



**CASTLETOWNBERE WASTE TRANSFER STATION
AND CIVIC AMENITY SITE**

WASTE LICENCE W0160-01

**ANNUAL ENVIRONMENTAL REPORT 2008
31st December 2007– 31st December 2008**

**Prepared By: -
Noel O'Grady**

January 2009

TABLE OF CONTENTS

	<u>PAGE</u>
1. INTRODUCTION.....	4
2 DESCRIPTION OF THE SITE.....	5
Waste Management Activities at the Facility.....	5
Management and Staffing Structure of the Facility.....	6
Waste Quantities and Composition.....	8
Waste Handling Equipment.....	12
Liquid Storage Areas.....	13
3 EMISSIONS AND ENVIRONMENTAL MONITORING DATA.....	14
Surface Water.....	14
Foul water.....	16
Noise.....	18
Dust.....	18
4 ENERGY CONSUMPTION.....	19
General.....	19
5 ENVIRONMENTAL INCIDENTS, NON-COMPLIANCES AND COMPLAINTS.....	20
Incidents.....	20
Non-Compliances.....	20
Complaints.....	20
Nuisance Controls.....	20
Litter.....	20
Vermin & Flying Insects.....	20
Programme for Public Information.....	21
Information Available to the Public.....	21
6 ENVIRONMENTAL MANAGEMENT PROGRAMME REPORT.....	22
Schedule of Objectives and Targets for Reporting Period.....	22
Financial Provision.....	22

LIST OF TABLES

Table 1 : Waste Categories and Quantities Acceptable at the Facility.....	6
Table 2 : Managerial Staff.....	6
Table 3 : Operational Staff (On-site).....	7
Table 4 : Quantities of Waste Received and Disposed of During the Reporting Period	8
Table 5 : Quantities of Materials Recovered During the Reporting Period ...Dec 2005- Dec 2006.....	9
Table 6: Quantities of Materials Recovered During the Reporting Period ...Dec 2006 Dec 2007.....	10
Table 7: Quantities of Materials Recovered During the Reporting Period ...Dec 2007 Dec 2008.....	11
Table 8: List of Service Providers for Recovery of Recyclable Materials.....	12
Table 9: Surface Water Monitoring Results for Period October 2007-Jan 2008.....	15
Table 10: Surface Water Monitoring Results for Period Jan 2008-April 2008.....	15
Table11: Surface Water Monitoring Results for Period April 2008- July 2008.....	15
Table 12 Surface Water Monitoring Results for Period July 2008- Oct 2008,	16
Table 13 Parameters and emission limit values that are to be monitored at the foul water monitoring location FW1.....	17
Table 14 Monitoring Results for FW1, April 2008.....	17
Table 15 Monitoring Results for FW1, Oct 2008.....	17

LIST OF APPENDICES

Appendix 1: Site Procedures.....	24
----------------------------------	----

ENVIRONMENTAL MONITORING LOCATIONS

Drawing J.1.1: Environmental Monitoring Location.....	47
---	----

1 INTRODUCTION

1.1 Scope and Purpose of the Report

The Environmental Protection Agency (EPA) issued Cork County Council with a Waste Licence (Waste Licence No. 160-1) for Castletownbere Waste Transfer Station and Civic Amenity Site on 12th April 2002. In accordance with the requirement of Condition 11.5.1 of the waste licence,

'The licensee shall submit to the Agency for its agreement, within thirteen months from the date of grant of this licence, and within one month of the end of each year thereafter, an Annual Environmental Report (AER).'

On further correspondence with the Agency it was agreed that the (AER) would be submitted thirteen months after commencement of waste activities and one month after the end of each calendar year thereafter

1.2 Reporting Period

This is the first AER to be submitted under Condition 11.5 of the licence and covers the reporting period 31st December 2007—31st December 2008

1.3. Site Location

The facility address is detailed below:

Castletownbere Waste Transfer Station and Civic Amenity Site,
Foildarrig,
Castletownbere,
Co. Cork

The National Grid Reference for the site is: **E0680 N0470**

2 DESCRIPTION OF THE SITE

2.1 Waste Management Activities at the Facility

Waste Activities at the Castletownbere WTS and CA Site are restricted to those outlined below:-

Waste Management Act, 1996: Third Schedule

Class 12: This activity is limited to the compaction of waste deposited in the hopper/compactor unit and its transfer to an enclosed container for storage prior to removal off-site to landfill

Class 13: This activity is limited to the storage of non-recoverable waste received at this facility, prior to disposal at an alternative landfill

Waste Management Act, 1996: Fourth Schedule

Class 2: This activity is limited to the recycling/reclamation of timber, cardboard, paper, composting of garden waste and waste oils at the facility

Class 3: This activity is limited to the acceptance of aluminium cans, white goods, end of life vehicles and other metals at the facility. It may also include treatment of end of life vehicles at the facility

Class 4: This activity is limited to the acceptance of glass, textiles and plastic at the facility. It also relates to future shredding of farm plastics and baling of packaging waste

Class 13: This activity is limited to the storage of waste types authorised by the licence at the facility prior to recovery at an alternative appropriate facility

In accordance with Schedule A of the Waste Licence the waste categories and quantities acceptable at the facility are as shown in Table 1.

Table 1 : Waste Categories and Quantities Acceptable at the Facility

Waste Type	Maximum Tonnes Per Annum
Household	2,500 ^(Note 1)
Commercial	1,500
End of life vehicles	300
Total	4,300

Note 1: This figure includes three tonnes per annum of hazardous waste accepted at this civic waste facility

2.2. Management and Staffing Structure of the Facility.

The site employs two full-time staff:-

- 1 Facility Manager
- 1 Deputy Facility Manager

Table 2 : Managerial Staff

Position	Employee Contact Details
Senior Executive Officer Grainne O'Mahony	Cork County Council, Hume House Wolfe Tone St., Clonakilty, Co. Cork. Telephone No: 023-58812 Fax No: 023 58814
Senior Executive Engineer Mr. Paudie Hegarty BE MIEI	Cork County Council, Hume House Wolfe Tone St Clonakilty, Co. Cork. Telephone No: 023-58812 Fax No: 023 58814

Table 3 : Operational Staff (On-site)

Employee	Position	Duties and Responsibilities
Mr. Noel O'Grady	Facility Manager	Designated as the person in charge for the day-today operation of the facility and maintenance of on-site records and implementation of waste acceptance procedures
Mr. Donal O'Sullivan	Deputy Facility Manager	Responsible for the operation of the waste compaction unit at the site and shall be responsible at all times for the recyclable waste deposited in the civic amenity area

2.3. Waste Quantities and Composition

The quantity and composition of the waste received during the reporting period, at the facility is recorded below.

