

# Waste Acceptance & Assessment Procedure

## 1. PURPOSE

- 1.1. To ensure compliance with the **Waste Duty of Care Code of Practice** under **section 34(7) of the Environmental Protection Act 1990 (the EPA)** in relation to the duty of care set out in **Section 34(1)** of that Act.
- 1.2. To ensure compliance with the **Technical Guidance WM3: Waste Classification** and evidence correct waste classification process.

## 2. SCOPE

- 2.1. This procedure applies to all N+P sites that import, produce, carry, keep, treat, dispose of or, as a dealer or broker have control of certain waste types.

## 3. ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Responsible Manager	Responsible for overall site operations and to ensure there is adequate resources for implementing this procedure.
Commercial Team	Responsible for initial setting up of waste acceptance on site.

## 4. TERMS AND DEFINITIONS

TERM	DEFINITION
Waste	Any substance or object that the holder discards, intends to discard or is required to discard.
Waste Producer	Any person whose activities produce waste.
Waste Carrier	Any person, who normally and regularly collects, carries or transports waste in the course of any business or with a view to profit, including those that produce and transport their own waste.
Waste Dealer	Any person, business or organisation that buys waste with the aim of subsequently selling it, including in circumstances where the dealer does not take physical possession of the waste.
Waste Broker	Any person, business or organisation that arranges waste transportation and management of waste on behalf of another party, such as organisations contracting out waste collection services e.g. local authorities.
Standard Industrial Classification (SIC) codes	A 5-digit code that classifies a business's main area of economic activity and is used for sorting companies into categories.
European Waste Catalogue (EWC) Codes	A list of waste types which categorises wastes based on a combination of what they are, and the process or activity that produces them.

## 5. REFERENCES

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

## 6. PROCEDURE

### 6.1. Pre-acceptance

- 6.1.1. Before the receipt of any wastes on site, a written description signed by both parties must be in place between the operator (the receiving site) and the current holder of the waste. The operator must ensure that the current holder of the waste is authorised as;
- A carrier, broker, and/or dealer;
  - A waste management operator who has an environmental permit or registered exemption;
  - And, that they have complied with their waste duty of care.
- 6.1.2. Licenses and permits can be checked using the **EA's Public Register** or similar register dependant on the current holders authorising authority.
- 6.1.3. Checks must be recorded using the **Waste Pre-acceptance Form** so that the operator is able to demonstrate it has met it's duty of care when transferring the waste on to the next step in the transport chain.
- 6.1.4. The written description must be accurate and contain all of the information to ensure the lawful and safe handling, transport, treatment, recovery or disposal by subsequent holders, including;
- Classification of the waste by using the appropriate EWC codes;
  - Its quantity and nature
  - How the waste is contained e.g. loose or artic;
  - The time and place of transfer;
  - The SIC code of the current holder of the waste;
  - The name and address of the transferor and transferee (person receiving the waste);
  - The capacity in which the transferor and transferee are acting (e.g. as a producer, carrier etc);
  - And, their relevant authorisation to act in that capacity e.g. their permit number.
- 6.1.5. The following Duty of Care pre-acceptance checks must be completed during the account set-up by the N+P Commercial Team or those arranging the acceptance of wastes to site;
- Transport arrangements
  - Waste Carrier Licence
  - Environmental Permit or Exemption of originating waste site (if applicable)
  - Waste Transfer Note, either annual/season or per load (refer to the **Completion of Duty of Care Waste Transfer Notes Procedure**).

### 6.2. Waste Acceptance

- 6.2.1. All incoming waste vehicles must report to the Weighbridge office where it will be weighed and recorded on the weighbridge system and necessary checks of any accompanying documentation will be carried out.
- 6.2.2. Feedstock will only be accepted on site if it conforms to the EWC Waste Codes detailed.
- 6.2.3. A visual inspection in the tipping area to ensure the material meets the necessary quality standards and specification, checks are to be recorded using the **Input Material Assessment Form**.

### 6.3. Downgrade or Rejection of Materials

- 6.3.1. Incoming loads are visually inspected and analysed as required in accordance with the sites **Input Material Specification**.

6.3.2. If the quality of material input does not meet the site **Input Material Specifications**, the **Load Downgrading & Rejection Procedure** will be followed.

#### 6.4. Assessment and Classification of Wastes

6.4.1. All wastes are subject to sampling and analysis as per **Technical Guidance WM3: Waste Classification**, best practice, customer contractual specifications and legal requirements.

6.4.2. No wastes will be authorised for processing without suitable evidence of correct classification. This will include but is not limited to representative sampling and analysis data from the Waste Producer.

6.4.3. All sites are required to complete a **Sampling Plan** to enable the waste to be classified correctly where analysis is required.

6.4.4. The Waste Producer will ensure that the sample is representative of the waste and that it has been obtained by a person who is technically competent to undertake the sampling process. All analysis will be carried out by an accredited laboratory with robust quality assurance, quality control methods and record keeping. Records of the analysis will be retained to demonstrate that the waste has been correctly classified.

