

From:
To:
Cc:
Subject: FW: New DTA
Date: 10 July 2023 14:38:00
Attachments: [image001.jpg](#)
[AMG Cardboard IMS-FRM-226 Offtaker Desktop Review Form.docx](#)
[AMG IMS-FRM-226 Offtaker Desktop Bottels.docx](#)

Dear

I confirm that I am happy to approve AMG as an offtaker for cardboard and plastic.

It would be helpful if AMG could advise how much of the re3 card goes to each of the end destinations each quarter.

Regards,

From:
Sent: 06 July 2023 16:02
To:
Subject: RE: New DTA

Warning!
For the attention of
RBC, BFfC Staff and Councillors

This mail is from an external sender - please do not click any links or open any attachments unless you trust this sender, and know the content is safe

Dear

I have updated the documents to include the aforementioned.

I assume the permit you were talking about in the OCC audit was the EPR one, which is AMG.

Amg are the broker for the plastics. The reports are for AMG, but I do have some of the ones for BIFFA for there sites. They will be sold once they have left there site.

Many Thanks,

From:
Sent: 04 July 2023 17:31
To:
Subject: RE: New DTA

Dear

I have had a quick look at the reports.

For the plastics, I am a little confused about the role of AMG. The whole report seems to reference Biffa? Is AMG a broker in this instance? If so, should their broker licence be included in the report? Would you be able to confirm which company all the checks relate to (management reports, EA activity, etc)?

Can I also confirm that the pellets are considered a product when they leave the Biffa site?

Many thanks,

From:

Sent: 03 July 2023 16:13

To:

Subject: New DTA

Warning!

**For the attention of
RBC, BFfC Staff and Councillors**

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Good Afternoon

I hope you are well.

AMG who we currently send our steal too are looking to take some of our plastic and OCC too. I have completed a desk top audit for both of these materials.

Any questions let me know.

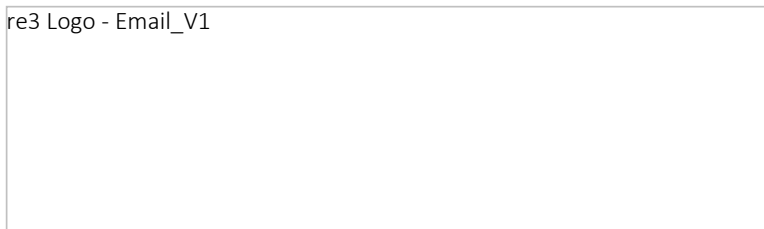
Thanks,

Direct Dial:
FCC Enviro

| Email:
d Road | Reading | Berkshire | RG2 0RP | <http://www.fccenvironment.co.uk/>

Please view our 2021/2022 Annual Environmental Report [here](#)

re3 Logo - Email_V1



Document Title:

Offtaker Desktop Review Form

Mandatory

Best Practice

Project Specific

Please complete this form for all Offtakers prior to requesting an Offtaker Duty of Care audit


FCC Auditor Name	
Company Name	AMG
Company Address	Nevills Dock, Llanelli, Carmarthenshire, SA15 2HD
Company Contact Details	
Company Registration No.	01516685
SIC Code	24100

BASIC INFORMATION			OK?
B1	Described the waste stream to be removed from FCC sites	Nat PET Nat HDPE PTT Jazz HDPE	YES
B2	Name of the site where the waste is taken (it's first destination) and the name of the site operator. Where this is not always the same location for every shipment, identify the most common first destination.	Biffa GS Environmental Limited Aldridge Waste Transfer Station Westgate Aldridge Walsall WS9 8YH	YES
B3	Are there any additional requirements for this audit (any concerns identified, client requirements apply? Is the audit for hazardous wastes? Is this a new offtaker, etc?)	None	YES
B4	Describe the waste treatment process and storage activities. <i>It is a final disposal or end of waste process?</i>	We process all our used ex household consumable packaging through one our MRF/PRF where the plastics are sorted into single stream polymers which are then sent to Biffa Polymers to process into flakes/pellets for product manufacture. MRF/PRF Biffa GS Environmental Limited Aldridge Waste Transfer Station Westgate Aldridge Walsall WS9 8YH	YES

Document Title:	Offtaker Desktop Review Form	Mandatory
		Best Practice
		Project Specific

		Biffa Polymers Plastics Road Wilton Industrial Estate Redcar Cleveland TS10 4RG	
B5	Has there been any significant changes to the facility, the waste handling or treatment process, the exemptions or permit, or the management of any of these things? Please describe.	N/A	YES
MANDATORY DESKTOP AUDIT QUESTIONS			OK?
D1	Environmental Permit (WML or PPC) and/or exemption Number references and date of last issue (including variations)	Biffa -EPR/PP3896FN/V006 Biffa Polymers – EPR/JB3406GC Biffa EPR/EB3706MR AMG EPR/BB3793ND	YES
D2	Valid Waste Carrier / Broker Licence number (skip if FCC organise waste carriage)	AMG Brokers \Licence - CBDU390774 - 25/05/2024 / CBDU104849 – 03/03/2025 Biffa Waste Services Limited – CBDU104360	YES
D3	Confirm copies of valid Employers & Public Liability Insurance certificate provide to FCC (and any other valid liability insurance certificates)	Available on file	YES
D4	Anti-slavery policy (if over £35M Turnover)	N/A	YES
ASSESSMENT CRITERIA: A site audit can only be completed if these documents have been checked as relevant and correct			

ADDITIONAL DESKTOP AUDIT QUESTIONS			OK?
D5	Discharge Consent (only if applicable) <i>Identify as an issue if relevant to FCCE wastes</i>	N/A	YES
D6	Approved Authorised Treatment Facility (if treating WEEE) <i>Identify as an issue if relevant to FCCE wastes</i>	N/A	YES
D7	Planning Permission Conditions (documents if available) <i>Ask for evidence of any controls on planning conditions, e.g. routing plans, operating hours, restrictions on operations for habitat protection, additional environmental monitoring, especially noise.</i>	N/A	YES
D8	Current Health, Safety, Environmental & Quality Policies <i>Not strictly a requirement for Duty of Care - identify as an issue if relevant to FCCE wastes or contract KPIs</i>	Available on file	YES

	FCC Environment Integrated Management System		
Document Title:	Offtaker Desktop Review Form	Mandatory	
		Best Practice	
		Project Specific	

D9	Current Management System Certificates <i>Not strictly a requirement for Duty of Care - identify as an issue if relevant to FCCE wastes or contract KPIs</i>	ISO 9001: 2015 Expires 16/07/2024	YES
D10	If end of waste status is claimed, has certification of the product meeting a quality standard or adhering to a quality protocol been achieved? Obtain copies. e.g. PAS100, PAS141 click cell to link to list of quality protocols	None	YES
D11	HSE Activity reports <i>Have there been any enforcement notices, stop notices or prosecutions in the last 5 years?</i> Check http://www.hse.gov.uk/ProsecutionsHistory/	None	YES
D12	EA Activity reports (CAR forms) <i>Have there been any enforcement notices, stop notices or prosecutions in the last 5 years? Have NCRs been rectified?</i>	None	YES
D13	Emergency / Accident Management Plan / Business Continuity Plan <i>A question on ensuring continuity of service.</i>		YES
	ASSESSMENT CRITERIA:	Do not proceed with site visit unless all questions are answered and mandatory documents are provided.	
Re3 Required INFORMATION			OK?
R1	Described the process the waste will undertake at this facility. Are there any process losses? Is the material recycled? (e.g. % to landfill)	All material is processed through one our MRF/PRF where the plastics are sorted into single stream polymers which are then sent to Biffa Polymers to process into flakes/pellets for product manufacture. Any waste is sent to further recycling processes avoiding Landfill	YES
R2	Name of the end destination of where the waste is taken.	Biffa Polymers Plastics Road Wilton Industrial Estate Redcar Cleveland TS10 4RG Material is sold from here to U.K manufacturing companies.	YES
R3	How do the company ensure the compliance of any onward facilities?	AMG – Only use reputable outlets when trading materials	YES

Please submit completed forms to the SHEQ Audit team.

From: .
To: .
Cc:
Subject: AMG DTA
Date: 28 March 2023 10:30:27
Attachments: [image001.jpg](#)
[AMG IMS-FRM-226 Offtaker Desktop Review Form March 2023.docx](#)

***** *WARNING - this is an External Email *****

STOP, THINK, before you CLICK links or OPEN attachments or REPLY.

Hello

We have completed an updated audit document for AMG.

There have been no changes.

We have reviewed the document and are happy it meets all FCC criteria.

As per our agreement, we will consider this offtaker approved unless we hear differently from yourself.

Thank you.

Kind regards,

| Email:

| Mobile:

FCC Environment | Island Road | Reading | Berkshire | RG2 0RP | <http://www.fccenvironment.co.uk/>

re3 Logo - Email_V1



From: .
To: .
Cc: [RE3 Admin](#)
Subject: Audit for Jayplas
Date: 23 September 2022 15:16:30
Attachments: [image001.jpg](#)
[JAYPLAS DOC AUDIT 20th Sept South Normanton.xls](#)

This is an EXTERNAL EMAIL. STOP THINK before you CLICK links or OPEN attachments.

Afternoon

I have attached the audit for Jayplas which took place on 20th September 2022, for the South Normanton Site.

Kind regards,

Direct Dial: | Email:
FCC Environment | Smallmead | Island Road | Reading | Berkshire | RG2 0RP |
<http://www.fccenvironment.co.uk/>

Please view our 2020/2021 Annual Environmental Report [here](#)

re3 Logo - Email_V1





**from waste
to resource**

**DOC AUDIT
OFF-TAKER FACILITY
SITE BASED ASSESSMENT**

OFFTAKER AUDIT SCORE SUMMARY

Audit Section Scores	
Section	Points Possible
Desk Study Assessment IMS-FRM-226	
Site Visit: Site walkaround	14
Site Visit: Permit/Exemption	6
Site Visit: Waste Transfer Note/Hazardous waste consignment note	8
Total Points Score / Overall %	28

Recommended pass at 95% for site visit

If less than 95 there may be multiple issues on site that indicate this offtaker should not be recommended for use.


All NCs raised as actions must be notified to Materials Marketing



Observations must be reported to the originator of the audit request, and agreed actions can



Points Actual	%
14	100.00%
6	100.00%
8	100.00%
28	100.00%

Must be 100%

be raised as standalone actions

 <div style="display: inline-block; vertical-align: middle; text-align: center;"> from waste to resource </div>		COMPANY NAME		J&A Young T/A Jayplas		COMPANY ADDRESS		High View Road South Normanton DE55 2DT	
		AUDITOR				COMPANY CONTACT DETAILS			
		AUDITEE (POSITION)				COMPANY REGISTRATION NO.		1222186	
		DATE		20/09/2022		SIC CODE		96090	
		WEATHER		Cool dry day		NO. OF EMPLOYEES ON SITE		13	
		FORM VERSION NUMBER				4			
DESKTOP QUESTIONS									
Check that a completed IMS-FRM-226 has been completed.									
Name of FCC Site Site/Contract requesting this site visit					Re3				
1. DESCRIPTION OF OPERATIONS									
s1.1	What waste handling activities take place at this facility?								
	Separation and sorting of plastics in various grades of plastics, accepted as loose or mixed bales - South Normanton								
s1.2	What waste types do you handle at this facility? What processes are applied to them?								
	Plastics at all three sites relating to Jayplas this audit covers just South Normanton								
s1.3	What is your current capacity? (Is this divided by waste stream or not?)								
	Permit number EPR/DP3391LC/V002 75,000tpa at South Normanton for dry mixed recyclables 15 01, 19 12, and 20 01, and 20 03 wastes								
s1.4	What FCC Environment waste types do you currently handle (and may potentially handle)?								
	South Normanton - mixed bales of plastics for PET/PE sorting these are segregated and baled to be transported to their other sites for processing. It was noted that there were bales of cans which they state are mixed within the plastic these are baled and sorted at Jayplas other sites. They did confirm that FCC material is well segregated with no mixed cans.								
s1.5	Which FCC Environment Facilities do you accept waste from?								
	The FCC site which use Jayplas are: Re3, Wrexham and Luton								
s1.6	Who is the waste carrier for the FCC Environment waste to your facility?								
	Jayplas own waste carrier. For all sites CBDU97262 expires May 2025								
s1.7	What process is applied to the FCC Environment waste at this facility? What are the process losses in percentage? (i.e. % to landfill)								
	No losses to landfill, South Normanton accepted separated plastics in mixed grade consignments. Residues are sent for third party recycling or for EFW.								
s1.8	Details of end destinations for materials received from FCC Environment sites (include percentages, company, locations and a record of permit number where possible)								
	End users for PET Sheet and PET flake, Labels and paper (for RDF), metals (ferrous and non-ferrous) for recycling to third party End HD washed pellet. At Loughborough, labels only - (for RDF) No waste to landfill Material at South Normanton's sorting process which then goes to the other Jayplas sites at Corby and Loughborough dependant on the type of plastic.								
2. SITE WALK AROUND				Max Score	Actual Score				
s2.1	View the waste reception area. Is waste inspected on arrival at site? Is duty of care documentation checked on arrival?			2	2	South Normanton - Vehicles arrive at closed gates phone to gain entry, vehicles goes over calibrated weighbridge load is reviewed and placed into sorting area. This is then load on to an automated conveyor and material is segregated into the material types via cameras then placed into large hoppers for the material type before being baled.			

  <p style="text-align: center;">DOC AUDIT OFF-TAKER FACILITY SITE BASED ASSESSMENT</p>				COMPANY NAME	J&A Young T/A Jayplas	COMPANY ADDRESS	High View Road South Normanton DE55 2DT
				AUDITOR		COMPANY CONTACT DETAILS	
				AUDITEE (POSITION)		COMPANY REGISTRATION NO.	1222186
				DATE	20/09/2022	SIC CODE	96090
				WEATHER	Cool dry day	NO. OF EMPLOYEES ON SITE	13
				FORM VERSION NUMBER	4		
				s2.2	Is there provision on site for assessing and dealing with waste quality issues? This may include provision for dealing with contaminated and rejecting loads, supervised tipping, waste sorting or quarantine areas, asset logging and tracking systems for reuse items, etc.	2	2
s2.3	Is the FCC waste stored in a designated location on site? Is the waste separated from potential sources of contamination?	2	2	South Normanton material arrives and placed in holding area then placed on auto conveyor and segregated into material types which then placed into specific hoppers and baled. These are then placed into yard in t their material types ready for dispatch to the other Jayplas sites.			
s2.4	For combustible wastes, is there evidence that appropriate fire prevention measures (separation distances, fire protection systems, etc) are in place for the FCC waste stream?	2	2	There is no requirement within the permit for a FPP however there is one in place viewed on audit day			
s2.5	Housekeeping - general comments (also consider any examples of Poor Environmental & Health and Safety Practices observed)	2	2	There is plastic debris in the yard but within the processing building generally clean, welfare facilities in good order.			
s2.6	Are there any other observations on the ability of the site to secure onward offtake or processing of the waste stream (provision of offtake, stockpile residence times, reliability issues of the processes on site, etc)	2	2	Corby and Loughborough sites are the end destination. South Normanton sends all separated PE/PET to the Jayplas reprocessing sites. Stockpiling can be managed between South Normanton and the Jayplas reprocessing sites.			
s2.7	Are there poor working conditions for the staff? Do any staff on site; have poor physical appearance, show signs of isolation or restricted freedom?	2	2	No concerns, welfare facilities in good order. Modern slavery policy in place for 2022/3. dated 7/1/2022			
Walkaround Score		14	14	100%			
3. OTHER RELEVANT DOCUMENTATION AVAILABILITY		Max Score	Actual Score	Review Section 2 of the desk study. Is any of the missing information available on site to review? Identify any unresolved issues in the questions below			
s3.0	Has the offtaker provided all documentation required by the desktop review?	2	2	Yes supplied It is noted that only Jayplas sites in Worksop and Corby are ISO 14001 accredited, all sites are accredited to ISO 9001			
Other Documentation Availability Score		2	2	100%			
4. PERMIT / EXEMPTION		Max Score	Actual Score				
s4.1	Does the Transferee's Permit / Exemption verify that the FCC Environment waste types and quantities involved are permitted? (Taking into consideration current waste inputs)	2	2	Loughborough - AB3501XC/V004 Corby - EPR/AB3530RG/V002 South Normanton - EPR/DP3391LC/V002 (V004 on public register)			

  <p style="text-align: center;">DOC AUDIT OFF-TAKER FACILITY SITE BASED ASSESSMENT</p>				COMPANY NAME	J&A Young T/A Jayplas	COMPANY ADDRESS	High View Road South Normanton DE55 2DT
				AUDITOR		COMPANY CONTACT DETAILS	
				AUDITEE (POSITION)		COMPANY REGISTRATION NO.	1222186
				DATE	20/09/2022	SIC CODE	96090
				WEATHER	Cool dry day	NO. OF EMPLOYEES ON SITE	13
				FORM VERSION NUMBER	4		
				s4.2	Does the waste management process undertaken at this facility fall within the scope of the Permit / Exemption?	2	2
s4.3	Is the facility adhering to the relevant planning permission conditions that may affect waste type/quantities or the processes applied to the wastes accepted from FCC?	2	2	No limitations required South Normanton			
Permit / Exemption Score		6	6	100%			
5. WASTE TRANSFER NOTE/ HAZARDOUS WASTE CONSIGNMENT NOTE		Max Score	Actual Score				
s5.1	Who is the waste carrier (own haulage, third party or FCC). Does the waste carrier have up to date registration details held on site?	2	2	Own waste carrier			
Take a Grab Sample of a Waste Transfer Note or Consignment note for waste produced by FCC from the site/contract who requested this audit. Make a note if the transfer note is taken from a different FCC operation.							
s5.2	For a transfer note or Hazardous Waste Consignment Note for FCC waste received by the offtaker. Has it been completed correctly & fully? If it is a season ticket, check that it is in date. Has the completed consignment note been returned to FCC?	2	2	Carrier tickets have weights and number of bales, vehicle and driver details. Season tickets contain regulatory details. Both WTNs seen have delivery notes on annual season tickets from Smallmead (Jayplas templates)			
s5.3	How is the waste quantified in a way that can be verified? If the waste is weighed at FCC and the receiving site, which figures are used as the accepted reported quantities?	2	2	South Normanton weighbridge calibrated and identified within their calibration log			
s5.4	For wastes that are weighed, compare the tonnage with weighbridge ticket/transfer note produced at FCC Environment site. Do they match up? Are allowable discrepancies substantiated? Make a note if wastes are not unloaded from their stillages or unbaled for onward offtake/processing off site.	2	2	Use weights from own weighbridge not FCC. Do not retain FCC weighbridge tickets.			
s5.5	If the waste is exported, are notification controls in place where applicable?	n/a	n/a	None is exported from the 3 sites used by FCC including South Normanton			
s5.6	If the waste is exported, are green list controls in place where applicable?	n/a	n/a	None is exported from the 3 sites used by FCC including South Normanton			
s5.7	If the waste is being shipped to China, has the company registered under AQSIQ (Administration of Quality Supervision, Inspection and Quarantine)?	n/a	n/a	None is exported from the 3 sites used by FCC including South Normanton			
Waste Transfer Note / Hazardous Waste Consignment Note Score		8	8	100%			
Audit Score Totals	Audit Score Totals	30	30	100%			

From: .
To: .
Cc: [RE3 Admin](#);
Subject: FW: Waste Paper Trade C.V (002) FCC Wellman
Date: 24 February 2022 09:36:00
Attachments: [image001.jpg](#)
[Waste Paper Trade C.V \(002\) FCC Wellman.docx](#)

Dear

I have reviewed the attached audit, and can see that it relates to a processing facility in the Netherlands.

