### (1) Check List – Waste Collection and Transfer Stations

#### I. Facility

- Are relevant facility design issues considered (e.g. site location, type of facility, operational design, energy efficiency, etc)?
- Is a location plan available, showing the location of the site and the outline of the facility?
- Is the access to roads facilitated (i.e. waste collection and transport vehicles)?
- Is sufficient storage capacity available, for present and future waste storage?
- Are the available drainage systems, power supplies, water supplies adequate for the licence?
- Are site buildings situated in a way to minimise potential impacts on neighbouring properties?
- Are provisions for emergency management incorporated?
- Is a decommissioning plan available that will return a site to the condition prevailing prior to waste management activities so that it will be suitable for alternative use?

#### II. Waste Types

- Are checking/compliance measures introduced to ensure that waste acceptance is restricted to those types and quantities for which the facility was designed and permitted by the licence (e.g. checking, sampling and recording of incoming waste and provisions for dealing with non-permitted wastes that are delivered)?
- Is sufficient information provided by waste producers so that the operator of the transfer station can comply with the licence conditions (e.g. detailed description of wastes)?
- Is the description of wastes checked and are records made regarding waste types, quantities, sources and waste carrier?
- Is the incoming and outgoing waste subject to visual inspection (i.e. on-site verification) and weighing (i.e. weighbridges, place to offload and spread waste)?
- Is the short/long-term leaching behaviour and/or characteristic properties of waste determined by or on behalf of the waste producer/contractor? And are possible risks when handling particular wastes identified and included in the waste transfer documents?
- Is periodical testing carried out using standardised analysis methods, to determine whether a waste complies with licence conditions and/or specific reference criteria (carried out by the facility operator)?
- Is specific information regarding the types and quantities of waste treated forwarded to the competent authority (e.g. EPA) at defined intervals?

- In terms of BAT, the waste acceptance procedures defined in the Landfill Directive Annex II(3) are also applicable to waste transfer stations [EPA IE 2003].

#### III. Facility Operation

- Is it ensured that the experience of the staff is appropriate with the level of expertise required (i.e. “Fit and Proper Person”)?
- Are trainings provided to staff, including new areas of development and refresher courses?
- Is an Environmental Management System (EMS) implemented (e.g. ISO 14001)?
- Does the EMS, as a minimum, includes a schedule of environmental objectives and targets, corrective actions, awareness and training, management structure, communications procedures, regular reporting of environmental performance and regular audit (internal and independent)?
- Are systems in place, which ensure that standards are maintained, including incident and complaints management procedures?
- Is data appropriately managed for waste received, processed and transported off-site?
## (1) Check List – Waste Collection and Transfer Stations

### IV. Vehicles
- Are vehicles subject to regular maintenance and service programmes to ensure that vehicles are running as efficient as possible?
- Are procedures to monitor fuel use implemented in order to monitor efficiency?
- Are vehicles engines switched off when not in use (both on-site and visiting vehicles)?

### V. Dust/Fine Particulates Control
- Are operational procedure/working plans in place, which set out the design, operational considerations and requirements to minimise and control potential nuisance from dust?
- Are detailed procedures of the receipt and handling of hazardous waste (incl. asbestos) formulated and applied in practice (in case the facility is permitted to accept such wastes)?
- Is the effectiveness of the design and operational provisions regularly monitored?
- Is dust monitoring performed at specified locations on and off site?
- Are water sprinklers operated in waste handling areas?
- Are dust extraction systems, to remove dust and particulates from working areas, used?
- Are all relevant areas (e.g. main transfer stations) as well as roadways regularly swept?

### VI. Odour Control
- Are wastes known to be malodorous not accepted?
- Are appropriate procedures developed and implemented for dealing with malodorous waste?
- Are waste delivering/removing vehicles enclosed or covered?
- Is the biodegradable waste removed from the premises as soon as practicable (e.g. within 48 h of its arrival)?
- Are odour neutralising sprays and additives used before onward transport?
- Are appropriate air filtration systems with bio-filter to remove odour used?
- Are all waste handling areas regularly inspected and monitored by facility staff?
- Is odour monitored at specified locations on-site and off-site (i.e. sensitive areas, settlements)?
- Is compacting or treatment of malodorous waste carried out in an enclosed area?

