

Reference	SSI/631/600
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Approved by	BPG

Management Systems Plan

Document Controller: Jane Mannheim

Scope of Registration:

Hazardous waste sites have committed themselves to the continual improvement of customer satisfaction with the products and services provided as follows:

The provision of full waste management services including collection, treatment and cleaning. The processing and disposal of waste and recyclable materials as well as the production and sale of energy and recovered commodities including aggregates, paper, glass, metals and plastics.

All sites operate to ISO9001: 2015 & ISO14001: 2015. Wednesbury and SWaRF also operate to OHSAS18001: 2007.

Locations:

Wednesbury Treatment Centre

Potters Lane
Wednesbury
West Midlands
WS10 7NR

Cardiff Transfer Station

Curran Embankment
Cardiff
CF10 5FX

Secure Waste and Recycling Facility

Bean Road Industrial Estate
Bean Road
Tipton
DY4 9AQ

Atherstone Transfer Station

Unit 12 Fourways
Carlyon Road Industrial Estate
Atherstone
CV9 1JG

Burscough Transfer Station

Tollgate Crescent
Burscough
Ormskirk
L40 8LD

Kilsyth Transfer Station

Gavell Road
Twechar
Kilsyth
Glasgow
G65 9LP

Sheffield Transfer Station

Holbrook Rise
Halfway
Sheffield
S20 3FG

Stevenage Transfer Station

Leyden Road
Stevenage
SG1 2BW

Attleborough Lamp Recycling

51 Maurice Gaymer Road
Attleborough
NR17 2QZ

Loughborough Aerosol Destruction Unit

Plot F Wymeswold Industrial Estate
Wymeswold Road
Loughborough
LE12 5TR

IMS Manual & Plan

Standard Operating Procedures – Transfer stations

- SOP 01 Pre- acceptance of containerised waste
- SOP 02 Waste acceptance at Transfer Stations
- SOP 03 Storage of containerised waste
- SOP 04 Non-conformance & waste rejection
- SOP 05 Bulking of waste in Transfer Stations
- SOP 06 Laboratory smalls working practice
- SOP 07 Planned preventative maintenance
- SOP 08 Environmental management system & compliance
- SOP 09 Traffic, mobile plant and pedestrian segregation
- SOP 10 Induction
- SOP 11 Sample submission to Wednesbury Laboratory
- SOP 12 Transportation of wastes
- SOP 13 Handling asbestos
- SOP 14 Personal safety, responsibilities and record keeping
- SOP 15 HW Safety management system

Guidance Notes

- GNHW 01 Sampling of waste
- GNHW 02 Criteria for waste acceptance
- GNHW 03 Contractor control
- GNHW 04 Intrusive maintenance
- GNHW 05 Raising an engineering request note
- GNHW 06 Compatibility testing
- GNHW 07 Asbestos enquiries
- GNHW 08 Acceptance of unidentified waste
- GNHW 09 Collection of waste from customer premises
- GNHW 10 Loaders
- GNHW 11 Unloaders
- GNHW 12 Fillers
- GNHW 13 Transportation of batteries
- GNHW 14 Small load exemptions
- GNHW 15 Limited quantities
- GNHW 16 Is it the right glove?
- GNHW 17 Personal safety, responsibilities and record keeping
- GNHW 18 Management of asbestos containing waste
- GNHW 19 Chemical Reactivity Worksheet
- GNHW 20 Dewar Calibration
- GNHW 21 Sorting of waste paints
- GNHW 22 Movement and stacking of waste safes
- GNHW 23 TFS for transfer stations
- GNHW 24 Container Guidance
- GNHW 25 Glove donning and doffing
- GNHW 26 Stacking guidance
- GNHW 27 Chemists waste acceptance

