



Overview

The control of wastes and the prevention of unsuitable wastes being bought and accepted on site is a key management requirement to ensure quality control of the processes at site. The uncontrolled acceptance of unsuitable or contaminated wastes can lead to adverse reactions, uncontrolled emissions or product liability issues.

This procedure defines the upstream screening of all incoming waste prior to its arrival on site and involves the provision of relevant information and representative samples of the waste. This is to ensure that the site determines the suitability of the waste, before arrangements are in place to accept the waste.

The waste streams are mainly pre-accepted by virtue of long term supply agreements however will always undergo inspection and acceptance once the waste arrives on site.

1. Pre- Acceptance Process

Initial Order/Enquiry

Prior to the delivery of any loads, the operator shall obtain and agree a written supply agreement for the input materials with each input material supplier. The written agreement shall provide the following;

- The specific process from which the waste derives;
- The quantity of waste;
- Compositional analysis;
- The form the waste takes;
- The age of the waste;
- The EWC code;
- Contingency for dealing with non-conforming waste and contingency planning in emergency.

All suppliers will be made aware of the site pre-acceptance criteria and informed that odourous waste will not be accepted on site.

This will be recorded on a Producer Declaration Form which is provided at the back of this procedures.

Under the conditions of the site Environmental Permit (EPR/KB3031AV) the operator is only allowed to receive specific wastes. A list detailing all permitted waste codes is detailed in Table 1.1 overleaf.

Author / Function or Department:	Process Owner / Department: Site Manager



Table 1: Permitted Feedstock EWC Codes and Types

Waste Code	Description
19	MATERIALS FROM WASTE AND WATER TREATMENT
19 05	aerobic treatment of solid wastes
19 05 03	off-specification compost
20	MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES), INCLUDING SEPARATELY COLLECTED FRACTIONS.
20 01	separately collected fractions (except 15 01)
20 01 01	paper and cardboard (where no non-biodegradable coating or preserving substance present)
20 01 38	wood other than that mentioned in 20 01 37 (where no non-biodegradable coating or preserving substance present)
20 02	garden and park wastes (including cemetery waste)
20 02 01	biodegradable waste (comprising wood and plant tissue)
20 03	other municipal wastes
20 03 02	biodegradable waste from markets

Long Term Supply Agreements

In the case of long-term supply arrangements with clients / suppliers, the above details are only required to be obtained once for each particular waste stream received, excepting quantity of waste which must be recorded in the Site Diary per individual load and the relevant Duty of Care documentation (Waste Transfer Notes).

However, different waste streams from the same supplier must be accompanied with the above information should they have a different composition or be derived from a different process to previous wastes received.

The Producer Declaration Form, upon receipt, is signed by the Site Manager (and / or their delegate).

No materials will be authorised for processing without sufficient / representative sampling data.

Sampling

Unless sampling and analysis of the waste streams has already been completed by a third party and PGS have sufficient information regarding the waste, PGS will obtain representative samples of the waste used on site and compare it against the written description to ensure that it is consistent.

PGS will ensure that the sample is representative of the waste and that it has been obtained by a person who is technically competent to undertake the sampling process. The analysis will be carried out by a laboratory with robust quality assurance, quality control methods and record keeping. Results

Author / Function or Department:	Process Owner / Department: Site Manager

DATE: August 2020
REVISION: 0
DOC #: PGS-E01
PAGE: 3 of 8

Environmental Procedure Waste Pre-Acceptance



of the analysis of the waste will be kept within the waste tracking system. The results will include the following;

- All hazardous characteristics of the waste;
- The physical appearance of the waste;
- The colour of the waste;
- The pH of the waste;
- If any odour present, a description and strength of the odour; and
- Whether the constituents declared by the waste producer match the sampling results to ensure permit compliance.

Inadequate Information

In the event of the receipt of a Producer Declaration Form with insufficient information (e.g. compositional details etc.), all associated waste materials will not be accepted by PGS under the site waste rejection procedure (PGS-E03 – Waste Rejection).

Each individual Waste Stream must be allocated an individual reference number which can be re-used in future transactions.

This will allow for the technically competent person(s) to adequately prepare for acceptance / rejection of the waste as each reference number refers to a specific waste whose characteristics (composition, individual concentrations etc.) must remain the same.

