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|  | STANDARD OPERATIONS PROCEDURE Waste Acceptance Procedure | SOP:SOP/1.2/WAP |
| | | Version: 1 Effective: Sep 2021 |
| Olive Compliance Ltd | Produced by: J Hudson | Signed off by: |

PROCEDURE

Waste Acceptance

The following procedures outline the pre-acceptance and acceptance measures that will be followed at all times.

1.1 Pre-acceptance procedures to assess waste

1.1.1 Sampling of waste from suppliers

All wastes will be characterised during the pre-acceptance as per 1.1.2 stage. Sampling may be required by the producer/originator if required to identify waste characterisation and to determine if waste is acceptable.

1.1.2 Waste Transfer Note

All waste arriving at the site will be accompanied by a waste transfer note. Where multiple loads arrive under contract, one annual waste transfer note may cover all deliveries.

Waste will be described in the waste transfer note with reference to the European Waste Catalogue (EWC) Codes with the appropriate code number. A copy of the list of wastes that can be accepted on site can be found in the site's environmental permit and in the site office.

The operator will be trained to identify a correctly completed waste transfer note.

Training is detailed further in SOP/1.15/TP (Training Procedure).


Upon the receipt will check that the waste transfer note includes signed confirmations that the waste hierarchy has been applied correctly under the Environmental Permitting (England and Wales) Regulations 2010 (as amended). The waste hierarchy illustrates the most and least favoured options of disposal (1 being the most favoured):

1. Prevention;
2. Minimisation;
3. Reuse;
4. Recycling;
5. Recovery/energy recovery; and
6. Disposal.

All waste transfer notes will be kept at the site office for no less than 2 years.

1.1.3 Waste Carrier Check

The company periodically undertakes checks of waste carrier's licences. Waste vehicles using the site will be periodically checked to ensure that the vehicle is properly licensed by using one of the following methods:

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- Asking the waste producer/carrier to provide upto date copies of waste carrier details.
- Contacting the Environment Agency on 08708 506 506 to request an instant Waste Carrier Validation Check; or
- Online on the Environment Agency's waste carrier register at: <http://www2.environment-agency.gov.uk/epr/search.asp?type=register>.

If vehicles are arriving from the same fleet/under same contract the Waste Carrier Licence may cover the entire fleet.

1.2 Waste Acceptance Procedure


The following steps will be followed for all deliveries. The Site Manager and all site operatives will be trained to understand and implement the following waste acceptance procedures:

- Premier will use their own weighbridge to establish the weights of materials when required.
- On arrival vehicles will supply the operator with the relevant paperwork (waste transfer note and any sampling schedules/results) for initial checks. Any discrepancies will be resolved before the waste is officially accepted on-site. The Site Manager will be directly responsible for ensuring that no non-conforming waste is accepted for processing.
- The weighbridge operator will use the CCTV to check the vehicle contents prior to acceptance on site.
- The delivery vehicle will be directed by a member of staff to the waste reception building where the load will be discharged.
- A visual load inspection will take place as waste is unloaded and will be undertaken by a site operative, to ensure consistency with the waste transfer note.
- Once discharged the operator will be directed back to the weighbridge to inspected and recorded on the waste transfer note. One copy will be held on-site and if an external customer the other given to the driver of the vehicle.
- Checks on storage capacity will take place throughout the day to ensure that suitable space is available for all incoming wastes. The checks on capacity will be made by site operatives and will be visual only.
- If the load is rejected, the waste transfer note will be completed with the reason for rejection, and the vehicle directed off site.
- If after the off-loading of waste it is shown to be non-compliant, the load will be either re-loaded or immediately directed to the designated quarantine area.

1.3 Non-compliant waste

If waste is found to be non-compliant prior to being off-loaded from the vehicle, the details will be recorded and the vehicle turned away. Should wastes be found to be non-compliant following tipping on the site floor, or within waste bays, then the waste will be:

- reloaded on to the delivery vehicle for transport off-site to a suitably permitted facility;
- or

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- removed to the designated quarantine skip, pending removal off-site to a suitably permitted facility.

All records of non-compliant waste received at the site will include the following details:

- the quantity;
- characteristics;
- origin;
- delivery date and time; and
- the identity of the producer and carrier.

This record will be made in the Site Diary, or other recording system, on-site. Further information on the procedure for non-conforming waste can be found in SOP/1.3/NCWP (Non-Conforming Waste Procedure) and the Waste Rejection Record FORM/2.5.NCR

1.4 Gypsum

Gypsum waste is usually accepted as a separately collected fraction. Incoming loads are checked and any that are visibly containing gypsum are tipped in the separate Gypsum bay. This waste is then hand sorted to remove any contamination or sent for onward disposal to a suitably permitted facility. Gypsum does not undergo any further processing and is received by an authorised treatment facility.

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