

WASTE MANAGEMENT LICENCE

Site: Hitech Equipment Ltd

Licence No: WML/W/00007

COPY

Waste Management Licence

Environmental Protection Act 1990 (as amended)

Waste Management Licensing Regulations 1994 (as amended)

Under Section 37 of the above Act, the Scottish Environment Protection Agency as Waste Regulation Authority, hereby gives notice of the modification of the conditions of the Waste Management Licence in the name of: Hitech Equipment Ltd: In respect of:

Name and Address of Licence Holder:	Hitech Equipment Ltd 36 Clark Street Paisley PA3 1RB	Site:	36 Clark Street Paisley PA3 1RB
		Licence No:	WML/W/00007
		O.S Grid Ref:	NS 474 650

With effect from the date hereof:

The modification is as follows:-

The licence number WDR/ 4/92 shall be replaced by WML/W00007.

The existing conditions of the above Waste Management Licence shall be deleted in total and replaced by the conditions contained in the attached schedule and shall take effect forthwith.

Signed

Director West Region

(or a person authorised to sign on his behalf)

Date

Schedule of Conditions

Environmental Protection Act 1990 (as amended)

Waste Management Licensing Regulations 1994 (as amended)

Name of Licence Holder Hitech Equipment Ltd

Address 36 Clark Street
Paisley
PA3 1RB

Signed

Director West Region
(or a person authorised to sign on his behalf)

Date

1. General Conditions

Licensed Area

- 1.1 This Waste Management Licence refers to the keeping and treating of waste on the land, the boundaries of which are shown on the site plan, Drawing No.1, as attached in Appendix A to this licence and submitted with the application for a waste management licence dated 23 July 1992.

Working Plan

- 1.2 The working plan for the site shall comprise the written statement, dated 10 October 1991 and the layout plan referenced Drawing No. HTE/2, and any subsequent additions, or amendments, acknowledged in writing by the Scottish Environment Protection Agency, West Region.

- 1.3 The working plan shall comprise;-

- a) Detailed drawings and descriptions of the engineering development of the site and the site infrastructure.
- b) Detailed descriptions of the way activities are to be carried out and shall have been prepared in accordance with the provisions of paragraph 2.14 of Waste Management Paper No 4 - "Licensing of Waste Management Facilities".

- 1.4 The site shall be operated in the manner described in the approved working plan submitted with the licence application.

If any proposals in the working plan conflict or are inconsistent with any of the licence conditions, then the licence conditions shall prevail.

The licence holder shall notify the Scottish Environment Protection Agency, West Region, of any proposed change in the working plan at least one month before the implementation date of the proposed change. Any such proposed change will not be implemented without the written consent of the Scottish Environment Protection Agency, West Region.

- 1.5 The working plan shall be reviewed by the licence holder every 12 months and details of the review shall be forwarded to the Scottish Environment Protection Agency, West Region, for approval within one month of the review taking place, the first review being due in June 1999.

Waste Types and Quantities

- 1.6 The site may only accept such controlled waste as defined by section 75 of the Environmental Protection Act, 1990, as amended, and as is specified in Appendix B.

- 1.7 The treatment of waste shall be limited to physical treatment processes, namely the heating, dewatering and filtration of oil/water mixtures, and the crushing of empty drums.

- 1.8 The following wastes shall not be accepted at the site:-

- a) Clinical waste as defined in the Controlled Waste Regulations 1992, as amended.
 - b) PCB or PCT bearing waste, shall not be accepted without the prior notification and written agreement of the Scottish Environment Protection Agency, West Region.
 - c) Putrescible waste.
 - d) Contamination with any substance that would cause the waste to be consigned as special by another hazard criteria other than H7 as prescribed in the Special Waste Regulations 1996 (as amended).
- 1.9 The maximum amount of waste brought onto the site shall not exceed:-
- a) 60 tonnes in any one day; and
 - b) 5000 tonnes in any year.
- 1.10 The maximum quantity of waste that may be kept at the site at any one time shall not exceed 211,000 litres without the prior agreement of the Scottish Environment Protection Agency, West Region.

