



Local

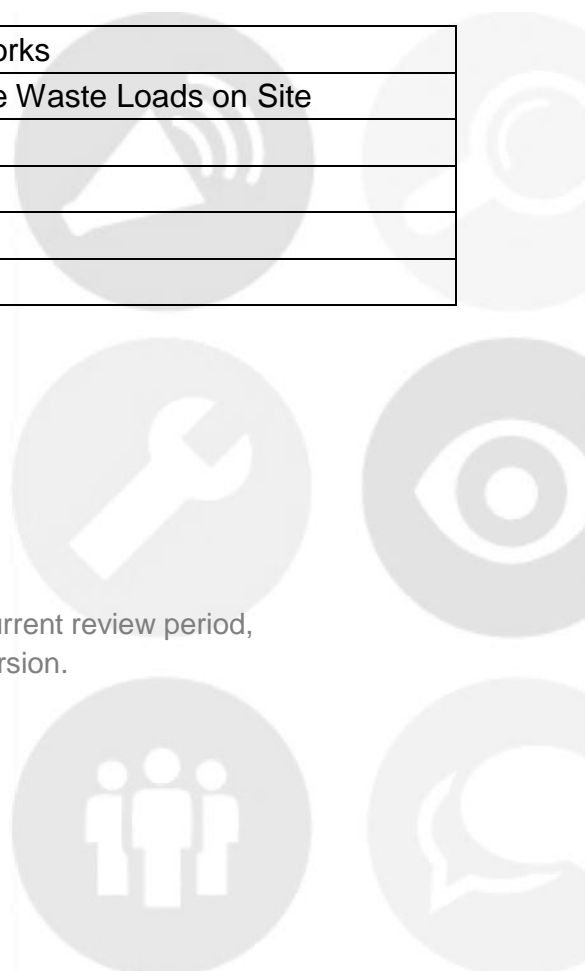
Procedure

Business Services – Tankered Waste

| | |
|----------------------------|---|
| Site Name | Various Sewage Treatment Works |
| Title | Receiving and Accepting Trade Waste Loads on Site |
| Owner's Name | Eddison Ruswa |
| Owner's Role Title | Tankered Waste Manager |
| Date of Next Review | Mar 2021 |
| Version Number | TTWSS005.1 |

If this is a printed version please ensure that it is still within the current review period, if not **'DO NOT USE'** and contact your line manager for a new version.

Remember – If you can't do the job safely, don't do it.
'DO NOT CARRY OUT THE PROCEDURE'
and seek advice from your line manager



Summary of Standard

This procedure provides an insight into the various stages involved in receiving and accepting Tankered Trade Waste (TTW) loads.

The document makes reference to **CWID (Commercial Waste Information Database)**. CWID has been developed to replace previous database / information systems (Microsoft Excel based) utilised by the TW Team. CWID is designed to provide a centralised database with tools to manage enquiries, approvals, bookings, waste receipt and management information.

CWID will undergo further development during 2018/2019.

Purpose of this Document

- To describe the process for the acceptance of trade waste loads into Severn Trent Sewage Treatment Works.

Procedure Must Have's

- Technically Competent Persons (TCP) (TW Technician (TWT) or TCP trained Site Operational Staff (SOS))
- Access to TTW documents & systems
 - CWID (Commercial Waste Information Database)
 - And/or Daily Bookings Sheet
- Tanker Driver (competent in the operation of his vehicle and site inducted)
- Safety PPE (see Appendices)
- Severn Trent Tankered Waste Ticket Book
- Waste Transfer Note/Consignment Note (where applicable)
- Sample of the waste
- pH Meter (use manufacturers procedure for calibration process)
- Chemical Test Strips (TW Technicians only – not applicable to SOSs)
- Spill Kit
- Suitable Hoses (4 inch Bauer female fitting or 3 inch bsp)

Procedure Must Do's & Don'ts

- Do ensure TCP is available to accept trade waste delivery
- Do ensure load is present on the specific site's Daily Bookings sheet and on CWID bookings, do not allow a load to discharge that is not booked in through the Booking Office.
- Do ensure driver is inducted – if not, carry out a [site induction](#).
- Do ensure driver is familiar with the discharging points on your site.
- Do ensure driver is wearing correct PPE (see Appendices). If they do not have correct PPE they are unable to work on site.

- Due to operational restraints pre-collected waste streams samples can be accepted, however technicians must complete ad hoc sample collection.
- Do ensure that waste is within site limits and reception tank has capacity.
- Do ensure pH Meter is calibrated as per the procedure: [pH Meter Calibration](#)
- Do ensure full chemical analysis of each load is undertaken as explained in section 5.3.
- Do not allow a load to discharge if it does not meet the analysis requirements.
- Do ensure samples are kept in storage for a minimum of 14 days.
- Do ensure the Waste Transfer Note has all information present, including:
 - Full address of waste collection point
 - Waste Hierarchy Declaration
 - SIC Code
 - EWC Code
 - Carrier Registration Number
 - As Waste Transfer Notes can vary in style, if there is a box for completion, ensure that it is done so (e.g. Waste Permit Number).
- Do ensure hazardous loads are accompanied by a completed consignment note
- Do ensure all Waste Transfer Notes are stored on site for a minimum of 3 years, and 5 years for Consignment Notes.

Identified Hazards

(Include health & safety, environmental, quantity & quality hazards)

- Slips, trips, and falls.
- Spillages.
- Traffic.
- Offloading under pressure.
- Fall from height (for the tanker drivers, TCP should never be working from height).
- Manual handling.
- Tank overflows.
- Allowing a driver who is not inducted and not aware of control systems in place to discharge alone.
- Allowing a non-conforming load to discharge and causing a works failure.
- See reference section for relevant site risk assessment.

Roles and Responsibilities

- Ensure TCP is available at the time of arrival of tanker delivery.
- TCP to ensure driver is competent/inducted/wearing correct PPE.
- TCP to ensure paperwork contains correct information and is filled out correctly.
- TCP to ensure each load is to specification and if there are any discrepancies the TCP should follow the non-conformance procedure.

