



Hamilton Waste & Recycling Ltd.

PAS402: 2025

Publicly Available Annual Report

1st April 2025 – 31st March 2026



Foreword

Hamilton Waste & Recycling Ltd (referred to as HWR) is one of Scotland's leading waste management and recycling companies. Founded in 2002 by Keir and David Hamilton, the business remained family-run until its acquisition by Biffa Waste Services Ltd in 2023. This strengthened the company's operational capabilities and market position and enabled continued investment in infrastructure, fleet and technology.

Hamilton Waste & Recycling continues to operate with a strong local focus, providing a full range of environmental and recycling services to customers across Glasgow, Edinburgh, the Lothians and the Scottish Borders. With our modern collection fleet and skip hire services, we collect and process a wide range of construction and demolition waste, trade waste, as well as commercial and industrial waste.

In addition to our transfer station in Glasgow, our main centre of operations is located in Carberry, near Musselburgh, where the majority of processing activities take place. The facility is designed to handle a throughput of 250,000 tonnes per annum, with approximately 90% of incoming material sorted, processed, and stored for bulking prior to onward recovery or sale. The remaining non-recyclable waste is directed to Refuse Derived Fuel (RDF) or Solid Recovered Fuel (SRF) facilities, with only a small proportion sent to landfill. This supports our commitment to Zero Waste Scotland 2025 targets, which we already exceed.

Our commitment to quality, environmental performance, health and safety, and traceability is demonstrated through a suite of industry accreditations, including ISO 9001, ISO 14001 and ISO 45001, along with recognised contractor and compliance schemes such as FORS Bronze, Constructionline Gold and Avetta.

This report has been prepared to demonstrate our processes, traceability systems, and compliance with the requirements of PAS 402.

The report has been prepared by Anna Kaszuba, HSE Manager

Signature



The report was reviewed and verified by Krzysztof Zurek, Managing Director

Signature



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Appendix 1. Waste Management Licence

1. Scope of Operations

1.1 Waste Management Licence, Planning Permission and location of the site

Hamilton Waste & Recycling is part of Biffa Group, however, operating independently. Our Smeaton Recycling Centre is located at Carberry near Musselburgh, in the area of East Lothian, Scotland (EH21 8PZ). The SEPA issued Waste Management Licence for the site is WML/L/1109747, attached at the end of this report and available online via:

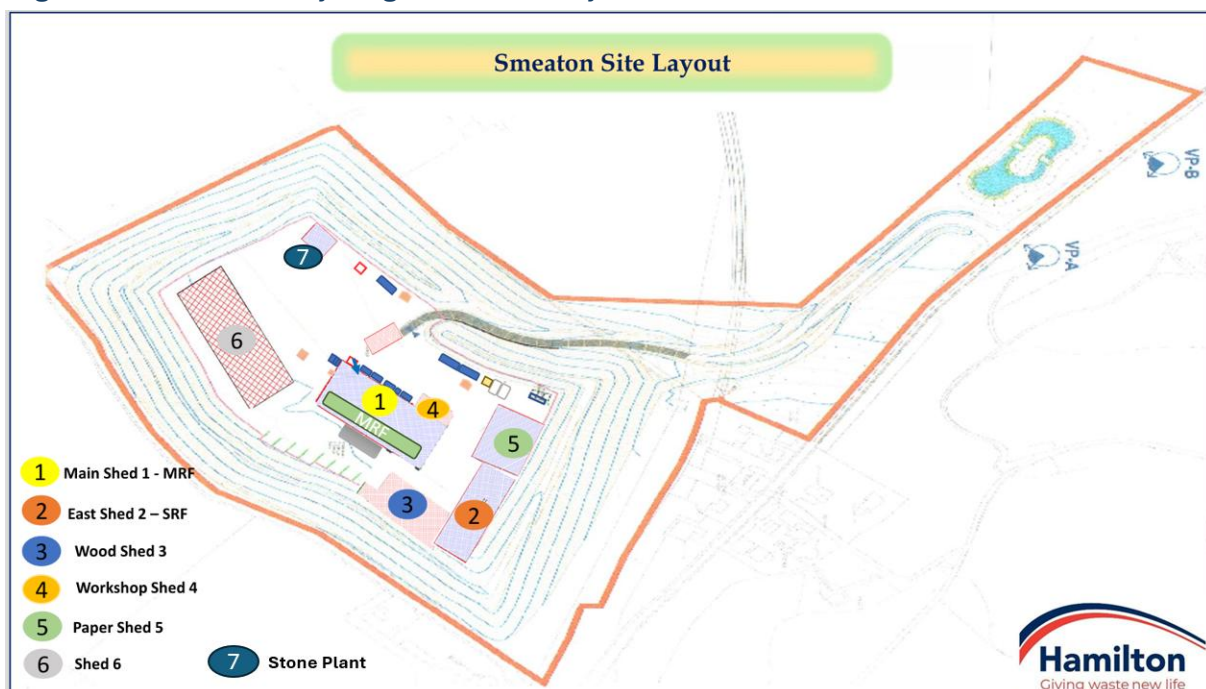
<https://hamiltonwaste.com/wp-content/uploads/1-Smeaton-Waste-Management-Licence.pdf>

It should be noted that our Waste Management Licence was modified (modification 1) in February 2017 to permit higher quantities of waste.

The operations are permitted under East Lothian Council Planning Permission references 09/00617 granted 03/03/2010, 15/00192 granted 16/04/2015 and 16/00658 granted 16/12/2016. The Planning Permission was amended and granted again on 08/03/2018 allowing for a variation in operational hours.

The Recycling Facility footprint is within the boundaries of the re-formed Smeaton Bing and the internal operational area is 5.3 hectares. The previous Bing was lowered and widened to create a bund around the site high enough to screen recycling operations from view. Half the area of the outside faces is planted with mixed woodland planting mix, whilst the rest is meadow grass.

Figure 1: Smeaton Recycling Centre site layout



1.2 Permitted waste operations

The site is a private recycling facility which recovers commercial non-hazardous waste from the East Lothian, Midlothian and Edinburgh area. The company operates a fleet of HGV, which allows us to provide services such as skip hire, collection and transport of waste. Waste is then transported to the Smeaton Recycling Centre for further processing, either by the Company's own vehicles or by third-party carriers and direct customer deliveries.

The facility is designed to handle a throughput of 1,074,250 tonnes of waste per annum per our Working Plan; however, the usual annual throughput is currently around 250,000 tonnes. Approximately 90% of incoming material will be sorted, processed and then stored for bulking prior to onward recovery or sale. The remaining 10% unrecyclable wastes will go to Refuse Derived Fuel (RDF) or Solid Recovered Fuel (SRF) facilities or landfill. Following processing, no waste will remain on site in excess of the authorised period.

All site's operations and waste allowed are defined in the Waste Management Permit and SEPA verified Working Plan. The waste streams permitted for receipt and processing at the facility, as well as quantities are detailed in the Table 1 below, which is derived from the company's Working Plan and approved by SEPA.

Table 1: Waste types and quantities allowed on site

Waste type accepted	European Waste Catalogue Code (EWC)	Daily tonnage	Yearly tonnage	Maximum storage on site (tonnes)
Waste metal	02 01 10	20	500	50
Materials unsuitable for consumption or processing	02 02 03	5	1,500	30
Sawdust, shavings, cuttings, wood, particle board and veneer other than those mentioned in 03 01 04	03 01 05	100	2,500	100
Waste bark and wood	03 03 01	100	2,500	100
Waste plastic	07 02 13	20	500	45
Bottom ash, slag and boiler dust from co incineration other than those mentioned in 10 01 14	10 01 15	20	500	100
Waste ceramics, bricks, tiles and construction products (after thermal processing)	10 12 08	50	1,000	100
Ferrous metal filings and turnings	12 01 01	50	500	50
Non-ferrous metal filings and turnings	12 01 03	50	500	50

Plastics shavings and turnings	12 01 05	50	500	20
Paper and cardboard packaging	15 01 01	200	20,000	200
Plastic packaging	15 01 02	50	3,500	100
Wooden packaging	15 01 03	200	20,000	400
Metallic packaging	15 01 04	100	3,000	50
Composite packaging	15 01 05	200	10,000	200
Mixed packaging	15 01 06	200	10,000	200
Glass packaging	15 01 07	20	200	50
Textile packaging	15 01 09	10	500	20
End-of-life tyres	16 01 03	20	1,000	40
Ferrous metal	16 01 17	20	1,000	20
Non-ferrous metal	16 01 18	20	1,000	20
Other batteries and accumulators	16 06 05	1	50	10
Concrete	17 01 01	500	100,000	500
Bricks	17 01 02	500	100,000	500
Tiles and ceramics	17 01 03	500	100,000	500
Wood	17 02 01	200	20,000	400
Glass	17 02 02	20	1,000	10
Plastic	17 02 03	30	1,500	100
Bituminous mixtures other than those mentioned in 17 03 01	17 03 02	500	25,000	500
Copper, bronze, brass	17 04 01	20	1,000	10
Aluminium	17 04 02	20	1,000	20
Lead	17 04 03	5	500	5
Zinc	17 04 04	5	500	5
Iron and steel	17 04 05	20	1,000	20
Tin	17 04 06	6	500	6
Mixed metals	17 04 07	100	15,000	100
Cables other than those mentioned in 17 04 10	17 04 11	20	1,000	20
Soil and stones other than those mentioned in 17 05 03	17 05 04	500	100,000	500
Track ballast other than those mentioned in 17 05 07	17 05 08	10	500	20
Construction materials containing asbestos	17 06 05*	20	1,000	6
Gypsum based construction materials other than those mentioned in 17 08 01	17 08 02	200	15,000	500
Mixed construction and demolition waste	17 09 04	1,000	150,000	800

other than those mentioned in 17 09 01, 17 09 02 and 17 09 03				
Combustible waste (refuse derived fuel)	19 12 10	200	30,000	800
Other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 19 12 11	19 12 12	100	30,000	200
Glass	20 01 02	100	1,000	80
Biodegradable kitchen and canteen waste	20 01 08	25	5,000	10
Textiles	20 01 11	10	500	10
Fluorescent tubes and other mercury containing waste	20 01 21*	2	2,000	2
Discarded equipment containing chlorofluorocarbons	20 01 23*	20	2,000	20
Discarded electrical and electronic equipment other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components	20 01 35*	1	300	1
Discarded electrical and electronic equipment other than those mentioned in 20 01 21, 20 01 23 and 20 01 35	20 01 36	20	2,000	26
Wood other than that mentioned in 20 01 37	20 01 38	100	5,000	500
Plastics	20 01 39	20	500	50
Metals	20 01 40	20	500	100
Biodegradable waste	20 02 01	100	5,000	500
Soil and stones	20 02 02	100	5,000	500
Mixed municipal waste	20 03 01	800	50,000	800
Street-cleaning residues	20 03 03	150	30,000	200
Bulky waste	20 03 07	400	60,000	100

The total quantity of waste kept on site at any one time shall not exceed 11,076 tonnes. Yearly tonnage accepted shall not exceed 1,074,250 tonnes.

