



Procedure No. XX Hazardous Waste Acceptance

Purpose: To ensure that all hazardous waste accepted for treatment is acceptable under the conditions of the Environmental Permit.

	RESPONSIBLE PERSON	RECORD
1. This Waste Acceptance Procedure concerns hazardous waste which will be treated on the Site. See the Non-hazardous waste acceptance procedure for information on the acceptance of non-hazardous waste.		
<u>Environmental Permit & Waste Codes</u>		
2. The Environmental Permit contains the list of waste types that are permitted to be accepted at the site. A table containing the codes and descriptions of waste types that are permitted on this site is included at the end of this procedure for ease of reference, see <u>Table 1 Permitted Waste Types</u> .		<u>Table 1 Permitted Waste Types</u>
This list of waste types should be consulted if you are unsure whether a load can be accepted, alternatively the Site Manager should be consulted.		
3. If the List of Waste code on the Hazardous Waste Consignment Note is not listed in the Environmental Permit the load must be rejected in accordance with the <u>Waste Rejection Procedure</u> .	Site Operative	<u>Procedure No. XX Waste Rejection</u> <u>Hazardous Waste Consignment Note</u> <u>Waste Transfer Note</u>
4. The total maximum amount of waste (including both hazardous and non-hazardous) which can be brought onto the site each year shall not exceed 300,000 tonnes as stated in the Environmental Permit.		
<u>Assessment & Inspection of Incoming Waste</u>		
5. Other than in an emergency (for example, taking waste resulting from an emergency incident clean-up), waste must only be accepted if it is line with the Waste Pre-Acceptance Procedure.	Chemist	<u>Procedure No. XX Waste Pre-Acceptance</u> <u>Customer Files & Database</u>
6. A Hazardous Waste Consignment Note for every load of waste is obtained from the driver and this is checked to ensure it contains the following: <ul style="list-style-type: none"> • Consignment code • Description of waste • Process giving rise to the waste • Quantity of waste • Physical form of the waste e.g. gas, liquid, solid, powder or sludge • Hazardous property(ies) • List of Waste / EWC code • Details and signature for: <ul style="list-style-type: none"> ○ Producer / holder / consignor ○ Waste carrier ○ Consignee / receiver 		
7. Waste characterisation information is reviewed to assess if the waste is acceptable or not, which is based on, but not limited to, the following: <ul style="list-style-type: none"> • If waste can be treated on this Site. 	Site Manager / Site Supervisor / Director	



- Any test results are from samples of the actual waste and not from data information sheets or similar.
 - How representative / reliable samples are, regarding:
 - Locations of sampling points.
 - Method of sampling.
 - Number of samples.
 - Operating conditions at the time samples were taken.
 - Age of the sample test data.
8. All associated Waste Characterisation information records will be kept along with Hazardous Waste Consignment Notes in a secure location. Site Manager Form No. XX Waste Information
- All Vehicles Delivering and Exporting Waste from the Site**
9. All vehicles must be registered as waste carriers and a copy of their certificate should be held on file in the site office. A regular check should be carried out to ensure that registrations are still in date, and where they are found not to be, a copy of the new registration should be obtained immediately. Site Operative
10. All vehicles carrying waste must be sheeted when entering / exiting the Site. Site Operative
- Acceptance of Hazardous Waste onto the Site**
11. All drivers must stop and report to the weighbridge / site control office.
12. The driver will provide a copy of the Hazardous Waste Consignment Note to the Site operative, who will complete the section relating to the consignee. The site operative will then return the Hazardous Waste Consignment Note to the driver, keeping a copy for his records. Site Operative
13. Information/documentation obtained during the pre-acceptance stage will be checked against the incoming load.
14. A check will be made to determine if there is sufficient capacity available on the Site to accept the incoming load. Weighbridge Operator
15. Loads will be visually checked at the weighbridge, to ensure that the load matches the description on the Hazardous Waste Consignment Note and that the correct waste code has been used to identify the waste. Weighbridge Operator Table 1 Permitted Waste Types
16. Loads not accompanied by a Hazardous Waste Consignment Note or that does not match the description on the Hazardous Waste Consignment Note will be rejected in accordance with the Waste Rejection Procedure and the Site Manager will be informed. Site Operative Procedure No. XX Waste Rejection
17. Acceptable loads will be directed towards the appropriate waste reception area where a Site Operative will oversee the off loading.
18. Every load is visually inspected prior to being off loaded to check to ensure the labelled waste streams match the description on the Hazardous Waste Consignment Note. Site Operative/ Site Manager Table 1 Permitted Waste Types
- If there is any doubt about the waste type delivered, a message will be relayed to the Site manager.
19. Waste loads and paperwork will be checked prior to tipping. Waste will be tipped in different locations, depending on whether it has been classified: Site Operative Site Layout Plan Drawing Ref. XXXXXX



- Unclassified (assumed) Hazardous Waste will be directed to a separate area for offloading.
- Classified Hazardous Waste will be directed to the hazardous waste reception area.

