	Status: ISSUED Procedure Owner: Beddington ERF EHS Manager Procedure Approver: Beddington ERF Plant Manager Issue Date: 07/10/2021 Issue Number: 1.7 Start Date: 12/09/2017 Review Plan: 2 Years
ERF-BED-OPS-LMI-EHS-EN-009 Waste Acceptance Procedure	
Any updates will be shown in the Key Changes Table	
Key Changes; 1.6: Detail the incoming waste areas as defined as 'Transfer Station building' and 'Tipping Hall' Update process for non-conforming waste and addition of S. 6.8. Key Changes; 1.7: Update/addition of offensive, clinical and hazardous waste processes.	

Version	Prepared By	Viridor Approval	Issue Date
1.1	Nick Williams Beddington ERF EHS Manager	Mark Heesom Head of Operations (South)	12/09/2017
1.2	Nick Williams Beddington ERF EHS Manager	Mark Heesom Head of Operations (South)	23/11/2017
1.3	Nick Williams Beddington ERF EHS Manager	Mark Heesom Head of Operations (South)	17/12/2017
1.4	Lisa Edmonds Permitting Manager	Mark Heesom Head of Operations (South)	20/12/2017
1.5	Brett McGuin Beddington ERF EHS Manager	Steve Brown Operations Manager	03/10/2019
1.6	Brett McGuin Beddington ERF EHS Manager	Phil Eyre Head of Operations (South)	30/10/2020
1.7	Brett McGuin Beddington ERF EHS Manager	David O'Callaghan Plant Manager	08/12/2021

1. Introduction and Purpose

1.1. The Beddington ERF facility is regulated under the Environmental Permitting (England & Wales) Regulations 2016, which requires operators to obtain and operate under an Environmental Permit. Beddington ERF & Transfer Station Permit EPR/GP3305LN Schedule 2 sets out permitted waste types and quantities that the facility can accept. This document details how Beddington ERF will manage and implement Waste Acceptance.

1.2. Beddington ERF Waste Acceptance Procedure will ensure that:

1.2.1. Only waste listed in the ERF Environmental Permit will be treated at the ERF.

1.2.2. Waste will be placed in the correct and appropriate storage locations.

- 1.2.3. If waste is non-compliant or unacceptable, it will be quarantined whilst a suitable course of action is determined.
- 1.2.4. The Beddington ERF will manage waste in a safe and efficient manner whilst giving due regard to individuals and Viridor's responsibilities towards all aspects of Health and Safety and Environmental issues.
- 1.2.5. Registered and trained waste carriers deliver material to the facility, therefore material delivered to the facility will normally be of a nature that is acceptable within the permitted waste types.
- 1.2.6. Prior to delivery to the facility, all Input streams are assessed for suitability of acceptance by appropriately trained individuals.
- 1.2.7. There are two discrete areas within the ERF facility where waste is delivered [Tipping hall and Transfer station including Transfer building]. Non-combustible and bulky material to be delivered to the Transfer building and be segregated by trained and experienced staff. The combustible materials will be separated, shredded and delivered to the tipping hall. Materials delivered to the Transfer operation include WEEE and clinical waste which are stored in suitable containers prior to being transferred to suitably permitted facilities.
- 1.2.8. This system ensures delivery of non-combustible waste to the ERF is minimised. If non-combustible materials are delivered to the ERF they will be quarantined and removed from site in the appropriate way to a suitably permitted treatment facility.
- 1.2.9. In order to ensure that material from potential new waste streams is acceptable under the ERF's permit, waste enquiry forms must be completed by the customer. The waste enquiry form requires a response to the following details:
 - Customer contact details,
 - Producer contact details,
 - Waste description including composition,
 - Details of the process producing the waste, including variability,
 - Method of transport/delivery,
 - EWC code,
 - Waste quantity,
 - Hazard associated with the waste
- 1.2.10. An assessment will be undertaken by a suitably qualified person, in accordance with the waste acceptance procedure which meets current legislative requirements and to ensure suitability for combustion.
- 1.2.11. Waste types acceptable for delivery to the facility are detailed in the permit.
- 1.2.12. If wastes arriving at the facility are not acceptable under the permits for the ERF or waste transfer station, they will be quarantined until suitable arrangements can be made for their removal.