My understanding is that the re3 Councils have made a commitment (to residents and Members) to ensure that 100% of our plastics are processed in the UK.

If there are reasons why this may not be possible moving forwards, it will be necessary to have further conversations to discuss these.

However, for the moment, (but subject to any comments from I am unable to approve this trial.

Regards,

From:
Sent: 23 February 2022 09:12
To:
Cc: RE3 Admin RE3Admin@fccenvironment.co.uk>;
Subject: Waste Paper Trade C.V (002) FCC Wellman

This is an EXTERNAL EMAIL. STOP. THINK before you CLICK links or OPEN attachments.

Hello

We have completed an updated desktop audit document for Waste paper trade Trail load for PET to Wellman Recycling

We have reviewed the document and are happy that it meets all the FCC criteria.


As per our agreement, we will consider this off taker approved unless we hear differently from yourself.

Thank you.

Best regards,

Direct Dial: | Email:
FCC Environment | Island Road | Reading | Berkshire | RG2 0RP
<http://www.fccenvironment.co.uk/>


Please view our 2020/2021 Annual Environmental Report [here](#)

	FCC Environment Integrated Management System	
	Document Title: Offtaker Desktop Review Form	Mandatory
		Best Practice
		Project Specific

Please complete this form for all Offtakers prior to requesting an Offtaker Duty of Care audit


FCC Auditor Name	
Company Name	Waste Paper Trade C.V
Company Address	Zeefbaan 22 9672 bn Winschoten, Netheralands
Company Contact Details	
Company Registration No.	0000161002
SIC Code	46770

BASIC INFORMATION			OK?
B1	Described the waste stream to be removed from FCC sites	PET	YES
B2	Name of the site where the waste is taken (it's first destination) and the name of the site operator. Where this is not always the same location for every shipment, identify the most common first destination.	Wellman Recycling Tengnagelwaard 5 6917 AE Spijk Netherlands	
B3	Are there any additional requirements for this audit (any concerns identified, client requirements apply? Is the audit for hazardous wastes? Is this a new oftaker, etc?)	Trail Load	
B4	Describe the waste treatment process and storage activities. <i>It is a final disposal or end of waste process?</i>	All the PET bottles will be sorted, grinded and hot washed. After washing and drying the flakes are sorted on flake level. The flakes are applying in different applications where the flake will be extruded and decontaminated for food and non-food packaging.	
B5	Has there been any significant changes to the facility, the waste handling or treatment process, the exemptions or permit, or the management of any of these things? Please describe.	No	
MANDATORY DESKTOP AUDIT QUESTIONS			OK?
D1	Environmental Permit (WML or PPC) and/or exemption Number references and date of last issue (including variations)	0001-05-22-CYC-SB	
D2	Valid Waste Carrier / Broker Licence number <i>(skip if FCC organise waste carriage)</i>	CBDU55872 – Expires 12/01/2025	

	FCC Environment Integrated Management System	
Document Title:	Offtaker Desktop Review Form	Mandatory
		Best Practice
		Project Specific

D3	Confirm copies of valid Employers & Public Liability Insurance certificate provide to FCC (and any other valid liability insurance certificates)	Expires 01/01/2022	
D4	Anti-slavery policy (if over £35M Turnover)	On file and can be produced.	
ASSESSMENT CRITERIA: A site audit can only be completed if these documents have been checked as relevant and correct			


ADDITIONAL DESKTOP AUDIT QUESTIONS			OK?
D5	Discharge Consent (only if applicable) <i>Identify as an issue if relevant to FCCE wastes</i>	N/A	
D6	Approved Authorised Treatment Facility (if treating WEEE) <i>Identify as an issue if relevant to FCCE wastes</i>	N/A	
D7	Planning Permission Conditions (documents if available) <i>Ask for evidence of any controls on planning conditions, e.g. routing plans, operating hours, restrictions on operations for habitat protection, additional environmental monitoring, especially noise.</i>	n/a	
D8	Current Health, Safety, Environmental & Quality Policies <i>Not strictly a requirement for Duty of Care - identify as an issue if relevant to FCCE wastes or contract KPIs</i>	N/A	
D9	Current Management System Certificates <i>Not strictly a requirement for Duty of Care - identify as an issue if relevant to FCCE wastes or contract KPIs</i>	ISO 9001:2015 -Expires 1/07/2023	
D10	If end of waste status is claimed, has certification of the product meeting a quality standard or adhering to a quality protocol been achieved? Obtain copies. e.g. PAS100, PAS141 click cell to link to list of quality protocols	n/a	
D11	HSE Activity reports <i>Have there been any enforcement notices, stop notices or prosecutions in the last 5 years?</i> Check http://www.hse.gov.uk/ProsecutionsHistory/	None	
D12	EA Activity reports (CAR forms) <i>Have there been any enforcement notices, stop notices or prosecutions in the last 5 years? Have NCRs been rectified?</i>	None	
D13	Emergency / Accident Management Plan / Business Continuity Plan <i>A question on ensuring continuity of service.</i>	First and foremost all facilities have significant storage capability. Whilst the Plant in AE Spijk has the ability to process almost 58,000tpa it can hold up to 70,000tpa, giving excellent flexibility in the event of downtime. For planned	

		FCC Environment Integrated Management System	
Document Title:	Offtaker Desktop Review Form	Mandatory	
		Best Practice	
		Project Specific	

		<p>maintenance stock control is managed to allow for storage and continuity of service.</p> <p>Should the facility be unable to operate for a prolonged period, Wellman Plastics has additional facilities in the European Union where material can be diverted swiftly and without the need for complicated haulage administration. Subject to Plant needs and capacity, material would be transferred to one of the two operational facilities in France. Sites of which are below:</p> <p>Verdun, France, capacity 30ktpa Neufchateau, France, capacity 22ktpa</p> <p>The three sites combined provide process capacity for over 100ktpa of PET</p>	
	ASSESSMENT CRITERIA:	<p>Do not proceed with site visit unless all questions are answered and mandatory documents are provided.</p>	
Re3 Required INFORMATION			OK?
R1	<p>Described the process the waste will undertake at this facility.</p> <p>Are there any process losses? Is the material recycled? (e.g. % to landfill)</p>	<p>All the PET bottles will be sorted, grinded and hot washed. After washing and drying the flakes are sorted on flake level. The flakes are 100% recyclable any contaminates from the bottles are sorted and separated for disposal. These flakes are then transported to wellman recycling who produce food packaging.</p>	
R2	<p>Name of the end destination of where the waste is taken.</p>	<p>Wellman Recycling - Tengnagelwaard 5 6917 AE Spijk the Netherlands</p>	
R3	<p>How do the company ensure the compliance of any onward facilities?</p>	<p>Regular customer liaison visits. Up to date documentation received.</p>	

We are satisfied that the above offtaker has fulfilled FCC's export desktop audit requirements and that this audit complies with good industry practice standards. Based on the documents and information provided, we are satisfied that exported material will comply fully with the appropriate legislation and controls.

23/02/2022

	FCC Environment Integrated Management System	
Document Title:	Offtaker Desktop Review Form	Mandatory
		Best Practice
		Project Specific

Please submit completed forms to the SHEQ Audit team.

From: .
To:
Subject: FW: re3 - Plastics and Spain
Date: 23 February 2024 11:26:05
Attachments: [image003.jpg](#)
[image004.png](#)
[image005.jpg](#)

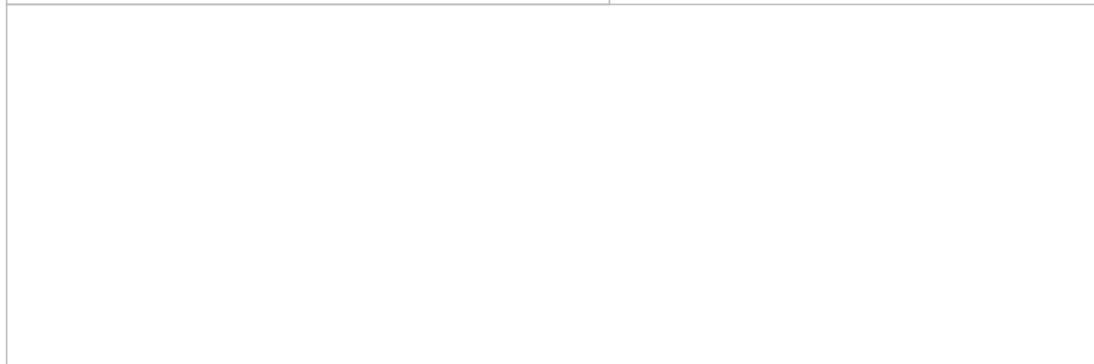
For info...

T: (ext
W: www.re3.org.uk

re3 is a waste management partnership between Bracknell Forest, Reading and Wokingham Borough Councils

c/o Administering Authority: Reading Borough Council, 1st Floor, Civic Offices, Bridge Street, Reading, RG1 2LU

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From:
Sent: Friday, February 23, 2024 11:01 AM
To:
Subject: RE: re3 - Plastics and Spain

Warning!
For the attention of
RBC, BFfC Staff and Councillors

This mail is from an external sender - please do not click any links or open any attachments unless you trust this sender, and know the content is safe

Hi

I had a call from the off-taker this morning, it looks like (for now) this option isn't available anymore; I've asked them to keep us in mind and to consider any further options.

I was thinking that in order for us to be in a position to take these options going forwards, subject to the usual audit approval, etc, would it be worth gaining board approval from the councils for export into Europe for plastics in general, so that if an option becomes available, and it's desirable to us, we could move reasonably quickly on it?

Obviously one of the main factors we have been looking at is price, however, I'm also aware that carbon footprint is a big consideration, but in reality, it would be difficult to compare the recycling technologies, so the main factor would be the transport emissions. We do, of course, try and use offers from other companies to boost the price

we get from Jayplas in the UK, and would always continue to do so, equally, if we did export any plastics, I would recommend splitting between Jayplas and the other off-taker so that we spread the risk.

I'll keep chasing this option and any others so that we can review as and when they become available.

Kind regards,

Mobile: + | Email:
FCC Environment | Island Road | Reading | Berkshire | RG2 0RP
<http://www.fccenvironment.co.uk/> <https://re3.fccenvironment.co.uk/>

Please view our 2021/2022 Annual Environmental Report [here](#)

re3 Logo - Email_V1

From:

Sent: Wednesday, February 21, 2024 2:21 PM

To:

Subject: RE: re3 - Plastics and Spain

FCC information security awareness: This is an incoming mail from an EXTERNAL SENDER. Please, be careful and verify the sender before opening attachments or links.

Brill. Much appreciated.

T: (ext

W: www.re3.org.uk [re3.org.uk]

re3 is a waste management partnership between Bracknell Forest, Reading and Wokingham Borough Councils

c/o Administering Authority: Reading Borough Council, 1st Floor, Civic Offices, Bridge Street, Reading, RG1 2LU

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Download re3cyclopedia: [AppStore](#) | [GooglePlayStore](#)



[\[re3.org.uk\]](http://re3.org.uk)

From:

Sent: Wednesday, February 21, 2024 2:20 PM

To:

Subject: RE: re3 - Plastics and Spain

Warning!
For the attention of
RBC, BFC Staff and Councillors

This mail is from an external sender - please do not click any links or open any attachments unless you trust this sender, and know the content is safe

Hi

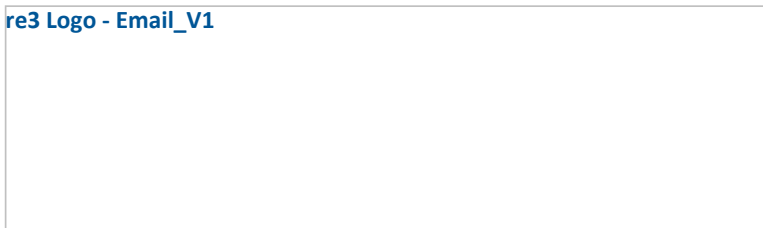
I'm in the office tomorrow afternoon; I have a meeting 2-3, but could do before or after then

Kind regards,

Mobile: + | Email:
FCC Environment | Island Road | Reading | Berkshire | RG2 0RP
<http://www.fccenvironment.co.uk/> <https://re3.fccenvironment.co.uk/>

Please view our 2021/2022 Annual Environmental Report [here](#)

re3 Logo - Email_V1



From:

Sent: Wednesday, February 21, 2024 2:17 PM

To:

Subject: re3 - Plastics and Spain

FCC information security awareness: This is an incoming mail from an EXTERNAL SENDER. Please, be careful and verify the sender before opening attachments or links.

Hi

Following our conversation a week ago, about the opportunity to export some plastic to Spain, I contacted the re3

Board. As you may recall, I thought they may have some reservations, on the basis of our track-record of recycling plastic in the UK and net-zero concerns about exporting waste out of the UK.

I have received the following questions:

1. What would the carbon impact per tonne be for any plastics that we would perhaps ship off- shore (to Spain, especially?) What routes would be taken to transfer the items and are there different routes /methods undertaken that lead to different carbon impacts.
2. Noting that FCC is a Spanish company, the question as to “ why Spain in particular” should be addressed so that each Council can reassure itself in terms of any possible conflicts. This simply makes sound governance sense to reassure ourselves from that standpoint, and also noting curiously that France is closer... Is there a genuine lack of a market here in the UK that is a reason to consider off- shore resales?
3. What would/could be the financial gain for resale to Spain- or to any off- shore country/ facility? (price range/ per tonne) Such a bottom line cost we realise may vary widely, and obviously we are all mindful of the need to maximise resale values of plastics to ensure best financial gain, but to know the financial potential must be a factor in weighing our thoughts on off- shore suppliers at this time.
4. Whilst you have been good enough to ask for our feedback, can you clarify the contractual challenges that may exist within “officers ability” to unilaterally take a decision like this?

I would be grateful for the chance to discuss these with you – could we find a quick moment, tomorrow afternoon?

Kind regards,

T: (ext
W: www.re3.org.uk [re3.org.uk]

re3 is a waste management partnership between Bracknell Forest, Reading and Wokingham Borough Councils

c/o Administering Authority: Reading Borough Council, 1st Floor, Civic Offices, Bridge Street, Reading, RG1 2LU

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Download re3cyclopedia: [AppStore](https://apps.apple.com) | [GooglePlayStore](https://play.google.com)



[\[re3.org.uk\]](http://re3.org.uk)

From: .
To: .
Cc:
Subject: Haulaway DTA Updated
Date: 17 April 2023 12:19:05
Attachments: [image001.jpg](#)
[Haulaway IMS-FRM-226 Offtaker Desktop Review Form 2023.docx](#)

***** *WARNING - this is an External Email *****

**STOP, THINK, before you CLICK links or OPEN attachments or
REPLY.**

Hi

I have attached the updated Haulaway audit which now details the end destination.


Kind regards,

| Email:

| Mobile:

FCC Environment | Island Road | Reading | Berkshire | RG2 0RP | <http://www.fccenvironment.co.uk/>

re3 Logo - Email_V1

	FCC Environment Integrated Management System	
	Document Title: Offtaker Desktop Review Form	Mandatory
		Best Practice
		Project Specific

Please complete this form for all Offtakers prior to requesting an Offtaker Duty of Care audit

FCC Auditor Name	
Company Name	Haulaway
Company Address	Polegate Distribution Facility, Summerhill Lane, Hailsham, East Sussex, BN26 6QY
Company Contact Details	
Company Registration No.	2625194
SIC Code	38:21
Date	12/04/2023

BASIC INFORMATION			OK?
B1	Described the waste stream to be removed from FCC sites	Rigid Plastics	YES
B2	Name of the site where the waste is taken (it's first destination) and the name of the site operator. Where this is not always the same location for every shipment, identify the most common first destination.	Polegate Distribution Facility, Summerhill Lane, Hailsham, East Sussex, BN26 6QY	
B3	Are there any additional requirements for this audit (any concerns identified, client requirements apply? Is the audit for hazardous wastes? Is this a new offtaker, etc?)	N/A	
B4	Describe the waste treatment process and storage activities. <i>It is a final disposal or end of waste process?</i>	<ol style="list-style-type: none"> 1. Loose Bulky Mixed Plastic Loads are either collected direct from the clients hub site via our walking floor system or delivered in to our site direct by the client. 2. Once received the loads are weighed in and directed to a designated tipping area. 3. The loads are individually tipped so a visual inspection can take place to insure that the quality criteria is met. The load is then manual inspected and images taken of any non-compliance materials and logged (Criteria sheet attached). 	

Document Title:

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Best Practice

Project Specific

4. Once the load has been passed it then goes to the next stage of polymer type separation.
5. Further removal of non-conforming materials are removed should they appear.
6. Once the load has been segregated into polymer types they are placed in bays ready to bale into mill size bales.
7. Bales are then loaded on to designated trailers for the transport to our UK Partner whom then receives these to process further.
8. Our UK partner (whom we have completed contracts for 3 years) then re-grade, wash, grind or pellet the polymer to a specification required by their end UK markets thus insuring a circular UK solution to Bulky Mixed Plastics.
9. Any rejected materials are dealt with in house by our own disposal points of which we are contracted to for waste to energy plants. We have 3 outlet operations that we supply residual waste in the UK that removes our need to Landfill.
10. If the client matches the acceptance criteria as issued prior to commencement of any agreement/trail then 100% is recycled. If the clients material fails in any part of the criteria then the rejected material can either be returned back to the client, if they so wish, or Haulaway will dispose of this via its waste to energy contracts. Percentages can not be given as each is on a case by case scenario.

