

AP11A: *Application form for approval to operate as a Biogas plant*



Application form for approval to operate as a Biogas Plant

Information Note

Please note the following:

- A biogas 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.
- ‘*CN11 – Approval and operation of biogas 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, (Animal By-Products Section), Grattan House, Grattan Business Centre, Dublin Road, Portlaoise, Co Laois, R32 RY6V.
- *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 28th November 2014
Milk & Meat Hygiene/ABP/TSE Division

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Application form for approval to operate as a Biogas 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																												
Full Name:																												
Address:																												
Eircode:																												
Company Registration Number or PPS Number:																												
VAT Number																												
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 numbers(s) and the full address(es) of holding(s), including county																												
Herd Number:																												
Holding Address:																												
Telephone Number:													LANDLINE															
Telephone Number:													MOBILE															
Email Address:																												
Signature of Applicant (operator): _____																												
<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>																												
Print Name: _____																												
Position within the plant: _____																												
Date:	<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

AP11A: Application form for approval to operate as a Biogas plant

2. Plant Details																	
Plant Name:																	
Plant Address:																	
Eircode:																	

3. Consultant Details (if applicable)																	
Consultant Name:																	
Consultant Address:																	
Eircode:																	
Telephone Number:																	LANDLINE
Telephone Number:																	MOBILE
Email Address:																	

4. Name, address and details of person for correspondence:																	
Name:																	
Address:																	
Eircode:																	
Telephone Number:																	LANDLINE
Telephone Number:																	MOBILE
Email Address:																	

AP11A: Application form for approval to operate as a Biogas 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) pasteurisation vessel filling and pasteurisation vessel operation;
- d) mixing operation (pasteurisation vessels);
- e) temperature probe placement;
- f) documentary checks of thermograph records;
- g) where required, temperature verification checks of material in the pasteurisation vessel;
- 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

AP11A: Application form for approval to operate as a Biogas plant

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 digestate 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. 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;

AP11A: Application form for approval to operate as a Biogas plant

- 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.

1. Description of the technology:

- Particle sizing equipment (written and schematic)
- Particle verification equipment
- pasteurisation vessel
 - Description (written and schematic); volume, dimensions, material from which it is constructed,, detail of heating system
 - Description of mixing system Description of monitoring system (measuring and recording equipment)
 - Description of safety system to prevent insufficient heating

AP11A: Application form for approval to operate as a Biogas plant

- Description of how equipment operates
- Sample thermographs
- Where multiple vessels, detail which ones will be validated

Submitted: Yes No

2. 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. positioning of probes, mixing etc
- Description of operational variables which may affect temperatures Description of how temperatures can be modified during the process
- Monitoring of the process

Submitted: Yes No

3. 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

4. Biogas plants: Timeframe from feedstock entry into biogas plant until pasteurisation commences and number of batches that will be pasteurised per week.

Submitted: Yes No

5. 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)
- Verification records
- Sampling records
- Calibration records

Submitted: Yes No

AP11A: Application form for approval to operate as a Biogas plant

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:

CONTACT DETAILS

For Further Information contact:

**Department of Agriculture, Food and the Marine,
Milk and Meat Hygiene/ABP/TSE Division,
(Animal By-Products Section),
Grattan House,
Grattan Business Centre,
Dublin Road, Portlaoise, Co. Laois
R32 RY6V**

Phone Number: 0761 064440

Fax Number: 057-8664958

Email Address: AnimalByProducts@agriculture.gov.ie