1.2.1 Waste operations at Smeaton

A summary of the principal waste processing operations undertaken at the site is provided below.

- Materials Recycling Facility (MRF) – Shed 1

Most incoming waste is accepted into main MRF, where it undergoes mechanical and manual segregation. Once tipped and inspected, the construction and demolition material is processed to recover individual material streams including wood, metals, aggregates, plastics, plasterboard, RDF/SRF and fines. Oversized materials and contaminants are removed prior to processing, with recovered materials transferred to dedicated storage or further, specialist processing areas.

- RDF Storage and SRF Plant – Shed 2

All light fraction material from the recycling plant are collected and stored in Shed 1. Material suitable for SRF (Solid Recovered Fuel) is sent to Shed 2 for SRF production. Material suitable for RDF i.e. black bag waste is sent on to an appropriate licenced site for RDF.

SRF materials undergo further shredding and metal removal before being stored in designated bays and dispatched for energy recovery.

- Cardboard and paper – Paper Shed and plastics

Segregated cardboard and paper are inspected and sorted. Then it is baled for transport to approved recycling facilities.

Rigid plastics are sorted and baled outside Paper Shed/Shed 2 for transport to appropriate recycling facility.

- Wood Plant

Recovered wood from MRF, together with separately received timber, is stored in outside bays and processed within the dedicated shed. The material is then fed to a picking station to clean the material from contaminants and segregate wood onto different grades. The material is then shredded, screened and cleared from metals using magnetic separation. Finished products of grade A, B or C chip are stored indoors awaiting transport to recycling or energy from waste facilities.

- Shed 6 – mattresses and SRF processing

Shed 6 is used for the processing of SRF, which includes Waste Upholstered Domestic Seating (WUDS) and POPs-containing materials, for which processing the company has received a confirmation from SEPA in accordance with the site's permit.

Mattresses are mechanically processed to recover scrap metal and foam. Recovered metals are sent for recycling, while the remaining fabric fractions are recovered for further processing, including the production of SRF where appropriate. Selected mattresses are manually stripped to recover clean foam for onward recycling.

- Aggregate and green waste processing

Recovered inert materials, including concrete, brick and stone, are further processed to produce recycled aggregates, including 6F5. The process includes additional screening, contaminant removal and crushing. The finished product is regularly quality tested to ensure it meets the required specifications before dispatch.

Green waste is shredded and stored next to aggregates plant prior to removal from site for composting.

- Other waste streams storage and activities

In addition to the processing operations above, the site accepts and manages a number of other waste streams in accordance with its permit. That includes Waste Electrical and Electronic Equipment (WEEE), food waste, tyres, batteries, street cleaning residues, orphan gas bottles or plasterboard.

Where processing is not undertaken on site, materials are segregated, bulked and stored within designated areas, awaiting dispatch to appropriate facilities for recycling, recovery or disposal.

Waste that is not authorised and in particular hazardous waste, will be segregated and stored in the Quarantine area pending disposal to an authorised site. The waste will be removed from the site within 1 day. Depending on risk the carrier may be offered the option of removal to the place of production, but this will only be in conjunction with SEPA correspondence.

SEPA have given permission for the company to store lockable sealed skips for asbestos storage at the site prior to removal to an authorised landfill site for 3 months. The transfer of small quantities of asbestos is also authorised from vans to a sealed skip, however this activity is only done by the asbestos contractor who removes the waste. No handling, processing or transfer activities are conducted by Hamilton Waste & Recycling employees. Appropriate consignment documentation will be prepared and all vehicles leaving the site will be loaded so that the load is secure and meets all legislative requirements.

1.3 Exclusions

This PAS 402 report covers activities undertaken at the Smeaton Recycling Centre during the reporting period. Facilities belonging to Hamilton Waste & Recycling, but excluded from the scope and explanation for it, are detailed below.

Glasgow Transfer Station – WML/L/5003208

Located at ATL Environmental Village, 1262 Balmuidy Road, Glasgow, G23 5HG. The facility operates as a waste consolidation and transfer operation and does not undertake the recycling and recovery processes covered by this report. Consequently, operational and performance data from this facility have not been included within the scope of this report.

Loanhead Washplant – WML/L/5004788

Located at Eldin Industrial Estate, Edgefield Road, Loanhead, EH20 9QX. The site has been mothballed since January 2026; no waste treatment, recycling or aggregate production activities were undertaken since then and therefore not included in the scope of this report.

Summerside yard - WML-E-0020206

Located at Freightliner Terminal, Sir Harry Lauder Road, Edinburgh, EH15 2QA. The site is used solely as a storage yard and no waste processing activities are undertaken at this location; therefore, it is not included in the scope of this report.

2. Client relationship

The company recognises that good relationship with customers is fundamental to the successful delivery of waste management and recycling services. Maintaining high standards of customer service and communication is central to Hamilton Waste & Recycling operations.

The company's commitment to quality and customer satisfaction is defined and established through documented procedures and policies. Our Management Systems are ISO9001 (Quality Management Systems) and ISO14001 (Environmental Management Systems) certified – these standards provide a structured framework for managing customer requirements, quality of the provided services and addressing any feedback received. These systems are further supported by ISO45001 (Health & Safety Management Systems), which ensures that health and safety risks associated with services delivery are managed and controlled.

The Company's Quality Policy, Health & Safety Policy and Environmental Policy further establish its commitment to responsible waste management, continuous improvement, compliance and quality of provided services. Copies of the current policies are provided below.

Figure 2: Hamilton's Quality Policy



Hamilton Waste & Recycling Ltd

Quality Policy

It is the policy of Hamilton Waste and Recycling to provide all customers with a high quality service attained by robust systems of control, assured legal compliance, the highest standard of quality and environmental management and improvement, close customer contact and by continual improvement through the setting of quality objectives.

The Directors' vision is to remain one of the most highly regarded waste management and recycling companies in the UK. To support this strategic direction, one of the ways Hamilton Waste and Recycling intends to maintain and enhance this leading position is by its commitment to a Quality Management System that reflects the requirements of the International Standard ISO 9001:2015. We are committed to satisfying all applicable requirements.

The Quality System provides assurance that the expectations, needs and requirements of both Hamilton Waste and Recycling employees, customers and other interested parties are fulfilled. Further, that the necessary controls are consistently and adequately applied to meet them. It defines how effective control is established through documented procedures, and it provides a record of quality related activities.

Employees are committed to maintaining and continually improving our quality standards. The Directors have allocated adequate resources to ensure that quality remains at the heart of our business.

All staff are aware of the quality policy and the documented Quality and Environmental Management System. They acknowledge their responsibility to comply with the system and to strive for customer satisfaction, to ensure the continuing success of Hamilton Waste and Recycling Ltd.

Name: KRZYSZTOF ZJAREK
Signature: 

Date : 02/02/26

Figure 3: Hamilton's Health & Safety Policy



Health and Safety Policy Statement

The management of Hamilton Waste & Recycling Limited recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the company's activities, and that managing health and safety is a business critical function. The company is fully committed to provide safe and healthy working condition and to prevent work-related injury and ill health.

In order to discharge its responsibilities the management will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reduce the risk
- communicate and consult with our employees, and their representatives on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate hazards and reduce OH&S risks by using the hierarchy of control
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- set up the OH&S objectives on annual basis then communicate with all employees, monitor and review
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement of OH&S management system

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed: *[Signature]* - KRZYSZTOF ZUREK

Position: *MANAGING DIRECTOR*

Dated: *02/02/26*

Figure 4: Hamilton's Environmental Policy



Hamilton Waste & Recycling Ltd Environmental Policy

Hamilton Waste & Recycling Ltd recognises that the activities of a recycling and waste management operation will have both positive and negative impacts on the environment. We operate to an industry leading recycling rate and overall environmental performance, but we recognise that we also consume raw materials and energy, consume fuel through the distribution of products and services, and have the potential to release other emissions to air, land and water. To minimise this impact to as low as reasonably achievable Hamilton Waste & Recycling Ltd recognises that environmental protection and prevention of pollution is integral to business operations.

We strive to conduct our activities in a manner designed to eliminate or minimize releases to air, land and water utilising, where viable, materials and products from sustainable sources and adopting waste minimization techniques and good house-keeping practices to ensure the most efficient use of non-sustainable resources. Specifically, we will set environmental improvement objectives and targets in relation to water, waste, energy and our use of suppliers & contractors. We are committed to environmental protection, including prevention of pollution.

We are constantly developing, implementing and maintaining effective management systems to ensure continual improvement in the Company's Environmental Management System to enhance environmental performance. To achieve this, we employ regular audits and management reviews together with monitoring compliance obligations including legislation, regulations and Codes of Practice that are relevant to the Company's operations, at the same time endeavouring to fulfil our compliance obligations.

Name: *KRYSZTOF ZONEN*
Signature: *[Handwritten Signature]*

Date: *22/02/26*

2.1 Customer enquiry and service provision

2.1.1 Customer-specific requirements

Our customers can contact us through telephone, email or enquiry form on our website. The contact details are as follows:

orders@hamiltonwaste.com

tel. 0131 665 2173

<https://hamiltonwaste.com/contact/>

During the initial enquiry, information is obtained regarding the customer's requirements, including the nature of the waste, volume, collection details and location. These requirements are reviewed by experienced members of the sales team to identify the most suitable solution. Depending on the needs, this may be a skip hire, collection service, direct delivery to the recycling centre or combination of services. Customers are provided with advice and guidance to ensure that the selected service is suitable, efficient and compliant with relevant waste management legislation.

Prior to service commencement, customers are provided with relevant information regarding accepted waste types, prohibited materials, collection arrangements, pricing and duty of care requirements. This can be obtained through contact with the sales team (phone, email) or found on our website.

Once the details are established, collection and delivery are scheduled through the Company's transport and operational management systems. Customers are provided with confirmation of the agreed service and relevant documentation when required, including waste transfer notes, skip hire information and other compliance-related records where applicable.

Customers may also communicate specific service requirements, such as preferred delivery or collection times, skip placement instructions or site access arrangements. These requirements are recorded and communicated to the relevant operational personnel to ensure the service is delivered in accordance with the customer's needs wherever reasonably practicable.

The Company recognises the importance of maintaining strong customer relationships and values the high level of repeat business and referrals received from existing customers. Customer feedback is encouraged through a range of channels, including direct communication with customer-facing personnel, telephone, email and the Company website. Feedback and customer satisfaction information are reviewed as part of the Company's commitment to continual improvement and service excellence.



2.1.2 Identification of customer and off-taker requirements

The Company also produces and sells products to a customer's specification and end-of-waste criteria. That includes, among others, Solid Recovered Fuel (SRF), 6F5 aggregate, scrap metal or grade A woodchip. Where products are supplied to customer-specific requirements or specifications, controls are in place to ensure the quality standards are consistent.

