



CLONAKILTY WASTE AND RECYCLING CENTRE

WASTE LICENCE 8-1

ANNUAL ENVIRONMENTAL REPORT 2009

1st January 2009 – 31st December 2009

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February 2010

TABLE OF CONTENTS

	<u>PAGE</u>
1. INTRODUCTION	4
1.1. Scope and Purpose of the Report	4
1.2. Reporting Period	4
1.3. Site Location	4
2. DESCRIPTION OF THE SITE	5
2.1 Waste Management Activities at the Facility	5
2.2 Management and Staffing Structure of the Facility	7
2.3 Waste Quantities and Composition	9
2.4 Waste Handling Equipment	14
2.5 Liquid Storage Areas	14
3. SITE DEVELOPMENT WORKS	15
3.1 Works During 2007	15
4. EMISSIONS AND ENVIRONMENTAL MONITORING DATA	16
4.1 Surface Water	16
4.2 Waste-water	18
4.3 EPA Monitoring	20
4.4 Noise	23
4.5 Dust	24
5. ENERGY CONSUMPTION	25
5.1 General	25
6. ENVIRONMENTAL INCIDENTS, NON-COMPLIANCES AND COMPLAINTS	26
6.1 Incidents	26
6.2 Non-Compliances	26
6.3 Complaints	26
6.4 Nuisance Controls	26
6.4.1 Litter	26
6.4.2 Vermin & Flying Insects	27
6.5 Programme for Public Information	27
6.5.1 Information Available to the Public	27
7. ENVIRONMENTAL MANAGEMENT PROGRAMME REPORT	28
7.1 Schedule of Objectives and Targets for Reporting Period	28
7.2 Financial Provision	33

LIST OF TABLES

Table 1: Waste Categories and Quantities Acceptable at the Facility	6
Table 2: Managerial Staff	7
Table 3: Operational Staff (On-site)	8
Table 4: Quantities of Waste Received and Disposed of During the Reporting Period January – December 2009	9
Table 5: Quantities of Waste Received and Disposed of During the Reporting Period January – December 2008	9
Table 6: Quantities of Mixed Kerbside Recycling Waste from Cork County Councils own Trucks Received During the Reporting Period January – December 2009	10
Table 7: Quantities of Materials Recovered During the Reporting Period January – December 2009	11
Table 8: Quantities of Materials Recovered During the Reporting Period January – December 2008	13
Table 9: List of Service Providers for Recovery of Recyclable Materials	13
Table 10: Surface Water Monitoring Results for Period January 2009 – June 2009	17
Table 11: Surface Water Monitoring Results for Period July 2009- December 2009	17
Table 12: Parameters and emission limit values which are to be monitored at the waste-water monitoring location FMH1	19
Table 13: Monitoring Results for FMH1	19
Table 14: Surface Water Monitoring as Sampled on 24/03/2009	20
Table 15: Surface Water Monitoring as Sampled on 09/11/2009	21
Table 16: Monitoring Results for FMH1	22
Table 17: Dust Deposition Levels	24

LIST OF APPENDICES

Appendix 1:	Site Procedures
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LIST OF DRAWINGS

Drawing J.1.1:	Environmental Monitoring Location
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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. 8-1) for Clonakilty Waste and Recycling Centre on 20th September 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).'*

1.2. Reporting Period

This is the fourth AER to be submitted under Condition 11.5 of the licence and covers the reporting period 1st January 2009 – 31st December 2009.

1.3. Site Location

The facility address is detailed below:
Clonakilty Waste and Recycling Centre,
Clogheen,
Clonakilty,
Co. Cork

The National Grid Reference for the site is: **E1376 N0408**

2 DESCRIPTION OF THE SITE

2.1 Waste Management Activities at the Facility

Waste Activities at the Clonakilty Waste and Recycling Centre are restricted to those outlined below:-

Waste Management Act, 1996: Third Schedule

Class 12:

Principal

Activity Repackaging prior to submission to any activity referred to in a preceding paragraph of this Schedule.

This activity is limited to the bulking and transfer of waste at the facility.

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 was produced.

This activity is limited to the storage of wastes at the facility prior to disposal off-site.

Waste Management Act, 1996: Fourth Schedule

Class 2: Recycling or reclamation of organic substances which are not used as solvents (including composting and other biological transformation processes):

This activity is limited to the recovery of paper, cardboard, wood and plastic at the facility.

Class 3: Recycling or reclamation of metals and metal compounds:

This activity is limited to the recovery of metals and metal compounds including white goods at the facility.

Class 4: Recycling or reclamation of other inorganic materials:

This activity is limited to the recovery of inert wastes (e.g. construction and demolition wastes) at the facility.

