

# ATTACHMENT NUMBER L1

## Offences and Convictions

### Contents

**Neither Indaver Ireland or MinChem Environmental Services Ltd. have even been convicted of any offence under the Waste Management Act, 1996 as amended or any other environmental legislation and therefore this attachment is not applicable.**

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## ATTACHMENT NUMBER L2

### Technical Competence and Site Management

#### Contents

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**Attachment L2.1**

**Technical Competence and Site Management**

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## L2.1 TECHNICAL COMPETENCE AND SITE MANAGEMENT

### 1. MANNING AND MANAGEMENT LEVELS

When completed and fully operational, the Indaver Ireland plant will employ in excess of 50 permanent personnel, who will work in 3 x 8-hour shifts. Staffing levels will ensure that the environmental performance of the facility is maintained and that the facility is continuously manned and operational 24 hours per day.

The key management roles are described below:

#### **General Manager**

*John Ahern*

John has a degree in Chemical Engineering. He worked in the gas industry for over 15 years where he gained experience in Operations and Sales & Marketing activities, before joining MinChem as Managing Director in 1995. He is General Manager of Indaver Ireland. The General Manager retains overall responsibility for all Indaver Ireland operations.

#### **Operations Manager**

*Laura Burke*

Laura has a Honours degree in Chemical Engineering and previous experience in the sales of process equipment to the pharmaceutical and chemical industries in Ireland. Laura joined MinChem in 1995 and has been responsible for operation of the hazardous waste collection business and the construction of the Transfer Station. Laura is now responsible for design, planning and licensing applications and project communication with Government Departments, media, Local Authorities and local interest groups. Laura will be responsible with a Project Management Team for the construction and subsequent operation of the facility with a Plant Manager.

Reporting to the Operations Manager will be:

#### **Plant Manager**

The Plant Manager will have overall responsibility to ensure the whole facility is run efficiently, safely and within all licence requirements. The Plant Manager will have an engineering or similar qualification with previous experience in operating a large facility and will receive training in Indaver's Beveren facility which has similar technology to that proposed for this facility.

Reporting to the Plant Manager will be:

#### Process Supervisors

Manage each shift of operation of the plant in conjunction with 3 shift workers. The Process Supervisor would have experience in similar industry and will be educated to a minimum of Leaving Certificate standard..

### Engineers

Manage the maintenance of the plant in conjunction with 4 maintenance craftsmen. In addition, the engineers look after the project and design work for the plant. Engineers will be educated to a minimum of Diploma/Degree level in mechanical/process engineering.

### Recycling Manager

Manages the Material Recycling Facility with up to 14 shift workers and the running of the Community Recycle Park. The recycling manager will have relevant training in this discipline.

### Purchaser

The Purchaser sources and purchases the necessary utilities, equipment and raw materials for the plant. This person will look after the purchasing for all Indaver waste facilities.

### **Communications Manager**

*Jackie Keaney*

In addition there is a Communications Team reporting to the Operations Manager. The Communications Manager, Jackie Keaney, will be responsible for liaising with the local community, media and interest groups. Jackie has a Masters in Environmental Science and a Diploma in Public Relations. Jackie will look after the communications for all Indaver waste facilities.

### **Commercial Manager**

*Amanda Doyle*

Amanda has an Honours degree in Environmental Science. Amanda has experience in Sales & Marketing Management in both the agricultural and construction fields. She joined Indaver Ireland in November 2000 as Commercial Manager for the non hazardous business. Amanda is currently responsible for the development and operation of the newspaper and magazine recycling business and the promotion of the Indaver projects amongst Local Authorities, large companies and collectors.

Reporting to the Commercial Manager, Amanda Doyle, will be:

### Planner

The Planner schedules the incoming waste, in conjunction with the commercial department to ensure an even distribution of waste arriving at the plant. This person will look after the planning for all Indaver waste facilities.

### **Financial Controller**

*Robert Reid*

Robert is a Chartered Account and has 8 years experience in the Financial Sector. The Financial Manager is responsible for all accounting and financial aspects of Indaver Ireland's operations.

Reporting to the Financial Controller will be:

Accountant

A Company Accountant supported by two Accounts personnel who will be responsible for the preparation of monthly accounts for the business and will be assisting locally on invoicing and credit control.