Document Title:

Offtaker Desktop Review Form

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Project Specific

B5	Has there been any significant changes to the facility, the waste handling or treatment process, the exemptions or permit, or the management of any of these things? Please describe.	N/A	
MANDATORY DESKTOP AUDIT QUESTIONS			OK?
D1	Environmental Permit (WML or PPC) and/or exemption Number references and date of last issue (including variations)	EPR/BB3604UA/A001- On file and can be produced	
D2	Valid Waste Carrier / Broker Licence number (skip if FCC organise waste carriage)	CBDU88957 – 12/05/25	
D3	Confirm copies of valid Employers & Public Liability Insurance certificate provide to FCC (and any other valid liability insurance certificates)	Public and Employers Liability – Expires 30/05/23 B1903174220199	
D4	Anti-slavery policy (if over £35M Turnover)	On file	
ASSESSMENT CRITERIA: A site audit can only be completed if these documents have been checked as relevant and correct			

ADDITIONAL DESKTOP AUDIT QUESTIONS			OK?
D5	Discharge Consent (only if applicable) <i>Identify as an issue if relevant to FCCE wastes</i>	N/A	
D6	Approved Authorised Treatment Facility (if treating WEEE) <i>Identify as an issue if relevant to FCCE wastes</i>	n/a	
D7	Planning Permission Conditions (documents if available) <i>Ask for evidence of any controls on planning conditions, e.g. routing plans, operating hours, restrictions on operations for habitat protection, additional environmental monitoring, especially noise.</i>	Current Planning Conditions are the restrictions to operate on Bank Holiday and weekend periods. Operations are from 07:30-17:30 Monday to Friday during normal working week conditions.	
D8	Current Health, Safety, Environmental & Quality Policies <i>Not strictly a requirement for Duty of Care - identify as an issue if relevant to FCCE wastes or contract KPIs</i>	Environment, Quality, Health and Safety policies – On file	
D9	Current Management System Certificates <i>Not strictly a requirement for Duty of Care - identify as an issue if relevant to FCCE wastes or contract KPIs</i>	None	

Document Title:

Offtaker Desktop Review Form

Mandatory

Best Practice

Project Specific

D10	If end of waste status is claimed, has certification of the product meeting a quality standard or adhering to a quality protocol been achieved? Obtain copies. e.g. PAS100, PAS141 click cell to link to list of quality protocols	None	
D11	HSE Activity reports <i>Have there been any enforcement notices, stop notices or prosecutions in the last 5 years?</i> Check http://www.hse.gov.uk/ProsecutionsHistory/	N/A	
D12	EA Activity reports (CAR forms) <i>Have there been any enforcement notices, stop notices or prosecutions in the last 5 years? Have NCRs been rectified?</i>	N/A	
D13	Emergency / Accident Management Plan / Business Continuity Plan <i>A question on ensuring continuity of service.</i>	We operate 2 operations within a 3 mile radius therefore in the result of an incident or emergency shut down all loads can be diverted to the back up site to enable processing. We operate a 2 baler operation in separate buildings with the 2 nd as a primary back up to the main baler. All HSE details are controlled in house with an outside HSE contractor over seeing matters as and when required.	
ASSESSMENT CRITERIA:		Do not proceed with site visit unless all questions are answered and mandatory documents are provided.	
Re3 Required INFORMATION			OK?
R1	Described the process the waste will undertake at this facility. Are there any process losses? Is the material recycled? (e.g. % to landfill)	<ol style="list-style-type: none"> 1. Loose Bulky Mixed Plastic Loads are either collected direct from the clients hub site via our walking floor system or delivered in to our site direct by the client. 2. Once received the loads are weighed in and directed to a designated tipping area. 3. The loads are individually tipped so a visual inspection can take place to insure that the quality criteria is met. The load is then 	

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Best Practice


Project Specific

		<p>manual inspected and images taken of any non-compliance materials and logged (Criteria sheet attached).</p> <ol style="list-style-type: none"> Once the load has been passed it then goes to the next stage of polymer type separation. Further removal of non-conforming materials are removed should they appear. Once the load has been segregated into polymer types they are placed in bays ready to bale into mill size bales. Bales are then loaded on to designated trailers for the transport to our UK Partner whom then receives these to process further. Our UK partner (whom we have completed contracts for 3 years) then re-grade, wash, grind or pellet the polymer to a specification required by their end UK markets thus insuring a circular UK solution to Bulky Mixed Plastics. Any rejected materials are dealt with in house by our own disposal points of which we are contracted to for waste to energy plants. We have 3 outlet operations that we supply residual waste in the UK that removes our need to Landfill. 	
R2	Name of the end destination of where the waste is taken.	Van Wever UK Limited Whitemoor Business Park Cliffe Common Selby North Yorkshire YO8 6EG	
R3	How do the company ensure the compliance of any onward facilities?	If the client matches the acceptance criteria as issued prior to commencement of any agreement/trail then 100% is recycled. If the clients material fails in any part of the criteria then the rejected material can either be returned back to the client, if they so wish, or Haulaway will dispose of this	

	FCC Environment Integrated Management System		
Document Title:	Offtaker Desktop Review Form	Mandatory	
		Best Practice	
		Project Specific	

		via its waste to energy contracts. Percentages can not be given as each is on a case by case scenario.	
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Please submit completed forms to the SHEQ Audit team.

	FCC Environment Integrated Management System	
	Document Title: Offtaker Desktop Review Form	Mandatory
		Best Practice
		Project Specific

Please complete this form for all Offtakers prior to requesting an Offtaker Duty of Care audit

FCC Auditor Name	
Company Name	Haulaway Ltd
Company Address	Polegate Distribution Facility, Summerhill Lane, Hailsham, East Sussex, BN26 6QY
Company Contact Details	
Company Registration No.	2625194
SIC Code	38:21
Date	09/04/2021

BASIC INFORMATION			OK?
B1	Described the waste stream to be removed from FCC sites	Rigid Plastics	YES
B2	Name of the site where the waste is taken (it's first destination) and the name of the site operator. Where this is not always the same location for every shipment, identify the most common first destination.	Polegate Distribution Facility, Summerhill Lane, Hailsham, East Sussex, BN26 6QY	YES
B3	Are there any additional requirements for this audit (any concerns identified, client requirements apply? Is the audit for hazardous wastes? Is this a new oftaker, etc?)	6 month trial	YES
B4	Describe the waste treatment process and storage activities. <i>It is a final disposal or end of waste process?</i>	<ol style="list-style-type: none"> 1. Loose Bulky Mixed Plastic Loads are either collected direct from the clients hub site via our walking floor system or delivered in to our site direct by the client. 2. Once received the loads are weighed in and directed to a designated tipping area. 3. The loads are individually tipped so a visual inspection can take place to insure that the quality criteria is met. The load is then manual inspected and images taken of any non-compliance materials and logged (Criteria sheet attached). 4. Once the load has been passed it then goes to the next stage of 	YES

Document Title:

Offtaker Desktop Review Form

Mandatory

Best Practice

Project Specific

- polymer type separation.
5. Further removal of non-conforming materials are removed should they appear.
 6. Once the load has been segregated into polymer types they are placed in bays ready to bale into mill size bales.
 7. Bales are then loaded on to designated trailers for the transport to our UK Partner whom then receives these to process further.
 8. Our UK partner (whom we have completed contracts for 3 years) then re-grade, wash, grind or pellet the polymer to a specification required by their end UK markets thus insuring a circular UK solution to Bulky Mixed Plastics.
 9. Any rejected materials are dealt with in house by our own disposal points of which we are contracted to for waste to energy plants. We have 3 outlet operations that we supply residual waste in the UK that removes our need to Landfill.
 10. If the client matches the acceptance criteria as issued prior to commencement of any agreement/trail then 100% is recycled. If the clients material fails in any part of the criteria then the rejected material can either be returned back to the client, if they so wish, or Haulaway will dispose of this via its waste to energy contracts. Percentages can not be given as each is on a case by case scenario.

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Offtaker Desktop Review Form


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Project Specific

B5	Has there been any significant changes to the facility, the waste handling or treatment process, the exemptions or permit, or the management of any of these things? Please describe.	N/A	YES
MANDATORY DESKTOP AUDIT QUESTIONS			OK?
D1	Environmental Permit (WML or PPC) and/or exemption Number references and date of last issue (including variations)	EPR/BB3604UA/A001- On file and can be produced	YES
D2	Valid Waste Carrier / Broker Licence number <i>(skip if FCC organise waste carriage)</i>	CBDU88957 – 13/05/2022	YES
D3	Confirm copies of valid Employers & Public Liability Insurance certificate provide to FCC (and any other valid liability insurance certificates)	Pulic and Employersd Liability – Expires 30/05/2022	YES
D4	Anti-slavery policy (if over £35M Turnover)	Signed on 02/01/2022	YES
ASSESSMENT CRITERIA: A site audit can only be completed if these documents have been checked as relevant and correct			

ADDITIONAL DESKTOP AUDIT QUESTIONS			OK?
D5	Discharge Consent (only if applicable) <i>Identify as an issue if relevant to FCCE wastes</i>	N/A	YES
D6	Approved Authorised Treatment Facility (if treating WEEE) <i>Identify as an issue if relevant to FCCE wastes</i>	n/a	YES
D7	Planning Permission Conditions (documents if available) <i>Ask for evidence of any controls on planning conditions, e.g. routing plans, operating hours, restrictions on operations for habitat protection, additional environmental monitoring, especially noise.</i>	Current Planning Conditions are the restrictions to operate on Bank Holiday and weekend periods. Operations are from 07:30-17:30 Monday to Friday during normal working week conditions.	YES
D8	Current Health, Safety, Environmental & Quality Policies <i>Not strictly a requirement for Duty of Care - identify as an issue if relevant to FCCE wastes or contract KPIs</i>	Environment, Quality, Health and Safety policies – On file and are due to expire 19/01/2023	YES
D9	Current Management System Certificates <i>Not strictly a requirement for Duty of Care - identify as an issue if relevant to FCCE wastes or contract KPIs</i>	self-auditing on H&S with an outside HSE overseeing matters.	YES
D10	If end of waste status is claimed, has certification of the product meeting a quality standard or adhering to a quality protocol been achieved? Obtain copies. e.g. PAS100, PAS141 click cell to link to list of quality protocols	None	YES

	FCC Environment Integrated Management System		
Document Title:	Offtaker Desktop Review Form	Mandatory	
		Best Practice	
		Project Specific	

D11	<p>HSE Activity reports</p> <p><i>Have there been any enforcement notices, stop notices or prosecutions in the last 5 years?</i></p> <p>Check http://www.hse.gov.uk/ProsecutionsHistory/</p>	N/A	YES
D12	<p>EA Activity reports (CAR forms)</p> <p><i>Have there been any enforcement notices, stop notices or prosecutions in the last 5 years? Have NCRs been rectified?</i></p>	N/A	YES
D13	<p>Emergency / Accident Management Plan / Business Continuity Plan</p> <p><i>A question on ensuring continuity of service.</i></p>	<p>We operate 2 operations within a 3 mile radius therefore in the result of an incident or emergency shut down all loads can be diverted to the back up site to enable processing. We operate a 2 baler operation in separate buildings with the 2nd as a primary back up to the main baler. All HSE details are controlled in house with an outside HSE contractor over seeing matters as and when required.</p>	YES
	ASSESSMENT CRITERIA:	Do not proceed with site visit unless all questions are answered and mandatory documents are provided.	
Re3 Required INFORMATION			OK?
R1	<p>Described the process the waste will undertake at this facility.</p> <p>Are there any process losses? Is the material recycled? (e.g. % to landfill)</p>	<ol style="list-style-type: none"> 1. Loose Bulky Mixed Plastic Loads are either collected direct from the clients hub site via our walking floor system or delivered in to our site direct by the client. 2. Once received the loads are weighed in and directed to a designated tipping area. 3. The loads are individually tipped so a visual inspection can take place to insure that the quality criteria is met. The load is then manual inspected and images taken of any non-compliance materials and logged (Criteria sheet attached). 4. Once the load has been passed it then goes to the next stage of polymer type separation. 5. Further removal of non-conforming materials are removed should they appear. 6. Once the load has been segregated into polymer types they are placed in bays ready to bale into mill size bales. 	YES

	FCC Environment Integrated Management System		
Document Title:	Offtaker Desktop Review Form	Mandatory	
		Best Practice	
		Project Specific	

		<p>7. Bales are then loaded on to designated trailers for the transport to our UK Partner whom then receives these to process further.</p> <p>8. Our UK partner (whom we have completed contracts for 3 years) then re-grade, wash, grind or pellet the polymer to a specification required by their end UK markets thus insuring a circular UK solution to Bulky Mixed Plastics.</p> <p>9. Any rejected materials are dealt with in house by our own disposal points of which we are contracted to for waste to energy plants. We have 3 outlet operations that we supply residual waste in the UK that removes our need to Landfill.</p>	
R2	Name of the end destination of where the waste is taken.	Our UK Partner has agreed terms with Haulaway for a period of 3 years with scope to extend. Our Partner is one of the UK/Europe leading Plastic processors and have a transparent operation in place. Due to no NDA in place their details have been omitted at this time and will be disclosed once contracts have been put in place after the trial to protect all parties attached to this project. Visits to both sites will be welcomed after the trial period.	YES
R3	How do the company ensure the compliance of any onward facilities?	If the client matches the acceptance criteria as issued prior to commencement of any agreement/trail then 100% is recycled. If the clients material fails in any part of the criteria then the rejected material can either be returned back to the client, if they so wish, or Haulaway will dispose of this via its waste to energy contracts. Percentages can not be given as each is on a case by case scenario.	YES

Please submit completed forms to the SHEQ Audit team.

From: .
To: .
Cc: [RE3 Admin](#);
Subject: IMS-FRM-226 Offtaker Desktop Review Form Haulaway April 2022
Date: 14 April 2022 12:03:10
Attachments: [image001.jpg](#)
[IMS-FRM-226 Offtaker Desktop Review Form Haulaway April 2021.docx](#)

This is an EXTERNAL EMAIL. STOP THINK before you CLICK links or OPEN attachments.

Hello

We have completed an updated desktop audit document for Haulaway
To continue the trial until the next re3 board meeting, which we believe to be in June
We have reviewed the document and are happy that it meets all the FCC criteria.

Thank you.

Best regards,

Direct Dial: | Email:
FCC Environment | Island Road | Reading | Berkshire | RG2 0RP
<http://www.fccenvironment.co.uk/>

Please view our 2020/2021 Annual Environmental Report [here](#)

re3 Logo - Email_V1



Subject: JPlas
Attachments: IMS-FRM-226 Offtaker Desktop Review Form Jayplas March 2022.docx

From: RE3 Admin RE3Admin@fccenvironment.co.uk
Sent: 08 July 2022 15:01
To:
Cc: RE3 Admin RE3Admin@fccenvironment.co.uk>;
Subject: RE: SMA updates

This is an EXTERNAL EMAIL. STOP THINK before you CLICK links or OPEN attachments.
Sorry there has been no changes to either report.

Kind regards,

Direct Dial: | Email:
FCC Environment | Island Road | Reading | Berkshire | RG2 0RP
<http://www.fccenvironment.co.uk/>

Please view our 2020/2021 Annual Environmental Report [here](#)



From:
Sent: 08 July 2022 14:59
To:
Cc: RE3 Admin RE3Admin@fccenvironment.co.uk>;
Subject: RE: SMA updates

Thanks
Could you let me know if anything has changed in relation to the desktop audits please?

From:
Sent: 08 July 2022 14:57
To:
Cc: RE3 Admin RE3Admin@fccenvironment.co.uk>;
Subject: SMA updates

This is an EXTERNAL EMAIL. STOP THINK before you CLICK links or OPEN attachments.
Good Afternoon

Please find attached the missing audit reports. I am still waiting for the Sims report from the auditor, but hopefully should be with me by Monday.

Kind regards,


Direct Dial: | Email:
FCC Environment | Island Road | Reading | Berkshire | RG2 0RP
<http://www.fccenvironment.co.uk/>

Please view our 2020/2021 Annual Environmental Report [here](#)



from waste to resource




		FCC Environment Integrated Management System	
Document Title:	Offtaker Desktop Review Form	Mandatory	
		Best Practice	
		Project Specific	

Please complete this form for all Offtakers prior to requesting an Offtaker Duty of Care audit

FCC Auditor Name	
Company Name	Jayplas
Company Address	Cotton Way Off Weldon Road, Derby Road Ind Est, Loughborough, Leicestershire, LE11 0JN Saxon Way East, Oakley Hay Ind Estate, Corby, Northants, NN18 9EY Site 2, High View Road, Berristow Lane, South Normanton, DE55 2DT
Company Contact Details	
Company Registration No.	01222186
SIC Code	96090

BASIC INFORMATION			OK?
B1	Described the waste stream to be removed from FCC sites	Plastic and PET bottles	Yes
B2	Name of the site where the waste is taken (it's first destination) and the name of the site operator. Where this is not always the same location for every shipment, identify the most common first destination.	Loughborough, Corby, South Normanton.	Yes
B3	Are there any additional requirements for this audit (any concerns identified, client requirements apply? Is the audit for hazardous wastes? Is this a new oftaker, etc?)	No	Yes
B4	Describe the waste treatment process and storage activities. <i>It is a final disposal or end of waste process?</i>	Corby - FCC waste treatment consists of sorting, separation, screening, baling, shredding, crushing and compaction. Plastic bottles are separated into different grades with 0% to landfill. Permit also covers storage of waste pending and of the operations, recycling/reclamation of organic substances which are not used as solvents, recycling/reclamation of metals and metal compound, recycling/reclamation of other inorganic compounds. South Normanton -Permit covers treatment consisting of sorting, separation, screening, baling, shredding, crushing and compaction. Plastic bottles are separated into different grades with 0% to landfill.	Yes

	FCC Environment Integrated Management System		
Document Title:	Offtaker Desktop Review Form	Mandatory	
		Best Practice	
		Project Specific	


		Loughborough - we recycle the HD bottles at our Loughborough Wash Plant. The recycled pellet is then used on site to manufacture refuse and recycling sacks. Or the Pellet is sent to our workshop site to be made into Bag 4 Life for the Supermarkets. We have started using the hot washed PET flake from our PET wash plant to extrude PET sheet at Corby. We are now an end user for the PET flake produced at our wash plant. The PET sheet is used for food packaging.	
B5	Has there been any significant changes to the facility, the waste handling or treatment process, the exemptions or permit, or the management of any of these things? Please describe.	No	Yes
MANDATORY DESKTOP AUDIT QUESTIONS			OK?
D1	Environmental Permit (WML or PPC) and/or exemption Number references and date of last issue (including variations)	Corby - EPR/AB3530RG. South Normanton - EPR/DP3391LC. Loughborough - SP3090CH/V003	Yes
D2	Valid Waste Carrier / Broker Licence number (skip if FCC organise waste carriage)	CBDU97262 Expires: 15/05/2022	Yes
D3	Confirm copies of valid Employers & Public Liability Insurance certificate provide to FCC (and any other valid liability insurance certificates)	QBEY099365QBE0116A Expires: 31/07/2021	Yes
D4	Anti-slavery policy (if over £35M Turnover)	Seen, saved and available on request	Yes
ASSESSMENT CRITERIA: A site audit can only be completed if these documents have been checked as relevant and correct			

ADDITIONAL DESKTOP AUDIT QUESTIONS			OK?
D5	Discharge Consent (only if applicable) <i>Identify as an issue if relevant to FCC waste</i>	N/A	Yes
D6	Approved Authorised Treatment Facility (if treating WEEE) <i>Identify as an issue if relevant to FCC waste</i>	N/A	Yes

Document Title:	Offtaker Desktop Review Form	Mandatory
		Best Practice
		Project Specific

D7	Planning Permission Conditions (documents if available) <i>Ask for evidence of any controls on planning conditions, e.g. routing plans, operating hours, restrictions on operations for habitat protection, additional environmental monitoring, especially noise.</i>	N/A	Yes
D8	Current Health, Safety, Environmental & Quality Policies <i>Not strictly a requirement for Duty of Care - identify as an issue if relevant to FCCE wastes or contract KPIs</i>	Seen, saved, available on request.	Yes
D9	Current Management System Certificates <i>Not strictly a requirement for Duty of Care - identify as an issue if relevant to FCCE wastes or contract KPIs</i>	ISO 14001:2004 Certificate Number EMS589815 - Expiry 19/02/2022 ISO9001:2008 Certificate Number FS 555816 Expiry 03/03/2022	Yes
D10	If end of waste status is claimed, has certification of the product meeting a quality standard or adhering to a quality protocol been achieved? Obtain copies. e.g. PAS100, PAS141 click cell to link to list of quality protocols	N/A	Yes
D11	HSE Activity reports <i>Have there been any enforcement notices, stop notices or prosecutions in the last 5 years?</i> Check http://www.hse.gov.uk/ProsecutionsHistory/	N/A	Yes
D12	EA Activity reports (CAR forms) <i>Have there been any enforcement notices, stop notices or prosecutions in the last 5 years? Have NCRs been rectified?</i>	N/A	Yes
D13	Emergency / Accident Management Plan / Business Continuity Plan <i>A question on ensuring continuity of service.</i>	Seen, saved, available on request.	Yes
	ASSESSMENT CRITERIA:	Do not proceed with site visit unless all questions are answered and mandatory documents are provided.	