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:

This activity is limited to the storage of wastes at the facility prior to recovery.

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	9000 ^(Note 1)
Commercial	5000
Total	14000

Note 1: includes 3 tonnes of hazardous domestic quantities

2.2. Management and Staffing Structure of the Facility.

The site employs four full-time staff:-

- 1 Facility Manager
- 1 Deputy Facility Manager
- 2 General Operatives

Table 2: Managerial Staff

Position	Employee Contact Details
Senior Executive Officer Ms. Grainne O' Mahony	Cork County Council, Hume House, Wolfe Tone Street, Clonakilty, Co. Cork. Telephone No: 023-8858812 Fax No: 023-8858814
Senior Executive Engineer Mr. Paudie Hegarty	Cork County Council, Hume House, Wolfe Tone Street, Clonakilty, Co. Cork. Telephone No: 023-8858812 Fax No: 023-8858814

Table 3: Operational Staff (On-site)

Employee	Position	Duties and Responsibilities
Mr. Patrick Duggan	Facility Manager	Designated as the person in charge for the day-to-day operation of the facility and maintenance of on-site records and implementation of waste acceptance procedures
Mr. John O'Donovan	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
Mr. Michael O'Sullivan	General Operative	Will assist in the day-to-day operations of the site
Mr. Jerome O'Neill	General Operative	Will assist in the day-to-day operations of the site

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 January – December 2009.

Month	Municipal Waste (tonnes)
January	212.24
February	196.92
March	244.14
April	233.53
May	242.9
June	220.89
July	277.31
August	247.56
September	233.16
October	168.50
November	223.21
December	244.41
Total	2744.77

Table 5: Quantities of Municipal Waste Received During the Reporting Period January – December 2008.

Month	Municipal Waste (tonnes)
January	203.94
February	176.36
March	160.26
April	166.03
May	174.45
June	179.91
July	215.22
August	214.72
September	170.17
October	151.06
November	155.1
December	189.05
Total	2156.27

Table 6: Quantities of Mixed Kerbside Recycling Waste from Cork County Councils own Trucks Received During the Reporting Period January – December 2009.

Month	Kerbside Recycling Waste (tonnes)
January	53.32
February	44.66
March	79.84
April	85.46
May	84.08
June	79.56
July	76.26
August	75.12
September	84.68
October	84.36
November	74.48
December	38.08
Total	859.90

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

Table 7: Quantities of Materials Sent for Recovery During the Period January – December 2009

Recyclable Material (tonnes)	EWC Code	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Paper	200101	24.69	20.7	21.46	20.78	19.32	12.3	21.5	23.18	19.68	23.8	10.96	29.08	247.45
Cardboard	150101	0	20.26	0	45.84	0	0	19.88	0	20.18	0	20.42	0	126.58
Plastic	200139	2.96	2.82	3.1	14.6	2.5	0	9.76	0	20.86	4.8	0	0	61.4
Hard Plastics	200139	4.4	0	3.92	0	4.04	0	4.86	0	2.92	2.32	0	0	22.46
Beverage Tins	150104	0.84	0.34	0.22	0.24	0.34	0.46	0.3	0.44	0.24	0.3	0.14	0.28	4.14
Glass Bottles	200102	28.42	12.46	12.8	14	14.1	7.56	17.16	19.4	16.5	11.9	11.66	14.32	180.28
Food Tins	150104	1.8	1.22	1.22	1.02	0.62	1.72	1.66	0.7	1.12	1.66	1.04	1.04	14.82
Lead Acid /Household Batteries/ Aerosols	200133 /16060 1/ 160504	3.44	0.12	0.16	0.2	2.5	2.5	0.2	1.14	1.18	0	1.3	0.18	12.92
Timber	200122	12.72	7.78	4.44	9.04	5.78	11.58	8.46	11.06	5.32	9.38	4.24	7	96.8
Scrap Metal	200140	20.58	8.82	6.2	10.78	10.46	6.7	12.1	11.02	12.7	9.9	5.32	10.66	125.24
Fluorescent Tubes	200121	0	0.2	0	0.28	0	0	0.24	0	0	0	0.22	0	0.94
Green Waste	200201	11	6.66	6.98	0	11.12	11.44	18.1	7.62	7.54	8.22	0	6.92	95.6
Waste Engine Oil	130208	0.8	1.6	0	0.62	0	0.82	0.54	0	0.5	0	0.56	0	5.44
WEEE incl Fridges/Freezers	200135	6.78	19.86	7.94	11.12	6.24	12.12	14.14	9.7	8.5	8.14	6.38	16.36	127.28
Cooking Oil	200125	0	0	0	0	0	0	0.86	0.94	0	0	0	0	1.8
Textiles	200111	2.38	0.82	0.78	0.84	0.82	0.82	1.4	0.52	1.42	0.78	0.66	0.72	11.96
Paint	200127	1.04	0	1.3	1.3	1.2	1.72	0.84	1.6	1.32	0	1.36	1.2	12.88
Total		121.85	103.66	70.52	130.7	79.04	69.74	132	87.32	119.98	81.2	64.26	87.76	1147.99

The quantity and composition of the waste sent for recovery during the reporting period January – December 2008, at the facility is recorded below.