Table 4 : Quantities of Municipal Waste Received During the Reporting Period Dec2007 to Dec 2008.

Waste Type	(Tonnes)
Household	187.85
Commercial	N/A
Total	187.85

The quantity and composition of the waste sent for recovery during the reporting period, at the facility is recorded below.

Table 5 : Quantities of Materials Sent for Recovery During the Period December 2005 – December 2006

Recyclable Material (tonnes)	EWC Code	Jan	Feb	Mar	April	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Paper/cardboard/Plastic	200101 200139 150101	23.6	21.04	13.94	20.72	10.12	22.12	22.66	21.26	24.38	33.24	20.2	26.32
Glass Bottles /Beverage Cans	150107 200140	10	4.46	8.14	9.04	7.64	7.22	9.68	16.94	8.26	4.66	8.4	8.26
/Food Tins		0.98	0.58	1.1	1.1	1.02	0.9	1.1	1.56	1.52	0.6	1.24	1.04
Fluorescent Tubes	200121	0.04			0.06				0.06				
WEEE	200135	3.8	4.26		6.58	2.5			6.3	4.46	5.84	4.4	
Fridges	200123				3.1					2.68			
Lead Acid Batteries	160601												
Household Batteries	200133												
Waste Paint	200127	0.3		0.22	0.4		0.3	0.34		0.28	0.24		0.3
Aerosol	200127					0.8						0.72	

The quantity and composition of the waste sent for recovery during the reporting period, at the facility is recorded below.

Table 6 : Quantities of Materials Sent for Recovery During the Period December 2006 – December 2007

Recyclable Material (tonnes)	EWC Code	Jan	Feb	Mar	April	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Paper/cardboard/Plastic	200101 200139 150101	34.92	22.16	26.08	19.16	19.34	20.82	21.98	31.4	34.02	35.2	28.86	40.02
Glass Bottles/	150107	10.58	7.4	4.98	10.48	12.76	8.24	8.98	16.34	8.98	8.74	7.84	5.70
Fluorescent Tubes	200121	0.1				0.04							0.1
WEEE	200135	5.08		5.7	6.26	4.38	3.7	2.58	8.6		6.86	3.05	2.62
Lead Acid Batteries	160601												
Household Batteries	200133												
Waste Paint	200127	0.28		0.3			0.52	0.14	0.64	0.32		0.58	
Aerosol	200127	0.28					0.16						
Beverage Cans /Food Tins	200140	1.06	1.00	0.66	1.14	1.54	0.92	0.96	1.42	0.38	0.88	0.8	0.76
Waste Engine Oil	1302		1.28										
Waste Cooking oil	200125						0.72						

The quantity and composition of the waste sent for recovery during the reporting period, at the facility is recorded below.

Table7 : Quantities of Materials Sent for Recovery During the Period December 2007 – December 2008

Recyclable Material (tonnes)	EWC Code	Jan	Feb	Mar	April	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Paper/cardboard/Plastic	200101 200139 150101	20.02	26.56	34.18	30.84	31.28	44.54	35.46	38	43.28	32.2	20.06	26.22
Glass Bottles/	150107	9.9	8.14	9.36	10.26	9.42	8.22	10.8	10.02	13.62	9.42	5.66	10.66
Fluorescent Tubes	200121							0.14					
WEEE	200135	6.9	2.8		4.4	6.16	5.32	3.54	3.1	3.86	3.96	1.86	6.92
Lead Acid Batteries	160601	3.0						1.7					
Household Batteries	200133	1.7						1.0					
Waste Paint	200127		0.64			0.38		0.34		0.04			0.78
Aerosol	200127	0.08											
Beverage Cans /Food Tins	200140	0.86	0.92	1.02	1.06	0.96	08	098	0.82	1.2	0.94	0.62	1.04
Waste Engine Oil	1302	0.58				1.06							
Waste Cooking oil	200125			0.82					0.8				

Table: 8 List of Service Providers for Recovery of Recyclable Materials

Service Provider	Material	Permit No.	Waste Collection Permit.
Glyntown Recycling	Paper/Plastic/ Cardboard	CK (S) 182/04	Cork Co. Co Delivers this material
Rehab	Glass and Aluminium Cans	03/02 Register No635	CK.WMC.146 /03
Enva	Lead Acid Batteries	CK.WMC 016/01	CK.WMC 016/01
Enva	Lead Acid Batteries	CK.WMC 016/01	CK.WMC 016/01
Irish Lamb Recycling Ltd	Fluorescent Tubes	CK.WMC 57/01	CK.WMC 57/01
Cedar	WEEE Fridges/Freezers	CK WMC231/04	CK WMC231/04
WEEE Ireland	WEEE	CK WMC 84/01	CK WMC 84/01
Promethean	Paint		CK WMC 50/01
Enva	Engine oil Cooking Oil	CK.WMC 016/01	CK.WMC 016/01
Enva	Aerosols	CK.WMC 016/01	CK.WMC 016/01
Cork Oil Company	Cooking Oil	CK. WMC 230/04	CK (S) 410/07

2.4 Waste Handling Equipment

Domestic waste will no longer be compacted into the ejector trailers for onward shipment, but will instead be placed in 1,100 litre closed (and lockable) wheel bins. The bins will be stored within the Transfer Station Building and will be removed from site for onward shipment by the Cork County Council Waste collection Vehicle at the end of the working day. A covered skip will be placed on site for accepting bulky and inert household items not suitable for placement in wheel bins. The compaction and ejector trailer system will continue to be used for the acceptance of recyclable paper, cardboard and plastic. Reference our letter dated 2nd September 2005

2.5 Liquid Storage Areas

A reinforced concrete bunded area has been constructed to facilitate in the acceptance of waste paint, waste cooking oil and waste engine oil. The integrity and water tightness of the bunded area was tested and verified to the Agency by letter dated 17th May 2005 (Our Ref: CTBEPA/COR311d). The bund is to be retested within 3years of construction and results forwarded to the Agency.

