

CONTROLLED DOCUMENT

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1 Introduction

This procedure is written specifically for Tarmac Landfill and Recycling sites to ensure that waste materials and substances are handled, treated, stored and disposed of in accordance with legislation and environmental best practice.

Failure to comply with the controls set out in this procedure could lead to prosecution for both Tarmac and any employee or contractor found guilty of environmental negligence.

2 Scope

This procedure applies to all operations and Landfill and Recycling locations for which Tarmac has responsibility.

3 Definitions

Permit

Any EPR permit, exemption or Waste Management Licence in England, Scotland or Wales

RAP Manager

Recycled Asphalt Planings (RAP) Manager.

Regulator

Environment Agency, Scottish Environment Protection Agency or Natural Resources Wales.

RM

Recycling Manager.

Site

Any Landfill, Recycling or Recycled Asphalt Plant (RAP) facility.

Site Manager

Site Manager or Supervisor.

SN Database

Site Notification Database.

TCM

Technical Competent Manager.

WAC Coordinator

Waste Acceptance Criteria (WAC) Coordinators.

4 General Management Requirements: All Sites

4.1 Information displayed

In addition to the other requirements of the environmental management procedures, the following information should also be

displayed at the weighbridge area:

- The waste related permits for the site
- Site waste acceptance list
- Technical Competent Manager (TCM) Certificates, including current Continual Competence certificates
- Any local and emergency rules specific to the site
- Banned drivers

All documents should be updated as and when required.

4.2 Checks

The Site Manager should complete their daily and weekly inspections in order to comply with the permit and the Environmental Management System. In addition to this, the following should be considered specific to Landfill & Recycling:

4.2.1 Daily Checks

- Condition of tipping area
- Condition of haul roads
- Wheel wash is operational (if applicable)
- Housekeeping of any quarantined area
- Site diary is completed in accordance with this procedure

4.2.2 Weekly Checks

- The TCM has attended the site for the required frequency
- Waste Carrier File is up to date
- Materials are within permitted area

4.3 Landfill Site Grid Plan or GPS Device

All Landfill sites will produce and maintain a gridded site plan or have a working GPS device to be able to easily identify and record tipping locations on a weekly basis in the site diary.

4.4 Site Diary

A Site Diary will be completed on a daily basis with details of:

Landfill Sites	Recycling Sites
Weather	Weather
Personnel on site including the person providing any TCM cover and the time the TCM is on site	Operations carried out on site
Site development works	Details of any rejected loads

Area of landfill currently being infilled including GPS location or grid reference	TCM attendance on site
Plant breakdowns	Any emergencies, Environmental Incidents and Audits
Environmental monitoring or sampling undertaken	Number of loads
Details of rejected loads	Number of duty of care checks
Any emergencies, Environmental Incidents, Audits and observations	
Number of loads	
Recorded duty of care checks at landfill face	

4.5 Site Files

The site manager will ensure the following files are produced and maintained on site in the weighbridge area and copies placed into the Site Environmental Management Plan (SEMP) (where applicable):

- 2 years of Duty of Care checklist files with sheets in date order
- Waste rejection report file with sheets in date order (waste rejection reports uploaded to Section 9 of the SEMP)
- Weekly site inspection file with sheets in date order (added into Section 9)
- Waste Carriers licence file filed alphabetically with index listing name and expiry date

5.0 Duty of Care Checks and Waste Inspections at all sites

Forms [MS-EP-A&A-01/01](#) Landfill Acceptance Procedure and [MS-EP-A&A-01/02](#) Recycling Acceptance Procedure provide a flow chart for the acceptance of waste at Landfill and Recycling sites, as well as who has responsibility for each stage.

5.1 Acceptable Waste

Whilst the exact type and quantity of waste able to be received onto site will be stipulated in local permits, [MS-EP-A&A-01/03](#) provides guidance on the restrictions on waste permissible for inert landfills in general, detailing the checks required to understand whether or not waste can be received.

Additionally, [MS-EP-A&A-01/04](#) provides site level guidance of the process for receiving compliant waste onto site. This should be used to ensure that only acceptable waste is received onto site.

5.2 Weighbridge Duty of Care Checks

Every load will be checked at the weighbridge to ensure it complies with the Site Acceptable Waste list and Permit. The flow chart in [MS-EP-A&A-01/05](#) should be consulted and followed to ensure that the site undertakes sufficient verification.

