

## Licence Number EAWML100220

### with Introductory Note

## Facility Type: Waste Electrical and Electronic Equipment Authorised Treatment Facility (ATF)

Environmental Protection Act 1990

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Licence holder: Secure IT Disposal  
Limited

Specified land: 53 Kettles Wood Drive,  
Woodgate Valley,  
Birmingham,  
West Midlands,  
B32 3DB

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## Introductory note

This introductory note does not form a part of the licence.

This licence permits the holder to operate a Waste Electrical and Electronic Equipment (WEEE) authorised treatment facility (ATF) at the specified location. The treatment and storage of WEEE must meet the technical requirements of the WEEE Directive (2002/96/EC as amended by 2003/108/EC). Treatment of WEEE must be carried out using Best Available Treatment, Recovery and Recycling Techniques (BATRRRT). Guidance on BATRRRT is provided in the document "Guidance on Best Available Treatment, Recovery and Recycling Techniques (BATRRRT) and treatment of Waste Electrical and Electronic Equipment (WEEE)" published jointly by the Department for Environment, Food and Rural Affairs, the Welsh Assembly Government and the Scottish Executive. This licence does not permit the burning of any wastes, either in the open, inside buildings or in any form of incinerator.

This is a Bespoke licence.

This licence does not allow any emission into surface waters or groundwater. However:

- Liquids may be discharged into a sewer subject to a consent issued by the sewerage undertaker.
- Liquids may be tankered off-site for disposal or recovery.
- Clean surface water from roofs, or from areas of the site that are not being used in connection with the storage and treatment of waste, may be discharged directly to surface waters, or to groundwater by percolation through the soil via a soakaway.

## Operational requirements specified in regulations

Some aspects of the activity are not controlled by the conditions of this licence, because the controls are specified in the Waste Management Licensing Regulations (WML) Regulations<sup>1</sup>, or other legislation. These include:

- Regulation 4 of the WML Regulations describes the qualifications required by a technically competent person at a waste management facility.
- Section 33 (1)(c) of the Environmental Protection Act 1990 prohibits the treating, keeping or disposal of controlled waste in a manner which causes or is likely to cause pollution of the environment or harm to human health.
- Section 85 of the Water Resources Act 1991 under which it is an offence to cause or knowingly permit polluting matter to enter controlled waters, (which include both surface and groundwaters), unless the emission is specifically allowed in a licence.
- The Environmental Protection (Control of Ozone-Depleting Substances) Regulations 2002.
- The Waste Electrical and Electronic Equipment Regulations 2006.
- The Waste Electrical and Electronic Equipment (Waste Management Licensing)(England and Wales) Regulations 2006.
- The Oil Storage Regulations<sup>2</sup> require oil storage tanks to be bunded.

## Public Registers

The public registers in Agency offices contain information relating to licences including the application and monitoring results. Certain information may be withheld from public registers where it is commercially confidential or contrary to national security. Some information is also available on the Agency's website (see below).

## **Appeals against the conditions in the licence**

The licence holder may appeal to the Secretary of State against any of the conditions imposed by this licence, within 6 months of the date of issue.

## **Licence modifications, transfers and surrender**

The Agency may modify the conditions of this licence in the future. If the licence holder wishes to modify the conditions, transfer the licence to another person or surrender the licence then he must submit an application to the Agency.

## **Other permits at this location**

There may be other environmental permits at this location, issued to different operators/licence holders or to the same operator/licence holder for different activities. There may also be permits issued by another regulator such as the local authority. For information on any other Agency-issued permits please contact the Agency (see below).

This waste management licence does not remove the licence holder or operator from their obligations under any other legislation.

## **Talking to us**

Please quote the licence number if you contact the Agency about this licence.

In the event of an incident the Agency may be contacted using the Incident Hotline telephone number (0800 80 70 60). Calls are free and the hotline operates 24 hours a day, 7 days a week.

For routine enquiries during office hours, the Agency contact telephone number is 08708 506 506. Alternatively you can write to the Agency local office (at the address given in the phone book) or go to the Agency website at [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk) where you can: complete an enquiry form on-line, look up the site under "what's in your backyard", or search for other information.

