

Document:	Procedure for the collection of hazardous waste				
Ref:	EMSW1	Issue No:	1	Issue Date	02/08/18
Compiled By:	Daniel Westow		Authorised By:	Phil Tetley	
Amendments to Last Issue:					

1. PURPOSE

To enable all staff handling hazardous waste streams to be able to organise and supervise a collection of hazardous waste. This procedure is particularly applicable to wastes arising from the Laboratory and Engineering.

2. APPLICATIONS

All hazardous waste produced at Konings Juices and Drinks UK.

3. REFERENCES

EMSW4 Waste management register
 European Waste Catalogue
 EMSW2 Waste Segregation Procedure
 EMSW3 Waste Disposal Procedure
 Completed Consignment Note Example

4. PROCEDURE

1. Contractors MUST dispose of their own waste unless agreed otherwise.
2. Prepare a list of the waste to be disposed of, include type and composition. Also, number, volume and type of containers (see EMSW2).
3. Contact the relevant Company: see list of Waste management register (EMSW4). Ask for a quotation for the waste collection and specify that we require as much as possible to be recycled.
4. When the quotation arrives, generate an order number and send for approval. Once approved arrange for the collection to take place and organise someone to supervise the collection and be in the possession of the relevant paperwork.
5. Ensure that wastes are secured in a suitable condition for collection:
 - a) 20 & 25L drums of waste need to be palletised and shrink-wrapped.
 - b) Small containers of waste need to be boxed with a list of contents on the outside of the box.

Document:	Procedure for the collection of hazardous waste				
Ref:	EMSW1	Issue No:	1	Issue Date	02/08/18
Compiled By:	Daniel Westow		Authorised By:	Phil Tetley	
Amendments to Last Issue:					

6. The company collecting the waste must supply Konings with a Hazardous Waste Consignment Note, which must be checked by a member of Konings staff before the contactor leaves site. Consignment Note must contain:
 - a) Konings details (We do not have a hazardous waste producer licence the 6-digit code should be "KONING")
 - b) Consignment note code
 - c) SIC code
 - d) Waste Carriers Details (Name, address, carriers licence number, vehicle registration number)
 - e) Date and time of transfer
 - f) Signature on behalf of Konings and Carrier
 - g) Names and Address of where waste will be taken to
 - h) Confirmation that the site (named above) has received the waste (this can be completed at a later date)
 - i) Description of the waste
 - i. Written description
 - ii. Quantity
 - iii. EWC code (See below)
 - iv. Hazard Code
 - v. Container type
 - vi. Physical form (e.g. solid or liquid)
 - j) Declaration of waste hierarchy has been considered and signed.

9. Unless **ALL** of these details are supplied, with the exception of a signature confirming receipt of the waste, the contractor may not remove the waste from site, and will not be paid for collection. Inform line manager of any problems with the Consignment Note. In the event of a consignment of Hazardous waste being rejected inform the Health, Safety, Sustainability and Environment Specialist who will ensure that Regulation 42 of the Hazardous Waste (England and Wales) Regulations 2015 must be followed.

10. File Consignment Note and retain for three years.

11. Consignee return (Part E) should be completed by the consignee at the final place of disposal (the company at where the waste was received.) and returned to Konings within 3 months of the waste transfer. If this is not received within the time scale of 3 months contact the waste contractor.

These are some of the main wastes that Konings disposes of, the list below is not exhaustive, please consult the FULL European Waste Catalogue if unsure.

Waste	EWC Code
Oily Rags	15 02 02
Absorbent material used to clean up spills	15 02 02
Laboratory Chemicals	16 05 06
Lab glass (Contaminated)	15 01 10
Fluorescent Light Bulbs	20 01 21
Empty Aerosols	15 01 10
Asbestos sheets (Corrugated)	10 13 09/17 06 05
Mixed batteries	20 01 33
Computers/Electronic appliances	16 02 13
Printer/photocopier print toner	08 03 17
Waste Oil (Mixed)	13 02 08/13 01 13
Interceptor sludge	13 05 03
Paint tins	15 01 10
Printed Circuit Boards (PCBs)	16 01 09