TESTING OF CONCRETE BUND FOR LIQUID TIGHTNESS

The receptacle for waste oils and paint at the civic amenity area is located within a reinforced concrete bund structure. The dimensions of the bund are 5.750M X 2.650M X 0.7M giving a volumetric capacity of 10.66M³.

Inspection and testing of the structure was carried out in accordance with section 9.2 of BS8007: 1987.

The structure was cleaned and filled to its maximum level with water. The level was maintained by adding further water for a stabilizing period of 7 days. Following this, the level of the water surface was recorded at approximate 24hr intervals for a further 7 days. The total drop in water levels over the 7-day period was found to be within permissible levels.

14/08/06	Initial filling of bund structure
14-21/08/06	Stabilization period
21-28/08/06	Recording period – overall drop of 10mm

There was no evidence of seepage of water to the outside faces of the walls.

Conclusion:

The liquid retention test was completed satisfactorily and results show that the structure is performing to an acceptable standard.

3 EMISSIONS AND ENVIRONMENTAL MONITORING DATA

In compliance with Condition 8 and Schedule D of the waste licence the following monitoring is to be carried out on site:

- ◆ Surface Water
- ◆ Foulwater
- ◆ Noise
- ◆ Dust

All monitoring locations are identified on Drawing No. J.1.1.

3.1 Surface water

Table D1.1 of Schedule D of licence WL/160-1 specifies that monitoring of surface water quality is to be undertaken at four locations: ST1, ST2, ST3 and ST4. ST1 is located at the final discharge point from the facility. ST2 is located at a point on the Aghakista River upstream of the surface water discharge point from the facility and ST3 is located on the Aghakista River downstream of the surface water discharge from the facility. ST4 is located at the entry point to the facility.

Table D.4.1 of Schedule D provides a list of parameters, which are to be monitored at quarterly intervals at all surface water stations. These parameters are biochemical oxygen demand (BOD), pH, Suspended Solids, Mineral Oils and Fats, Oils, Grease.

Licence WL/160-1 specifies an emission limit value for Mineral Oils, which is 5mg/l. The other emission limit values specified are BOD (25 mg/l) and Suspended Solids (35 mg/l). The licence does not specify maximum concentrations for the other parameters listed and accordingly, data presented below are discussed with reference to relevant legislation:

(i) Council Directive 75/440/EEC of 16 June 1975 concerning the quality of surface water intended for the abstraction of drinking water, incorporated into Irish law by the European Communities (Quality of Surface Water Intended for the Abstraction of Drinking Water) Regulations, 1989 (S.I. No. 294 of 1989). The directive divides waters into three categories - A1, A2 and A3 – depending on the increasing level of treatment required.

Water samples were taken on the following dates:

- 08th Jan 2008– SW1, SW2, SW3-SW4 Sampling Point Dry.
- 3^d April 2008 SW1, SW2, SW3-SW4 Sampling Point Dry.
- 08th July 2008-SW1, SW2, SW3-SW4 Sampling Point Dry.
- 08th October 2008 SW1, SW2, SW3-SW4 Sampling Point Dry

Table 9 Surface Water Monitoring Results for Period October 2007– Jan 2008

Parameter	ST1	ST2	ST3	ST4*	SW Reg's ^s
PH	7.19	6.92	6.95	Sampling Point Dry	5.5 8.5 for A1 Waters
Biochemical Oxygen Demand (mg/l)	<2	<2	< 2		5
Suspended Solids (mg/l)	< 10	< 10	12		50
Mineral Oils (mg/l)	< 0.01	< 0.01	< 0.01		-
Oils, Fats & Greases (mg/l)	<1	<1	<1		-

*Additional monitoring location not required by WL 160-1

Table 10: Surface Water Monitoring Results for Period Jan 2008– April 2008

Parameter	ST1	ST2	ST3	ST4*	SW Reg's ^s
pH	7.69	7.46	7.27	Sampling Point Dry	5.5 8.5 for A1 Waters
Biochemical Oxygen Demand (mg/l)	<2	<2	<2		5
Suspended Solids (mg/l)	<10	<10	<10		50
Mineral Oils (mg/l)	<0.01	<0.01	<0.01		-
Oils, Fats & Greases (mg/l)	<1	<1	<1		-

*Additional monitoring location not required by WL 160-1

Table 11 Surface Water Monitoring Results for Period April 2008 July 2008

Parameter	ST1	ST2	ST3	ST4*	SW Reg's ^s
pH	7.70	7.17	7.08	Sampling Point Dry	5.5 8.5 for A1 Waters
Biochemical Oxygen Demand (mg/l)	< 2	< 2	< 2		5
Suspended Solids (mg/l)	<10	<10	<10		50
Mineral Oils (mg/l)	<0.01	<0.01	<0.01		-
Oils, Fats & Greases (mg/l)	16	3	<1		-

*Additional monitoring location not required by WL 160-1

Table 12 Surface Water Monitoring Results for Period July 2008–Oct 2008

Parameter	ST1	ST2	ST3	ST4*	SW Reg's ^s
pH	7.58	7.00	6.98	Sampling Point Dry	5.5 8.5 for A1 Waters
Biochemical Oxygen Demand (mg/l)	< 2	< 2	< 2		5
Suspended Solids (mg/l)	< 10	< 10	< 10		50
Mineral Oils (mg/l)	0.01	0.01	0.01		-
Oils, Fats & Greases (mg/l)	<1	<1	<1		-

*Additional monitoring location not required by WL 160-1

Interpretation of Results

Results of the surface water-monitoring programme indicate that the water quality at all stations was generally very satisfactory and no breaches of the limits specified under the relevant directives were noted. The emission limit values for Mineral oils, BOD and Suspended Solids were not exceeded at any stage during the reporting period. The remaining surface water discharge parameters measured did not exceed the limits set out in the Surface Water Regulations, 1989.