Procedure

Overview

1. Arrival of Waste Stream
2. Bookings Check
3. Duty of Care paperwork
4. Sampling and Testing
5. Acceptance and Rejection
6. Receipting

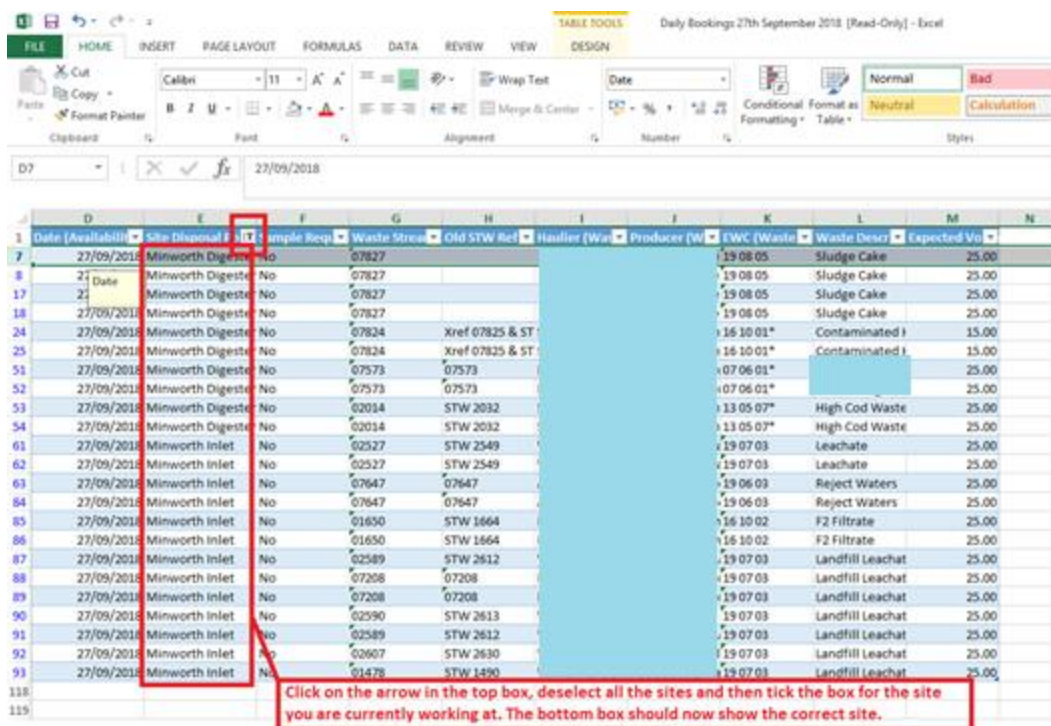
1.0. Arrival of Waste Stream

- 1.1 Upon arriving at a Severn Trent Water site the tanker driver will report to the relevant TCP present on site.
- 1.2 The TCP will confirm that the driver has been inducted and can provide a site induction card. If the driver is not inducted, the TCP should follow the [STW site induction procedure](#). The driver **must** wear the correct PPE (See appendices) whilst they are working on a Severn Trent Water site.

2.0. Bookings Check

- 2.1 The TCP will check the drivers' waste transfer note and match it to the corresponding booking in CWID (Commercial Waste Information Database) or the daily Bookings Sheet, to confirm that the waste has been booked in and has received approval for discharge at this particular site.
- 2.2 If the load is not listed on CWID or the daily bookings sheet, the TCP and the driver/company must contact the TW Booking office as per the non-conformance procedure.
- 2.3 Contact Details for the Booking Office:
 - Tel: 0345 608 0107
 - Email: tankeredwaste@severntrent.co.uk

*Note: SOS sites require a printed "Booking Sheet" only.
CWID is being developed in order to replace many of the historical Excel based systems used by TTW. CWID access is currently only available to TW Team Members.*



| | D | E | F | G | H | I | J | K | L | M | N |
|----|---------------------|------------------|------------|--------------|-----------------|-------------|--------------|-------------|------------------|-------------|---|
| 1 | Date (Availability) | Site Disposal | Sample Req | Waste Stream | Old STW Ref | Haulier (W) | Producer (W) | EWC (Waste) | Waste Descr | Expected Vo | |
| 7 | 27/09/2018 | Minworth Digeste | No | 07827 | | | | 19 08 05 | Sludge Cake | 25.00 | |
| 8 | 21 | Minworth Digeste | No | 07827 | | | | 19 08 05 | Sludge Cake | 25.00 | |
| 17 | 21 | Minworth Digeste | No | 07827 | | | | 19 08 05 | Sludge Cake | 25.00 | |
| 18 | 27/09/2018 | Minworth Digeste | No | 07827 | | | | 19 08 05 | Sludge Cake | 25.00 | |
| 24 | 27/09/2018 | Minworth Digeste | No | 07824 | Xref 07825 & ST | | | 16 10 01* | Contaminated I | 15.00 | |
| 25 | 27/09/2018 | Minworth Digeste | No | 07824 | Xref 07825 & ST | | | 16 10 01* | Contaminated I | 15.00 | |
| 51 | 27/09/2018 | Minworth Digeste | No | 07573 | 07573 | | | 07 06 01* | | 25.00 | |
| 52 | 27/09/2018 | Minworth Digeste | No | 07573 | 07573 | | | 07 06 01* | | 25.00 | |
| 53 | 27/09/2018 | Minworth Digeste | No | 02014 | STW 2032 | | | 13 05 07* | High Cod Waste | 25.00 | |
| 54 | 27/09/2018 | Minworth Digeste | No | 02014 | STW 2032 | | | 13 05 07* | High Cod Waste | 25.00 | |
| 61 | 27/09/2018 | Minworth Inlet | No | 02527 | STW 2549 | | | 19 07 03 | Leachate | 25.00 | |
| 62 | 27/09/2018 | Minworth Inlet | No | 02527 | STW 2549 | | | 19 07 03 | Leachate | 25.00 | |
| 63 | 27/09/2018 | Minworth Inlet | No | 07647 | 07647 | | | 19 06 03 | Reject Waters | 25.00 | |
| 84 | 27/09/2018 | Minworth Inlet | No | 07647 | 07647 | | | 19 06 03 | Reject Waters | 25.00 | |
| 85 | 27/09/2018 | Minworth Inlet | No | 01650 | STW 1664 | | | 16 10 02 | F2 Filtrate | 25.00 | |
| 86 | 27/09/2018 | Minworth Inlet | No | 01650 | STW 1664 | | | 16 10 02 | F2 Filtrate | 25.00 | |
| 87 | 27/09/2018 | Minworth Inlet | No | 02589 | STW 2612 | | | 19 07 03 | Landfill Leachat | 25.00 | |
| 88 | 27/09/2018 | Minworth Inlet | No | 07208 | 07208 | | | 19 07 03 | Landfill Leachat | 25.00 | |
| 89 | 27/09/2018 | Minworth Inlet | No | 07208 | 07208 | | | 19 07 03 | Landfill Leachat | 25.00 | |
| 90 | 27/09/2018 | Minworth Inlet | No | 02590 | STW 2613 | | | 19 07 03 | Landfill Leachat | 25.00 | |
| 91 | 27/09/2018 | Minworth Inlet | No | 02589 | STW 2612 | | | 19 07 03 | Landfill Leachat | 25.00 | |
| 92 | 27/09/2018 | Minworth Inlet | No | 02607 | STW 2630 | | | 19 07 03 | Landfill Leachat | 25.00 | |
| 93 | 27/09/2018 | Minworth Inlet | No | 01478 | STW 1490 | | | 19 07 03 | Landfill Leachat | 25.00 | |