Re3 Required INFORMATION			OK?
R1	Described the process the waste will undertake at this facility. Are there any process losses? Is the material recycled? (e.g. % to landfill)	Corby - FCC waste treatment consists of sorting, separation, screening, baling, shredding, crushing and compaction. Plastic bottles are separated into different grades with 0% to landfill. Permit also covers storage of waste pending and of the operations, recycling/reclamation of organic substances which are not used as solvents, recycling/reclamation of metals and metal compound, recycling/reclamation of other inorganic compounds. South Normanton -Permit covers treatment consisting of sorting, separation, screening, baling, shredding, crushing and compaction. Plastic bottles are separated into different grades with 0% to landfill. Loughborough - we recycle the HD bottles at our Loughborough Wash Plant. The recycled pellet is	Yes

	FCC Environment Integrated Management System	
Document Title:	Offtaker Desktop Review Form	Mandatory
		Best Practice
		Project Specific

		then used on site to manufacture refuse and recycling sacks. Or the Pellet is sent to our workshop site to be made into Bag 4 Life for the Supermarkets. We have started using the hot washed PET flake from out PET wash plant to extrude PET sheet at Corby. We are now an end user for the PET flake produced at our wash plant. The PET sheet is used for food packaging.	
R2	Name of the end destination of where the waste is taken.	Jayplas is the end destination	Yes
R3	How do the company ensure the compliance of any onward facilities?	Jayplas is the end destination	Yes

Please submit completed forms to the SHEQ Audit team.

From: [\[redacted\]](#)
To: [\[redacted\]](#)
Cc: [RE3 Admin](#);
Subject: IMS-FRM-226 Offtaker Desktop Review Form Jayplas March 2020
Date: 16 March 2021 15:45:18
Attachments: [image001.jpg](#)
[image002.jpg](#)
[IMS-FRM-226 Offtaker Desktop Review Form Jayplas March 2020.docx](#)

This is an EXTERNAL EMAIL. STOP. THINK before you CLICK links or OPEN attachments.

Good Afternoon

Please find attached the DTA For Jayplas.

There have been no changes on site. This has been completed to meet FCC Environment requirements.

Kind regards,

Direct Dial: [\[redacted\]](#) | Email: [\[redacted\]](#)
FCC Environment | Island Road | Reading | Berkshire | RG2 0RP
<http://www.fccenvironment.co.uk/>

Please view our 2019/2020 Annual Environmental Report [here](#)

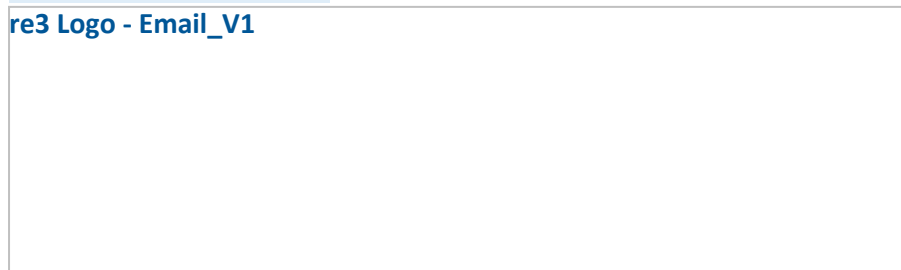
PSS Challenge

-

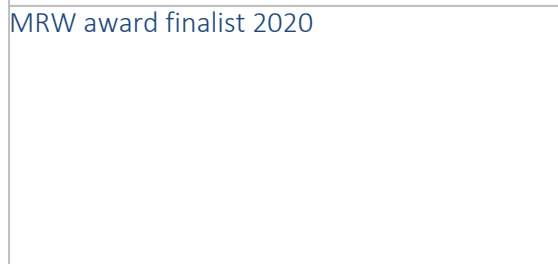
With 50% of the world's forests are gone we need to start regenerating for the future of our planet, wildlife and people.

Please take a moment to [sponsor the re3/FCC Environment](#) team to restore Mother Earths beautiful natural wonders.

re3 Logo - Email_V1



MRW award finalist 2020



From: .
To: .
Cc: .
Subject: Newport
Date: 27 June 2023 15:05:50
Attachments: [image001.jpg](#)

Warning!
For the attention of
RBC, BFfC Staff and Councillors

This mail is from an external sender - please do not click any links or open any attachments unless you trust this sender, and know the content is safe

Hello

We have completed an updated audit document for Newport Recycling.

There have been no changes and we have reviewed the document and are happy it meets all FCC criteria.

The only updates has been the WCL: 17/1/26
Employers & Public/Private Insurance: 9/8/23

As per our agreement, we will consider this off taker approved unless we hear differently from yourself.

Thank you.

Kind regards,

| Email:
| Mobile:
FCC Environment | Island Road | Reading | Berkshire | RG2 0RP | <http://www.fccenvironment.co.uk/>

re3 Logo - Email_V1

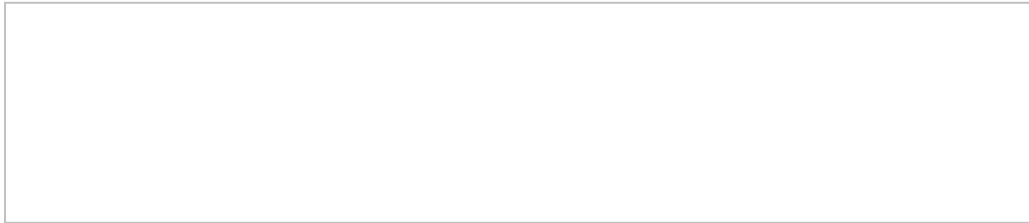


From: .
To: .
Cc: [RE3 Admin](#);
Subject: RE: Newport paper - mixed plastics
Date: 18 August 2021 10:31:33
Attachments: [image003.jpg](#)
[image001.jpg](#)

I will ring you rather than emailing, but we believed the audit was complete. It was when you asked additional questions on more than one occasion that we stopped using them.

Direct Dial: | Email:
FCC Environment | Smallmead | Island Road | Reading | Berkshire | RG2 0RP |
<http://www.fccenvironment.co.uk/>

Please view our 2020/2021 Annual Environmental Report [here](#)



From: [mailto:
Sent: 18 August 2021 10:30
To:
Cc: RE3 Admin RE3Admin@fccenvironment.co.uk
Subject: RE: Newport paper - mixed plastics

Hi

In that case, can I just ask why the audit was submitted for Council approval if it was known that the level of information included was insufficient?

Regards,

From:
Sent: 18 August 2021 10:23
To:
Cc: RE3 Admin RE3Admin@fccenvironment.co.uk
Subject: RE: Newport paper - mixed plastics

Hi

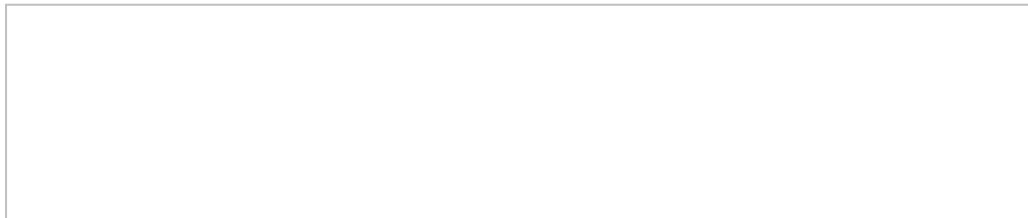
We fully understand the expectations and requirements of the Councils for waste movements, which is why we agreed with Newport that if the end destination will not provide answers to satisfy the re3 audit we will not use them.

I can confirm only 1 load was sent to PMK.

Kin d regards,

Direct Dial: | Email:
FCC Environment | Smallmead | Island Road | Reading | Berkshire | RG2 0RP |
<http://www.fccenvironment.co.uk/>

Please view our 2020/2021 Annual Environmental Report [here](#)



From: [mailto:
Sent: 17 August 2021 17:12
To:
Cc: RE3 Admin RE3Admin@fccenvironment.co.uk
Subject: RE: Newport paper - mixed plastics

Dear

There is a lot of interest and awareness around plastic reprocessing, and we needed to be certain that our waste was being processed in the UK. With some of the listed sites being transfer stations, rather than processing facilities, and others not turning the plastic into new items themselves, this wasn't an audit that could be approved without further information.

Councils are required to seek information on the movement of waste as far as its end destination so the audit process should really be one that offtakers are familiar with.

Please could confirm how many loads were sent to PMK and I will review this in relation to the Performance Report.

Would you also be able to confirm what is currently happening with our mixed plastic.
Many thanks,

From:
Sent: 17 August 2021 16:46
To:
Cc: RE3 Admin RE3Admin@fccenvironment.co.uk
Subject: Newport paper - mixed plastics

This is an EXTERNAL EMAIL. STOP. THINK before you CLICK links or OPEN attachments.

Hi

As you are aware mixed plastics were sent to PMK from Newport Paper whilst the desktop audit

was taking place.

After discussions with Newport Paper about the audit, Newport advised us that many of their offtakers complained about the audit process and were reluctant to work with us. We have since agreed with Newport that if we cannot satisfy the re3 audit process in place, that we would not use them.

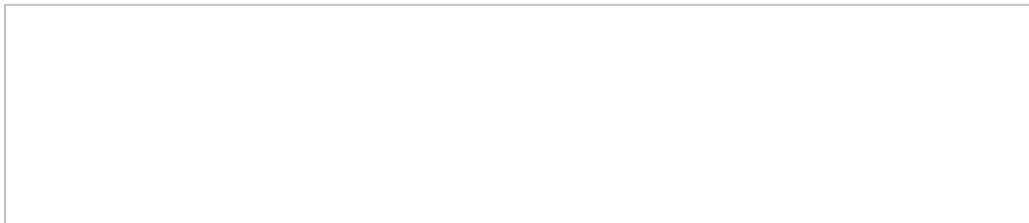
We are unable to obtain any further documentation from Newport to allow us to complete the desktop audit, therefore please accept today as written confirmation that we will not be progressing this any further.

If you have any questions, please let me know.

Kin d regards,

Direct Dial: | Email:
FCC Environment | Smallmead | Island Road | Reading | Berkshire | RG2 0RP |
<http://www.fccenvironment.co.uk/>

Please view our 2020/2021 Annual Environmental Report [here](#)




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	FCC Environment Integrated Management System	
	Document Title: Offtaker Desktop Review Form	Mandatory
		Best Practice
		Project Specific

Please complete this form for all Offtakers prior to requesting an Offtaker Duty of Care audit

FCC Auditor Name	
Company Name	Jayplas
Company Address	Cotton Way Off Weldon Road, Derby Road Ind Est, Loughborough, Leicestershire, LE11 0JN Saxon Way East, Oakley Hay Ind Estate, Corby, Northants, NN18 9EY Site 2, High View Road, Berristow Lane, South Normanton, DE55 2DT
Company Contact Details	
Company Registration No.	01222186
SIC Code	96090

BASIC INFORMATION			OK?
B1	Described the waste stream to be removed from FCC sites	Plastic and PET bottles	Yes
B2	Name of the site where the waste is taken (it's first destination) and the name of the site operator. Where this is not always the same location for every shipment, identify the most common first destination.	Loughborough, Corby, South Normanton.	Yes
B3	Are there any additional requirements for this audit (any concerns identified, client requirements apply? Is the audit for hazardous wastes? Is this a new oftaker, etc?)	No	Yes
B4	Describe the waste treatment process and storage activities. <i>It is a final disposal or end of waste process?</i>	Corby - FCC waste treatment consists of sorting, separation, screening, baling, shredding, crushing and compaction. Plastic bottles are separated into different grades with 0% to landfill. Permit also covers storage of waste pending and of the operations, recycling/reclamation of organic substances which are not used as solvents, recycling/reclamation of metals and metal compound, recycling/reclamation of other inorganic compounds. South Normanton -Permit covers treatment consisting of sorting, separation, screening, baling, shredding, crushing and compaction. Plastic bottles are separated into different grades with 0% to landfill.	Yes


 Document Title:	FCC Environment Integrated Management System Offtaker Desktop Review Form	Mandatory Best Practice Project Specific

		Loughborough - we recycle the HD bottles at our Loughborough Wash Plant. The recycled pellet is then used on site to manufacture refuse and recycling sacks. Or the Pellet is sent to our workshop site to be made into Bag 4 Life for the Supermarkets. We have started using the hot washed PET flake from our PET wash plant to extrude PET sheet at Corby. We are now an end user for the PET flake produced at our wash plant. The PET sheet is used for food packaging.	
B5	Has there been any significant changes to the facility, the waste handling or treatment process, the exemptions or permit, or the management of any of these things? Please describe.	No	Yes
MANDATORY DESKTOP AUDIT QUESTIONS			OK?
D1	Environmental Permit (WML or PPC) and/or exemption Number references and date of last issue (including variations)	Corby - EPR/AB3530RG. South Normanton - EPR/DP3391LC. Loughborough - SP3090CH/V003	Yes
D2	Valid Waste Carrier / Broker Licence number (skip if FCC organise waste carriage)	CBDU97262 Expires: 15/05/2025	Yes
D3	Confirm copies of valid Employers & Public Liability Insurance certificate provide to FCC (and any other valid liability insurance certificates)	QBEY099365QBE0116A Expires: 30/07/23	Yes
D4	Anti-slavery policy (if over £35M Turnover)	Seen, saved and available on request	Yes
ASSESSMENT CRITERIA: A site audit can only be completed if these documents have been checked as relevant and correct			

ADDITIONAL DESKTOP AUDIT QUESTIONS			OK?
D5	Discharge Consent (only if applicable) <i>Identify as an issue if relevant to FCCE wastes</i>	N/A	Yes
D6	Approved Authorised Treatment Facility (if treating WEEE) <i>Identify as an issue if relevant to FCCE wastes</i>	N/A	Yes

Document Title:	Offtaker Desktop Review Form	Mandatory
		Best Practice
		Project Specific

D7	Planning Permission Conditions (documents if available) <i>Ask for evidence of any controls on planning conditions, e.g. routing plans, operating hours, restrictions on operations for habitat protection, additional environmental monitoring, especially noise.</i>	N/A	Yes
D8	Current Health, Safety, Environmental & Quality Policies <i>Not strictly a requirement for Duty of Care - identify as an issue if relevant to FCCE wastes or contract KPIs</i>	Seen, saved, available on request.	Yes
D9	Current Management System Certificates <i>Not strictly a requirement for Duty of Care - identify as an issue if relevant to FCCE wastes or contract KPIs</i>	ISO 14001:2015 Certificate Number EMS 589815 - Expiry 19/02/2025 ISO9001:2015 Certificate Number FS 555816 Expiry 03/03/2025	Yes
D10	If end of waste status is claimed, has certification of the product meeting a quality standard or adhering to a quality protocol been achieved? Obtain copies. e.g. PAS100, PAS141 click cell to link to list of quality protocols	N/A	Yes
D11	HSE Activity reports <i>Have there been any enforcement notices, stop notices or prosecutions in the last 5 years?</i> Check http://www.hse.gov.uk/ProsecutionsHistory/	N/A	Yes
D12	EA Activity reports (CAR forms) <i>Have there been any enforcement notices, stop notices or prosecutions in the last 5 years? Have NCRs been rectified?</i>	N/A	Yes
D13	Emergency / Accident Management Plan / Business Continuity Plan <i>A question on ensuring continuity of service.</i>	Seen, saved, available on request.	Yes
ASSESSMENT CRITERIA:		Do not proceed with site visit unless all questions are answered and mandatory documents are provided.	
Re3 Required INFORMATION			OK?
R1	Described the process the waste will undertake at this facility. Are there any process losses? Is the material recycled? (e.g. % to landfill)	Corby - FCC waste treatment consists of sorting, separation, screening, baling, shredding, crushing and compaction. Plastic bottles are separated into different grades with 0% to landfill. Permit also covers storage of waste pending and of the operations, recycling/reclamation of organic substances which are not used as solvents, recycling/reclamation of metals and metal compound, recycling/reclamation of other inorganic compounds. South Normanton -Permit covers treatment consisting of sorting, separation, screening, baling, shredding, crushing and compaction. Plastic bottles are separated into different grades with 0% to landfill. Loughborough - we recycle the HD bottles at our Loughborough Wash Plant. The recycled pellet is	Yes

	FCC Environment Integrated Management System	
Document Title:	Offtaker Desktop Review Form	Mandatory
		Best Practice
		Project Specific

		then used on site to manufacture refuse and recycling sacks. Or the Pellet is sent to our workshop site to be made into Bag 4 Life for the Supermarkets. We have started using the hot washed PET flake from out PET wash plant to extrude PET sheet at Corby. We are now an end user for the PET flake produced at our wash plant. The PET sheet is used for food packaging.	
R2	Name of the end destination of where the waste is taken.	Jayplas is the end destination	Yes
R3	How do the company ensure the compliance of any onward facilities?	Jayplas is the end destination	Yes

Please submit completed forms to the SHEQ Audit team.

From: .
To: .
Cc:
Subject: RE: DTA Jayplas
Date: 29 March 2023 10:00:12
Attachments: [image001.jpg](#)
[IMS-FRM-226 Offtaker Desktop Review Form Jayplas March 2023.docx](#)

***** *WARNING - this is an External Email *****

STOP, THINK, before you CLICK links or OPEN attachments or REPLY.

Hello

Apologies, I had not attached the document to the below email.

We have completed an updated audit document for Jayplas.

The only changes there have been is that the EMS and QMS paperwork have been updated (details below):

EMS – EMS 589815 19/2/2025

QMS – FS 555816 3/3/2025

We have reviewed the document and are happy it meets all FCC criteria.

As per our agreement, we will consider this offtaker approved unless we hear differently from yourself.

Thank you.

Kind regards,

| Email:

| Mobile:

FCC Environment | Island Road | Reading | Berkshire | RG2 0RP | <http://www.fccenvironment.co.uk/>

re3 Logo - Email_V1

From:

Sent: 29 March 2023 09:41

To:
Cc:
Subject: DTA Jayplas

Hello

We have completed an updated audit document for Jayplas.

The only changes there have been is that the EMS and QMS paperwork have been updated (details below):

EMS – EMS 589815 19/2/2025
QMS – FS 555816 3/3/2025

We have reviewed the document and are happy it meets all FCC criteria.

As per our agreement, we will consider this oftaker approved unless we hear differently from yourself.


Thank you.