3.2 Foul water

Under schedule D of licence WL/160-1, monitoring of foulwater quality is to be undertaken at one location at the Treatment Effluent Monitoring Chamber.

Under the conditions of WL 160-1 Foul water monitoring was to be undertaken biannually.

Foul water samples were taken on the following dates:

- 3rd April 2008 FW1
- 8th October 2008-FW1

The parameters to be measured and the emission limit values for Foulwater are specified in Table C.3 of Licence WL/160-1

Table C.3 of Schedule C of WL160-1 provides a list of parameters and emission limit values, which are to be monitored at the foulwater monitoring location FW1. They are shown below.

Table 13: Parameters and emission limit values, which are to be monitored at the foulwater monitoring location FW1

Parameter	Emission Limit Value
Biological Oxygen Demand	25 mg/l
Suspended Solids	35 mg/l
pH	6-9
Oils, Fats, Grease	10 mg/l
Ammonical Nitrogen	10 mg/l
Mineral Oils	5 mg/l

The results of the Foulwater monitoring for Castletownbere WTS and CA Site for period April 2007– Dec 2007 are listed in the Tables below.

Table 14: Monitoring Results for FW1, April 2008

Parameter	FW1 (mg/l)	WL limits* (mg/l)
Biological Oxygen Demand	<2	25 mg/l
Suspended Solids	< 10	35 mg/l
pH	7.58	6-9
Oils, Fats, Grease	<1	10 mg/l
Ammonical Nitrogen	<0.2	10 mg/l
Mineral Oils	< 0.01	5 mg/l

*WL 160-1, Table C.3 (emission limit value)

Table 15: Monitoring Results for FW1, October 2008

Parameter	FW1 (mg/l)	WL limits* (mg/l)
Biological Oxygen Demand	<2	25 mg/l
Suspended Solids	<10	35 mg/l
pH	7.25	6-9
Oils, Fats, Grease	< 1	10 mg/l
Ammonical Nitrogen	<0.2	10 mg/l
Mineral Oils	≤0.01	5 mg/l

*WL 160-1, Table C.3 (emission limit value)

Interpretation of Results

Results of the Foulwater water-monitoring programme indicate that the water quality at all stations was generally very satisfactory and no breaches of the limits specified under the relevant directives were noted. The emission limit values for any of the listed parameters were not exceeded at any stage during the reporting period.

3.3 Noise

An annual noise survey is specified in Schedule D.3 of licence WL/160-1. The schedule specifies that monitoring of noise levels is to be undertaken at two locations on and adjacent to the landfill site: NS1 and NS2.

Table D.3.1 of licence WL/160-1 specifies that a 30-minute noise interval is to be used at each monitoring location. From data recorded, the LAeq, LA10 and LA90 parameters are to be determined. One-third octave band frequency analysis is also required. Schedule C.1 of the licence specifies maximum noise levels, which are applicable to the noise sensitive locations. The limits specified are 55dB during daytime periods and 45dB at nighttime. The Environmental Protection Agency's Integrated Pollution Control Licensing – Guidance note for noise in relation to scheduled activities (1995) states that daytime hours are those between 0800 and 2200 hours.

Noise monitoring was conducted on 16th December 2008. Daytime average noise levels (L_{Aeq}) were well below the 55 Db (A) L_{Aeq} limit stipulated by the Waste Licence. Background noise levels (L_{AF90}) recorded for NS1 and NS2 were 38B (A) and 40B (A) respectively. These levels are low and typical of quiet rural countryside.

There were no tonal components measured at either of the noise sensitive locations.

3.4 Dust

According to Table C.3 of WL 160-1 Dust monitoring is to be carried once per annum. Dust Pots were exposed on the 11th June 2008 for 31 days A dust level of $<5 \text{ mg/m}^2/\text{day}$ was calculated for the dust sampling period commencing on 11th June 2008. This result does not exceed the $350\text{-mg/m}^2/\text{day}$ limit outlined in the licence.

4.0 ENERGY CONSUMPTION

4.1 General

During the reporting period the site machinery comprising of a slave vehicle and lejector trailers, used approx. 70 litres of fuel. Electricity usage at the site during the reporting period was estimated at approximately 47 kWh per day.

5 ENVIRONMENTAL INCIDENTS, NON-COMPLIANCES AND COMPLAINTS

5.1 Incidents

There were no environmental incidents during the reporting period December 2007 to December 2008

5.1.1 Non-Compliances

There were no non-compliances during the reporting period December 2007 to December 2008

5.2 Complaints

No complaints were received by the Facility during the reporting period.

5.3 Nuisance Controls

5.3.1 Litter

Regular litter checks are undertaken each day to minimise the amount of wind blown litter on and around the site.

5.3.2 Vermin & Flies

Vermin and fly control is carried out under contract with Arrest A Pest Ltd. as required.

5.4 Programme for Public Information

5.4.1 Information Available to the Public

The site notice at the landfill entrance states that:-

Environmental monitoring information relating to the facility can be obtained by contacting the Cork County Council, Western Division. Hume house Wolfe Tone Street Clonakilty Co. Cork during normal working hours, Monday to Friday.

Personnel associated with the facility are also available by appointment to meet with members of the public and answer queries regarding the facility if requested. The following information is held in a public file at these offices available for the public to inspect:-

- A copy of the waste licence application.
- A copy of the waste licence.
- All correspondence from the Agency relating to the facility.
- All correspondence from Cork County Council (West) to the Agency relating to the facility.
- Copies of quarterly monitoring reports.

6.0 ENVIRONMENTAL MANAGEMENT PROGRAMME REPORT

6.1 Schedule of Objectives and Targets for Year 2008

Targets	Objective	Status	Progress To data
Target 1	Investigate new outlets for recyclable material.	On going	Service Provider selected for Timber & Green Waste Recycling
Target. 2	Investigate ways to improve Public parking on site	On going	Speed Ramps in place
Target 3	Increase public awareness about recycling	On going	Facility location & Services advertised through local tourist information office

6.2 Schedule of Objectives and Targets for Year 2009

Target 1	Investigate & implement new outlets for recyclable material.	On going
Target 2	-Investigate ways to improve Public parking on site/ Traffic flow	On going
Target 3	Due to the current economy and recycling climate try to maintain the same level of service which have been provided in the past	Will be reviewed on a monthly bases throughout 2009

6.3 Financial Provision

Cork County Council has the ability to meet any financial commitments or liabilities incurred by the maintenance of Castletownbere WTS and CA Site. These commitments include compliance with the waste management licence (No. 160-1) and aftercare of the site as specified in Condition 8 of the licence.

