

Document:	Procedure for the collection of non-hazardous waste					
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Compiled By:	Daniel Westow			Authorised By:	Phil Tetley	
Amendments to Last Issue:	N/A					

1. PURPOSE

To enable all staff handling no hazardous waste streams to be able to organise and supervise a collection of hazardous waste.

2. APPLICATIONS

All non-hazardous waste produced at Copella Boxford.

3. REFERENCES

EMSW4 –Waste management register
 European Waste Catalogue
 EMSW2 Waste Segregation Procedure
 EMSW1 Hazardous Waste Collection Procedure
 Completed Waste Transfer Note Example

4. PROCEDURE

1. Contractors MUST dispose of their own waste.
2. The company collecting the waste must supply Konings with a Waste Transfer Note, which must be checked by a member of Konings staff before the contactor leaves site. The Transfer Note must contain:
 - a) Konings details (Name, address)
 - b) Hierarchy of Waste Declaration has been signed.
 - c) Waste Carriers Details (Name, address, carriers licence number, vehicle registration number)
 - d) Date and time of transfer
 - e) Signature on behalf of Copella and Carrier
 - f) Description of the waste
 - i. Written description
 - ii. Quantity
 - iii. EWC code (See below)
 - iv. Container type

Digital waste transfer notes – For example on the Biffa portal are also acceptable.

3. 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 Transfer Note.
4. File Transfer Note and retain for two years.

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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
General waste (in compactor)	20 03 01
Glass	15 01 07
Mixed Metal	20 01 40
Paper & Card	20 01 01
Plastic Bottles	15 01 02
Wood (Pallets)	15 01 03
Plastic Drums	15 01 02
Metal Drums	15 01 04
Batteries (e.g. AA type)	20 01 34
Clothes/textiles/Foot wear (Uniforms/work wear)	20 01 10
Furniture	20 01 38
Sludge Screenings (WWTP)	19 08 01
Sludge (WWTP)	19 08 14
Sanitary Waste	18 01 04