The weighbridge reception should check that the details on Apollo match the customer and the material origin and that there is a valid SN reference on the database (Restore) (the pre-acceptance checks). The SN reference should be then recorded on the weighbridge ticket and the ticket generated.

If the weighbridge reception is unable to validate the customer and material origin, and/or no SN reference is found on Restore, or the system is not working, then they should contact the Landfill & Recycling Team immediately. Customers that arrive on site without pre-notification should be directed to the Landfill & Recycling Team.

A Waste Transfer Note must accompany each load of waste received and that it is carried by a Waste Carrier with an up to date Waste Carriers Licence (03708 506506 is the enquiry line to check).

Any doubts of material acceptability will be brought to the attention of the TCM (or the Landfill & Recycling Team) for further checks. The material will not be accepted and the vehicle will not be allowed to proceed to the tipping point until these checks are complete. The vehicle may wait at a designated point at the site until the matters are resolved.

In cases where a load will be presented without a transfer note you should offer the driver of the vehicle a blank Waste Transfer Note (see MS-EP-CORE-07/01). The driver must complete it themselves.

Under no circumstance should any employee of Tarmac complete or modify a Waste Transfer Note on behalf of any third party. The driver must initial any modification to a Waste Transfer Note.

The weighbridge must then complete a visual inspection of the waste in any un-sheeted or open top vehicle to see that it conforms to the Waste Transfer Note accompanying it and the Site Acceptable Waste List. Only once the Duty of Care Checks are completed and are all found to be in order should the Duty of Care Note be signed as this demonstrates that checks have been undertaken and the waste is acceptable at the site. Both the driver and the weighbridge operator will also sign the weighbridge tickets and this will also indicate that the waste has passed the Duty of Care checks. The Duty of Care record sheet should also be completed.

Any doubts of material acceptability will be brought to the attention of the TCM (or the Landfill and Recycling Team if TCM not available) for further checks/advice. The material will not be accepted and the vehicle will not be allowed to proceed to the tipping point until these checks are complete. The vehicle may wait at a designated point at the site until the matters are resolved.

Any load that does not comply will be rejected and recorded in the site diary and a waste rejection form.

5.3 Site System Failure

If for any reason, eg internet connection failure, site systems cannot be accessed, then the Landfill and Recycling should be informed and they will provide further advice as to how the site can continue to operate in order to continue to comply with this procedure eg the L&R team provide pre-acceptance confirmation for each load.

If the site cannot comply with this procedure, then waste must cease to be accepted

The Site Manager/TCM shall be informed of the systems failure and it shall be recorded in the site diary.

6.0 Waste Inspections following deposit

6.1 Landfill and Recovery Sites Only

Every landfill must have supervised tipping face while waste is accepted.

Site operatives should inspect all loads as they are ejected from the carrier to see they conform to the material the vehicle should be carrying and in accordance with the Site Acceptable Waste list detailed in the Permit. Two random inspections should be recorded on the instigation of the weighbridge operator (each load if fewer than 2 loads received). A record should be kept of the check in the site diary, detailing time, ticket number and that it conforms.

Should any of the load be found to contain wastes not acceptable at that site the rejection of unacceptable loads procedure should be followed in section 4.6.4.

6.2 Recycling Sites Only

All Recycling sites must have waste and product stockpiles signposted. Acceptable material must be visually inspected to ensure it complies with the Site Acceptable Waste List, the Permit, and the material in the stockpile, and then mechanically handled into the correct material stockpile.

If it does not comply then the load will be rejected.in accordance with section 6.4.

6.3 RAP Sites Only

Material must be PAK tested at the frequency set out in the scheme relevant to the job in accordance with the current version of 'Testing for tar in Road Planings' Document.

Material failing the PAK test will be isolated and separately stockpiled until classification of its hazardous nature confirmed or otherwise and its ultimate acceptance or rejection is determined in accordance with procedures in the current version of 'Testing for tar in Road Planings' document.

