

1. Purpose

This document defines the procedure that operators must follow when receiving both hazardous and non-hazardous waste at the Technical Transfer Station.

2. Intended Audience

- All Technical Transfer Station personnel.

3. Introduction

Only authorised, properly trained persons are permitted to receive consignments of waste arriving at the Technical Transfer Station. All waste received must fully comply with the conditions of the EPR Permit, Health and Safety and Environmental Law. To comply with the Duty of Care Regulations all reasonable steps must be taken to keep waste safely and there must be an assurance that third party sites are authorised to accept, transport, recycle or dispose of the waste before transferring it.

In addition, it is important to ensure that all accompanying documentation is correctly completed and accurately describes the waste consignment. This is particularly relevant for consignment notes and waste transfer notes. All documentation must be auditable by the Environment Agency.

All consignments of waste transported by Grundon vehicles will have been issued a "T" number that must be displayed on the consignment notes, waste transfer notes and on any labels that have been generated for packages. Third party documentation does not normally display these numbers, although one will be issued at the time of quotation. Third parties must book in consignments prior to arrival at the site; the "T" number for the consignment must be quoted at this stage. These will be put onto SO-GEN-TD-008a Booking in Record – Technical Transfer Station.

No wastes are to be accepted that have not been quoted by the Technical Department and technically assessed by an authorised member of the Technical Department (except for unscheduled/emergency deliveries).

Only trained (HNC qualified chemists or higher for hazardous materials) and authorised (having received adequate training for the materials being accepted) persons are permitted to accept waste at the Technical Transfer Station. All waste deliveries (except for unscheduled / emergency deliveries) must be booked in with the Technical Transfer Station at least 24 hours prior to acceptance.

4. Procedure

4.1 Weighing In

The Weighbridge Operator must:

- Check that the third party consignments of waste are expected (i.e. booked in prior to arrival at the Technical Transfer Station).
- Record the gross weight of the vehicle.
- If the tare weight of the vehicle is known and the vehicle will be totally unloaded a weighbridge ticket can be given to the driver as evidence that the vehicle has weighed-in at the weighbridge (if the tare weight is not known, this will be received after the waste has been unloaded).
- Direct the driver to the Technical Transfer Station instructing him to park his vehicle at the entrance to the Technical Transfer Station, then report to the site office for further instructions.

Drivers must **NOT** enter the Technical Transfer Station, until authorised to do so.

4.2 Checking the Documentation

The Technical Transfer Station Chemist must:

- Ensure that there is enough space to safely accept the consignment.
- Ensure that the load can be inspected prior to the end of the day.
- Ensure the driver has read and signed the site rules (SO-EWE-TD-049 and 049a).
- Receive the weighbridge docket from the driver (if the tare weight is not known, this will be received after the waste has been unloaded).
- Check the Booking in Form to ensure that waste received from Third Parties is booked in and has a designated "T" number and write the "T" number on the consignment (or Waste Transfer) note.
- Ensure that the Consignment (or Waste Transfer) Note accurately describes the consignment of waste, by:
 - Checking the physical and chemical compositions of the waste and any hazards associated with the materials.
 - Cross checking any lists to ensure; correct EWC codes are used, descriptions of waste are accurate, etc. against the load itself and recording any discrepancies between them.
 - Checking that the Notification Details, Waste Producer, Consignor (if different) and the Carrier sections have all been correctly completed.

- Checking that the waste to be received falls within the constraints of the PPC Permit with the use of SO-EWE-TD-003a EWC Codes not accepted at the TTS.
- Checking that the consignment has a unique number and registered premises code with an SIC code. The SIC code contains the information which relates to the producer of the waste and the details of the process producing the waste.
- Checking any specific handling requirements are detailed.
- Reporting and resolving any discrepancies prior to acceptance of the waste.

4.3 Entry to the Technical Transfer Station

The Technical Transfer Station Operator must:

- Ensure that the driver is wearing appropriate PPE.
- Control the activities of the driver.
- Ensure the driver is directed into the designated vehicle unloading area by a **Reversing Assistant** (SO-EWE-TD-038a Traffic Management Plan).

4.4 Suitability of Containers/Load Security

The Technical Transfer Station Operator must:

- Check that the vehicle and its consignment of waste comply with all relevant CDG Road Regulations (if in any doubt report to the Technical Transfer Station Manager/Deputy/Dangerous Goods Safety Advisor); all containers must be fit-for-purpose, undamaged, secure and leak free and dangerous goods must be transported in suitable UN-certified containers.
- Note any breaches of the above regulations, which may necessitate further action. Although unsafe containers may be accepted, to reduce risks involved in transporting them by road, the Producer/Carrier first must agree to accept any additional handling costs. Unsafe drums **either** must be placed into over-drums, or the contents transferred into suitable containers.
- Ensure that unstable loads are not moved until made safe.
- Record breaches following the site Waste Non-Conformance Procedure.

4.5 “T” Numbers and Waste Labelling

The Technical Transfer Station Operator must:

- Ensure that the labelling of all containers/packages complies with current CDG Regulations (must display correct UN number, Proper Shipping Name and Diamond for the waste that they contain no false and un-relevant labels). Waste carried by Grundon vehicles must display the name of the Waste Producer, the collection date and the designated “T” number. Waste carried by third parties must have the “T” number marked on all containers using a paint pen whilst the chemist carries out the waste inspection.

4.6 Rejection of Waste

All Technical Transfer Station personnel must:

- Report major non-compliances immediately to the **Technical Transfer Station Manager** (or, in his absence, a senior member of the Technical Department).
Note that only authorised personnel are permitted to reject a consignment of waste and that consideration must always be given to the Health and Safety and Environmental implications of rejecting a consignment.
- Reject waste in accordance with SO-EWE-TD-007.

4.7 Additional PPE Requirement

- None. Standard PPE applies in accordance with SO-EWE-TD-002.

5. Associated Documents/Records

- EPR Permit (WP3231SX).
- SO-EWE-TD-001 Training Prerequisites.
- SO-EWE-TD-002 Grundon Approved PPE Prerequisites.
- SO-EWE-TD-003a EWC Codes not accepted at the Technical Transfer Station.
- SO-EWE-TD-007 Rejection of Waste.
- SO-EWE-TD-008 Documentary Tracking of Waste.
- SO-EWE-TD-031 Waste Non-Conformance Procedure.
- SO-EWE-TD-038a Traffic Management Plan.
- SO-EWE-TD-049 Ewelme Technical Transfer Station Site Rules.
- SO-GEN-TD-002 Pre-Acceptance Procedure.
- SO-GEN-TD-008a Technical Transfer Station Booking In Form.