Table 8: Quantities of Materials Sent for Recovery During the Period January – December 2008

Recyclable Material (tonnes)	EWC Code	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Paper	200101	26.52	26.42	29.96	30.6	28.02	19.1	34.82	32.88	29.08	29.76	25.26	23.56	335.98
Cardboard	150101	19.84	20.04	19.9	0	0	0	58.44	19.92	19.66	0	19.78	20.14	197.72
Plastic	200139	6.12	2.92	19.12	3.2	4.26	3.54	20.5	5.52	5.38	19.24	3.92	3.18	96.9
Hard Plastics	200139	0.46	2.32	0	3.4	0	0	7.42	0	0	4.34	4.04	0	21.98
Beverage Tins	150104	0.58	0.36	0.5	0.26	0.6	0.5	0.44	0.46	0.6	0.26	0.46	0.28	5.3
Glass Bottles	200102													
	150107	26.18	21.78	17.46	17.8	20.14	21.16	25.96	21.68	17.02	22.1	18.46	16.46	246.2
Food Tins	150104	1.62	1.6	1.56	1.14	2.34	1.28	1.94	1.32	1.08	1.56	1.3	1.6	18.34
Lead Acid /Household Batteries/ Aerosols	200133 /16060 1/ 160504	1.4	0	1.46	0	1.62	1.36	1.68	0	0.4	1.34	1.68	0.22	11.16
Timber	200122	13.26	16.08	12.86	13.08	18.66	20.16	15.5	19.84	15.48	13.78	11.94	12.46	183.1
Scrap Metal	200140	12.94	16.92	10.64	12.06	14.14	14.94	14.86	18.68	10.04	18.36	10.88	8.84	163.3
Fluorescent Tubes	200121	0	0.28	0	0.24	0.12	0.18	0	0	0.28	0	0	0.34	1.44
Green Waste	200201	7.9	14.84	19.2	19.6	59.5	44.24	59.42	50.3	44.88	23.48	16.92	9.4	369.68
Waste Engine Oil	130208	0	1.14	0.84	0	0.88	0.78	0	0.98	0.7	0.46	0	0	5.78
WEEE incl Fridges/Freezers	200135	15.58	10.72	7.44	9.64	10.94	14.88	14.16	10.7	13.26	14.12	10.86	10.68	142.98
Cooking Oil	200125	0.88	0	0	0	1.02	0	0.76	0	0	0.7	0	0	3.36
Textiles	200111	0	3.14	0.54	1.6	0	0	5.94	1.72	0	3.38	1	0.58	17.9
Paint	200127	2.26	0.66	1.1	1	1.92	1.02	1.9	1.94	1.9	1.08	1.14	1.06	16.98
Total		135.54	139.22	142.6	113.6	164.2	143.14	263.74	185.94	159.76	153.96	127.64	108.8	1838.1

Table 9: List of Service Providers for Recovery of Recyclable Materials

Service Provider	Material
Veolia	Paper
Veolia	Cardboard
Veolia/ WF Recycling	Plastic Packaging
WF Recycling	Hard plastics
Leinster Environmentals	Plastic Bottles
Rehab/Mr. Binman	Glass
Rehab/ Green Dragon	Aluminium Cans
Green Dragon	Food tins
Enva/KMK	Lead Acid/Household Batteries/Aerosols
Ballineen Skip Hire Ltd	Timber
Ballineen Skip Hire Ltd	Scrap Metal
Bantry Skip Hire	Green Waste
Irish Lamb Recycling Ltd/KMK	Fluorescent Tubes
KMK Metals	WEEE
Clothes Recycling Ireland	Textiles
Enva	Waste Engine Oil
Enva	Cooking Oil
Enva	Paint

2.4. Waste Handling Equipment

The Waste Licence requires a total waste acceptance capacity of 14000 tonnes per annum. This is equivalent to an average of 44 tonnes per operating day, which represents the 100% duty capacity.

The installed static compactor is a Loughman Static Compactor with 25m³ loading hopper capacity. The compactor is designed to process up to 2430 tonnes/day. The compaction system therefore has a capacity of over 500% of allowable inputs.

