



DRAFT

**OPERATIONAL ENVIRONMENTAL
MANAGEMENT PROGRAMME**



OCEAS |

ENVIRONMENTAL AND SOCIAL ADVISORY SERVICES

Chintsa Solid Waste Transfer Station Operational Management Programme

DRAFT OPERATIONAL ENVIRONMENTAL MANAGEMENT PROGRAMME

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August 2020



REVISIONS TRACKING TABLE

CES Report Revision and Tracking Schedule

Document Title:	Chintsa Transfer Station, Operational Environmental Management Programme		
Client Name & Address:	Great Kei Local Municipality		
Status:	Draft		
Issue Date:	August 2020		
Lead Author:	Thina Mgweba		
Reviewer:	Alan Carter		
Study Leader/ Registered Environmental Assessment Practitioner – Approval:	Alan Carter		
Report Distribution	<i>Circulated to</i>	<i>No. of hard copies</i>	<i>No. electronic copies</i>
Report Version	<i>Date</i>		

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1 INTRODUCTION AND BACKGROUND

1.1 INTRODUCTION

Transfer stations are commonly used as multi-purpose facilities that include storage of recyclable materials, waste collection depots and in some cases collection points for organic materials destined for composting sites.

There is a general trend in solid waste disposal towards the construction of large regional landfills rather than maintaining small, rural and often non-compliant landfills. Sparsely populated areas or small towns may not generate enough waste to warrant a waste disposal site or the local municipality may not have sufficient resources to operate various small landfill sites. In these cases, the municipality can opt to construct one or more transfer stations in order to transport waste to a larger regional landfill.

Further to providing a service for temporarily storing solid waste, transfer stations play an important role in improving the viability of recovering recyclable materials within municipality service areas. In smaller municipalities, economically viable solutions to providing recycling services may be to consolidate materials from the surrounding small towns and villages to the transfer stations for sorting/crushing, baling and transporting to the respective industries for processing. This may be done through an external operator utilising the municipality's transfer station or the municipality can operate the recycling facility themselves or may enter into a partnership with an external corporation.

There are various benefits that arise from a municipality operating a transfer station in certain communities and not a landfill site. Benefits that may arise include:

- Reducing the cost of hauling smaller waste loads to a regional facility frequently.
- Reducing vehicle and maintenance costs, as well as overall traffic, air emissions and road wear and tear.
- Allowing for screening, sorting and recycling of municipal solid waste.
- Freeing resources (collection vehicles and crews) from transporting waste in small quantities of waste to distant disposal sites.
- Allowing more collection from services areas per day.
- Providing convenient drop-off locations for residents.

1.2 PLANNING A TRANSFER STATION

A variety of issues must be taken into account during the planning phases of a solid waste transfer station.

Transfer stations are usually planned to include the following factors:

- Environmental
- Social



- Economics
- Potential for regional cooperation

A fully enclosed transfer station typically includes the following features:

- Primary building/warehouse: Including tipping floor, sorting areas, conveyer belts, bailer machines etc. Including space for future expansion of the primary building.
- Holding area: for inspection of incoming loads and holding inappropriate waste loads or materials for removal.
- Road network: including entrance and exit points for waste arriving and departing.
- Fence and gate entrance: full fence around the entire perimeter of the site and a gate that will be locked during non-operating hours.
- Buffer areas: Open space landscaping, trees, berms etc. in efforts to reduce impacts/nuisance on the community.
- Weighbridge area: where incoming and outgoing loads are weighed.
- Recyclable Materials Storage area: where recyclable material bales are stored for transportation to their destinations.
- Residual waste storage area: where the receptacles/skip bins for residual waste to be taken to landfill are stored.

Typical planning horizons for transfer stations are 20 to 30 years. Establishing the horizon assists in:

- Evaluating future needs based on waste volumes;
- Determining design criteria for longevity of the facility and its components;
- Allowing for planned expansion; and
- Establishing appropriate zoning setbacks or potential future development on adjacent property.

The type of service should be clearly defined. This includes the following options:

- Service to only municipal collection vehicles
- Service to include residents private vehicles
- Service to commercial/farming collection vehicles

The facilities within the transfer station will be informed by the desired services the transfer station will be carrying out such as:

- Recycling activities – drop off facilities or processing facilities.
- Storage of waste and recyclables – warehouses.
- Composting activities– composting equipment.

Waste Assessment

It is necessary to determine the amount and types of waste, and recyclable materials that can be expected at the transfer station. Waste volumes can be determined by existing records if they are available or can be estimated by using the population figures and generation co-efficient values from the South African Environment Outlook Report.



To determine material types, a waste analysis could be conducted. This could involve a detailed sampling and sorting programme. Alternatively, waste analysis can be done through observations at the existing transfer station, this will provide reliable first-hand information for potential problem materials.

Waste Disposal and Recycling Markets

It is necessary to have a clear understanding of where the materials collected at the facility will be transferred to. This may include the following materials:

- Residual solid waste for disposal at a landfill;
- Recyclables
- Organics for composting

Information of the waste collected generally includes:

- Location of disposal facility
- Distance of haul
- Method of transportation
- Who will transport the waste to their respective destinations.

