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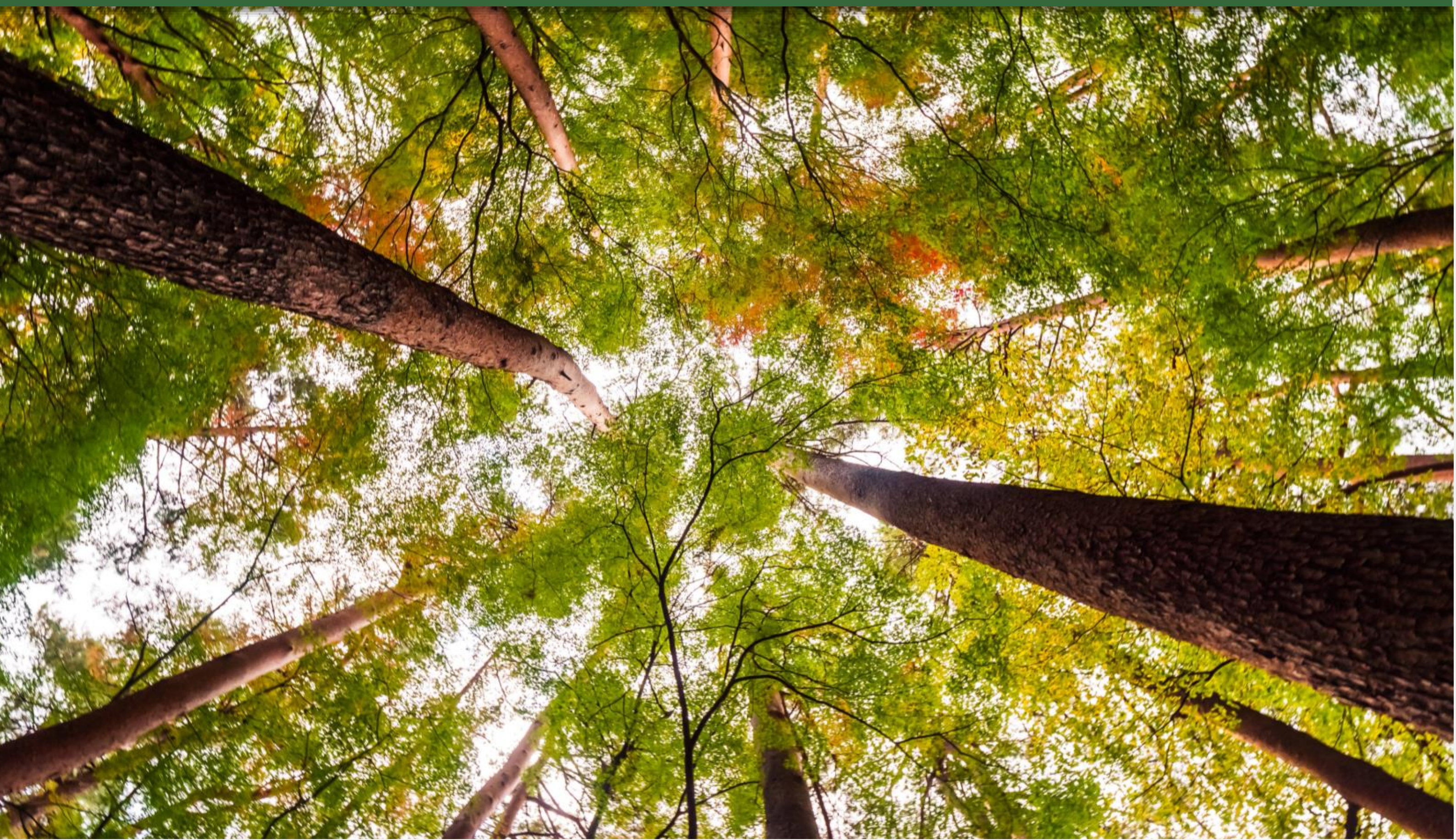
Waste Acceptance Procedure

v1.0

Environmental and sustainability solutions provided to

Enva Scotland Ltd



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REVISION LOG

Revision	Details	Date
0.1	Initial Draft	15/01/2026
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1.0	Version for submission	05/03/2026