<sup>1</sup> - The Waste Management Licensing Regulations 1994 (SI 1994 No. 1056), (as amended).

<sup>2</sup> - The Control of Pollution (Oil Storage) (England) Regulations 2001 (SI2001 no. 2954)

*End of Introductory Note.*

## Licence

Environmental Protection Act 1990  
Waste Management Licensing  
Regulations 1994



### **Waste Management Licence Number EAWML100220**

### **Facility Type: Waste Electrical and Electronic Equipment**

### **Authorised Treatment Facility (ATF)**

The Environment Agency ("the Agency") in exercise of its powers under section 36 of the Environmental Protection Act 1990, hereby authorises:

**Secure IT Disposals Limited** ("the licence holder"),

whose registered office (or principal place of business) is

**King Charles House, Castle Hill, Dudley, West Midlands, DY1 4PS**

Company registration number **4756286**

to carry out the keeping and treatment of waste at

**53 Kettles Wood Drive, Woodgate Valley, Birmingham, West Midlands B32 3DB**

the boundary of which is shown on the site plan outlined in red and crosshatched at schedule 1 to this licence

to the extent authorised by and subject to the conditions of this licence.

Signed

A handwritten signature in black ink, appearing to read "Ian Brindley".

Date

24 April 2008

Ian Brindley

Authorised to sign on behalf of the Agency

## Conditions

# 1 - MANAGEMENT

## 1.1 General management

- 1.1.1 The activities shall be managed and operated:
- (a) in accordance with a management system, which identifies and minimises risks of pollution, including those arising from operations, maintenance, accidents, incidents and non-conformances and those drawn to the attention of the licence holder as a result of complaints; and
  - (b) by sufficient persons who are competent in respect of the responsibilities to be undertaken by them in connection with the operation of the activities.
- 1.1.2 Records demonstrating compliance with condition 1.1.1 shall be maintained.
- 1.1.3 Any persons having duties that are or may be affected by the matters set out in this licence shall have convenient access to a copy of it kept at or near the place where those duties are carried out.

## 1.2 Accident management plan

- 1.2.1 The licence holder shall:
- (a) maintain and implement an accident management plan;
  - (b) review and record at least every 4 years or as soon as practicable after an accident, (whichever is the earlier) whether changes to the plan should be made;
  - (c) make any appropriate changes to the plan identified by a review.

## 1.3 Site security

- 1.3.1 Site security measures shall prevent unauthorised access to the site, as far as practicable.

# 2 – OPERATIONS

## 2.1 Licensed activities

- 2.1.1 The licence holder is authorised to carry out the activities specified in schedule 2, table 2.1 ("the activities").
- 2.1.2 The storage (including temporary storage) and treatment of WEEE shall be carried out in accordance with the technical requirements of Annex III of the WEEE Directive.
- 2.1.3 WEEE shall be treated using best available treatment, recovery and recycling techniques (BATRRRT).
- 2.1.4 As a minimum, the substances, preparations and components specified in schedule 4 shall be removed from any separately collected WEEE.
- 2.1.5 All fluids contained within any WEEE to be treated at the site shall be removed prior to treatment taking place.
- 2.1.6 Separately collected components of WEEE listed in schedule 2, table 2.2 shall be treated in

accordance with the methods specified in that table.

- 2.1.7 Equipment shall be provided to record the weight of untreated WEEE accepted at, and components and materials leaving, the facility.

## **2.2 Waste acceptance**

- 2.2.1 Wastes shall only be accepted if:
- (a) it is of a type and quantity listed in schedule 2, table 2.3; and
  - (b) it conforms to the description in the documentation supplied by the producer and holder.
- 2.2.2 Records shall be maintained of all waste accepted onto the site.

## **3 – EMISSIONS AND MONITORING**

### **3.1 Emissions to air, water, or land**

- 3.1.1 There shall be no point source emissions to air, water or land.

### **3.2 Transfers off-site**

- 3.2.1 Records of all the wastes sent off site from the activities, for either disposal or recovery shall be maintained.