In order to operate an effective and efficient transfer station, The GKLM should investigate among others, the parameters detailed in section 1.2 above. As it stands, the Chintsa Transfer Station is not compliant with relevant legislation and is not being managed properly.

1.3 BACKGROUND

The Great Kei Local Municipality (GKLM) is located within the Amathole District Municipality in the Eastern Cape Province. The Municipality covers an area of 1 421 square kilometres (km²). The boundaries that surround the Municipality are the borders of Buffalo City Metropolitan Municipality (BCMM), Amahlathi Local Municipality and Mnquma Local Municipality.

The main towns of the municipality are Komga and Kei Mouth as well as the coastal settlements of Morgan Bay, Haga Haga and Chintsa. The population density within urban areas is estimated at 185 people/km. The population of the municipality is proportionally distributed over its 7 wards. There has been a significant decline in the population of the Municipality since 2001 which is believed to be as a result of resettlement from rural areas to more urban environments. The municipality underwent ward redetermination in 2016 which further caused a decline in the population as several communities fell under the Buffalo City Metropolitan Municipality BCMM. The number of households was 11 365 in 2001 and has declined to 8 774 in 2016.

The Cinsta Transfer Station is located in Chintsa East approximately 2 km from the Chintsa location (32°49'5.19"S 28° 6'8.54"E) (Figure 1.1).

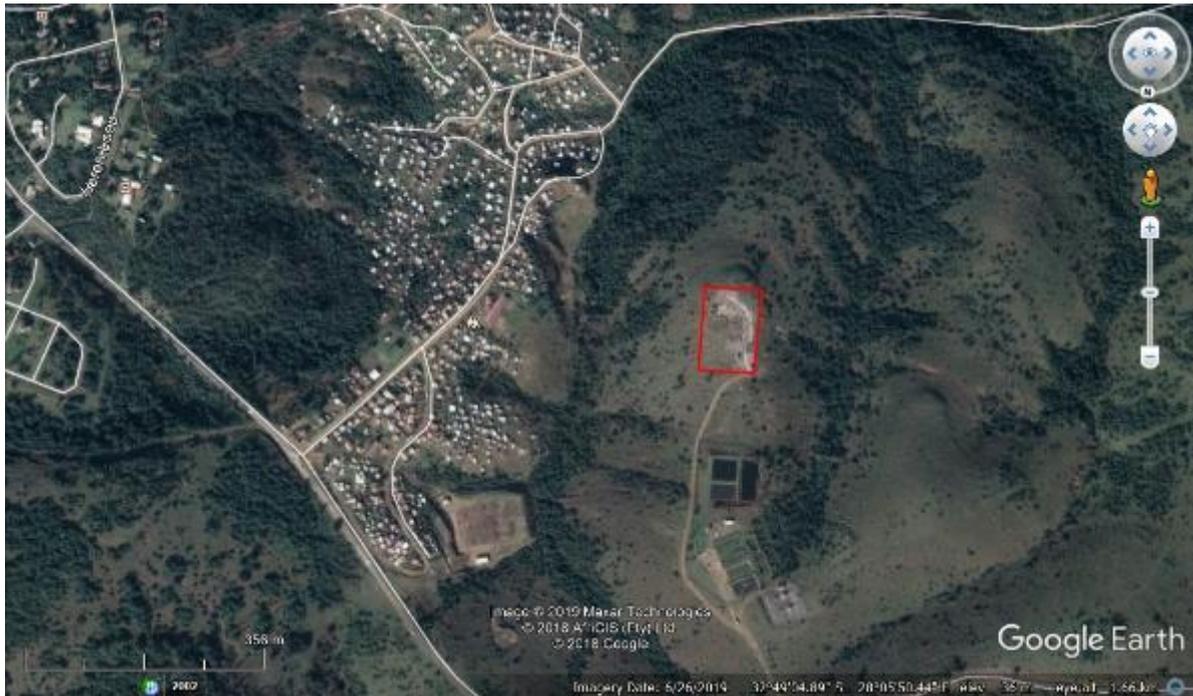


Figure 1.1: Locality of Chintsa Transfer Station indicated by red polygon.

The Chintsa Transfer Station was issued with a license to store, sort, shred, grind and bale general waste by the Department of Economic Development, Environmental Affairs and Tourism (DEDEAT) in July 2011. The DEDEAT license number is AM/A/5,18,L8/10. The licence was valid for until 31 December 2016. Therefore the license has since expired and the Transfer Station is currently unlicensed.

The National Environmental Management: Waste Act (NEM:WA) legislation was amended in October 2017. Under the amended legislation, the Transfer Station no longer requires a license but is required to be registered as a Transfer Station with DEDEAT. As part of the registration process, the GKLM is required to submit an Operational Environmental Management Programme (OEMPr) that complies with the following Norms and Standards under NEM:WA:

- Norms and Standards for Storage of Waste, 2013.
- National Norms and Standards for the Sorting, Shredding, Grinding, Crushing, Screening or Baling of General Waste, 2017.