Kind regards,

| Email:
| Mobile:
FCC Environment | Island Road | Reading | Berkshire | RG2 0RP | <http://www.fccenvironment.co.uk/>

re3 Logo - Email_V1




	FCC Environment Integrated Management System	
	Document Title: Offtaker Desktop Review Form	Mandatory
		Best Practice
		Project Specific

Please complete this form for all Offtakers prior to requesting an Offtaker Duty of Care audit

FCC Auditor Name	
Company Name	Flexcollect (Suez)
Company Address	Suez House, Greenfell Road, Maidenhead, Berkshire, England, SL6 1ES
Company Contact Details	
Company Registration No.	02291198
SIC Code	38110, 38210, 38320, 39000

BASIC INFORMATION			OK?
B1	Described the waste stream to be removed from FCC sites	Flexible Plastics	YES
B2	Name of the site where the waste is taken (it's first destination) and the name of the site operator. Where this is not always the same location for every shipment, identify the most common first destination.	No agreed final destination at this time. SUEZ cannot confirm until a later date. Will be UK destinations only	YES
B3	Are there any additional requirements for this audit (any concerns identified, client requirements apply? Is the audit for hazardous wastes? Is this a new oftaker, etc?)	No	YES
B4	Describe the waste treatment process and storage activities. <i>It is a final disposal or end of waste process?</i>	<p>Mechanical or chemical recycling with SRF as last resort. Recycling will not take place on a SUEZ site. We have not got a single supplier for the project, instead opting to test a range of options by supplying the material to a variety of reprocessors and treatment facilities to trail in their process in order to assess whether it would be a suitable medium to long term option.</p> <p>Suez intend to send 100% for recycling. As with any material, loss, through contamination or process, will occur. This is an outcome/finding of the project. We intend to measure process losses in each trial but this is subject to what individual companies may or may not be able to share.</p> <p>No agreed final destination at this time. SUEZ cannot confirm until a</p>	YES

	FCC Environment Integrated Management System		
Document Title:	Offtaker Desktop Review Form	Mandatory	
		Best Practice	
		Project Specific	


		later date. Will be UK destinations only	
B5	Has there been any significant changes to the facility, the waste handling or treatment process, the exemptions or permit, or the management of any of these things? Please describe.	N/A	YES
MANDATORY DESKTOP AUDIT QUESTIONS			OK?
D1	Environmental Permit (WML or PPC) and/or exemption Number references and date of last issue (including variations)	N/A	YES
D2	Valid Waste Carrier / Broker Licence number (skip if FCC organise waste carriage)	SUEZ are not taking material. Hauliers will be used. Cannot confirm who these are as of yet No agreed final destination at this time. SUEZ cannot confirm until a later date. Will be UK destinations only	YES
D3	Confirm copies of valid Employers & Public Liability Insurance certificate provide to FCC (and any other valid liability insurance certificates)	Yes – On file, can produce if required Employers 31/12/2023 Public & Products 5/12/2023	YES
D4	Anti-slavery policy (if over £35M Turnover)	Yes – On file, can produce if required	YES
ASSESSMENT CRITERIA: A site audit can only be completed if these documents have been checked as relevant and correct			

ADDITIONAL DESKTOP AUDIT QUESTIONS			OK?
D5	Discharge Consent (only if applicable) <i>Identify as an issue if relevant to FCCE wastes</i>	N/A	YES
D6	Approved Authorised Treatment Facility (if treating WEEE) <i>Identify as an issue if relevant to FCCE wastes</i>	N/A	YES
D7	Planning Permission Conditions (documents if available) <i>Ask for evidence of any controls on planning conditions, e.g. routing plans, operating hours, restrictions on operations for habitat protection, additional environmental monitoring, especially noise.</i>	N/A	YES
D8	Current Health, Safety, Environmental & Quality Policies <i>Not strictly a requirement for Duty of Care - identify as an issue if relevant to FCCE wastes or contract KPIs</i>	Yes – On file, can produce if required	YES

Document Title:	Offtaker Desktop Review Form	Mandatory
		Best Practice
		Project Specific

D9	Current Management System Certificates <i>Not strictly a requirement for Duty of Care - identify as an issue if relevant to FCCE wastes or contract KPIs</i>	ISO 9001:2015 27/9/2025 ISO 14001:2015 27/9/2025 BS OHSAS 18001:2007	YES
D10	If end of waste status is claimed, has certification of the product meeting a quality standard or adhering to a quality protocol been achieved? Obtain copies. e.g. PAS100, PAS141 click cell to link to list of quality protocols	N/A	YES
D11	HSE Activity reports <i>Have there been any enforcement notices, stop notices or prosecutions in the last 5 years?</i> Check http://www.hse.gov.uk/ProsecutionsHistory/	N/A	YES
D12	EA Activity reports (CAR forms) <i>Have there been any enforcement notices, stop notices or prosecutions in the last 5 years? Have NCRs been rectified?</i>	N/A	YES
D13	Emergency / Accident Management Plan / Business Continuity Plan <i>A question on ensuring continuity of service.</i>	N/A – Suez are not taking the material	YES
	ASSESSMENT CRITERIA:	Do not proceed with site visit unless all questions are answered and mandatory documents are provided.	

Re3 Required INFORMATION			OK?
R1	Described the process the waste will undertake at this facility. Are there any process losses? Is the material recycled? (e.g. % to landfill)	Mechanical or chemical recycling with SRF as last resort. Recycling will not take place on a SUEZ site. We have not got a single supplier for the project, instead opting to test a range of options by supplying the material to a variety of reprocessors and treatment facilities to trial in their process in order to assess whether it would be a suitable medium to long term option. Suez intend to send 100% for recycling. As with any material, loss, through contamination or process, will occur. This is an outcome/finding of the project. We intend to measure process losses in each trial but this is subject to what individual companies may or may not be able to share.	YES
R2	Name of the end destination of where the waste is taken.	No agreed final destination at this time. SUEZ cannot confirm until a later date. Will be UK destinations only	YES
R3	How do the company ensure the compliance of any onward facilities?	SUEZ - All off-takers that we supply to are set up as a SUEZ Trading customer. As part of both account set up processes we follow a standard SUEZ process which includes checking that they have the	YES

	FCC Environment Integrated Management System		
Document Title:	Offtaker Desktop Review Form	Mandatory	
		Best Practice	
		Project Specific	

		appropriate environmental permits / exemptions with the EA and are permitted to accept the correct waste code. We also do other compliance checks such as credit checks. Where possible, our plastics sector manager also visits the site to satisfy that they are doing what they say they are, and in the case of FlexCollect project trials we /and / or Recoup will endeavour to visit the site before and during trials.	
--	--	---	--

Please submit completed forms to the SHEQ Audit team.

From: .
To:
Subject: RE: Flexcollect Audit
Date: 04 October 2023 16:39:09
Attachments: [image001.jpg](#)
[image002.jpg](#)
[Flexcollect IMS-FRM-226 Offtaker Desktop Review Form.docx](#)

Warning!
For the attention of
RBC, BFfC Staff and Councillors

This mail is from an external sender - please do not click any links or open any attachments unless you trust this sender, and know the content is safe

Hi

I have attached an updated Flexcollect audit. I have added in that there is no agreed final destination at this time. SUEZ cannot confirm until a later date however, it will be UK destinations only.

Kind regards,

| Email:

| Mobile:

FCC Environment | Island Road | Reading | Berkshire | RG2 0RP | <http://www.fccenvironment.co.uk/>

re3 Logo - Email_V1

From:

Sent: 26 September 2023 16:47

To:

Subject: RE: Flexcollect Audit

Dear

I have not asked that FCC guess what Flexcollect is going to do with the waste, or to make assumptions.

I have asked that we seek certain information from FlexCollect, which is in line with the scope of the audit. We were never going to have as much certainty with a trial as we normally would. I set this out in my first email in May when I asked that we conduct an audit. However some level of detail should be appropriate. Going back to my examples below – Flexcollect will not know the addresses of the offtakers it will be using, but could reasonably be expected to know if our waste is going to be processed in the UK, in Europe, or if it could be anywhere in the world.

The Councils contract FCC to undertake spot market audit reports, so I have so far sought to address these points through FCC rather than with FlexCollect directly. However the three questions and answers provided today (highlighted below) are still identical to those provided 3 months ago (attached). Therefore it isn't clear what additional detail has been sought or whether there is a reluctance to provide information.

I am happy to talk to FlexCollect directly and will make a note to cover these points with when I see him next week.

Regards,

From:

Sent: 26 September 2023 15:44

To:

Subject: RE: Flexcollect Audit

Warning!
For the attention of
RBC, BFfC Staff and Councillors

This mail is from an external sender - please do not click any links or open any attachments unless you trust this sender, and know the content is safe

Afternoon

I am a little confused with regards to your email below.

The whole point of an off-taker audit is as follows:

1. We at re3 are looking to send material to a specific off-taker.
2. This off-taker is to supply certain information:
 - a. Full address of where the material is going.
 - b. What they do with the material.
 - c. What happens to any process losses.
 - d. Where the material goes after they have finished with it.
 - e. Ect

The process is not for us to guess what the off-taker is going to do with the material we send them especially as this is a trial (Council Request) to ascertain how much of this material is in the general waste.

We joined this trial with all parties fully aware that the end destinations were fully under the FlexCollect remit and if will not supply this information to your satisfaction you may need to consider how you want to proceed.

You are in weekly dialog with so should be fully aware of his reluctance to supply this information and again I stress it is not FCC's responsibility to assume what happens to the material after it has been sorted.

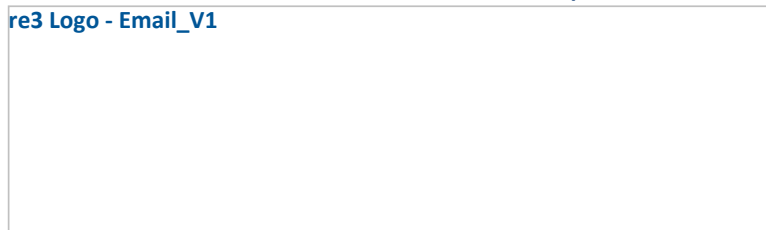
I am happy to discuss this with you further so we can get to a conclusion that suits your requirements.

Many Thanks

Direct Dial: | Mobile: | Email:
FCC Environment | Island Road | Reading | Berkshire | RG2 0RP | <http://www.fccenvironment.co.uk/>

Please view our 2019/2020 Annual Environmental Report [here](#)

re3 Logo - Email_V1



MRW award finalist 2020



From:

Sent: 26 September 2023 12:10

To:

Cc:

Subject: RE: Flexcollect Audit

Dear

The questions and responses below look the same as I have seen before?

Apologies if I wasn't clear, but I was hoping that we would be able to supplement what we already have, rather than asking the same questions again.

As I have said below, I would expect it to be possible for to know where in the world our waste is going to be processed. If it could be anywhere in the world, I would expect the response to be 'anywhere in the world', rather than there not to be an answer. Similarly with what the items are made into. We provide information in our communication leaflets about the sorts of things plastic films can be recycled into. I would be concerned if we have communicated one thing to the public, but are not able to include similar information in a spot market audit report; and I think this correspondence highlights why it is important that audits are completed before projects are commenced.

Please could you confirm if the information in red below is the full correspondence with Suez, and I will pick this up with FlexCollect directly.

Regards,

From:

Sent: 26 September 2023 11:29

To:

Cc:

Subject: RE: Flexcollect Audit

Warning!
For the attention of
RBC, BFfC Staff and Councillors

This mail is from an external sender - please do not click any links or open any attachments unless you trust this sender, and know the content is safe

Hi

I have gone back to Suez with your questions but they cannot provide any more information at this time. Please see their response below:

- **Please detail what process the material will go through on your site** - Mechanical or chemical recycling with SRF as last resort. Recycling will not take place on a SUEZ site. We have not got a single supplier for the project, instead opting to test a range of options by supplying the material to a variety of reproprocessors and treatment facilities to trail in their process in order to assess whether it would be a suitable medium to long term option. I will let you know what we organise in advance of collection.
- **Please state any process losses. E.g. Is the material 100% recycled or does a portion go to landfill?** - We intend to send 100% for recycling. As with any material, loss, through contamination or process, will occur. This is an outcome/finding of the project. We intend to measure process losses in each trial but this is subject to what individual companies may or may not be able to share.
- **How do you ensure the compliance of any onward facilities?** - All off-takers that we supply to are set up as a SUEZ Trading customer. As part of both account set up processes we follow a standard SUEZ process which includes checking that they have the appropriate environmental permits / exemptions with the EA and are permitted to accept the correct waste code. We also do other compliance checks such as credit checks. Where possible, our plastics sector manager also visits the site to satisfy that they are doing what they say they are, and in the case of FlexCollect project trials we /and / or Recoup will endeavour to visit the site before and during trials.

"...where we send it depend on when we've built up enough and who has capacity around that time. at the moment we're planning to try and get a 15 tonne load to Meplas in mid-October."

I have attached the desktop audit which includes the above information, but right now Suez cannot expand more on offtakers, the recycling process or what the plastics may be made into.

Kind regards,

| Email:

| Mobile:

FCC Environment | Island Road | Reading | Berkshire | RG2 0RP | <http://www.fccenvironment.co.uk/>

re3 Logo - Email_V1



From:

Sent: 08 September 2023 12:07

To:

Cc:

Subject: Re: Flexcollect Audit

Dear

As we have discussed before, FlexCollect are not expecting to have detail of the offtakers until after our trial starts. The information I was hoping to see in the audit is as set out in my original emails and the ones below. I have highlighted the references for your information.

It would be good to have updates to the audit when they are available, but I would be grateful if we could complete the audit to the extent possible before the trial launches. For example we may not know the addresses of the offtakers, but it should be possible to indicate whether these will be in the UK, Europe or further away. I seem to recall they are hoping it will be the former.

Please note that [redacted] is on leave from next week so any information would need to be obtained today.
Regards,

From:

Sent: 08 September 2023 10:38

To:

Cc:

Subject: RE: Flexcollect Audit

Warning!

For the attention of
RBC, BfC Staff and Councillors

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Hi

I have contacted [redacted] but they are still unable to share information about end destinations, hauliers etc. These will be shared once transport is organised, and so I cannot update the audit form.

Prior to sending any material, I will ensure the form is updated with the required information, once it has been provided.

Kind regards,

| Email:

| Mobile:

FCC Environment | Island Road | Reading | Berkshire | RG2 0RP | <http://www.fccenvironment.co.uk/>

re3 Logo - Email_V1

From:

Sent: 05 September 2023 10:49

To:

Cc:

Subject: RE: Flexcollect Audit

Dear

Can I ask if any updates have been made to the FlexCollect audit please.

The project will launch within the next 2 weeks and it would be good to complete this before that time.

Regards,

From:

Sent: 09 August 2023 16:33

To:

Cc:

Subject: RE: Flexcollect Audit

Dear

I have taken a look at the audit provided and my previous email (copied below for reference).

The report doesn't make reference to what the plastics might be turned into, or where in the world that will occur. Is there a reason for the absence of these assurances that I should be aware of?

Many thanks,

From:

Sent: 03 July 2023 15:45

To:

Cc: Fisher,

Subject: RE: Flexcollect audit

Dear

The text from my original email is copied below:

Due to the nature of the material and aims of the trial, we may not be able to obtain as much information about the end destinations as we would normally at this stage. I think the key things will be to ensure that we know how our waste will be processed (recycled, UK etc), what checks Suez is making to ensure the compliance of re-processors, and that full details of the reproducers will be available at a later stage.

We will need the full audit report, though some elements will not be applicable and some areas may contain less information than they would normally.

It should hopefully be possible to expand on the statement about recycling. There are references to the types of things that can be created from our plastics in our promotional materials, and it would be good for the spot market audit report to be consistent.

Regards,

From:

Sent: 04 August 2023 16:14

To:

Cc:

Subject: Flexcollect Audit

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RBC, BFfC Staff and Councillors

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Hi

I have completed a desktop audit for Flexcollect.

Flexcollect cannot supply any onward information at this time and so I have filled out what I can. Please let me know if you have any questions.

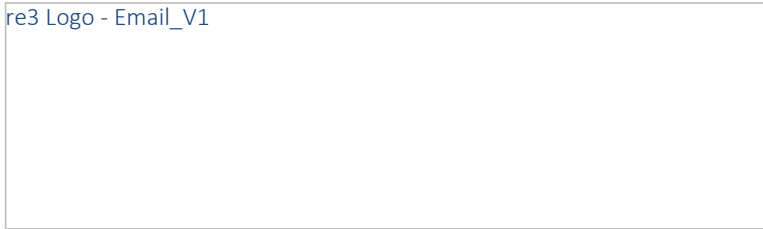
Kind regards,

| Email:

| Mobile:

FCC Environment | Island Road | Reading | Berkshire | RG2 0RP | <http://www.fccenvironment.co.uk/>

re3 Logo - Email_V1



From: .
To:
Subject: RE: Site Audits
Date: 18 January 2024 10:55:45
Attachments: [image002.jpg](#)
[image003.jpg](#)

Warning!
For the attention of
RBC, BFFC Staff and Councillors

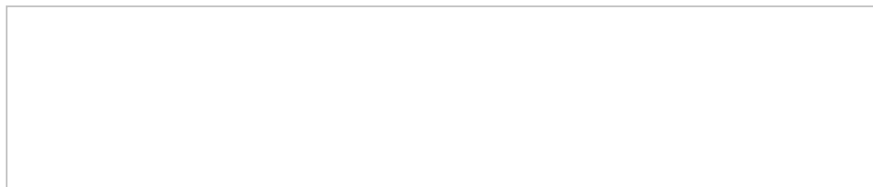
This mail is from an external sender - please do not click any links or open any attachments unless you trust this sender, and know the content is safe

Hi

Great to speak earlier, just to reiterate the responses to your questions below – we currently do not use Viridor and UPM and as we are not doing business with them they aren't interested in giving us any information unfortunately. I will take Viridor off the approved list and if we look to use them again in the future then we will update the audit which will address your questions below.

Many thanks,

Direct Dial: | Email:
FCC Environment | Island Road | Reading | Berkshire | RG2 0RP
<http://www.fccenvironment.co.uk/>



From:
Sent: 06 November 2023 10:50
To:
Cc:
Subject: RE: Site Audits


Hi



Is there any update with regards to the points highlighted below please?
Regards,





**from waste
to resource**

**DOC AUDIT
OFF-TAKER FACILITY
SITE BASED ASSESSMENT**

 <div style="display: inline-block; vertical-align: middle; text-align: center;"> from waste to resource </div>		COMPANY NAME	haulaway		COMPANY ADDRESS	Polegate Distribution Facility, Summerhill Lane,	
		AUDITOR			COMPANY CONTACT DETAILS		
		AUDITEE (POSITION)			COMPANY REGISTRATION NO.	2625194	
		DATE	21/01/2022		SIC CODE	38.21	
		WEATHER	fine and dry		NO. OF EMPLOYEES ON SITE		
		FORM VERSION NUMBER			4		
DESKTOP QUESTIONS							
Check that a completed IMS-FRM-226 has been completed.							
Name of FCC Site Site/Contract requesting this site visit							
1. DESCRIPTION OF OPERATIONS							
s1.1	What waste handling activities take place at this facility?						
	Trial for hard plastics with Re3						
s1.2	What waste types do you handle at this facility? What processes are applied to them?						
	DMR						
s1.3	What is your current capacity? (Is this divided by waste stream or not?)						
	standard rules permit TS + treatment - 75ktpa						
s1.4	What FCC Environment waste types do you currently handle (and may potentially handle)?						
	plastics mixed for recycling						
s1.5	Which FCC Environment Facilities do you accept waste from?						
	Re3 at Reading						
s1.6	Who is the waste carrier for the FCC Environment waste to your facility?						
	Haulaway (CbDu88957 expiry days 13/5/2022)						
s1.7	What process is applied to the FCC Environment waste at this facility? What are the process losses in percentage? (i.e. % to landfill)						
	sorting and baling of hard plastics. (list of desired plastics) PP, PE HDPE PVC, ABS						
s1.8	Details of end destinations for materials received from FCC Environment sites (include percentages, company, locations and a record of permit number where possible)						
	UK reprocessors only - information held under commercial confidentiality during the trial period Contrary - UK EFW facility No landfill						
2. SITE WALK AROUND				Max Score	Actual Score		
s2.1	View the waste reception area. Is waste inspected on arrival at site? Is duty of care documentation checked on arrival?			2	2	No waste received during site visit. There is a single axle weighbridge in the older building which is used as a reception area. Waste loads are assessed and assigned unloading areas here. Duty of Care documents are collected in the temporary weighbridge and collected for secure filing at the offtaker's more secure office.	
s2.2	Is there provision on site for assessing and dealing with waste quality issues? This may include provision for dealing with contaminated and rejecting loads, supervised tipping, waste sorting or quarantine areas, asset logging and tracking systems for reuse items, etc.			2	2	waste is weighed in the old transfer building where DoC documentation is checked and material directed to the new tipping hall. Waste quality is assessed on tipped and may be rejected. A stakes scheme operates with customers to inform them of quality issues.	