Pic 1. Shows an example of the Excel daily booking sheet which is sent out every afternoon for the following days bookings. Each site can be filtered to show the bookings for that particular day.

3.0. Duty of Care Paperwork

3.1 After ensuring the waste has been booked in, the Duty of Care paperwork must be checked.

3.2 A WTN is a legal requirement which documents the movement and disposal of non-hazardous waste. The TCP must ensure the customers WTN has the following information:

- Description of the waste stream
- Correct EWC code for the waste stream
- Signed declaration to confirm that the Waste Hierarchy has been applied.
- Full name of the person, company and address of the transferor (person transferring the waste to someone else)
- Full name of the person, company and address of the transferee (person accepting the waste from someone else)
- SIC code for the transferor
- Status of the persons involved in the transfer (e.g. producer, importer)

- Address of transfer or collection point
- Address of disposal point
- Date and time of transfer (optional)

3.3 If the EWC code is incorrect or the SIC code is absent on the waste transfer note, it is the driver's responsibility to obtain the information from the customer/ haulier company and provide the TCP with the correct information. Please be aware that not all WTNs are laid out identically.

3.4 The TCP should complete the section for the disposer of the waste. Each Waste transfer note is different so make sure you read the form properly and fill out all the required information, including the TCP's printed name, signature and date the waste is accepted. The WTN should have at least two copies. One for the haulier and one for the disposal site. When the form has been completed and signed by the TCP, separate the copies and keep one copy for our records and give the hauliers copy back to the driver.

3.5 In addition, the waste must be accompanied by weighbridge ticket to confirm the volume of the waste stream. If a weighbridge ticket is not provided the TCP will record the volume of the waste stream as the maximum the tanker can legally move.

Note: some sites have logger systems in place which will record volumes, please see local procedures for more information.

3.6 Every waste stream received must be accompanied by a Waste Transfer Note (WTN) as shown in Pic 2. If the waste is hazardous it **must** have a Consignment Note with a consignment note number (as shown in Pic 3). The waste cannot be accepted until these requirements are met. If information is absent or incorrect the driver must contact the haulier and/or the customer for clarification as per the [non-conformance procedure](#).

3.7 The consignment note must show all of the movements of the waste from the producer to the consignee. The people responsible for the waste during its life time are:

- Producer – person who produced the waste
- Holder – person who is currently holding the waste (can be a producer or broker)
- Consignor – person who is authorising the waste to be removed from the premise at which it is produced or held
- Carrier – person who collects the waste from where it's produced or held, and delivers it to the consignee
- Consignee – the person to whom the waste is being transported for disposal or recovery

There are five parts to the consignment note that the TCP must ensure are properly completed before accepting the waste:

- Part A – provides unique number and details where the waste came from
- Part B – describes the waste, the amount and what makes it hazardous
- Part C – carriers declaration and signature
- Part D – consignors declaration
- Part E – Consignee's (TCP) acceptance of the waste

3.8 The EWC codes on the Duty of Care paperwork must match up with the sites permitted EWC codes (see site specific waste management permit). The TCP must not sign the WTN or Part E of the consignment note until the waste stream has been tested and accepted.

MTS 95888
JOB REF. No. J120400K

WASTE TRANSFER NOTE

DUTY OF CARE SECTION 34 ENVIRONMENTAL PROTECTION ACT 1996
CONTROLLED WASTES WRITTEN DESCRIPTION FORM

1. WRITTEN DESCRIPTION OF WASTE
LEAD BATTERIES
CHEMICAL COMPOSITION
DATE OF ANALYSIS
WASTE CONTAINED IN 10A QUANTITY 25 units

Make sure EWC and SIC code is on paperwork

EWC Code: 15 01 05
SIC Code: 38.21

2. PRODUCER DECLARATION
I DECLARE THAT THE ABOVE DESCRIPTION IN SECTION 1 IS FULLY REPRESENTATIVE OF THE WASTE TO BE TRANSFERRED FROM THE SITE BELONG TO THE SITE NAME IN SECTION 2

COMPANY NAME
PLANT
ADDRESS

Address for both producer and disposal sites must be on paperwork

Waste Hierarchy must be signed

3. CARRIER DECLARATION
I DECLARE THAT I AM A REGISTERED CARRIER AND THAT THE WASTE HAS BEEN CHECKED AND FOUND TO BE CONSISTENT WITH THE DESCRIPTION GIVEN IN SECTION 1 OF THIS DOCUMENT