The information relating to each waste stream shall be filed under its individual reference number on the producer declaration form, detailing the information above and stored in the site office.

Author / Function or Department:	Process Owner / Department: Site Manager



2. Documentation and Records

All records relating to the pre-acceptance for each approved waste stream should be retained by the company secretary for a minimum of three years, or indefinitely for ongoing supply arrangements.

Hardcopies of the transferred waste will be kept in the site office as well as electronic files on the company computer system and will be available for inspection on request.

Each approved waste stream shall be documented under its individual reference number with the information detailed above.

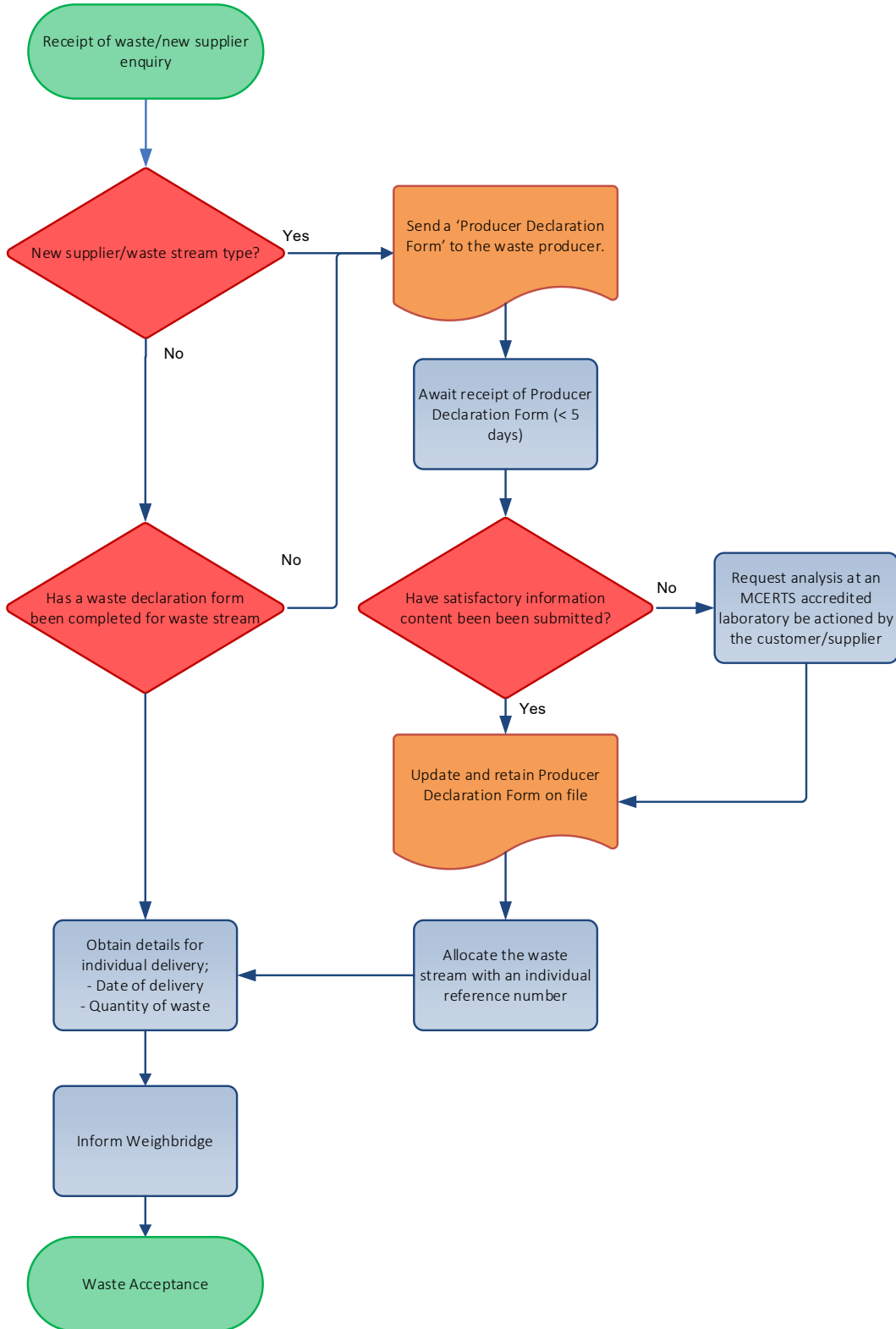
Table 2.1; Internal Record Retention

Record	Retained by	Location	Hardcopy (✓/✗)	Electronic (✓/✗)	Retention Period
Producer Declaration Form	Site Manager	Site Office	✓	✓	3 years
Correspondence with EA/Consignors	Site Manager	Site Office	✓	✓	3 years