Three ejector trailers are on site at all times. These can hold approximately 22 tonnes of waste each based on allowable axle loads. This represents a capacity of 150% based on maximum waste intake of 44 tonnes per operating day. Please note that the daily waste inputs are far less than the licensed 44 tonnes per day.

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 and the entire underground drainage system was tested and verified to the Agency by letter dated 22nd July 2008 (Our Ref: CLONEPA/COR731d) and also by letter on 19th August 2009 (Our Ref: CLONEPA/COR921d).

3 SITE DEVELOPMENT WORKS

3.1 Works During 2009

There was no major construction work undertaken during the reporting period.

4 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
- ◆ Wastewater
- ◆ Noise
- ◆ Dust

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

4.1 Surface water

Table D1.1 of Schedule D of licence WL/8-1 specifies that monitoring of surface water quality is to be undertaken at four locations: SW1, SW2, SW3 and SMH1. SW1 is located at the final discharge point from the facility. SW2 is located at a point upstream of the surface water discharge point from the facility and SW3 is located downstream of the surface water discharge from the facility. SMH1 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 bi-annually at all surface water stations. These parameters are biochemical oxygen demand (BOD), pH, Suspended Solids, Mineral Oils and Ammoniacal Nitrogen.

Licence WL/8-1 specifies an emission limit value for Mineral Oils, which is 5mg/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:

- 27th March 2009 – SW1, SW2, SW3, SMH1
- 9th September 2009 – SW1, SW2, SW3, SMH1

Table 10: Surface Water Monitoring Results for Period January 2009 – June 2009

Parameter	SMH1	SW1	SW2	SW3	WL limits	SW Reg's ^s
pH	**	**	**	**	-	5.5 8.5 for A1 Waters
Ammonical Nitrogen as N (mg/l)	0.029	0.342	2.23	0.058	-	-
Biological oxygen demand (mg/l)	<2	<2.0	3	<2.0	-	5
Mineral Oil (µg/l)	<0.50	<0.50	<0.50	<0.50	5 mg/l for SMH1	-
Suspended solids (mg/l)	4	4	3	<1	-	50

^sSurface Water Regulations, 1989 (S.I. No. 294 of 1989)

**Due to an error in ELS Laboratories the pH was not measured for any monitoring point.

Table 11: Surface Water Monitoring Results for Period July 2009 – December 2009

Parameter	SMH1	SW1	SW2	SW3	WL limits	SW Reg's ^s
pH	7.9	8.2	7.9	8.0	-	5.5 8.5 for A1 Waters
Ammonical Nitrogen as N (mg/l)	0.079	0.103	0.084	0.072	-	-
Biological oxygen demand (mg/l)	<1	<1.0	1.2	<1.0	-	5
Mineral Oil (µg/l)	46*	<10	<0.10	<0.10	5 mg/l for SMH1	-
Suspended solids (mg/l)	<5	11	5	<5	-	50

^sSurface Water Regulations, 1989 (S.I. No. 294 of 1989)

Interpretation of Results

Results of the surface water-monitoring programme indicate that the water quality at all stations was generally very satisfactory. The emission limit values for Mineral oils were not exceeded at any stage during the reporting period. The biological oxygen demand was generally satisfactory. The Suspended Solids were also generally satisfactory and were well below the relevant legislation limit in the Surface Water Regulations, 1989. The remaining surface water discharge parameters measured also did not exceed the limits set out in the Surface Water Regulations, 1989.

4.2 Wastewater

Under schedule D of licence WL/8-1, monitoring of wastewater quality is to be undertaken at one location at the final discharge point from the facility

Under the conditions of WL 8-1 wastewater monitoring was to be undertaken quarterly.

Wastewater samples were taken on the following dates:

- 27th March 2009 – FMH1
- 25th June 2009 – FMH1
- 9th September 2009 – FMH1
- 16th December 2009 – FMH1

The parameters to be measured are specified in Table D.5 of Licence WL/8-1

They are shown below in Table 12.

Table 12: Parameters and emission limit values which are to be monitored at the wastewater monitoring location FMH1

Parameter
Biological Oxygen Demand
Suspended Solids
pH
Chemical Oxygen Demand
Ammonical Nitrogen
Temperature
Flow

The results of the wastewater monitoring for the facility for period January – December 2009 are listed in the Table below.

Table 13: Monitoring Results for FMH1

Parameter	27/03/09	25/06/09	09/09/09	16/12/09
pH	**	6.5	9.3	7.6
Ammonical Nitrogen as N (mg/l)	10.8	23.4	2.5	1.59
Biological oxygen demand (mg/l)	95	303	17	32
Suspended solids (mg/l)	66	142	16	16
Chemical Oxygen Demand (mg/l)	176	577	<8	22
⁺ Flow (m ³ per day)	0.47	0.29	0.67	0.88

**Due to an error in ELS Laboratories the pH was not measured for any monitoring point.

Interpretation of Results

Results of the foul 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.