NAME
POSITION
SIGNATURE
DATE 22/17 TIME 11:00

The carrier's Reg no. can be found in various places on the paperwork

Registration Number: CRDU63236

DRIVERS NAME
REGISTRATION No. OF VEHICLE
SIGNATURE
DATE COLLECTED 27/11
TIME COLLECTED 08:30

4. DISPOSAL SITE/TRANSFER STATION DECLARATION
I DECLARE THAT THE WASTE DELIVERED BY THE VEHICLE IDENTIFIED IN SECTION 3 HAS BEEN CHECKED WITHIN OUR SAMPLING PROCEDURES AND FOUND TO BE CONSISTENT WITH THE DESCRIPTION GIVEN IN SECTION 1 AND DISPOSAL LICENCE WAS DISPOSED OF IN FIELD

Fill out bottom section

WASTE DISPOSAL AUTHORITY OWNED/MANAGED BY DISPOSAL LICENCE
NAME
POSITION
SIGNATURE
DATE DISPOSED 31/3/17
TIME DISPOSED 11:20

Pic 2. Example of a waste transfer note, showing which information needs to be present.



Hazardous Waste Regulations 2005: Consignment Note

[Redacted area]

PART A Notification Details

1. Consignment note code: [Redacted]

2. The waste described below is to be removed from (name, address, postcode): [Redacted]

4. The waste will be taken to (name, address, postcode):
 SEVERN TRUST Waste
 MUMFORDS R 76
 [Redacted]

SITE CODE: (see reverse for full address) [Redacted]

5. The waste producer was different from 2) (name, address, postcode): [Redacted]

3. Process code: [Redacted] (Waste Only)

There MUST be a consignment number

PART B Description of the waste

1. The process (giving rise to the waste) was: [Redacted]

2. SIC for the process giving rise to the waste: [Redacted] e.g. 36120

3. WASTE DETAILS (where more than one waste type is collected, all of the information given below must be completed for each EWC identified)

| Description of waste | EWC code (4 digits) | Quantity (kg) | The chemical/biological components of the waste and their concentrations are: | | Physical form (gas, liquid, solid, powder, sludge or mixed) | Hazard Code (H) | Container type/size | Number of containers |
|----------------------|---------------------|---------------|---|---------------------------|---|-----------------|---------------------|----------------------|
| | | | Component | Concentration (w or m/kg) | | | | |
| EFFLUENT | 130507 | 27.680 | WATER | 100% | LIQUID | H17 | BULK | — |
| | | | | | | | | |
| | | | | | | | | |

The information given below is to be completed for each EWC identified

| EWC code | Packing group (I) | UN identification number (4) | Proper shipping name (4) | UN Class | Special handling requirements |
|----------|-------------------|------------------------------|--------------------------|----------|-------------------------------|
| 130507 | | | | | PP |
| | | | | | |
| | | | | | |

PART C Carrier's Certificate **PART D Consignor's Certificate**

If more than one carrier is used, please attach schedule for subsequent carriers, if a schedule of carriers is attached please tick here

I certify that I today collected this consignment and that the details in A2, A4 and B3 are correct and I have been advised of any specific handling requirements.

Where this note comprises part of a multiple collection the round number and collection number are: [Redacted]

On behalf of: Slicker Recycling Ltd Enterprise House, Barracks Road, Stourport on Severn, DY13 9RW. Carrier registration no. CXC120624

Vehicle registration no: [Redacted]

Name: [Redacted] Signature: [Redacted] Date: [Redacted] Time: [Redacted] (24 hr clock)

I certify that the information in A, B and C above is correct, that the carrier is registered or exempt and was advised of the appropriate precautionary measures. All of the waste is packaged and labelled correctly and the carrier has been advised of any special handling requirements.

I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011.

On behalf of (name, address, postcode): [Redacted] AS147

Name: [Redacted] Signature: [Redacted] Date: [Redacted] Time: [Redacted] (24 hr clock)

PART E Consignee's Certificate (where more than one waste type is collected all of the information given below must be completed for each EWC)

| Individual EWC Code(s) received | Quantity of each EWC code received (kg) | EWC code accepted/rejected | Waste management operation (R or D code) |
|---------------------------------|---|----------------------------|--|
| 130507 | 27,680 | A | D8 |
| | | | |
| | | | |

1. I received this waste at the address given in A4 on: Date: 24/09/2018 Time: 1355 (24 hr clock)

2. Vehicle registration no: [Redacted] On behalf of (name, address, postcode): Slicker Recycling Ltd AS147

3. Where waste is rejected: [Redacted]

I certify that waste management licence/permit no(s) SITE CODE: 4006 (see reverse for licence no.) authorises the management of the waste collected in B at the address given in A4

Name: [Redacted] Signature: [Redacted]

WHITE COPY : CONSIGNOR/HOLDER YELLOW COPY : CARRIER PINK COPY : CONSIGNEE

Pic 3. Example of a consignment note number, illustrating the importance of the consignment note number which is a legal requirement.

3.9 A Severn Trent Tankered Trade delivery ticket must be filled out for each trade waste delivery as shown on Pic 4. When filling out the TW delivery ticket ensure the tanker's last load was suitable for a sewage treatment works. For example if the last load was oil or a hazardous substance the tanker **MUST** have a tanker clear certificate. There is a list of accepted wastes with their EWC codes in the site specific waste management permit. See section 8 for further details.

4.0. Sampling and Testing

4.1 Once the load is officially booked in and paperwork checked; the driver will be given a sample container and asked to provide a sample of the waste.

- If the sample is coming from the site glass, the driver should discharge the initial load before obtaining the sample, to prevent metal contamination of the sample from the discharge point. If there are any questions over the sample, get the driver to obtain a new sample from an alternative discharge point (either from the site glass, back of the tanker).

Note: Ideally the TCP will observe all samples being collected by the driver. However due to operational restraints pre-collected samples can be accepted for waste streams categorised as low risk (See [Pre Acceptance approvals](#)) including sludge and sludge cake. The TCP must observe sample collection for all medium and high risk loads but must also complete ad hoc sample collection for low risk loads.

