

Site Decommissioning

is this Brockmeier or Istock

Needs checking

Overall responsibility for decommissioning rests with Company Engineering.

Notification (Responsibility Technical Department)

Notify Local Authority in writing of closure within 28 days of actual ceasing to manufacture.

Training (Responsibility Technical Department or Regional H+S Personnel)

Conduct environmental awareness training for all personnel remaining on site during decommissioning. Issues to be covered include waste classification, duty of care in waste disposal, site drainage layout and use of spill kit materials.

Energy Supplies (Responsibility Company Engineers)

Notify energy suppliers of ceasing to manufacture. Isolate gas supply and remove handles from isolating valves if possible. Make firm arrangements to purge gas lines with Nitrogen gas at the earliest available time. Arrange to decommission the high voltage supply into the factory and fit a low voltage supply for office use, electricity may also be required for quarry pumps and wheel washes. Arrange for specialist contractors to drain oil from and remove any transformers from site.

Records (Responsibility Factory Manager / Technical Department)

Transfer all environmental records (except those required for immediate use) to a secure location for storage. Technical Department can advise of suitable locations off site.

Storage (Responsibility Factory Manager)

Ensure that all tanks with hose dispensing points are securely locked every night. All stores containing full drums are to be securely locked.

Drainage (Responsibility Factory Manager / Regional H+S Personnel)

Locate drainage plan, establish those drains likely to conduct materials off site during decommissioning. Identify drains for surface waters only. Mark drains which leave site without going through an oil interceptor. Place absorbent mats into any drains containing traces of oil.

Solid Waste (Responsibility Factory Manager)

Arrange for skips to be available for wastes, these should be marked as Inert, General, Special etc, wastes should be segregated. Special waste skips to be kept in a secure location. Collect together unused and part used drums of oils, greases into a bunded location or area where leakage would "pond" and cause no problems. Ensure adequate spill kit materials are available **before** starting to collect these.

Collect together and dispose of all empty drums as soon as practicable, these may get filled with something!

Inventory of stores and spares to be made available to Company Engineers.

Liquid Waste *(Responsibility Factory Manager / Regional H+S Personnel)*

Locate all underground storage facilities and empty the contents, fill the tanks with inert materials to disable any future use.

Arrange for unused Diesel, Manganese Dioxide to be collected and transferred to another Istock location or disposed of via Duty of Care. Similarly, arrange for any pigments to be transferred under duty of care.

Audit and Update *(Responsibility Factory Manager / Regional H+S Personnel)*

Site to be visited by Istock personnel on a regular basis, this to be on a decreasing frequency as circumstances allow, suggested pattern is:

- Immediately following cessation of manufacture.
- Again within 2 weeks in particular to check arrangements for decommissioning energy supplies.
- Thereafter every 4 weeks until:
 - All special wastes are removed.
 - Energy supplies are suitably disconnected
 - All oils and greases are removed
 - All diesel (except that for immediate use by internal vehicles) is removed.
 - All spares and equipment for asset transfer to another Istock location are removed.

Demolition/Repair of Buildings *(Responsibility Company Secretary / Company Engineers / Regional H+S Personnel)*

The site must be rendered safe before Istock personnel leave the site unmanned on a permanent basis. Buildings should present no danger to trespassers. Pits should be filled with inert materials, doors should be locked and loose roofing sheets fastened into position. In some instances it may be easier to demolish surplus buildings, leaving only those suitable as an asset for future development of the site. The list of buildings to be retained/demolished must be agreed with the Company Secretary.

Electricity supplies should be fully disconnected in individual office buildings whenever a supply is no longer required.

Remaining stocks should be removed to an alternative site. Broken packs must be either sold as hardcore or placed into a skip as inert waste.

Acceptance of Site by Property Department *(Responsibility Company Secretary)*

Property Department shall accept responsibility for the site once matters listed above have been dealt with. Alternatively, they may accept responsibility for the site at an earlier time at their request. An appropriate frequency of visits to site will be maintained by the Regional H+S Personnel to attempt to minimise fly tipping etc.

Target Time-scales (from date of cessation of manufacture):

Notification	<i>28 days</i>
Training	<i>14 days</i>
Energy Supplies	<i>14 days</i>
Records	<i>28 days</i>
Storage	<i>Immediately</i>
Drainage	<i>14 days</i>
Solid Waste	<i>Immediately</i>
Liquid Waste	<i>28 days</i>
Audit	<i>Immediately</i>
Demolition/Repair	<i>4 Months</i>
Acceptance	<i>6 Months</i>

Closed Site Property Documents Checklist

Ownership Issues:

Freehold / Leasehold ownership titles. Tenancy documents etc, terminated if appropriate.
Easements / Wayleaves.
Third Party rights.
Footpaths.
Location of keys and key holders.
Termination of service contracts / agreements.

Planning Consents:

Applications made (including plans).
Consents granted.
Section 106 Agreements (including off site obligations and commitments).
Restoration Obligations.

Environmental Reports / Assessments:

Noise / Dust Assessments.
Traffic Impact Assessments.
Landscape and Flora / Fauna.

Taxation / Rates:

Asset register values.
Historic Tax values.
VAT position.
Capital gains Tax position , Rollover relief.
Revised rating assessment or proposals for re-assessment.

