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WASTE ACCEPTANCE PROCEDURE

Environmental and sustainability solutions provided to S NORTON & CO LTD

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1.0 PURPOSE

This document aims to outline the procedure which must be followed by S Norton & Co Ltd (hereon referred to as “SN&Co”) operatives whilst receiving waste from third party companies.

The waste will comprise of the following streams:

- Mixed scrap metals (ferrous and non-ferrous metals).
- Lead acid batteries.
- Hazardous and non-hazardous cables.
- Large domestic appliances (LDAs).
- End of life vehicles (ELVs).

1.1 Technical Guidance

This procedure has been produced in line with the following sections of Sector Guidance Note IPPC S5.06 Guidance for the Recovery and Disposal of Hazardous and Non-Hazardous Waste Integrated Pollution Prevention and Control (IPPC) and the BREF document for waste treatment.

2.0 PROCEDURE OVERVIEW

2.1 Pre-acceptance

The control of scrap metals, led acid batteries, cables, LDAs, ELVs and, the prevention of unsuitable material being bought and accepted on site is a key management requirement to ensure quality control of the processes at the SN&Co facility.

SN&Co staff have taken measures to communicate with suppliers on what material is acceptable and unacceptable. This has been done through acceptable feedstock information being sent to each supplier and visually checked by SN&Co staff prior to any deliveries.

Contracts with suppliers will be in place prior to accepting waste. Regular supplier visits will be done by SN&Co staff to ensure compliance.

Site merchants are assigned an SN&Co representative regional buyer who conducts a site inspection and agrees specifications of the grade of material to be accepted.

Details of the suppliers’ quality management system and a statement from the supplier confirming their duty of care and commitment to quality control (consistency of material type,

source, handling requirements, presence of hazards within the materials and European Waste Catalogue (EWC) code adherence checks) will be received.

2.2 Acceptance of Waste at the Facility

In line with existing IMS documentation 'OC-SOP-001 Acceptance and Control of Waste' only wastes listed within Table S1.1 of the Environmental Permit and, as described by the supplier will be accepted at the Site. This list can also be seen in Appendix 1 below. Hazardous waste will not be mixed, either with a different category of hazardous waste or with other waste, substances, or materials, unless it is authorised by in Table S1.1 of the Environmental Permit and appropriate measures are taken.

All loads arriving on site must be accompanied by the correct documentation. The supplier will be directed from the weighbridge to the correct tipping/unloading area and the material deposited. When the load is in a bulk vehicle and therefore has to be inspected, it will be tipped in the receiving area or within an area designated for the particular grade received.

Once received, the load will be fully inspected and the contents confirmed for purposes of description and payment for the load. The inspecting site operative will contact the weighbridge office by radio and advise the office of the contents of the load. The vehicle, once unloaded, will be weighed out and the weighbridge ticket/waste transfer note will be completed.

Copies of all transfer/consignment notes will be kept available through the Company's electronic waste tracking system for the specified period (2 years for waste transfer notes and 3 years for hazardous waste consignment notes). If required, all records will be made available to the EA on request.

2.3 Visual Inspection of Waste

Upon arrival at SN&Co site, all loads will undergo the following visual inspections:

- A visual inspection during offloading by trained SN&Co staff.
- Waste meets the EWC Code definition as per waste transfer notes.
- Non-conforming wastes will be dealt with in accordance with 'OC-SOP-007-Non-Conforming Product Disposal Procedure'.
- Any major non-conformance in the load i.e. inert pressurised cylinder, drums, closed containers, asbestos, vessels potentially containing hazardous substances, munitions, unconventional batteries, excessive dirt, tyres or concrete will either result in the load

being loaded back onto the delivery vehicle and rejected or will require a handling charge/ disposal fee.

- Other general rejection material types consist of wastes consisting of solely or mainly dusts, powder or loose fibres and, wastes that are in a form which is either sludge or liquid.

Table 1 - Waste Rejection Triggers.

Waste Rejection Triggers
a) Waste Transfer Note.
b) Material contamination.
c) No current site capacity to process material.
d) EWC codes do not match waste description or feature on the allowable input list.

2.4 Rejection

All SN&Co staff will be trained in rejection procedures starting with induction, regular toolbox talks and site supplier updates.