The company developed a documented sampling and testing regime implemented across relevant product streams. Samples are collected regularly and analysed by external, accredited laboratories to verify the material is compliant with customer's requirements and industry standards. Testing parameters vary depending on the material, but may include calorific, value, moisture content, contamination levels or particle size distribution. The results are reviewed and retained as part of the management system, which includes laboratory certificates and sampling regime records.

Input materials are always assessed in terms of suitability for further processing. Production activities are then monitored to maintain product quality. Similarly to the samples' testing, this process is supported by delivery notes and production documentation (e.g. recycling rates), as well as plant maintenance and calibration records.

This approach provides assurance and full traceability to customers that the materials are produced in accordance with agreed specifications, quality requirements and end-of waste criteria.

3. Impacts and risks

Hamilton Waste & Recycling operates in accordance with its environmental permit's requirements as well as according to ISO9001, ISO14001 and ISO45001 management systems. Through these systems, environmental, operational, quality, compliance and health & safety risks associated with the company's activities have been identified, assessed and controlled. They include documented procedures, risk assessments, inspections and audits of the existing systems, all reviewed periodically internally and externally.

3.1 Operational and fire risk assessments

The company has identified a range of risks and impacts associated with all site activities and operations. These include vehicles and mobile plant operations, picking activities, pedestrian movements or manual handling activities. All of them are listed in a register that includes a tracker for the review dates. At the moment, the register consists of over 80 risk assessments for every activity, fire risk assessment for each shed on site, over 20 method statements and 13 safe system of work documents. They are reviewed annually or when required (e.g. change of activities or equipment) by Health & Safety team.

Risks are assessed using a risk rating methodology that considers both the severity of potential consequences and the likelihood of occurrence. The assessment also identifies all persons that may be affected by the specific activity. When a risk is identified, appropriate control measures are implemented to reduce the risk to an acceptable level.

Fire risk assessments are carried out in-house by qualified personnel and considers the adequacy and effectiveness of existing fire containment systems on site. Findings from fire risk assessments are used to improve or implement new fire prevention measures when required.

Figure 5 and 6: Examples of HWR risk assessment and HWR fire risk assessment



HAMILTON WASTE AND RECYCLING LTD

RISK CALCULATOR

LR= Level of Risk (Scored between 1-25)

1-6 = Low (L)
8-12 = Medium (M)
15-25 = High (H)

RISK ASSESSMENT: 001 SITE WIDE VEHICLE MOVEMENTS AND PARKING

RISK FACTOR (R) = SEVERITY X LIKLIHOOD

Severity (S) Likelihood (L)

1 = None
2 = Minor
3 = Moderate
4 = Major
5 = Catastrophic

1 = Rare
2 = Unlikely
3 = Possible
4 = Likely
5 = Almost Certain

PEOPLE AT RISK

* All Employees (maintenance, mobile plant ops, etc.)
* Contractors
* Visitors
* Unauthorised entrants

	(BEFORE CM IMPLEMENTED)				(AFTER CM IMPLEMENTED)			
SIGNIFICANT HAZARDS	S	L	LR	CONTROL MEASURES (CM)	S	L	LR	CROSS REFERENCE & ADDITIONAL INFORMATION
Pedestrian with vehicle or plant collision	4	4	H	Provision of a planned traffic management system that controls vehicle and pedestrian movements around the site Provision of site rules to indicate what personnel on site can and cannot do. Site rules enforced by managers and supervisors across the site. Site rules and traffic plan to be displayed at the site entrance (weighbridge) and provided to visitors, contractors and drivers on entry to the site or at induction. Where there is a lack of walkway (main haul) the following rule will apply: "always wear h-vis and walk towards the traffic so you are visible and able to see oncoming vehicles". Crossing points provided where people access the weighbridge and or cross the one-way system. Physical barriers or suitable separate walking area to protect personnel from collision with vehicles. Speed restriction on main road at 15 MPH then 5MPH whilst on site. Physical speed restrictors to be used. All personnel in operational areas to wear PPE consisting of High Vis, boots, hard hat – minimum Designated employee and visitor's car park. Visitors accompanied at all times unless fully inducted Picking station operators to follow safe routes to pick points All personnel walking on open vehicle routes to wear Hi vis clothing	4	1	L	Safe working procedures / method statements for mobile plant and vehicles (individual risk assessments)
Vehicle, Vehicle collision								PPE assessment – main walking areas
Mobile plant / pedestrian collision								Induction
Lack of specified routes or controls								
No visibility clothing								

GENERAL INFORMATION (This Document Must Be Reviewed Periodically)

Property Address	Smeaton Recycling Centre, Carberry, Musselburgh, East Lothian, EH21 8PZ				
Telephone No.	0131-653-7051				
Landlord / Owner / Managing Agent	Hamilton Waste & Recycling Ltd/ Biffa Waste Services Limited				
Responsible Person (see page 7) (CEO / MD etc)	Krzysztof Zurek				
Site Contact (Person interviewed)	Ken Chrystal				
Site Contact Telephone No.(s)	07917116537 & 07990787869		Email	ken@hamiltonwaste.com	
Premises Use	Main Shed & Picking Cabins – transfer station and waste processing plant. Porto Cabins- Canteens, Toilets/Shower, Storage Units & Health & Safety Office.				
Area(s) of assessment and a brief description of Building Construction	Please see Additional Information – page 31				
Have Fire Safety Solutions been applied?	Yes – Main shed – Type L2 Grade A, fire alarm & detection system Emergency lighting Fire Extinguishers Picking and Portable cabins all fitted with Fire Extinguishers and blankets (control room + canteen). Main shed protected by A.T.F.S. automatic targeted fire suppression system controlled by PYROsmart early warning fire detection, IR camera system for temperature surveillance and fire protection. 2x cameras 2x cannons and 500m3 litre tank. Atlas shredder fitted with Atexon/Linear fire detection and fire mist / idetect system (covering shredder/ incline conveyor belt).				
Is the premises Building Regulation compliant – or has BS 99992008 applied.	Factory Class 1				
Number of Floors	1	Internal Staircases	1	External Staircases	1
Fire-Fighting shafts	No				
Number of occupants – Day (same time)	25-30	Night	2-3	Relevant Persons	Staff, Contractors & Visitors
Security (guard, cctv etc.)	Full CCTV incl. analytics & Intruder Alarm Systems linked with ARC for out of hours monitoring.				
External areas included in the assessment	Yes, within close proximity (front, side and back of the shed).				
The risk to/from Adjoining/ Adjacent property	No risks from adjoining buildings i.e. workshop. Please see separate fire risk assessment.				
Are there any on-site specific hazards? E.g. D.S.E.A.R, chemicals etc.	Yes	Fire Risk Assessor	This Fire Risk Assessment has been carried out by Anna Kaszuba for and on behalf of Hamilton Waste & Recycling Ltd		
Fire Risk Assessor	Print name and sign: Anna Kaszuba			Date: 08/01/26	
Responsible Person (See page 7)	Print name and sign:			Date:	

3.2 Environmental risks and impacts

The company has identified and assessed the key environmental risks and impacts associated with its activities. Its environmental management system is certified to ISO14001. It is supported by documented procedures, continuous monitoring, inspections and improvement processes to minimise the environmental impacts and ensure legal compliance. Potential risks include associated with the company's activities include dust and noise generation, pollution of land and water resulting from fuel or oil spillages, fire, litter or waste escape.

These risks are managed through risk assessments, spill prevention and response procedures, waste management controls, dust and fire suppression measures, regular plant and equipment maintenance and staff training. Environmental, health & safety and quality performance is then monitored through regular inspections and audits to verify the effectiveness of these controls.

Broader environmental, health & safety and quality risks have been identified and documented within the company's Environmental Aspects Register, Business Continuity Plan and Emergency Response Procedures, ensuring that both routine operations and potential emergency situations are considered. A Climate Change Risk Assessment is also maintained within the management system and reviewed regularly. It considers the key climate-related risks relevant to the organisation and its activities. It demonstrates that the climate change has been considered, risks reviewed and appropriate controls and mitigation measures are in place.

Similar to the activity-specific risk assessments described above, these documents evaluate the likelihood and potential severity of identified risks, define appropriate mitigation measures, and establish contingency arrangements to minimise impacts and support business resilience. These are regularly reviewed to ensure they remain effective and that the level of control is proportional to the expected level of impact and risk.

Figure 7: Examples of quality, health and safety and environmental risks assessed

Risk to the Business	Opportunity to the Business	Risk Category	Severity	Probability	Risk Level	Mitigation	Contingency Plan	Evaluation of the action
Delivery of nonconforming product	Opportunities for potential improvements to reduce likelihood of non-conforming products.	Reputational/Compliance	M	L	2	Product tested and inspected prior to release. Non conforming product 'quarantined'	Contact with customer to rectify/re-arrange delivery of product. Any implications to be reviewed. Working Plan procedures in place incl. rejection procedure.	No instances of non-conforming product.
Major OHS accident / incident	N/A	Operational / Reputational	H	L	3	OHS management systems, Information, Instruction, Training, Supervision. Risk assessments & auditing etc.	Investigation, Major accident procedure, Liability insurance	No major accidents nor near misses record. Any incidents quickly and properly investigated.
Loss of waste containment on road	N/A	Financial / Reputational	M	M	3	Driver training, assessments, communication. Skip, trailer and sheeting systems maintenance.	Director to investigate and decide course of action required. Liability Insurance Policy.	Drivers training to know what to do in case of loss of waste on the road.

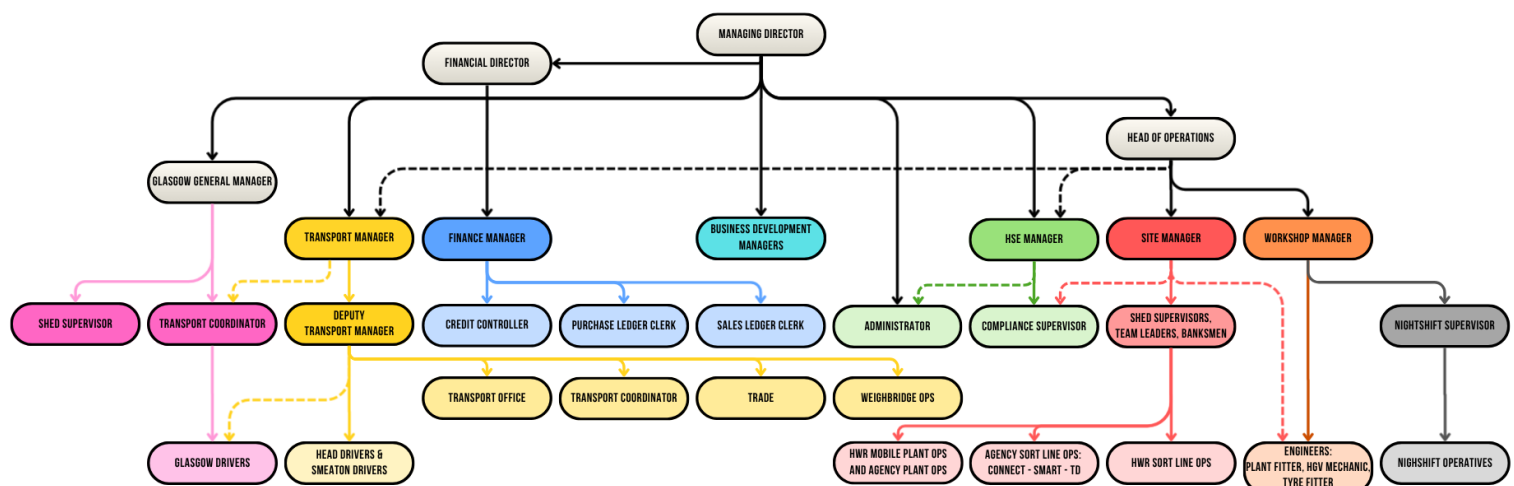
4. Operational Management

The company's operational management systems are certified to ISO9001, ISO14001 and ISO45001, which provide a structured framework for all our waste management operations. These documented procedures are adhered to fully and regularly checked through our internal and external audit programmes to ensure that services are delivered safely and consistently with customer, legal and regulatory requirements.