2. Scope

- 2.1. The Beddington ERF facility shall only accept wastes that are of a type and quantity listed in Schedule 2 of the site's Environmental Permit. This procedure applies to received wastes,

derived from households, commercial and industrial sources. The procedure also gives further details on managing waste that does not fall within the acceptable waste within the environmental permit. Wastes received for incineration of an exclusively non-hazardous nature. The Transfer station receives and transfers small quantities of Clinical and Hazardous waste which are transferred to external suitably permitted facilities.

All persons using or following this procedure SHALL do so only after reading, understanding and following the risk assessments within Section 8 – References and the Site Rules, plus (where additional references are made) all additional PPE listed within Section 6.

This Procedure is a guideline regarding the execution phase. It is the responsibility of the involved employee to take immediate action to avoid and to correct unsafe situations, although those actions are not mentioned in the procedure or instructions. Should an unsafe situation arise, the involved employee will inform their supervisor. The supervisor and site management shall prepare a revision to the procedure or approve an emergency deviation from the existing procedure.

3. Roles and Responsibilities for the Issued Procedure

RACI	Role	Notes
Responsible	Operations Manager. Engineering Manager. EHS Manager.	The persons responsible for ensuring the tasks listed are completed to an acceptable standard.
Accountable	Head of Energy Recovery Facility Operations	These people ultimately accountable for this document.
Consulted	Contract Manger Viridor Permitting	These persons were consulted during the construction of this document Manager
Informed	All operations staff, engineering staff. All contractors. Document Controller.	These persons have been made aware of the all contents of this document to make them aware of their responsibilities.
FOR ADVICE ON THIS PROCEDURE PLEASE CONTACT – The Beddington ERF EHS Manager		

4. Terms & Definitions

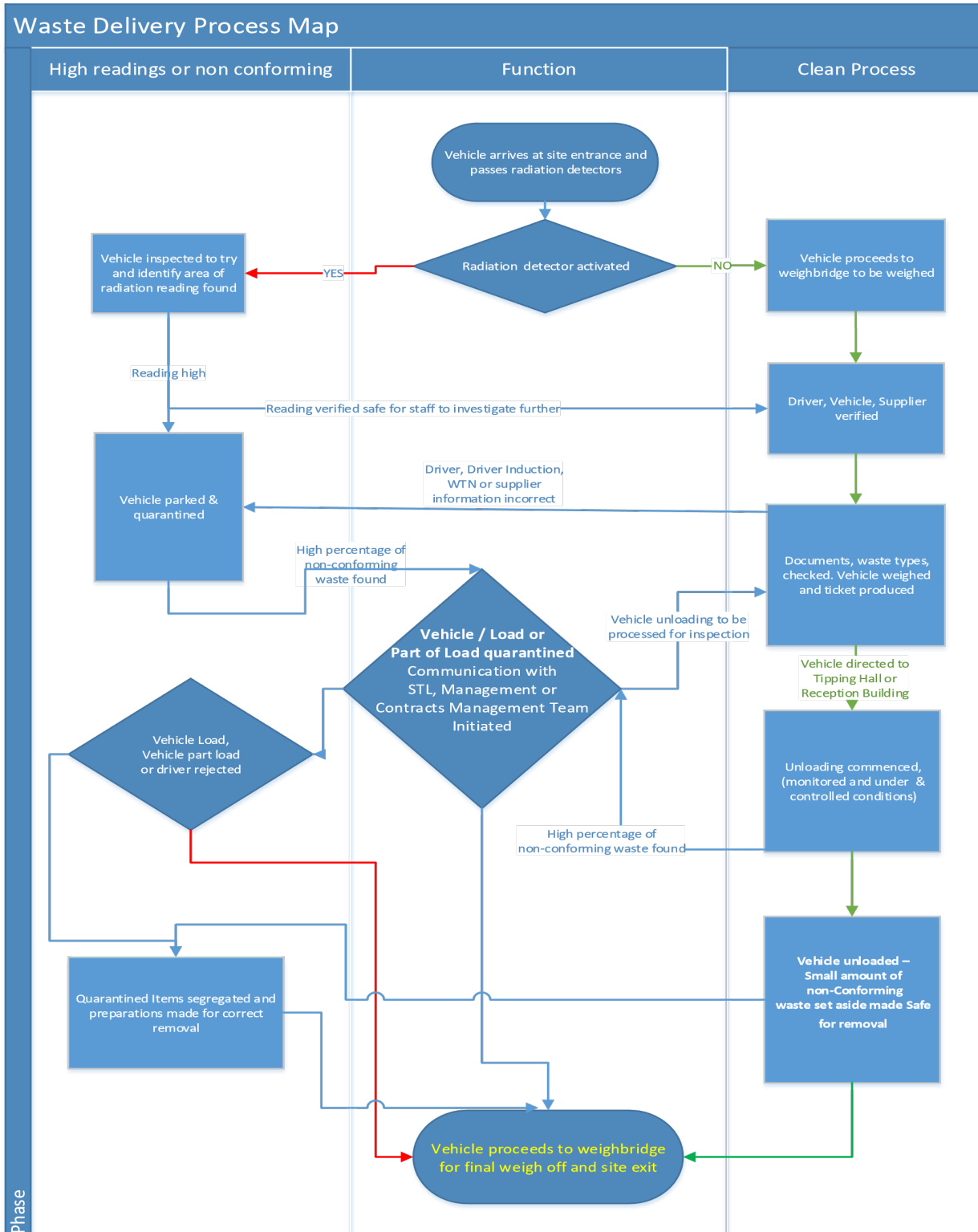
Term/Definition	Title
Site Operator	The legal person/organisation who has control over the operation of a regulated facility
Owner	The position or role who is responsible for the writing of the document
Approver	The position or role who is responsible for the final sign off of the document