- Any incoming loads that do not meet our waste acceptance protocol (OC-SOP-001) will be either not unloaded or reloaded and removed from site. If this is not possible then non-conforming material will be placed in the quarantine area until loaded out.
- If any load is to be rejected operating in accordance with OC-SOP-007 the site management will call the supplier to inform them of reason why load is being rejected, this will be followed up with a supplier site visit by SN&Co Commercial Team to resolve and ensure no further occurrence.
- Rejection procedure information will be sent to all suppliers and signed by them before intake of any loads begin on-site.
- A record of any rejected loads will be recorded in Assure – a site event reporting system / HSEQ reporting platform.

3.0 RELATED ASPECTS

The following sections involve aspects entwined with the waste acceptance procedures.

3.1 Traceability of Input Materials

All incoming loads are recorded upon entry to site weighbridge where supplier details are inserted into SN&Co's computerised system, recording the following:

- Date and time of entry to site;
- Waste transfer note / ticket number;
- Vehicle Registration number;
- Gross weight / tare weight;
- Supplier (SN&Co) number;
- Load directed to specific pre-storage location on site; and
- Inspection by trained SN&Co staff (this type of training information will be kept on SN&Co training matrix).

4.0 ROLES AND RESPONSIBILITIES

The Site Manager is responsible for:

- Ensuring all staff are inducted and trained in relevant site procedures.
- Ensuring all company H&S protocols are adhered too, keep site compliant with Environment Agency permit.
- Developing and implementing environmental strategies and action plans, to ensure corporate sustainable development.
- Taking the lead on sustainable procurement for all goods and services.
- Coordinating all aspects of pollution control, waste management, recycling, environmental health, conservation and renewable energy.
- Ensuring details and photographs of any nonconforming product are sent as appropriate.

The Person in Charge (PIC) is responsible for:

- Ensuring all goods received are inspected on arrival.
- Material receiving, inspection and grading.
- Ensuring that any non-conforming material is dealt with.
- Ensuring any discrepancies from the type of material advised are reported back to the Weighbridge Operator.
- Ensuring relevant staff adhere to the standard operating procedure for Scrap Metal Purchasing and Selling Non-Ferrous Material for Export.
- Ensuring container seal numbers are recorded by Weighbridge staff into RECY.

- Ensuring photographs are taken of nonconforming product as appropriate.

The Weighbridge Operator is responsible for:

- Ensuring the vehicle driver provides all of the relevant information.
- Ensuring that only the vehicle is located on the weighbridge and that the driver has positioned the vehicle correctly.
- Ensuring that the Emergency Action Plan is followed when the Radiation Detection System is activated.
- Completing RECY weighbridge programme with all relevant information
- Ensuring that they communicate with the Site Staff about tipping and loading locations for the vehicle in accordance with the Company Site Schematics
- Ensuring the vehicle driver has the correct personal protective equipment (PPE) when entering the yard, issuing where necessary and retrieving when leaving the site.
- Adjusting the weight to account for any deductions or weight anomalies.
- Taking into account any special item advised by the Buyers.
- Processing all paperwork related to the delivery as necessary, including the Waste Transfer Note (Duty of Care documentation).
- Maintaining the site diary.
- Ensuring all goods received are inspected on arrival.

The Site Staff are responsible for:

- Maintaining strong H&S culture.
- Ensuring that the vehicle driver tips and loads in the correct location in accordance with the Company Site Schematics.
- Ensuring the vehicle driver has located the vehicle correctly on the weighbridge and that no one is standing on the weighbridge.
- Identifying any non-conforming material.
- Inspecting the load and advising the Weighbridge Operator of any deductions that must be made along with any non-conforming product received.
- Dealing with nonconforming product in accordance with the site's Emergency Action Plan.
- Counting the number of fridges/ freezers and informing the Weighbridge Operator.
- Taking photographs of nonconforming product using the RECY App as appropriate.
- Ensuring all onsite adhere to SNCo's FPP.

Vehicle Drivers are responsible for:

- Ensuring that vehicles are located correctly on the weighbridge.
- Following directions from Site Staff/Weighbridge Operators.
- Handing in/collecting any documentation as appropriate.

Buyers are responsible for:

- Monitoring the amount of nonconforming product received as appropriate.
- Dealing with Suppliers of nonconforming product.

