

1. Source material (continued)

Details. Describe the type of material you intend to collect, and indicate the appropriate quantity and usual sources if possible.

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2. Meat-excluded catering waste

EU Regulation – Annex VI, Chapter II, B and ABP Regulations - Schedule 1

Requirement. Premises handling only meat-excluded catering waste may have a single composting stage followed by storage. All other catering waste systems must have two composting stages.

Guidance. Meat-excluded waste is catering waste from which the meat fraction was separated out at source eg by being placed in a different bin and collected separately.

Waste where the meat and non-meat fractions are collected together and then separated out later is not meat-excluded catering waste.

Details. Do you intend to treat only meat excluded catering wasteYes No

If YES, briefly describe below the control measures that will be put in place to exclude meat at source, and the checks that you intend to carry out.

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3. Processing parameters

EU Regulation – Annex VI, Chapter II, C and ABP Regulations - Schedule 1

Requirement. The Animal By-Products Regulations (NI) 2003 permit the composting of catering waste in accordance with Schedule 1 to those Regulations.

The EU Regulations permit the composting or biogas treatment of manure, gut contents and category 3 animal by-products.

Category 2 material may not be used except where it has first been rendered to the EU pressure-cooking standard.

Guidance. Catering waste may be treated in accordance with any one of the 4 systems listed in Part 2 of Schedule 1 to the ABP Regulations.

- (a) Compost (closed reactor) – 40cm; 60°C; 2 days.
- (b) Biogas (pasteurisation unit) – 5cm; 57°C; 5 hours.
- (c) Compost (closed reactor) or biogas (pasteurisation unit) – 6cm; 70°C; 1 hour.
- (d) Compost (housed windrow) – 40cm; 3 turns; 60°C for 2 days after each turn.

Meat excluded catering waste must be treated to one of the above standards, followed by 18 days storage.

Catering waste containing meat must be treated to one of the above standards, followed by a second treatment, again to the above standards except that the second treatment need not be in-vessel.

Animal by-products may only be used in a biogas or composting plant operating to the EU standard for animal by-products ie 12mm; 70°C for 1 hour in a closed reactor (which may include housed windrows). If using the EU standard for animal by-products or catering waste, only one treatment stage is required.

Details. Do you intend to treat catering waste only? Yes No

Do you intend to treat animal by-products? Yes No

Describe the category of material you intend to collect and the processing methods that will be applied.

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4. Livestock

EU Regulation – Annex VI, Chapter II, A

Requirement. There must be no livestock on the premises. Livestock includes pet ruminants, pigs or poultry, or farmed animals.

Guidance. Untreated animal by-products or catering waste may not be brought on to any premises where livestock are present. To be classed as a separate premises the facility must have a defined boundary, a separate entrance, dedicated staff and equipment.

Details. Please provide a plan, which need not be to scale, showing the layout of the premises, product flow, drainage, and details of adjoining premises (*please tick box*)

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Requirements under Schedule 1 of the ABP Regulations (NI) 2003

5. Plant layout

EU Regulation – Annex VI, Chapter II, A. ABP Regulations – Schedule 1.

Requirement. There shall be:

- (a) a reception area in which untreated animal by-products (including catering waste) are received;
- (b) an area in which vehicles and containers are cleansed and disinfected with adequate facilities for doing this; and
- (c) a clean area in which treated compost or digestion residues are stored.

The clean area shall be adequately separated from the reception area and the area in which vehicles and containers are cleansed and disinfected so as to prevent contamination of the treated material. Floors shall be laid so that liquid cannot seep into the clean area from the other areas.

The reception area shall be easy to clean and disinfect and shall have an enclosed and lockable place or container to receive and store the untreated animal by-products.

Guidance. Plants must have a designated reception area, vehicle/container cleaning area and clean area.

The reception area for animal by-products (including catering waste) will normally be a fully enclosed, lockable building, which is constructed to be easily cleaned and disinfected (eg well-maintained rendered or tin walls and a well-maintained concrete floor). Other enclosed systems may be acceptable if they are fully secure and vermin/bird-proof.