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1.0 PURPOSE

This document aims to outline the procedure which must be followed by Enva Scotland Ltd (hereon referred to as ‘Enva’) operative whilst receiving waste from third party companies. The waste will comprise of the following stream:

- Residual sludge from sewage plants treating domestic or urban waste waters

1.1 Technical guidance

This procedure has been produced in line with the relevant sections of the following guidance documents:

- Non-hazardous and inert waste: appropriate measures for permitted facilities - Guidance - GOV.UK
- Biological waste treatment: appropriate measures for permitted facilities - Guidance - GOV.UK
- Sewage sludge in agriculture: code of practice - GOV.UK

2.0 PROCEDURE OVERVIEW

2.1 Pre-acceptance

The control of residual sludge from sewage plants treating domestic or urban waste waters and, the prevention of unsuitable material being bought and accepted on site is a key management requirement to ensure quality control of the processes at the Enva facility.

Enva staff have taken measures to communicate with suppliers on what material is acceptable and unacceptable. This has been done through acceptable feedstock information being sent to each supplier and visually checked by Enva staff prior to any deliveries.

Contracts with suppliers will be in place prior to accepting waste. Regular supplier visits will be done by the Site Manager to ensure compliance.

The Site Manager conducts a site inspection and agrees specifications of the material to be accepted.

Details of the suppliers' quality management system and a statement from the supplier confirming their duty of care and commitment to quality control (consistency of material type, source, handling requirements, presence of hazards within the materials and European Waste Catalogue (EWC) code adherence checks) will be received.

2.2 Acceptance of waste at the facility

In line with the waste acceptance procedure, only wastes listed within the Environmental Permit and, as described by the supplier will be accepted at the site. This list can also be seen in Appendix 1.

Hazardous waste will not be accepted.

All loads arriving on site must be accompanied by the correct documentation. The supplier will be directed from the entrance to the unloading area and the material deposited. When the load is in a bulk vehicle and therefore has to be inspected, it will be tipped in the receiving area or within an area designated for the material received.

Once received, the load will be checked and the contents confirmed for purposes of assessment.

The vehicle, once unloaded, will be weighed out utilising weigh cells on the importing and exporting road haulage vehicles and the waste transfer note will be completed.

Copies of all transfer/consignment notes will be kept available through the Company's electronic waste tracking system for the specified period (2 years for waste transfer notes). If required, all records will be made available to the EA on request.

2.3 Visual inspection of waste

Upon arrival at the Enva site, all loads will undergo the following visual inspections:

- A visual inspection during offloading by trained Enva staff.
- Waste meets the EWC Code definition as per waste transfer notes.
- Non-conforming wastes will be dealt with in accordance with the site's EMS.
- Any major non-conformance in the load i.e. too liquid in nature, contaminated with hazardous substances, litter, too odorous will either result in the load being loaded back onto the delivery vehicle and rejected or will require a handling charge/ disposal fee.

Table 2-1: Waste rejection triggers

Waste rejection triggers
a) Incorrect Waste Transfer Note.
b) Material contamination.
c) No current site capacity to process material.
d) EWC codes do not match waste description or feature on the allowable input list.

2.4 Rejection

All Enva staff will be trained in rejection procedures starting with induction, regular toolbox talks and site supplier updates.

- Any incoming loads that do not meet the waste acceptance criteria will be either not unloaded or reloaded and removed from site.

- If any load is to be rejected operating in accordance with the rejection criteria and procedure, the site management will call the supplier to inform them of reason why load is being rejected.
- Rejection procedure information will be sent to all suppliers and signed by them before intake of any loads begin on-site.
- A record of any rejected loads will be recorded in the rejected loads record.

3.0 RELATED ASPECTS

The following sections involve aspects entwined with the waste acceptance procedures.

