

## AP10A: Application form for approval to operate as a Composting plant

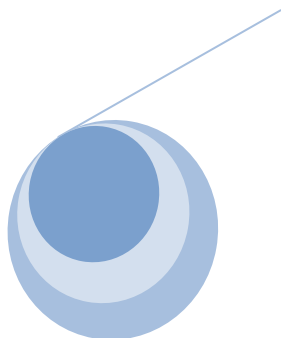


### Application form for approval to operate as a Composting plant

#### Information Note

#### Please note the following:

- A composting plant must comply with the European Communities (Animal By-Products) Regulation 2014 (S.I. No. 187 of 2014) and in accordance with Regulation (EC) No. 1069/2009 and Regulation (EU) No. 142/2011.
- *'CN10 – Approval and operation of composting plants transforming Animal By-Products in Ireland'* which is attached for your convenience should be read before completing this application form.
- **Please note:** The application form must be completed by the 'operator'. The operator is defined as 'the natural or legal persons having an animal by-product or derived product under their actual control, including carriers, traders and users'.
- Three copies of the completed application form should be sent to: Department of Agriculture Food and the Marine, Milk and Meat Hygiene/ABP/TSE Division, Grattan House, Grattan Business Centre, Dublin Road, Portlaoise, Co Laois.
- *Applications that are incomplete, that contain insufficient or unsatisfactory information or that do not comply with conditions or legislative requirements will be returned to the applicant and a revised, fully completed application must be re-submitted.*



Issued 28<sup>th</sup> November 2014  
Milk & Meat Hygiene/ABP/TSE Division

# AP10A: Application form for approval to operate as a Composting plant



Department of  
**Agriculture,  
Food and the Marine**  
An Roinn  
**Talmhaíochta,  
Bia agus Mara**

Application form for approval to operate as a Composting Plant under the European Union (Animal By-Products) Regulations 2014 (S.I. No. 187 of 2014) and in accordance with Regulation (EC) No. 1069 of 2009 and Regulation (EU) No. 142 of 2011

## 1. Applicant Details

<b>Full Name:</b>																												
<b>Address:</b>																												
<b>Company Registration Number <u>or</u> PPS Number</b>																												
<b>VAT Number</b>																												
Is /are there currently a herd number(s) registered in the applicant name?    Yes <input type="checkbox"/> No <input type="checkbox"/>																												
If yes, give herd no(s) and the full address(es) of holding(s), including county																												
<b>Herd Number:</b>																												
<b>Holding Address:</b>																												
<b>Telephone Number:</b>																<i>LANDLINE</i>												
<b>Telephone Number:</b>																<i>MOBILE</i>												
<b>Email Address</b>																												
<b>Signature of Applicant (operator):</b> _____ <i>The applicant must be the operator. 'Operator' means the natural or legal persons having an animal by-product or derived product under their actual control, including carriers, traders and users.</i>																												
<b>Print Name:</b> _____																												
<b>Position within the plant:</b> _____																												
<b>Date:</b>	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																											

DAFM SHOULD BE NOTIFIED IMMEDIATELY OF ANY CHANGES TO THE ABOVE INFORMATION

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<b>2. Plant Details</b>																								
<b>Plant Name:</b>																								
<b>Plant Address:</b>																								

<b>3. Consultant Details (if applicable)</b>																								
<b>Consultant Name:</b>																								
<b>Consultant Address:</b>																								
<b>Telephone Number:</b>																								
<b>Telephone Number:</b>																								
<b>Email Address:</b>																								

<b>4. Name, address and details of person for correspondence:</b>																								
<b>Name:</b>																								
<b>Address:</b>																								
<b>Telephone Number:</b>																								
<b>Telephone Number:</b>																								
<b>Email Address:</b>																								

## ***AP10A: Application form for approval to operate as a Composting plant***

### **5. PLANT PROCEDURES/PRE-REQUISITE PROGRAMMES**

Provide the following:

1. **Intake** procedures, including detail of:

- a) acceptable feedstocks;
- b) completion of feedstock acceptance forms;
- c) documentary checks of commercial documents and intake dockets;
- d) physical checks of incoming material;
- e) maintenance of intake log;
- f) procedures for dealing with non-compliant feedstock received;
- g) verification procedures;
- h) record keeping procedures;
- i) batch traceability system.

Submitted: Yes ☐ No ☐

2. **Pasteurisation** procedures including detail of:

- a) feedstock preparation;
- b) particle sizing including procedures for verifying particle size;
- c) composting reactor filling and composting reactor operation;
- d) mixing operation (in plants operating to the national transformation parameter)
- e) temperature probe placement;
- f) documentary checks of thermograph records;
- g) where required, temperature verification checks of material in the composting reactor;
- h) procedures for dealing with material that has not met the required transformation parameters;
- i) record keeping procedures.

Submitted: Yes ☐ No ☐

3. **Microbiological Sampling** procedures including detail of;

- a) acceptable microbiological levels;
- b) clear definition of what constitutes a 'batch' for sampling purposes;
- c) sampling frequency;
- d) sample taking procedures;
- e) sampling locations;
- f) procedures to be followed in the event of a microbiological non-compliance;
- g) record keeping procedures including sampling log;

Submitted: Yes ☐ No ☐

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4. **Cleaning and hygiene** procedures including detail of:

- a) procedures and schedule for the inspection and cleaning of buildings, vehicles, machinery and equipment;
- b) procedures and schedule for maintenance and use of wheel washes and foot-baths;
- c) personnel hygiene procedures - hand washing facilities, removal of work clothes prior to leaving the premises etc;
- d) equipment required;
- e) record keeping procedures.