  <p style="text-align: center;">DOC AUDIT OFF-TAKER FACILITY SITE BASED ASSESSMENT</p>				COMPANY NAME	haulaway	COMPANY ADDRESS	Polegate Distribution Facility, Summerhill Lane,
				AUDITOR		COMPANY CONTACT DETAILS	
				AUDITEE (POSITION)		COMPANY REGISTRATION NO.	2625194
				DATE	21/01/2022	SIC CODE	38.21
				WEATHER	fine and dry	NO. OF EMPLOYEES ON SITE	-
				FORM VERSION NUMBER	4		
s2.3	Is the FCC waste stored in a designated location on site? Is the waste separated from potential sources of contamination?	2	2	Stored in piles on the tipping floor.until loaded onto the picking line. Contrary material can be picked out here too.			
s2.4	For combustible wastes, is there evidence that appropriate fire prevention measures (separation distances, fire protection systems, etc) are in place for the FCC waste stream?	2	2	Stored in piles on the tipping floor. FPP in process of completion but bays to be created as required by the final document			
s2.5	Housekeeping - general comments (also consider any examples of Poor Environmental & Health and Safety Practices observed)	2	2	Site still under construction - new welfare and offices to be completed as is surfacing of the out yard,. All waste operations take place inside the buildings.			
s2.6	Are there any other observations on the ability of the site to secure onward offtake or processing of the waste stream (provision of offtake, stockpile residence times, reliability issues of the processes on site, etc)	2	2	completed segregated piles are stored in bales at the entrance of the new tipping hall. 8 bales in place at time of audit. No concern about stockpiling bales on this observation.			
s2.7	Are there poor working conditions for the staff? Do any staff on site; have poor physical appearance, show signs of isolation or restricted freedom?	2	2	Welfare facilities are a portacabin. Sufficient for the time being while additional welfare facilities are under construction.			
Walkaround Score		14	14	100%			
3. OTHER RELEVANT DOCUMENTATION AVAILABILITY		Max Score	Actual Score	Review Section 2 of the desk study. Is any of the missing information available on site to review? Identify any unresolved issues in the questions below			
s3.0	Has the offtaker provided all documentation required by the desktop review?	2	2	yes.			
Other Documentation Availability Score		2	2	100%			
4.PERMIT / EXEMPTION		Max Score	Actual Score				
s4.1	Does the Transferee's Permit / Exemption verify that the FCC Environment waste types and quantities involved are permitted? (Taking into consideration current waste inputs)	2	2	standard rules no.3 27(2 issued 2010) for up to 75ktpa.			
s4.2	Does the waste management process undertaken at this facility fall within the scope of the Permit / Exemption?	2	2	designated waste streams for processing (dry recycling)			

  <p style="text-align: center;">DOC AUDIT OFF-TAKER FACILITY SITE BASED ASSESSMENT</p>				COMPANY NAME	haulaway	COMPANY ADDRESS	Polegate Distribution Facility, Summerhill Lane,
				AUDITOR		COMPANY CONTACT DETAILS	
				AUDITEE (POSITION)		COMPANY REGISTRATION NO.	2625194
				DATE	21/01/2022	SIC CODE	38.21
				WEATHER	fine and dry	NO. OF EMPLOYEES ON SITE	-
				FORM VERSION NUMBER	4		
				s4.3	Is the facility adhering to the relevant planning permission conditions that may affect waste type/quantities or the processes applied to the wastes accepted from FCC?	2	2
Permit / Exemption Score		6	6	100%			
5. WASTE TRANSFER NOTE/ HAZARDOUS WASTE CONSIGNMENT NOTE		Max Score	Actual Score				
s5.1	Who is the waste carrier (own haulage, third party or FCC). Does the waste carrier have up to date registration details held on site?	2	2	CBDU88957 - up to date, correct and state on WTN.			
Take a Grab Sample of a Waste Transfer Note or Consignment note for waste produced by FCC from the site/contract who requested this audit. Make a note if the transfer note is taken from a different FCC operation.							
s5.2	For a transfer note or Hazardous Waste Consignment Note for FCC waste received by the offtaker. Has it been completed correctly & fully? If it is a season ticket, check that it is in date. Has the completed consignment note been returned to FCC?	2	1	Transfer note for bulky plastic received under 17 02 03. Note contains some missing details. Continued use of the offtaker will need a review of the details used. CA: request permit details to be added to the transfer note shown fro 14/1/2022 (morning) 6.740tonnes loose plastic. Note written by Haulaway PA: Review other WTN details: check the EWC codes for these trials. Should it be a 200139 or 17 0203?? Both are permitted by both sites but need clarifying.			
s5.3	How is the waste quantified in a way that can be verified? If the waste is weighed at FCC and the receiving site, which figures are used as the accepted reported quantities?	2	2	Site is using their own weighbridge quantities where they use vehicle tare weights to record waste deposited			
s5.4	For wastes that are weighed, compare the tonnage with weighbridge ticket/transfer note produced at FCC Environment site. Do they match up? Are allowable discrepancies substantiated? Make a note if wastes are not unloaded from their stillages or unbaled for onward offtake/processing off site.	2	2	FCC weighbridge tickets are not used for waste acceptance at this site.			
s5.5	If the waste is exported, are notification controls in place where applicable?	n/a	n/a				
s5.6	If the waste is exported, are green list controls in place where applicable?	n/a	n/a				
s5.7	If the waste is being shipped to China, has the company registered under AQSIQ (Administration of Quality Supervision, Inspection and Quarantine)?	n/a	n/a				
Waste Transfer Note / Hazardous Waste Consignment Note Score		8	7	88%			
Audit Score Totals	Audit Score Totals	30	29	97%			



**from waste
to resource**

**DOC AUDIT
OFF-TAKER FACILITY
SITE BASED ASSESSMENT**

From: .
To: .
Cc: .
Subject: RE: Site Audits
Date: 19 October 2023 09:48:25
Attachments: [image001.jpg](#)
[Haulaway DOC audit 17 Jan 2022 \(1\).xls](#)
[VIRIDOR PLASTICS ROCHESTER DOC March 23 \(2\).xls](#)
[Blackburn Meadows DoC audit template Feb 2023 \(1\).xls](#)

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For the attention of
RBC, BfC Staff and Councillors

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Hi

I can confirm the outstanding actions have been resolved.

I have attached copies of the spreadsheets for Blackburn Meadows, Haulaway and Viridor as the UPM document I previously sent has the comments in it.

Kind regards,

| Email:
| Mobile:
FCC Environment | Island Road | Reading | Berkshire | RG2 0RP | <http://www.fccenvironment.co.uk/>

re3 Logo - Email_V1

From:
Sent: 19 October 2023 09:33
To:
Cc:
Subject: RE: Site Audits

Dear

Thank you for providing this update.

In this case, please could you confirm that the outstanding actions have been resolved, and please could I have a copy of the excel spreadsheets showing the comments.

Thanks,

From:
Sent: 19 October 2023 09:29
To:
Cc:
Subject: RE: Site Audits

Warning!
For the attention of
RBC, BfC Staff and Councillors

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Hi

I just wanted to give you an update on your email.

- **One of the four audits has a cross under 'audit complete'**
- **Two of the three completed audits have a cross under 'sign off?'**

All of the audits are complete. The audit on EcoOnline shows as "In Progress" because there were two actions on the audit. The two actions were both closed. The audit could not be closed until the actions were closed. There is a difference between "complete" and "closed" audits, that is not identified on EcoOnline. We consider the audit to be "complete" once the audit is written up on EcoOnline, and that is the measure that the audit team use in their monthly reporting. We don't report on "closed" audits at all at the moment, closing audits is only a housekeeping measure in EcoOnline until we introduce a reporting metric for it.

- **Three of the four audit are almost completely void of comment from section 2 onwards. (i.e. there is no information to back up the scores).**

Only actions and observations are written into EcoOnline. All of the notes on actionable findings are included in the excel spreadsheet attached to each audit.

- **The Viridor audit is for Rochester. The primary site given in the desktop audit is Avonmouth.**
- **The Viridor audit states that 40% of plastics goes to Avonmouth, whilst the desktop audit suggests that 100% of plastics processed at Rochester go to Avonmouth for further processing.**
- **The Viridor site audit says that the site may occasionally export – whilst the policy at re3 is to process plastics in the UK.**

I have contacted Viridor and UPM for confirmation on these points and will pass on the information once I have it.

Kind regards,

| Email:

| Mobile:

FCC Environment | Island Road | Reading | Berkshire | RG2 0RP | <http://www.fccenvironment.co.uk/>

re3 Logo - Email_V1

From:

Sent: 13 October 2023 12:40

To:

Cc:

Subject: FW: Site Audits

Dear

I have taken a look at the audits and wanted to note the following points:

- One of the four audits has a cross under 'audit complete'

Two of the three completed audits have a cross under 'sign off?'

- Three of the four audit are almost completely void of comment from section 2 onwards. (i.e. there is no information to back up the scores).
- The Viridor audit is for Rochester. The primary site given in the desktop audit is Avonmouth.
- The Viridor audit states that 40% of plastics goes to Avonmouth, whilst the desktop audit suggests that 100% of plastics processed at Rochester go to Avonmouth for further processing.
- The Viridor site audit says that the site may occasionally export – whilst the policy at re3 is to process plastics in the UK.

Would you be able to let me have your thoughts on these please?
Many thanks,

From:

Sent: 12 October 2023 13:22

To:

Cc:

Subject: Site Audits

Warning!
For the attention of
RBC, BFfC Staff and Councillors

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Hi

Following on from our meeting today, please see attached Blackburn Meadows, Haulaway, UPM and Viridor's Site Visit Audits.

Kind regards,

| Email:

| Mobile:

FCC Environment | Island Road | Reading | Berkshire | RG2 0RP | <http://www.fccenvironment.co.uk/>

re3 Logo - Email_V1



**DOC AUDIT
OFF-TAKER FACILITY
SITE BASED ASSESSMENT**

COMPANY NAME	Viridor Polymer Recycling	COMPANY ADDRESS	Clipper Close, Rochester ME2 4QP
AUDITOR		COMPANY CONTACT DETAILS	
AUDITEE (POSITION)		COMPANY REGISTRATION NO.	
DATE	00/01/1900	SIC CODE	
WEATHER		NO. OF EMPLOYEES ON SITE	
FORM VERSION NUMBER	4		

DESKTOP QUESTIONS

Check that a completed IMS-FRM-226 has been completed.

Name of FCC Site Site/Contract requesting this site visit

1. DESCRIPTION OF OPERATIONS


s1.1	What waste handling activities take place at this facility?	Sorting and separation of multiple plastics from baled and loose plastics from other waste management facility.- up to 2 shift operation. Merchant facility
s1.2	What waste types do you handle at this facility? What processes are applied to them?	mixed plastics occasionally with cans Sorting and separating grades of plastic, HDPE (2 grades), PET (2 grade),
s1.3	What is your current capacity? (Is this divided by waste stream or not?)	267ktpa, not operating to that limited , currently running about 90ktpa. Plant is only running for a few hours at night due to low capacity. Site operates to collect waste during the day.
s1.4	What FCC Environment waste types do you currently handle (and may potentially handle)?	mixed plastics.
s1.5	Which FCC Environment Facilities do you accept waste from?	Re3 in the past Luton but nothing recently.
s1.6	Who is the waste carrier for the FCC Environment waste to your facility?	Third party haulage used - carrier's refence CBDU421630 expired 28/1/25
s1.7	What process is applied to the FCC Environment waste at this facility? What are the process losses in percentage? (i.e. % to landfill)	plant feeds bales into a shredder and then into pre-sort. ballistic separator for 2d and 3d fractions. Overband magnet and eddy current separator to remove metals, 16 optical sorts plastic materials into different grades of plastic (PET grades, PP grades, HDPE grades and film), residues to EFW are fines and paper. There are 7 grades of plastic and in total process lines for 10 materials + baling wire.
s1.8	Details of end destinations for materials received from FCC Environment sites (include percentages, company, locations and a record of permit number where possible)	40% of separated plastics go to Viridor Avonmouth for further processing to UK plastics supply chain partners. All current offtakers are UK based, may occasionally export for not normal destinations. Other offtakers plastics include Oakleaf and other plastics supply chain partners, Metals to Morris in Doncaster Metals and plastics are vast majority of tonnage from the site as little contamination from pre-sorted bales that are brought to site. Nothing to landfill - occasionally oversize but incidental offtake based on contamination levels.

2. SITE WALK AROUND		Max Score	Actual Score	
s2.1	View the waste reception area. Is waste inspected on arrival at site? Is duty of care documentation checked on arrival?	2	2	Weighbridge located on separate entrance to site. All loads are pre-arranges and planned on a booking cycle. There are no queues into the site. Waste documentation is checked on the weighbridge and driver is directed to the correct tipping hall for the load.
s2.2	Is there provision on site for assessing and dealing with waste quality issues? This may include provision for dealing with contaminated and rejecting loads, supervised tipping, waste sorting or quarantine areas, asset logging and tracking systems for reuse items, etc.	2	2	Visual QC check is first complete in the unloading area to the rear of the MRF. If traffic controller Quality Checker confirm load contents on visual inspection. QC team also take samples at this point to monitor contamination levels.
s2.3	Is the FCC waste stored in a designated location on site? Is the waste separated from potential sources of contamination?	2	2	Mixed bales are store in the rear open yard until ready for loading into the MRF. Store up to 4 bales high in legio block constructed bays. Due to low capacity, the bays are less than one third full during the audit.
s2.4	For combustible wastes, is there evidence that appropriate fire prevention measures (separation distances, fire protection systems, etc) are in place for the FCC waste stream?	2	2	Legio block bays. Fire suppression system in the MRF (Helios system). Product bales are segregate by traffic routes in the offtake bays at the front of the MRF.
s2.5	Housekeeping - general comments (also consider any examples of Poor Environmental & Health and Safety Practices observed)	2	2	Very little litter on site considering the day's weather conditions. Cleaning seen to be taking place in the MRF during the day, although Ops manager noted that the design and access of the MRF's various levels makes cleaning and maintenance a challenge for the site.

**DOC AUDIT
OFF-TAKER FACILITY
SITE BASED ASSESSMENT**

COMPANY NAME	Viridor Polymer Recycling	COMPANY ADDRESS	Clipper Close, Rochester ME2 4QP
AUDITOR		COMPANY CONTACT DETAILS	
AUDITEE (POSITION)		COMPANY REGISTRATION NO.	
DATE	00/01/1900	SIC CODE	
WEATHER		NO. OF EMPLOYEES ON SITE	
FORM VERSION NUMBER	4		

s2.6	Are there any other observations on the ability of the site to secure onward offtake or processing of the waste stream (provision of offtake, stockpile residence times, reliability issues of the processes on site, etc)	2	2	All stockpile heights were limited to 4 bales high. The site is running t low capacity and throughput. There are no issues about the amount of material on site. MRF also has good offtake partners so residence times are not a concern. Site can divert material to an other local site during shutdowns (Strictfield) or divert material directly to Avonmouth if necessary.
s2.7	Are there poor working conditions for the staff? Do any staff on site; have poor physical appearance, show signs of isolation or restricted freedom?	2	2	Around a dozen staff members seen on site. All taking proactive measures for site security and housekeeping. Welfare facilities are provided through the facility. The site works on 2 shifts and currently has no staff vacancies. Noted that the site is located in a high employment area.
Walkaround Score		14	14	100%
3. OTHER RELEVANT DOCUMENTATION AVAILABILITY		Max Score	Actual Score	Review Section 2 of the desk study. Is any of the missing information available on site to review? Identify any unresolved issues in the questions below
s3.0	Has the offtaker provided all documentation required by the desktop review?	2	2	Yes - all up to date
Other Documentation Availability Score		2	2	100%
4.PERMIT / EXEMPTION		Max Score	Actual Score	
s4.1	Does the Transferee's Permit / Exemption verify that the FCC Environment waste types and quantities involved are permitted? (Taking into consideration current waste inputs)	2	2	TP3495HH/V007 Permitted for R3, R4, R5, R13, D15 191204
s4.2	Does the waste management process undertaken at this facility fall within the scope of the Permit / Exemption?	2	2	refer to waste description in the permit/exemption. Is the reception of FCC waste part of the main waste activity on site, or one of several/
s4.3	Is the facility adhering to the relevant planning permission conditions that may affect waste type/quantities or the processes applied to the wastes accepted from FCC?	2	2	Separate entrance for HGVs . No restrictions. Allowed to operated at weekends.
Permit / Exemption Score		6	6	100%
5. WASTE TRANSFER NOTE/ HAZARDOUS WASTE CONSIGNMENT NOTE		Max Score	Actual Score	
s5.1	Who is the waste carrier (own haulage, third party or FCC). Does the waste carrier have up to date registration details held on site?	2	2	Note whether correct carrier's registration is used on documentation for FCC wastes
Take a Grab Sample of a Waste Transfer Note or Consignment note for waste produced by FCC from the site/contract who requested this audit. Make a note if the transfer note is taken from a different FCC operation.				
s5.2	For a transfer note or Hazardous Waste Consignment Note for FCC waste received by the offtaker. Has it been completed correctly & fully? If it is a season ticket, check that it is in date. Has the completed consignment note been returned to FCC?	2	2	Review waste transfer note/consignment note for waste coming from relevant FCC site. Last accepted waste form Re3 in 2022. seen example of waste form internal transfer within Viridor.
s5.3	How is the waste quantified in a way that can be verified? If the waste is weighed at FCC and the receiving site, which figures are used as the accepted reported quantities?	2	2	weighbridge ticket attached to the current transfer note. FCC not currently on annual season ticket - per load transfer note checks
s5.4	For wastes that are weighed, compare the tonnage with weighbridge ticket/transfer note produced at FCC Environment site. Do they match up? Are allowable discrepancies substantiated? Make a note if wastes are not unloaded from their stillages or unbaled for onward offtake/processing off site.	n/a	n/a	not seen FCC ticket - but weighbridge tickets are verisified and filed together.
s5.5	If the waste is exported, are notification controls in place where applicable?	n/a	n/a	Review copy of Annex VII form for completeness
s5.6	If the waste is exported, are green list controls in place where applicable?	n/a	n/a	Where does the waste go, is it a green list country (OECD/EU list)
s5.7	If the waste is being shipped to China, has the company registered under AQSIQ (Administration of Quality Supervision, Inspection and Quarantine)?	n/a	n/a	Refers to a specific requirement for Chinese waste imports.
Waste Transfer Note / Hazardous Waste Consignment Note Score		6	6	100%
Audit Score Totals	Audit Score Totals	28	28	100%