Site Specific Procedures

Kilsyth

SSI 766 200 Guide to plant bunds
SSI 766 201 Guide to lower yard pump
SSI 766 202 Guide to T22 pump
SSI 766 203 Guide to interceptor pump
SSI 766 204 Guide to site services
SSI 766 206 Guide to filling plant water storage tank
SSI 766 207 Guide to plant water storage tank
SSI 766 208 Procedure for fuel pump
SSI 766 209 Procedure for jet wash
SSI 766 210 Lock off procedure
SSI 766 211 Guide to use of ladders
SSI 766 213 Operation of flashpoint apparatus
SSI 766 214 Operation of pH meter
SSI 766 402 Operation of baler
SSI 766 403 Operation of shredder
SSI 766 404 Operation of reciprocating saw
SSI 766 404a Use of cordless reciprocating saw
SSI 766 405 Drum crusher
SSI 766 406 Flu tube repacking
SSI 766 407 Pallet DE pack, Sortation and Destruction

SWaRF

SSI Operation of Greenbank shredder
SSI Operation of small shredder
SSI Operation of large shredder
SSI Operation of VL600 baler
SSI Grey baler
SSI Reciprocating saw
SSI Guide to Jet wash
SSI Bottle crusher
SSI Grinder

Wednesbury

SSI 632 01 Weighbridge operation
SSI 632 02 Bulk waste pre-acceptance
SSI 632 03 Bulk waste acceptance
SSI 632 04 Non-conformance of bulk waste loads
SSI 632 05 Sludge offloading to Treatment Plant
SSI 632 06 Acid Offloading
SSI 632 07 Oil & Water Handling
SSI 632 08 Lime Delivery
SSI 632 09 Tank Treatment
SSI 632 10 Drum Processing
SSI 632 11 Filter Press Operation
SSI 632 12 Filter Cake Handling
SSI 632 13 Effluent Quality Control
SSI 632 14 Maintenance of Gas Scrubber System
SSI 632 15 Offloading & Transfer to 40's Tanks
SSI 632 16 Replacement of Filter Cloths

SSI 632 20 HAZOP Assessment
SSI 632 21 Electrical Lockout

SSI 649 01 Handling Empty Waste Containers
SSI 649 02 Shredder Operation
SSI 649 03 Use of Drum Crusher
SSI 649 04 Oily Rags Handling
SSI 649 05 Washing of nominally empty acid bottles
SSI 649 06 Use of Reciprocating Saw
SSI 649 07 Bulking Water Based Paint
SSI 649 08 Operation of RUNI Compactor
SSI 649 09 Bulking 'One Shot' acid
SSSI 649 13 Bulking paints using vacuum pump

SSI 631 01 Laboratory Methods Manual

Cardiff

SSI 687 403 Operation of shredder
SSI 687 404 Operation of crusher
SSI 687 701 Lock off procedure
SSI 687 702 Cutting tops off IBCs

Atherstone

SSoW-01Ath Bulking of Liquids-Redundant
SSoW-02Ath Fluorescent tube consolidation
SSoW-03Ath Gas cylinder storage
SSoW-04Ath Site security
SSoW-05Ath FLT operation
SSoW-06Ath General site activities
SSoW-07Ath Access and egress from the loading and unloading area
SSoW-08Ath Bulking onto a tanker
SSoW-09Ath Clinical waste storage
SSoW-10Ath Sampling and analysis-Redundant
SSoW-11Ath Manual handling operations
SSoW-12Ath Loading and unloading of vehicles
SSoW-13Ath Spillage procedure
SSoW-14Ath Handling batteries and WEEE
SSoW-15Ath Spill control operation-Redundant
SSoW-16Ath Office, car park and welfare
SSoW-17Ath Site maintenance
SSoW-18Ath Collection of goods
SSoW-19Ath Lone working
SSoW-20Ath Filling and exchange of skips
SSoW-21Ath Use of Drainblock containment system

Attleborough

SSoW-01Att Skip exchange by Ro-Ro
SSoW-02Att Manual Handling Operations
SSoW-03Att Site Security
SSoW-04Att Office, Car park and Welfare
SSoW-05Att Gas Cylinder storage
SSoW-06Att Feeding lamps into Plant (Mercury)