The vehicle/container cleaning area must have a water supply and appropriate equipment for cleaning and disinfecting (See Section 9).

The reception area and the area for cleaning vehicles and containers should be on well-maintained concrete hard standing and must be well drained so that liquids cannot drain into the clean area.

Only material that has undergone the full required treatment may enter the clean area. The clean area must be physically and operationally separated from the other areas, perhaps, by walls, so that treated material cannot be contaminated by untreated material. There should be a one way flow of material through the plant from the reception area to the clean area.

Details. Ensure that the reception area, the vehicle/container cleaning area, and the clean area are marked on the site plan required at Section 4. Describe the reception area, giving details of construction and drainage. Describe the construction and drainage of the vehicle/container cleaning area. Describe the clean area. Describe how the areas are physically separated.

5. Plant layout (continued)

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6. Unprocessed material

EU Regulation – Annex VI, Chapter II, B

Requirement. The animal by-products shall be unloaded in the reception area and either:

- (a) **treated immediately; or**
- (b) **stored in the reception area and treated without undue delay.**

Guidance. Animal by-products include catering waste. Where the whole reception area is fully enclosed and vermin/bird-proof, “without undue delay” means as soon as reasonably practical, and normally within 24 hours. Where the whole reception area is not fully enclosed, “without undue delay” means immediately.

Details. Indicate whether the material will be treated immediately, or temporarily stored in the reception area.

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7. Measures to prevent contamination (1) _____

EU Regulation – Annex VI, Chapter II, B

Requirement. The plant shall be operated in such a way that:

- (a) treated material is not contaminated by untreated or partially treated material or liquids arising from it; and
- (b) partially treated material is not contaminated with material which has not been treated to the same extent or liquids arising from it.

Guidance. The plant should be constructed and operated so that fully or partially treated material cannot be contaminated by material which has not been treated to the same extent, or by any liquid from it, or by personnel or equipment that have been in contact with it.

Drainage must be constructed such that there is no possibility of liquid contamination.

Fully or partially treated material must be physically separated from material that has not been treated to the same extent.

The clean area must contain only fully treated material. (This is material that has undergone all the treatment stages required by the Regulations.)

Material passing back through the reception area must be fully re-processed, or disposal of by another permitted disposal route.

Details. Describe how these requirements will be met.

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8. Measures to prevent contamination (2) _____

EU Regulation – Annex VI, Chapter II, B

Requirement. The operator shall identify, control and monitor suitable critical points in the operation of the plant to demonstrate that:

- (a) treated material is not contaminated by untreated or partially treated material or liquids arising from it; and
- (b) partially treated material is not contaminated with material which has not been treated to the same extent or liquids arising from it.

Guidance. Plants must operate a HACCP plan that includes controls to ensure that fully or partially treated material is not contaminated in any way, by material that has not been treated to the same extent. (see Section 17).

Details. Ensure that a copy of your HACCP plan is submitted with this application. *(please tick box to confirm)*

8. Measures to prevent contamination (2) (continued)

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9. Measures to prevent contamination (3)

EU Regulation – Annex VI, Chapter II, A and B

Requirement. Containers, receptacles and vehicles used for transporting untreated animal by-products shall be cleaned in the dedicated area before they leave the premises and before any treated material is loaded. In the case of transporting only untreated catering waste and not subsequently transporting treated material, only the wheels of the vehicle need be cleaned.

Guidance. There must be wheel-washing facilities, but these need not be elaborate. Vehicles that only deliver catering waste and then leave the site, only need wheel-washing. Vehicles delivering untreated material, and intending to transport treated material from the site and vehicles delivering animal by-products other than catering waste, must be thoroughly cleaned and disinfected internally, or steam-cleaned, in addition to wheel washing.

Any disinfectants used should be approved under the Diseases of Animals (Approval of Disinfectants) Order (NI) 1972 as amended.

Details. Describe the facilities provided. Ensure that the location of the facilities is indicated on the site plan.