Hours of Operation

- 1.11 The site shall be open for the reception of waste during the following hours:

Monday - Friday	07:00 to 19:00
Saturday	07:00 to 17:00
Sunday	08:00 to 17:00

- 1.12 Should there be a wish to work outside the normal working hours stipulated above on any one given occasion, a written request shall be submitted to the Scottish Environment Protection Agency, West Region, and written approval obtained prior to operating any such extended hours.

Site Staffing and Management

- 1.13 In the event that the licence holder, operator or any site supervisory staff are convicted of a relevant offence as set out in Regulation 3 of the Waste Management Licensing Regulations 1994, as amended, the Scottish Environment Protection Agency, West Region, shall be notified immediately. Any alteration to this information shall be notified to the Scottish Environment Protection Agency, West Region, within 24 hours.
- 1.14 The site shall have a minimum of one operative present at all times during operational hours. All operatives shall be trained to a level pertinent to their post, in all relevant operations of the plant and equipment at the site and true and accurate records shall be kept of said training.
- 1.15 The terms and conditions of this Waste Management Licence shall be known by any person given responsibility for the management and control of the site and a copy of the licence and the working plan shall be displayed within the site office.

- 1.16 A record of the name, address and telephone number of the person to be contacted in the event of an emergency at the site, shall be confirmed in writing to the Scottish Environment Protection Agency, West Region within 2 weeks of receiving this licence.
- 1.17 The person(s) having day to day control of the site shall possess the relevant Certificate of Technical Competence (COTC) for the facility as issued by the Waste Management Industry Training and Advisory Board (WAMITAB).
- 1.18 The name of the person(s) having day to day control of the site shall be submitted to the Scottish Environment Protection Agency, West Region and any changes of the person(s) shall be notified to the said Agency within 24 hours.

Cessation of Operations

- 1.19 Notice shall be given to the Scottish Environment Protection Agency, West Region forthwith and confirmed in writing by first-class post as soon as reasonably practicable before the following take place:-
- (a) Temporary cessation of any or all operations on the site for a period exceeding 48 hours, including information of alternative waste management arrangements.
 - (b) Resumption of operations after a temporary cessation.
- 1.20 Notice shall be given to the Scottish Environment Protection Agency, West Region, of the designated date whereupon no further wastes will be accepted at the site on a permanent basis. Said notification shall be in writing at least 48 hours prior to the designated date.

Time-phased Conditions

- 1.21 The requirements referred to in Conditions 2.14, 2.15, 2.16 and 2.22 shall be complied with, no later than 31 September 1999.
- 1.22 An updated working plan for the site shall be submitted to the Agency no later than 31 June 1999.

2. Site Infrastructure

Noticeboard and Signs

- 2.1 A site identification board of durable material and finish shall be prominently displayed at the site entrance. The board shall give the following information:-

- a) The name of the site.
 - b) The site licence number.
 - c) The name, address and telephone number of the licence holder.
 - d) The name, address and telephone number of the Scottish Environment Protection Agency, West Region.
 - e) The hours of operation of the site.
- 2.2 In the event that operations are to cease permanently at the site, a notice board shall be erected at the site entrance at least 14 days before closure showing the following information -

The words "This site will be closed from (date of closure)"; the name, address and telephone number of the licence holder; the address and telephone number of the Scottish Environment Protection Agency; and a statement advising people to phone SEPA to obtain the location of alternative facilities.

The identification board regarding the closure shall be maintained in a legible condition for 6 months after the date of closure.

2.3 Suitable and sufficient :-

- (i) Direction Signs;
- (ii) Instruction Signs;
- (iii) Information Signs; and
- (iv) Safety Signs

of durable material and finish shall be prominently displayed throughout the site and shall be maintained in a legible condition at all times to ensure that:-

- (a) Drivers of vehicles are aware of traffic routing, access restrictions etc.;
- (b) Users of the site are aware of the location of the various facilities; and
- (c) Users of the site are aware of all areas of high risk.