**Compliance Manager**

*Thomas Millar*

Thomas has seven years experience in the Hazardous Waste Industry with MinChem. He is responsible for Compliance in all MinChem and Indaver Operations, ie ISO 9002 and ISO 14001 and the Movement of Waste Regulations. He is a fully trained Quality & Environmental Auditor and a Qualified Trainer. Thomas will be responsible for compliance with all aspects of the EPA operating licence, ISO 9002 and ISO 14001 for the new facility in the north east

Reporting to the Compliance Manager will be:

**QESH Manager (Quality, Environment, Safety and Health)**

*Patricia McGrath*

Patricia has a degree in Chemical Engineering. Patricia has managed the quality and environmental systems in MinChem since 1998. In addition she has managed the EPA licence for MinChem's transfer station in Dublin Port. She will have a national responsibility for ensuring compliance with

EPA	Waste/Operating Licence
ISO 9002	Quality Standard
ISO 14001	Environmental Standard
OSHAS 18001	Safety Standard

Patricia will also hold responsibility for all health & Safety aspects of the facility, in conjunction with Julie Sexton the Health & Safety Officer. Julie is a science graduate with a Masters in Occupational Health and Economics. In addition she is a qualified DGSA officer and has worked with Indaver since September 2000.

The QESH Manager will be assisted locally by a QESH Co-ordinator for on-site quality, environmental, safety and health compliance.

In addition, reporting to the QESH manager will be a Waste Education Officer who will help promote integrated waste management through lectures, discussion groups and projects throughout the community. Specific target groups for this education will include local schools and youth groups. The Waste Education Officer will also do Waste Audits for companies to help them identify better ways of managing their waste.

All other staff at the facility will, as far as possible, be recruited locally.

## Operations Staff

The operations staff will be responsible for routine maintenance and inspections, maintenance budget planning, procurement of services and materials, managing and supervising repairs and overhauls.

Major machinery repairs and plant overhauls such as shutdown, replacing brick liners etc., which cannot be done by the operations staff will be subcontracted out to either local contractors or to the plant's equipment suppliers. On such occasions the hiring of special expertise or specialised equipment will be required

## 2. TRAINING

Key staff will be recruited prior to commissioning and will be trained at existing comparable Indaver plants. Training will also be carried out in co-operation with equipment designers and suppliers. By doing so, the operators will familiarise themselves with the equipment and learn first hand from the equipment's design engineers. They will be involved in the commissioning and testing of the plant and will also contribute to the viability of the plant.

The final training programme for the Indaver Ireland personnel will include technical and procedural training and will take into account previous experience and capabilities of the selected staff. The final training programme will be supplied by:

- Turnkey contractors and his suppliers
- Indaver Ireland

Through careful preparation and training Indaver Ireland staff will be prepared for every stage of construction, commissioning and operation of the facility.

Training is managed by means of the Training & Staff Competence Procedure and training matrix, copies of which are included in Attachment L2.2.

## 3. ENVIRONMENTAL AWARENESS

Extensive environmental awareness training is carried out at senior management, middle management, supervisory and operator levels. Environmental awareness training includes an understanding of the key elements of ISO14001 and an appreciation of the impacts, which the company is having on the environment. All awareness training is logged in the relevant training records.

Awareness of the environment is also instilled in company personnel by means of induction training, environmental management notice boards and environmental posters.

Typical environmental training undertaken by Indaver personnel includes the following:

- ISO 14001 & Environmental Awareness
- Waste Handling
- Emergency Response

- Environmental Auditing
- Waste Legislation
- Safety Training

#### 4. ENVIRONMENTAL RESPONSIBILITIES OF KEY PERSONNEL

All managers, including team leaders will be actively involved in the implementation of the environmental management programme. Every manager and staff member in the organisation is expected and required to accept responsibility for the environment of the area within his/her care. Responsibility for environmental objectives and targets is clearly defined in the Schedule of Environmental Objectives.

Specific responsibility to coordinate the environment programme is assigned to the QESH Manager in conjunction with the Plant Manager.