4.2 Samples should be stored for 14 working days (as per site permit) before disposal for possible audit purposes, and should be labelled with:

- The Producer of the waste
- The associated STW Number, used by Severn Trent to identify the waste stream
- The number of the Tankered Trade Waste Ticket (TW *****)
- The date on which the sample was received

4.3 In addition, the TCP must confirm with the driver:

- That the last load on the tanker must be suitable for the sewage treatment biological process and therefore was taken to a sewage works, or was classified as digester waste and suitable for land spreading. Otherwise the tanker must have a wash out certificate. If there is no wash out certificate follow the [non-conformance procedure](#).

4.4 Before a tanker is discharged, a TCP must carry out a full analysis on the waste stream. This includes the following tests:

- pH
- Appearance
- Ammonia
- Nitrates
- Nitrites
- Sulphate
- Chromium
- Nickel
- Copper
- Iron
- Zinc
- Dry solids – liquid sludge only

Note for low risk waste streams discharging at sites with no TW technician the SOS must test for pH and appearance as a minimum.

Note as sludge cake is solid we cannot complete all of the above test. As a minimum the appearance should be checked to confirm it is cake and samples sent off periodically for ALS 705 analysis.

4.5 The results of these tests should be compared with Approval and historical sample data stored on the STL Lab Results V2 spreadsheet. If the waste does not conform to these parameters follow the non-conformance procedure. Please see Appendix for further information on testing and STL Lab.

4.6 Some waste streams may present a notable odour. In instances where the odour can be detected easily when taking a sample/performing analysis, it should be recorded under the “comments” section of the TW ticket to assist with any investigations as per sites individual odour management plans.

4.7 For a more detailed description of the analysis procedure see appendices.

5.0. Acceptance and Rejection

5.1 If the TCP is satisfied that the waste conforms to expected results the load can be accepted for discharge. For inlet waste the Duty of Care paperwork can be signed, however for digester sewage waste make sure there is enough room in the digester beforehand. If there is not enough room in the digester tank explain to the driver what the situation is, for example; a delay or unable to accept the waste, the latter should be

the last resort in this situation. The driver will then be allowed to discharge at the appropriate point.

Note: more detail on discharge points can be found in local procedures.

6.0. Receipting

6.1 Once the waste analysis has been completed and the sample complies to the acceptable parameters (as explained in section 6), a Tankered Trade Delivery Ticket (TW ticket) must be filled out as following:

- There are three copies for each ticket. A white ticket, and two carbon copies which are green and pink.
- Make sure a piece of card is placed behind the pink copy.
- Enter the information onto the TW ticket as shown in Pic 4. Make sure the EWC on the daily booking sheet matches the EWC on the hauliers waste transfer note before adding onto the TW ticket. Also ensure the correct carriers registration and vehicle registration is filled in.
- Fill out the Tanker clear certificate section with the tanker's last load; where the waste came from, the description of the waste, where the disposal point was and the date it was disposed. If the last waste stream was not suitable for a sewage treatment works (See section 5.2) the driver should provide a tanker clear certificate. In this instance the cleaning company, date cleaned and the clean out certificate number should be entered.
- In the section for person receiving at works; enter the time and date that the vehicle arrived and print and sign the ticket in order to authorise the waste disposal.
- The driver must print and sign their name and enter their induction number (as shown in Pic 4).
- Once the driver has signed the paperwork, tear out the green copy and give to the driver for their records.
- The white copy should be torn off and attached to the disposal copy of the waste transfer note. And the pink copy should remain in the TW ticket book for future reference. If there is a consignment note, a copy of the consignment note must also be attached to the TW delivery ticket.
- The non- hazardous duty of care paperwork should be stored for 3 years, and the hazardous consignment note should be stored for 5 years.
- The TW ticket book should be stored for 4 months and then can be disposed of.
- The analysis results for the relevant sample should be written on the TW delivery ticket (as shown in Pic 4).

SEVERN TRENT WATER LTD TANKERED TRADE EFFLUENT DELIVERY TICKET AND TANKER CLEAR CERTIFICATE

This is a legal document. You are obliged to keep your copy of this document for at least 3 years from the start date. This Ticket may be a Transfer Note Under "Duty of care".

| | | | |
|--|-------------------|------------------|--------|
| DELIVERY TICKET | | TW 180331 | |
| Waste Producer: | [REDACTED] | | |
| Sewage Works: | RUSHMORE | | |
| Inlet or Digester Disposal Route: | INLET | | |
| Waste Description: | LANDFILL LEACHATE | | |
| STW Number: | 07197 | | |
| EWC Code: | 101002 | | |
| Deliverer/Haulier: | [REDACTED] | | |
| Haulier's Carrier Reg. No.: | [REDACTED] | | |
| Tanker Registration Number: | [REDACTED] | | |
| (a) Capacity: | Units: | | |
| (b) Or Weight Ticket No.: | Weight: | 25.660 | Units: |
| Waste Transfer Note No./Hazard Consignment Note: | | | |

Make sure the correct carriers reg is entered

| | | | |
|--|---------------|-------------------------|-----------------|
| TANKER CLEAR CERTIFICATE | | | |
| <small>The Driver undersigned certifies that the waste previously carried in this vehicle prior to this delivery was suitable for treatment at a sewage treatment works and the waste type was:</small> | | | |
| Waste Description: | Leachate | Disposal Site & Date: | RUSHMORE 2/7/17 |
| <small>Or that this vehicle has been cleaned out at the company shown here on the date shown and is now suitable for carrying out deliveries to this sewage works as a consequence of that clean</small> | | | |
| Cleaning Co.: | Date Cleaned: | Cert. No if applicable: | |
| Name of Driver Making Delivery & Site Induction Number: [REDACTED] | | | |
| Signature of Driver: | | [REDACTED] | |
| Time: | 07.30 | Date: | 3/8/17 |
| Name of Person Receiving at Works: [REDACTED] | | | |
| Signature: | | [REDACTED] | |
| Time: | 7.30 | Date: | 3/8/17 |