Volume of Foul Water

The volume of foul water produced on-site during the reporting period was 251m³.

4.3 EPA Monitoring

Surface Water

The results of the surface water monitoring conducted by The Agency during the period January – December 2009 are listed in the Tables below

Table 14: Surface Water Monitoring as Sampled on 24/03/2009

Parameter	SW2	SW3	WL limits	SW Reg's ^s
pH	7.66	7.45	-	5.5 8.5 for A1 Waters
Ammonia (mg/l) N	0.044	0.051	-	-
BOD5 (No inhibition) (mg/l)	<1.0	<1.0	-	5
Mineral Oil (mg/l)	<0.01	<0.01	5 mg/l for SMH1	-
Diesel Range Organics (GC) (mg/l)	<0.01	>0.01		
Suspended solids (mg/l)	<2.0	3.6	-	50
Chemical Oxygen Demand (mg/l)	<10	<10		

^sSurface Water Regulations, 1989 (S.I. No. 294 of 1989)

Table 15: Surface Water Monitoring as Sampled on 09/12/2009

Parameter	SW2	SW3	WL limits	SW Reg's ^s
pH	7.49	7.59	-	5.5 8.5 for A1 Waters
Ammonia (mg/l) N	0.029	0.639	-	-
BOD5 (No inhibition) (mg/l)	1.0	3.6	-	5
Mineral Oil (mg/l)	<0.01	<0.01	5 mg/l for SMH1	-
Suspended solids (mg/l)	52.0		-	50
Chemical Oxygen Demand (mg/l)	24	30		

^sSurface Water Regulations, 1989 (S.I. No. 294 of 1989)

*BOD failed to meet laboratory criteria due to underdilution

Interpretation of Results

Results of the EPA surface water-monitoring programme indicate that the water quality at all stations was generally very satisfactory. The emission limit values for Mineral oils were not exceeded at any stage during the reporting period. These results compare favourably with the results of self-monitoring carried out on site.

Foul Water

The results of the foul water monitoring conducted by The Agency during the period January – December 2009 are listed in the Table below

Table 16: Foul Water Monitoring as Sampled on 09/12/2009

Parameter	FMH1
pH	7.53
BOD5 (No inhibition) (mg/l)	19.0
Suspended solids (mg/l)	21.8
Chemical Oxygen Demand (mg/l)	44

Interpretation of Results

Results of The Agency foul 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.

4.4 Noise

An annual noise survey is specified in Schedule D.3 of licence WL/8-1. The schedule specifies that monitoring of noise levels is to be undertaken at four locations on and adjacent to the facility: N1, N2, S1 and S2.

Table D.3.1 of licence WL/8-1 specifies that a 30-minute noise interval is to be used at each monitoring location. From data recorded, the LA_{EQ} , LA_{10} and LA_{90} 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 night-time. 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 11th December 2009. Onsite noise levels were 50.9dB at the rear of the site and 52.2dB near the entrance. Although the limit of 55dB was exceeded at monitoring point NS2, this was noise which emanated from the industrial estate and not directly from the site. Emissions from the waste transfer station site were not audible at the offsite measurement stations and thus offsite noise levels were satisfactory. No audible tones were noted during the survey. Frequency analysis confirmed the absence of tones at all four measurement-stations.

4.5 Dust

The results from the Dust Deposition monitoring can be viewed in the following Table.

Table 17: Dust Deposition Levels

Date	DM1	DM2	DM3	DM4
11/05/09 – 11/06/09	151.3	251.5	183.6	32.1
16/08/09 – 16/09/09	96.8	142.4	55.9	7.4
17/11/09 – 17/12/09	208.8	186.1	15.9	21.9

The results above indicate that the dust levels recorded during the reporting period were below the emission limit value of 350 mg/m²/day (30 day composite sample).

5.0 ENERGY CONSUMPTION

5.1 General

During the reporting period the site machinery comprising of 2 slave vehicles, a fork truck and 3 ejector trailers, used approx. 2200 litres of fuel. Electricity usage at the site during the reporting period was estimated at approximately 23 kWh per day. This is a reduction on the previous years usage due to the implementation of new site procedures.

6 ENVIRONMENTAL INCIDENTS, NON-COMPLIANCES AND COMPLAINTS

6.1 Incidents

There were no environmental incidents during the reporting period January – December 2009.

6.2 Non-Compliances

There were no non-compliances during the reporting period January – December 2009.

6.3 Complaints

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

6.4 Nuisance Controls

6.4.1 Litter

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

6.4.2 Vermin & Flies

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

6.5 Programme for Public Information

6.5.1 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.

