

## **Acceptance Procedure for Food Waste Destined for the Waste Reception Hall**

### **Scope**

This document is to be used by the Bristol Food Waste Recycling Facility (BFWRF) operated by Wessex Water Enterprises Ltd under Environmental Permit PP3734LK

### **Purpose**

To provide a clear acceptance procedure for all users of the facility

To demonstrate compliance with the EA document 'Guidance for the Recovery and the Disposal of Hazardous and Non-Hazardous Waste, Indicative BAT (best available technique) requirements for pre-acceptance'

### **Site Induction**

All drivers will be provided with a site induction on arrival at the Food waste weighbridge using the document '[Site Procedures for Deliveries to the GENeco Food Waste Recycling Facility \(GENWMP167\)](#)', which includes instructions on SHEQ Rules and the traffic management plan.

### **Weighbridge**

On arrival at the sewage treatment works (STW) vehicles destined for Bristol Food Waste Recycling Facility (BFWRF) will firstly turn right into Bristol Treatment Centre (by-passing the first weighbridge) to travel around the road anti-clockwise to Food Waste weighbridge to record the weight delivered and complete duty of care and ABP paperwork.

The driver will park on the weighbridge, press the button to alert the reception hall operator, then present the weighbridge Operator (BFWRF) with paperwork that provides all the information required by the EA and AHPA on the equivalent of a Waste Transfer Note or Commercial Note.

The Plant Operator will review the content of the paperwork to check that the required information has been provided, verify that the EWC code & waste description are as detailed on the booking form. Where applicable the operator will check that the Animal by Product Category is described as category 3 (see. [Categorisation of Animal by-Product Material \(GENWMP145\)](#)).

The document [Checking and Completing Transfer Notes \(GENWMP06\)](#) details the requirements for the completion of Waste Transfer Notes, the document [Storage and Transportation of Animal by-Products Materials \(GENWMP165\)](#) details transfer information required by AHPA. The document [Pre-Acceptance Criteria and Waste Acceptance Criteria – EWC codes \(GENWMP144A\)](#) may also be used by the Plant Operator to ensure that any changes to EWC codes does not compromise compliance with the Environmental Permit.

Where details are incomplete or incorrect the Plant Operator will follow one of the following routes: (a) request that the driver corrects the paperwork/sources the correct information or (b) contact the BioResources Office for correct information/support.

### **Vehicle arrival at the waste reception hall**

Once traffic lights have shown green and barrier opened, the vehicle will reverse into the reception building through the automatic fast-acting roller shutter doors and into the defined tipping area, where the driver will offload.

The driver will then unload the food waste directly on to the floor. Such assistance as is reasonably required will be provided by the Plant Operator to assist with the unloading of waste but he is not permitted to be a banksman or approach the lorry while being driven or tipped.

### **Waste Inspection**

Once the load has been tipped onto the floor & it is safe to do so, the Plant Operator will complete a visual inspection of the load for contaminants and an assessment of potential to cause odour problems (discussions will be held with the driver regarding the source & nature of the waste, if is unusually odorous etc.).

The Plant Operator will assess the waste stream against the limits defined in the document [Pre-Acceptance Criteria and Waste Acceptance Criteria for BFWRF \(GENWMP144\)](#).

The results of the inspection will be recorded using the form [Duty of Care, ABPR, Inspection Form \(GENWMP81\)](#) which will be attached to the facility copy of the transfer note before the driver leaves the site.

The Plant Operator will select one of four routes:

1. Waste Acceptance
2. Hand picking/contaminant removal followed by (a)
3. Quarantine followed by (a) or (d)



#### 4. Rejection

Where contamination is found the Plant Operator will take a photograph to capture an image. The image will be sent to the Supervisor and Bio-Resources (Solids) Manager to support any reports of contamination. Contaminants and rejections can be recorded on the Site log and salesforce.









##### **(a) Waste Acceptance**

Should the waste acceptance assessment be passed & the load approved for treatment, the Plant Operator will sign the inspection part of the transfer note.

Delivered material will be pushed by the plant operator using a dedicated frontend loader into a pile using 'push walls' to bank up material ready for loading into a fixed shredder for processing.