3.1 Traceability of input materials

All incoming loads are recorded upon entry to the site where Enva records the following supplier details into the site computer system:

- Date and time of entry to site;
- Waste transfer note / ticket number;
- Vehicle Registration number;
- Gross weight / tare weight;
- Supplier (Enva) number;
- Load directed to specific unloading / storage location on site; and
- Inspection by trained Enva staff (this type of training information will be kept on the Enva training matrix).

4.0 ROLES AND RESPONSIBILITIES

The Site Manager is responsible for:

- Ensuring all staff are inducted and trained in relevant site procedures.
- Ensuring all company H&S protocols are adhered too, keep site compliant with Environment Agency permit.
- Developing and implementing environmental strategies and action plans, to ensure corporate sustainable development.
- Taking the lead on sustainable procurement for all goods and services.
- Coordinating all aspects of pollution control, waste management, recycling, environmental health, conservation and renewable energy.
- Ensuring details and photographs of any nonconforming product are sent as appropriate.
- Monitoring the amount of nonconforming product received as appropriate.
- Dealing with Suppliers of nonconforming product.

The Site Manager/supervisor is responsible for:

- Ensuring all goods received are inspected on arrival.
- Material receiving, inspection and storage.
- Ensuring that any non-conforming material is dealt with.
- Ensuring any discrepancies from the type of material advised are reported back to the Site Office.
- Ensuring relevant staff adhere to the standard operating procedure for the treatment (liming) of non-compliant biosolids from wastewater treatment works.
- Ensuring container seal numbers are recorded by site staff into the waste recording system.
- Ensuring photographs are taken of nonconforming product as appropriate.

Office admin is responsible for:

- Ensuring the vehicle driver provides all of the relevant information.

- Ensuring that the vehicle driver has positioned the vehicle correctly.
- Completing the input record with all relevant information.
- Ensuring the vehicle driver has the correct personal protective equipment (PPE) when entering the yard, issuing where necessary and retrieving when leaving the site.
- Adjusting the weight to account for any deductions or weight anomalies.
- Processing all paperwork related to the delivery as necessary, including the Waste Transfer Note (Duty of Care documentation).
- Maintaining the site diary.
- Ensuring all goods received are inspected on arrival.

Site staff are responsible for:

- Maintaining strong H&S culture.
- Ensuring that the vehicle driver tips and loads in the correct location in accordance with the Company Site Schematics.
- Ensuring the vehicle driver has located the vehicle correctly on site and that no one is standing in the areas that the vehicle is located.
- Identifying any non-conforming material.
- Inspecting the load and advising the site office of any deductions that must be made along with any non-conforming product received.
- Dealing with nonconforming product in accordance with the site's Emergency Action Plan.
- Taking photographs of nonconforming product using the site's computerised system as appropriate.
- Ensuring all onsite adhere to Enva's AMP.

Vehicle drivers are responsible for:

- Ensuring that vehicles are located correctly on site.
- Following directions from Site Staff.
- Handing in/collecting any documentation as appropriate.

APPENDIX A – ACCEPTED WASTE CODES

Waste Code	Description
19	**WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND THE PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION AND WATER FOR INDUSTRIAL USE.**
19 02	**wastes from physico/chemical treatments of waste (including dechromatation, decyanidation, neutralisation)**
19 02 06	sludges from physico-chemical treatment other than those mentioned in 19 02 05 (sewage sludge only)
19 06	**wastes from anaerobic treatment of waste**
19 06 06	digestate from anaerobic treatment of animal and vegetable (sewage sludge only)
19 08	**wastes from waste water treatment plants not otherwise specified**
19 08 01	screenings
19 08 05	Residual sludge from sewage plants treating domestic or urban waste waters (outdoor permitted).
19 08 09	grease and oil mixture from oil/water separation containing only edible oil and fats
19 12	**wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified**
19 12 12	Wastes from mechanical treatment of wastes other than those mentioned in 19 12 11 (sewage sludge only)
20	**MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL, AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS.**
20 03	**other municipal wastes**
20 03 06	waste from sewage cleaning