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Requirements under Annex VI, Chapter II of the EU Regulation

10. Measures against vermin etc.

EU Regulation – Annex VI, Chapter II, B

Requirement. Animals and unauthorised persons shall not be permitted to enter the premises. Preventative measures against birds, rodents, insects and other vermin must be taken systematically.

Guidance. The plant must be fully enclosed, eg by a fence, and locked when it is unattended.

Preventative measures may include a contract with a pest control firm. Measures should be taken continuously or at regular intervals.

Details. Describe the measures taken.

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11. Cleaning

EU Regulation – Annex VI, Chapter II, B

Requirement. Cleaning procedures must be documented and established for all parts of the premises. Suitable equipment and cleaning agents must be provided for cleaning.

Guidance. Cleaning measures must be effective and thorough. Precise details should be addressed in the HACCP plan.

Details. Briefly describe the cleaning procedures to be used.

11. Cleaning (continued)

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12. Hygiene

EU Regulation – Annex VI, Chapter II, B

Requirement. Hygiene control must include regular inspections of the environment and equipment. Inspection schedules and results must be documented.

Guidance. Visual inspections should be undertaken daily, and corrective action taken immediately. More formal inspections should take place at least weekly. Critical Control Points should be examined. There must be documentary evidence that this has been done.

Details. Describe the checks to be carried out, and give the name or job title of the person or persons given responsibility for carrying out these checks.

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13. Equipment

EU Regulation – Annex VI, Chapter II, B

Requirement. Installations and equipment must be kept in a good state of repair and measuring equipment must be calibrated at regular intervals.

Guidance. We would expect the measuring devices to be calibrated at least every three months by a suitably qualified independent person.

Details. Describe the equipment used.

Indicate how and when calibration will be carried out.

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14. Biogas

EU Regulation – Annex VI, Chapter II, A

Requirement. Biogas plants must be equipped with a pasteurisation/hygenisation unit which cannot be bypassed.

Guidance. This may be separate to the main biodigestion tank, or the biodigestion tank may be considered to be the pasteurisation unit itself.

Details. Indicate how pasteurisation will be carried out. (Biogas plants only).

14. **Biogas (continued)**

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15. **Composting**

EU Regulation – Annex VI, Chapter II, A

Requirement. Composting plans must be in enclosed units or equipped with a closed composting reactor which cannot be by-passed.

Guidance. Composting of raw material must take place in a closed reactor. Open windrowing of raw material is not permitted.

Details. Briefly describe the composting system that will be operated. (Composting plants only).

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16. Pasteurisation/hygienisation

EU Regulation - Annex VI, Chapter II, A

Requirement. Pasteurisation/hygienisation units and composting units must have –

- (a) installations for monitoring temperature against time;
- (b) recording devices to record continuously the results of these measurements; and
- (c) an adequate safety system to prevent insufficient heating.

Guidance. The operator must be able to demonstrate that all the material in the system has reached the required temperature standard for the required time without interruption. (NB this does not mean all the material must achieve the standard at the same time).

There is not a set minimum number of temperature probes required, but the Inspecting Officer needs to be satisfied that there are a sufficient number to define how much of the system is above minimum temperature.

Details. Describe the following:-

- Compost reactor/biogas plant design.
- Number and location of temperature probes (indicate why these probes are considered to provide adequate assurance of the temperature achieved throughout the mass of material).
- If operating a continuous system, indicate how the time held at the required minimum temperature is calculated, and how the temperature probes provide adequate guarantees that the time/temperature requirements have been met.
- Indicate how the material feed will be monitored/adjusted in order to ensure that the required time/temperature parameters are met. For housed windows, this should include reference to turning procedures.

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Additional Requirements

17. Plants own checks

EU Regulation – Article 25

Requirement. Operators must put in place a permanent procedure following the principles of HACCP to identify and control critical control points; monitor, check and record CCPs; sample each batch and record the results; establish a traceability system for each batch dispatched.

Guidance. Further information on HACCP is contained in the main guidance note, or in other publications on HACCP principals.