Site Security

- 2.4 A site office shall be provided for personnel engaged in overseeing the reception of waste and for the maintenance of records, and shall be securely maintained in a wind and watertight condition. The site office shall be provided with an operational telephone or other means of providing immediate and effective contact with the emergency services and/or the Scottish Environment Protection Agency.
- 2.5 Adequate measures shall be taken to ensure that unauthorised persons do not gain access to the site.

- 2.6 The site entrance shall be provided with suitable gates, not less than 2.1 metres high and be of such construction as to prevent unauthorised entry to the site.
- 2.7 Any damage to the site entrance gates which compromises the security of the site shall be repaired as soon as possible and in any event within 3 days of the matter being notified.
- 2.8 The gates at the site entrance shall be kept securely locked during those periods that the site is not in operation.
- 2.9 The site shall be provided with perimeter boundary fencing or walling, to a minimum height of 2.1 metres high and be of such construction as to prevent unauthorised entry to the site.
- 2.10 Any damage to the perimeter fencing or walling that compromises the security of the site shall be repaired as soon as possible and in any event within 3 days of the matter being notified.

Site Access and Roads

- 2.11 All access roads and hardstandings within the site shall have an impervious, durable surface that shall be maintained in a good and clean condition throughout the life of the site.
- 2.12 All site surfaces and roads shall be maintained in a condition such that they remain free of debris, ruts, potholes and prevent the ponding of surface water. Any rut or pothole which develops shall be infilled and repaired with concrete, tarmacadam or similar material within 7 days of the matter being notified.
- 2.13 Site roads shall be adequate in width and bearing capacity for all vehicles that may be required to visit the site.

Impermeable Pavement

- 2.14 All areas of the site shall be provided with an impermeable pavement and the external perimeter of the yard shall be surrounded by a raised impermeable kerb. Site surfaces shall be graded to facilitate surface water drainage towards a sealed drainage system.
- 2.15 Impermeable pavements and kerbs shall be constructed and maintained to a sufficient standard to prevent the transmission of liquids beyond the pavement surface.
- 2.16 Impermeable pavements and kerbs shall be adequate in both area and bearing capacity for all waste, machinery and vehicles that may be placed upon it.

Sealed Drainage System

- 2.17 Surface water drainage from all impermeable paved areas shall be directed to a sealed drainage system approved by the Scottish Environment Protection Agency, West Region..
- 2.18 The sealed drainage system shall be constructed of such impermeable components that ensures:-
- a) no liquid will run off the paved areas other than via the system; and
 - b) except where they may be lawfully discharged, all liquids entering the system are collected in a sealed sump.
- 2.19 Any impairment of the sealed drainage system which in the opinion of the Scottish Environment Protection Agency, West Region, might compromise the integrity of the operation of the system, shall be repaired or alternatively replaced within 24 hours of the matter being notified.

Services

- 2.20 The site shall be provided with electrical power, water and lighting in order that the site can be operated in accordance with the requirements of this licence and the approved working plan.

Waste Storage

- 2.21 The storage of waste liquids shall be confined to the three 54480 litre capacity storage tanks and one 46889 litre capacity storage shown on the site plan, appendix A.
- 2.22 All storage tanks shall be fitted with a measuring device for monitoring the level of the contents.
- 2.23 All aboveground storage tanks shall be located within an impermeable bunded area whose capacity is 110% of the volume of the largest tank. In the event of any tanks being connected to one another, the bund shall be 110% of the combined value. The integrity of the bund shall not be breached by ducting, pipework etc.
- 2.24 The underground storage tank shall be examined on an annual basis for evidence of any damage, corrosion and unseen leakage, and the findings recorded in the site diary.
- 2.25 The storage of drummed waste shall be limited to twelve 205 litre capacity drums. The drums shall be located at all times within an impermeable bunded area whose capacity is 110% of the volume of the total volume stored. Drums shall not be stacked greater than two high.
- 2.26 All pipework and inlet/outlet/vent pipes and gauges shall be located within the bunded areas, and any tap valve shall be so arranged to discharge vertically downwards, and shall be kept shut when not in use.