Cork County Council annually, in the preparation of the 'Book of Estimates' and the passing of these estimates, shall make provision for any capital works required to fulfil conditions of the waste licence for Castletownbere WTS and CA Site.

Appendix & Drawings.

Site Procedures

INTRODUCTION

These procedures were drafted to bring Castletownbere Waste Transfer and Civic Amenity Site operational procedures for site into line with the requirements of the Waste Management Act 1996 and Waste Licence 160-1.

Wastes currently accepted at the Facility are listed in Table 1, herein. These waste types shall be subject to continuous review. The purpose of this document is to provide written procedures outlining the proper operation of the facility and to determine if wastes entering the site are in accordance with the Waste Licence Application and the conditions of the Waste Licence.

Table 1: Materials accepted at CTB Waste Transfer and Civic Amenity Site

Waste Type
Municipal
Recyclable
Paper
Plastic
Cardboard
Glass bottles
Aluminium cans
Tin cans
Waste engine oil
Waste cooking oil
Waste paint
Batteries
Fluorescent tubes
WEEE
Fridges/freezers
Aerosols

1. Procedure: Waste Acceptance Procedure**Personnel Involved:**

Mr. Noel O' Grady
Mr. Donal O'Sullivan

Purpose of Procedure:

To comply with the Conditions of the Waste Licence – Reference No. 160-1.

To ensure that all waste accepted on site is dealt with appropriately.

Scope of the procedure:

This procedure applies to all waste that arrives on site.

Description of the tasks involved with this procedure:

1. Waste arriving on-site must be covered by categories of waste described as acceptable on the Waste Licence Application or as described in Table 1 herewith. All operatives working on site have familiarised themselves with the list of acceptable waste categories.
2. Waste will only be accepted at the facility between the hours of 09.00 to 16.30 Monday to Friday and 09.00 to 12.30 on Saturdays. On arrival at the site the general public will be directed towards the appropriate area depending on the type (s) of waste they present.
3. The Facility Manager or Deputy Manager will perform on-site verification. This involves visual inspection of the waste and any associated documentation.
4. Site staff will patrol the civic amenity facility on a regular basis to ensure compliance both with the Waste Licence and that materials are being placed in the correct containers.
5. The site manager has developed a site inspection report form – refer to copy in the appendices. This inspection report form is modelled on the standard site inspection report form. It has been designed to ensure the proper and acceptable operation of the Waste Transfer and Civic Amenity Facility having due regard to the Waste Licence and facility users. The site is inspected daily by either the facility manager or deputy manager and a record of the inspection is stored on site.
6. During the visual inspection of incoming waste anything unusual in relation to odour, colour, presence of containers etc. should be noted and the waste should be diverted to the Waste inspection area where a more detailed inspection will take place.

7. Where the operator is not satisfied that the material is acceptable, the waste should be diverted to the waste quarantine area until suitable disposal arrangements can be organised.

Procedures for Rejection of Loads

1. Where the site manager decides that further testing or inspection is necessary for a waste load it will be directed to the waste inspection/ quarantine area.
2. The waste will then be inspected by a Council Chemist/ Engineer to determine if further testing is required prior to acceptance or if the load should be rejected outright.
3. If the load is rejected it is the responsibility of the waste producer/ contractor to ensure that the waste is disposed of in a safe and proper manner as required by the Waste Management Act 1996.
4. The facility manager will however, record the occurrence as an incident and report to the Agency in accordance with the terms and conditions of the waste licence.
5. For rejected loads the operator should complete a report identifying the waste producer, the waste type and reasons for rejection.

Competence of Staff

Personnel involved in waste acceptance at the facility must be competent in the following areas;

- Have a clear knowledge of types of waste and their acceptance criteria specified under the Waste Licence.
- Have a knowledge of the type and detail of the documentation accompanying the waste.
- Be capable of identifying conforming and non-conforming loads.
- Be aware of the health and safety requirements required to inspect, sample or handle loads arriving on-site.
- Be aware of the procedures to be followed where a load requires validation or rejection.
- Keep complete and competent logs of all waste loads entering the site.

Health and Safety

As a minimum the following basic precautions should be taken by site staff when inspecting wastes entering the Facility:

- Wear gloves and the necessary protective clothing.
- Steel toe boots to be worn at all times
- Do not enter confined spaces to inspect a waste load.
- If in doubt divert waste to the waste quarantine/ inspection areas for inspection by experienced personnel equipped with the appropriate monitoring equipment.
- Remove protective clothing and wash hands and face prior to eating or leaving the site.

Expected results & action in light of departure from this procedure:

Failure to implement this procedure may result in acceptance of waste that is not suitable for acceptance at this facility.

Failure to implement this procedure will result in poor environmental and operational performance and the possible creation of environmental nuisances.

Failure to implement this procedure is a non-compliance in accordance with the conditions of the waste permit.

Related Documentation:

Waste Licence 160-1
Corrective Action Procedures
Complaints Procedures
Site Inspection Report Forms

Persons responsible for updating & amending this Procedure:

Mr. Noel O'Grady

2. Procedure: To Provide for the disposal of waste**Personnel Involved:**

Mr. Noel O' Grady
Mr. Donal O'Sullivan

Purpose of Procedure:

To comply with the Waste Licence for Castletownbere WTS and Civic Amenity Site

To provide for disposal of waste at the facility.

Scope of the procedure:

This procedure applies to all waste that arrives on site.