### **3.3 Fugitive emissions of substances**

- 3.3.1 Fugitive emissions of substances (excluding odour and noise) shall not cause pollution. The licence holder shall not be taken to have breached this condition if appropriate measures have been taken to prevent or where that is not practicable, to minimise, those emissions.
- 3.3.2 Litter or mud arising from the activities shall not cause pollution. The licence holder shall not be taken to have breached this condition if appropriate measures have been taken to prevent or where that is not practicable, to minimise, the litter and mud.
- 3.3.3 Litter and mud arising from the activities shall be cleared from affected areas outside the site as soon as practicable.
- 3.3.4 All liquid wastes, whose emission to water or land could cause pollution, shall be provided with secondary containment, unless the licence holder has used other appropriate measures to prevent or where that is not practicable, to minimise, leakage and spillage from the primary container.

### **3.4 Odour**

- 3.4.1 Emissions from the activities shall be free from odour at levels likely to cause annoyance outside the site, as perceived by an authorised officer of the Agency, unless the licence holder has used appropriate measures to prevent or where that is not practicable, to minimise, the odour.

### **3.5 Noise**

- 3.5.1 Emissions from the activities shall be free from noise at levels likely to cause annoyance outside the site, as perceived by an authorised officer of the Agency, unless the licence holder has used appropriate measures to prevent or where that is not practicable, to minimise, the noise.

### **3.6 Pests**

- 3.6.1 Scavenging animals, scavenging birds and other pests shall not cause pollution. The licence holder shall not be taken to have breached this condition if appropriate measures have been taken to prevent or where that is not practicable, to minimise, such pollution.

### **3.7 Monitoring**

- 3.7.1 This licence does not require any monitoring of the activities, emissions or the environment.

## **4 – INFORMATION**

### **4.1 Records**

- 4.1.1 All records required to be made by this licence shall:
- (a) be legible;
  - (b) be made as soon as reasonably practicable;
  - (c) if amended, be amended in such a way that the original and any subsequent amendments remain legible, or are capable of retrieval; and
  - (d) be retained, unless otherwise agreed by the Agency, for at least 6 years from the date when the records were made, or in the case of the following records until licence surrender:
    - off-site environmental and health effects; and
    - the condition of land and groundwater
- 4.1.2 Any records required to be made by this licence shall be supplied to the Agency within 14 days, where the records have been requested in writing by the Agency.

### **4.2 Reporting**

- 4.2.1 All reports and notifications required by the licence shall be sent to the Agency using the contact details supplied in writing by the Agency.
- 4.2.2 A summary report of the waste types and quantities accepted and removed from the site shall be made for each quarter. It shall be submitted to the Agency within one month of the end of the quarter and shall be in the format required by the Agency.

### **4.3 Notifications**

- 4.3.1 The Agency shall be notified without delay following the detection of:
- (a) any malfunction, breakdown or failure of equipment or techniques, accident or fugitive emission which has caused, is causing or may cause significant pollution;
  - (b) the breach of a limit specified in this licence; and
  - (c) any significant adverse environmental and health effects.
- 4.3.2 Written confirmation of actual or potential pollution incidents and breaches of emission limits shall be submitted within 24 hours.