The GKLM is submitting this current OEMPr for the Chintsa Transfer Station in support of the application for registration of the Transfer Station to DEDEAT.

Other relevant legislation that the Transfer Station is obliged to comply with are as follows (inter alia):

- Constitution of South Africa;
- National Environmental Management Act (107 of 1998);
- National Environmental Management: Waste Act (59 of 2008) and subsequent amendments;
- National Norms and Standards for the Sorting, Shredding, Grinding, Crushing, Screening or Baling of General Waste, 2017;
- Norms and Standards for Storage of Waste, 2013;



- National waste information regulations GNR 625 of 2012;
- Waste Classification and Management Regulations GNR 634 and 636;
- National Water Act (36 of 1998);
- Environmental Authorisation AM/A/5, 18/L8/10 dated 08/17/2011;
- Buffalo City Municipality Noise control regulations GN 154 of 10/1/1992;
- Buffalo City Municipality: waste management by-laws, Local Authority Notice 174 of 2005;

1.4 SITUATION ANALYSIS

1.4.1 THE COLLECTION PROCESS

The GKLM collects general waste from communities within the Municipality excluding rural and farming communities. Some farms however do transport their own waste to the transfer station or to the main road where the Municipality then collects it. The Chintsa Waste Transfer Station services the Chintsa West, Chintsa East, and Haga-Haga communities.

The table below illustrates the Municipality's waste collection schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
Chintsa	Kei Mouth	Chintsa West	Haga-Haga	Kei Mouth
Komga Town	Morgan Bay	Businesses in Chintsa	Businesses in Komga	Gxarha Village
	Mzomhle (Komga)	Chintsa East		Cwili
	Spoornet (Komga)	Siviwe (Komga)		Morgan Bay

Once a week, the general workers who work on the collection trucks are placed at the transfer station in efforts to clean and clear up the transfer station. The waste is then transported to the Komga Waste Disposal site for disposal. Due and the volumes of waste observed at the transfer station, it can be assumed that waste is not transported to the Komga Waste Disposal Site on a weekly basis

The Municipality currently has the following equipment dedicated to waste services:

- 1 x 12m³ compactor Truck
- 1 x cage truck (currently in for repairs)
- 4 x bakkies (2 of which are currently in for repairs)

The Municipality also has a weigh pad which is currently not in use at any of its solid waste sites.

1.4.2 SITE OBSERVATIONS

The following observations were made relating to the Chintsa Transfer Station:

- There are no staff permanently based at the facility which results in various challenges such as:
 - No access control on site;
 - No screening or sorting of the waste;



- No record keeping of any incoming and outgoing waste;
- No monitoring/management of the offloading of waste by municipal trucks or private vehicles. As a result, waste is not being deposited in a systematic manner.
- There is no weighbridge at the transfer station. As a result, waste quantities cannot be accurately measured.
- There are designated concrete waste receptacles and administration buildings on site. However these are dilapidated.
- Due to the amount of waste that had accumulated on site, it was evident that waste is not being transferred to the Komga Waste Disposal Site on a regular basis.
- There is no regular maintenance of the access roads and waste is deposited on the internal access roads, which hinders the accessibility to the site by vehicles.
- There is evidence of waste being burned on site.
- The site fence is vandalised in large sections.
- Waste is blown beyond the boundary fence into the surrounding environment.
- There is evidence of informal reclaimers accessing the site to recover and sort recyclable materials such as glass and cans. Some of the recyclable materials are found placed in big bags ready for collection.
- Some reclaimers were observed on site at the time of the site visit.

The images below are a depiction of the state of the Chintsa Transfer Station on at the time of the site visit in May 2019.

<p>Figure 1.2: Ungated access to the transfer station and litter beyond the premises of the site.</p>	<p>Figure 1.3: Fencing on the perimeter of the site.</p>



Figure 1.4: Vandalised guardhouse and buildings within the Chintsa transfer station.



Figure 1.5: Waste receptacles built on site.



Figure 1.6: Waste reclaimers observed on site.



Figure 1.7: Evidence of burnt waste on site.



Figure 1.8: Evidence of no formal procedures followed for waste disposal on site.

The below images depict the state of the Chintsa Transfer Station during a site visit in March 2020:



Figure 1.9: Waste dumped outside the premises of the Chintsa Transfer Station.



Figure 1.10: A large Skip bin placed outside the premises of the Chintsa Waste Transfer Station.



Figure 1.11: Waste at the Chintsa Transfer Station.

The state of the Chintsa Transfer Station was visibly worse at the time of the second site visit in March 2020. A large skip bin had been placed on site, however the skip bin was placed outside the boundaries of the transfer station. Waste had been dumped outside the premises. The Municipality



had indicated that a service provider had been appointed to clear the site and transfer the waste to the Komga Waste Disposal Site.