##### 4.1 PLANT MANAGER

The Plant Manager is designated as the management representative with overall responsibility for the operation of the facility and will ensure the whole facility is run efficiently, safely and within all licence requirements. The Plant Manager's specific responsibilities are:

- Ensuring that the acceptance and processing of waste at the facility is carried out in accordance with environmental procedures and the Waste Licence
- Ensuring that the emissions from the facility are within the limits required by relevant legislation and set out in the Waste Licence
- Monitoring compliance with the regulations covering the transport of waste
- Ensuring any incidents or accidents onsite are dealt with appropriately including any reporting requirements

##### 4.2 QESH MANAGER

The QESH Manager is designated as the management representative with responsibility for ensuring that the requirements of ISO 14001 and conditions of the waste licence are implemented and maintained.

The main duties and responsibilities of the QESH Manager are as follows:

- Dealing with all communications between the company and the accreditation body.
- Ensuring that each department's responsibility for environmental probity is suitably documented.
- Ensuring that adequate records are maintained for demonstration of conformance to environmental requirements.

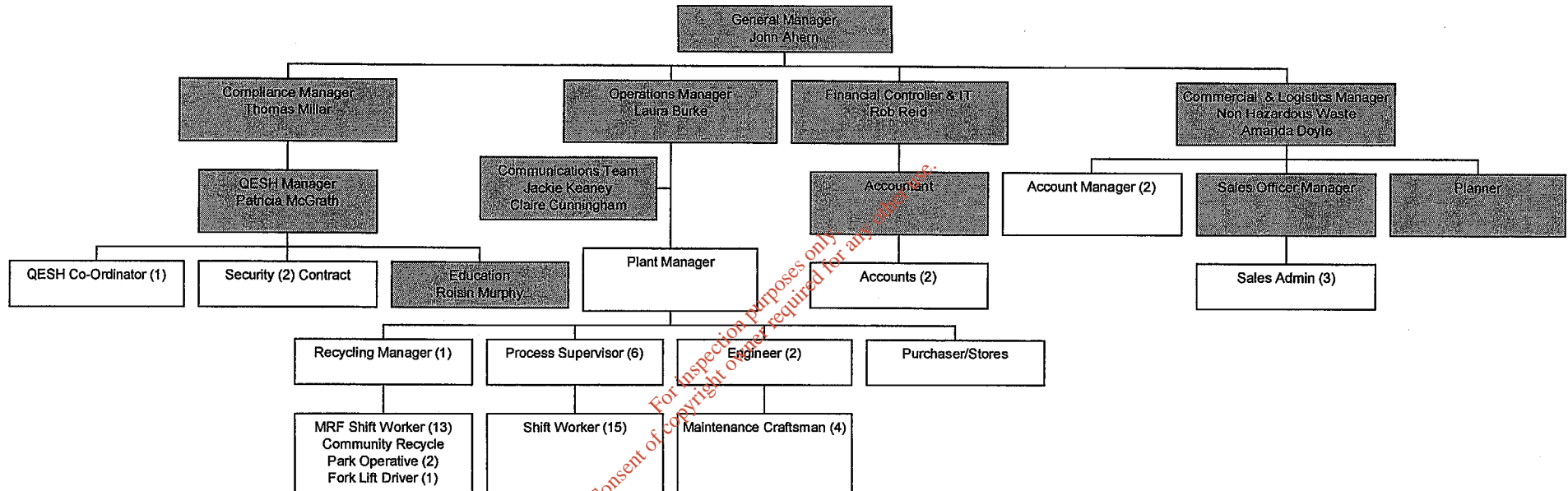


- Ensuring that internal audits of the Environmental Management System are carried out to ensure continued adherence to documented requirements.
- Monitoring non-conformances within the environmental management system.
- Ensuring that adequate resources are available to maintain the environmental system at its required level.
- Ensuring that external relations in matters relating to the environment are dealt with promptly and adequately.
- Maintaining a library of environmental literature and documentation.
- Assisting in internal dissemination of environmental information.
- Reporting of Environmental Performance to the Managing Director/General Manager and Senior Management team.
- Compiling, distributing, amending and maintaining the environmental manual.
- Maintaining the master copy of the EMP and the minutes of the meetings held to review the objectives and targets.
- Maintaining the Environmental Complaints Register
- Coordinating and administering the Environmental Non Compliance System
- Maintaining copies of environmental procedures and records for 7 years.

## 5. ORGANISATIONAL STRUCTURE

The following shows the organisational structure of the north east waste management facility. The boxes shaded in grey show personnel working on a national level, ie have responsibilities beyond the north east facility. Names are given for those people already in place in MinChem/Indaver Ireland.