Description of the tasks involved with this procedure:

1. Mixed municipal waste will be weighed prior to disposal into 1,100 litre closed wheel bins. The general public will weigh small amounts of waste on the small weigh-scales adjacent to the hopper. Larger amounts of waste (trailers, vans, trucks) will be weighed on the weighbridge.
2. The waste from the general public will be placed into the wheel bins and the bins will be stored in the Transfer Station building. They will be removed from site for onward shipment by the County Council waste collection vehicle at the end of the working day.
3. A covered skip will be placed on site for accepting bulky (and inert) household items not suitable for placement in wheel bins.
4. The ejector trailers shall be weighed prior to being transported off site and on their return to the site. These weights shall be logged on the weighbridge computer.
5. All white goods containing CFC gases will be de-gassed and recycled. A contractor will undertake this operation with trained personnel specialising in de-gassing and recycling of white goods. Such items will be stored on site pending their haulage off site to a recycler agreed in advance with the Agency.
6. Waste electrical goods shall be stored prior transport off-site for safe disposal.
7. Paper, cardboard and plastic will be placed into individual bags on bag stands by the public. These bags will be emptied into hopper/compacter and transported off-site to licensed facilities for further treatment. All paper, cardboard and plastic shall be weighed prior to being transported off-site.

8. Glass bottles, food tins and used beverage cans shall be deposited in suitable containers supplied by the recycling company. The contents of these bins will be weighed prior to transport off-site to the appropriate licensed facility.
9. Waste engine oil, cooking oil and waste paint shall be stored in separate containers within a bunded area. The containers will be emptied when full by an appropriately licensed disposal company.
10. Batteries, Aerosols and Florescent tubes will be stored in separate containers. The containers will be emptied when full by the appropriately licensed disposal company.

Expected results & action in light of departure from this procedure:

Failure to implement this procedure is non-compliance in accordance with the conditions of the waste licence.

Related Documentation:

Waste Licence 160-1
Corrective Action Procedures
Incidents Procedure
Corrective Action Procedures

Persons responsible for updating & amending this Procedure:

Mr. Noel O'Grady

3. Procedure: To Provide for the recording of incidents which may occur on site

Personnel Involved:

Mr. Noel O' Grady
Mr. Donal O'Sullivan

Scope of the procedure:

In the event of an Incident occurring at the facility (situations to be regarded as incidents are identified below) a copy of the incident report sheet must be filled in as soon as is practicable. In all cases it is of higher priority to identify and execute measures to minimise any emissions, and the effects thereof, caused by the incident.

The following situations shall be treated as an Incident:

1. 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 enactment.
2. Any emission, which does not comply with the requirements of the Waste Licence 160-1.
3. Any trigger level specified in the licence or in the EMS, which is attained or exceeded.
4. Any malfunction of any environmental control system.
5. Any indication that environmental pollution has, or may have, taken place.
6. Any occurrence with the potential for environmental pollution.
7. Any malfunction or breakdown of the equipment necessary for the operation of the Facility (e.g. Waste compacter and ejector trailers).
8. Any emergency.

In the case of an incident occurring, the Facility Manager shall be contacted immediately. Priority and phone numbers are as follows:

1. Facility Manager (027 70126 / 086 8203090)
2. Deputy Manager (027 70126)
3. Senior Executive Engineer (023 58812 / 086 3864534)

In the event of any monitoring, sampling or observations indicating that an incident has, or may have taken place, the following steps have to be taken immediately:

1. Identify the date, time and place of the incident.
2. Carry out an immediate investigation to identify the nature, source and cause of the incident and any emission.
3. Isolate the source of the emission.
4. Evaluate the environmental pollution, if any caused by the incident.
5. Identify and execute measures to minimise the emissions/malfunction and the effects thereof.
6. Identify and put in place measures to avoid recurrence of the incident.
7. Identify and put in place any other appropriate remedial action

Description of the tasks involved with this procedure:

1. The site perimeter fencing, boundaries, on-site litter fencing and entrance gates shall be inspected for defects on a daily and weekly basis.
2. In the event of a defect being located, the licensee shall instigate a temporary repair by the end of the working day.
3. A permanent repair shall be made as soon as possible but no later than 3 working days or as may otherwise be agreed in writing with the Agency.
4. Gates to the facility shall be locked shut when the facility is unsupervised.

Expected results & action in light of departure from this procedure:

Failure to implement this procedure is non-compliance in accordance with the conditions of the waste licence.

Failure to repair defects in the fencing/ gates may lead to vandalism on site.

It may also lead to the creation of environmental nuisance by means of litter to adjoining landowners

Related Documentation:

Waste Licence 160-1
Corrective Action Procedures
Site Inspection and Recording Procedure
Complaints Procedure

Persons responsible for updating & amending this Procedure:

Mr. Noel O'Grady

4. Procedure: To Provide for site security against unauthorised access**Personnel Involved:**

Mr. Noel O' Grady
Mr. Donal O'Sullivan

Purpose of Procedure:

To comply with Condition 3.4 of the Waste Licence for Castletownbere WTS and Civic Amenity Site

To ensure the site and its operations are secure from unauthorised access.

To visually inspect the site perimeter, noting any defects in the gates or the perimeter fencing/boundaries.

Scope of the procedure:

This procedure applies to all daily inspections of the entrance gates and the site perimeter fencing/ boundaries, in order to comply with the terms and conditions of the waste licence.

The gates to the facility shall be locked when the facility is not open.

Description of the tasks involved with this procedure:

1. The site perimeter fencing, boundaries, on-site litter fencing and entrance gates shall be inspected for defects on a daily and weekly basis.
2. In the event of a defect being located, the licensee shall instigate a temporary repair by the end of the working day.
3. A permanent repair shall be made as soon as possible but no later than 3 working days or as may otherwise be agreed in writing with the Agency.
4. Gates to the facility shall be locked shut when the facility is unsupervised.

Expected results & action in light of departure from this procedure:

Failure to implement this procedure is non-compliance in accordance with the conditions of the waste licence.

Failure to repair defects in the fencing/ gates may lead to vandalism on site.