Important: The entrance of the Chintsa Transfer Station is less than 100m away from the Chintsa cemetery. While the Transfer Station is fenced off, the cemetery not fenced off. Waste is dumped outside the Transfer Station boundary and in close proximity to the gravesites. The waste is then windblown onto the cemetery site.

It must be noted that during public consultations the issue of the transfer station being in very close proximity to the Cemetery was raised numerous times by community members. Community members also expressed complete dissatisfaction regarding the management of the Chintsa Transfer Station. The below images depict the above



Figure 1.12: Waste blown onto the Chintsa grave site in close proximity to the Chintsa Transfer Station.



2 OPERATIONAL PLAN

This OEMPr has been developed to comply with the National Norms and Standards for the Storage of Waste (2013) and the National Norms and Standards for the Sorting, Shredding, Grinding, Crushing, Screening or Baling of General Waste, (2017). The OEMPr is guided by Operational Guideline for the storage of waste (2016) compiled by the provincial Department of Economic Development, Environmental Affairs and Tourism (DEDEAT). This OEMPr should be read in conjunction with the GKLM Action Plan for the Chintsa Waste Transfer Station as the majority of the conditions stipulated in this section can only be met when the action plan is realised.

2.1 FACILITY IDENTIFICATION

Table 2-1: Transfer Station details

Facility Name:	Chintsa Transfer Station
Location	Chintsa Magisterial Area, Komga
Zoning of the Site:	Transfer Station
Land Use of Surrounding Area	Farmlands Cemetery Wastewater Treatment Works

Table 2-2: Geographical Coordinates

Number of Corner (Figure 2.1 below)	Latitude			Longitude		
	°	'	"	°	'	"
1	32°	49'	02.04"S	28°	06'	06.37"E
2	32°	49'	06.79"S	28°	06'	06.79"E
3	32°	49'	02.33"S	28°	06'	09.71"E
4	32°	49'	06.17"S	28°	06'	10.03"E

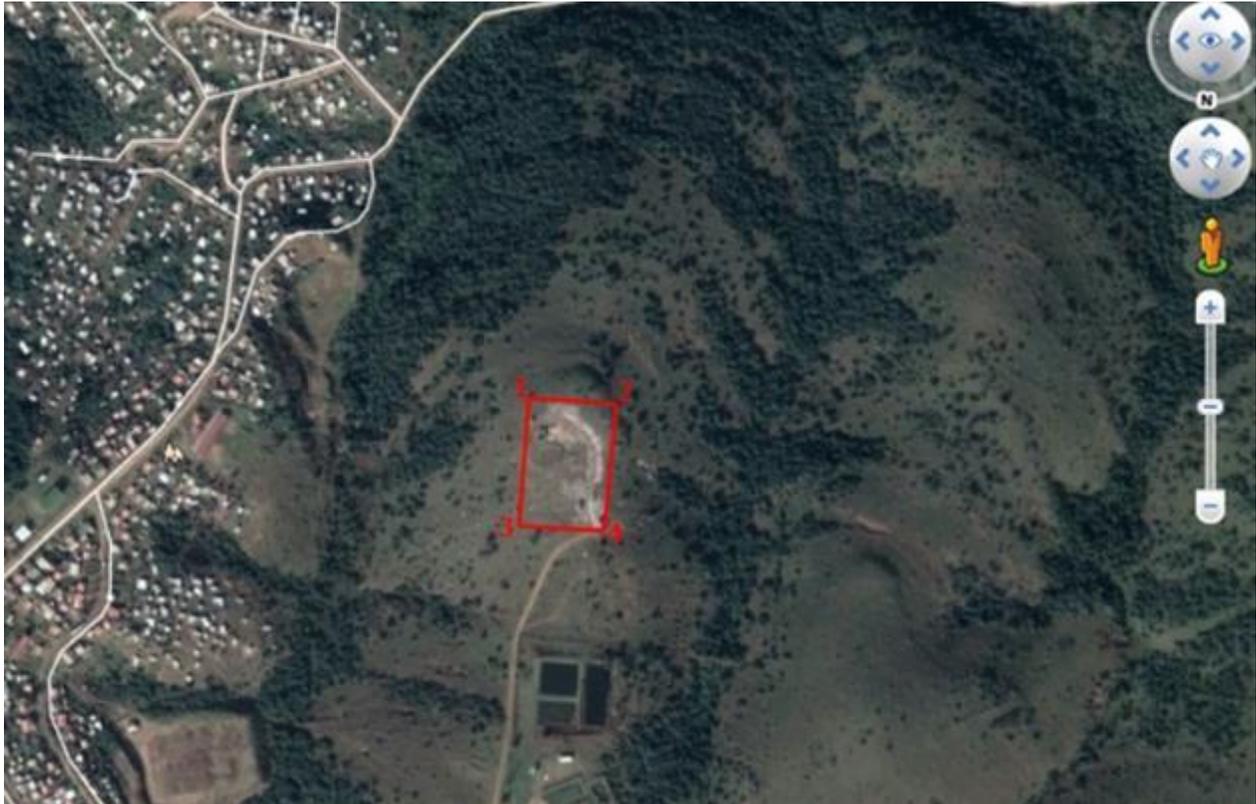


Figure 2.1: Points for coordinates of Chintsa Transfer Station

Table 2-3: Facility owner details

Facility owner:	Great Kei Local Municipality
Contact Person	Olwethu Kwababana
Telephone:	043 831 5700
Fax:	043 831 1306
E-mail:	Okwababana@greatkei.gov.za

