

1. Purpose

This document defines the procedure that operators must strictly follow when identifying, segregating, transporting, and storing waste in the Technical Transfer Station.

2. Intended Audience

- All Technical Transfer Station personnel.

3. Introduction

Operators temporarily store all the containers of waste received by the Technical Transfer Station in the reception area, for inspection/sampling (to verify waste description) where they are separated into broad chemical categories that reflect the disposal routes employed. Material is not stored in the reception area longer than 24 hours.

Once inspected and receipted, the containers are marked with a paint pen to show the "T" number, the disposal route, the chemist initials, the primary (potentially secondary) hazard code and the date of inspection. The containers are then segregated into their disposal waste streams and placed onto pallets. Following this they are transported to the designated bays in the storage buildings or stored directly in the designated areas for each waste stream.

Lab Smalls must not be processed anywhere else on site other than the lab small's area and the lab small's bay in the storage building. Containers holding sensitive substances (e.g. water reactive and pyrophoric) are stored in the labs cabinets within the lab small's bay in the storage building. Prioritisation is given to these types of substances. In order to reduce the potential risks, over packing or double containment can be employed for sensitive waste not stored under cover.

4. Procedure

4.1 Chemists must:

- In the reception area, identify the contents of each waste container using the waste description on the labels and chemical hazard symbols. In addition, the consignment notes/waste transfer notes can help identify fully what has come into the Technical Transfer Station, along with the pre-acceptance information and proposed method of disposal. Check that the waste is permitted at the facility by referring to the PPC permit or by checking SO-EWE-TD-003a EWC Codes Not Accepted at The Technical Transfer Station.
- Once identified, all containers must have any inappropriate labels removed and replaced with suitable labels displaying the correct UN identification.

- All containers (or groups of materials in cages/pallets) **must** be marked with the following minimum information:
 - Generic disposal routes (shows the location of storage).
 - Date (shows the duration of storage).
 - “T” number (on 205L drums and IBCs).
 - Chemical identity/description (to supplement the label if required).
 - Chemist’s initials.
 - Primary (potentially secondary) hazard classification.
 - Any additional safety information.
- Give top priority to segregating any particularly hazardous waste chemicals that require special handling, e.g. oxidants, cyanides, organic peroxides, combustibles, and suitably store chemicals that are sensitive to air/moisture/temperature to minimise the risk of contact with incompatible chemicals.
- Take a sample from all containers to verify the waste description, but only where it is safe to do so. Sort and separate the containers into generic waste streams, i.e. into broadly compatible chemical categories, e.g. acids, alkalis, flammables, placing them onto a wooden pallet, metal-cage, or box pallet as appropriate using a forklift truck. The transport/storage of hazardous waste in containers that are not UN-approved is only acceptable in the Technical Transfer Station compound, and must **not** be transported by road, unless repacked into UN-approved containers.
- For lab smalls that have been packed by a Chemist on customers’ sites, the inspection at the Technical Transfer Station can be restricted to opening the drum and checking that the contents are undamaged. For Lab Smalls that have been packed by others, the identification involves checking the contents, packaging and segregation against the documentation. If incompatible materials are found, the containers **must** be transported to the lab smalls area, unpacked immediately and re-packed for further disposal.
- Lab Smalls must be transported to the lab smalls reception area for processing.
- Non-conforming waste deliveries must be dealt with **immediately** and priority given to the segregation of incompatibles; in accordance with the non-conformance procedure SO-EWE-TD-031.
- Before transporting the waste containers to the designated areas of the Technical Transfer Station, ensure that the pallet/cage is in a good condition and loaded securely and only with compatible waste. Take extra care in bad weather and at times of congestion. Store/stack the waste tidily in lines, within the designated storage areas, not more than two pallets high, with identification markings, generic disposal route and a label clearly displayed. Pallets of smaller bulking containers that may be unstable on the pallet, will require shrink wrap around the pallet and the waste, in order for safe transport.
- For the procedure on storage of material on site please refer to SO-EWE-TD-033 Storage of Incompatible Materials.

4.2 Additional PPE Requirement

PPE	Operator	Chemist
Safety Footwear	✓	✓
Gloves (Gauntlets)	✓	✓
Coveralls (Chemical Proof)	✓	✓

5. Associated Documents/Records

- PPC Permit - WP3231SX
- SO-EWE-TD-001 Training Prerequisites
- SO-EWE-TD-002 Grundon Approved PPE Prerequisites
- SO-EWE-TD-003 Receiving Waste at the Technical Transfer Station
- SO-EWE-TD-003a EWC Codes Not Accepted at the Ewelme Technical Transfer Station
- SO-EWE-TD-004 Unloading Consignments of Waste at the Technical Transfer Station
- SO-EWE-TD-004a Loading/Unloading Vehicles at the Technical Transfer Station
- SO-EWE-TD-005 Sampling and Testing Procedure
- SO-EWE-TD-031 Waste Non-Conformance Procedure
- SO-EWE-TD-033 Storage of Incompatible Materials
- SO-GEN-TD-002 Technical Department Waste Pre-Acceptance Procedure