Drivers must write his/her signature, print their name and induction number in this section

| | | | |
|------------------------|-------------|----------------------|-----------|
| ANALYTICAL DATA | | | |
| pH | 8.03 | Metals | Fe 3 Cr 3 |
| Appearance | 8 ppm | Flash Point (if app) | |
| Other | NH4 100mg/l | | |

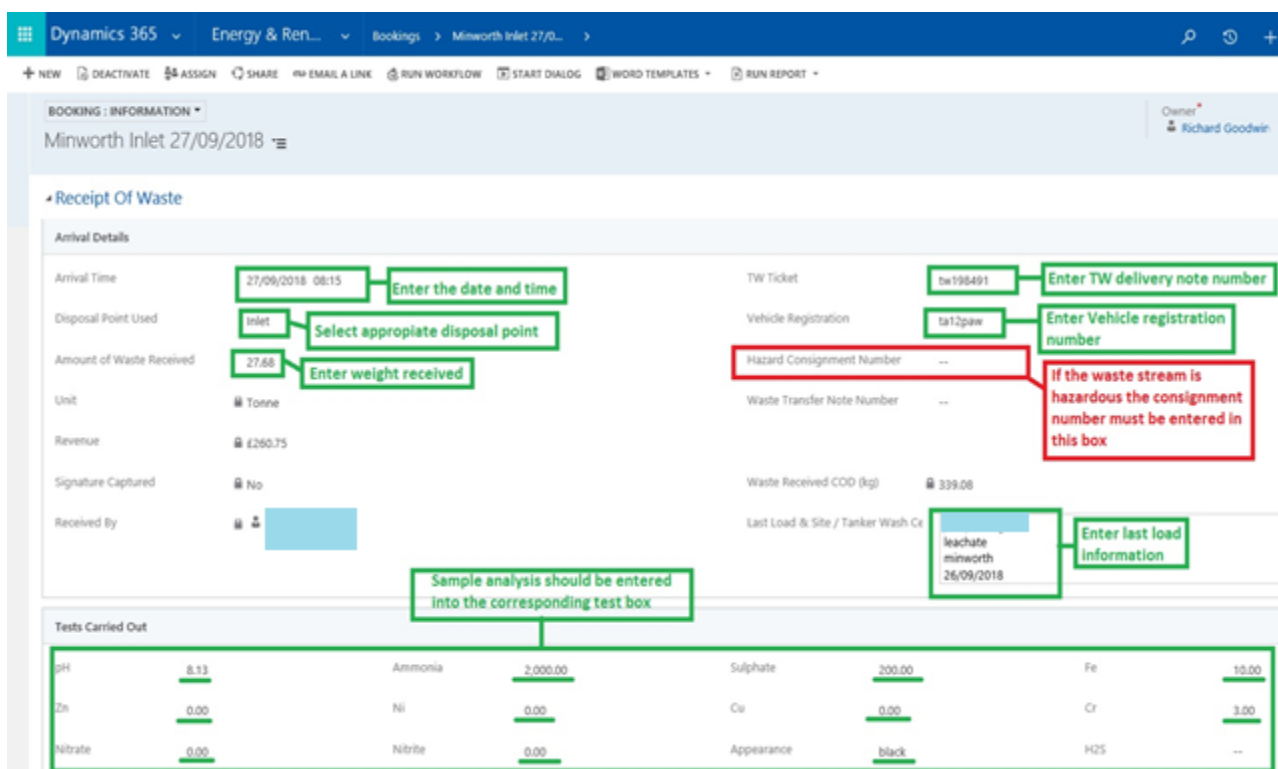
| | | | |
|---|-------------------------------------|----------------|-------------------------------------|
| PROTECTIVE EQUIPMENT (as per Severn Trent Water standards) | | | |
| Boots | <input checked="" type="checkbox"/> | Glasses | <input checked="" type="checkbox"/> |
| High Visibility Clothing | <input checked="" type="checkbox"/> | Ear Protection | <input checked="" type="checkbox"/> |
| Helmet | <input checked="" type="checkbox"/> | Gloves | <input checked="" type="checkbox"/> |

| | | | | | |
|-------|------------|-------|-------------|------|-----------|
| White | Admin copy | Green | Driver copy | Pink | Site copy |
|-------|------------|-------|-------------|------|-----------|

Pic 4. Example of Severn Trent Tankered Trade Effluent delivery ticket.

6.2 The completed TW delivery ticket should be used to transfer information to CWID which is the Severn Trent Water Trade Waste online database.

- Open the CWID database onto the relevant site bookings. Find the corresponding booking on the CWID booking page and open up the page.
- Check the name of the waste producer is the same on both CWID and the TW delivery ticket and then scroll down to enter the details (as shown in Pic 5).
- Once the information has been entered onto CWID press the save icon and close the page.
- All tickets must be written up into CWID within 24 hours after receiving the waste. On sites with no CWID access (and no haz waste) it must be completed 4 days after month end.



Pic 5. Illustration of the CWID page showing how to enter information from the TW delivery ticket.

Appendix

1. Duty of Care

1.1. A Consignment Note is much more detailed as the risk involved with transporting hazardous waste is much greater. Please note that ALL boxes to be completed before accepting any hazardous waste – only Minworth and Strongford are licenced to receive hazardous waste.

Note: See copy of Consignment (Pic 3.)

2. Testing Guide

Appearance Test:

- Do a visual inspection of what the waste sample looks like, including colour, thickness of waste and any layers present.

pH:

- The TCP should ensure that the pH meter is calibrated – see [pH meter calibration procedure](#)
- Place the pH electrode into the TTW sample and wait for the pH reading to stabilise (a 'right angle' will show on screen) and then press 'Read' to confirm the measurement.
- Record the result.
- The standard conforming pH is pH 4-11, but different sites can vary. Always check the limits of the site and site specific guides.
- If the pH is too high, it may prevent the rest of the tests (except the sulphates and nitrates/nitrites) from working accurately. In this case, put a small sample into a sampling beaker, and add the chromate reagent (Nitric acid) to lower the pH. Do not add the chromate reagent to the sample when testing the nitrates or nitrites because the nitric acid contains nitrates and nitrites and therefore will give a false result.
- If the pH is too low add a small sample into a beaker and add some ammonia or zinc reagent (Sodium hydroxide) to raise the pH.