2.1.1 Roles and Responsibilities

Facility Owner

The GKLM is responsible for overseeing the operation of the Transfer Station and implementation of the OEMPr. The GKLM is required to:

- Be familiar with the contents of the OEMPr;
- Support the Transfer Station facility operator in enforcing the environmental specifications of the OEMPr;
- Audit the Transfer Station operations on a quarterly basis to ensure compliance with the OEMPr and all other Environmental legislation;



- Collect and interpret data received from the facility operator reports and external environmental audits;
- Monitor and enforce the Transfer Station compliance with environmental specifications;
- Ensure all non-compliances are remediated;
- Ensure the Transfer Station is registered with DEDEAT and submit all relevant reports timeously;
- Ensure that DEDEAT is made aware of any changes regarding the service provider/operator of the facility timeously; and
- Ensure the Transfer Station complies with the relevant NEM: WA Norms and Standards and all other relevant environmental legislation.

FACILITY OPERATOR

The Great Kei LM is responsible for the operation of the Cinsta Transfer Station, including the collection, sorting, recovery, transfer, transportation and disposal of waste. The operation of the transfer station can be outsourced to a separate entity with whom the Municipality can have an agreement with.

As the facility operator, GKLM must implement the following:

- Adhere to the requirements of NEM:WA including all relevant norms and standards
- Adhere to all relevant regulations and by-laws of the municipality.
- Facilitate waste minimisation and reduce the quantities of waste taken to landfill.
- Conduct operations in adherence to all other legislation relevant to the functioning of the facility.
- Implement and monitor the OEMPr.
- Notify the DEDEAT immediately in the event of any accidental infringements of the OEMPr to enable appropriate remedial action to be taken.
- Ensure environmental awareness among employees and sub-contractors and training for all new personnel on site.
- Undertake regular inspections and draft internal monthly reports.
- Monitor and verify that environmental impacts are kept to a minimum.
- Communicate to the DEDEAT, at least 10 working days in advance, any proposed actions which may have negative impacts on the environment.
- Inspect the site and surrounding areas on a regular basis regarding compliance with the OEMPr.
- Check that the required actions are/were undertaken to mitigate the impacts resulting from any non-compliance.
- Keep a record of all incidences of non-compliance.
- Ensure that all third parties who carry out all or part of the transfer station obligations comply with the requirements of this OEMPr.
- Ensure that the infrastructure is maintained and functional during the operational phase of the development.

The operation of the site involves the following major functions:

- Access control;
- Operation of weighbridge system and generation of reports;



- Controlling of traffic within the site;
- Waste collection and sorting;
- Transfer of waste to landfill;
- Controlling the duration of waste retained on site;
- Cleaning and storage of containers and bins;
- Maintenance of all machinery where applicable (baling machines, forklifts, etc.);
- Cleaning of working area and surrounds;
- Control of litter and wind-scattered waste;
- Control of nuisance (odours, vermin, etc.);
- Record keeping; and
- Maintenance of screening vegetation.

The *facility manager* refers to a manager appointed by the GKLM to manage day to day operations of the site The facility manager must:

- Have a good working knowledge of all relevant environmental policies, legislation, guidelines and standards;
- Have the ability to conduct inspections and audits and to produce thorough, readable and informative reports;
- Have the ability to manage public communication and complaints; and
- Be fully conversant with this OEMPr and all relevant environmental legislation.

Site labourers are appointed labourers (permanent or temporary staff) involved in the day to day operations of site. The labourers will have the following responsibilities:

- Be familiar with the contents of the OEMPr;
- Comply with the Environmental Specifications contained in the OEMPr;
- Notify the facility manager immediately in the event of any accidental infringements of the environmental specifications and ensure appropriate remedial action is taken; and
- Communicate and liaise frequently with the facility manager to ensure effective, proactive environmental management with the objective of preventing or reducing negative environmental impacts.