Acceptable material must be also visually inspected to ensure that it complies with the Site Acceptable Waste List, the Permit and the material in the stockpile, and then mechanically handled into the correct material stockpil

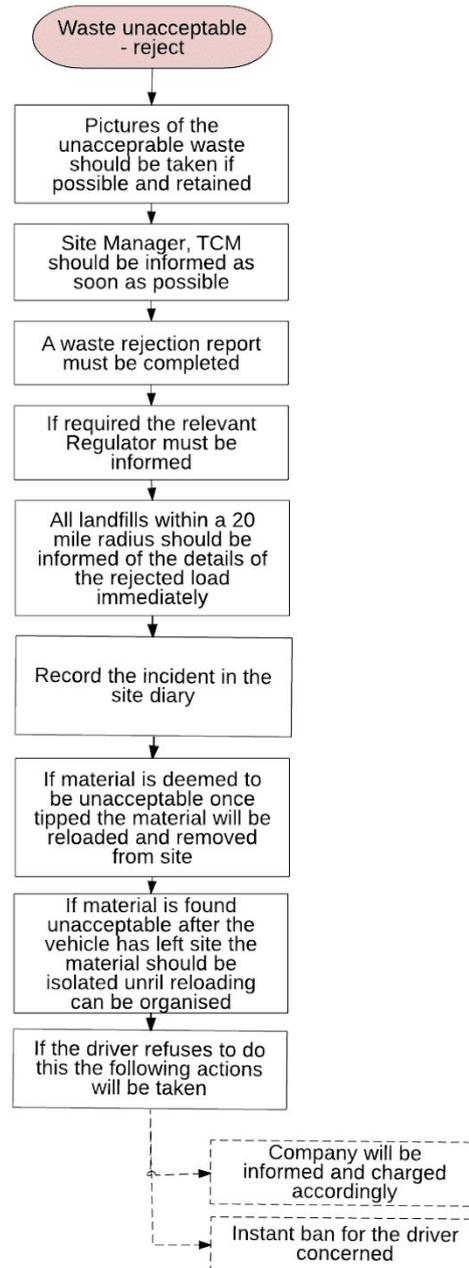
6.4 Rejection of Unacceptable Waste

If material is deemed to be unacceptable once tipped and the Waste carrier is still on site then if safe to do so the material will be reloaded and removed from site.

1. If material is found unacceptable after the vehicle has left site, or if the Waste Carrier is still on site but refuses to remove the waste, the material should be quarantined if safe to do so and the Landfill & Recycling Team informed so they arrange removal of the material.
2. Pictures of the rejected load should be taken
3. Site Manager or TCM should be informed as soon as possible, who should report it as required by the Environmental Incident Procedure and to the Landfill and Recycling Team.
4. Complete a waste rejection form.
5. If required the relevant Regulator must be informed.
6. Record the incident in the site diary and on Apollo

7. All Tarmac recycling and landfill sites within a 20 mile radius should be informed of the details of the rejected load immediately

The below flow diagram should be consulted:



7.0 Testing and Sampling at Landfills

7.1 Compliance Testing

Compliance testing for a given waste stream should be carried out in accordance with the schedule identified by the Landfill and Recycling Team at the Basic Characterisation waste acceptance stage.

If any sampling or testing is required then the weighbridge operative shall inform the Site Manager and/or TCM and make a record in the Site Diary of which load is being sampled (including duty of care information so that checks can be made once

the sampling results are returned). The appropriate testing or sampling will then be organised and carried out and recorded in the Site Diary, including the final location of the waste in the landfill. Once received sampling results should be cross checked against the pre-acceptance information, and the Duty of Care Note/weighbridge ticket, and recorded in the site diary. All sample results should be forwarded to the Landfill and Recycling Team for assessment..

7.2 On-site verification sampling

On-site verification sampling should be done at the frequency outlined in permit conditions, or at the frequency specified for the site by the Landfill & Recycling Team. The Site Manager and/or TCM will then arrange for the sampling to be carried out and a record will be kept in the Site Diary, including the location of the waste in the landfill. Once received sampling results should be cross checked against the pre-acceptance information, and the Duty of Care Note/weighbridge ticket, and recorded in the site diary. Any sampling results found to not be in compliance with the original waste classification should be forwarded to the Landfill and Recycling Team for further action.

8.0 Technical Competence and Training

8.1 Training

The Site Manager must ensure that **all** site personnel and contractors involved in any permitted activity on site, including the site engineering, reception and handling of the waste, is given adequate training on these instructions: the permit, any material testing and PAK spraying operation and requirements and company procedures relevant to their area of work.

Records of training, and any training review should be recorded on a training record and stored in Section 1 of the SEMP.