7. ENVIRONMENTAL MANAGEMENT PROGRAMME REPORT

7.1 Schedule of Objectives and Targets for Year 2010

Objective 1

Review the Environmental Management System to fulfil the obligation of the Waste Licence (No. 8-1).

Target 1.1 Preparation and submission of an Environmental Management System (EMS) to the Environmental Protection Agency by March 31st 2010.

Target 1.2 Annual review of EMS submitted to the Agency annually.

Target 1.3 Corrective action procedures to be submitted to the Agency by March 31st 2010 and reviewed annually thereafter.

Target 1.4 Review the management structure for Clonakilty Waste Transfer Station.

Target 1.5 Annual Environmental Report (AER) submitted to the Agency by March 31st 2010.

Objective 2

Review the notification and record keeping system to ensure continued compliance with the requirements of the Waste Licence.

Target 2.1 Ongoing maintenance of waste records as per Condition 10 of WL 8-1

Target 2.2 Review of site procedures by January 31st 2010 and reviewed as necessary but at least once per annum

Objective 3

Maintain existing site infrastructure in accordance with the standards outlined in Condition 3 of the Waste Licence.

- Target 3.1** Maintenance of a site notice board in accordance with Condition 3.3.
- Target 3.2** Maintenance of site security fencing in accordance with Condition 3.4.
- Target 3.3** Maintenance of site security including closed circuit television.
- Target 3.4** Maintenance of the waste quarantine and inspection areas in accordance with Condition 3.7.
- Target 3.5** Maintenance and upkeep of the foul water treatment system for the treatment of foul water arising on-site.
- Target 3.6** Maintenance of all silt traps and oil interceptors at the facility according to Condition 3.12 of the Licence, to ensure that all surface water discharges from the facility pass through a silt trap and oil interceptor prior to discharge
- Target 3.7** Maintain the site offices in accordance with Condition 3.6 of the Waste Licence and the proper maintenance of said offices.
- Target 3.8** Maintain the Civic Amenity facility in accordance with Condition 3.15 of the Waste Licence.
- Target 3.9** Maintenance of the waste transfer building in accordance with Condition 3.9 of the Waste Licence, including the compactor, containers and associated infrastructure.

Objective 4

Review of the Waste Acceptance and Handling procedures to ensure continued compliance with the requirements of Condition 5 of the Waste Licence.

Target 4.1 Ongoing implementation of Waste Acceptance Procedures in accordance with Condition 5.2 of the Waste Licence.

Target 4.2 Review of Waste Acceptance Procedures by January 31st 2009 and annually thereafter or as necessary.

Target 4.3 Maintain records and prepare reports on the recycling rate and identify any further waste streams that may be recycled.

Objective 5

Continuing minimisation of Environmental Nuisances associated with the Facility

Target 5.1 Ongoing compliance with the requirements set out in Condition 7 of the Waste Licence.

Objective 6

Full compliance with requirements set out in Condition 6 of the Waste Licence regarding emissions and environmental impact of activities associated with the facility.

Target 6.1 Ongoing compliance with Condition 6.1 of the Waste Licence, by ensuring that any emission from the facility shall not exceed the emission limit values set out in *Schedule C: Emission Limits* of the Licence.

Objective 7

Ongoing operation of the monitoring programme as outlined in Condition 8 and Schedule D of the Waste Licence.

Target 7.1 Ensure that all monitoring of emissions occurs within the time limits and that all results and reports are submitted to the Agency within the appropriate timeframe.

Target 7.3 Long term environmental monitoring to continue as set out in the table below:

Report Title	Report Frequency	Report Submission Date
Environmental Management System Updates	Annually	March 31 st 2010
Annual Environment Report (AER)	Annually	March 31 st 2010
Bund, tank and container integrity assessment	Every three years	Six months from the date of licence and one month after end of the three year period being reported on.
Record of Incidents	As they occur	Within 5 days of the incident
Specified Engineering Works reports	As they rise	2 months prior to the works commencing
Monitoring of Foul Water	Quarterly	Ten days after end of the quarter being reported on
Monitoring of Surface Water Quality	Biannually	Ten days after end of the quarter being reported on
Dust Monitoring	3 times annually	One month after end of the year being reported on
Noise Monitoring	Annually	One month after end of the year being reported on
Any other monitoring	As they occur	Within ten days of obtaining results

Objective 8

Ongoing development and improvement of the emergency plan for the site.

Target 8.1 Annual review of the emergency response procedure and submission to the Agency.

7.2 Financial Provision

Cork County Council has the ability to meet any financial commitments or liabilities incurred by the maintenance of Clonakilty Waste Transfer Station. These commitments include compliance with the waste management licence (No. 8-1) and aftercare of the site as specified in 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 Clonakilty Waste Transfer Station.