6.4.5. The analysis will include specific determinands to enable suitable classification of potentially hazardous material.

6.4.6. The analysis certification must clearly state whether the waste has been classified as hazardous based on the determinands specified within the **Sampling Plan**.

6.4.7. In the event that the analysis certification states that the waste is hazardous the Waste Producer must assess the data against previous samples, or further samples may be taken so that the Waste Producer is able to determine whether the hazardous classification was an isolated issue.

#### 6.5. Record Keeping

6.5.1. Records must be stored on the sites own SharePoint page for a period of time in line with the **Document Retention Guidance** and made available to any authorising authority upon request.

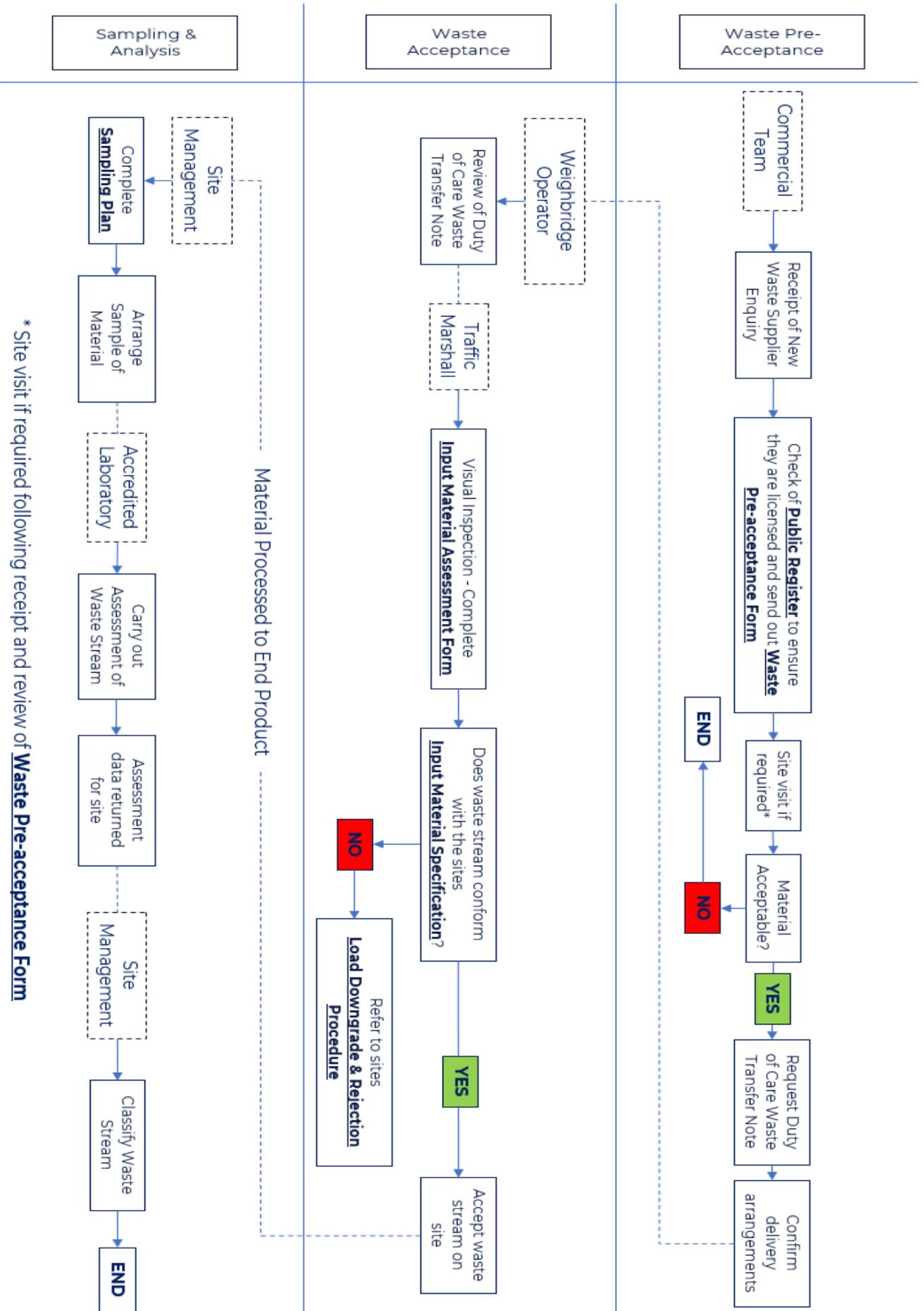
#### 6.6. Training

6.6.1. The site manager shall ensure that all of its applicable employees are trained in all aspects of this procedure and records shall be uploaded to the sites specific SharePoint page.

## 7. APPENDICES

### APPENDIX A

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\* Site visit if required following receipt and review of **Waste Pre-acceptance Form**