4.1 Roles and responsibilities

Hamilton Waste & Recycling established a clear organisational structure, as can be seen on the organisational chart below:

Figure 8: Company structure



The detailed responsibilities for each role are described and documented in the corresponding Job Descriptions. Overall responsibility for the management of the company rests with the Managing Director, supported by the senior management team. Operational responsibilities are delegated further to managers and supervisors within their respective areas, including site operations, transport, or health, safety and environmental compliance.

New staff is made aware of their responsibilities through induction, training and ongoing communication, ensuring that operational, compliance and customer requirements are consistently met. Additionally, all required PPE is provided to all staff and training on correct use if required.

4.2 Control of waste

Hamilton Waste & Recycling operates in accordance with its permit and operational capabilities. A Waste Acceptance protocol is in place to ensure only material authorised by the Planning Consent and Waste Management License (WML) is accepted at the site.

Based on that, the company developed operational control systems and procedures, maintaining full traceability of waste, maximising recovery and minimising the risk of non-conforming materials entering the process.

Upon arrival at the site, incoming loads are subject to documentation checks and visual inspection at the calibrated in and out weighbridges. The load will be weighed, and the weighbridge operator will check if the waste matches the description on the waste transfer note. This should contain information such as: date, customer and haulier name, carriers licence number, vehicle registration number and type, waste type and source, waste weight, signatures, EWC code and SIC code.

The weighbridge operator will then direct the vehicle to the relevant area for the load to be deposited. As the waste is tipped, a further visual inspection will be made by the banksman, both prior to and post tipping to ensure that it conforms with that identified on the waste transfer note.

Banksmen are equipped with tablets with software that enables instant access to information provided by the weighbridge office, as well as communication between them in case there is an issue with the waste received. Any discrepancies or non-conforming waste are managed in accordance with documented procedures and, where necessary, isolated within a designated quarantine area pending further assessment, rejection or onward disposal.

If the waste does not match the Waste Transfer Note or the site is unable to accept the type of waste, then the vehicle depositing the waste will be stopped at the weighbridge office on exiting the site. This will allow the waste carrier company to be contacted where they will be given the option of having the waste loaded back onto their vehicle for return or having it taken to an appropriate licensed landfill facility. The incident shall be reported to SEPA, especially if the load is found to be hazardous (in this case, additional procedures apply).

Waste is then handled in accordance with established operational procedures. Waste generated from the company's own operations, including maintenance activities, office waste and site housekeeping, is managed and recovered through the company's own processes where appropriate, while remaining wastes are transferred to suitably authorised facilities for recovery or disposal. Records are maintained where required, demonstrating compliance with Duty of Care obligations.

Recovered materials coming from processing are stored in designated areas before being dispatched to approved downstream facilities or sold as recycled products. Prior to dispatch, recovered materials are inspected where appropriate to ensure they meet the receiving facility's acceptance criteria and products specifications. Outgoing loads are also recorded through the weighbridge system, maintaining full traceability from receipt to dispatch.

Appropriate records are maintained throughout the process (e.g. tonnes processed) and operational performance is supported by routine inspections, monitoring and supervision to ensure the required quality controls remain effective. Incoming waste volumes, storage capacities and processing activities are monitored by site management to prevent exceedance of permitted storage and treatment capacities. Where necessary, waste movements are

prioritised to ensure recovered materials are dispatched to downstream facilities in a timely manner.

All waste movements recorded by the weighbridge office are managed through Weighsoft system, ensuring all information is retained throughout the process, providing full traceability and prevent the loss or duplication of information.

4.2 Identifying and maintaining control of operational resources

Resource requirements are also reviewed as part of operational planning and management activities. This includes regular management and budget meetings where operational requirements, planned expenditure and resource needs are discussed. Expenditure is monitored against agreed budgets, with budget summaries and financial information reviewed by management to identify any significant variances or additional resource requirements.

Staffing requirements are reviewed on an ongoing basis, including consideration of workload, staff availability and operational requirements. When additional personnel are required, this is addressed through recruitment, job advertising or the use of agency staff. Where a staff members training requirement is identified, additional training is included in the budget and arranged when required.

Plant, equipment and vehicles are monitored to ensure that sufficient operational capacity is available. Maintenance, breakdowns, servicing and replacement requirements are considered as part of ongoing operational management, with additional resources or external contractors arranged where required.

Storage capacity, material volumes, transport requirements and other operational demands are also monitored as part of day-to-day management of the sites. All the information regarding the above are documented and reviewed regularly.

These ongoing reviews allow the organisation to identify changes in resource requirements and take appropriate action to maintain sufficient resources for the safe, effective and compliant operation of the business.

4.3 Use and maintenance of plant and machinery

The company has a comprehensive maintenance programme to ensure all plant, machinery and vehicles remain safe and fit for purpose. Routine servicing, inspections and repairs are primarily undertaken by the in-house workshop, which is responsible for the maintenance of mobile plant, processing plants and HGV fleet. The company maintains a register with a tracker to monitor routine servicing and other planned maintenance activities. All maintenance, repairs and statutory inspection records are retained to demonstrate compliance and support the reliable operation of the site.

The company's fleet is additionally supported through planned maintenance agreements with Scania and Volvo, which includes scheduled servicing, 6-weekly inspections, MOT and specialist repairs when required. Thorough Examination (LOLER) and Provision and Use of Work Equipment (PUWER) inspections are managed in-house to ensure continued compliance with statutory requirements. Daily pre-use inspections are carried out by machine operators, with defects reported to the workshop.

While majority of maintenance and repairs are carried out by the workshop, external contractors are engaged where repairs or servicing cannot be undertaken internally. That also includes fire suppression servicing and other critical infrastructure.

5. Competence

Hamilton Waste & Recycling recognises that competent personnel are essential to the safe, compliant and efficient operation of the business. The company is committed to ensuring that employees have the appropriate skills, knowledge and experience to carry out their roles. Competence is maintained through recruitment, induction, role-specific training, supervision, ongoing monitoring and refresher training where required.

Roles and responsibilities are communicated throughout the recruitment process and formally confirmed during induction through role-specific job descriptions. Employees are made aware of their individual responsibilities, reporting lines, and the competence requirements for their role (e.g. licences or certifications).

Before commencing work, new employees receive induction training as a minimum. It covers the company's operations, health and safety arrangements, emergency procedures, accident reporting, housekeeping standards, personal protective equipment, safe site movement, hazard awareness, safe use of work equipment, manual handling, control of hazardous substances, and explanation of site risks and procedures relevant to their role.

Following induction, employees receive role-specific training appropriate to their duties and level of responsibility. This may be internal or external training, as well as through online learning platform, ProCompliance. Competence is further supported through regular toolbox talks and safety briefings, ensuring employees remain informed of operational changes, lessons learned, and updates to company procedures or legislation.

Training and competency records are maintained for all employees in the Training Matrix and regularly reviewed to ensure qualifications, licences and refresher training remain valid.

Figure 9: Fragment of the company's training matrix

Job Title	Start date	INDUCTION (incl. Risk Assessment, Working With Waste)	JOB DESCRIPTION	MANUAL HANDLING Date completed - Valid 2 Year	E FIRST AID Expired on - Valid 3 years	FIRST AID AT WORK Expired on - Valid 3 years	Fire Warden (ProCompliance) Expired on - Valid 2 years	MENTAL HEALTH FIRST AID Expired on - Valid 3 years	HWR SSOW 1 - Mobile Plant operations Completed on - Valid 1 year
Recycling Op	11/08/2025	26/02/2026	21/11/2024	26/02/2026					
Recycling Op	05/01/2026	05/01/2026	28/03/2024	05/01/2025					
Recycling Op	06/09/2023	25/02/2026	09/12/2024	25/02/2026					
Night Shift Mobile Plant Op	09/02/2026	23/01/2026	23/01/2026	23/01/2026					27/02/2026
Night Shift Operative	22/06/2021	25/02/2026	16/06/2021	25/02/2026					14/07/2025
Night shift supervisor	27/04/2021	25/02/2026	08/09/2021	25/02/2026	14/05/2028		25/02/2026		14/07/2025
Junior Tyre Fitter	23/05/2022	26/02/2026	23/05/2022	26/02/2026					N/A
Banksman	19/01/2026	19/01/2026	17/02/2025	19/01/2026					08/01/2026
Mobile Plant Op	07/03/2018	18/02/2026	07/09/2021	18/02/2026					21/08/2025
Team Leader MRF	05/02/2024	18/02/2026	05/02/2024	18/02/2026	30/08/2027		25/06/2027		
Mobile Plant Op	08/01/2025	25/02/2026	26/12/2024	25/02/2026					21/08/2025
Banksman	14/08/2017	26/02/2026	03/09/2021	26/02/2026					22/08/2025
Mobile Plant Op	28/04/2025	08/05/2026	28/04/2025	08/05/2026					08/05/2026
Stone Plant Op	01/07/2024	03/09/2026	01/07/2024	03/06/2026					
Compliance Supervisor	10/06/2024	02/06/2026	10/10/2024	02/06/2026	30/08/2027		12/08/2026	11/05/2028	14/01/2026
Recycling Op	30/10/2023	25/02/2026	30/10/2023	25/02/2026					
Supervisor	17/09/2018	08/05/2026	17/10/2024	08/05/2026	30/08/2027				02/09/2025
Recycling Op	03/02/2025	25/02/2026	03/02/2025	25/02/2026					
Recycling Op	25/05/2026	08/05/2026	09/05/2025	08/05/2026					
Skip Welder	05/09/2022	19/02/2026	30/08/2021	19/02/2026					22/08/2025
Mobile Plant Op	12/05/2008	26/02/2026	21/09/2021	26/02/2026					03/09/2025
Mobile Plant Op	06/10/2025	06/10/2025	06/10/2025	06/10/2025					06/10/2025
Mobile Plant Op	19/09/2022	26/02/2026	19/09/2022	26/02/2026	30/08/2027				21/08/2025
Mechanic	15/04/2019	25/02/2026	23/11/2021	25/02/2026					
Recycling Op	05/01/2026	06/01/2026	06/01/2026	06/01/2026					25/02/2026

Additional training needs are identified through routine supervision, audits, incident investigations, changes in legislation, operational changes and annual performance reviews where applicable, as well as Performance Improvement Plans when competency gaps are recognised to establish clear development objectives and monitor progress.