North East Waste Management Facility



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National

**Attachment L2.2**

**Indaver Ireland Training and Staff Competence  
Procedure and Training Matrix**

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## Procedure: Training & Staff Competence

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Reference	Status	Version	Owner
Operations_Draft4	Unauthorised : New	0	Patricia McGrath

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Type      Operations Manual      Sub-Type      Incinerator

### 1. Purpose


The purpose of this procedure is to detail the level of competence and training required of all Indaver personnel working at the Carranstown Waste Management Facility.

### 2. Definition

### 3. Responsibilities


It is the responsibility of the Individual Managers to ensure that all personnel are trained to a level of competence as described in this procedure.

### 4. References

 Training Matrix Carranstown Training Matr  
Training Records

### 5. Procedure

All staff should receive the necessary training to enable them to function in their positions. The minimum training requirements are laid down in the Training Matrix.

 Carranstown Training Matr

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**Induction Training:**

Induction Area	Scope
Induction to Indaver	Introduction to Indaver Waste Management Awareness Environmental Awareness Quality Awareness Safety Awareness Employee Handbook
Safety Induction	Site Safety Rules Fire evacuation Safety Statement (Layout and contents) First Aid (Location of first aid supplies) Accident Reporting Training Requirements
QESH Induction	ISO accreditation Access to QESH software system - Procedures and Suggestion Box Policies - Quality & Environmental - (Layout and contents) Manuals - Quality and Environmental
Job Specific Induction Training	As applicable: Waste Management Act 1996 Other relevant legislation ADR Awareness Sorting/Segregation of waste Operations Procedures - Waste Acceptance & Handling Waste Acceptance Criteria

All staff involved in organising the **Shipment of Material** to and from the facility should receive

- Waste Movement Procedures and the reasons behind them
- Waste Acceptance Procedures used at the site and reasons behind them
- Waste Acceptance criteria

All staff involved in **Waste Acceptance & Handling** at the facility will be competent with respect to the following:

- Waste Acceptance Procedures used at the site and reasons behind them
- Waste Handling Procedures used at the site and reasons behind them
- Waste Acceptance criteria
- Identification of conforming and non-conforming consignments
- The procedure to be followed in the event of a consignment not conforming with the waste acceptance criteria
- Levels of Personal Protective Equipment,
- Emergency Response
- Sorting/Segregation of waste material

The **Plant Manager** must complete the Fas/EPA Waste Management Training Course.

All staff operating **Heavy Equipment** must be fully trained

All personnel should be aware of what to do in an **emergency situation** e.g. fire

**Job specific training** is incorporated in the Training Matrix. The training needs of individual employees should be reviewed by managers on a six-monthly basis with refresher courses being held

at this time if required.

**Last Change:**  
New Document

**Change History:**  
New Document  
Patricia McGrath 01/10/2001 13:10:26 Version: 0

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Training Matrix



Training Courses	General Manager	Operations Manager	Communications Manager	Education Officer	Plant Manager	Process Supervisor
Accounting						
ADR Awareness						
Auditing						
Chemical Awareness						
Computer Skills (Excel and Word etc.)						
Customer Service Skills						
Dangerous Goods Safety Advisor						
Emergency Response (including Fire Training)						
Employee Handbook						
Environmental Awareness						
Fas - Waste Management Training Course						
Fire Extinguishers Training						
First Aid Awareness						
Heavy Machinery (Forklift, Conveyor, Baler, Mobile Crane, Hydraulic Grab, Shredder etc.)						
Job Specific Induction Training						
Management Skills						
Manual Handling						
PPE Training						
Presentation Skills						
Public Relations Skills						
Safety Induction						
Time Management						
Training Skills						
Waste Handling						
Waste Management Training						

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Training Matrix



Training Courses	Engineers	Recycling Manager	Purchaser	Shift Workers	MRF Sorters	Forklift drivers
Accounting						
ADR Awareness						
Auditing						
Chemical Awareness						
Computer Skills (Excel and Word etc.)						
Customer Service Skills						
Dangerous Goods Safety Advisor						
Emergency Response (including Fire Training)						
Employee Handbook						
Environmental Awareness						
Fas - Waste Management Training Course						
Fire Extinguishers Training						
First Aid Awareness						
Heavy Machinery (Forklift, Conveyor, Baler, Mobile Crane, Hydraulic Grab, Shredder etc.)						
Job Specific Induction Training						
Management Skills						
Manual Handling						
PPE Training						
Presentation Skills						
Public Relations Skills						
Safety Induction						
Time Management						
Training Skills						
Waste Handling						
Waste Management Training						