Note: With all except the ammonia, zinc and chromate tests, the strips can be dipped straight into the waste sample, providing the pH is within range.

Nitrite/Nitrate:

- Place 5ml of the TTW sample into a sampling beaker.
- Ensure the pH range for measurement is between 1-10. Use the ammonium reagent (Sodium hydroxide) to raise the pH if necessary.
- Dip the nitrite/nitrate test strip into the waste sample for 1 second.
- Remove the test strip, shake off excess liquid from it and wait for 60 seconds.
- Check the colour against the test kit chart to determine the nitrite/nitrate levels within the waste sample.
- Record the result.



Sulphate:

- 1 Place 5ml of the TTW sample into a sampling beaker.
- 2 The pH does not need to be changed when testing the sulphates. Do not use the sodium hydroxide or the nitric acid reagent because they will distort the results.
- 3 Dip the sulphate test strip into the TTW sample for 1 second.
- 4 Remove the test strip, shake off excess liquid from it and wait for 120 seconds.
- 5 Check the colour against the test kit chart to determine the sulphate levels within the waste sample.
- 6 Record the result.



Chromium:

- 1 Place 5ml of the TTW sample into a sampling beaker.
- 2 Add 10 drops of chromate reagent (nitric acid) into the mini test tube provided with the chromium test kit.
- 3 Dip the chromium test strip into the TTW sample for 1 second.
- 4 Remove the test strip, shake off excess liquid from it, put it in the chromate reagent within the mini test tube and wait for 30 seconds.
- 5 Shake off excess liquid from the test kit and check the colour against the test kit chart to determine the chromium levels within the TTW sample.
- 6 Record the result



Nickel:

- 1 Place 5ml of the TTW sample into a sampling beaker.
- 2 Ensure the pH range for measurement is between 4-10 using chromate reagent (nitric acid) and the ammonium reagent (sodium hydroxide) to drop or increase the pH respectively.
- 3 Dip the nickel test strip into the TTW sample for 1 second.
- 4 Remove the test strip, shake off excess liquid from it and wait for 30 seconds.
- 5 Check the colour against the test kit chart to determine the nickel levels within the TTW sample.
- 6 Record the result



Copper

- 1 Place 5ml of the TTW sample into a sampling beaker.
- 2 Ensure the pH range for measurement is between 4-10 using chromate reagent (nitric acid) and the ammonium reagent (sodium hydroxide) to drop or increase the pH respectively.
- 3 Dip the copper test strip into the TTW sample for 1 second.
- 4 Remove the test strip, shake off excess liquid from it and wait for 20 seconds.
- 5 Check the colour against the test kit chart to determine the copper levels within the TTW sample.
- 6 Record the result



Iron:

- 1 Place 5ml of the TTW sample into a sampling beaker.
- 2 Ensure the pH range for measurement is between 1-7 using chromate reagent (nitric acid) and the ammonium reagent (sodium hydroxide) to drop or increase the pH respectively.
- 3 Dip the iron test strip into the TTW sample for 1 second.
- 4 Remove the test strip, shake off excess liquid from it and wait for 20 seconds.
- 5 Check the colour against the test kit chart to determine the iron levels within the TTW sample.
- 6 Record the result



Zinc:

- 1 Place 5ml of the TTW sample into a sampling beaker.
- 2 Add 10-12 drops of the zinc reagent (sodium hydroxide) to the sample and shake the solution.
- 3 Dip the zinc test strip into the TTW sample for 1 second.
- 4 Remove the test strip, shake off excess liquid from it and wait for 30 seconds.
- 5 Check the colour against the test kit chart to determine the zinc levels within the TTW sample.
- 6 Record the result



Ammonium:

- 1 Place 5ml of the TTW sample into a sampling beaker.
- 2 Add 10-12 drops of the ammonium reagent (sodium hydroxide) to the sample and shake the solution.
- 3 Dip the ammonium test strip into the TTW sample for 5 seconds.
- 4 Remove the test strip and shake off excess liquid from it.
- 5 Check the colour against the test kit chart to determine the ammonium levels within the TTW sample.
- 6 Record the result



Dilutions

- 1 If there is any doubt about the result, or it is beyond the scale of the test kit colour chart, then do a dilution to get the true reading.
- 2 For a 5:1 dilution, add 1 ml of the TTW sample into a sampling beaker, and add 5 ml of clean water.
- 3 Insert the appropriate test strip, and follow the procedure for the appropriate test.
- 4 For an ammonia dilution, add 10 drops of the ammonia reagent.
- 5 For a chromate dilution, add 10 drops chromate reagent.
- 6 Multiply the reading by your dilution factor to get the true result.
- 7 Do further dilutions as necessary.

Staining

- 1 Staining discolours the indicator paper, making it difficult to read the result.
- 2 Fold the test strip over on the long edge just before the colour changing indicator, so that you have a handle and dip half of the indicator in to the sample as you follow the appropriate test.
- 3 Watch the colour change that spreads over the unstained half of the indicator and



compare the unstained half to the side of the test kit to get the reading.

- 4 Use dilutions as needed.

3. Sewage Sludge Imports

Imports of third party sewage sludges can either be discharged into the inlet or the digester, the waste acceptance procedure must be followed. The protocol below explains the process for determining the discharge route.

