

## Annex 5 Waste Management Licences - Transfer Station/Civic Amenity Site/ELV/Fridge Storage and Treatment

### SEPA Compliance Assessment

SEPA licence no.:	
Site name:	
Annual summary sheet for year:	
Completed by:	
Date:	

#### Environmental Limits

ELC parameter	Typical licence condition #	Data source	No breaches	Minor breaches or events	Repeated minor breaches or events	Gross Beach	Significant breach(es) or significant/major environmental event(s)	Comments
<b>Scope ELCs</b>								
Activity	Schedule 1	Site inspection	Compliant with licence	n/a	n/a	n/a	Activities outwith the scope or boundary	Minor breaches not applicable
Waste types	Schedule 1	Site inspections/ weighbridge records	Compliant with licence	n/a	n/a	Failure to monitor or submit a report which would allow the licence holder to demonstrate compliance with a Scope ELC	Activities outwith the scope of the licence	Minor breaches not applicable as allowance made for some non-specified wastes entering site and being dealt with in accordance with procedures. Where this does not occur, then significant breach occurs as operator has accepted the waste.
<b>Process ELCs</b>								
Waste quantities	Schedule 1	Weighbridge records/ waste data returns	Compliant with licence	Breach of licence condition (daily or annual limit)	Four or more minor breaches (daily limit only)	Failure to monitor or submit a report which would allow the licence holder to demonstrate compliance with a Process ELC	Causes Category 1(major) or Category 2 (significant) environmental event	
Hours of Operation	Schedule 1	Site Inspection	Compliant with licence	Breach of licence condition	Four or more minor breaches	n/a	Causes Category 1(major) or Category 2 (significant) environmental event	
Maximum duration of storage	Schedule 1	Weighbridge records/ site inspection	Compliant with licence	Breach of licence condition	Four or more minor breaches	Failure to monitor or submit a report which would allow the licence holder to demonstrate compliance with a Process ELC	Causes Category 1(major) or Category 2 (significant) environmental event	
Impermeable Pavement	Schedule 2	Site inspection	Compliant with licence	Breach of licence condition	Four or more minor breaches	Failure to monitor or submit a report which would allow the licence holder to demonstrate compliance with a Process ELC	Causes Category 1(major) or Category 2 (significant) environmental event	
Degassing of Coolants Oil Temperature	Schedule 4	Site inspection	Compliant with licence	Breach of licence condition	Four or more minor breaches	Failure to monitor or submit a report which would allow the licence holder to demonstrate compliance with a Process ELC	Causes Category 1(major) or Category 2 (significant) environmental event	
Odour	Schedule 5	Site inspection/records	Compliant with licence	Breach of licence condition	Four or more minor breaches	Failure to monitor or submit a report which would allow the licence holder to demonstrate compliance with a Process ELC	Causes Category 1(major) or Category 2 (significant) environmental event	
Litter	Schedule 5	Site inspection/records	Compliant with licence	Breach of licence condition	Four or more minor breaches	Failure to monitor or submit a report which would allow the licence holder to demonstrate compliance with a Process ELC	Causes Category 1(major) or Category 2 (significant) environmental event	
Burning	Schedule 5	Site inspection	Compliant with licence	Breach of licence condition	Four or more minor breaches	Failure to monitor or submit a report which would allow the licence holder to demonstrate compliance with a Process ELC	Causes Category 1(major) or Category 2 (significant) environmental event	
<b>Numeric ELCs</b>								
Noise		SEPA monitoring	Compliant with licence	Breach of licence condition	Four or more minor breaches	Failure to monitor or submit a report which would allow the licence holder to demonstrate compliance	Causes Category 1(major) or Category 2 (significant) environmental event	Only considered an ELC where dB limits are set in the licence.
Lighting limits		Site inspection/records	Compliant with licence	Breach of licence condition	Four or more minor breaches	Failure to monitor or submit a report which would allow the licence holder to demonstrate compliance	Causes Category 1(major) or Category 2 (significant) environmental event	Only considered an ELC where Lux limits are set in the licence.
<b>Environmental Events (classified according to table 5)</b>								
<b>Environmental harm</b>		Inspection / environmental events	No environmental harm	Minor environmental event ( category 3) which is not caused by discharge in full compliance with licensed conditions (e.g. due to a spillage on site etc) and which is not accounted for elsewhere.	Four or more minor breaches	N/A	Major (category 1) or Significant (category 2) environmental event which is not caused by discharge is full compliance with licensed conditions and not accounted for elsewhere	
<b>Overall ELC band</b>								

Environmental Management					
EMC attribute	Applicable to this site? / Licence condition #	Compliant	Minor non-compliance	Major non-compliance	Comments
<b>Management</b>					
Knowledge of licence by appropriate staff		All staff know about the licence and/or requirements (eg through written procedures) and understand implications	Licence difficult to obtain. Only Certificate of Technical Competence (COTC) holder familiar with licence.	Licence is unobtainable	
Knowledge of working plan by appropriate staff		All staff have knowledge of working plan.	Only COTC holder familiar with working plan.	Working plan is unobtainable	
Managerial structure /commitment		Management fully aware of how operations affect environmental compliance - reflected in written operating procedures.	Management aware of need for environmental compliance but no evidence in procedures.	No indication that management understands how operations affect environmental compliance.	Not necessary for formal Environmental Management System to be in place.
Staffing		All staff competent	Competent staff on site but untrained staff left unsupervised. Technically competent person contactable within agreed time	Staff not competent or site not manned. Technically competent person not available within agreed time	
Training		Formal training for all staff including in the relevant work procedures. Training recorded	Some basic training provided but not recorded	No evidence of staff training	
Monitoring and control systems / procedures		Site specific written operating procedures available and evidence that they are followed (eg ticklist)	Poor or non site specific written procedures	No written procedures available	
Emergency response procedures		Written emergency procedures available and understood by staff. Timely response to incidents to limit any impacts	Written emergency procedures available but staff unaware/unsure how to respond to incidents.	No emergency response procedures.	
<b>Plant and infrastructure</b>					
Plant and infrastructure		Required plant and infrastructure provided. Plant operating methods or breakdowns which could lead to licence breaches are infrequent. Good standard of housekeeping	Required plant and infrastructure provided but not to appropriate standard. Some operating methods or breakdowns likely to lead to licence breaches. Poor housekeeping	Required plant and infrastructure not provided. Frequent operating methods or breakdowns likely to lead to licence breaches. Very poor housekeeping	
Maintenance of processes, plant and installation to relevant standards		Full annual, daily, weekly checks and maintenance carried out and recorded. Clear evidence of commitment to preventative maintenance	Basic checks and maintenance regularly carried out	No regular checks and maintenance carried out	
Implementation of monitoring/testing/ calibration programmes		All required monitoring done to appropriate standard and fully recorded	Required monitoring done but not always on time or to appropriate standard	Required monitoring not carried out.	
<b>Reporting and recording</b>					
Record keeping		All required records kept up to date and easily accessible. Other records available (eg training records).	Some records kept but incomplete or not kept up to date	Failure to record key data required by the licence	
Reports to SEPA required under licence		Information submitted on time and is of appropriate quality and content.	Information submitted but not on time and not of appropriate quality or content.	Reports and notifications not submitted, or where submitted they are of poor quality and impossible to determine compliance.	
Notification of incidents		All incidents with potential environmental impact reported (include significant 'near misses').	Incident notification is patchy and not to appropriate standard and / or in good time.	Incidents leading to licence breach not notified.	