Author / Function or Department:	Process Owner / Department: Site Manager



3. Process flow chart: Waste Pre-Acceptance



Author / Function or Department:	Process Owner / Department: Site Manager



4. Training Record

The below signatories have received training and understand all aspects of procedure PGS-E01.

Table 4.1: Training

PRINT EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE	MANAGER INITIALS	UN-CONTROLLED COPY ISSUED (✓)

Author / Function or Department:	Process Owner / Department: Site Manager

DATE: August 2020
 REVISION: 0
 DOC #: PGS-E01
 PAGE: 7 of 8

**PRODUCER DECLARATION
 FORM**



**Producer Declaration Form
 Section 1
 (to be completed by supplier)**

Name of Supplier:

Address of Supplier:

Supplier Number (if allocated):

Description of Waste:

Waste Code: (shown in Appendix 1)

Hazard Code:

Waste Analysis Information: (if not available a sample MUST be requested for analysis)

Quantity: (per batch)

Quantity: (per annum)

Description of Odour Characteristics:

Odour Intensity Scale:

Intensity	Tick Relevant Intensity
0 – No Odour	
1 – Very Faint Odour	
2 – Faint Odour	
3 – Distinct Odour	
4 – Strong Odour	
5 – Very Strong Odour	

Author / Function or Department:

Process Owner / Department:
 Site Manager

DATE: August 2020
REVISION: 0
DOC #: PGS-E01
PAGE: 8 of 8

**PRODUCER DECLARATION
FORM**



6 – Extremely Strong Odour

Hedonic Tone Scale:

Perceived Hedonic Scale	Tick Relevant Hedonic Tone
+4 – Very Pleasant	
+3 – Pleasant	
+2 – Moderately Pleasant	
+1 – Mildly Pleasant	
0 – Neutral Odour / No Odour	
-1 – Mildly Unpleasant	
-2 – Moderately Unpleasant	
-3 – Unpleasant	
-4 – Very Unpleasant	

Signed:

Date:

Author / Function or Department:

Process Owner / Department:
Site Manager



Overview

The control and acceptance of wastes when they arrive at site is a key process in avoiding potential contribution to system inefficiency through introduction of unsuitable waste streams.

This procedure outlines the onsite controls and considerations that need to be applied when waste materials arrive on site for processing.

1. Waste Acceptance

A check shall be made that the waste type and source has been Pre-Accepted in accordance with procedure PGS-E01 – Waste Pre-Acceptance.

Where a waste has not been Pre-Accepted the Site Manager shall be contacted and the waste assessed on specification. The decision of whether the waste can be accepted lies with the Site Manager.

On arrival loads will:

- Be weighed and accompanied by a transfer note;
- Should not be accepted unless sufficient storage capacity exists and the site is adequately manned to receive waste; and
- All documents checked and approved with any discrepancies resolved before the waste is accepted.

The following details will be recorded for each individual load accepted on site:

- Date and time of delivery of the load
- Details and description of the vehicle delivering the waste, the driver's name, and the operator of the vehicle; and
- A description of the waste including type, quantity and odour intensity.

Wastes will only be accepted on site that conform to the following EWC Waste Codes detailed in the tables overleaf.

There will be an internal record system in place for all wastes. The tracking system will consist of all information generated during pre-acceptance, acceptance, storage and composting and will be kept up to date on an ongoing basis.

Any wastes that do not meet with the above description and requirements should be refused entry to the site in accordance with procedure PGS-E03 – Waste Rejection.

Author / Function or Department:	Process Owner / Department: Site Manager



Rejected wastes shall be recorded in the site diary.

It is the responsibility of the weighbridge personnel to inform the site manager of any wastes that do not or potentially do not meet the above specification.