##### **(b) Removal of contaminants**

Where it is safe to do so, contaminating material will be removed by machine or hand and this fraction rejected. The remaining suitable food waste will be accepted for treatment. The following list details contaminant considered acceptable to remove:

-  Wood/branches
-  Metal
-  Waste electronic equipment
-  Batteries
-  Large stones/bricks
-  Sharps (using Class 5 cut-resistant gloves, and sharps box if required)
-  Washing powder, detergents or conditioner.
-  Any other non-food items or excessive packaging.

##### **(c) Quarantine**

In exceptional circumstances, non-compliant waste or vehicles can be moved to the defined quarantine area. It is recommended that this is avoided where possible due to space limitations.

When excessive contamination is identified, which cannot be removed, the waste will be reloaded onto the vehicle ready for rejection.

##### **(d) Rejection**

If the load is to be rejected at this point, follow the [Rejection Procedure \(GENWMP50\)](#).

##### **Cleansing hygiene & monitoring procedure**

All vehicles entering the waste reception hall will be cleaned prior to exit by the Plant Operator according to the requirements outlined in the [Cleansing Hygiene & Monitoring Procedure \(GENWMP151\)](#).

##### **Weighing Out**

If a tare weight is stored then the vehicle can leave directly, if not it will need to drive around the site again for a second weight. The vehicle exits the site via Gate B.

##### **Processing Material Without Undue Delay**

In accordance Guidance on Regulation (EC) 1069/2009 and accompanying implementing Regulation (EC) 142/2011, enforced in England by the Animal By- Products (Enforcement) (England) Regulations 2011 any Animal by Product material must be treated without undue delay.

The guidance states that what constitutes undue delay will depend on a case-by-case assessment, depending on the type of ABP involved, for example a shop may have a weekly collection of food waste.

In the context of Bristol Food Waste Recycling Facility, the aim is to process waste material accepted usually within 24 hours and always within 3 days of receipt. If this is likely to be exceeded, then contingency export of un-processed food waste to another AD site can be arranged through the Bio-Resources office team.

Storage capacity is approximately 140 tonnes but depends on the density and stackability of the waste. The pile height is limited to 3.2 m as this is the height of the push wall.

##### **Review**

The Plant Supervisor will review the records for problematic loads, if necessary, to minimise the manual handling of waste, the volume of waste outputs produced by the facility & to optimise facility efficiency.

##### **Associated documents.**

-  The Environment Agency guidance document 'Guidance for the Recovery and the Disposal of Hazardous and Non-Hazardous Waste, Indicative BAT (best available technique) requirements for pre-acceptance'
-  [Site Procedures for Deliveries to the GENeco Food Waste Recycling Facility \(GENWMP167\)](#)
-  [Pre-Acceptance Criteria and Waste Acceptance Criteria for BFWRF \(GENWMP144\)](#).



- Cleansing, Hygiene & Monitoring Procedure (GENWMP151)
- Rejection Procedure (GENWMP50)
- Checking and Completing Waste Transfer Notes (GENWMP06)

Issue	Date	Prepared by	Description
1	June 12	R Creed	New Document
2	Sept 13	R Creed/ Tom Phelps	Updated to include form 'Duty of Care, ABPR, Inspection Form (GENWMF81) Document titles updates where titles have changed. General review and update to reflect operational practice
3	Feb 14	T Phelps	General review and update to reflect operational practice
3.1	May 14	R Creed	General review and update
4	Nov 14	R Creed	Section 'Processing Material Without Undue Delay' added, Section 'Vehicle arrival at the waste reception hall' revised to (a) reference Storage and Transportation of Animal by-Products Materials (GENWMP165) as a source of information required on paperwork for ABPR3 deliveries (b) Amended explicit requirement for a transfer note to the provision of defined information.
5	Nov 17	T Phelps	Weighbridge operation moved from TC to Food waste. Paperwork completed in Food waste weighbridge office, Inspection signed by waste reception operator, Sampling solid waste removed from procedure. Washing powder and other contaminants added to removal list. PPE for sharps specified as Cut 5 gloves. Weighing out procedure simplified, Undue delay example of farm fallen stock removed. Review procedure simplified; Rejection Procedure changed from GENWMP154 to GENWMP50.
6	July 18	T Phelps	ISOA1322 closed by adding pile height limit of 3.2m to satisfy waste storage plan to comply with EA guidance.
7	Jun 21	Z Strange	Added about recording contaminants. Custodian changed to Z Strange.
7	Jun 21	Z Strange	Changed from WWSI to WWE
8	Aug 23	Z Strange	Updated format.

#### Revision History