Additional and external trainings may include: plant operator training (NPORS), statutory training, asbestos awareness, first aid, fire safety, health & safety competence training (IOSH/NEBOSH) and other training as required. Employees are assessed through supervision until they have demonstrated the necessary competence to carry out their duties safely and effectively.

As required by our Waste Management Licence, at least one technically competent person will be responsible for supervising the site and shall be contactable by SEPA at all times during operational hours. The technically competent persons currently identified at Smeaton are:

- Head of Operations – WAMITAB level 4 – MROC01, certificate no 5229089
- Site Manager – WAMITAB level 4 – MROC01, certificate no 5237061
- Managing Director – WAMITAB level 4 – MROC01, certificate no 5190231

The company also maintains competence within its transport operations through CPC qualified staff, of which certificate holders are Transport Manager, Assistant Transport Manager and Managing Director. All transport operations are carried out under a valid Goods Vehicle Operator Licence, number OM1050773.

6. Corrective, Preventive and Improvement Actions

Continuous improvement is supported through a range of monitoring and review activities, including inspections, audits, incident investigations, customer feedback and management review meetings. These processes use Plan- Do-Check-Act approach, which enables the company to identify corrective actions, implement preventive measures and continually improve its operations.

6.1 Identification of issues

Potential non-conformities and improvement needs are identified through:

- Routine inspections – daily, weekly, monthly etc.,
- Internal and external audits,
- Incidents and near misses' findings,
- Customer feedback and complaints,
- Equipment defects,
- Environmental and regulatory visits and inspections,
- Employees' observations.

Findings of the above are recorded and reviewed by relevant manager to determine whether corrective or preventive measures are required.

6.2 Corrective actions

When a non-conformity or incident is identified, it is investigated, and appropriate corrective actions are implemented by relevant responsible persons. The action is then monitored through to the completion and reviewed to ensure the issue has been resolved. These may include:

- Reviewing or updating procedures and documentation following audits, incidents or change in operations,
- Implementing recommendations arising from audits, inspections or investigations,
- Repairing or replacing defective equipment or infrastructure,
- Removing non-conforming waste, or -
- Providing additional training or Toolbox Talks after incidents.

6.3 Preventive actions

In addition to implementing corrective actions when required, the company places a strong emphasis on proactive measures to prevent incidents or non-conformities from arising in the first place. Examples of preventative actions include:

- Planned preventative maintenance of processing plant, mobile plant and vehicles; calibration of appropriate equipment,
- Regular servicing and testing of systems on site, e.g. fire detection,
- Routine fire safety inspections, temperature and noise monitoring,
- Regular Toolbox Talks, briefings and meetings, as well as refresher training; especially following changes to procedures or legislation,
- Regular review of documentation,
- Ongoing monitoring of site activities.

All incidents, near misses and accidents are recorded in the company's Accident Book and investigated where appropriate. Reportable incidents are notified to HSE in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Actions arising from audits and inspections are recorded in the company's Action Plan Register, where responsibilities are assigned to relevant staff and when appropriate, to determine the root cause and whether corrective or preventive actions are required. The progress is then monitored through to completion.

Additionally, where trends or recurring issues are identified (e.g. analysis of incident statistics), additional controls are introduced to minimise the likelihood of occurrence.

These enable the business to track improvements and effectiveness of implemented actions.

6.4 Legal compliance

The company maintains compliance by monitoring applicable legal and other requirements relevant to its operations. Relevant legislation, guidance and regulatory updates are reviewed regularly to make sure the management systems and operational controls remain up to date. That includes, among other, review and update of procedures, risk assessments or training required.

Updates are obtained through several sources, including communication and newsletters issued by regulatory bodies such as SEPA and HSE, as well as updates provided by the company's parent organisation, Biffa. Relevant updates are reviewed and implemented when applicable.

The company maintains a Legal Register identifying legislation applicable to its activities and reviews it regularly. Any changes are communicated to relevant staff.

Waste regulatory requirements are incorporated into day-to-day operations, including the application of Duty of Care requirements, appropriate waste documentation and transfer notes, correct waste descriptions and classification, and checks relating to waste carriers, brokers and receiving sites where applicable.

Health and safety legal requirements are managed through the organisation's health and safety management arrangements, including risk assessments, inspections, training, incident and near-miss management and periodic review of relevant controls. External competent advice and specialist services are used where required, and compliance is also supported through external audits, including ISO certification audits and other H&S or regulatory inspections.

Financial and corporate compliance is supported through the organisation's financial management arrangements, including oversight by the Finance Director and the wider Biffa Group where applicable, together with external accounting support. Financial and corporate reporting requirements are managed through the appropriate internal and external processes.

Compliance is further monitored through internal audits, management reviews, inspections and other periodic checks. Where a non-compliance, change in legislation or potential gap is identified, appropriate corrective action is taken, and responsibilities are assigned to ensure that the issue is addressed.

7. Performance Review

Table 2: Performance summary

Performance summary	Total tonnes
Total material inputs this period	147367.01
Waste used/retained on site this period e.g. for engineering purposes	0
Waste remaining on site at end of this period (unprocessed)	6580
Waste remaining on site at end of this period (processed)	3370
Total waste remaining on site at end of this period	9950
Waste sent offsite for reuse/repair this period	0
Waste sent offsite for recycling this period	28545.87
Waste sent offsite for energy recovery this period	61371.64
Qualifying fines	18732.28
Non-qualifying fines	0
Materials sent offsite as non-waste this period e.g. end of waste	40872.65
Waste sent off for disposal (incineration without energy recovery)	0
Waste sent off for disposal to landfill	13500.71
Total materials sent off site this period	163023.14

Hamilton Waste & Recycling's **landfill diversion rate** for reporting period 1st April 2025 to 31 March 2026 is **90.84%**. This has been calculated using the method: (waste received – waste to landfill) / waste received x 100.

Material recovery rate for the same period is **90.84%**, using the method: (waste received – waste to landfill – waste to incineration without recovery)/ waste received x 100.

Landfill diversion and material recovery rates are not verified where any materials are sent to an organisation not certified by PAS 402 requirements.

7.2 Annual recovery and disposal tonnages

Table 3: Annual recovery and disposal tonnages

Incoming EWC codes and description	Incoming tonnage	Outgoing EWC recovery/disposal code and description	Outgoing tonnage	Waste stream	Destination treatment description
15 01 06 Dry mixed recycling	196.16	15 01 01 Baled carboard & paper	3106.84	Cardboard & Paper	Recycled
20 01 01 Paper & cardboard	2910.68				
17 09 04 Paper/cardboard from mixed construction waste	535.1				
16 01 03 Tyres	30.06	16 01 03 End of life tyres	72.4	Tyres	Recycled
17 09 04 Tyres from mixed construction waste	16				
16 01 03 Own fleet tyres - vehicles maintenance	14				
16 01 03 Exiting tyres stock	12.34				
17 01 07 Concrete Bricks, tiles & ceramics	8503.83	Crusher run (end-of-waste)	40872.646	Recycled aggregates (6F5)	Used at various construction sites - recycled
17 09 04 Concrete, bricks & ceramics from mixed construction waste	8500.53				
Crusher run existing stock	18380.76	19 12 12 Rocks & soil	18732.28	Fines	Disposal
19 12 09 Light fraction	1469.34	17 01 07 Concrete Bricks, tiles & ceramics	2625.56	Soil & rocks	Disposal
20 03 03 Road sweepings	4018.19	17 05 04 Soil and stones other than those mentioned in 17 05 03	6716.68	Soil & rocks	Disposal

17 02 02 Glass	740.77	19 12 05 Mixed glass	765.84	Glass	Recycled
17 09 04 Glass from mixed construction waste	25.07				
17 02 03 Plastics	26.36	17 02 03 Mixed plastics and rigids	237.17	Plastics	Recycled
17 09 04 Plastics from mixed construction waste	105.64				
19 12 04 PVC window frames	4.1				
17 02 03 Plastics - existing stock	137.07				
17 04 07 Mixed metals	1558.53	17 04 07 Mixed metals	5195.1	Metals/scrap	Recycled
17 09 04 Metals from mixed construction waste	3636.57				
17 08 02 Plasterboard	4603.49	17 08 02 Plasterboard	6526.36	Plasterboard	Recycled for gypsum
17 09 04 Plasterboard from mixed construction waste	1922.87				
17 09 04 Mixed builders waste	11049.4	17 09 04 Mixed Construction waste	2860.72	Mixed construction waste	Further sorting and recovery
20 01 35 Fridges, computer monitors, TVs	276.11	20 01 35 Fridges, computer monitors, TVs - stock	0	Electronic and electronical equipment	Recycled
20 01 38 Wood/Timber	2315.3	17 02 01 Wood/timber	2723.46	Wood	Recovered for biomass fuel
		19 12 07 Wood/timber	2691.83	Wood	Recovered for biomass fuel
17 09 04 Wood from mixed construction waste	8293.02	17 02 01 Wood/timber	2608.17	Wood	Recycled
		19 12 07 Wood/timber	2584.86	Wood	Recycled

19 12 10 Combustible waste (SRF)	828.2	19 12 10 Combustible waste (SRF)	21394.81	SRF	Energy recovery from waste
20 03 01 General waste	9739.27				
17 09 04 Combustible waste from mixed construction waste	3613.7				
20 01 11 Carpets	6559.28				
20 01 08 Biodegradable kitchen & canteen waste	654.36	20 01 08 Biodegradable kitchen & canteen waste	654.36	Food waste	Anaerobic digestion
20 02 01 Green waste	1008.7	20 02 01 Compost waste	218.32	Green waste	Recovered through composting
20 03 01 General waste	21683.16	19 12 10 Refuse derived fuel	1009.9	RDF	Energy recovery from waste
		19 12 10 Combustible waste (SRF)	17126.75	SRF	Energy recovery from waste
		20 03 01 General waste	4158.47	Residual waste	Energy recovery from waste
		20 03 01 General waste	1339.06	Residual waste	Disposal
20 03 01 Mixed municipal waste	10155.5	20 03 01 Commercial trade waste	4921.94	Residual commercial waste	Energy recovery from waste
20 03 07 Mattresses & bulky waste	4515.52	17 04 07 Mixed metals	2736.7	Metals/scrap	Recycled
17 09 04 Mattresses and bulky waste from mixed construction waste	45.61	19 12 10 Combustible waste (SRF)	1824.5	SRF	Energy recovery from waste

17 09 04 Bulky waste containing POPs from mixed construction waste	92.82	19 12 10 Combustible waste (SRF)	9282.42	SRF	Energy recovery from waste
20 03 07 Bulky waste containing POPs	9189.6				

7.3 Material processed per waste hierarchy category

Table 4: Material processed (percentage) of the annual outgoing material per waste hierarchy category

Waste hierarchy category	Annual %
Reuse	0
Repair	0
Recycle	42.58
Energy recovery	37.65
Landfill cover	11.49
Disposal	8.28

Appendix 1 Smeaton Recycling Centre Waste Management Licence


SEPA
Scottish Environment
Protection Agency

Our Ref: WML/L/1109747
Your Ref:

Hamilton Waste & Recycling Limited
West Fortune Farm
Drem
North Berwick
East Lothian
EH39 5LL
FAO: Mr David Hamilton, Director

30 May 2013

Dear Mr Hamilton

**ENVIRONMENTAL PROTECTION ACT 1990 (AS AMENDED)
WASTE MANAGEMENT LICENSING (SCOTLAND) REGULATIONS 2011
APPLICATION FOR WASTE MANAGEMENT LICENCE
LOCATION OF SITE: SMEATON BING, CARBERRY ROAD, WHITECRAIGS, EAST LOTHIAN,
EH22 2NN**

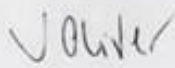
Thank you for your application for a waste management licence which we received on 5 February 2013, I now enclose Waste Management Licence Number WML/L/1109747.