- 2.27 Any spillage or leak within a bunded area shall be removed forthwith in a manner approved by the Scottish Environment Protection Agency, West Region and any necessary repairs carried out within 3 working days of the matter being discovered or notified.
- 2.28 Any accumulation of rainwater which might compromise the integrity of the bunded area shall be removed forthwith in a manner approved by the Scottish Environment Protection Agency, West Region.
- 2.29 The storage of nominally empty drums shall be confined to one designated area. This area shall be clearly signposted. No more than thirty six 205 litre capacity drums shall be held in this area, and drums shall not be stacked more than two high.
- 2.30 The storage of solid waste arisings shall be confined to three 10.7 cubic metre (14 cubic yard) capacity sealed skips.
- 2.31 Any damage to a skip or container which in the opinion of the Scottish Environment Protection Agency, West Region, undermines the security of the stored waste, shall be repaired or alternatively replaced within 3 days of the matter being notified.

Emergency Storage

- 2.32 A suitable emergency storage area shall be provided for holding materials that have been received and do not conform with the site licence conditions. Where liquids are stored, this area shall be bunded. A stock control record board shall be provided and shall be used to identify all materials held in the emergency storage area.

Fuel Tank(s)

- 2.33 (i) Fuel tanks provided on site shall be located above ground and within an impermeable bunded area whose capacity is 110% of the volume of the largest tank. In the event of any tanks being connected to one another the bund shall be 110% of the combined volume. The integrity of the bunded area shall not be breached by ducting, pipework etc.
- (ii) Any spillage or leak within the bunded area shall be removed and any necessary repairs carried out within 3 working days of the matter being discovered or notified.
- (iii) Any accumulation of rainwater which might compromise the integrity of the bunded area shall be removed forthwith in a manner approved by the Scottish Environment Protection Agency, West Region.

3. **Waste Reception**

Inspection and Sampling of Loads

- 3.1 All wastes arriving at the site shall be examined and sampled by a competent person prior to its acceptance, in order to ensure that it conforms with the written description accompanying the waste and conditions of this waste management licence.

Drummed Waste

- 3.2 A representative sample shall be taken of each waste drum and assessed in accordance with the working plan, for conformity with the waste description provided. The results of each drummed waste sample shall be recorded as detailed in the working plan.
- 3.3 Drummed waste samples shall be clearly labelled to detail the waste producer, batch number and the date of receipt. Samples shall be retained for a period of 60 days.
- 3.4 The physical condition and integrity of all drums shall be recorded in the site diary. Any drum showing evidence of physical damage, corrosion, badly fitting closures or leaks shall be isolated in a contained area pending transfer to a suitable container.
- 3.5 Drummed waste shall be unloaded from vehicles within 24 hours of receipt of the waste. Drums shall be transferred to a bunded area immediately upon the unloading of the waste.
- 3.6 All drummed waste containers shall be suitably marked to detail the contents and batch number, sufficient to enable identification of the waste producer.

Bulk Tanker Waste

- 3.7 A parking area shall be designated where vehicles carrying incoming loads may be stored, until their contents have been sampled and assessed in accordance with the working plan.
- 3.8 No consignment of bulk waste shall be unloaded until an assessment has verified that the contents confirm to the description.
- 3.9 A representative core sample shall be taken from each consignment of waste delivered in bulk tanker, and assessed in accordance with the working plan, for conformity with the waste description provided. The results of each bulk waste sample shall be recorded as detailed in the working plan.
- 3.10 Bulk waste samples shall be clearly labelled to detail the waste producer, batch number and the date of receipt. Samples shall be retained for a period of 60 days.
- 3.11 All bulk wastes accepted at the site shall be transferred to a storage tank within 24 hours of receipt of the waste.

Procedure for Rejected Loads

- 3.12 Any wastes accepted at the site which are subsequently found to be outwith the terms of the licence shall be held in a secure area and the Scottish Environment Protection Agency, West Region shall be notified of the presence of such wastes and the location of the secure area forthwith and the matter thereafter confirmed in writing within 72 hours of the occurrence.