Table 1: Permitted Feedstock EWC Codes and Types

Waste Code	Description
19	MATERIALS FROM WASTE AND WATER TREATMENT
19 05	aerobic treatment of solid wastes
19 05 03	off-specification compost
20	MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES). INCLUDING SEPARATELY COLLECTED FRACTIONS.
20 01	separately collected fractions (except 15 01)
20 01 01	paper and cardboard (where no non-biodegradable coating or preserving substance present)
20 01 38	wood other than that mentioned in 20 01 37 (where no non-biodegradable coating or preserving substance present)
20 02	garden and park wastes (including cemetery waste)
20 02 01	biodegradable waste (comprising wood and plant tissue)
20 03	other municipal wastes
20 03 02	biodegradable waste from markets

2. Waste Reception

The Weighbridge personnel shall inform the site manager and respective staff of the vehicle arrival.

The vehicle will be directed to the waste reception area where the waste will be discharged for inspection.

The waste will be checked to ensure compliance with the permitted wastes in accordance with the site EPR Permit and as defined above.

Any non-conforming material will be segregated and disposed of in accordance with Procedure PGS-E03 – Waste Rejection.

Once the delivery is complete vehicles will then be directed to leave the site via the weighbridge, having had their TARE weight recorded.

Upon arrival, the temperature will be taken and recorded on the appropriate form in accordance with the sites Fire Prevention Plan. If the material records a temperature exceeding 50°C, it will be

Author / Function or Department:	Process Owner / Department: Site Manager

DATE: August 2020
REVISION: 0
DOC #: PGS-E02
PAGE: 3 of 5

Environmental Procedure Waste Acceptance



immediately moved to the quarantine area for cooling down or temporary storage pending removal from site. The relevant Contract Manager would contact the supplier / customer regarding arrangements for collection and disposal of such material off site.

2.1 Load Inspection

Each load will be individually inspected after tipping as soon as is reasonably practicable. If there are loads that are deemed unacceptable e.g. high percentage of contaminants, Odour Intensity of 3 or more, then an investigation will take place and corrective action, if deemed necessary, can then be taken.

The wastes will be visually inspected to ensure the following:

- Waste meets the EWC Code definition;
- Waste does not contain excessive extraneous materials (metals, glass etc);
- Wastes do not exhibit malodorous properties (Odour Intensity of 3 or more);
- Wastes comprise of solid materials and not liquids;
- Wastes do not consist of mainly dusts, powders or loose fibres; and
- No Animal By-Products (CAT1, CAT2 and CAT3).

The Site Manager will ensure that the waste delivered to the installation is accompanied by a written description of the waste which will describe the following:

- The physical and chemical composition of the waste;
- Hazard characteristics and handling procedures;
- Compatibility issues; and
- Information specifying the original waste producer and process.