SSoW-07Att Spillage Procedure
SSoW-08Att FLT Operation
SSoW-09Att Loading and Unloading of Vehicles
SSoW-10Att Acceptance and Storage
SSoW-11Att Feeding Lamps into Plant (Sodium)
SSoW-12Att Maintenance
SSoW-13Att Cleaning and Unblocking of Plant
SSoW-14Att Use of Baler
SSoW-15Att Use of Jet wash and Sweeper
SSoW-16Att MVI checks
SOP-02Att Waste Acceptance at Attleborough

Burscough

SSoW-01Bur Reciprocating saw
SSoW-02Bur Spillage procedure
SSoW-03Bur FLT operation
SSoW-04Bur Gas cylinder storage
SSoW-05Bur Tanker loading and Unloading
SSoW-06Bur Air saw
SSoW-07Bur Use of lifting cage
SSoW-08Bur Fluorescent tube consolidation
SSoW-09Bur Handling batteries and WEEE
SSoW-10Bur Loading and unloading of vehicles
SSoW-11Bur Clinical waste storage
SSoW-12Bur Manual handling operations
SSoW-13Bur Laboratory operations
SSoW-14Bur Use of jet wash
SSoW-15Bur Office, car park and welfare
SSoW-16Bur Site maintenance
SSoW-17Bur Site security
SSoW-18Bur Lone working
SSoW-19Bur Storage and warehousing
SSoW-20Bur General site activities
SSoW-21Bur Filling and exchange of skips
SSoW-22Bur Washing out of road tankers

Loughborough

SSoW-01L Earth-rite tester
SSoW-02L Hazpak Operation
SSoW-03L Manual Handling Operations
SSoW-04L FLT Operation
SSoW-05L Loading and Unloading of Vehicles
SSoW-06L Spillage Procedure
SSoW-07L Filling of Process Barrows
SSoW-08L Maintenance
SSoW-09L Site Security
SSoW-10L Office, Car park and Welfare
SSoW-11L Filling and Exchange of Skips
SSoW-12L Filling and Transport of Gas Bullets
SSoW-13L Tanker Earthing Process
SSoW-14L Hazpak Level 1 Training

SSoW-15L Hazpak Level 2 Training
SOP-01a Pre- acceptance of containerised waste Loughborough
SOP-02a Waste acceptance at Loughborough
SOP-03a Storage of containerised waste Loughborough
SOP-05a Bulking at Loughborough