The Licence has been granted subject to the conditions contained in the schedule to the Licence. You may appeal against the terms of the Licence to the Scottish Ministers. Your attention is drawn to the notice in the Licence referring you to information on your right of appeal.

You will receive under separate cover a notice of the subsistence charge payable in respect of the Licence.

If you have any questions regarding your licence contact Simone O'Dowd at the Edinburgh office, telephone 0131 449 7296.

Yours sincerely



Julie Oliver
Registry Officer

Enc

Cc: Ms Emma Cormack, Envirocentre Limited, Craighall Business Park, Eagle Street, Glasgow, G4 9XA


UKAS
001

Chairman
David Sigsworth

Chief Executive
James Curran

Edinburgh Office
Clearwater House, Heriot Watt Research Park
Avenue North, Riccarton, Edinburgh EH14 4AP
tel 0131 449 7296 fax 0131 449 7277
www.sepa.org.uk

SCOTTISH ENVIRONMENT PROTECTION AGENCY
ENVIRONMENTAL PROTECTION ACT 1990 (AS AMENDED)
WASTE MANAGEMENT LICENSING (SCOTLAND) REGULATIONS 2011

WASTE MANAGEMENT LICENCE

Licence No: WML/L/1109747

To: Hamilton Waste & Recycling Limited

Address: West Fortune Farm
Drem
North Berwick
East Lothian
EH39 5LL

The Scottish Environment Protection Agency, being a waste regulation authority as defined in Section 30 of the Environmental Protection Act 1990 (the Act), in exercise of its powers under Section 35 and 36 of the Act, hereby grants a waste management licence to Hamilton Waste & Recycling Limited, Company Registration Number SC233908 (the Licence Holder).

This licence authorises the treatment, keeping or disposal of waste by the Licence Holder in or on the area of land at Smeaton Bing, Carberry Road, Whitecraigs, East Lothian, EH22 2NN subject to the conditions contained in the attached Schedule(s).

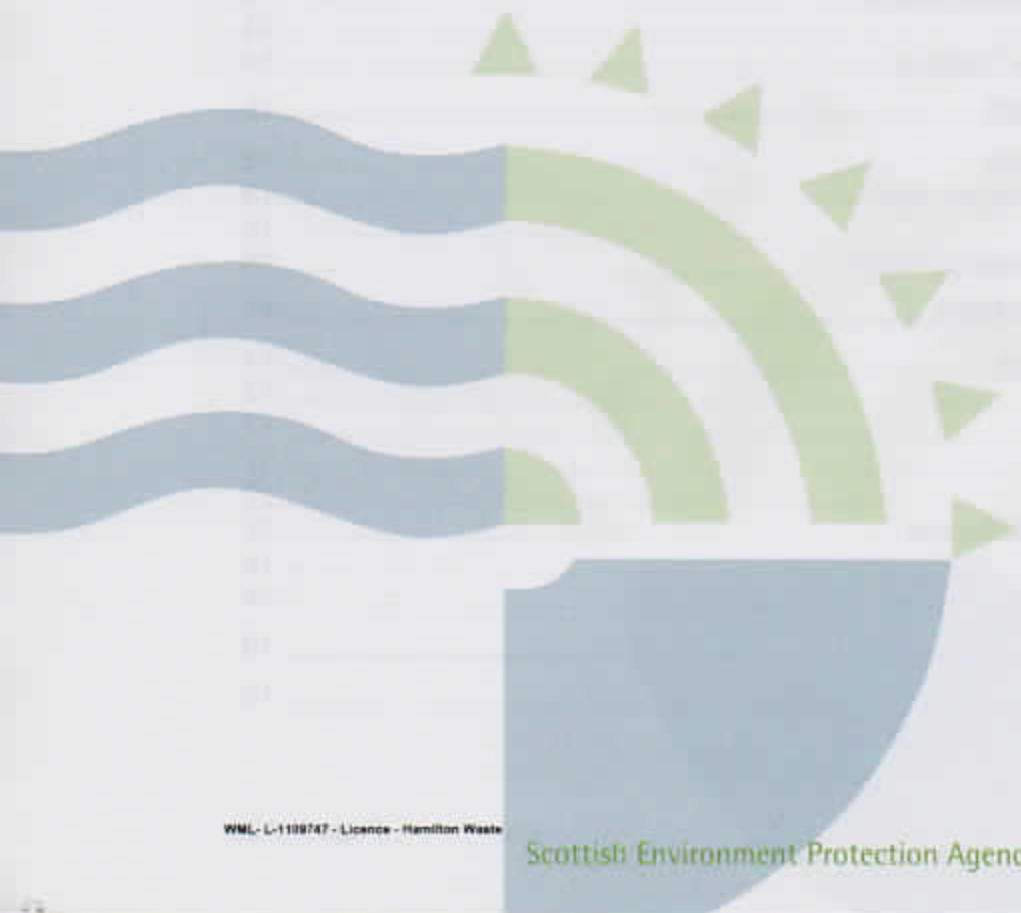
Date: 30 May 2013

.....
Authorised to sign on behalf of the
Scottish Environment Protection Agency

Under Section 43 (1) of the Act, you may appeal against the terms of this licence to the Scottish Ministers, except where it relates to a direction given by the Scottish Ministers. Your attention is drawn to Regulations 4 to 7 of the Waste Management Licensing (Scotland) Regulations 2011 (SI2011 No.228) which set out the procedure for appealing.

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INTERPRETATION OF TERMS

For the purposes of these Conditions, and unless the context requires otherwise, the following definitions shall apply:

"authorised SEPA officer" means any person who is authorised in writing under Section 108 of the Environment Act 1995 to carry out duties on behalf of SEPA;

"European Waste Catalogue" is a list of wastes pursuant to Article 1(a) of Directive 75/442/EEC on waste and Article 1(4) of Directive 91/689/EEC on hazardous waste contained in Council Decision 2000/532/EC (O.J. L 226, 6.9.2000p.3) as amended by Council Decisions 2001/118/EC (O.J. L 47 16.2.2001, p.32) and 2001/119/EC (O.J. L 203, 28.7.2001, p.18)(or any subsequent amendments to the same);

"incident" means any of the following situations:

- (a) Where an accident occurs which has caused or may have the potential to cause pollution of the environment;
- (b) Where any malfunction, breakdown, or failure of plant or techniques is detected which has caused or has the potential to cause pollution of the environment;

"other relevant person" has the same meaning as in section 74(7) of the Act;

"pollution of the environment" has the same meaning as in section 29 of the Environmental Protection Act 1990;

"SEPA" means the Scottish Environment Protection Agency;

"sealed drainage system" has the same meaning as in paragraph 45(7) of Schedule 3 of the Waste Management Licensing Regulations 1994;

"the Act" means the Environmental Protection Act 1990;

"the Licence Holder" means the Licence Holder specified in the licence or other person to whom the licence has been transferred in accordance with section 40 of the Act. Except where specified otherwise, any reference to the Licence Holder shall include a reference to the Licence Holder's employees, agents or contractors;

"the site" is defined in the site licence;

"the site licence" is waste management licence WML/L/1109747 granted to the Licence Holder by SEPA;

"waste" has the same meaning as in section 75 of the Act;

"Water Environment" means all surface water, groundwater and wetlands as defined in Section 3(1) of the Water Environment and Water Services (Scotland) Act 2003;

"Working Plan" means the document(s) identified as the Working Plan in writing by SEPA at the time of grant of the licence, as listed in appendix 2 to the schedule of conditions, and any subsequent changes to that Working Plan made in accordance with the conditions of the licence;

Any reference to a group of Conditions, numbered Condition, Schedule, Table, Appendix, Figure or Paragraph is a reference to a group of Conditions, numbered Condition, Schedule, Table, Appendix, Figure or Paragraph bearing that number in these Conditions;

Except where specified otherwise in these Conditions:

- "day" means any period of 24 consecutive hours,
- "week" means a period of 7 consecutive days,
- "month" means a calendar month,
- "year" means any period of 12 consecutive months,

and any derived words (e.g. "monthly" "quarterly") shall be interpreted accordingly.

Except where specified otherwise, any reference to an enactment or statutory instrument includes a reference to it as amended (whether before or after the date of the Conditions) and to any other enactment, which may, after the date of this licence, directly or indirectly replace it, with or without amendment.

1 GENERAL CONSIDERATIONS

1.1 Licence Conditions

- 1.1.1 The activities at the site shall be restricted to the keeping and treating of waste.

1.2 Site Licence

- 1.2.1 A copy of the site licence, its conditions and the associated Working Plan shall be made available on the site when the site is in operation. The licence, its conditions and the details of the associated Working Plan shall be made known to all staff manning, or responsible for supervising, the site.

1.3 Waste Types and Quantities

- 1.3.1 Only waste types detailed in column 1 of Table 1 shall be accepted at the site. The quantities of waste accepted at the site on any day shall not exceed those detailed in column 3 of Table 1. The quantities of waste accepted at the site in any year shall not exceed those detailed in column 4 of Table 1.
- 1.3.2 The total quantity of waste kept on site at any one time shall not exceed the values stated in column 5 of Table 1 for each of the respective waste types in column 1 of Table 1.