Such wastes shall not be removed from the site without receiving permission from the Scottish Environment Protection Agency, West Region and shall thereafter be removed within 5 working days of the permission being granted. The said 5 days shall include the day when the permission is granted and the day when the waste is removed from the site. For the purpose of this licence, working days do not include Sunday.

- 3.13 Any person trying to dispose of any waste outwith those permitted by the licence conditions shall be reported to the Scottish Environment Protection Agency, West Region, giving as many details as can be obtained e.g. name and address of company, registration number of vehicle, quantity and type of waste deposited.

Any incident shall be confirmed in writing to the Scottish Environment Protection Agency, West Region in writing by first-class post on the next working day after its identification.

4. Site Operations

- 4.1 The contents of any storage tank shall not be mixed with any other waste until representative samples of each waste have been tested to verify their compatibility.
- 4.2 The contents and quantity of waste held in each storage tank shall be recorded on a stock control record board, and the tank clearly labelled to identify the general nature of the waste.
- 4.3 All bunded areas, pipework and hoses shall be inspected on at least a daily basis for any leaks or spills.
- 4.4 No waste shall remain on the site for a period exceeding 60 days except with the prior agreement of the Scottish Environment Protection Agency, West Region.

Waste Handling

- 4.5 Wastes materials stored in skips shall as far as practicable be removed from the site on a daily basis and in any event within 2 days of a skip becoming full.
- 4.6 Any solid wastes that are accidentally spilled or not deposited in a waste skip shall be cleared up and deposited in the skips provided as soon as possible and in any event no later than the end of each working day.
- 4.7 The removal of silt wastes arising from tanker cleaning operations shall be carried out within the designated area shown on the site plan, Appendix A. Wastes shall be cleared up and deposited in the skips provided as soon as possible and in any event no later than the end of each working day.
- 4.8 All waste drums destined for crushing shall be rinsed out with a suitable detergent and have the bungs removed.

Plant and equipment

- 4.9 All plant and equipment on the site shall be maintained in good working order and any breakdown repaired as soon as possible.

Lighting/Traffic Management

- 4.10 No waste management operations shall take place during the hours of darkness unless adequate artificial lighting is provided and utilised.
- 4.11 A traffic management system shall be adopted to ensure the safe and efficient movement of vehicles entering and leaving the site

Emergency Procedures

- 4.12 A procedure for dealing with outbreaks of fire, chemical spillage and other foreseeable incidents shall be drawn up in consultation with the Fire Service. The procedure shall be included in the working plan and reviewed accordingly.
- 4.13 Staff on site shall ensure that they are aware of all emergency procedures referred to in this licence and the working plan.

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5. Pollution Control

Fire Safety

- 5.1 No waste materials shall be burned within the boundaries of the site and a fire at the site shall be regarded as an emergency and immediate action taken to extinguish it or to notify the emergency services as appropriate.
- 5.2 All outbreaks of fire shall be reported to the Scottish Environment Protection Agency, West Region, forthwith, and in any event shall be confirmed in writing within 3 days of the fire.

Spillage

- 5.3 Any spillage of waste material shall be cleaned up immediately by experienced and trained personnel provided with the appropriate equipment to safely carry out the task.
- 5.4 Where the operation of the site is significantly impaired by any spillage, breakdown of plant and/or equipment, then the site shall be temporarily closed to allow for remedial work to be carried out. Details shall be reported to the Scottish Environment Protection Agency, West Region by the quickest possible means and thereafter confirmed in writing within 3 days.

Litter and Debris

- 5.5 The boundaries and environs of the site shall be inspected on at least a daily basis for the presence of litter or any other waste materials resulting from site operations, and any such items detected shall be removed throughout the day as required and in any event at the end of each working day.
- 5.6 Suitable precautions shall be taken to ensure that mud, oil and/or debris are likely to be deposited on the public road from any vehicle leaving the site.

Dust

- 5.7 In periods of dry weather, sufficient measures shall be taken to suppress dust generation on the site. Where necessary such measures shall include the spraying of site surfaces with water.
- 5.8 Dust from or associated with any operation within the site shall not exceed a deposition rate of 200mg/m² per day measured at any point out with the site boundary.