8.2 TCM Arrangements

The TCM is a legal requirement that enables us to demonstrate that we have technically competent people with the right knowledge and skills to ensure waste sites comply with the Environmental Permitting Regulations 2010, and the condition of the permit for the site. Every site must have a nominated TCM that attends the site on a regular basis as stipulated in the EA/NRW/SEPA guidance, please contact the Permit and Compliance Team for more information. Organisation and provision of the TCM arrangements is the responsibility of the site in conjunction with the Landfill and Recycling Team.

Any changes to the TCM arrangements must be notified to the Landfill and Recycling Team by the site or production manager immediately so they can monitor TCM arrangements. Changes to TCM should also be notified to the relevant Regulator if required by the permit conditions. The training record must also be updated.

9.0 Landfill Development Plan

A Landfill Development Plan must be developed for each site, one copy retained on site and one sent to the Landfill & Recycling Team. This is to identify how the site will comply with the permit improvement conditions and pre-operational conditions, as well as including current and planned lined areas and including phasing in line with the

permit, planning permission and operational extraction plan. This should be uploaded into Section 12 of the SEMP. The Landfill Development Plan should be reviewed and updated annually, usually at the same time as the SEMP.

Landfill Development Plans should be reviewed regularly, not less than every 12 months, to enable forward planning for the site and to ensure that they remain current.

10 ASSOCIATED DOCUMENTS

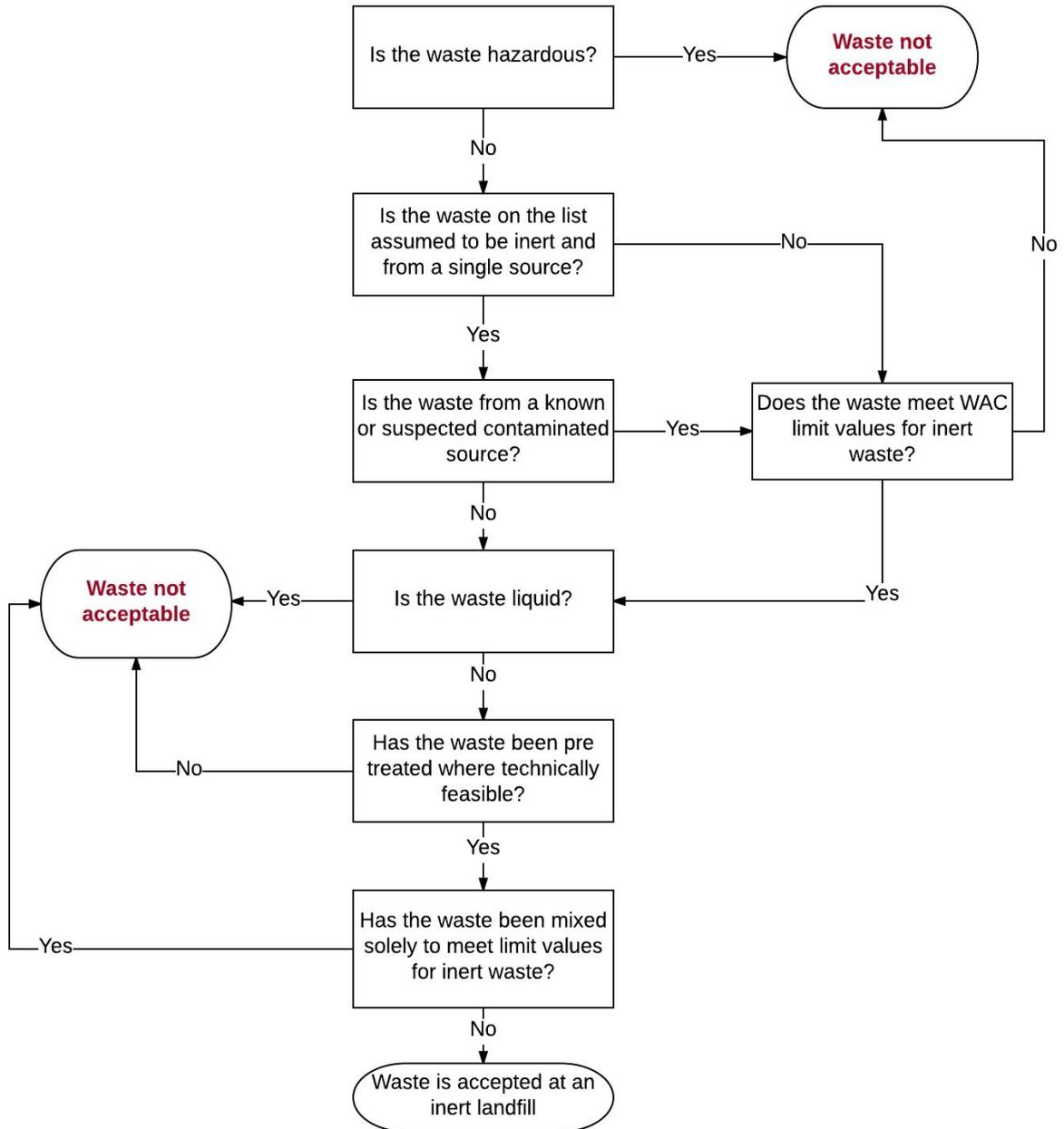
Document Name	Type	Retention Period
Environmental Incident Procedure	Procedure	N/A