Appendix & Drawings

Appendix 1

Site Procedures

Waste Acceptance Procedures
Clonakilty Waste Transfer Station
Waste Licence 8-1



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CLONAKILTY WASTE AND RECYCLING CENTRE

SITE PROCEDURES

JANUARY 2010

**Prepared By: -
Patrick Duggan,
Facility Manager**

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

Revision F Date: January 2010

Personnel Involved:

Mr. Patrick Duggan
Mr. John O'Donovan
Mr. Michael O'Sullivan
Mr. Jerome O'Neill

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 8-1.
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 (023 8850982 / 086 1725290)

Waste Acceptance Procedures
Clonakilty Waste Transfer Station
Waste Licence 8-1

2. Deputy Manager (023 8850982/ 086 8096614)
3. Senior Executive Engineer (023 8858812 / 086 6018493)

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

Related Documentation:

Waste Licence 8-1
Corrective Action Procedures
Site Inspection and Recording Procedure
Complaints Procedure

Date of procedure review (and revision where necessary):

January 2010 and annually thereafter.

Persons responsible for updating & amending this Procedure:

Mr. Patrick Duggan

2. Procedure: To Provide for site security against unauthorised access

Revision F

Date: January 2010

Personnel Involved:

Mr. Patrick Duggan
Mr. John O'Donovan
Mr. Michael O'Sullivan
Mr. Jerome O'Neill

Purpose of Procedure:

To comply with Condition 3.4 of the Waste Licence for Clonakilty Waste and Recycling Centre

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.

Waste Acceptance Procedures
Clonakilty Waste Transfer Station
Waste Licence 8-1

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

Related Documentation:

Waste Licence 8-1
Corrective Action Procedures
Site Inspection and Recording Procedure
Complaints Procedure

Date of procedure review (and revision where necessary):

January 2010 and annually thereafter.

Persons responsible for updating & amending this Procedure:

Mr. Patrick Duggan

3. Procedure: To Provide for the handling of complaints

Revision F

Date: January 2010

Personnel Involved:

Mr. Patrick Duggan
Mr. John O'Donovan
Mr. Michael O'Sullivan
Mr. Jerome O'Neill

Purpose of Procedure:

To comply with Condition 10.4 of the Waste Licence for Clonakilty Waste and Recycling Centre

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. 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 8-1
Corrective Action Procedures
Site Inspection and Recording Procedure
Complaints Record
Incidents Procedure
Corrective Action Procedures

Date of procedure review (and revision where necessary):

January 2010 and annually thereafter.

Persons responsible for updating & amending this Procedure:

Mr. Patrick Duggan

4. Procedure: To Provide for the inspection and recording of site inspection

Revision F

Date: January 2010

Personnel Involved:

Mr. Patrick Duggan
Mr. John O'Donovan
Mr. Michael O'Sullivan
Mr. Jerome O'Neill

Purpose of Procedure:

To comply with the Conditions of the Waste Licence – Reference No. 8-1.

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.
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 Acceptance Procedures
Clonakilty Waste Transfer Station
Waste Licence 8-1

Waste Licence 8-1
Corrective Action Procedures
Complaints Procedures
Site Inspection Report Forms

Date of procedure review (and revision where necessary):

January 2010 and annually thereafter.

Persons responsible for updating & amending this Procedure:

Mr. Patrick Duggan

5. Procedure: To Provide a methodology to control environmental nuisance arising at the facility

Revision F

Date: January 2010

Personnel Involved:

Mr. Patrick Duggan
Mr. John O'Donovan
Mr. Michael O'Sullivan
Mr. Jerome O'Neill

Purpose of Procedure:

To comply with Condition 7 of the Waste Licence 8-1

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:

Waste Acceptance Procedures
Clonakilty Waste Transfer Station
Waste Licence 8-1

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 8-1
Corrective Action Procedures
Site Inspection and Recording Procedure
Complaints Procedure

Date of procedure review (and revision where necessary):

January 2010 and annually thereafter.

Persons responsible for updating & amending this Procedure:

Mr. Patrick Duggan

6. Procedure: Corrective Action Procedures

Revision F

Date: January 2010

Personnel Involved:

Mr. Patrick Duggan
Mr. John O'Donovan
Mr. Michael O'Sullivan
Mr. Jerome O'Neill

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 Clonakilty Waste and Recycling Centre – Waste Licence 8-1. 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.

Waste Acceptance Procedures
Clonakilty Waste Transfer Station
Waste Licence 8-1

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 8-1
Corrective Action Report Sheet
Site Inspection and Recording Procedure
Complaints Procedure

Date of procedure review (and revision where necessary):

January 2010 and annually thereafter.