2.2 ACCEPTED WASTE

The Transfer Station is authorised to collect and accept only general waste on site. The table below illustrates the type of waste, quantity, source and final destination of the waste

Table 2-4: Acceptable waste at Chintsa Transfer Station

Types of Waste Accepted	Quantities	Final Destination
General waste including domestic waste and business waste (not containing hazardous waste or hazardous chemicals). Some examples of	Quantities of waste are unknown as yet.	Komga Waste Disposal Site. <i>In future once recycling has commenced on the site, various</i>



<p>these include but not limited to:</p> <ul style="list-style-type: none"> • Cardboard • Plastics (PP, LD, PET, HD) • Metals • Drums • White paper • Polystyrene • Wooden pallets • Glass • Waste packaging • Food-tainted items (such as: used paper plates or boxes, paper towels etc.) • Ceramics and pottery • Garden waste 		<p><i>destinations of the recyclable waste will be updated.</i></p>
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2.3 ROUTINE OPERATIONS PLAN

2.3.1 Access control and security notices

The Transfer Station is required to adhere to the following access control and security measures:

- Weatherproof durable signage clearly demarcating the access point must be erected and maintained;
- A notice board should be placed at the entrance of the Transfer Station detailing the name of the facility, accepted waste type, operating hours, contact details including contact details in emergency situations, the person responsible for the operation of the site, as well as the risk involved in entering the site;
- All notice boards placed in the Transfer Station must be written in at least three languages, one of which should be the predominant language in the area;
- Adequate provision must be made for access control to ensure that unauthorized people do not access the site such as secure fencing and lockable gates;
- Security personnel must be provided at the entrances;
- Notices of prohibition of unauthorised persons must be displayed and enforced;
- Suitable signage with information boards must be placed and maintained informing vehicles of the designated off-loading areas;
- The facility must be kept locked during non-operational hours; and
- A designated parking area must be used for parking; there must be no pollution or litter of any kind in the parking area or any refuelling of motor vehicles.

2.3.2 Operational Hours

The Transfer Station must operate according to the hours below:



Table 2-5: Chintsa Transfer Station operating hours

PERIOD	FROM	UNTIL
Weekdays	08h00	16h30
Saturdays (when required)	08h00	13h00
Sundays	Closed	
Public Holidays	Closed	

2.3.3 Process of acceptance and handling of waste

Only authorised waste as permitted by DEDEAT, must be accepted and handled at the Transfer Station. All incoming waste must be inspected to ensure that no unacceptable waste is accepted and handled at the facility. All unauthorised waste must be rejected by the Transfer Station at the operator's discretion.

The following waste may be accepted and handled by the facility:

All general municipal solid waste, recyclable and not recyclable. Some examples of recyclable materials are:

- Cardboard
- Plastics (PP, LD, PET, HD)
- Metals
- Drums
- White paper
- Polystyrene
- Wooden pallets
- Glass

Some examples of non-recyclable materials are:

- Food waste
- Food-tainted items (such as: used paper plates or boxes, paper towels etc.)
- Used diapers
- Aerosol cans
- Ceramics and pottery

Hazardous waste may not be accepted or handled at the site. Some examples of non-acceptable hazardous waste are:

- Contaminated rags
- Electronic waste
- Printer cartridges
- Used oil/thinners drums
- Empty chemical drums
- Fluorescent tubes and batteries
- Ferric Chloride effluent sludge
- Ethanol effluent sludge
- Sanitary waste



- Solvent-based paints

2.3.4 Process of acceptance and handling of waste

The following monitoring actions are required:

Waste accepted must be screened for any hazardous waste material;

- Waste accepted must be screened for any hazardous waste material;
- All offloading and sorting of recyclables must be done in areas designated as such;
- All materials brought to the Transfer Station must be separated into categories and placed in their designated locations for baling;
- After baling the bales must be placed in their designated storage areas;
- Unusable recyclables must be baled and placed in a separate storage area for disposal at the Komga Waste Disposal Site or the Amatole District Regional landfill site;
- The quantities of incoming and outgoing waste must be recorded including the source and destinations of the recycled material before they are transported/collected for delivery to their destinations; and
- The Transfer Station operating record must be kept in the office and made available to inspectors, or internal and external auditors.

2.3.5 Duration and durability of containment

- Storage of baled recyclables must not exceed two weeks. Unusable recycled material must be stored for no longer than one week.
- The warehouse where the waste is received, sorted and baled must be able to withstand all kinds of weather (rainy, windy, etc.).
- Baled recyclables must be neatly stored and packed while awaiting collection.

2.4 HOUSING KEEPING AND OPERATIONS

- No scattered waste must be visible outside the premises of the Transfer Station;
- The labourers must take care to avoid windblown litter entering onto the neighbouring facility so to ensure that the facility does not become a nuisance to the surrounding land occupiers;
- Windblown waste and litter must be picked up and removed from the fence and yard on a daily basis;
- Pests and vermin must be controlled (e.g. pesticides, bait boxes) using an approved pest-control company or trained personnel;
- Noise levels must be controlled so they do not become a nuisance to the surrounding land occupiers and must meet the standard noise requirements of applicable relevant legislation;
- The facility must be free from odour or emissions that are likely to cause nuisance;
- The operational area must be hard surfaced or impermeable where there is potential for significant leachate generation;
- The Transfer Station must be operated within its design capacity and the waste storage containers must not be overfilled;
- Roadways must be maintained and accessible;



- Dust suppression abatement methods must be employed in accordance with the relevant National Dust Control Regulations, 2013 in the case where dust emissions are generated from processing of waste materials;
- Any waste water from the processing of waste material must comply with municipal waste water requirements;
- Stormwater drainage must be kept open and clear of litter and other debris;
- All stormwater runoff from the roof drainage system must be directed away from stockpiles of recycled waste;
- The facility must be appropriately paved and an adequate drainage system installed so as to prevent waterlogging and excessive mud on the facility access premises;
- The facility manager must ensure that all staff wear applicable safety clothing and gear at all times;
- A first aid kit must be kept at the facility at all times;
- Firefighting equipment (fire extinguishers, fire hydrants, sprinkler system) must be kept at the facility at all times. The fire extinguishers must be serviced up to date at all times;
- Under no circumstances must waste be burned on site; and
- No smoking must be allowed at the facility.