*C (Commercial) - Tarmac requirement; *S (Statutory) - Legal Requirement

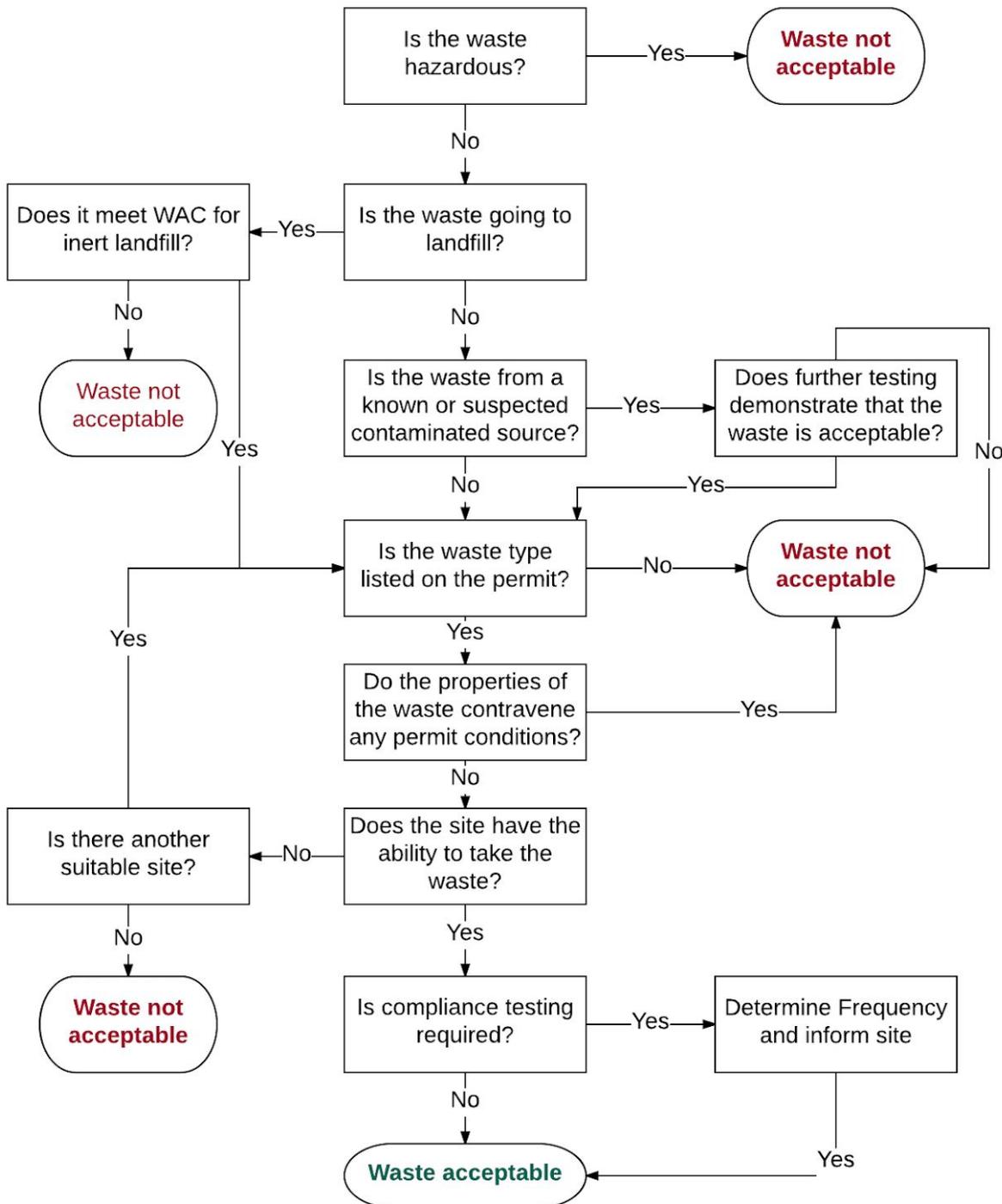
11 DOCUMENT CONTROL

Issue Date	Revision No.	Details of Change	Owner
September 15	1	First Copy	Environment Manager