Details. Have you attached a copy of your HACCP plan (*tick the box to confirm*).....

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Does the HACCP plan:	<i>Tick as appropriate</i>
• identify any hazards that must be prevented, eliminated or reduced;	<input type="checkbox"/>
• identify the critical control points (CCPs) at the steps at which control is essential;	<input type="checkbox"/>
• establish critical limits at CCPs;.....	<input type="checkbox"/>
• establish procedures to monitor the CCPs;	<input type="checkbox"/>
• establish corrective actions to be taken if a CCP is not under control;	<input type="checkbox"/>
• establish procedures to verify whether the above procedures are working effectively; and.....	<input type="checkbox"/>
• establish documents and records to demonstrate the effective application of the above measures.....	<input type="checkbox"/>
Are the following points addressed by the HACCP plan?	<i>Tick as appropriate</i>
• Meat excluded catering waste (if appropriate)	<input type="checkbox"/>
• Clean/Dirty separation (by-pass) (layout) (product flow).....	<input type="checkbox"/>
• Covered reception – handling of untreated material	<input type="checkbox"/>
• Handling; Storage; Disposal of waste water/leachate.....	<input type="checkbox"/>
• Movement of personnel and equipment (by-pass).....	<input type="checkbox"/>
• Vehicle cleaning and disinfection (by-pass).....	<input type="checkbox"/>
• Rodent/Pest prevention and control.....	<input type="checkbox"/>
• Cleandown procedures/hygiene controls.....	<input type="checkbox"/>
• Monitoring equipment/Repair/Calibration.....	<input type="checkbox"/>
• Temperature monitoring/recording (and ventilation if necessary)	<input type="checkbox"/>
• Sampling (amount/frequency).....	<input type="checkbox"/>
• Reprocessing (action in the event of a processing failure)	<input type="checkbox"/>

18. Product monitoring

EU Regulation – Article 25 and Annex VI, Chapter II, D

Requirement. Samples of digestion residues or compost must be taken during or upon withdrawal from storage and subjected to bacteriological monitoring.

Guidance. Samples from animal by-products plants must be tested for Salmonella and Enterobacteriaceae. Samples from catering waste only plants only need to be tested for Salmonella.

Sampling procedures must be agreed with inspection officer, and will form part of the approval.

Details. Give the name and address of the laboratory that will be used to perform the required tests.

	Postcode
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For a list of approved laboratories, please contact DARD, Animal Welfare and Trade Branch on 0280 90524803

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Signature of applicant

Date

This application only relates to the Animal By-Products Regulations (NI) 2003. It does not relate to such matters as planning permission or environmental controls. It is likely that other authorisations will be required.

NOTE: Following a satisfactory inspection report a provisional approval will be granted, typically for a period of 3-6 months. During this time you must demonstrate that the time and temperature requirements for the system operated can be met, and that the bacteriological monitoring requirements of the Regulation can be satisfied.

Data Protection Act

Details of the name, address and type of the business and its registration number will be made publicly available. This is to enable those in possession of animal by-products to identify legitimate outlets and to enable us to meet EU obligations to provide details of registered premises to the European Commission and other Member States. The above details may also be used by DARD, DOE, DEFRA, SEERAD, NAWAD respectively and shared with each other and with public bodies for the purposes of the Animal By-Products Regulations (NI) 2003 and related issues, and for consultation on issues of relevance to your business. All of the details on the application form may be made available to the local authorities and other public bodies for enforcement and policy purposes.

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Inspecting Officer Comments

Inspecting Officer recommendation:

- Reject.....
- Further work needed.....
- Approve (Catering).....
- Approve (ABPs)

Signature

Date

Name

(BLOCK LETTERS)

Notes for inspecting officer on issuing approval.

(1) Send form to DVO for counter signature with draft approval

(2) If agreed by DVO, issue approval

(3) Copy to: (a) Dundonald House

(b) DVO.....

(c) District Council.....

(d) DOE/EHS

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DVO comments

DVO Counter
Signature

Date

Name
(BLOCK LETTERS)

Question
Number.

Question
Number.