Details of the waste and its location on Site will be tracked in accordance with the computerised waste tracking system.

20. If there is a discrepancy with the load or its paperwork the Site Manager shall be informed immediately. If the load is not acceptable under the Environmental Permit, then, if possible, it should be re-loaded onto the vehicle and rejected from site in accordance with the <u>Waste Rejection Procedure</u> .	Site Operative	<u>Procedure No.</u> <u>XX Waste</u> <u>Rejection</u>
21. If it is impossible to load a rejected load back onto the delivering vehicle the load will be put into the quarantine area. Waste will be rejected from the Site in accordance with the <u>Waste Rejection Procedure</u> .	Site Operative	<u>Procedure No.</u> <u>XX Waste</u> <u>Rejection</u>
<u>Compliance Testing</u>		
22. Compliance Testing is undertaken on samples of incoming waste to ensure that waste received complies with information on the Waste Information Form.	Site Operative	
23. Samples must be taken in accordance with the Sampling Procedures.	Site Operative	<u>Sampling</u> <u>Procedure</u>
24. Samples must be labelled with: <ul style="list-style-type: none"> • A unique sample number (containing the hazardous waste consignment note number). • Any hazardous properties identified (if known). 	Site Operative	
25. Sampling and testing are carried out at a frequency that will be determined based on assessment of the source of the waste. This is to confirm that the correct classification and identification of hazardous properties was provided for the incoming waste.	Site Operative	
26. All samples will be labelled with a unique sample number that includes the hazardous waste consignment note code for the waste where the sample was taken from.	Site Manager Site Operative	
27. Samples removed for compliance testing will be kept for a minimum of two days after treatment of the waste and removal of the residues from the Site.		
28. The consignment note code will be used to track waste through the Site. Waste will be tracked using a computerised tracking system to hold up-to-date information.		
29. The computerised tracking system will hold information about the available capacity of the waste quarantine, reception and general and bulk storage areas.		
30. Samples of waste will be taken from Unclassified Hazardous Waste stored within the holding area to determine the correct classification for this waste. This may include on site rapid testing to determine hydrocarbon content.	Site Operative	Site Layout Plan Drawing Ref. XXXXXX
31. Waste that is identified to contain greater than 1,000 mg/kg of TPH will be transported to the hazardous waste reception area. The location of each	Site Operative	Site Layout Plan Drawing Ref. XXXXXX



batch of waste stored on the Site will be tracked in the computerised waste tracking system.

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| 32. Waste that is identified to contain less than 1,000 mg/kg will require further assessment to determine its hazardous properties. This waste will be transported to the hazardous waste storage area while test results are obtained. | Site Operative | Site Layout Plan
Drawing Ref.
XXXXXX |
| 33. An 'Environmental Suite' for total content analysis should be requested from an accredited laboratory for samples taken from the waste. The Environmental Suite may contain the following parameters: <ul style="list-style-type: none"> • Boron. • Arsenic. • Antimony • Selenium • Metals, including; Cadmium, Beryllium, Chromium III, Chromium VI, Copper, Lead, Manganese, Mercury, Molybdenum, Nickel, Vanadium, Zinc. • Acid Soluble Sulfide. • Phenols (Monohydric). • Total Cyanide. • Elemental Sulphur. • pH Value. • PAH (total/speciated). • TPH (total/speciated). • BTEX. • Total Sulphate, Water Soluble Sulphate. • Acid/Alkali Reserve Test. | Site Operative | |
| 34. A test for the presence of asbestos and asbestos quantification will be completed where there is suspicion that asbestos may be present in the waste. | Site Manager | |
| 35. A Hazardous Waste Assessment, in accordance with WM3 Guidance, will be completed using the testing results received from the laboratory. This hazardous waste assessment will produce a document showing the classification of the waste as non-hazardous or hazardous. | | |
| 36. The document references for both the laboratory report and the hazardous waste assessment certificate will be recorded on the Waste Information Form for the relevant imported waste. | Site Operative | <u>Form No. XX</u>
<u>Waste</u>
<u>Information</u> |
| <u>Records</u> | | |
| 37. Records will be kept to document hazardous waste imported, stored and exported from the Site. | Site Operative | |
| 38. A daily record is kept of all vehicles delivering waste to the site, along with the type, quantity and source of waste delivered. | Site Operative | |
| 39. Hazardous Waste Consignment Notes will be appropriately stored for a minimum of three years. | Site Manager | |
| 40. Documentation associated with the testing and analysis of waste, including WM3 Assessments should be kept alongside Hazardous Waste Consignment Notes for a minimum of three years. | Site Operative

Site Manager | |



41. Any other relevant information received at the pre-acceptance/acceptance stage should be kept alongside Hazardous Waste Consignment Notes for a minimum of three years.
- Site Operative
Site Manager

Consequences

42. The consequence of not following this procedure may result in unsuitable waste being accepted on to the site. This may constitute a breach in the conditions of the Environmental Permit, in addition to causing contamination of the site.