- 4.3.3 Prior written notification shall be given to the Agency of the following events and in the specified timescales:
- (a) as soon as practicable prior to the permanent cessation of any of the activities;
  - (b) cessation of operation of all or part of the activities for a period likely to exceed 3 months;
  - (c) resumption of the operation of all or part of the activities after a cessation notified under (b) above
- 4.3.4 Where the Agency has requested in writing that it shall be notified when the licence holder is to undertake monitoring and/or spot sampling, the licence holder shall inform the Agency when the relevant monitoring is to take place. The licence holder shall provide this information to the Agency at least 14 days before the date the monitoring is to be undertaken.
- 4.3.5 The Agency shall be notified within 7 days of any changes in technically competent management and the name of any incoming person together with evidence that such person has the required technical competence.
- 4.3.6 The Agency shall be notified within 14 days of the licence holder and/or any relevant person being convicted of a relevant offence, (unless such information has already been notified to the Agency), with details of the nature of the offence, the place and date of conviction, and the sentence imposed.
- 4.3.7 The Agency shall be notified within 14 days of the licence holder and/or any relevant person lodging an appeal against a conviction for any relevant offence and of the outcome when the appeal is decided.
- 4.3.8 The Agency shall be notified within 14 days of the occurrence of the following matters except where such disclosure is prohibited by Stock Exchange rules:
- a. Where the licence holder is a registered company:
    - any change in the licence holder's trading name, registered name or registered office address;
    - any change to particulars of the licence holder's ultimate holding company (including details of an ultimate holding company where a licence holder has become a subsidiary);
    - any steps taken with a view to the licence holder going into administration, entering into a company voluntary arrangement or being wound up; and
    - if the licence holder is not the operator: any change in the operators trading name; address; registered name or registered office address.
  - b. Where the licence holder is a corporate body other than a registered company:
    - any change in the licence holder's name or address;
    - any steps taken with a view to the dissolution of the licence holder; and
    - if the licence holder is not the operator: any change in the operators trading name; address; registered name or registered office address.
  - c. In any other case:
    - the death of any of the named licence holders (where the licence holder consists of more than one named individual);
    - any steps taken with a view to the licence holder, or any one of them, going into bankruptcy, entering into a composition or arrangement with creditors, or, in the case of them being in a partnership, dissolving the partnership; and
    - if the licence holder is not the operator: any change in the operators trading name; address; registered name or registered office address.
- 4.3.9 The Agency shall be notified at least 7 days in advance of the commencement of any of the activities.

## 4.4 Interpretation

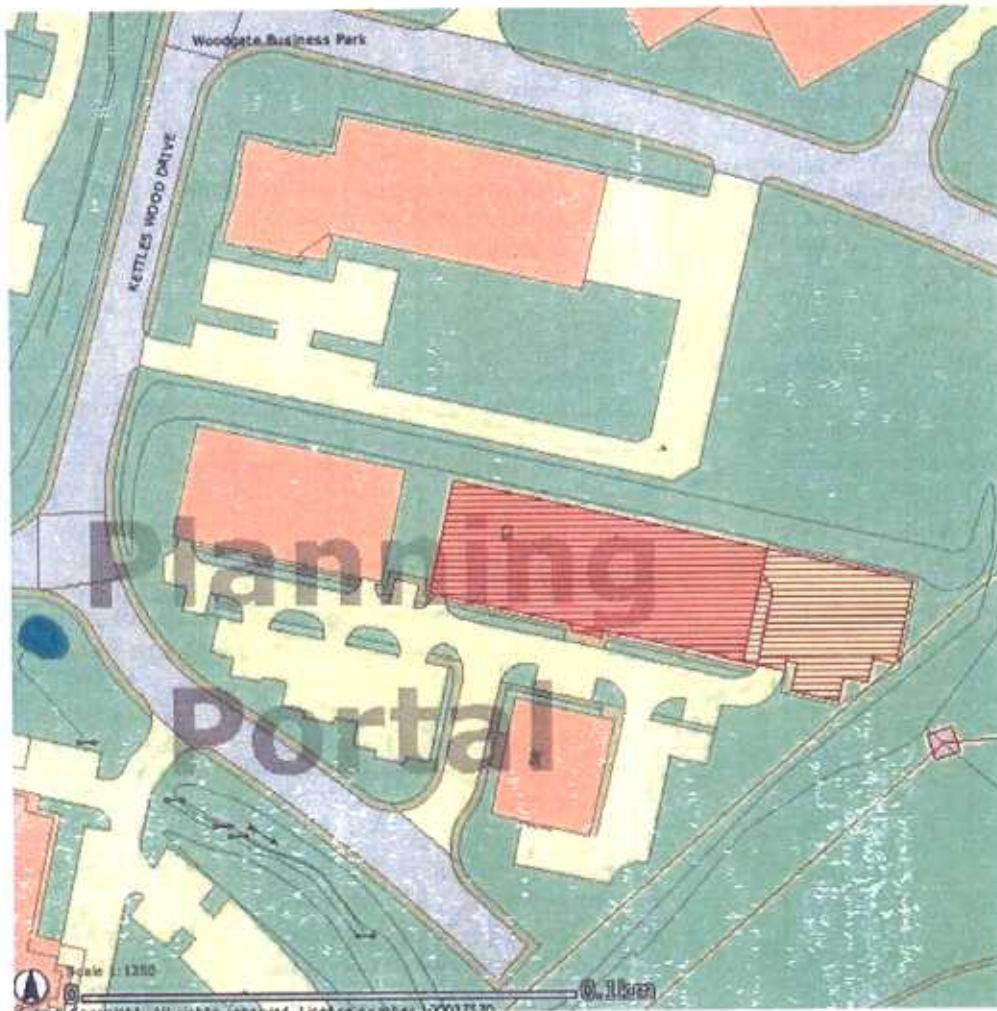
- 4.4.1 In this licence the expressions listed in schedule 3 shall have the meaning given in that schedule.

