

Robin Chapman Limited ~ Waste Acceptance Procedure

WASTE ACCEPTANCE PROCEDURE

General

This procedure details the steps to be taken to ensure compliance with the waste permit. The procedure follows the steps to be taken from an enquiry for waste acceptance to waste acceptance on site.

Key Responsibilities

The site manager has overall responsibility for the operation and running of the site. The acceptance of waste follows several stages and the staff involved at each stage will have responsibility to carry out the operating procedure. Any problems encountered will need to be referred to the site manager or his designated foreman.

Supporting Documents

- Permitted Waste Types List
- Environmental permit
- Environmental Policy
- Duty of Care "A Code of Practice"

In more detail, there are three general stages to consider:

- **Level 1 Basic Characterisation:** a thorough determination of the characteristic properties of the waste based upon the type of waste and the source of the material including historical uses of the source site, any pre-treatment, and if needed, the chemical composition of the waste.
- **Level 2 Compliance testing:** periodic testing, if needed, to determine whether a waste complies with permit conditions.
- **Level 3 On-site verification:** methods to visually verify that a waste is the same as is described on accompanying documents.

Basic Characterisation – Level 1 checks

Basic Characterisation is driven by information and is designed to comply with the Duty of Care

Waste may be brought to the site by vehicles from various sites and various third parties.

At the enquiry stage from a customer details will be required to establish if the waste will be compliant with the requirements of the Permit. The following information should be made available by the producer:

1. Source and origin of the waste;
2. Process producing the waste including the former uses or location of the material;
3. Any treatment applied - or why it is not considered necessary;

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4. Composition of the waste including, where relevant, an assessment of it against the relevant limit values; (WAC test may be used as a guide but other factors will also be relevant) see note below;
5. Appearance of the waste (physical form, odour, colour, consistency);
6. EWC code;
7. Confirmation that the waste is not prohibited (i.e. contaminated etc.);
8. Identification of key variables for compliance testing if applicable.

There will be no need to have samples analysed (WAC tested) providing that the risks of contamination being present has been considered and contamination is not suspected. In order to do this the process of waste production and the former uses or location of the material will have to be taken into account and the waste must be:

- (a) from a single stream waste of a single waste type (unless different waste types from the list in Table 1 are accepted together); and
- (b) is from a single source.

Where there is suspicion of contamination or doubt that the waste meets the definition of inert waste or uncontaminated soil and stones the waste must be analysed for its chemical composition. In addition, the presence of materials or substances such as metals, asbestos, plastics or chemicals may preclude acceptance.

The determinands for analysis will be identified from a knowledge of the source of the material and any activities which have taken place at the source site or prior to the material being at the source site.

If the material shows acceptable levels of contaminants which are lower than established guideline limits for relevant determinands then the material can be deemed suitable for acceptance at the site. Currently guideline limits will be in accordance with Soil Guideline Values as published by the Environment Agency and/or the limits set for the acceptance of inert waste to landfill if this is appropriate

Remember it is the responsibility of the producer to correctly describe their waste under the duty of care.

Level 2 - Compliance testing

Level 2 testing will only be required for waste streams which are subject to testing or where level 3 tests show concern.

Level 2 Compliance testing will be required at frequencies depending on the quantity of waste being accepted from any particular waste stream and if problems arise during level 3 testing. Compliance testing of waste is required to ensure material quality does not vary outside limits this is the responsibility of the site manager.

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Where samples have been taken to establish that the waste is in conformity with the documentation submitted by the holder then the samples taken will be retained on site for at least one month and the results of any analysis for at least two years.

Level 3 testing On-site verification

This testing is to be carried out by visual examination of the waste without unloading at arrival at the site and at the point of deposit as described below.

Either before arrival or upon arrival at site at the site the following details must be checked:

1) Registration of Carriers Check

Unless the person/ company delivering the waste is known by the site staff to be a registered carrier of waste (and the currency of this has been confirmed), or exempt from the need to register, evidence must be provided by way of a certificate of registration or proof of exemption. If the driver fails to do so the delivery must be refused.

2) Waste Transfer Note

For all persons bringing waste to the site or having waste collected by Rob Beale Limited, staff site should be in possession of either:

- A waste transfer note specific to the load of waste being carried,
- or
- An annual waste transfer note, unless it is:
- Domestic waste from a domestic waste which does not require a transfer note

3) Waste Reception

For each load of waste arriving at the site the following checks must be made

- Check the details on the waste transfer i.e. waste type (EWC Code), description, quantity, carrier and any waste characterisation information, waste hierarchy confirmation, SIC code
- Clarify any details with the driver if necessary
- Determine if the waste is permitted under the waste permit

4) If the waste is considered to be Not Permitted by the Waste Permit

then:

- Advise the driver to find an alternative site, or
- The waste producer can be contacted for clarification
- If the waste is then accepted the driver must be notified that if the waste when tipped is found to be unacceptable it will be reloaded and a handling charge made.

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- 5) If satisfied that the Waste Is Permitted
 - Direct the driver to the appropriate area of the site for deposit
- 6) On return of a Vehicle from the unloading Area
 - Providing that the waste has been deemed acceptable upon unloading the site operative should sign the transfer note and/or ticket and hand a copy to the driver. A copy should be retained for filing.
- 7) If upon unloading the Waste Appears to be unacceptable (Level 3 testing - visual inspection)
 - The material should be reloaded into the vehicle or a skip and the site operator must make a record on the ticket that the load has been quarantined.
 - The waste should be isolated and the site manager or his nominated deputy contacted for further instructions.
 - Make a record of the event and actions taken in the site diary.
- 8) Actions for the Site manager in the Event of 6 and 7 above
 - In any instance where waste is turned away as unacceptable, or where an unauthorised waste load has been deposited, inform the Environment Agency by telephone and subsequently in writing or by email.
 - If there is doubt as to the precise nature of the waste the site manager should take a representative sample of the waste and arrange for an appropriate analysis i.e. Test in accordance with level 1 testing.