2.5 FACILITY MAINTENANCE, INSPECTION AND MONITORING PLAN

- Routine inspections must be undertaken weekly by the Transfer Station/operations manager to check for any maintenance requirements on any equipment including bailing machines, shredding machines, compactors, weigh pads, forklifts, vehicles, storage cages/containers etc.
- The Transfer Station operations manager must undertake a weekly routine to inspect the general neatness of the site which include the warehouse, the storage areas, and the whole site in general.
- The Transfer Station manager must monitor that the storage waste containers are in good condition and not overfilled;
- Appropriate maintenance of stormwater management infrastructure must be undertaken weekly or after each significant rainfall event to ensure that the system is free from debris, and other materials;
- Equipment (conveyer belts, vehicles, forklifts etc.) used during operation must be adequately maintained to prevent spillage of oil, diesel, fuel or hydraulic fluids;
- The facility including the operational area must be kept clear of any residual waste that is spilled during the loading and offloading of waste; and
- A facility operating record must be put in place to include the following amongst others:
 - Tonnage received, reclaimed, recycled and transferred;
 - Storage duration; and
 - Waste types and sources.

2.6 CONTINGENCY PLAN

In case of an emergency at the facility, the appropriate emergency response must be taken.



- An Emergency Preparedness Plan and Risk Assessment Plan must be developed and implemented, the plan must be reviewed on an annual basis by the facility management.
- The emergency preparedness plan must include the following as a minimum:
 - Emergency planning: Facility manager must establish, implement and maintain the process needed to prepare for and respond to potential emergency situations such as Oil spills, fires, natural disasters (e.g. excessive rain/flooding, gale force winds etc.) and equipment accidents and injury to workers.
 - Risk Assessment and Hazard Identification: Facility management must ensure that risk assessment and hazard identification is included Emergency Preparedness Planning. Potential hazards and risks must be identified, as well as their impacts and control/mitigation measures.
 - Emergency Preventative Measures: Facility management must ensure that the emergency preventative/mitigation measures for all identified potential emergency situations are included in the Emergency Preparedness Plan.
 - Emergency Response and Remedial Action: Facility management must ensure that emergency situations are dealt with as swiftly as possible and as per the Emergency Preparedness Plan and Risk Register.
 - Spillage Containment Measures and Maintenance of Breakdowns: Facility management must ensure that spillage containment measures and measures for breakdowns of machinery are included in the Emergency Preparedness Plan.
- Possible emergency activities and impacts resulting from activities at the facility would include (but not limited to) the following:
 - Oil spills;
 - On site fires;
 - Equipment malfunctions;
 - Natural disasters (such as flooding, gale force winds);
 - Injury to workers; and
 - Emergency response contact details must be visible in strategic places on site, these include but not limited to:
 - East London fire-department: 043 831 1028.
 - Ambulance services: Government regional health services: 10177
 - South African Police Services: 10111

2.7 EMPLOYEE TRAINING PROGRAMME

- Initial training must take place in the form of a site induction presentation considering the risks associated with the operation of the site.
- Training must continue for the duration of the employees working contract to ensure continuous updates on best practices and lessons learned from past incidents.
- Temporary employees and/or new permanent employees should be trained using the same induction.
- The training program must amongst other things include:
 - General job safety rules including roles and responsibilities;



- Safe operation of equipment/machinery;
 - Precautionary measures that need to be undertaken;
 - Procedures that employees must apply to their particular type of work;
 - Procedures for dealing with spillages and accidents as per the facility emergency preparedness requirements;
 - Appropriate use of protective clothing;
 - Fire management; and
 - The risks of hazardous substances (which they are likely to be exposed to) to their health.
- An attendance register must be kept and signed by each employee at each training session and made available to the GKLM and DEDEAT (when required).
 - A sufficient number of employees must receive training to cover for leave periods, absences due to illness, public holidays or any other reason.