August 16	2	Document Re-Issue	Environment Manager

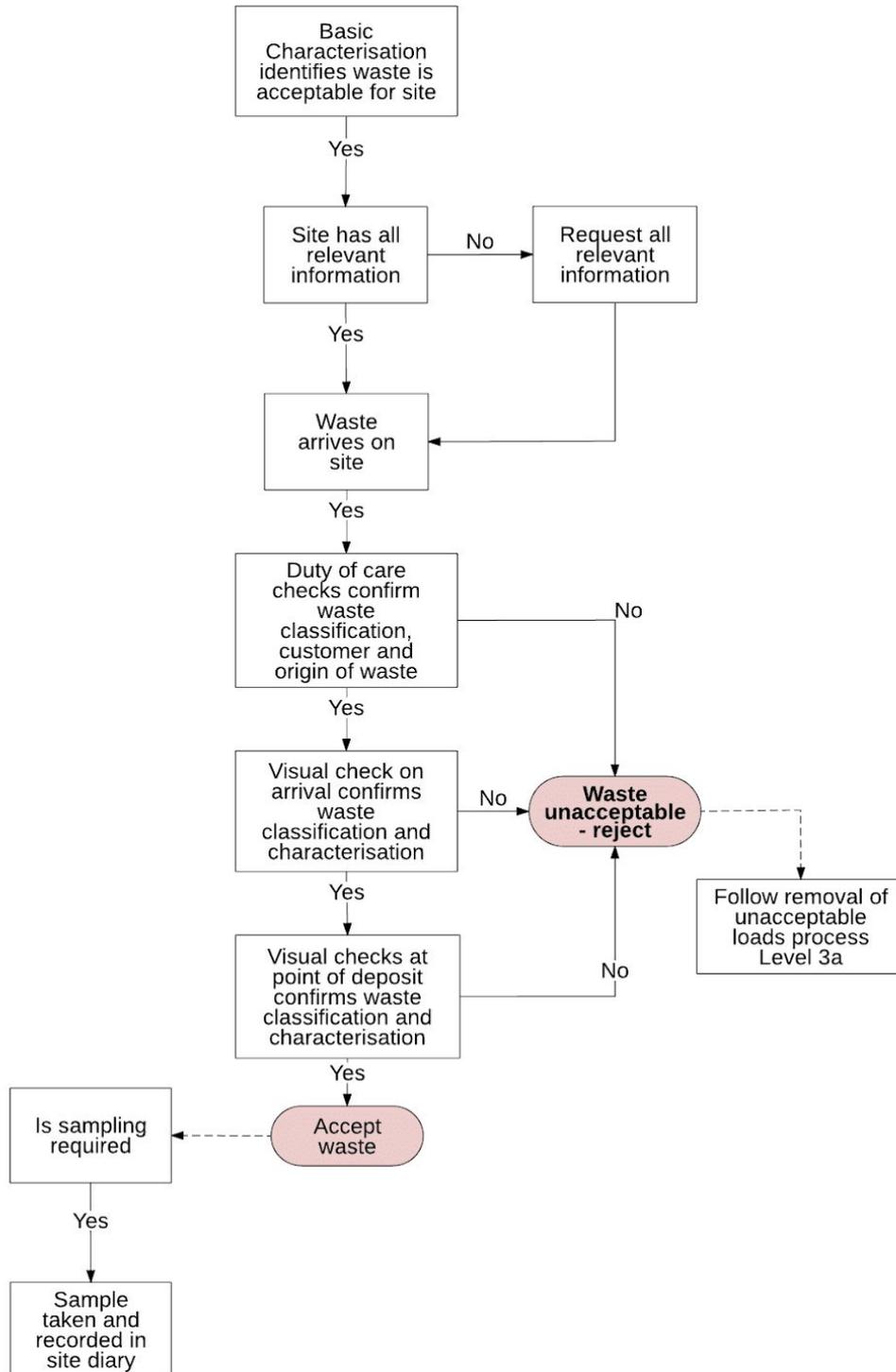
The below process flow must be followed for determining any waste that can be received into an inert landfill:

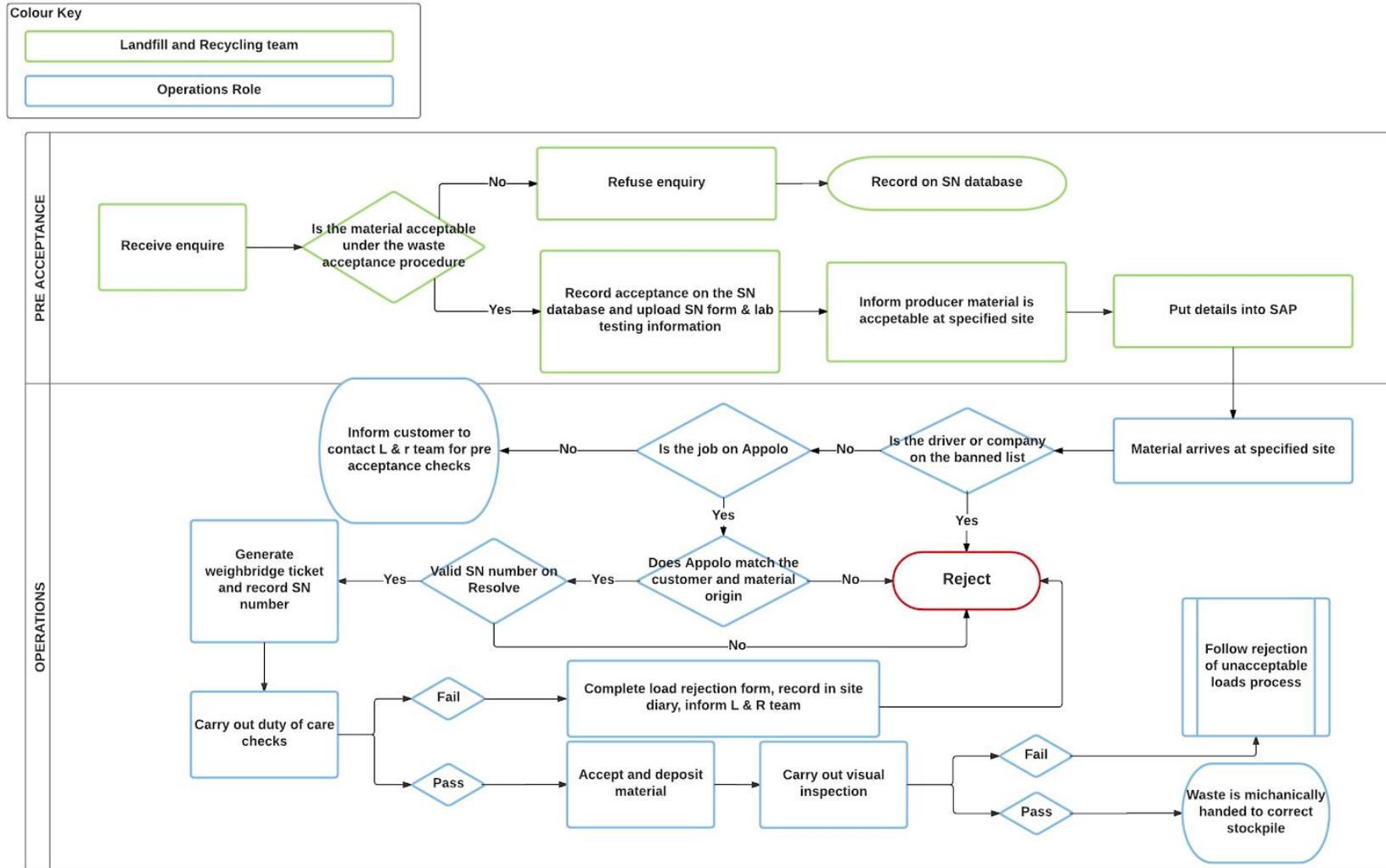


The below process flow must be followed for any waste being received into an inert landfill:



The below processflow must be followed for any waste being received into an inert landfill:





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