Submitted: Yes ☐ No ☐

5. Procedures to prevent **re-contamination** via wastewater, leachate, personnel movements, machinery etc and record keeping procedure.

Submitted: Yes ☐ No ☐

6. **Vermin** and pest control procedures including the bait-servicing schedule, bait map and record keeping procedure.

Submitted: Yes ☐ No ☐

7. **Installation** and **equipment** inspection, maintenance and calibration procedures including temperature probes, particle sizing and particle verification equipment.

Submitted: Yes ☐ No ☐

8. **Dispatch** procedures including detail of:

- a) detail of where the compost can be used;
- b) maintenance of dispatch log;
- c) completion of commercial documents;
- d) packaging and labelling procedures;
- e) end-user registration procedures

Submitted: Yes ☐ No ☐

## **6. HAZARD ANALYSIS AND CRITICAL CONTROL POINTS (HACCP)**

Provide a plant specific HACCP. The HACCP should contain the following information;

### **General information:**

- Detail of the HACCP team and competency/training
- Product description and intended end-use
- Process information
- Flow diagram

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- Staff HACCP and PRP training
- HACCP review plan

Submitted: Yes ☐ No ☐

### **Specific information:**

- Hazard analysis
  - Identify any hazards that must be prevented, eliminated or reduced to acceptable levels.
- Critical Control Points
  - Identify the critical control points (CCPs) at the step or steps at which control is essential to prevent or eliminate a hazard or reduce it to acceptable levels.
- Critical limits
  - Establish critical limits at CCPs, which separate acceptability from unacceptability, for the prevention, elimination or reduction of identified hazards.
- Monitoring
  - Establish and implement effective monitoring procedures at CCPs.
- Corrective actions
  - Establish corrective actions when monitoring indicates that a CCP is not under control.
- Verification
  - Establish procedures to verify that the measures outlined in the above points are complete and working effectively. Verification procedures shall be carried out regularly.
- Documents and records
  - Establish documents and records to demonstrate the effective application of the above measures.

Submitted: Yes ☐ No ☐

## **7. VALIDATION PROPOSAL**

In plants where transformation parameters are required to be met (pasteurisation), a plant validation proposal must be submitted. The validation proposal must be drawn up by an independent suitably qualified expert and should contain the following information;

1. Details of the validation expert (qualifications and experience)

Submitted: Yes ☐ No ☐

2. Description of the technology

- Particle sizing equipment (written and schematic)
- Particle verification equipment
- Composting reactor
  - Description (written and schematic); volume, dimensions, material from which it is constructed, aeration system (composting), detail of extrinsic heat sources where applicable

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- Description of mixing system (national transformation parameter plants)
- Description of monitoring system (measuring and recording equipment)
- Description of safety system to prevent insufficient heating
- Description of how equipment operates
- Sample thermographs
- Where multiple reactors, detail which ones will be validated

Submitted: Yes ☐ No ☐

### 3. Description of the process

- Parameters to be met
- Description of feedstock handling from entry into the plant until the end-storage area
- Feedstock preparation procedures
- Particle sizing procedures
- Particle verification procedures
- Pasteurisation procedure, e.g. composting reactor preparation, composting reactor filling, shape of pile (composting), positioning of probes
- Aeration system (composting)
- Description of operational variables which may affect temperatures and how they will be managed
- Description of how temperatures can be modified during the process
- Monitoring of the process
- Verification procedures to check temperature probes are in the coldest locations

Submitted: Yes ☐ No ☐

### 4. Reasons for probe selection

- Number of probes to be used
- Description of probe locations, both written and schematic (The schematic diagram must be accurate and to scale)
- Detailed reason for probe locations based on expert knowledge of technology and operational variables

Submitted: Yes ☐ No ☐

### 5. Composting plants: Timeframe for completing the first 6 batches, i.e. batches have met the transformation parameters.

Submitted: Yes ☐ No ☐

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6. Information on the data and records that will be maintained

- Feedstock intake log
- Batch traceability records
- Particle size verification records
- Pasteurisation thermographs (general and expanded)
- Continuous thermographs for each composting reactor on a weekly basis.
- Verification records
- Sampling records
- Calibration records

Submitted: Yes ☐ No ☐

### **8. OTHER RELEVANT INFORMATION**

#### **DECLARATION**

I, the undersigned declare that the information provided here, and the supporting documentation is correct to the best of my knowledge and belief. I understand that I must comply with the conditions of any approval granted to me.

**Signature:**

**Date:**

**Block Letters:**

**Title:**



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**CONTACT DETAILS**

For Further Information contact:

**Department of Agriculture, Food and the Marine,  
Milk and Meat Hygiene/ABP/TSE Division,  
Grattan House,  
Grattan Business Centre,  
Dublin Road, Portlaoise, Co. Laois**

**Phone Number: 0761 064440**

**Fax Number: 057-8694386**

**Email Address: [AnimalByProducts@agriculture.gov.ie](mailto:AnimalByProducts@agriculture.gov.ie)**