

ERF-BED-OPS-LMI-ENV-022 Waste Acceptance Procedure

1. PURPOSE

- 1.1. The Beddington ERF facility is regulated under the Environmental Permitting (England & Wales) Regulations 2013, which requires operators to obtain and operate under an Environmental Permit. Beddington ERF Permit (EPR/GP3305LN) and Environmental Permit for a transfer station (EPR/JB3136RD) set out permitted waste types and quantities that the facility can accept.
- 1.2. This document details how Beddington ERF will manage and implement a Waste Acceptance Procedure that will ensure that:
 - Legal, contractual and other requirements in respect of type and quantity of waste are adhered to
 - Waste is placed in the correct and appropriate storage locations
 - If waste is non-compliant or unacceptable it will be rejected

2. SCOPE

- 2.1. Beddington ERF shall only accept wastes that are of a type and quantity listed in Schedule 2, Table S2.2 of the site's Environmental Permit (EPR/GP3305LN) and wastes that are of type and quantity listed in Table 2.2 of the site's Transfer Station Environmental Permit (EPR/JB3136RD). This procedure applies to received waste, which will be either incinerated as per the Environmental Permit, or will be transferred to another licenced site as per the Transfer Permit.

3. ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Shift Team Leader	Responsible for communicating any current operating problems with the plant, which may result in abnormal operating conditions. To provide sufficient safety from the system to carry out the following procedure.
[enter text here]	[enter text here]

4. TERMS AND DEFINITIONS

TERM	DEFINITION
Waste transfer note (or WTN)	A document that details the transfer of waste from one person/organisation to another
Annual Waste Transfer Note	A single WTN that can cover multiple transfers over a period of up to 12 months. As long as the description of the waste, all parties involved and location the transfer takes place, stays the same.

ANPR	Automatic Number Plate Recognition
PIN	Personal Identification Number
Non-confirming wastes	Wastes that do not comply with the waste types listed in the Environmental Permit and therefore cannot be processed

5. REFERENCES

5.1. All associated documents and references referred to in this document are highlighted in bold and underlined.

6. PROCEDURE

6.1. When a vehicle arrives at Beddington ERF the sequence of events proceeds as follows.

6.2. All authorised deliveries of waste to Beddington ERF shall be covered by a Waste Transfer Note (WTN) or an Annual WTN.

Weighing Vehicle

6.3. An ANPR image will be taken of all vehicles entering the Site and driving onto the incoming weighbridges.

6.4. Drivers are directed to the required weighbridge via an electronic signage board.

6.5. A green light and/or open barrier indicates availability of the relevant weighbridge. The driver proceeds and stops on the weighbridge. The entry and exit lights change from green to red and/or all the barriers close.

6.6. The driver shall input and confirm the details of the load on the driver's terminal. The driver will enter their individual PIN and then press "To weigh".

6.7. The gross weight of the vehicle will be taken automatically, and vehicle details recorded.

6.8. The exit barrier will raise, allowing the vehicle to proceed to the Waste Reception Hall.

6.9. After depositing the load at the Waste Reception Hall, the vehicle will return to the outgoing weighbridge.

6.10. At the outgoing weighbridge a green light and/or open barrier indicates availability. The driver proceeds and stops on the weighbridge. The entry and exit lights change from green to red and/or all the barriers are closed.

6.11. The driver will confirm details of the load on the driver's terminal and then press "To weigh".

6.12. The weight of the vehicle will be taken automatically, and the net weight of the load is calculated by the weighbridge software.

6.13. A completed weighbridge ticket is printed by the driver terminal confirming details of the transaction.

6.14. The driver will take the completed weighbridge ticket, the exit barrier will lift, allowing the vehicle to proceed and exit the site.

Driver Inductions

6.15. All drivers using the facility will be inducted, issued with a site safety rules booklet and induction card, which is printed with their name, date of induction and PIN.

6.16. Every time a driver uses the site the driver's PIN must be inputted into the driver terminal at the incoming weighbridge. This process shall verify that the driver has been inducted and if not, the Operator

shall arrange an induction immediately. All inducted drivers must comply with the site rules and those failing to do so can, at the discretion of the Operator, be barred from entering the facility.

6.17. In addition, Beddington ERF staff shall carry out random checks on induction status as directed by the Operations Manager or the EHS Manager and take similar action in the event of any discrepancy.

6.18. Drivers are to be re-inducted every 3 years; the Beddington ERF Administrator will contact the relevant company regarding this.

Inspections

6.19. To demonstrate compliance with the WTN, conditions of the Environmental Permit or suitability of the waste for processing, Fuel Reception Operators shall sample random loads at appropriate intervals and inspect the received waste. The interval of inspection is determined by the Management Team and it may vary according to the nature of the received waste and recent experience with the source of the waste.

6.20. Results of inspections shall be recorded against the unique weighbridge ticket number assigned to the load and retained for auditing purposes.

6.21. Any suspicion over incoming waste would dictate either refusal or a more careful inspection of the load, for example a smell of solvents. In that instance the vehicle shall be directed to the designated quarantine area within the Waste Reception Hall, where the driver shall expose their load to allow for inspection.