# Schedule 1- Site plan

Secure I.T. Disposals Ltd - WML Application Site plan



Secure I.T. Disposals Ltd - WML Application Site plan



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## Schedule 2 – Operations

**Table 2.1 Licensed activities**

Description of activities	Limits of activities
<p><b>R13:</b> Storage of waste consisting of materials intended for submission, on this site to any of the category "R" operations authorised under this column, or elsewhere than on this site, to any of the operations listed in Part IV of Schedule 4 of the 1994 Regulations, (excluding temporary storage, pending collection, on the site where it is produced).</p>	<p><b>No treatment of WEEE containing Ozone Depleting Substances.</b></p> <p>Treatment consisting only of sorting, dismantling, separation, shredding, screening, grading, baling, shearing, compacting, crushing, granulation, or cutting of waste into different components for recovery.</p> <p>Treatment of WEEE:</p>
<p><b>R3:</b> Recycling or reclamation of organic substances which are not used as solvents, including composting and other biological transformation processes.</p>	<ul style="list-style-type: none"> <li>• must be carried out within a building provided with a weatherproof covering;</li> <li>• must be carried out on an impermeable surface with sealed drainage with provision of spillage collection facilities and, where appropriate, decanters and cleanser degreasers.</li> </ul>
<p><b>R4:</b> Recycling or reclamation of metals and metal compounds.</p>	<p>Storage</p>
<p><b>R5:</b> Recycling or reclamation of other inorganic materials.</p>	<ul style="list-style-type: none"> <li>• WEEE, disassembled spare parts, components or residues must be stored on an impermeable surface with sealed drainage with provision of spillage collection facilities and, where appropriate, decanters and cleanser degreasers;</li> </ul>
	<ul style="list-style-type: none"> <li>• WEEE, disassembled spare parts, components or residues must be stored in areas provided with a weatherproof covering where appropriate or in containers providing a weatherproof covering where appropriate;</li> <li>• disassembled spare parts containing liquids shall be stored in appropriate containers;</li> <li>• Batteries, WEEE containing Ozone Depleting Substances, PCBs/PCTs containing capacitors and other hazardous wastes must be stored in dedicated, labelled appropriate containers.</li> </ul>
	<p>Buildings, covered areas or containers must meet the following requirements:</p>
	<ul style="list-style-type: none"> <li>• buildings, covered areas, or containers must be designed, constructed and maintained to prevent ingress of rain and surface water;</li> <li>• rain and uncontaminated surface water must be kept separate from contaminated water and other liquids;</li> <li>• containers must be stored on an impermeable surface with sealed drainage.</li> <li>• WEEE containing Ozone Depleting Substances - Free storage shall not exceed a maximum storage height of 3.5 metres or 2 fridge upright units high</li> </ul>
	<p>The capacity of the site for hazardous waste subject to a R5 activity shall not exceed 10 tonnes per day.</p>
	<p>Maximum storage time of 1 year prior to disposal or 3 years prior to recovery.</p>

**Table 2.2 Specified Treatment Methods for separately collected components of WEEE**

Component	Specified Treatment
Cathode ray tubes.	The fluorescent coating has to be removed.
Gas discharge lamps.	The mercury shall be removed.