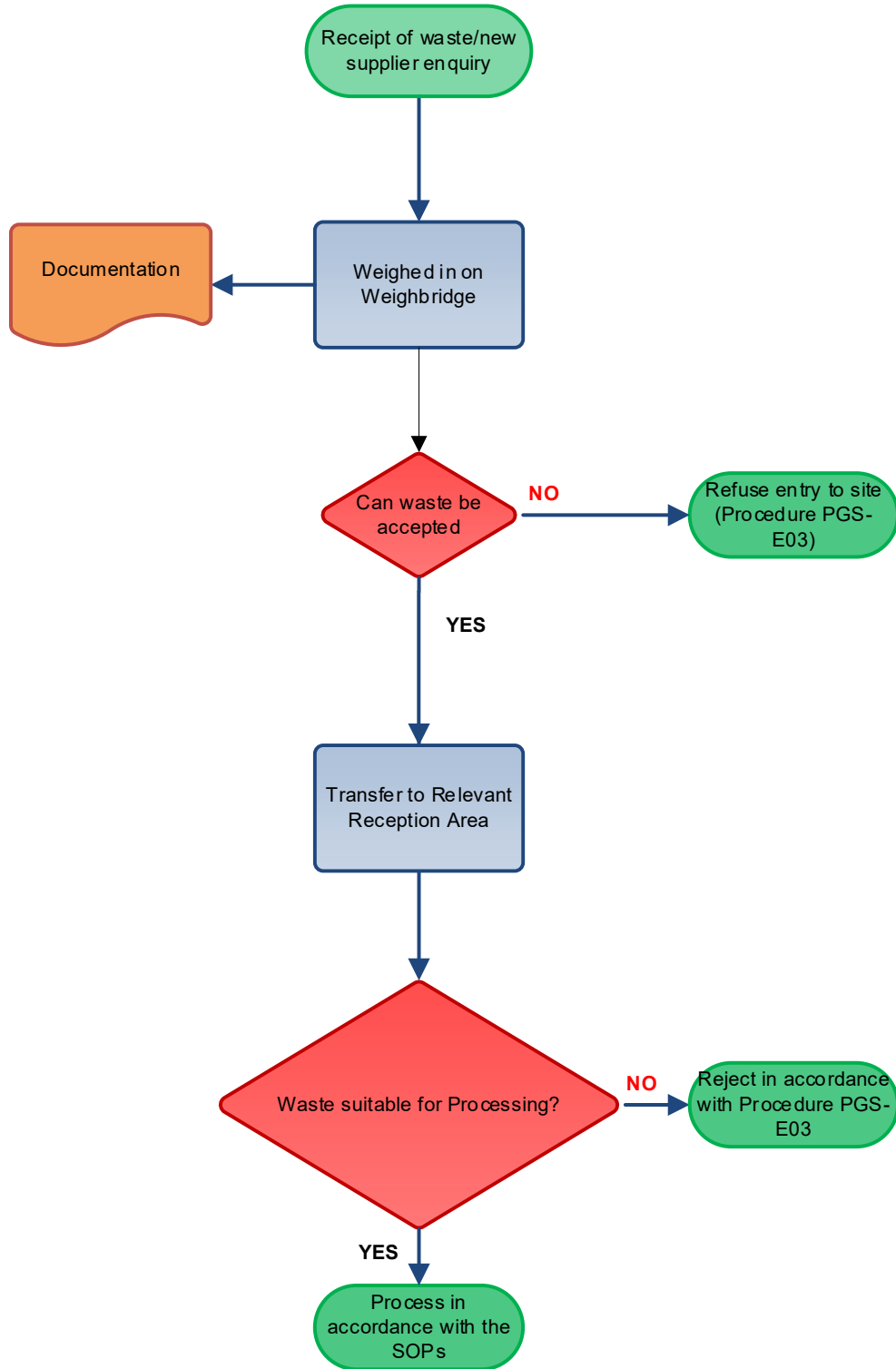
On-site verification and compliance testing will take place in order to confirm:

- The identity of the waste;
- The description of the waste; and
- Compliance with the permit.

Author / Function or Department:	Process Owner / Department: Site Manager



3. Process flow chart: PGS-E02 – Waste Acceptance



Author / Function or Department:	Process Owner / Department: Site Manager

DATE: August 2020
REVISION: 0
DOC #: PGS-E02
PAGE: 5 of 5

Environmental Procedure
Waste Acceptance



4. Training Record

The below signatories have received training and understand all aspects of procedure PGS-E02.

Table 4.1: Training

PRINT EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE	MANAGER INITIALS	UN-CONTROLLED COPY ISSUED (✓)

Author / Function or Department: 	Process Owner / Department: Site Manager
---	--



Overview

This procedure outlines the waste rejection process for all non-conforming wastes that cannot be processed on site.

Acceptance of non-conforming wastes is a direct breach of the permitted conditions of the sites Environmental Permit.

1. Rejection at the Weighbridge

Any waste coming across the weighbridge that does not meet the EWC code description below **MUST BE REFUSED ENTRY** to the site.

If any waste arriving at site is observed to contain any of the following **IT MUST BE REFUSED ENTRY TO THE SITE**.

- Explosive Materials;
- Infectious Materials;
- Wastes containing excessive extraneous materials;
- Liquids;
- Waste with an Odour Intensity of 3 or more; and
- Animal By-Products (CAT1, CAT2 & CAT3).

Any waste that is rejected or may be subject to rejection should be brought to the attention of the Site Manager.

The consignor of the waste must be contacted by the Site Manager and be made aware that the waste has been rejected.

The Site Manager holds the responsibility for the acceptance / rejection of all wastes onto site.