6.22. All inspections shall be conducted by trained and competent Beddington ERF staff adhering to site specific procedures and risk assessments.

6.23. The Waste Reception Hall shall be monitored during operations and in the event that nonconforming waste is observed while a vehicle is tipping, the driver shall be directed to cease discharging until an inspection has been carried out.

6.24. If any suspected non-conforming waste has been discharged, it shall be segregated and transferred to the dedicated quarantine area, as far as is reasonably safe and practical to do so.

6.25. In the event that there is no non-conforming waste in the load, the load shall be recovered and processed.

6.26. If the load is found to contain non-conforming waste the Operator shall decide whether nonconforming waste can be removed without posing a risk to health and safety of staff and visitors and can be readily and safely separated. If this is the case, the portion of non-conforming waste shall be segregated from the load and the remainder of the load shall be processed. The rejection of all nonconforming waste will be carried out as detailed in section 7.7.

Inspect Vehicle After Tipping

6.27. Before leaving the Waste Reception Hall, the Driver shall visually inspect the vehicle and verify that;

- All of the load has been discharged.
- There is no residual waste attached to the outside of the vehicle.
- Nets, covers or other appropriate means of securing the load are correctly in place.

Excluded Wastes

6.28. Waste is considered to be excluded and therefore cannot be processed at Beddington ERF for the following reasons;

- It does not conform to the EWC Codes as permitted in the Environmental Permit for Beddington ERF.

- The waste is large; could block the Hopper or feed chute and cannot be reduced in size via the use of the on-site shredder.
- Could cause a blockage in the bottom ash extractor.
- Could cause an explosion.
- Is hazardous.
- Will not be completely incinerated.

Unacceptable Wastes

6.29. Unacceptable waste is defined as waste that cannot be processed because it contains significant quantities of components such as; – materials which contain quantities of chlorine, sulphur or heavy metals significantly in excess of that contained in normal municipal solid waste

- machinery other than small household items
- radioactive waste
- explosives/munitions
- gas cylinders
- pathological and biological waste
- oil sludges, cesspool and other human waste, human and animal remains
- toxic and carcinogenic materials posing a threat to operating staff and the environment
- liquid wastes
- snow and ice
- non-combustible construction material and/or demolition debris
- hazardous refuse of any kind, such as cleaning fluids, crank case oils, cutting oils, paints, acids, caustics, poisons, drugs, asbestos residues
- decontamination and neutralisation sludges
- all items weighing more than 25 kg and any items which are larger than 0.15m x 0.5m x 1.5m
- motor vehicles, motorcycles, automobile engines, transmissions, rear ends, springs, bodywork or major parts of motor vehicles
- trailers, agricultural equipment, marine vessels or similar
- other material that is likely to pose a threat to the health and safety or cause material damage to Beddington ERF or otherwise adversely and materially impact upon operations

6.30. The preceding examples for classifying waste as either excluded and unacceptable is not exhaustive, and Beddington ERF staff shall take training, experience and common sense into account when classifying wastes. The Operator acting reasonably may propose to exclude further materials and items from time to time and may with the prior agreement of interested Parties add these to the excluded materials list.

Rejection of Wastes

6.31. If a load contains non-conforming waste that cannot be safely segregated it will be deemed to be a rejected load.

6.32. A written and visual record of the rejected load with reasons for the designation shall be generated. The Beddington ERF non-compliant waste form and/or waste rejection form should be completed by the Fuel Reception Operator.

6.33. Should any waste on inspection be found to be non-compliant or contains non-conforming items, the following actions should be followed:

- The load or non-conforming portion should, if at all possible, be segregated and re-loaded back onto the vehicle while all relevant paperwork is completed before the vehicle is allowed to leave the site.

- If the non-conforming waste is found after the vehicle has left the site, segregation of the waste shall take place and the Operator shall determine suitable alternative means of disposal or treatment of the load accordingly. The rejected load shall be weighed on exiting the facility and the weight recorded on a WTN.

6.34 Depending on the seriousness of the non-compliant waste a Schedule 6 notification may also need to be raised. If there is any doubt the FRO will inform the Operations Manager or EHS Manager to consult with the appropriate authority.

6.35 If a Schedule Notification is required, it will be submitted to the Environment Agency in the specified time period as stated in the EP, however any non-compliant waste form or waste rejection form should be completed before the vehicle leaves site with the load.

6.36 If the ERF cannot accept waste, due to unforeseen shutdowns or other events, the facility will reject delivery of waste. The Shift Team Leader is responsible for informing waste delivery personnel of any ongoing operational issues at the ERF. This will enable appropriate arrangements to be made to reduce or suspend waste deliveries. The Transfer Station will continue to accept waste, except for waste that is subsequently transferred to the ERF. In such cases, alternative arrangements will need to be made for the export of this waste.

Mirror Waste Codes

6.37 Mirror coded wastes will be managed in accordance with the WM3 guidance. Wastes will only be accepted at the site if they are in accordance with the EWC codes allowed by the Environmental Permit. The WTN with each delivery will be carefully inspected. Periodic inspections and sampling will be conducted to demonstrate compliance with the WTN.