outside site boundary at adjacent roadway</u>		
Are plumes of dust being generated through on-site activities ?		
Is there any noticeable odour nuisance being generated from on-site activities ?		
<b>CORRECTIVE ACTION</b>		
Detail any corrective action required arising from the previous observations		
<b>SIGNED OFF BY GENERAL MANAGER</b>		

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Midland Waste Disposal Ltd

\_\_\_\_\_  
General Manager

Title:

**Quarterly Monitoring Of Emission To Groundwater Inspection Form**

Report No.	Date and Time Recorded	Date and Time of Inspection:
<b>Check Inspection Description</b>	Clean roof water collected from sample point where the water discharges into the ground (grid Ref: 286830 269857). Water collected into clear 250 ml glass container and visual inspected.	
Weather prior to date of sampling		
Volume of water flow at time of sampling		
Colour of Water		
Are there any suspended particulates in the water?	If yes please give details: (i.e.: amount, type, colour etc)	
Is there any iridescent present?	If yes please give details:	
Is there any odour?	If yes please give details:	
Other comments		
Signed		



Midland Waste Disposal Ltd

\_\_\_\_\_  
General Manager

Title:

**Daily Environmental Nuisance Inspection Form For the Trommel**

Report No.	Date and Time Recorded	Date and Time of Inspection:
<b>Check Inspection conducted by;</b>		
<b>Noise</b>		
Was there any noticeable increase in noise level as a result of the trommel		
<b>Dust</b>		
Is there any noticeable dust nuisance being generated from the trommel on-site?		
Is there any dust observed emanating of the site as a result of the trommel		
<b>Odours</b>		
Is there any noticeable odour nuisance being generated from trommelling activities?		
<b>Flies</b>		
Is there any noticeable flies causing a nuisance as a result of trommeling activities?		
<b>CORRECTIVE ACTION</b>		
Detail any corrective action required arising from the previous observations		
<b>SIGNED OFF BY GENERAL MANAGER</b>		

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Revision: 0  
Page: 1 of 1  
Issued:

General Manager

Title:

**Daily Environmental Nuisance Inspection Form For the VCU Unit**

Report No.	Date and Time Recorded	Date and Time of Inspection:
<b>Check Inspection conducted by;</b>		
<b>Odours</b>		
Is there any noticeable odour nuisance being generated from the VCU Unit?		
<b>Leachate</b>		
Is there leachate emerging the VCU Unit?		
<b>Debris</b>		
Is there any composting material falling from the VCU Unit?		
<b>Flies</b>		
Is there any noticeable flies causing a nuisance as a result of composting activities?		
<b>CORRECTIVE ACTION</b>		
Detail any corrective action required arising from the previous observations		
<b>SIGNED OFF BY GENERAL MANAGER</b>		

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Revision: 0  
Page: 1 of 1  
Issued:

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General Manager

Title:

**Quarterly Inspection Sheet for Hardstanding Areas**

Report No.	Date and Time Recorded	Date and Time of Inspection:
<b>Check Inspection conducted by:</b>		
<b>Northern Area</b>		
Is there any noticeable cracks/fractures within any hardstanding area in the following Areas:		
Concreted Yard Area		
Workshops		
Wash Bay		
Glass Storage Bays		
Storage Areas		
<b>Southern Area</b>		
Is there any noticeable cracks/fractures within any hardstanding area in the following Areas:		
Concreted Yard Area		
Composting Unit		
Recycling Plant Building (East side)		
Recycling Plant Building (West side)		
<b>CORRECTIVE ACTION</b>		
Detail any corrective action required arising from the inspections		
<b>SIGNED OFF BY GENERAL MANAGER</b>		

Document Approved By:  
  
\_\_\_\_\_

General Manager



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Revision: 0  
Page: 1 of 1  
Issued:

Title: **Septic Tank Maintenance**

Date/Time	Name of Contractor	Volume of foulwater removed (m <sup>3</sup> )	Name & Address of Destination Waste Treatment Plant	Any Accidents/ Spillages? Yes/No	Details	Signature

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Revision: 0

Page: 1 of 1

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Title:

Hardstanding Cleaning

Date/Time	Name of Contractor	Areas Cleaned		Any Accidents/ Spillages? Yes/No	Details	Signature
		Southern Area	Northern Area			
	C. Ward	Completed YES <input type="checkbox"/> NO <input type="checkbox"/>	Completed YES <input type="checkbox"/> NO <input type="checkbox"/>			
	C. Ward	Completed YES <input type="checkbox"/> NO <input type="checkbox"/>	Completed YES <input type="checkbox"/> NO <input type="checkbox"/>			
	C. Ward	Completed YES <input type="checkbox"/> NO <input type="checkbox"/>	Completed YES <input type="checkbox"/> NO <input type="checkbox"/>			
	C. Ward	Completed YES <input type="checkbox"/> NO <input type="checkbox"/>	Completed YES <input type="checkbox"/> NO <input type="checkbox"/>			
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	C. Ward	Completed YES <input type="checkbox"/> NO <input type="checkbox"/>	Completed YES <input type="checkbox"/> NO <input type="checkbox"/>			
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	C. Ward	Completed YES <input type="checkbox"/> NO <input type="checkbox"/>	Completed YES <input type="checkbox"/> NO <input type="checkbox"/>			
	C. Ward	Completed YES <input type="checkbox"/> NO <input type="checkbox"/>	Completed YES <input type="checkbox"/> NO <input type="checkbox"/>			
	C. Ward	Completed YES <input type="checkbox"/> NO <input type="checkbox"/>	Completed YES <input type="checkbox"/> NO <input type="checkbox"/>			

*Midland Waste Disposal Company Ltd.,*

**Waste Licensing  
Waste Recovery/Disposal Activities  
(Other than Landfill Sites)**

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**Section C3**

***Hours Of Operation***

**C.3 HOURS OF OPERATION**a) *Proposed hours of operation.*

The facility will be operational between the hours of 06:00 and 20:00 hrs Monday to Saturday. The facility will not handle waste on Sundays or public holidays.

b) *Proposed hours of waste acceptance/handling.*

The facility will accept and handle waste between the hours of 06:00 and 20.00 hrs Monday to Saturday. Traffic movements entering and leaving the site will take place between the hours of 06:00 to 20:00.

c) *Proposed hours of any construction and development works at the facility and timeframes (required for landfill facilities).*

Not Applicable

d) *Any other relevant hours of operation expected.*

Not Applicable

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