It is the responsibility of the weighbridge personnel to inform the Site Manager of any wastes that do not or potentially do not meet the above specification.

If a non-conforming waste has not entered the site i.e. identified at the weighbridge, the haulier is refused entry into the site and a waste rejection form (PGS-E03_F1) is completed.

Any loads or part-loads deemed suitable for rejection shall be kept separate from all other materials. Management can decide the course of action to take after speaking to the company responsible e.g landfill or arranged re-collection with additional cost for loading. The customer will be required to investigate the reasoning behind the unacceptance waste and provide controls that will prevent a

Author / Function or Department:	Process Owner / Department: Site Manager

DATE: August 2020
REVISION: 0
DOC #: PGS-E03
PAGE: 2 of 5

Environmental Procedure Waste Rejection



repeat. For persistent offenders, management can consider whether any further action needs to take place.

All Waste Rejections shall be recorded in the Site Diary.

2. Rejection at the Reception Area

Any wastes delivered to the waste reception areas must be inspected for the following:

- Material is able to be processed;
- Wastes do not contain excess extraneous materials;
- Waste with an Odour Intensity of 3 or more;
- Wastes do not consist solely or mainly of dusts, powders, loose fibres or liquids; and
- No Animal By-Product wastes.

All waste delivery companies will be made aware that excessively odourous waste will not be accepted on site.

Any materials that do not meet the above requirements shall be rejected from site.

Any waste that is rejected or may be subject to rejection should be brought to the attention of the Site Manager.

All Waste Rejections shall be recorded in the Site Diary. The following will be recorded:

- The waste type(s) and European Waste Catalogue code(s);
- The source of the waste;
- The amount of waste rejected;
- The date the waste was rejected;
- The reason for the rejection of waste; and
- Where the waste was sent after rejection.

The consignor of the waste must be contacted by the Site Manager and be made aware that the waste has been rejected.

The Site Manager holds the responsibility for the acceptance / rejection of all wastes onto site.

The installation supervisor will check each load visually as it is deposited to ensure that it does not contain any unacceptable waste(s). The supervisor may quarantine the waste load whilst investigations take place.

Author / Function or Department:	Process Owner / Department: Site Manager

DATE: August 2020
 REVISION: 0
 DOC #: PGS-E03
 PAGE: 3 of 5

**Environmental Procedure
 Waste Rejection**



It is the responsibility of the supervisor / site personnel to inform the site manager of any wastes that do not or potentially do not meet the specification.

If a non-conforming waste is to be temporarily quarantined on site, it is placed in the maintained, contained and labelled waste quarantine area.

If the non-conforming waste has entered the site, and is subsequently rejected, a waste rejection form, (PGS-E03_F1) is completed. However, if the non-conforming waste has not entered the site, i.e. identified at the weighbridge, the haulier is refused entry into the site.

Wastes will only be accepted on site that conform to the following EWC Waste Codes detailed in the tables below.