Table 1

Column 1 Waste Accepted	Column 2 European waste Catalogue Code	Column 3 Daily Tonnage	Column 4 Yearly Tonnage	Column 5 Maximum Storage Tonnage (Tonnes)
Paper and cardboard Packaging	15-01-01	200	20,000	500
Plastic Packaging	15-01-02	50	3,500	250
Wooden Packaging	15-01-03	200	20,000	500
Metallic Packaging	15-01-04	100	5,000	400
Composite Packaging	15-01-05	200	10,000	500
Mixed Packaging	15-01-06	200	10,000	500
Glass Packaging	15-01-07	20	200	50
Bottom ash, slag and boiler dust from co-incineration other than those mentioned in 10-01-04	10-01-15	400	45,000	1,500
End of life vehicles	16-01-04*	10	2,000	10
End of life vehicles containing neither liquids nor other hazardous components	16-01-06	10	2,000	10
Concrete	17-01-01	1,000	100,000	1,000
Bricks	17-01-02	1,000	100,000	1,000
Tiles and ceramics	17-01-03	1,000	100,000	1,000
Mixture of concrete, bricks, ceramics and other than those mentioned in 17-01-06	17-01-07	1,000	100,000	1,000
Wood	17-02-01	200	20,000	200
Glass	17-02-02	20	1000	10
Plastic	17-02-03	30	1,500	100
Tarmac	17-03-02	500	25,000	1,000
Mixed Metals	17-04-07	200	15,000	200
Soils and stones other than those mentioned in 17-05-03	17-05-04	1,000	100,000	1,000
Construction materials containing asbestos	17-06-05*	20	1,000	15
Gypsum based construction	17-08-02	200	15,000	1,000

materials				
Mixed construction and demolition wastes other than those mentioned in 17-09-01, 07-09-02 and 17-09-03.	17 09 04	1,000	150,000	1,000
Paper and cardboard	20-01-01	200	30,000	100
Fluorescent tubes and other mercury-containing waste	20-01-21*	20	2,000	2
Discarded equipment containing chlorofluorocarbons	20-01-23*	20	2,000	2
Discarded electrical and electronic equipment other than those mentioned in 20-01-21 and 20-01-23 containing hazardous components	20-01-35*	20	2,000	2
Discarded electrical and electronic equipment other than those mentioned in 20-01-21, 20-01-23 and 20-04-35	20-01-36	20	2,000	2
Green waste	20-02-01	100	20,000	200
Soils and stones	20-02-02	100	5,000	1,000
Mixed municipal waste	20-03-01	1,000	50,000	1,000
Street cleaning residues	20-03-03	150	30,000	200
Bulky Waste	20-03-07	400	60,000	100
Total		10590	1,049,200	15353

1.3.3 Waste types detailed in Table 2 shall not be accepted at the site.

Table 2

Waste Excluded
Special wastes as defined in The Special Waste Regulations 1996 (as amended), with the exception of those detailed in Table 1 above.
All liquid wastes, sludges and slurries

- 1.3.4 The total quantity of waste kept on site at one time shall not exceed 14,353 tonnes.

1.4 Hours of Operation

- 1.4.1 The Licence Holder shall notify SEPA in writing of the opening hours for the receipt of waste, and if different, the hours of other operations. SEPA shall be given 7 days written notice of any change in operating hours.

- 1.4.2 The waste recycling facility shall only operate within the following hours

Monday to Friday	0700 hours	1800 hours
Saturday	0700 hours	1300 hours
Sunday	Site Closed	

- 1.4.3 During the period of time from 0630 hours to 0700 hours Monday to Friday inclusive the only activity on site for the operation of the waste recycling facility shall be the movement from the site of skip lorries with a skip having already been attached to them during a previous working day's permitted hours of operation of the waste recycling facility. There shall be no loading or unloading of such lorries with skips during the period of time of 0630 hours to 0700 hours Monday to Friday inclusive.

1.5 Commencement of Operations

- 1.5.1 SEPA must be advised in writing of the date the site is to become operational and receive waste at least 7 days before the site becomes operational and receives waste.

1.6 Temporary Cessation of Operations

- 1.6.1 Any temporary cessation of operations in excess of two weeks shall be notified to SEPA in writing.
- 1.6.2 SEPA shall be given at least one day's prior notice of the Licence Holder's intention to recommence operations after such a temporary cessation.

1.7 Permanent Cessation of Operations

- 1.7.1 Written notice shall be given to SEPA of the designated date when the site shall cease operations permanently at least 14 days prior to the said designated date.

1.8 Staffing and Management

- 1.8.1 When the site is open to receive waste load, unload vehicles of waste, process and operate the waste recycling facility the site shall be staffed by at least one member of staff.

1.9 Working Plan

- 1.9.1 All operations on site shall be carried out in accordance with the Working Plan. Where any licence condition conflicts with the Working Plan, the licence condition shall take precedence over the Working Plan.

- 1.9.2 Any change(s) to the Working Plan shall be made in writing to SEPA in accordance with condition 1.9.3 or 1.9.4 below, and must be accompanied by a completed quality control sheet as detailed in Appendix 2 to the schedule of conditions.
- 1.9.3 Proposed change(s) submitted as described in Condition 1.9.2 above to any section of the Working Plan detailed in Table 3 below shall not be implemented until SEPA has given its written consent to the proposed change(s). If SEPA does not give its written consent within 28 days of receipt of the proposed change(s) the request for change(s) shall be deemed refused.
- 1.9.4 Changes to any subject area of the Working Plan other than those areas detailed in Table 3 below, may be implemented at any time provided the licence holder complies with the requirements of condition 1.9.2 above within 7 days of implementation of the change.
- 1.9.5 The licence holder, in consultation with SEPA, shall review the Working Plan to ensure consistency with licence conditions at least once a year and by 30 June each year. This review shall include the submission of "as-built" drawings for construction work undertaken during the year.

Table 3

Section of working plan requiring prior consent	Activity to which working plan section relates (<i>Example</i>)
3.1 & 3.10	Access
3.2 & 3.3	Security
3.12	Quarantine area
2.1	Operating hours of business
3.5	Weighbridge
3.9 & 5.1	Drainage for site
All of Section 4	Site Operations
5.2 & 5.3	Oil Storage and Refuelling
5.4 & 5.12	Leak and spillages
5.6	Noise Control
5.8	Odours
5.10	Vermin control

1.10 Incident Procedures

- 1.10.1 SEPA shall be informed forthwith of any incidents occurring on site. Immediate action shall be taken to deal with the incident. A written report shall be forwarded to SEPA within 7 days of any such incident. This shall include the circumstances of the incident, the identity of any persons responsible or thought to be responsible for the incident and the actions taken by the Licence Holder.

1.11 Maximum Duration of Storage

1.11.1 Wastes as specified in column 1 of Table 4 shall not remain on site for a period exceeding that specified in column 2 of Table 4 below:

Table 4

Column 1 Waste Type	Column 2 Maximum Storage Period
Un-segregated mixed waste awaiting treatment	7 days
Waste in skips in reception area	7 days
Green Waste and Street Cleaning Residue	1 month
Segregated soil, brick, stone (crushed and uncrushed), concrete, rubble, aggregate	3 months
Segregated plasterboard and gypsum	3 months
Segregated wood, plastics, cardboard, paper, electronics and electrical equipment	3 months
Asbestos	3 months
Segregated scrap metal	3 months
End of Life Vehicles awaiting depollution	1 month
Depolluted End of Life Vehicles	3 months
Wastes destined for landfill/ non- recyclable waste	1 month
Fines	1 month
Non-conforming waste	1 day

1.12 Technical Competence

1.12.1 At least one technically competent person shall be responsible for supervising the site and shall be contactable by site staff and SEPA at all times during operational hours.

1.12.2 A list of technically competent persons shall be included in the Working Plan.

1.12.3 Any changes to the list of technically competent persons who may be in charge of the site shall be notified to SEPA within 2 working days.

1.13 Reporting of Relevant Convictions

1.13.1 Where the Licence Holder or other relevant person (as defined in Section 74(7) of the Act) has been convicted of an offence prescribed by Regulation 3 of The Waste Management Licensing Regulations 1994, the Licence Holder shall notify SEPA in writing within 7 days of the conviction, whether or not the conviction is subsequently appealed.

2 SITE INFRASTRUCTURE

2.1 Internal Site Roads

- 2.1.1 All roads and surfaces shall be constructed and maintained in a condition such that their use is not compromised by debris, ruts, potholes or ponded surface water, as detailed in the Working Plan.

2.2 Site Security

- 2.2.1 The site shall be maintained in a secure condition to prevent unauthorised access as detailed in the Working Plan.

2.3 Notice Board and Signs

- 2.3.1 A site notice board of durable material and finish shall be displayed at the site entrance. The notice board shall contain the under noted information, which information shall be legible from outwith the site boundary.

- site name, address and WML number
- site Licence Holder's name
- site opening times
- emergency contact telephone number for the Licence Holder
- telephone number of the SEPA area office and emergency number

- 2.3.2 Legible signs of a durable material and finish shall be prominently displayed throughout the site to ensure that users of the site are aware of:-

- traffic routing and access restrictions
- the location of the various facilities
- all areas of high risk

2.4 Storage of Liquids

- 2.4.1 All containers used to store any liquids shall be located in a bund. The minimum capacity of any bund shall be either; 110% of the capacity of the largest container, or 25% of the total capacity of all the containers within the bund, which-ever is the greater. In the event of any containers being connected to one another, they shall be treated as one container.

2.4.2 The bunded area(s) and containers shall conform to the following standards

- the walls and base of the bund shall be impermeable
- the base shall drain to a sump
- when not in use all taps, valves, pipes and every part of each container shall be located within the area served by the bund
- vent pipes shall be directed downwards into the bund
- no part of the bund shall be within 10 metres of a watercourse

2.4.3 The accumulation of rainwater, spillages or leaks shall be managed to ensure that at least 95% of the capacity of the bund is free of liquid.

2.5 Weighbridge

2.5.1 A weighbridge shall be provided at the site as detailed in the Working Plan.

2.6 Secure Compound

2.6.1 An area within the site boundaries shall be provided for isolating non-conforming wastes. This area shall have an impermeable surface as detailed in the working plan, designed to ensure that no liquid fraction can escape beyond this area.

2.7 Traffic Control

2.7.1 Waiting areas shall be provided and maintained for vehicles delivering waste to or removing waste from the site as detailed in the Working Plan in order to prevent vehicles queuing on the public highway and congestion within the site.

2.7.2 Spaces shall be provided for staff and visitor car parking, in accordance with the Working Plan.

2.8 Impermeable Pavement

2.8.1 All working surfaces shall be impermeable to water and laid to falls that direct surface run-off to a purpose designed drainage system.

2.8.2 Impermeable pavement shall be constructed of concrete or similar material and be laid to a fall so as to direct pavement water run-off to a sealed drainage system and oil interceptor. The impermeable pavement shall be of such a design that any spillage on it or run-off from it is fully contained and cannot escape onto adjacent ground.