**Table 2.3 Licensed waste types and quantities****Maximum Quantities**

The total quantity of wastes listed below, accepted at the site shall be less than 5,000 tonnes a year.

**Exclusions**

Notwithstanding the specification of waste types below, wastes shall not be accepted at the site which have any of the following characteristics:

- Consisting solely or mainly of dusts, powders or loose fibres;

Waste Code	Waste Description.
<b>09</b>	<b>WASTES FROM THE PHOTOGRAPHIC INDUSTRY</b>
09 01	wastes from the photographic industry
09 01 11*	single use cameras containing batteries included in 16 06 01, 16 06 02 or 16 06 03
09 01 12	single use cameras containing batteries other than those mentioned in 09 01 11
<b>15</b>	<b>WASTE PACKAGING; ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED</b>
15 01	packaging (including separately collected municipal packaging waste)
15 01 06	mixed packaging (packaging waste associated with incoming WEEE only)
<b>16</b>	<b>WASTES NOT OTHERWISE SPECIFIED IN THE LIST</b>
16 02	wastes from electrical and electronic equipment
16 02 11*	discarded equipment containing chlorofluorocarbons, HCFC, HFC
16 02 13*	discarded equipment containing hazardous components other than those mentioned in 16 02 09 to 16 02 12
16 02 14	discarded equipment other than those mentioned in 16 02 09 to 16 02 13
16 02 15*	hazardous components removed from discarded equipment
16 02 16	components removed from discarded equipment other than those mentioned in 16 02 15
<b>16 06</b>	<b>batteries and accumulators</b>
16 06 01*	lead batteries
16 06 02*	Ni-Cd batteries
16 06 03*	mercury-containing batteries
16 06 04	alkaline batteries (except 16 06 03)
16 06 05	other batteries and accumulators
<b>20</b>	<b>MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS</b>
20 01	separately collected fractions (except 15 01)
20 01 21*	fluorescent tubes and other mercury-containing waste
20 01 23*	discarded equipment containing chlorofluorocarbons
20 01 35*	discarded electrical and electronic equipment other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components
20 01 36	discarded electrical and electronic equipment other than those mentioned in 20 01 21, 20 01 23 and 20 01 35

## Schedule 3 – Interpretation

*"accident"* means an accident that may result in pollution.

*"authorised officer"* means any person authorised by the Agency under section 108(1) of The Environment Act 1995 to exercise, in accordance with the terms of any such authorisation, any power specified in Section 108(4) of that Act.

*"best available treatment, recovery and recycling techniques"* shall have the meaning given to it by regulation 1(3) of the Waste Management Licensing Regulations 1994 as amended by The Waste Electrical and Electronic Equipment (Waste Management Licensing) (England and Wales) Regulations 2006

*"building"* means a construction that has the objective of providing sheltering cover and minimising emissions of noise, particulate matter, odour and litter.

*"controlled substances"* means chlorofluorocarbons, other fully halogenated chlorofluorocarbons, halons, carbon tetrachloride, 1,1,1-trichloroethane, methyl bromide, hydrobromofluorocarbons and hydrochlorofluorocarbons listed in Annex I of Regulation (EC) No 2037/2000 of the European Parliament and of the Council of 29 June 2000 on substances that deplete the ozone layer, including their isomers, whether alone or in a mixture, and whether they are virgin, recovered, recycled or reclaimed. This definition shall not cover any controlled substance which is in a manufactured product other than a container used for the transportation or storage of that substance, or insignificant quantities of any controlled substance, originating from inadvertent or coincidental production during a manufacturing process, from unreacted feedstock, or from use as a processing agent which is present in chemical substances as trace impurities, or that is emitted during product manufacture or handling.

*"emissions to land"*, include emissions to groundwater.