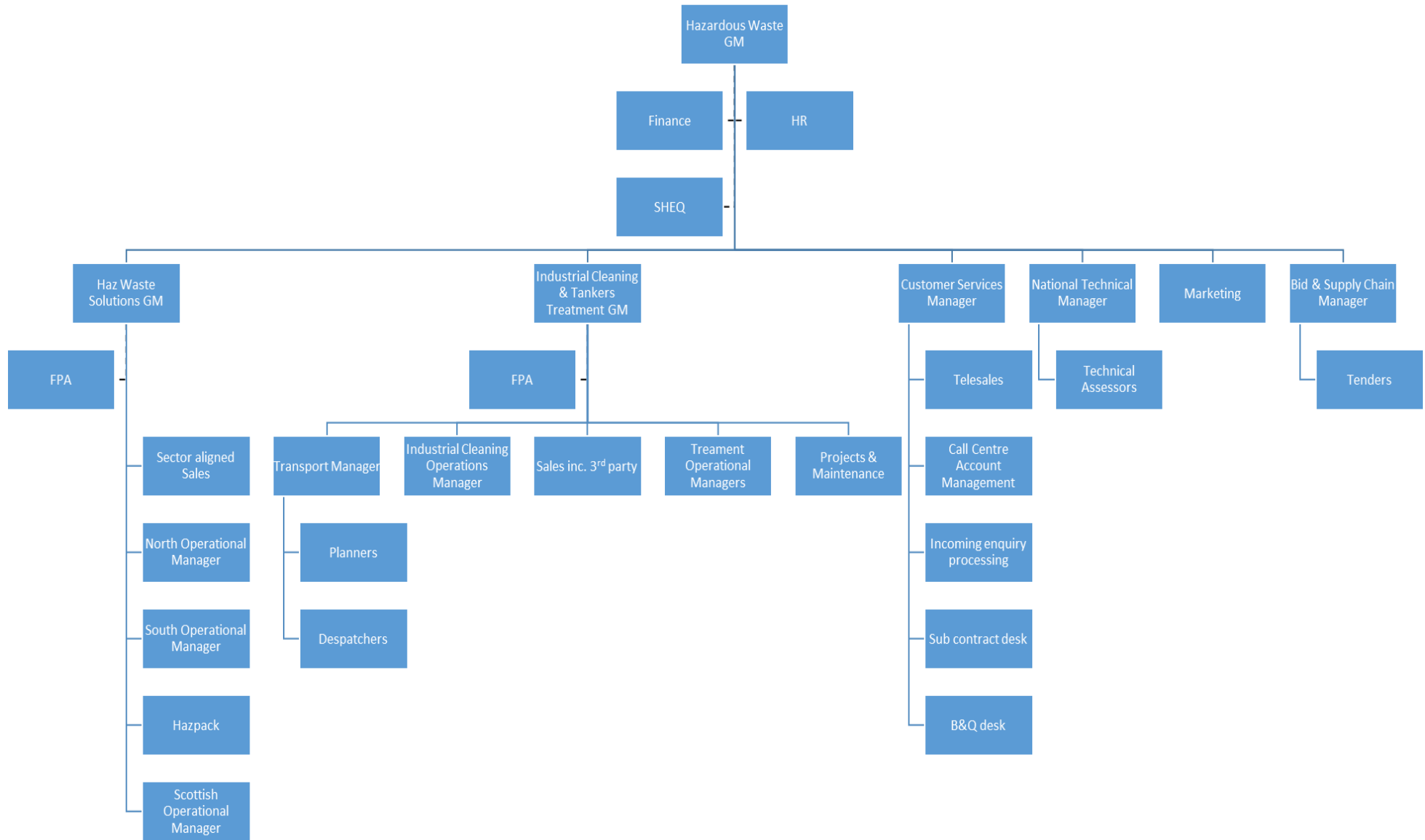
Sheffield

SSoW-01SH FLT operation
SSoW-02SH Loading and unloading of vehicles
SSoW-03SH Spillage procedure
SSoW-04SH Fluorescent tube consolidation
SSoW-05SH Gas cylinder storage Tanker loading and Unloading
SSoW-06SH Handling batteries and WEEE
SSoW-07SH Site security Use of lifting cage
SSoW-08SH General site activities
SSoW-09SH Manual handling operations
SSoW-10SH Office, car park and welfare
SSoW-11SH Clinical waste storage
SSoW-12SH Lone working
SSoW-13SH Filling and exchange of skips
SSoW-14SH Site maintenance
SSoW-15SH Collection of Goods
SSoW-16SH Emptying of sumps
SSoW-17SH Use of jet wash
SSoW-18SH Air saw
SSoW-19SH Banding Equipment
SSoW-20SH Reciprocating Saw
SSoW-21Ath Use of Drainblock containment system

SSoW-TFSC Sorting of activated carbon filters
SSoW-TFSF Sorting of flammable rags
SSoW-TFSO Sorting of oily rags

Stevenage

SSoW-01Ste FLT operation
SSoW-02Ste Spillage procedure
SSoW-03Ste Handling batteries and WEEE
SSoW-04Ste Clinical waste storage
SSoW-05Ste Gas cylinder storage
SSoW-06Ste Manual handling operations
SSoW-07Ste General site activities
SSoW-08Ste Office, car park and welfare
SSoW-09Ste Filling and exchange of skips
SSoW-10Ste Site maintenance
SSoW-11Ste Use of jet wash
SSoW-12Ste Loading and unloading of vehicles
SSoW-13Ste Site security
SSoW-14Ste Lone working
SSoW-15Ste Fluorescent tube consolidation
SSoW-16Ste Collection of Goods
SSoW-17Ste Asbestos Collections



Hazardous Waste Structure