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Training Matrix



Training Courses	Commercial & Logistics Manager	Account Manager	Sales Office Manager	Planner	Sales Administration
Accounting					
ADR Awareness					
Auditing					
Chemical Awareness					
Computer Skills (Excel and Word etc.)					
Customer Service Skills					
Dangerous Goods Safety Advisor					
Emergency Response (including Fire Training)					
Employee Handbook					
Environmental Awareness					
Fas - Waste Management Training Course					
Fire Extinguishers Training					
First Aid Awareness					
Heavy Machinery (Forklift, Conveyor, Baler, Mobile Crane, Hydraulic Grab, Shredder etc.)					
Job Specific Induction Training					
Management Skills					
Manual Handling					
PPE Training					
Presentation Skills					
Public Relations Skills					
Safety Induction					
Time Management					
Training Skills					
Waste Handling					
Waste Management Training					

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Training Matrix



Training Courses	Financial Controller	Accounts Personnel	Compliance Manager	QESH Manager	Health & Safety Officer	QESH Co-ordinator
Accounting						
ADR Awareness						
Auditing						
Chemical Awareness						
Computer Skills (Excel and Word etc.)						
Customer Service Skills						
Dangerous Goods Safety Advisor						
Emergency Response (including Fire Training)						
Employee Handbook						
Environmental Awareness						
Fas - Waste Management Training Course						
Fire Extinguishers Training						
First Aid Awareness						
Heavy Machinery (Forklift, Conveyor, Baler, Mobile Crane, Hydraulic Grab, Shredder etc.)						
Job Specific Induction Training						
Management Skills						
Manual Handling						
PPE Training						
Presentation Skills						
Public Relations Skills						
Safety Induction						
Time Management						
Training Skills						
Waste Handling						
Waste Management Training						

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**Attachment L2.3**

**Indaver Ireland Environmental Policy**

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**MinChem Environmental Services Ltd.  
&  
Indaver Ireland**

**ENVIRONMENTAL POLICY**

We regard environmental protection as an essential requirement of our operations.

We undertake to conduct our business in a manner, which protects the environment of our customers, employees and the community.

**All human and industrial activity has an effect on the environment.**

**We are committed to:**

- Developing management processes, operational procedures and audit capabilities to ensure that the systems put in place prevent environmental damage and function effectively.
- Adhering to all Irish and EU related laws and regulations including MinChem's Waste Management Licence (W-36) and Indaver's Waste Permit (WP98 031).
- Promoting continual improvements by setting and reviewing Environmental Objectives and Targets.
- Ensuring efficient usage of resources such as electricity, water and oil and promoting a policy of recycling/recovery of waste wherever possible, both in-house and with customers and employees.
- Providing the necessary training and support to employees to ensure that they are able to fulfil the commitments set out in this statement of company policy.
- Minimising the risks of environmental incidents and in conjunction with the appropriate authorities ensure an emergency response capability to deal with leaks or spillages.
- Assisting contractors, suppliers and customers to develop a similarly concerned approach to protection of the environment.
- Being open and honest and providing to all interested parties the Environmental Policy and access to records concerning the environment.
- Assisting the community with technical advice or emergency response in cases of incidents that may involve environmental pollution.
- Fully considering the impact on the environment before committing capital expenditure or entering into any new business ventures.

  
**John Ahern**  
**Managing Director/General Manager**

Date 28-5-01

**Attachment L2.4**

**Indaver Ireland Safety Policy**

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**MinChem Environmental Services Limited  
&  
Indaver Ireland**

**SAFETY POLICY**

MinChem Environmental Services Ltd. arrange for the transport of hazardous waste from customers' sites to our transfer station in Dublin Port or disposal /treatment facilities in Ireland, UK and the Continent.

Indaver Ireland arranges for the collection of newspapers and magazines from customers' premises. The paper is stored on a temporary basis in a warehouse prior to shipment for recycling in the UK and Europe.