Noise

- 5.9 The operation of the site shall be carried out in such a manner as to ensure that noise from such operations when assessed in accordance with BS4142:1992, and any future amendments to such, shall not be determined as indicating that complaints are likely.

Odour

- 5.10 All site operations shall be conducted in such a manner as to ensure that they do not give rise to offensive odours, as perceived by any authorised person of the Scottish Environment Protection Agency, West Region at any point beyond the site boundary.

Vermin

- 5.11 The operation of the site shall be carried out in such a manner to minimise the risk of pest infestation. Where any pest infestation is identified, a suitable treatment programme shall be undertaken.

Watercourse/Land Protection

- 5.12 In the event of any contaminants from the site entering or threatening to enter a watercourse or land outwith the site boundary, the Scottish Environment Protection Agency, West Region, shall be informed forthwith and thereafter confirmed in writing by first-class post on the next working day after its identification. Immediate action shall be taken to terminate such a discharge followed by any such other remedial action as may be necessary, as required by the Scottish Environment Protection Agency, West Region.

6. **Records**

6.1 True and accurate records of:-

- (a) The quantities and types of waste received at the site;
- (b) All documentation in respect of waste analysis, sample analysis and waste processed;
- (c) The quantity of waste treated at the site, including the quantity of waste water created; and
- (d) The frequency of collection, mode of transport and final disposal point of all waste removed from the site.

Such records shall be kept at the site office or other office subject to the approval of the Scottish Environment Protection Agency, West region and shall be made available for inspection at any reasonable time.

6.2 A quarterly summary of the waste imported to and exported from the site shall be submitted to the Scottish Environment Protection Agency, West Region by the last day of the month following the end of the quarter.

For the purposes of this condition, a quarter shall be defined as the periods of April to June, July to September, October to December and January to March inclusive.

6.3 A site diary shall be kept to record all operations and any significant events that occur at the site. These events shall include emergencies, unauthorised access, incidents where unacceptable wastes are delivered to the site, environmental problems and adverse weather conditions etc. Remedial actions taken in response to such incidents shall also be recorded.

The site diary shall be kept in a form that can be audited and shall be made available for inspection at any reasonable time.

6.4 The licence holder shall ensure that the information required to be kept by virtue of any duty imposed by any Condition of this licence shall be:

- a) Comprehensible and legible;
- b) Recorded as soon as reasonably practicable after each relevant incident or operation;
- c) If amended, amended in such a way as to leave the original entry clear and legible. The reason for the amendment shall be recorded; and
- d) Kept in a systematic manner capable of being audited at the site or any other location agreed in writing by the Scottish Environment Protection Agency, West Region.

Appendix B

Types of waste for which the keeping and treating of waste is authorised.

mineral oils.

Mineral oil/water mixtures.

sewage sludge.

bilge waters.

wastes arising from tank and interceptor cleaning.

wastewaters and residues arising from street cleaning.

ferrous and non-ferrous metals.

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Waste Management Licence Points of Information

Environmental Protection Act 1990 (as amended)

Waste Management Licensing Regulations 1994 (as amended)

1. This licence is granted in accordance with the provisions of Section 35 and 36 of the Environmental Protection Act 1990.
2. This licence can only be modified in accordance with the provisions of Section 37 of the Environmental Protection Act 1990.
3. This licence can be suspended in accordance with the provisions of Sections 38 and 42(5) and (6) of the Environmental Protection Act 1990.
4. This licence can be revoked in accordance with the provisions of Section 38, 41 (7) and 42(5) and (6) of the Environmental Protection Act 1990,
5. The licence can only be surrendered in accordance with the provisions of Section 39 of the Environmental Protection Act 1990.
6. This licence can only be transferred in accordance with the provisions of Section 40 of the Environmental Protection Act 1990.
7. This licence does not remove any obligation on the part of the licence holder to comply with any other legislation or regulation applicable to the licence holder and his operations.
8. The continued operation of the licence is dependant upon the appropriate subsistence fee being paid for the remaining portion of the current financial year and thereafter for each financial year commencing on the 1 April.