Waste transfer note (or WTN)	A document that details the transfer of waste from one person/organization/facility to another.
WTN season ticket	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-conforming wastes	Wastes that do not comply with the waste types listed in the Environmental Permit
Waste unacceptable for combustion	Wastes which are unsuitable for incineration for operational, health and safety or environmental reasons; or due to their physical or other properties.
IED	Industrial Emissions Directive
Contractor	Any persons working on site for any company as a supply of temporary or specialist labour.
EWC code	European Waste Catalogue code.
ERF	Energy Recovery Facility
HOT LOAD BAY	A demarked area on site risk assessed for the safe management of smouldering or burning loads.
LMI	Local Management Instruction
Permit / PFW	Permit for work, a document that records actions taken to make it safe to complete a task, recording isolations and measures taken to provide safety from the system
RPA	Radiation Protection Advisors
STL	Shift Team Leader
ASTL	Assistant Shift Team Leader
FRO	Fuel Reception Operator
EP	Environmental Permit
Suitably Trained	Persons deemed by their Management to be competent and or qualified to perform tasks at a given level of involvement in the process.
Weighbridge staff	Persons employed to operate the weighbridge and check or complete all relevant documents/records within the weighbridge be it full time or temporarily covered by FRO's.
Driver	Person driving waste delivery vehicles whether or not Viridor owned.

5. Process Map

When a vehicle arrives at Beddington ERF, the sequence of events proceeds as below.

If at any points in this process a vehicle is suspected of containing a hot load it MUST be sent directly to the HOT LOAD BAY.



6. Procedure

When a driver arrives at Beddington ERF, the sequence of events proceeds as follow.

6.1 Driver Inductions

All drivers using the facility will receive a site induction and be issued with a basic site safety instruction card.

Every time a driver uses the site the driver's PIN must be inputted into the driver terminal at the incoming weighbridge.

All inducted drivers must comply with the site rules and those failing to do so can, at the discretion of the site Management, be barred from entering the facility.

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

Drivers are to be re-inducted every 2 years; the Beddington ERF Administrator will contact the relevant company regarding this.

6.2 Site Entry Radiation Detection

6.2.1. All vehicles entering site will pass by a Radiation detector device.

6.2.2. This system will alarm due to the detection of radioactive materials

6.2.3. If the detectors alarm, the counts/second should be checked. The vehicle should be sent across the alternative weighbridge to confirm the readings.

6.2.3. If this occurs, the site staff should contact the STL and subsequently the Contracts Manager and Operations/EHS Managers to ascertain the best course of action.

6.2.4. The STL will then initiate an investigation as to the cause of the radiation source detected.

6.2.6. The STL or relevant Manager will then decide if there is need to seek further advice from the RPA and if necessary, contact the RPA service help line (Nuvia: 01235 514983 / 01925 866417).

6.2.7. In the event that the threshold for acceptance at the ERF is triggered the radioactive waste will be quarantined, the Environment Agency local officer will be notified, and arrangements will be made for the delivery of the material to a suitably permitted facility. Advice and guidance of the RPA will be utilised as necessary.