It is our policy to avoid any health and safety risk to our employees and to any other individuals and to carry out our various activities with concern for the environment.

We will comply with all health and safety legislation and will keep up to date with changes and amendments to the legislation. We will review health and safety rules and procedures on an ongoing basis and will make any changes that may be necessary to ensure the health and safety of all our employees.

The success of this policy will depend on each employee's co-operation. It is therefore important that each employee is familiar with the health and safety procedures and that they understand their role and the overall arrangements for health and safety at MinChem and Indaver.

It is the duty of every employee to follow the health and safety rules and procedures.

It is our intention to review this policy in the light of experience and employees are encouraged to put forward suggestions for improvement of the statement.

  
**John Ahern**  
**Managing Director/General Manager**

Date 28-05-01

**Attachment L2.5**

**Indaver Ireland Quality Policy**

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**MinChem Environmental Services Ltd.  
&  
Indaver Ireland**

**QUALITY POLICY**

We are committed to excellence.

We will provide a quality service to customers and quality employment for staff.

**For customers**

*Each customer will be listened to attentively and will be treated with courtesy and respect.*

*Each operation will be conducted safely, securely and with concern for the environment.*

*Each transaction will be completed expeditiously, fairly and profitably.*

**For employees**

*A pleasant, well-appointed and safe workplace will be provided. A smoke-free office environment is provided with the allocation of a smoking area. Safety procedures will be provided for all on-site and off-site activities.*

*A culture that is challenging, rewarding and quality-orientated will be engendered.*

*Open and free communication will be encouraged.*

*The training required to work effectively within the company will be provided. It is envisaged that training will include both skills and personal development.*

**THE ACHIEVEMENT OF EXCELLENCE THROUGH QUALITY WILL  
BE PURSUED RELENTLESSLY.**



**John Ahern  
Managing Director/General Manager**

Date 28.5.01



# ATTACHMENT NUMBER L3

## Financial Provision

### Contents

**Attachment L3.1**

**Financial Provision**

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## L3.1 FINANCIAL PROVISION

### 1. THE INDAVER GROUP

Indaver is a rapidly growing company that specialises in Waste Management. Indaver recycle and treat both domestic and industrial waste and provide advice on how to prevent waste as an integral part of our service. 'Sustainable Waste Management' is Indaver's philosophy that demonstrates their commitment to establishing long-term relationships with customers and the community.

Indaver employs more than 800 people and handled 800,000 tonnes of waste in year 2000. Of this, approximately 400,000 tonnes was recycled, approximately 350,000 tonnes went for waste to energy and approximately 50,000 tonnes went for treatment or disposal.

Since its establishment, Indaver has given a high priority to environmental management, quality and safety. Indaver has over 100 licences for the treatment of a broad range of waste materials, complying with the most stringent standards all installations have been designed to minimise the residue burden on the environment.

Indaver Ireland is a wholly owned subsidiary of Indaver NV, and is registered as a branch of Indaver NV at the Companies Registration Office in Dublin Castle. Indaver NV own a 60% share of MinChem Environmental Services Limited, an Irish hazardous waste management company with offices in Dun Laoghaire, Dublin Port and Cork. MinChem has been operating in Ireland since 1977 and currently employ 35 people.

### 2. FINANCIAL INFORMATION

#### 2.1 CONFIDENTIAL INFORMATION SUBMITTED SEPARATELY TO EPA

As Indaver is a private company, we believe that detailed financial information regarding the company is confidential. Copies of Indaver NV 1999 and 2000 Annual Reports are being submitted to the Agency as confidential information. These reports contain the two most recent years audited accounts including balance sheets. In addition, Indaver Ireland's 2000 Accounts are being submitted to the Agency as confidential information.

Indaver NV has been operating since 1985 and is in a strong financial position to invest in waste management infrastructure in Ireland. In addition, Indaver is in a position to meet any financial commitments or liabilities incurred by the carrying on of the activities relating to this application as can be seen by the accounts submitted to the Agency.

#### 2.2 INSURANCE

Indaver NV has a global insurance policy, which includes public liability, product liability, legal expense, environmental liability and on-site clean up costs. The waste management facility site will be covered under this global insurance scheme. The extent of the insurance covers public liability(500,000,000 BEF), product liability