It may also lead to the creation of environmental nuisance by means of litter to adjoining landowners

Related Documentation:

Waste Licence 160-1
Corrective Action Procedures
Site Inspection and Recording Procedure
Complaints Procedure

Persons responsible for updating & amending this Procedure:

Mr Noel O'Grady

5. Procedure: To Provide for the handling of complaints**Personnel Involved:**

Mr. Noel O' Grady
Mr. Donal O'Sullivan

Purpose of Procedure:

To comply with Condition 10.4 of the Waste Licence for Castletownbere WTS and Civic Amenity Site

To provide for the keeping of records and update of information for the facility

Scope of the procedure:

The licensee shall maintain a written record of all complaints of an environmental nature related to the operation of the facility.

Description of the tasks involved with this procedure:

1. On receipt of a written or verbal complaint, the licensee through the facility manager shall determine whether further investigation is required.
2. Actions taken shall be recorded and reported to the Agency and the public.
3. The licensee shall complete a Complaints Report form – see copy attached. This shall give details of the following:
 - name of complainant;
 - date and time of complaint;
 - details of the nature of the complaint;
 - actions taken on foot of the complaint and the outcome;
 - the response made to each complainant of such outcomes;
 - response to the Agency when complete
4. Monitor complaint causes during subsequent site inspections.
5. Details of all complaints to be recorded and held on site.
6. Details of all complaints to be submitted to the Agency.
7. Complaints can be categorised in the following manner as being either one of nuisance in relation to odour; noise; dust; water pollution; procedural or miscellaneous.

Expected results & action in light of departure from this procedure:

Failure to implement this procedure is non-compliance in accordance with the conditions of the waste licence. This may result in significant impairment of amenities or the environment beyond the facility boundary.

All incidents of complaint from the public etc. will be investigated and corrected in an efficient and effective manner. Operational procedures at the site will be modified accordingly in order to prevent a reoccurrence.

Related Documentation:

Waste Licence 160-1
Corrective Action Procedures
Site Inspection and Recording Procedure
Complaints Record
Incidents Procedure
Corrective Action Procedures

Persons responsible for updating & amending this Procedure:

Mr Noel O'Grady

6. Procedure: To Provide for the inspection and recording of site inspection**Personnel Involved:**

Mr. Noel O' Grady
Mr. Donal O'Sullivan

Purpose of Procedure:

To comply with the Conditions of the Waste Licence – Reference No. 160-1.

To ensure that the site and its associated infrastructure are inspected at the intervals specified in accordance with the above conditions.

Scope of the procedure:

This procedure applies to all inspections that must be carried out in order to fully implement and comply with the terms and conditions of the waste permit.

Description of the tasks involved with this procedure:

1. The facility manager or deputy manager shall undertake a daily inspection of the entire facility. The facility manager or deputy manager shall also undertake a more detailed inspection of the infrastructure weekly.
2. These inspections shall be recorded on site inspection report sheets. Sample inspection report sheets are attached to this procedure. A copy of each inspection shall be retained in the appropriate file on site.
3. A site inspection shall examine and inspect those areas of infrastructure and their status as detailed in the attached site inspection report sheets.
4. If the inspection status of a particular area of the facility is unsatisfactory, a follow up corrective actions plan to improve status will be completed and implemented. The response to the corrective action plan will be reviewed during the next site inspection.

Expected results & action in light of departure from this procedure:

Failure to implement this procedure will result in poor environmental and operational performance and the possible creation of environmental nuisances.

Failure to implement this procedure is a non-compliance in accordance with the conditions of the waste permit.

Related Documentation:

Waste Licence 160-1

Corrective Action Procedures
Complaints Procedures
Site Inspection Report Forms

Persons responsible for updating & amending this Procedure:

Mr. Noel O'Grady

7. Procedure: To Provide a methodology to control environmental nuisance arising at the facility**Personnel Involved:**

Mr. Noel O' Grady
Mr. Donal O'Sullivan

Purpose of Procedure:

To comply with Condition 7 of the Waste Licence for Castletownbere WTS and Civic Amenity Site

To minimise the possibility of environmental nuisances being generated at the facility and to provide procedures to control nuisances

Scope of the procedure:

This procedure shall endeavour to ensure that activities are carried out so that emissions including odours do not result in significant impairment of amenities or the environment beyond the facility boundary.

Description of the tasks involved with this procedure:

1. Inspect the facility and immediate surrounds at least once per day for nuisances caused by vermin and odour.
2. Make written records of inspection and actions taken.
3. Keep the road network in the vicinity free from debris. Remove debris and deposited materials immediately.
4. Remove and dispose of all loose litter around the facility and its environs on a daily basis.
5. Remove waste placed on or in the vicinity other than in accordance with the requirements of the licence immediately and in any case by 10am the next morning.
6. Ensure that all waste being delivered to the site is appropriately covered.
7. Spray water onto site roads, access roads, and other areas used by vehicles in dry weather to minimise airborne dust.

Expected results & action in light of departure from this procedure:

Failure to implement this procedure will result in poor environmental and operational performance on site. This in turn will lead to the creation of environmental nuisances, which may lead to complaints from the general public.

Failure to implement this procedure is non-compliance in accordance with the conditions of the waste licence.

Failure to implement this procedure may also result in significant impairment of amenities or the environment beyond the facility boundary.

Related Documentation:

Waste Licence 160-1
Corrective Action Procedures
Site Inspection and Recording Procedure
Complaints Procedure

Persons responsible for updating & amending this Procedure:

Mr. Noel O'Grady

8. Procedure: Corrective Action Procedures

Personnel Involved:

Mr. Noel O' Grady
Mr. Donal O'Sullivan

Purpose of Procedure:

To ensure that all non compliance's with the waste licence / public complaints etc. are investigated, corrected and that effective preventative measures or modifications to the operational procedures of the facility are put in place and implemented so that non-compliance does not re-occur.

Scope of the procedure:

This procedure applies to all non-compliances with the waste licence applicable to Castletownbere WTS and CA Site – Waste Licence 160-1. It also applies to internal / external complaints. It also applies to all non-compliances with site procedures.