2.8 RECORD KEEPING

- The Transfer Station manager must ensure that the volume, nature, source and destination of waste received by the facility are kept on record and made available to the external auditor on request.
- The manager must ensure that an incident and complaints register is kept and included in the internal audit report and made available for the external auditor on request. The register must also include the measures taken to address incidents and complaints.
- An action plan which includes a detailed time schedule, and resource allocation to address any incident must be signed off by facility management.
- All incidents occurring at the Transfer Station must be reported to the GKLM and DEDEAT.
- The facility must register and report as a waste recycling facility on the South African Waste Information System (SAWIS).
- The facility must be able to provide documentation verifying the following:
 - Number of waste storage containers or tanks within the facility;
 - Date of collection; and
 - Authorized collector or collectors and proposed final point of treatment recycling or disposal.
- The facility must keep on site the following documentation:
 - Registration certificates
 - Copies of the relevant NEMA: Norms and Standards
 - A copy of the approved OEMPPr
 - A copy of the approved action plan
 - Copies of all audits
 - Copies of all disposal certificates
- Records must be kept for a minimum of five (5) years and must also be available for inspection by the relevant authority.



2.9 AUDITING AND REPORTING

Internal audits:

- Internal audits must be conducted on a quarterly basis by a person designated by the Transfer Station management. All aspects of the Operational Environmental Programme must be audited. On each audit an official report must be compiled which must be made available to the external auditor on request.

External audits:

- A suitably qualified independent external auditor must be appointed to conduct an audit biennially and the auditor must compile an audit report documenting the finding of the audit, which must be submitted to the relevant authority.
- The audit report must include:
 - Detail of the extent of compliance with the conditions of the relevant NEM: WA Norms and Standards as well as the OEMPr;
 - Specify non-compliances identified and rectified prior to the audit;
 - Contain recommendations regarding noncompliance or partial noncompliance and whether corrective action has been taken for previous audits;
 - Specify target dates for the implementation of the recommendations to achieve compliance;
 - An interpretation of all available data regarding the operation of the facility; and
 - Show monitoring results graphically and conduct trend analysis.
- Each external audit report must be submitted to the relevant authority within 30 days from the date on which the external auditor finalized the audit.

Competent authority audits/inspections:

- The competent authority (DEDEAT) reserves the right to audit and/or inspect the facility without prior notification at any time;
- Any records or documentation pertaining to the management of the facility must be made available to the competent authority upon request, as well as any other information that may be required;
- The complaints register and incident report must be made available to the external auditor and the competent authority; and
- All audit records must be kept for a minimum of five (5) years and also be made available for inspection by the relevant authority.

2.10 DECOMMISSIONING

Should the GKLM plan to cease the operations at the Chintsa Transfer Station, the competent authority must be contacted in writing at least six (6) months prior to the ceasing of operations to determine the required actions for the decommissioning of the waste facility.



- The GKLM must also identify and inform the competent authority of the future end use of the site.
- A rehabilitation plan for the site, including the indication of end use of the area must be developed and submitted to the DEDEAT for approval not more than one (1) year prior to closure of the facility.
- The rehabilitation plan must include:
 - Measures for rehabilitating contaminated areas within the facility; and the
 - Manner in which the waste resulted from the decommissioning activities will be managed.
- The competent authority may:
 - Require a decommissioning plan to be prepared and submitted; or
 - In cases where the impacts envisaged are of a lower intensity, make certain requirements that the GKLM has to comply with to ensure that the potential impacts of the decommissioning process are avoided or minimized without the need for a decommissioning plan.
- In the case where a decommissioning plan is warranted, the plan must indicate the following as a minimum:
 - The future end use of the site;
 - The site specific decommissioning process to be followed;
 - Potential human and environmental impacts of the process; and
 - Mitigation measures to be implemented to minimize and/or avoid such impacts.
- All surplus waste and product must be removed from the site.
- Should the land be contaminated as a result of the waste management activities, GKLM must comply with all relevant legislation dealing with the remediation of contaminated land.
- The GKLM, including the subsequent owner (if such a case occurs) of the Transfer Station, must be responsible for compliance with the provisions for duty of care and remediation of environmental damage as contained in Section 28 of the NEMA.
- In the event of change of ownership, the registered owner of the waste facility must notify the competent authority in writing, within one month of such a change.



2.11 DECLARATION FROM THE SERVICE PROVIDER

CES, declares that the information stated above is to our knowledge a true reflection of the status of the **CHINTSA TRANSFER STATION**. Furthermore, this OEMPr is guided to the National Norms and Standards for the Storage of Waste (2013) and the National Norms and Standards for the Sorting, Shredding, Grinding, Crushing, Screening or Baling of General Waste (2017) and is aligned to the guidelines for Operational Plans compiled by the Provincial Department of Economic Development, Environmental Affairs and Tourism.

Signature

Name:
Alan Carter



Capacity:
Executive – CES

Place:
East London

Date:
ddmm 2019





2.12 DECLARATION

The OEMPr is compiled for the Chintsa Waste Transfer Station, within the Great Kei Local Municipality. Should the GKLM wish to transfer the holder-ship rights of this OEMPr it must contact the DEDEAT.

I,.....of the Great Kei Local Municipality declare that the information stated above is to my knowledge a true reflection of the status of the **Chintsa Transfer Station**.

Signature:

Name:

Capacity:

Place:

Date:

DRAFT