APPENDIX A – ACCEPTED EUROPEAN WASTE CODES

Waste Code	Description
02	Wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing, food preparation and processing.
02 01	Wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing.
02 01 10	Waste metals.
10	Wastes from thermal processes.
10 09	Wastes from casting of ferrous pieces.
10 09 05*	Casting cores and moulds which have not undergone pouring containing hazardous substances.
10 09 06	Casting cores and moulds which have not undergone pouring other than those mentioned in 10 09 05.
10 09 07*	Casting cores and moulds which have undergone pouring containing hazardous substances.
10 09 08	Casting cores and moulds which have not undergone pouring other than those mentioned in 10 09 07.
10 10	Wastes from casting of non-ferrous pieces.
10 10 05*	Casting cores and moulds which have not undergone pouring containing hazardous substances.
10 10 06	Casting cores and moulds which have not undergone pouring other than those mentioned in 10 10 05.
10 10 07*	Casting cores and moulds which have undergone pouring containing hazardous substances.
10 10 08	Casting cores and moulds which have not undergone pouring other than those mentioned in 10 10 07.
12	Wastes from shaping and physical and mechanical surface treatment of metals and plastics.
12 01	Wastes from shaping and physical and mechanical surface treatment of metals and plastics.
12 01 01	Ferrous metal fillings and turnings.
12 01 03	Non-ferrous metal filings and turnings.
15	Waste packaging: absorbents, wiping cloths, filter materials and protective clothing not otherwise.
15 01	Packaging (including separately collected municipal packaging waste).

Waste Code	Description
15 01 04	Metallic packaging.
16	Wastes not otherwise specified in the list.
16 01	End-of-life vehicles from different means of transport (including off-road machinery) and waste from.
16 01 04*	End-of-life vehicles.
16 01 06	End-of-life vehicles, containing neither liquids nor other hazardous components.
16 01 07*	Oil filters.
16 01 12	Brake pads other than those mentioned in 16 01 11.
16 01 16	Tanks for liquefied gas.
16 01 17	Ferrous metal.
16 01 18	Non-ferrous metal.
16 01 21*	Hazardous cables from ELVs.
16 01 22	Discarded components not otherwise specified.
16 02	Wastes from electrical and electronic equipment
16 02 16	Components removed from discarded equipment other than those mentioned in 16 02 15.
16 06	Batteries and Accumulators
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.
16 08	Spent catalysts
16 08 01	Spent catalysts containing gold, silver, rhenium, rhodium, palladium, iridium or platinum (except 16 08 07).
16 08 03	Spent catalysts containing transition metals or transition metal compounds not otherwise specified.

Waste Code	Description
17	Construction and demolition wastes (excluding excavated soil from contaminated sites).
17 04	Metals (including their alloys).
17 04 01	Copper, bronze, brass.
17 04 02	Aluminium.
17 04 03	Lead.
17 04 04	Zinc.
17 04 05	Iron and steel.
17 04 06	Tin.
17 04 07	Mixed metals.
17 04 10*	Hazardous cables from construction and demolition sources.
17 04 11	Cables other than those mentioned in 17 04 10
19	Wastes from management facilities, off-site wastewater treatment plants and the preparation of water intended for human consumption and water for industrial uses.
19 01	Wastes from incineration or pyrolysis of waste.
19 01 02	Ferrous materials removed from bottom ash.
19 10	Wastes from shredding of metal-containing wastes.
19 10 01	Iron and steel waste.
19 10 02	Non-ferrous waste.
19 10 03*	Fluff-light fraction and dust containing hazardous substances.
19 10 04	Fluff-light fraction and dust other than those mentioned in 19 10 03.
19 10 05*	Other fractions containing hazardous substances.
19 12	Wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified.
19 12 02	Ferrous metal.

Waste Code	Description
19 12 03	Non-ferrous metal.
20	Municipal wastes (household waste and similar commercial, industrial and institutional wastes) including separately collected fractions.
20 01	Separately collected fractions (except 15 01).
20 01 33*	Batteries and accumulators included in 16 06 01, 16 06 02 or 16 06 03 and unsorted batteries and accumulators containing these batteries.
20 01 34	Batteries and accumulators other than those mentioned in 20 01 33.
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
20 01 40	Metals.