

1. Purpose

This document defines the procedure that operators must follow when off-loading waste consignments delivered to the Technical Transfer Station.

2. Intended Audience

- All Technical Transfer Station personnel.

3. Introduction

Most waste arrives at the Technical Transfer Station on rigid or articulated flatbed vehicles. It is offloaded by a trained forklift truck driver and placed tidily in rows, stacked no more than two pallets high, on the hard concrete surface in the reception area which is designated for **temporary** storage of waste. However, certain categories of waste materials must be removed from the reception area **immediately** after identification, such as wastes containing particularly hazardous chemicals, eg, organic peroxides and water reactive chemicals that need explicit alternative measures and take priority over all others.

4. Procedure

4.1 Waste Reception Area

The Technical Transfer Station Chemist/Operator must:

- Ensure that the reception area has sufficient spare capacity to accommodate the consignment of waste, before it is unloaded from the vehicle.
- Ensure that the correct level of competent people are on site to accept and process the waste (please refer to SO-EWE-TD-001).
- Instruct the driver to park the vehicle in the designated unloading area (SO-EWE-TD-0038a) using a **Reversing Assistant** to minimise the distance that waste is transported.
- Check that SO-EWE-TD-003 Receiving Waste at the Technical Transfer Station has been completed.
- Instruct the Driver of the vehicle to open a side of the vehicle in order for the waste to be off loaded and wait in a position as directed by the TTS operative until the vehicle has been completely unloaded. Periodic access to the vehicle may be required (e.g. moving retaining straps or posts), for this to happen communication must take place between the driver and TTS Operative, thus ensuring that the driver is kept away from FLT movements. Examples of the positions (not exhaustive):
 - Stay in the cab.
 - Stay by the cab of the vehicle.
 - On the bed of the lorry.

- Unload the consignment **only** in the reception area unless the waste is known and can go direct to a processing area.
- Where possible, conduct visual checks to ensure the waste conforms prior to off-loading the material or as soon as practicable after the material has been off-loaded.
- If access to the vehicle is required by TTS operative, ensure tail lift or steps are used.
- Direct the driver to the weighbridge to 'weigh out' when all waste is unloaded from the vehicle (if required, please refer to SO-EWE-TD-003).
- Ensure all paperwork is completed.

4.2 Tanker Acceptance

A Technical Transfer Station Chemist must:

- Ensure that the site has sufficient spare capacity to accommodate the consignment of waste, before it is unloaded from the vehicle.
- Instruct the driver to park in the designated unloading area and to equalise his barrel; finding out what is on the barrel and what has been on the barrel previously.
- Take a sample from the top, bottom or a composite of the load on arrival (more than one may be required). Tanker loads must not be unloaded until a representative sample has been inspected in accordance with SO-EWE-TD-005.
- Supervise unloading into the relevant tank or into suitable IBCs.
- Before commencing ensure that the connection and hoses are not damaged.

4.3 Provisions for Hazardous Waste

The Technical Transfer Station Chemist/Operator must:

- Ensure that any hazardous waste received in containers that are susceptible to the weather (eg, cardboard boxes) are processed promptly, ie, repacked into suitable containers, or moved to the Technical Transfer Station storage building. Check the waste before it is stored to confirm its chemical classification.
- Ensure that the packaging used for chemicals that are known to react violently with water are suitable, and that the packages are securely placed into the designated cabinets stored in the Technical Transfer Station storage building **immediately**.

The table below shows examples of some chemicals that react violently with water:

Chemicals that react <u>violently</u> with water always use extreme caution
All group I metals (e.g. caesium, potassium, sodium)
Chlorosulphonic acid
Butyllithium
Thionyl chloride
Fine metal powders (e.g. Aluminium)

- Ensure that **only** qualified, fully trained personnel, **or** carefully supervised personnel transfer **very toxic chemicals** (e.g. cyanide wastes) and that they:
 - Ensure that these wastes are segregated in an area where there is **no** risk of mixing them with incompatible chemicals.
 - Transfer these wastes to a designated storage area by the end of the working day.
 - Ensure that a fully **trained** Technical Transfer Station Operator:
 - Remove all **temperature sensitive chemicals** (e.g. organic peroxides) from the reception area **immediately** after chemical identification (classification), and stores them within the storage building within two hours of receipt.

4.4 Additional PPE Requirement

At all times, wear the correct PPE when opening or sampling containers of waste chemicals:

PPE	Person opening or sampling containers
Full face visor – (suspected pressure build up)	✓
PVC gauntlets	✓
Safety boots	✓
Coveralls (chemical proof)	✓

5. Associated Documents/Records

- EPR 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-004a Loading/Unloading Vehicles at the Technical Transfer Station Using an FLT.
- SO-EWE-TD-005 Sampling & Testing Procedures.
- SO-EWE-TD-049 Ewelme Technical Transfer Station Site Rules.
- SO-EWE-TD-038a Traffic Management Plan.
- SO-EWE-TD-019b Storage Buildings Listing.