Persons responsible for updating & amending this Procedure:

Mr. Patrick Duggan

7. Procedure: Communications Programme

Revision F

Date: January 2010

Personnel Involved:

Mr. Patrick Duggan, Facility Manager.
Senior Executive Officer, Waste Management (West)

Purpose of Procedure:

To comply with Condition 2.4 of the Waste Licence 8-1

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 Clonakilty Waste and Recycling Centre, 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. All communications of this type are dealt with as quickly and effectively

Waste Acceptance Procedures
Clonakilty Waste Transfer Station
Waste Licence 8-1

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 8-1
Complaints Procedure
Monitoring and Sampling records
Quarterly & Annual reports
Operational procedures

Persons responsible for updating & amending this Procedure:

Mr. Patrick Duggan

Waste Acceptance Procedures
Clonakilty Waste Transfer Station
Waste Licence 8-1



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CLONAKILTY WASTE AND RECYCLING CENTRE

WASTE ACCEPTANCE AND CHARACTERISATION PROCEDURES

JANUARY 2010

**Prepared By: -
Patrick Duggan,
Facility Manager**

INTRODUCTION

These procedures were drafted to bring Clonakilty Waste Transfer and Civic Amenity Site operational procedures for site into line with the requirements of the Waste Management Act 1996 and Waste Licence 8-1.

The wastes which it is intended will be accepted at the facility are listed 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 Clonakilty 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
Scrap metal
Waste timber
Green waste
Aerosols
Oil Filters
Textiles

Waste Acceptance Procedures
Clonakilty Waste Transfer Station
Waste Licence 8-1

1. Procedure: Waste Acceptance Procedure

Personnel Involved:

Mr. Patrick Duggan
Mr. John O'Donovan
Mr. Michael O'Sullivan
Mr. Jerome O'Neill

Purpose of Procedure:

To comply with the Conditions of the Waste Licence – Reference No. 8-1.

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 Saturday. 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. A member of staff will be located continuously at the civic amenity facility to ensure compliance both with the Waste Licence and that materials are being placed in the correct containers/areas.
5. The site manager has developed a site inspection report form. 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 will be inspected daily by either the facility manager or deputy manager and a record of the inspection will be 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/quarantine area where a more detailed inspection will take place.
7. Where the operator is not satisfied that the material is acceptable, the waste will held in 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.

Waste Acceptance Procedures
Clonakilty Waste Transfer Station
Waste Licence 8-1

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 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 area 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 8-1
Corrective Action Procedures

Waste Acceptance Procedures
Clonakilty Waste Transfer Station
Waste Licence 8-1

Persons responsible for updating & amending this Procedure:

Mr. Patrick Duggan

Waste Acceptance Procedures
Clonakilty Waste Transfer Station
Waste Licence 8-1

2. Procedure: To Provide for the disposal of waste

Personnel Involved:

Mr. Patrick Duggan
Mr. John O'Donovan
Mr. Michael O'Sullivan
Mr. Jerome O'Neill

Purpose of Procedure:

To comply with the Waste Licence for Clonakilty 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 the hopper. The general public will weigh small amounts of waste on the small weigh-scales located in the civic amenity area. This waste will then be disposed of into the designated hatch in the waste transfer building. A skip will be located below the hatch to receive the waste. A member of staff will empty this skip regularly into the hopper using the on-site vehicle. Larger amounts of waste (trailers, vans, trucks) will be weighed on the weighbridge and will be directed to tip directly into the hopper.
2. The waste will then be compacted into the waste ejector trailers. The ejector trailers will then be transported to a licensed landfill where they will be emptied and then returned to the Waste Transfer Station.
3. 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.
4. 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.
5. Waste electrical goods shall be stored prior to transport off-site for safe disposal.
6. Paper, cardboard and plastic will be placed into the designated hatches in the waste transfer building. This material will be baled separately on site prior to transport to designated licensed facilities for further treatment. All paper, cardboard and plastic shall be weighed prior to being transported off-site.
7. 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.
8. 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.
9. Lead acid batteries and primary batteries shall be accepted in appropriate containers supplied by a designated recycling company. These containers will be transported to an appropriate licensed facility when full. They will be replaced by empty containers on removal.

Waste Acceptance Procedures
Clonakilty Waste Transfer Station
Waste Licence 8-1

10. Scrap metal, waste timber and green waste are accepted in individual skips. These skips are located on the lower level of the split-level area. Members of the public will be able to dispose of these materials into the appropriate container.

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 8-1
Corrective Action Procedures

Persons responsible for updating & amending this Procedure:

Mr. Patrick Duggan

Environmental Monitoring Locations

Waste Acceptance Procedures
Clonakilty Waste Transfer Station
Waste Licence 8-1