2.8.3 Site drainage shall be provided and maintained to ensure that:-

- rainfall run-off from surrounding areas does not drain into the waste;
- contaminated surface water run-off does not enter watercourses; and
- the site does not become subject to ponding or waterlogging.

2.9 Bays and Bins

2.9.1 Separate facilities shall be provided for the reception of different categories of wastes. These facilities shall be as detailed in the Working Plan.

2.10 Site Office

- 2.10.1 A site office facility equipped with an effective communication system shall be provided and maintained as detailed in the Working Plan.

3 WASTE RECEPTION

3.1 Inspection of Loads

- 3.1.1 The Licence Holder shall monitor all wastes entering the site as detailed in the Working Plan, (including weight recording of waste loads) to ensure that they are within the types/quantities permitted under the conditions of this licence. Vehicles shall not be permitted to proceed to the storage or treatment areas unless the source of waste has been checked and where practicable, the load visually inspected by a suitably trained member of staff and found to comply with the requirements of this licence.
- 3.1.2 All waste received shall be further inspected by a suitably trained member of staff when it is kept/treated, to check that the waste is permitted for acceptance under the conditions of this licence. Any waste found not to conform to the conditions of this licence detected during this inspection shall be immediately removed to the secure compound as detailed in the Working Plan.

3.2 Procedure for Rejected Loads

- 3.2.1 Where the Licence Holder refuses any person permission to deposit waste at the site the Licence Holder shall take all reasonable steps to obtain the following details: name and address of person, registration number of vehicle, quantity and type of waste, date and time of refusal. Details of the occurrence shall be passed to SEPA forthwith.

3.3 Labelling

- 3.3.1 All waste storage areas shall be clearly labelled. The label shall identify the material stored in the area and any hazardous properties. This information shall be legible from outwith the storage area.

3.4 Adequate Storage Capacity

- 3.4.1 In the event that the maximum capacity of the storage facilities, as detailed in Condition 1.3.3, is reached, no further waste shall be accepted at the site until capacity becomes available.

4 SITE OPERATIONS

4.1 Plant and Machinery

- 4.1.1 All plant, machinery, equipment and instrumentation used at the site shall be operated, maintained and inspected in accordance with the manufacturers' guidelines. Should the plant, machinery equipment and instrumentation for any reason become unserviceable or inoperable, its replacement, repair or arrangements for its repair shall be put in hand forthwith.

4.2 Breakdowns, Leakages, Spills

- 4.2.1 Any spillages of waste, fuel or other liquids shall be cleaned up forthwith. A supply of a suitable absorbent material as detailed in the Working Plan shall be kept on site to deal with any such spillages.

4.3 Tidiness

- 4.3.1 All storage areas shall be cleared of all wastes at least once every 6 months and the area thoroughly cleaned. Details of such cleaning shall be recorded in the Site Diary.

4.4 Handling and Storage of Waste

4.4.1 Asbestos Waste

Asbestos waste shall be stored in a secure lockable container. The container shall be kept locked at all times other than when asbestos is being deposited in the container.

4.4.3 Lead Acid Batteries

Lead acid batteries shall be stored in an impermeable bunded storage area whilst awaiting removal from the site. The bunded storage areas shall either be roofed or be kept free of any accumulation of rainwater. Any accumulation of contaminated liquid shall be removed to a suitably licensed facility.

4.4.4 Storage of Gas Bottles

Upon arrival at the site, waste pressurised gas bottles shall be stored in a designated area whilst awaiting removal from the site. The designate area shall be identified in the Working Plan.

4.4.5 Reception of Waste Motor Vehicles

All waste motor vehicles received at the site shall immediately be placed on an impermeable pavement constructed to the standard specified in condition 2.9.

On arrival at the site, all waste motor vehicles shall be checked by the Licence Holder for damage or leaks. Any vehicle found to be leaking or at risk of leaking shall be treated as a priority for depollution.

Vehicles shall remain on an impermeable pavement until depolluted.

4.4.6 Depolluted Vehicles

Dismantling of any parts of the engine, transmission or hydraulic systems of depolluted waste motor vehicles shall only take place on an impermeable pavement as specified in condition 2.9.

4.4.7 Oily Parts

Oily parts must be stored in or on containers on an area of impermeable pavement as specified in condition 2.9 said containers must be designed such that oil cannot escape from them and shall be placed such that rainwater cannot enter them.

4.4.8 Air Conditioning, Refrigeration Units and Ozone Depleting Substances

Removal of controlled substances from any refrigeration or air conditioning unit shall be undertaken within 3 months of such units being removed from waste motor vehicles except when removal of oils, coolant, and/or blowing agent in the foam is being carried out in a single stage in which case these substances shall be removed within 12 months.

Prior to degassing the temperature of the oil within the compressor shall be at least 5°C.

The degassing and drainage of units shall only be undertaken by a plant capable of removing greater than 99% of oil and refrigerant mix from the cooling unit and compressor. The Working Plan shall include a procedure for monitoring and recording the recovery rate of oil and refrigerant mix from the cooling circuit and compressor.

4.4.9 Tyres

Tyres shall only be stored within the dedicated storage bay as detailed in the Working Plan.

5 POLLUTION CONTROL

5.1 Polluting Discharge

- 5.1.1 In the event of any contaminants from the site entering or threatening to enter the Water Environment or land out with the site boundary, SEPA shall be informed forthwith. Immediate action shall be taken to terminate such a discharge and to take such other remedial action as may be necessary.

5.2 Dust

- 5.2.1 All emissions to air from the site shall be free from visible emissions of particulate matter and fallout of particulate matter beyond the Site Boundary.
- 5.2.2 Dust suppression water spraying equipment shall be provided, maintained and used as detailed in the Working Plan.

5.3 Noise

- 5.3.1 In order to minimise the impact of noise during waste operations, all plant and equipment used on site and fitted with noise control measures such as silencers, acoustic panels or enclosures shall be regularly maintained in accordance with the manufacturer's instructions. Where any defects or disrepair to the said plant and equipment cannot be repaired the same day, the said equipment shall not be used on site until remedial works are completed.

5.4 Mud on Roads

- 5.4.1 The Licence Holder shall ensure that all roads and site surfaces are kept free from mud and other debris to the extent necessary to prevent fouling of the public highway.

5.5 Odour

- 5.5.1 Waste Operations shall be carried out so that offensive odours from the site in the opinion of an authorised SEPA officer do not become detectable beyond the boundaries of the site.

5.6 Vermin/Insect/Bird Control

- 5.6.1 All site operations shall be carried out so as to minimise the presence of insects, birds and vermin. The site shall be inspected at least once every three months by a person suitably qualified and experienced in pest control and a treatment programme shall be undertaken to deal with any identified infestation forthwith.

5.7 Litter

- 5.7.1 All site operations shall be carried out such that no litter escapes beyond the site boundary. On a daily basis any litter lying within the site shall be removed and contained.

5.8 Burning

- 5.8.1 No waste shall be burned within the boundaries of the site.

5.7 Litter

- 5.7.1 All site operations shall be carried out such that no litter escapes beyond the site boundary. On a daily basis any litter lying within the site shall be removed and contained.

5.8 Burning

- 5.8.1 No waste shall be burned within the boundaries of the site.



6 RECORDS

6.1 Site Diary

6.1.1 The Licence Holder shall keep on site a diary to record significant events including as a minimum those detailed below:-

- Site visits by a certificate of technical competence holder & any instruction issued to staff regarding compliance with licence conditions
- Plant and site maintenance
- Emergencies and details of remedial action taken
- Problems with waste received including actions taken
- Pest control inspections
- Environmental problems specific to the site
- Daily site inspection – including details of who conducted said inspection, the date and time when said inspection was carried out, details of the areas inspected, details of any actions required, details of who said actions were reported to, together with details of when said actions were completed.

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

6.2 Waste Data Returns

6.2.1 The Licence Holder shall compile the data required to complete "the Licensed/Permitted Site return form" detailed in Appendix 4. A copy of the completed form shall be returned to SEPA within 28 days of the last day of March, June, September and December each year.



8 APPENDIX 2 LIST OF DOCUMENTS COMPRISING THE WORKING PLAN

Working Plan

Figure 1.1	Site Location Plan
Figure 1.2	General Arrangement
Figure 3.1	Operational Area – General Arrangement
Figure 3.5	Main Sorting Shed General Arrangement
Figure 3.6	Individual Sorting Shed - General Arrangement
Figure 9.4	SUDs Wetland General Arrangement
Figure 9.5	Foul and Surface Water Drainage Strategy

Amendments



WML- L1109747 - Licence - Hamilton Waste

Scottish Environment Protection Agency

10 APPENDIX 4 - LICENSED/PERMITTED SITE RETURN FORM



EXPLANATORY NOTES

(These explanatory notes do not form part of the licence)

1. GRANT OF LICENCE

This licence is granted in accordance with the provisions of Section 35 and 36 of the Environmental Protection Act 1990.

2. MODIFICATION OF LICENCE

Licence conditions may only be modified in accordance with Section 37 of the Environmental Protection Act 1990. The working plan may be modified in accordance with the relevant conditions of the licence.

3. SUSPENSION OF LICENCE

SEPA may suspend or partially suspend a licence in accordance with the provisions of Sections 38 and 42 (5) and (6) of the Environmental Protection Act 1990 and Section 41(6) of the Environment Act 1995.

4. REVOCATION OF LICENCE

A licence may be revoked or partially revoked in accordance with the provisions of Sections 38, and 42(5) and (6) of the Environmental Protection Act 1990 and Section 41(6) of the Environment Act 1995.

5. SURRENDER OF LICENCE

A licence may only be surrendered in accordance with the provisions of Section 39 of the Environmental Protection Act 1990.

A licence shall remain in effect, subject to any modification, revocation or transfer issued by SEPA until such time as the licensed activity has ceased, an application for surrender of licence has been made by the licence holder and the certificate of completion has been issued by SEPA.

6. TRANSFER OF LICENCE

A licence may only be transferred in accordance with the provisions of Section 40 Environmental Protection Act 1990.

7. GENERAL STATUTORY REQUIREMENTS

A licence does not detract from any other statutory requirements applicable to the licence holder or his operations, such as any need to obtain planning permission or building regulations approval or any responsibilities under legislation for health, safety and welfare in the workplace.

8. SUBSISTENCE CHARGES

An annual subsistence charge will be payable in respect of the licence under Section 41 of the Environment Act 1995.

9. OFFENCES

Under Section 33(6) of the Environmental Protection Act 1990, a person who contravenes any condition of a waste management licence commits an offence.

A person who commits an offence under Section 33(6) may be liable to imprisonment and/or to a fine.

10. ADDRESS AND TELEPHONE NUMBERS

The contact address and telephone number for all information to be reported in terms of the licence, is as follows:

Scottish Environment Protection Agency
Scottish Environment Protection Agency
Clearwater House,
Heriot Watt Research Park,
Avenue North
Edinburgh
EH14 4AP

Tel No: 0800 80 70 60 and/or 0131 449 7296
Fax No: 0131 449 7277