Table 1: Permitted Feedstock EWC Codes and Types

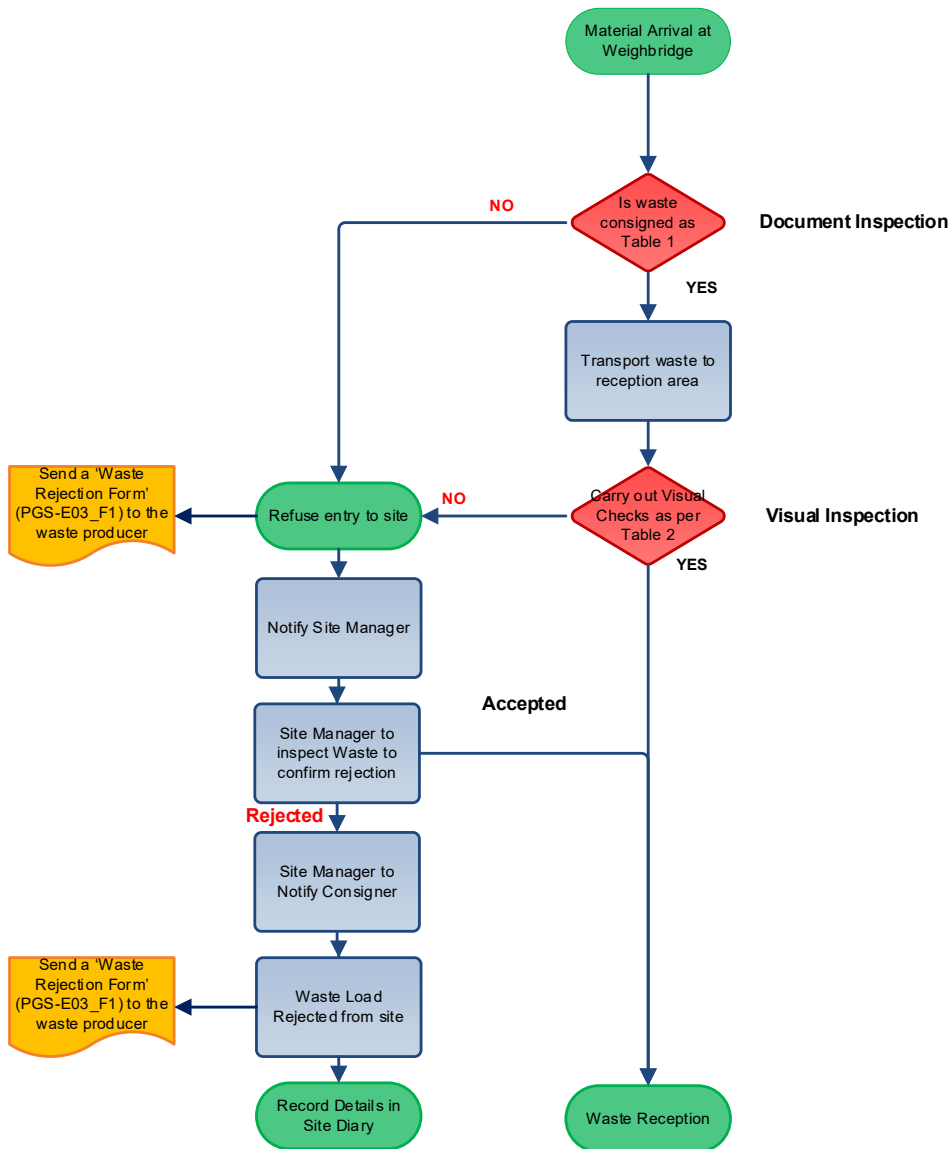
Waste Code	Description
19	MATERIALS FROM WASTE AND WATER TREATMENT
19 05	aerobic treatment of solid wastes
19 05 03	off-specification compost
20	MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES). INCLUDING SEPARATELY COLLECTED FRACTIONS.
20 01	separately collected fractions (except 15 01)
20 01 01	paper and cardboard (where no non-biodegradable coating or preserving substance present)
20 01 38	wood other than that mentioned in 20 01 37 (where no non-biodegradable coating or preserving substance present)
20 02	garden and park wastes (including cemetery waste)
20 02 01	biodegradable waste (comprising wood and plant tissue)
20 03	other municipal wastes
20 03 02	biodegradable waste from markets

Author / Function or Department:	Process Owner / Department: Site Manager



3. Process Flow Chart: Waste Rejection

<p><i>No explosive materials.</i> <i>No waste containing excessive extraneous materials.</i> <i>No malodorous waste.</i> <i>No liquids.</i> <i>No Animal By-Product wastes</i> <i>No wastes consisting solely or mainly of dusts, powders or loose fibres.</i></p> <p align="center">TABLE 1: Visual Checks</p>



Author / Function or Department:	Process Owner / Department: Site Manager



3. Training Record

The below signatories have received training and understand all aspects of procedure PGS-E03.

Table 4.1: Training

PRINT EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE	MANAGER INITIALS	UN-CONTROLLED COPY ISSUED (✓)

Author / Function or Department:	Process Owner / Department:
	Site Manager

DATE: August 2020
REVISION: 0
DOC #: PGS-E03_F1
PAGE: 1 of 1

Environmental Procedure
Waste Rejection Form



Waste Rejection Form

Delivered On:

Delivered By:

Consignment
Batch Identity /
Waste Transfer
Note Number:

Reason for
Rejection /
Quarantine:

Date to be
Removed from
Site:

Arranged by:

Contact Details:

Further Action:

Author / Function or Department:

Process Owner / Department:
Site Manager