6.3 Weighbridge and Waste Transfer Notes

All authorised deliveries of waste to Beddington ERF shall:

6.3.1. Be subject to pre-acceptance criteria checking and verification processes.

6.3.2. Where reasonable be checked for compliance by persons involved in the collection and delivery process.

6.3.3. Be covered by a Waste Transfer Note (WTN) or a WTN season ticket.

6.3.4. Be weighed and have passed through a radiation scanning device.

6.3.5. Checking of documents received with the load are compliant with permitted EWC codes.

6.4 Weighing vehicle

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

6.4.2. Drivers shall drive on to the required weighbridge.

6.4.3. A green light and/or open barrier indicates availability of the relevant weighbridge.

6.4.4. The driver proceeds and stops on the weighbridge at the exit barrier and red light.

6.4.5. The entry and exit lights change from green to red and/or all the barriers close.

6.4.6. The driver shall input and confirm the details of the load on the driver's terminal.

6.4.7. The drivers will enter their individual PIN and then press "To weigh".

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

6.4.9. The exit barrier will raise, allowing the vehicle to proceed to the Tipping Hall or Transfer building (the building that the vehicle is directed to is dependent on whether the vehicle has been identified as potentially carrying bulky or nonconforming waste types).

6.4.10. After depositing the load at the Transfer Building/Tipping Hall the vehicle will return to the outgoing weighbridge.

6.4.11. 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.

6.4.12. The driver will confirm details of the load on the driver's terminal.

6.4.13. The driver will enter their individual PIN and then press "To weigh".

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

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

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

6.4.17. The above process can be managed manually by weighbridge operators/Fuel Reception Operators who will be present 24/7

6.5. Inspections

6.5.1. To demonstrate compliance with the WTN, conditions of the EP 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.

- 6.5.2. Results of inspections shall be recorded against the unique weighbridge ticket number assigned to the load and retained for auditing purposes.
- 6.5.3. Any suspicion over incoming waste would dictate either refusal or a more careful inspection of the load, for example a smell of solvents.
- 6.5.4. All inspections shall be conducted by trained and competent Beddington ERF staff adhering to site specific procedures and risk assessments.
- 6.5.5. The process of completing incoming waste checks will depend on the vehicle type; large articulated vehicles will be discharged on to the tipping hall floor. If the waste is acceptable, it will be pushed into the bunker, smaller vehicles may be inspected in the Transfer Building following a similar process. A thorough inspection will usually include spreading the waste out using suitable equipment.
- 6.5.6. The Waste Reception Hall shall be monitored during operations and, in the event that non-conforming waste is observed while a vehicle is tipping the driver shall be directed to cease discharging until an inspection has been carried out.
- 6.5.7. If any suspected non-conforming waste has been discharged, it shall be segregated, reloaded and transferred to the quarantine area or back-loading bay, and the haulier/waste provider contacted. If the load is found to contain non-conforming waste, the Operator shall decide whether non-conforming waste can be removed without posing a risk to the 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. If the materials cannot be separated, the non-conforming waste will be reloaded into the vehicle (or different vehicle if closed RCV) and the haulier/waste provider contacted. The rejection of all non-conforming waste will be carried out as detailed in section 6.7.
- 6.5.8. Inspect vehicle after tipping
Before leaving the Transfer Building/Tipping 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 any part of the vehicle,
 - nets, covers or other appropriate means of securing the load are correctly stowed or in place and safe for highway use, so that they will control any remnants of the load that may create litter in site or public areas.
- 6.5.9. In the event of new waste streams being delivered to the facility a pre-determined number of inspections will be undertaken on each delivery of the new waste stream until a level of confidence is reached that the loads comply with permit and safe combustion requirements.
- 6.5.10. Prior to a new waste stream / customer being given permission to deliver to the site, the contracts management team (who are responsible for agreeing input contracts), will visit and inspect the waste / customer to verify the appropriateness of the waste stream and ensure the customer is aware of, and in agreement with site requirements.

6.5.11. If an existing waste stream is suspected of being non-conforming or unacceptable for combustion, then an increased load inspection regime will be employed until such time as the waste stream is deemed consistently conforming OR if necessary banned from treatment at the ERF.