	FCC Environment Integrated Management System	
	Document Title: Offtaker Desktop Review Form	Mandatory
		Best Practice
		Project Specific

Please complete this form for all Offtakers prior to requesting an Offtaker Duty of Care audit

FCC Auditor Name	November 2022
Company Name	Viridor
Company Address	1 st Floor Offices, Riverside House. Sir Thomas Longley Road. Medway Ind Est, Rochester. KENT. ME2 4FN
Company Contact Details	
Company Registration No.	03649069
SIC Code	38320

BASIC INFORMATION			OK?
B1	Described the waste stream to be removed from FCC sites	Recovered Baled plastic Bottles – HDPE, PET and Mixed plastic	YES
B2	Name of the site where the waste is taken (it's first destination) and the name of the site operator. Where this is not always the same location for every shipment, identify the most common first destination.	Viridor Energy recycling facility Severn Road, Pilning, Bristol BS110YU Sometimes it goes to Viridor Polymer Recycling (VPR) Gerrard Place, East Gillibrands, Skelmersdale, Mixed plastic was sent to – Pelican Reach Plot L Royal Eagle Close Medway City Estate Rochester Kent ME24NF	YES
B3	Are there any additional requirements for this audit (any concerns identified, client requirements apply? Is the audit for hazardous wastes? Is this a new offtaker, etc?)	Trial HDPE/PET for 3 months	YES
B4	Describe the waste treatment process and storage activities. <i>It is a final disposal or end of waste process?</i>	At Avonmouth the bottle sort and wash process, results in a waste fraction, which varies from supplier to supplier. Currently it runs at <7.5 % waste to energy. The bottles received are 100% recyclable and any contaminants are separated and disposed of at the EFW site. Currently any bottles not processed to end of waste are sent to Viridor PRF at Rochester for further sorting.	YES

Document Title:


Offtaker Desktop Review Form

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Project Specific

	<p>The mixed plastic bales, HDPE and PET plastics are peletized and 100% recyclable and are recycled in the UK.</p> <p>The final disposal will be Avonmouth processes Natural HDPE and Natural PET bales into either a flake or pellet.</p> <table border="1"> <tr> <td>Rochester</td> <td>Viridor, Rochester PRF, Pelican Reach, Clipper Close, Medway City Estate, Rochester, ME2 4QP</td> </tr> <tr> <td>Avonmouth</td> <td>Viridor Polymer Recycling Ltd, Sevalco North Site, Chittening, Avonmouth, Bristol, BS11 0YU</td> </tr> <tr> <td>Skelmersdale</td> <td>Viridor Polymer Recycling (VPR), Gerrard Place, East Gillibrands, Skelmersdale, WN8 9SU</td> </tr> </table> <p>Rochester takes in mixed polymer bales, and segregates them using optical sorters and manual picking. After the material is sorted the material will then be sent to Avonmouth for end of waste processing.</p>	Rochester	Viridor, Rochester PRF, Pelican Reach, Clipper Close, Medway City Estate, Rochester, ME2 4QP	Avonmouth	Viridor Polymer Recycling Ltd, Sevalco North Site, Chittening, Avonmouth, Bristol, BS11 0YU	Skelmersdale	Viridor Polymer Recycling (VPR), Gerrard Place, East Gillibrands, Skelmersdale, WN8 9SU	
Rochester	Viridor, Rochester PRF, Pelican Reach, Clipper Close, Medway City Estate, Rochester, ME2 4QP							
Avonmouth	Viridor Polymer Recycling Ltd, Sevalco North Site, Chittening, Avonmouth, Bristol, BS11 0YU							
Skelmersdale	Viridor Polymer Recycling (VPR), Gerrard Place, East Gillibrands, Skelmersdale, WN8 9SU							
B5	<p>Has there been any significant changes to the facility, the waste handling or treatment process, the exemptions or permit, or the management of any of these things? Please describe.</p>	N/A	YES					


	FCC Environment Integrated Management System	
Document Title:	Offtaker Desktop Review Form	Mandatory
		Best Practice
		Project Specific

MANDATORY DESKTOP AUDIT QUESTIONS			OK ?
D1	Environmental Permit (WML or PPC) and/or exemption Number references and date of last issue (including variations)	EPR/TP3495HH – Rochester SP3593ZB/V004 – Skelmersdale SW/EPRHB3391WQ/001 - Avonmouth	YES
D2	Valid Waste Carrier / Broker Licence number <i>(skip if FCC organise waste carriage)</i>	CBDU421630 – expires 28/01/2025	YES
D3	Confirm copies of valid Employers & Public Liability Insurance certificate provide to FCC (and any other valid liability insurance certificates)	UK00005113L120A – Expires: 29/09/23	YES
D4	Anti-slavery policy (if over £35M Turnover)	Seen and available on request	YES
ASSESSMENT CRITERIA: A site audit can only be completed if these documents have been checked as relevant and correct			

ADDITIONAL DESKTOP AUDIT QUESTIONS			OK?
D5	Discharge Consent (only if applicable) <i>Identify as an issue if relevant to FCCE wastes</i>	N/A	YES
D6	Approved Authorised Treatment Facility (if treating WEEE) <i>Identify as an issue if relevant to FCCE wastes</i>	N/A	YES
D7	Planning Permission Conditions (documents if available) <i>Ask for evidence of any controls on planning conditions, e.g. routing plans, operating hours, restrictions on operations for habitat protection, additional environmental monitoring, especially noise.</i>	Operating restrictions on Skelmersdale after 18:00 till 06:00 Regards Noise levels	YES
D8	Current Health, Safety, Environmental & Quality Policies <i>Not strictly a requirement for Duty of Care - identify as an issue if relevant to FCCE wastes or contract KPIs</i>	Seen and available on request	YES
D9	Current Management System Certificates <i>Not strictly a requirement for Duty of Care - identify as an issue if relevant to FCCE wastes or contract KPIs</i>	ISO 9001 - expires: 10/12/2022	YES
D10	If end of waste status is claimed, has certification of the product meeting a quality standard or adhering to a quality protocol been achieved? Obtain copies. e.g. PAS100, PAS141 click cell to link to list of quality protocols	N/A	YES

Document Title:	Offtaker Desktop Review Form	Mandatory
		Best Practice
		Project Specific

D11	HSE Activity reports <i>Have there been any enforcement notices, stop notices or prosecutions in the last 5 years?</i> Check http://www.hse.gov.uk/ProsecutionsHistory/	08/06/2015 Plymouth (4490584) 08/09/2017 St Helens (4587386) Both sites are no longer owned by Viridor – Serious accidents occurred at these sites. Since the events changes to risk assessments had been made. Including an additional step called the dead man's switch to specific equipment. Full report for both incidents has been received if required.	YES
D12	EA Activity reports (CAR forms) <i>Have there been any enforcement notices, stop notices or prosecutions in the last 5 years? Have NCRs been rectified?</i>	None	YES
D13	Emergency / Accident Management Plan / Business Continuity Plan <i>A question on ensuring continuity of service.</i>	Seen and available on request	YES
ASSESSMENT CRITERIA:		Do not proceed with site visit unless all questions are answered and mandatory documents are provided.	
Re3 Required INFORMATION			OK?
R1	Described the process the waste will undertake at this facility. Are there any process losses? Is the material recycled? (e.g. % to landfill)	<p>Mixed plastic was sent to – Pelican Reach Plot L Royal Eagle Close Medway City Estate Rochester Kent ME24NF</p> <p>Rochester takes in mixed polymer bales, and segregates them using optical sorters and manual picking. After the material is sorted the material will then be sent to Avonmouth for end of waste processing.</p> <p>HDPE, PET treatment- Viridor Energy recycling facility Severn Road, Pilning, Bristol BS110YU</p> <p>Avonmouth - The bottle sort and wash process, results in a waste fraction, which varies from supplier to supplier. Currently it runs at <7.5 % waste to energy. The bottles received are 100% recyclable and any contaminants are separated and disposed of at the EFW site. Currently any bottles not processed to end of waste are sent to Viridor PRF at Rochester for further sorting.</p> <p>The mixed plastic bales, HDPE and PET plastics are pelletized and 100% recyclable and are recycled in the UK.</p>	YES

	FCC Environment Integrated Management System		
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R2	Name of the end destination of where the waste is taken.	Viridor Energy recycling facility Severn Road, Pilning, Bristol BS110YU Viridor Polymer Recycling (VPR) Gerrard Place, East Gillibrands, Skelmersdale,	YES
R3	How do the company ensure the compliance of any onward facilities?	Vast majority is dealt with at Viridor's own facilities. If 3 rd party site, full audit and compliance checks are made.	YES

Please submit completed forms to the SHEQ Audit team.

From: .
To: .
Cc:
Subject: RE: Viridor
Date: 16 November 2022 10:19:55
Attachments: [image001.jpg](#)
[IMS-FRM-226 Offtaker Desktop Review Form Viridor November 2022.docx](#)

This is an EXTERNAL EMAIL. STOP THINK before you CLICK links or OPEN attachments.

Morning

I have been in contact with Viridor and confirmed they have only sold their black bag waste to Biffa, so they will still be collecting material from us, plastics, HDPE, PET and mixed plastic.

Just to confirm there have been no changes to Viridor or materials being collected, the sale of their black bag waste doesn't affect us and they will continue to collect material as normal.

You previously approved Viridor on 20/05/22, we will assume they are still approved until told otherwise, as there have been no changes in the process.

Kind regards,

Direct Dial: | Email:
FCC Environment | Smallmead | Island Road | Reading | Berkshire | RG2 0RP |
<http://www.fccenvironment.co.uk/>

Please view our 2021/2022 Annual Environmental Report [here](#)

re3 Logo - Email_V1



From:
Sent: 10 November 2022 15:16
To:
Cc: RE3 Admin RE3Admin@fccenvironment.co.uk>
Subject: RE: Viridor

Hi

I think my preference would be that we don't use them until we have the full details – but I'm happy to take FCC's advice.

As this relates to plastics we need to be certain that the processing is the same – and that all

the waste will be processed in the UK.

Even if the processing is the same, I assume that Biffa have their own waste carriers licence/liability insurance etc that will ideally need details of before any waste is sent?

Regards,

From:

Sent: 10 November 2022 14:03

To:

Cc: RE3 Admin RE3Admin@fccenvironment.co.uk>

Subject: Viridor

This is an EXTERNAL EMAIL. STOP THINK before you CLICK links or OPEN attachments.

Afternoon

Biffa have recently acquired all of Viridor's waste departments, the collection process remains the same during this transition.

whilst they are in transitioning are you happy for us to continue to use them?

We have requested all the relevant documentation from Biffa and will be updating the offtaker as and when received.


Kind regards,

Direct Dial: | Email:
FCC Environment | Smallmead | Island Road | Reading | Berkshire | RG2 0RP |
<http://www.fccenvironment.co.uk/>

Please view our 2021/2022 Annual Environmental Report [here](#)

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	FCC Environment Integrated Management System	
	Document Title: Offtaker Desktop Review Form	Mandatory
		Best Practice
		Project Specific


Please complete this form for all Offtakers prior to requesting an Offtaker Duty of Care audit

FCC Auditor Name	
Company Name	Newport Recycling – Mixed Paper
Company Address	Aston House, 3 Springfield Industrial Estate, Newport, Shropshire, TF10 7NB
Company Contact Details	
Company Registration No.	2800814
SIC Code	38110

BASIC INFORMATION			OK?
B1	Described the waste stream to be removed from FCC sites	Mixed Paper and PTT	YES
B2	Name of the site where the waste is taken (it's first destination) and the name of the site operator. Where this is not always the same location for every shipment, identify the most common first destination.	<p>Newport Recycling Ltd are brokers, and work with a number of outlets for material to be delivered to for recycling. Either Newport Recycling or the destination site arranges the haulage for the material to be collected from the FCC site and delivered to the chosen destination. Prior to arranging the haulage Newport Recycling ensure they obtain relevant compliance documentation from their hauliers which includes waste carriers license, operating licence, goods in transit insurance and public/employer liability insurance.</p> <p>Plastics: The material is sorted into polymer streams. The site targets PP and HDPE grades from the delivered material, which they wash and then turn into pellets and use in their own products. If there is any excess they either store for later use or sell to the market as a raw material for plastic forming.</p>	YES
B3	Are there any additional requirements for this audit (any concerns identified, client requirements apply? Is the audit for hazardous wastes? Is this a new oftaker, etc?)		YES

	FCC Environment Integrated Management System		
Document Title:	Offtaker Desktop Review Form	Mandatory	
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B4	Describe the waste treatment process and storage activities. <i>It is a final disposal or end of waste process?</i>	Newport Recycling Ltd are brokers, buying and selling all grades of recovered materials.	YES
B5	Has there been any significant changes to the facility, the waste handling or treatment process, the exemptions or permit, or the management of any of these things? Please describe.	N/A	YES
MANDATORY DESKTOP AUDIT QUESTIONS			OK?
D1	Environmental Permit (WML or PPC) and/or exemption Number references and date of last issue (including variations)		YES
D2	Valid Waste Carrier / Broker Licence number <i>(skip if FCC organise waste carriage)</i>	Newport Recycling CBDU149905 Expires : 04/03/2022 ECOGEN CBDU54440 Valid till – 15/02/2025 AW Jenkinsons : CBDU149007 Expires 27/01/2023	YES
D3	Confirm copies of valid Employers & Public Liability Insurance certificate provide to FCC (and any other valid liability insurance certificates)	96OSP1006175 Expires : 09/08/2022	YES
D4	Anti-slavery policy (if over £35M Turnover)	Received and available upon request	YES

	FCC Environment Integrated Management System	
Document Title:	Offtaker Desktop Review Form	Mandatory
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ASSESSMENT CRITERIA:

A site audit can only be completed if these documents have been checked as relevant and correct

ADDITIONAL DESKTOP AUDIT QUESTIONS			OK?
D5	Discharge Consent (only if applicable) <i>Identify as an issue if relevant to FCCE wastes</i>	N/A	YES
D6	Approved Authorised Treatment Facility (if treating WEEE) <i>Identify as an issue if relevant to FCCE wastes</i>	N/A	YES
D7	Planning Permission Conditions (documents if available) <i>Ask for evidence of any controls on planning conditions, e.g. routing plans, operating hours, restrictions on operations for habitat protection, additional environmental monitoring, especially noise.</i>	N/A	YES
D8	Current Health, Safety, Environmental & Quality Policies <i>Not strictly a requirement for Duty of Care - identify as an issue if relevant to FCCE wastes or contract KPIs</i>	Received and available upon request	YES
D9	Current Management System Certificates <i>Not strictly a requirement for Duty of Care - identify as an issue if relevant to FCCE wastes or contract KPIs</i>		YES
D10	If end of waste status is claimed, has certification of the product meeting a quality standard or adhering to a quality protocol been achieved? Obtain copies. e.g. PAS100, PAS141 click cell to link to list of quality protocols	N/A	YES
D11	HSE Activity reports <i>Have there been any enforcement notices, stop notices or prosecutions in the last 5 years?</i> Check http://www.hse.gov.uk/ProsecutionsHistory/	N/A	YES
D12	EA Activity reports (CAR forms) <i>Have there been any enforcement notices, stop notices or prosecutions in the last 5 years? Have NCRs been rectified?</i>	N/A	YES
D13	Emergency / Accident Management Plan / Business Continuity Plan <i>A question on ensuring continuity of service.</i>	Newport Recycling is able to use a number of alternative sorting facilities across the UK for the sorting of mixed papers, occ, plastics and steel cans to ensure continued service. We have a strong relationship with a number of outlets which include UPM, ProEnvironmental and Green Recycling to name a few.	YES
	ASSESSMENT CRITERIA:	Do not proceed with site visit unless all questions are answered and mandatory documents are provided.	
Re3 Required INFORMATION			OK?
R1	Described the process the waste will undertake at this facility.		YES

Document Title:

Offtaker Desktop Review Form

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Project Specific

Are there any process losses? Is the material recycled? (e.g. % to landfill)

Document Title:


Offtaker Desktop Review Form

Mandatory

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Project Specific

		<p>Bywater, Castleford, W Yorks, WF10 2AL NP3294VC/V005</p> <p>Most of the plastic is used within the 'Bright Green Group' as it is pelletised and used in the creation of everything from paint pots and automotive parts through to fire alarms. Any surplus is sold into the UK export markets.</p> <p>Other material streams that aren't targeted by the site are sold on with any unusable, unidentifiable or contamination materials going to local landfill. This site considers non plastics as contamination. This will include all types of Fibers (Paper, cardboard tetra Pak etc.) and metals.</p> <p>The site also considers plastics such as PET and 'other' polymer blends (toothpaste tubes) as contamination. Any PET pulled from the mix is separated to create a mixed (jazz) PET grade. This is then sold as a PET Grade for regrind / reprocessing.</p>	
R2	Name of the end destination of where the waste is taken.		YES
R3	How do the company ensure the compliance of any onward facilities?	Newport Recycling ensure they obtain relevant complinace documentation from their hauliers and onward facilities, which includes waste carriers license, operating licence, good in transit insurance and public/employer liability insurance.	YES

	FCC Environment Integrated Management System	
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We are satisfied that the above offtaker has fulfilled FCC's export desktop audit requirements and that this audit complies with good industry practice standards. Based on the documents and information provided, we are satisfied that exported material will comply fully with the appropriate legislation and controls.

21/04/2022

Please submit completed forms to the SHEQ Audit team.

From:
To:
Cc: [RE3 Admin](#);
Subject: Updated Newport Desktop Audit
Date: 21 April 2022 15:35:48
Attachments: [image001.jpg](#)
[Newport Recycling \(Paper, PTT\) IMS-FRM-226 Offtaker Desktop Review Form Apr 2022.docx](#)
[Newport \(Card\) IMS-FRM-226 Offtaker Desktop Review Form April 2022.docx](#)

This is an EXTERNAL EMAIL. STOP THINK before you CLICK links or OPEN attachments.
Hello

We have completed an updated desktop audit document for Newport.

We have reviewed the document and are happy that it meets all the FCC criteria.