Description of the tasks involved with this procedure:

1. Ongoing monitoring and management programmes at the facility are designed to identify any non-compliances with the conditions set out in the licence.
2. On discovery of such a non-conformance, the incident should be recorded and assigned a reference number. This reference number should be quoted on all documentation associated with this particular non-conformance.
3. The incident should be reported immediately to The Agency if it is relevant to the waste licence.
4. The reason why the specified requirements were not met must be determined.
5. A step-by-step action plan must be prepared in order to correct the non-compliance, including assignment of responsibilities for each task involved. A folder containing templates for these action plans is located in the site office.
6. The corrective action plan shall include, as its final task, a verification on the corrective action to ensure that it has been effective (sampling, inspection of monitoring records etc.). Reasonable and effective preventative actions shall be implemented in order to prevent a reoccurrence of the non-compliance.
7. Responsibility must be assigned for control and implementation of the corrective actions in order to ensure that they are taken and that they are effective.
8. Operational procedures may need to be modified as a result of the corrective action. Should this be required, the responsible party should consult the

documentation procedures for guidelines on how best to modify established documents.

9. Feedback in the form of a letter / report summarising actions taken for example, should be provided to the complainant / Agency on completion and verification of the corrective action. A copy of this letter / report shall be filed with a copy of the corrective action plan drawn up and the Corrective Action Report Sheet.
10. Training / retraining of certain site personnel may be required.
11. A Corrective Action Report Sheet shall be completed for all incidents of non-compliance / public complaint etc.

Expected results & action in light of departure from this procedure:

All incidents of non-compliances with the waste licence / complaints from the public etc., will be investigated and corrected in an efficient and effective manner. Operational procedures at the site will be modified accordingly in order to prevent a reoccurrence.

Repeated non-compliances with legislative requirements and poor environmental performance will

result from ineffective implementation of corrective action procedures.

Related Documentation:

Waste Licence 160-1
Corrective Action Report Sheet
Site Inspection and Recording Procedure
Complaints Procedure

Persons responsible for updating & amending this Procedure:

Mr. Noel O'Grady

9. Procedure: Communications Programme

Personnel Involved:

Mr. Noel O' Grady, Facility Manager.
Mr. Donal O'Sullivan, Deputy Facility Manager.
Senior Executive Officer, Waste Management (West)

Purpose of Procedure:

To comply with Condition 2.4 of the Waste Licence for Castletownbere WTS and Civic Amenity Site

To ensure that members of the public can obtain information concerning the environmental and operational performance of the facility at all reasonable times.

Scope of the procedure:

This procedure applies to all management personnel working at Castletownbere WTS and Civic Amenity Site, relevant waste management staff and all members of the general public interested in the environmental and operational performances of the facility.

This procedure applies to all information regarding environmental aspects, environmental and operational performance.

Description of the tasks involved with this procedure:

1. It is the responsibility of the Senior Executive Officer, Waste Management, Western Division, to ensure that information on the facility is available to the public.
2. The site notice board contains general information on the facility, including emergency contact numbers. It also informs the public where and when environmental monitoring information can be obtained. It is the responsibility of the Facility Manager to maintain this notice board in accordance with the conditions of the Waste Licence, and keep information up to date at all times.
3. Cork County Council (Western Division) shall make available all correspondence with the Environmental Protection Agency regarding the facility. This information shall be available for viewing in the Cork County Council offices at Hume House Wolfe Tone St, Clonakilty, Co. Cork. Administrative staff shall offer assistance to any member of the general public if so required.
4. All monitoring results for the facility, including quarterly and annual reports are available for inspection by the general public at all reasonable times on request.
5. There is a complaints record kept at the facility, which contains records of all complaints associated with the operations at the site received from the general public.

public. All communications of this type are dealt with as quickly and effectively as possible. All complaints / incidents, details thereof, and details of the response of Cork County Council to them are available for public inspection.

6. A copy of all reports sent to the Environmental Protection Agency are available at the Cork County Council offices, Hume House Wolfe Tone St, Clonakilty, Co. Cork, for viewing and examination by the public.

Expected results from this Programme:

Open Lines of communication shall be maintained with all interested parties.

Expected results & action in light of departure from this procedure:

Failure to properly implement this programme will result in a lack of communication with the general public leading to public unhappiness.

Failure to implement this programme may result, in information, which is not up to date, being made available to the public.

Related Documentation:

Waste Licence 160-1
Complaints Procedure
Monitoring and Sampling records
Quarterly & Annual reports
Operational procedures

Persons responsible for updating & amending this Procedure:

Mr. Noel O'Grady

10. Procedure: To manage an adequate supply of suitable absorbent material to cope with spillage's at the facility.

Personnel Involved:

Mr. Noel O'Grady
Mr. Donal O'Sullivan.

Purpose of Procedure:

To ensure that there is an adequate supply of absorbent material on site and that the material is dealt with properly after its use.

Scope of the procedure:

This procedure to having adequate supplies of absorbent material, the re-ordering and the disposal of such material once used.

Description of the tasks involved with this procedure:

1. In the event of a spillage occurring notify the Agency as soon as practicable.
2. Prevent spillage from entering any surface water outlet.
3. Use the absorbent material to contain the spillage
4. Wear protective gloves and mask when dealing with a spillage.
5. When spillage is contained, remove absorbent material and store in a sealed steel drum.
6. Arrange for the disposal of the used material by an approved company to a licensed facility for treatment.
7. Re-order new absorbent material for the spillage kit.
8. Keep relevant record of orders made.

In the case of a spillage occurring, the Facility Manager shall be contacted immediately. Priority and phone numbers are as follows:

4. Facility Manager (027 70126 / 086 8203090)
5. Deputy Manager (027 70126)
6. Senior Executive Engineer (023 58812 / 086 3864534)

In the event of any monitoring, sampling or observations indicating that an incident has, or may have taken place, the following steps have to be taken immediately:

8. Identify the date, time and place of the incident.
9. Carry out an immediate investigation to identify the nature, source and cause of the incident and any emission.
10. Isolate the source of the emission.

11. Evaluate the environmental pollution, if any caused by the incident.
12. Identify and execute measures to minimise the emissions/malfunction and the effects thereof.
13. Identify and put in place measures to avoid recurrence of the incident.
14. Identify and put in place any other appropriate remedial action

Expected results & action in light of departure from this procedure:

Failure to implement this procedure is non-compliance in accordance with the conditions of the waste licence.

Persons responsible for updating & amending this Procedure:

Mr. Noel O'Grady

Environmental Monitoring Locations