6.6. Waste Unacceptable for combustion

Waste considered to be unacceptable for combustion, cannot be processed at Beddington ERF for the following reasons:

- It does not conform to the EWC Codes as permitted in the EP for Beddington ERF or associated Transfer Station,
- The waste is large, it could block the Hopper or feed chute and cannot be reduced in size via the use of the on-site Shredder within the Transfer Building
- Could cause a blockage in the bottom ash extractor
- Could cause an explosion
- Is hazardous
- Will not be completely incinerated.

The waste may be classified as unacceptable for combustion because it has the following characteristics (this list is not exhaustive):

- Materials which contain quantities of chlorine, Sulphur or heavy metals significantly in excess of that contained in normal accepted waste streams
- Machinery other than small household items
- Radioactive waste
- Explosives/munitions
- Gas cylinders
- Pathological and biological waste
- Oil sludge's, 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 (Please note this list is for example only, it is understood that some of these items may infrequently come to site mixed into bigger loads and will need to be managed if or when this does occur)
- decontamination and neutralisation sludge's
- 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.

The preceding examples for classifying waste as 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.

Waste not suitable for combustion that does not pose a risk to health (large items, tyres, fridges etc. may be brought to the ERF, separated, and be transferred to another appropriate facility.

6.7. Rejection of waste

If a load contains non-conforming or waste that is unacceptable for combustion that cannot be safely segregated it will be deemed to be a rejected load.

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

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

6.7.2. 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.

6.7.3. 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 or Consignment Note.

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

6.7.5. If a Schedule notification is required, it will be submitted to EA 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.

6.8. ERF Waste reception

6.8.1. Suitable waste, as outlined in 6.6 will be directly delivered into the Tipping hall. If the waste is not within specification or is not suitable for combustion it will be directed to the Transfer building.

6.8.2. Waste directed into the Tipping Hall will be directed to one of seven waste bays. The waste will be directly deposited into the feed waste chutes to the waste bunker.

6.8.3. if chutes are unavailable, or the vehicle cannot tip directly into the bunker, the waste will then be tipped within the allotted bay on to the tipping hall floor (including for waste inspections). This waste will then be pushed into the bunker by a loading shovel within the tipping hall.

6.8.4. Fast acting roller shutter doors operate on the tipping hall entrance and exit. These will be normally closed until triggered by an approaching vehicle.

6.8. Transfer Station Waste reception & storage

6.8.6. Waste delivered into the Transfer building will be tipped into the allocated area within the building (as directed by the Fuel Reception Operative or Weighbridge Operator).

6.8.7. Specified wastes will be removed to a designated storage pending transfer to an alternative processing facility. These wastes include:

- Fridges/Freezers
- Small WEEE
- Large WEEE
- Tyres

6.8.8. Waste suitable for combustion will be shredded within the Transfer building; and transferred back into the tipping hall for process through the ERF.

6.8.9. If the ERF is unavailable and it is unsafe to receive waste deliveries within the designated areas (tipping hall and Transfer building), waste delivery vehicles will be redirected to alternative permitted disposal facilities.

6.9. Offensive waste acceptance

6.9.1. Offensive waste will only be unloaded directly into the bunker, if it has to be unloaded on to the tipping hall floor for inspection, it will be pushed into the bunker using the loading shovel as soon as the inspection is complete.

6.9.3. Site operatives will be suitably trained in the waste acceptance procedures, EWC codes and the significance of colour/design of the delivery bags.

6.10 Clinical waste acceptance & storage at the Transfer station

6.10.1. Clinical waste will be delivered separately to other waste materials, and be delivered under a suitable EWC Code

6.10.2. Clinical waste will be separated upon receipt and stored in material specific containers. If backloading is required this will be completed by suitably trained staff.

6.10.3. If Clinical waste is to be processed through the ERF, prior agreement shall be sought from the Environment Agency.

6.11 Hazardous waste acceptance

6.11.1 Hazardous waste commonly accepted includes WEEE which will be stored in accordance with the requirements which allow its recovery.

6.11.2 Other hazardous waste will be segregated into specific suitable containers until it can be transferred to a suitably permitted facility. This may include:

Asbestos

Gas bottles or other pressurised containers

7. Records

Record	Responsibility	Location	Retention Time	Authority for Disposal

8. References

Reference	Title
Waste types and quantity	Environmental Permit EPR/GP3305LN
Related waste management procedures	Management System ref: ERF-BED-OPS-LMI-EHS