Thank you.
Best regards,

Direct Dial: | Email:
FCC Environment | Smallmead | Island Road | Reading | Berkshire | RG2 0RP |
<http://www.fccenvironment.co.uk/>

Please view our 2020/2021 Annual Environmental Report [here](#)

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	FCC Environment Integrated Management System	
	Document Title: Offtaker Desktop Review Form	Mandatory
		Best Practice
		Project Specific

Please complete this form for all Offtakers prior to requesting an Offtaker Duty of Care audit

FCC Auditor Name	
Company Name	Viridor
Company Address	1 st Floor Offices, Riverside House. Sir Thomas Longley Road. Medway Ind Est, Rochester. KENT. ME2 4FN
Company Contact Details	
Company Registration No.	03649069
SIC Code	38320

BASIC INFORMATION			OK?
B1	Described the waste stream to be removed from FCC sites	Recovered Baled plastic Bottles	YES
B2	Name of the site where the waste is taken (it's first destination) and the name of the site operator. Where this is not always the same location for every shipment, identify the most common first destination.	Viridor Energy recycling facility Severn Road, Pilning, Bristol BS110YU Sometimes it goes to Viridor Polymer Recycling (VPR) Gerrard Place, East Gillibrands, Skelmersdale,	YES
B3	Are there any additional requirements for this audit (any concerns identified, client requirements apply? Is the audit for hazardous wastes? Is this a new oftaker, etc?)	Trial HDPE/PET for 3 months	YES
B4	Describe the waste treatment process and storage activities. <i>It is a final disposal or end of waste process?</i>	Polymer sorting, flaking and palletizing	YES
B5	Has there been any significant changes to the facility, the waste handling or treatment process, the exemptions or permit, or the management of any of these things? Please describe.	N/A	YES
MANDATORY DESKTOP AUDIT QUESTIONS			OK?
D1	Environmental Permit (WML or PPC) and/or exemption Number references and date of last issue (including variations)	EPR/TP3495HH - Skelmersdale SW/EPRHB3391WQ/001 - Avonmouth	YES


	FCC Environment Integrated Management System		
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D2	Valid Waste Carrier / Broker Licence number <i>(skip if FCC organise waste carriage)</i>	CBDU73182 – expires 02/04/2022	YES
D3	Confirm copies of valid Employers & Public Liability Insurance certificate provide to FCC (and any other valid liability insurance certificates)	UK00005113L120A – Expires: 07/07/2022	YES
D4	Anti-slavery policy (if over £35M Turnover)	Seen and available on request	YES

ASSESSMENT CRITERIA:

A site audit can only be completed if these documents have been checked as relevant and correct

ADDITIONAL DESKTOP AUDIT QUESTIONS			OK?
D5	Discharge Consent (only if applicable) <i>Identify as an issue if relevant to FCCE wastes</i>	N/A	YES
D6	Approved Authorised Treatment Facility (if treating WEEE) <i>Identify as an issue if relevant to FCCE wastes</i>	N/A	YES
D7	Planning Permission Conditions (documents if available) <i>Ask for evidence of any controls on planning conditions, e.g. routing plans, operating hours, restrictions on operations for habitat protection, additional environmental monitoring, especially noise.</i>	Operating restrictions on Skelmersdale after 18:00 till 06:00 Regards Noise levels	YES
D8	Current Health, Safety, Environmental & Quality Policies <i>Not strictly a requirement for Duty of Care - identify as an issue if relevant to FCCE wastes or contract KPIs</i>	Seen and available on request	YES
D9	Current Management System Certificates <i>Not strictly a requirement for Duty of Care - identify as an issue if relevant to FCCE wastes or contract KPIs</i>	ISO 9001 - expires: 10/12/2022	YES
D10	If end of waste status is claimed, has certification of the product meeting a quality standard or adhering to a quality protocol been achieved? Obtain copies. e.g. PAS100, PAS141 click cell to link to list of quality protocols	N/A	YES
D11	HSE Activity reports <i>Have there been any enforcement notices, stop notices or prosecutions in the last 5 years?</i> <i>Check http://www.hse.gov.uk/ProsecutionsHistory/</i>	08/06/2015 Plymouth (4490584) 08/09/2017 St Helens (4587386) Both sites are no longer owned by Viridor – Serious accidents occurred at these sites. Since the events changes to risk assessments had been made. Including an additional step called the dead man's switch to specific equipment. Full report for both	YES

		FCC Environment Integrated Management System	
Document Title:	Offtaker Desktop Review Form	Mandatory	
		Best Practice	
		Project Specific	

		incidents has been received if required.	
D12	EA Activity reports (CAR forms) <i>Have there been any enforcement notices, stop notices or prosecutions in the last 5 years? Have NCRs been rectified?</i>	None	YES
D13	Emergency / Accident Management Plan / Business Continuity Plan <i>A question on ensuring continuity of service.</i>	Seen and available on request	YES
	ASSESSMENT CRITERIA:	Do not proceed with site visit unless all questions are answered and mandatory documents are provided.	
Re3 Required INFORMATION			OK?
R1	Described the process the waste will undertake at this facility. Are there any process losses? Is the material recycled? (e.g. % to landfill)	Both Avonmouth and Skelmersdale sites process the material the same. . The bottles received are are shredded down into flake , which is the end of the waste product as the flake is 100% recyclable and any contaminates are separated and disposed of at the EFW site. 100% of Plastics are recycled in the UK. Currently any bottles not processed to end of waste are sent to Viridor PRF at Rochester for further sorting. The bottle sort and wash process, results in a waste fraction, which varies from supplier to supplier. Currently it runs at <7.5 % waste to energy	YES
R2	Name of the end destination of where the waste is taken.	Viridor Energy recycling facility Severn Road, Pilning, Bristol BS110YU Viridor Polymer Recycling (VPR) Gerrard Place, East Gillibrands, Skelmersdale, Where any plastic bottles are sent if they could not be processed Viridor PRF at Rochester for further sorting, before reprocessing at Avonmouth.	YES
R3	How do the company ensure the compliance of any onward facilities?	Vast majority is dealt with at Viridor's own facilities. If 3 rd party site, full audit and compliance checks are made.	YES

Please submit completed forms to the SHEQ Audit team.

From: .
To: .
Cc: [RE3 Admin](#);
Subject: FW: IMS-FRM-226 Offtaker Desktop Review Form Viridor Jan 2021 (003)
Date: 28 February 2022 13:50:00
Attachments: [image001.jpg](#)
[IMS-FRM-226 Offtaker Desktop Review Form Viridor Jan 2021 \(003\).docx](#)

Dear

I confirm that we are happy to approve Viridor as an offtaker of plastic bottles.

Regards,

From:
Sent: 25 February 2022 16:05
To:
Cc: RE3 Admin RE3Admin@fccenvironment.co.uk
Subject: IMS-FRM-226 Offtaker Desktop Review Form Viridor Jan 2021 (003)

This is an EXTERNAL EMAIL. STOP. THINK before you CLICK links or OPEN attachments.

Hello

Please find the updated DTA attached.

We have completed an updated desktop audit document for Virdor.

We have reviewed the document and are happy that it meets all the FCC criteria.

Thank you.


Best regards,

Direct Dial: | Email:
FCC Environment | Island Road | Reading | Berkshire | RG2 0RP
<http://www.fccenvironment.co.uk/>

Please view our 2020/2021 Annual Environmental Report [here](#)

re3 Logo - Email_V1




	FCC Environment Integrated Management System	
	Document Title: Offtaker Desktop Review Form	Mandatory
		Best Practice
		Project Specific

Please complete this form for all Offtakers prior to requesting an Offtaker Duty of Care audit

FCC Auditor Name	
Company Name	Viridor
Company Address	1 st Floor Offices, Riverside House. Sir Thomas Longley Road. Medway Ind Est, Rochester. KENT. ME2 4FN
Company Contact Details	
Company Registration No.	03649069
SIC Code	38320

BASIC INFORMATION			OK?
B1	Described the waste stream to be removed from FCC sites	Recovered Baled plastic Bottles	YES
B2	Name of the site where the waste is taken (it's first destination) and the name of the site operator. Where this is not always the same location for every shipment, identify the most common first destination.	Viridor Polymer Recycling (VPR) Gerrard Place, East Gillibrands, Skelmersdale, WN89SU D: 01695 593057	YES
B3	Are there any additional requirements for this audit (any concerns identified, client requirements apply? Is the audit for hazardous wastes? Is this a new oftaker, etc?)	N/A	YES
B4	Describe the waste treatment process and storage activities. <i>It is a final disposal or end of waste process?</i>	Polymer sorting, flaking and palletizing	YES
B5	Has there been any significant changes to the facility, the waste handling or treatment process, the exemptions or permit, or the management of any of these things? Please describe.	N/A	YES
MANDATORY DESKTOP AUDIT QUESTIONS			OK?
D1	Environmental Permit (WML or PPC) and/or exemption Number references and date of last issue (including variations)	EPR/TP3495HH	YES
D2	Valid Waste Carrier / Broker Licence number <i>(skip if FCC organise waste carriage)</i>	CBDU73182 – expires 02/04/2022	YES
D3	Confirm copies of valid Employers & Public Liability Insurance certificate provide to FCC (and any other valid liability insurance certificates)	UK00005113L120A – Expires: 07/07/2022	YES


	FCC Environment Integrated Management System		
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		Best Practice	
		Project Specific	

D4	Anti-slavery policy (if over £35M Turnover)	Seen and available on request	YES
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ASSESSMENT CRITERIA:

A site audit can only be completed if these documents have been checked as relevant and correct

ADDITIONAL DESKTOP AUDIT QUESTIONS			OK?
D5	Discharge Consent (only if applicable) <i>Identify as an issue if relevant to FCCE wastes</i>	N/A	YES
D6	Approved Authorised Treatment Facility (if treating WEEE) <i>Identify as an issue if relevant to FCCE wastes</i>	N/A	YES
D7	Planning Permission Conditions (documents if available) <i>Ask for evidence of any controls on planning conditions, e.g. routing plans, operating hours, restrictions on operations for habitat protection, additional environmental monitoring, especially noise.</i>	Operating restrictions on Skelmersdale after 18:00 till 06:00 Regards Noise levels	YES
D8	Current Health, Safety, Environmental & Quality Policies <i>Not strictly a requirement for Duty of Care - identify as an issue if relevant to FCCE wastes or contract KPIs</i>	Seen and available on request	YES
D9	Current Management System Certificates <i>Not strictly a requirement for Duty of Care - identify as an issue if relevant to FCCE wastes or contract KPIs</i>	ISO 9001 - expires: 10/12/2022	YES
D10	If end of waste status is claimed, has certification of the product meeting a quality standard or adhering to a quality protocol been achieved? Obtain copies. e.g. PAS100, PAS141 click cell to link to list of quality protocols	N/A	YES
D11	HSE Activity reports <i>Have there been any enforcement notices, stop notices or prosecutions in the last 5 years?</i> Check http://www.hse.gov.uk/ProsecutionsHistory/	08/06/2015 Plymouth (4490584) 08/09/2017 St Helens (4587386)	YES
D12	EA Activity reports (CAR forms) <i>Have there been any enforcement notices, stop notices or prosecutions in the last 5 years? Have NCRs been rectified?</i>	None	YES
D13	Emergency / Accident Management Plan / Business Continuity Plan <i>A question on ensuring continuity of service.</i>	Seen and available on request	YES
	ASSESSMENT CRITERIA:	Do not proceed with site visit unless all questions are answered and mandatory documents are provided.	

	FCC Environment Integrated Management System		
Document Title:	Offtaker Desktop Review Form	Mandatory	
		Best Practice	
		Project Specific	

Re3 Required INFORMATION			OK?
R1	Described the process the waste will undertake at this facility. Are there any process losses? Is the material recycled? (e.g. % to landfill)	The bottle sort and wash process, results in a waste fraction, which varies from supplier to supplier. Currently it runs at <7.5 % waste to energy. Currently any bottles not processed to end of waste are sent to Viridor PRF at Rochester for further sorting.	YES
R2	Name of the end destination of where the waste is taken.	Any process losses go to Viridor EfW in Manchester	YES
R3	How do the company ensure the compliance of any onward facilities?	Vast majority is dealt with at Viridor's own facilities. If 3 rd party site, full audit and compliance checks are made.	YES

Please submit completed forms to the SHEQ Audit team.

From: .
To: .
Cc: [RE3 Admin](#);
Subject: FW: IMS-FRM-226 Offtaker Desktop Review Form Viridor Jan 2021
Date: 10 January 2022 11:21:00
Attachments: [image001.jpg](#)
[image002.jpg](#)
[IMS-FRM-226 Offtaker Desktop Review Form Viridor Jan 2021.docx](#)

Dear

Having reviewed the audit report and my previous questions, please could we amend the form to include the following:

- Type of plastic bottle to be sent. (I understand that this is both PET and HDPE (but no PTT), but it would be good for this to be clarified in the report).
- Details of the HSE activity from 2017.
- Confirmation (and evidence where appropriate) that that flaked plastics are a product.
- Details of what happens to the flaked plastics. (I.e. what are they turned into and where does this happen.)
- In what cases would the plastics not be processed at Viridor's Skelmersdale site (as mentioned at R3). Are there any cases where the plastics would be processed abroad?

The processing of plastics is still of great interest to residents so we need to ensure that we have the details which could be required to provide reassurance.

Many thanks,

From: ,
Sent: 07 January 2022 16:35
To: ,
Cc: RE3 Admin RE3Admin@fccenvironment.co.uk>;

Subject: RE: IMS-FRM-226 Offtaker Desktop Review Form Viridor Jan 2021

Ok. In this case I think we need to get the audit completed and approved. That doesn't commit us to using the offtaker in the long-term, but it doesn't sound like a trial is needed in this case to help us obtain information, or give us time to collect information. I'll have a proper look early next week and get back to you.

From: ,
Sent: 07 January 2022 16:29
To: ,
Cc: RE3 Admin RE3Admin@fccenvironment.co.uk>;

Subject: RE: IMS-FRM-226 Offtaker Desktop Review Form Viridor Jan 2021

The trial is mainly to see if the pricing will stay consistent.

Kind regards,

Direct Dial: | Email:
FCC Environment | Island Road | Reading | Berkshire | RG2 0RP
<http://www.fccenvironment.co.uk/>

Please view our 2020/2021 Annual Environmental Report [here](#)

re3 Logo - Email_V1

MRW award finalist 2020

From:

Sent: 07 January 2022 16:23

To: ,

Cc: RE3 Admin RE3Admin@fccenvironment.co.uk>;

Subject: RE: IMS-FRM-226 Offtaker Desktop Review Form Viridor Jan 2021

Hi

Can I ask what we are planning to ascertain from a further trial?

As you mention, a three month trial has already been completed.

Regards,

From: ,

Sent: 07 January 2022 16:19

To:

Cc: RE3 Admin RE3Admin@fccenvironment.co.uk>;

Subject: RE: IMS-FRM-226 Offtaker Desktop Review Form Viridor Jan 2021

Thank you

It will be for a 3month trial, before anything is confirmed for full use.

Kind regards,

Direct Dial: | Email:
FCC Environment | Island Road | Reading | Berkshire | RG2 0RP
<http://www.fccenvironment.co.uk/>

Please view our 2020/2021 Annual Environmental Report [here](#)

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MRW award finalist 2020

Sent from [Mail](#) for Windows

From: .
Sent: 07 January 2022 16:12
To: +
Cc: [RE3 Admin](#); .
Subject: RE: IMS-FRM-226 Offtaker Desktop Review Form Viridor Jan 2021

Dear

The agreement referred to relates to approved offtakers which are having their annual review.
In the case of Viridor, a trial was completed, but I don't think we ever moved them to an approved offtaker.

I will therefore review the audit next week and confirm if we can approve, or if further information is necessary.

Have a good weekend.
Regards,

From: ,
Sent: 07 January 2022 16:06
To:
Cc: RE3 Admin RE3Admin@fccenvironment.co.uk>;

Subject: IMS-FRM-226 Offtaker Desktop Review Form Viridor Jan 2021

This is an EXTERNAL EMAIL. STOP. THINK before you CLICK links or OPEN attachments.

Good afternoon

We have completed an updated desktop audit document for Viridor – Plastic Bottles

I have been told we used them for a trial in 2020, if the pricing stays consistent we would like to use Viridor as a main supplier.

We have reviewed the document and are happy that it meets all the FCC criteria.
As per our agreement, we will consider this off taker approved unless we hear differently from yourself.

Kind regards,

Direct Dial: | Email:
FCC Environment | Island Road | Reading | Berkshire | RG2 0RP
<http://www.fccenvironment.co.uk/>

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MRW award finalist 2020

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From:
To:
Cc: [RE3 Admin](#);
Subject: FW: Flex Collect - Plastic Films
Date: 01 February 2023 14:28:00
Attachments: [image001.jpg](#)
[image002.jpg](#)

Following on from the email below, I contacted the FlexCollect team to express the interest of the re3 Councils in taking part in their project. They have subsequently contacted me to confirm that they are interested in exploring the opportunity further.

I have therefore summarised some of the key details relating to the project below:

- The aim of the FlexCollect Project is to trial the collection of flexible plastic packaging. This follows the proposal in the Defra consultation on Consistency for these to be collected by all local authorities no later than March 2027. They are seeking to understand: the volume of flexible packaging arising from households, the impacts of collecting this material on other recyclables, the success of various communications and the costs and challenges of collecting, sorting and reprocessing this.
- The FlexCollect Team are looking for partner authorities to start by collecting flexible plastics from 5% of households in year 1 (probably starting before the summer of 2023) and to reach of minimum of 25% by year 3. (For re3 that would be 5% of one council, rather than 5% of all three).
- Different mixes of plastic packaging will be trialled by different authorities involved in the project.
- The agreed projects will be fully funded. The financing would therefore cover fixed asset costs (such as weighing systems, compactors or modifications to facilities) and costs associated with storage, logistics, treatment, communications and training. (Extensive mechanical amendments to the MRF would not be expected given the small proportion of households involved).
- Local authorities would receive project management support (from Suez, WRAP and RECOUP) – including for identification of the appropriate collection and treatment methods.
- Various data would need to be reported as part of the project. For the stages after collection, this would include things like the average cost per tonne (for each of: sorting, storage, transport to reprocessors, and reprocessing), the quality of our plastic film output, and the percentage of films ending up in the rejects bay or other material streams.

At this stage I have not discussed the opportunity with the collection teams and wanted to seek your feedback first.

I would be happy to set up a meeting to discuss this further. The Delivery Manager for the FlexCollect Project has also offered to attend a meeting, if that would be helpful. If appropriate, this could take the form of a site visit, in which a tour of the MRF could be accommodated.

If you could let me know what you think, I would greatly appreciate it.

Regards,

From:
Sent: 27 January 2023 10:10
To:
Cc: RE3 Admin <RE3Admin@fccenvironment.co.uk>;

Subject: Flex Collect - Plastic Films

Dear

As you may be aware, a small number of Councils are trialling collections of plastic films via the Flexible Plastic Fund 'FlexCollect' Project. Funding has been provided to help introduce the change in these councils and project management support has been given.

The project is currently looking for five more councils to take part and I would like to express the interest of the re3 Councils.

The details about the selection of future councils is very limited. The project is seeking to explore a range of factors (such as collection method, rurality, and deprivation) to develop evidence that can be used to inform mandatory collections from 2027. Therefore a set of criteria haven't been published and there is no form to fill in. At the moment it is just a case of confirming interest via email.

I just wanted to check that you have no objection to me expressing our interest at this time? I would imagine that a lot of councils will be interested and that further information may be required at a later date.

A deadline for expressing interest has not been set, so I would like to confirm our interest before the end of the month. If you could get back to me with any concerns before lunch time on Tuesday, I would appreciate it.

Many thanks,

T:

W: www.re3.org.uk

A: Smallmead Household Waste Management Park, Island Road, Reading, RG20RP

re3 is a waste management partnership between Bracknell Forest, Reading and Wokingham Borough Councils

c/o Administering Authority: Reading Borough Council, 1st Floor, Civic Offices, Bridge Street, Reading, RG1 2LU

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