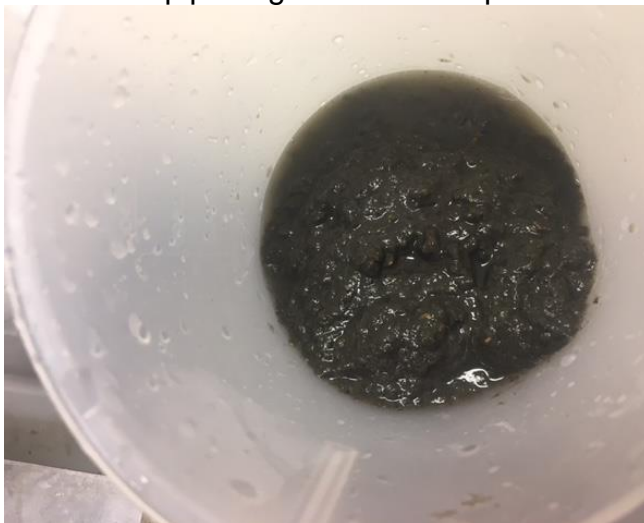
1. To determine dry solids, use a visual test by dripping the sludge back into the samples vial by a pipette. If the sludge, when dripped back into the vial, forms a lump layer upon the surface it will be okay for the digester. However if the sludge is very runny and doesn't form a layer upon the surface of the remaining sample it should be sent to the inlet.
2. When time allows (not whilst managing a customer) it is also worth checking you own interpretation of the ds% by comparing the visual analysis against the JRP logger and Sartorius machine.
3. Each site will have its own dry solids target. All sludges on or within this target range will be discharged into the interworks sewage digester route, any sludge's below this target will be discharged into the inlet.
4. General Rules
 - Any sewage sludges between 2-8% will be discharged into the interworks digester route.
 - Any sewage sludges greater than 8% ds will be rejected
 - Any sewage sludges lower than 2% will be discharged into the Interworks inlet.





2% sewage sludge very watery, looks like water after pipetting back into the pot.

4% sludge – much thicker, looks congealed on the surface after pipetting back in



6-8% sewage sludge – more congealed than 4%

Off loading

- 1 Subject to analysis clearance by the TCP, the driver will be provided with a delivery ticket and tanker clear certificate (the same as with TTW). The TW tech or Site operator will also retain a carbon copy for our records.
- 2 The driver will then be provided with an Interworks logger fob for the discharge, which must be returned to the TW tech or Operator after use. The fob will give the driver access to the logger and select their company from the options menu.
- 3 On the driver's first visit they will be inducted and then escorted to the discharge point and directed on safe use of connections and loggers. A written SOP for discharge and JRP logger use will be explained and provided to the driver for future reference.
- 4 Any tanker clear tickets and receipts from non-TW sites will need to be provided to TW techs at least 3 days after month end.

Use of the JRP System

The information from the delivery ticket and tanker clear certificate must be filled into the booking with CWID (like TW), along with the volumes and dry solids% from the JRP logger system. For the previous months loads this must be completed by 5 days into the new month. The JRP logger process is below:

1. Access the JRP portal can be found at: <http://www2.jrp-eventsuite.com/WaSP/Login.aspx?ReturnUrl=%2fWaSP%2fDefault.aspx>

2. JRP Login Details: obtained from Severn Trent via JRP.
3. Select Reports (top of page)
4. Select Sludge Transaction
5. In the Site box scroll down to Z Sludge Trading Water Company X
6. Select the Date range required
7. Press GO
8. Transactions will show on the screen
9. Tally up JRP transactions against TW paperwork
10. Insert tonnages onto CWID
11. If a volume shows up as 32 tonnes + it is usually highlighted by a red asterix and indicates that 2 tankers have discharged one after the other on the same line. In this case you can access accurate tonnages a slightly different way:
12. Select Sludge Drilldown (top left of page)
13. In the Site box type 'Z' and select Z Sludge Trading X Water Company
14. Press GO
15. Select required Year
16. Select Required Month
17. Select Required Date
18. Other water company transactions will show on the screen
19. Tally up JRP transactions against TW paperwork
Insert tonnages and dry solids per load into CWID

4. Sewage Sludge Cake Imports

Imports of third party sludge/ cake should be off-loaded into the digester hopper. Follow the process bellow;

- 3.1 Check that the driver has been inducted.
- 3.2 The driver will bring a sample from the collection site. This is acceptable because sludge is low risk and therefore it's not necessary to observe a sample being taken off the tanker. However this is still regarded as good practise, therefore random observations of sample collection should take place.
- 3.3 The sample should have a soil consistency. For further detail see the Waste acceptance form (WAF). This can be found on the customers waste stream page on CWID.
- 3.4 Ask the driver for his paperwork and ensure all relevant information is on the transfer note (See Pic 2.).
- 3.5 Ascertain what the last load the tipper truck was carrying and that it is suitable for a sewage treatment works as explained in section 5.2.
- 3.6 Allow the driver to go and offload the waste. Whilst the driver offloads complete the paperwork.

- 3.7 Fill out the TW Tankered trade waste delivery ticket and Waste transfer note as described in section 3. (Shown on pic 2 and 4).
- 3.8 Follow the receipting instructions as described in section 7.

5. PPE Requirements

Compulsory PPE requirements for a Severn Trent Water site are as follows: Hard hat or bump cap, High visibility vest or jacket, steel toe cap boots, gloves. Eye and ear protection must be available to use at all times. A gas monitor may be required in certain areas of the works.

References

- Trade Database run
 - <\\stw.intra\STW\Operations\ComServ\Section-Wide Data\Tankered Waste\Trade\Trade Databaserun.xlsx>
- Daily Bookings:
 - <\\stw.intra\STW\Operations\ComServ\Section-Wide Data\Tankered Waste\Trade\Daily Bookings>
- Sampling V2 Spreadsheet:
 - <\\stw.intra\STW\Operations\ComServ\Section-Wide Data\Tankered Waste\Trade\Operational\Sampling\stl lab Results v2.xls>
- Site Discharge Procedures and Risk Assessments:
 - <\\stw.intra\STW\Operations\ComServ\Section-Wide Data\Tankered Waste\Trade\Procedures incl H&S\Site Procedures and Risk Assessments>
- TW/SS009 TTW pH Meter Calibration procedure
<\\stw.intra\STW\Operations\ComServ\Section-Wide Data\Tankered Waste\Trade\Procedures incl H&S\End to End Processes and Procedures\Seek&Share>
- CWID User Manual
- CWID Database:
<https://severntrent.crm4.dynamics.com>
- Local procedures:
<S:\Operations\ComServ\Section-Wide Data\Tankered Waste\Trade\Procedures incl H&S\Site Procedures and Risk Assessments>
- [TW Induction procedure](#)