### VII. Litter Control
- Are operational procedures, including monitoring of litter generation and control of potential nuisance, in place?
- Are visual inspections carried out and are written inspection records maintained (i.e. signed and dated, indicating the times of inspection and any action taken)?
- Are transfer and waste handling activities (e.g. shredding, compacting) carried out within a building or an enclosed/covered area?
- Are site roads regularly maintained?
- Is the incoming waste only accepted in sealed or covered vehicles?
- Are perimeter planting, fencing and landscaping to reduce wind impacts installed?
(1) Check List – Waste Collection and Transfer Stations

VIII. Noise & Vibration Control

- Is the plant and equipment adequately maintained to mitigating noise levels?
- Is equipment selected that has low noise emission levels (confirms with EU Noise Standards)?
- Is it ensured that noisy equipment is not used for long periods of time and at inappropriate times (e.g. defined in operational procedures)?
- Are patterns of waste delivery monitored in order to ensure that vehicle movements are avoided during specific periods?
- Are site roads maintained to reduce noise and vibration from vehicle movement?
- Are noisy plants and equipment located away from residential areas and enclosed if possible?
- Is regular monitoring of noise levels carried out?
- Are noise related complaints recorded and investigated?
- Are noisy activities carried out indoors and are building doors kept closed?

IX. Control of Emissions to Surface Water

- Is the operation carried out in a way which prevents spillage or escape of substances that could pollute the surface water system?
- Are all direct discharges to surface water and sewer passed through a silt trap and oil separators/interceptors?
- Are interceptor cleanings performed on a regular basis (incl. regular visual inspection and maintenance of written records)?
- Is surface water monitoring (e.g. sampling at agreed locations; upstream/downstream of the site) carried out regularly (e.g. monthly, quarterly)?
- Are adjacent/close by surface water courses inspected at agreed intervals?
- Are related written records maintained (including e.g. observations, actions taken and outcomes from any corrective actions)?
- Is the flow of foul water/sewer discharge continuously monitored (i.e. flowmeter)?
- Is the composition of foul water/sewer discharge monitored at agreed intervals (i.e. to be agreed with the competent authority)?

X. Chemical Waste Storage Control

- Are all relevant facility/storage area design requirements fulfilled (e.g. impermeable surfaces in storage areas, non-combustible materials, fire resistant walls, ventilation etc.)?
- Is it ensured that certain chemicals (e.g. oxidising and toxic substances) are kept apart?
- Are separate dedicated storage areas/bays provided for different classes of dangerous substances, incl. physical barriers such as walls, bunds etc.?
- Are written procedures for the acceptance and storage of waste, which clearly set out the selection of suitable storage areas for waste, in place?
- Are appropriate emergency procedures implemented?
- Is a Risk Assessment carried out, assessing the risk to workers and the health and safety protection measures needed?
- Is the bund integrity monitored on a regular basis to protect against leakage and are tanks regularly tested for integrity?
- Are surface and foul drainage systems equipped with oil interceptors?
- Are tanks and containers appropriately labelled to indicate the content and the storage area?
- Are tanks and containers secured against unauthorised access?
- Are storage areas inspected on a regular basis (e.g. daily)?
(1) Check List – Waste Collection and Transfer Stations

**XI. Fuel/Oil Storage Control**

✓ Are bunds and tanks regularly checked for leaks?
✓ Are valves locked when tanks are not in use?
✓ Are surface and foul drainage systems equipped with oil interceptors?
✓ Are appropriate emergency procedures implemented (e.g. provision of oil spillage kits, absorbent materials or containment booms and staff training in spillage procedures)?
✓ Are tank level indicators calibrated and regularly checked to minimise risk of overfilling?
✓ Are all tanks and containers appropriately labelled to indicate content?
✓ Are tanks and containers secured against unauthorised access?

**XII. Further issues to be checked**

✓ Groundwater
✓ Infection control (applicable for clinical waste transfer stations)
✓ Disease control
✓ Vermin & Insects
✓ Fire (e.g. inspection of fire fighting equipment, review of Risk Assessment etc.)
✓ Mud/Dirt (i.e. on facility/neighbouring streets)
✓ Security
✓ ….