*"fugitive emission"* means an emission to air, water or land from the activities which is not controlled by an emission limit.

*"groundwater"* means all water, which is below the surface of the ground in the saturation zone and in direct contact with the ground or subsoil.

*"Impermeable surface"* means a surface or pavement constructed and maintained to a standard sufficient to prevent the transmission of liquids beyond the pavement surface, and should be read in conjunction with the term "sealed drainage system" (below).

*"Sealed drainage system"* in relation to an impermeable pavement, means a drainage system with impermeable components which does not leak and which will ensure that:

- (a) no liquid will run off the pavement otherwise than via the system;
- (b) except where they may lawfully be discharged, all liquids entering the system are collected in a sealed sump

*"notify/notified without delay"* means that a telephone call can be used, whereas all other reports and notifications must be supplied in writing, either electronically or on paper.

*"ozone-depleting substances"* "ODS" means "controlled substances" contained in refrigeration, air-conditioning and heat pump equipment, equipment containing solvents, fire protection systems and fire extinguishers.

*"pollution"* includes pollution of the environment, harm to human health and serious detriment to the amenities of the locality, resulting from the licensed activities.

*"quarter"* means a calendar year quarter commencing on 01 January, 01 April, 01 July or 01 October.

*"relevant person"* and *"relevant offence"* shall have the meaning given to them in the Environmental Protection Act 1990

*"sewer"* means sewer within the meaning of section 219(1) of the Water Industry Act 1991.

*"technically competent management"* and *"technical competence"* shall be as prescribed under Section 74 of the Environmental Protection Act 1990.

*"waste code"* means the code specified in The List of Wastes (England) Regulations 2005 (SI 2005 No. 895) as amended, or The List of Wastes (Wales) Regulations 2005 (SI 2005 No.1820) (W.148) as amended. Codes marked with an \* are hazardous waste, as defined in those Regulations. Licence conditions apply to those wastes listed with a six-digit code.

*"Waste Management Licensing Regulations"*, means The Waste Management Licensing Regulations 1994

(SI1994 No. 1056) (as amended).

"*weatherproof covering*" means covering which will prevent the ingress of rainwater.

"*WEEE*" means waste electrical and electronic equipment and has the meaning given by Regulation 2 of The Waste Electrical and Electronic Equipment Regulations 2006.

"*WEEE Directive*" shall have the meaning given to it by regulation 2 of The Waste Electrical and Electronic Equipment (Waste Management Licensing) (England and Wales) Regulations 2006.

"*where appropriate*" in relation to weatherproof covering means where weatherproof covering is required to minimise the contamination of clean surface and rain waters, to facilitate the reuse of whole appliances and components intended for reuse, to assist in the containment of hazardous materials and fluids or where hazardous WEEE is stored.

"*year*" means calendar year commencing on 01 January.

## Schedule 4 – Substances, preparations and components to be removed from separately collected WEEE

- Capacitors containing Polychlorinated biphenyls (PCB)
- Mercury-containing components, such as switches or backlighting lamps
- Batteries
- Printed circuit boards of mobile phones generally, and of other devices if the surface of the printed circuit board is greater than 10 square centimetres
- Toner cartridges, liquid and pasty, as well as colour toner
- Plastic containing brominated flame retardants
- Asbestos waste and components which contain asbestos
- Cathode ray tubes
- Chlorofluorocarbons (CFC), hydrochlorofluorocarbons (HCFC), hydrofluorocarbons (HFC), or hydrocarbons (HC)
- Gas discharge lamps
- Liquid crystal displays (together with their casing where appropriate) of a surface greater than 100 square centimetres and all those back-lighted with gas discharge lamps
- External electric cables
- Components containing refractory ceramic fibres
- Components containing radioactive substances with the exception of components that are below the exemption thresholds set in Article 3 of and the Annex I to Council Directive 96/29/Euratom of 13 May 1996 laying down basic safety standards for the protection of the health of workers and the general public against the dangers arising from ionising radiation
- Electrolytic capacitors containing "substances of concern" (height > 25mm, diameter > 25 mm or proportionately similar volume)