
	<p align="center">STANDARD OPERATIONS PROCEDURE:</p> <p align="center">WASTE PROCESS ACCEPTANCE</p>	<p>Version: 1 COMMERCIALY CONFIDENTIAL Effective from:</p>
<p>Authorised by: DRAFT</p>	<p>Reviewed by:</p>	<p>Approved by:</p>

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Revision	Date	Originator	Description of changes
Vo.1		JH	Initial draft for comment
Vol. 2	01/11/24	JH	Final Document for submission

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1. This work instruction sets out the process of Waste Process Acceptance

Quality, Safety and Environmental Management

Safe operation of the treatment plant acceptance process takes priority over all other operational, commercial and production issues.

Waste must be accepted into the process in line with suitable risk assessments and training. **If in doubt NO NOT accept and store or load waste into Incineration plant.**

Competency and training will be provided for this Operating Procedure and the equipment to be used.

If you have not been trained in these processes do not attempt to undertake them unsupervised.

If the process is new to you, ensure you read through the operating instructions and follow the guidance given by your trainer.

Your trainer will take you through the operation of each part of the process highlighting key operations and safety features.


Once you have completed the training regime for the process to the supervisors satisfaction, they will complete a training matrix record for you.

There are certain risks associated with the acceptance and loading of waste into the treatment plant. These include:

Manual Handling

Operatives should be trained in correct manual handling. Utilise the Fork Lift Trucks to lift Carts. Ensure that exceptionally heavy carts are reported and seek assistance to move them when required. Where loose waste handling is required operatives should be trained in loose waste handling. Litter pickers should be used to retrieve non-conforming waste packages whenever possible.



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Needle-stick injuries

When handling loose waste the loose waste handling instructions must be adhered to. Ensure that needle -stick gloves are worn when retrieving non-conforming waste packages.

Spillage on leak of waste

Care should be taken when retrieve in non-conformant waste packages to ensure that the packages are not damaged or ruptured. Ensure that any spillages that do occur are cleaned up promptly in accordance with the spill response procedures.


Infection

Waste handled by the company carry the risk of infection because they may contain dangerous pathogens viruses or bacteria. Ensure that the appropriate PPE for example gloves are worn at all times and that hands are washed prior to eating drinking smoking and using the toilet.

Familiarise yourself with the risk assessments for the tasks undertaken. Risks must be understood and controlled at all times. Should an incident occur, you must complete an incident report form and ensure that your line manager is notified immediately.

Proper waste acceptance checks are an essential quality control for the treatment process. Correct completion of the checks to ensures that non-conforming waste can be identified and reported, enabling customers to take preventive action an enabling the company to demonstrate compliance and improve environmental performance. Operatives must ensure that all acceptance checks are completed in accordance with this operating procedure.




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2. Waste acceptance chart.


WASTE TYPE	PACKAGING	PERMITTED FOR TREATMENT (Tick or Cross)
Clinical Infectious 		
Clinical Highly Infectious – PPE, Sharps, bodily fluids 		
WASTE MEDICINES 		
CYTOTOXIC WASTE 		



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<p>ANATOMICAL WASTE</p> 		
<p>OFFENSIVE WASTE</p> 		
<p>ALL OTHER WASTE</p>		



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3. Removal from storage and first phase acceptance check

When selecting waste for processing carts that have been on site longest will be prioritised or which presents as an issue as odorous otherwise cause a nuisance.

Designated storage areas and process flows at the site are designed to ensure that waste storage time in minimum to ensure adherence to safe operation of the plant.

Regardless whether the waste has been placed in the waste storage area or has immediately been placed in the queue all carts must be visually inspected prior to processing to ensure that the waste contained within the cart conforms to the barcode on the waste tag.

The operation loading the waste is responsible for undertaking the waste conformance check. The check should be undertaken visually without the operator touching the waste. Under no circumstances should the operator unload the cart at this stage of the conformance check.

The operator undertaking the check should ensure that the type of package within the cart is consistent with the description of the waste on the barcode tag

If any non-conforming item is identified during this stage of the non-conformance check, the waste should be removed from the cart and details recorded on the non-conforming waste report. (see NC document)

The operative will then scan the barcode tag attached to the cart then wheel the cart onto the processing scales so that the correct weight of the waste in the cart can be recorded correctly into the system.


After the gross weight has been recorded the operative must scan the correct tare weight barcode of the type of cart so that the net weight of waste in the cart is recorded correctly into the system. The cart and disposed of and the cart is then moved to the bin lift where is is loaded and sent to the mezzanine level,

4. Waste process loading and second phase acceptance check.

The operative then wheels the cart to the plant loading mechanism and onto the bin hoist, then presses the bin hoist start button to load the waste into the inspection hopper.

As the waste tips from the cart into the inspection hopper the operative should closely watch the waste packages to identify whether any packages are non-conforming. The operative should then



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visually check the packages in the hopper after the tipping process has been completed Cameras are installed to assist with this process the operative must inspect the camera display in addition to direct inspection during tipping and in the hopper.

Should any non-conforming waste be identified during the inspection process it must be retrieved before the remaining conforming waste can be processed. Waste must be retrieved in accordance with the following measures:


- Site isolation procedure for the plant loading equipment must be implemented
- PPE suitable for loose waste handling must be worn.
- Packages should be retrieved carefully and methodically to minimise the risk of breakages and spillages. Where appropriate litter pickers should be utilised.

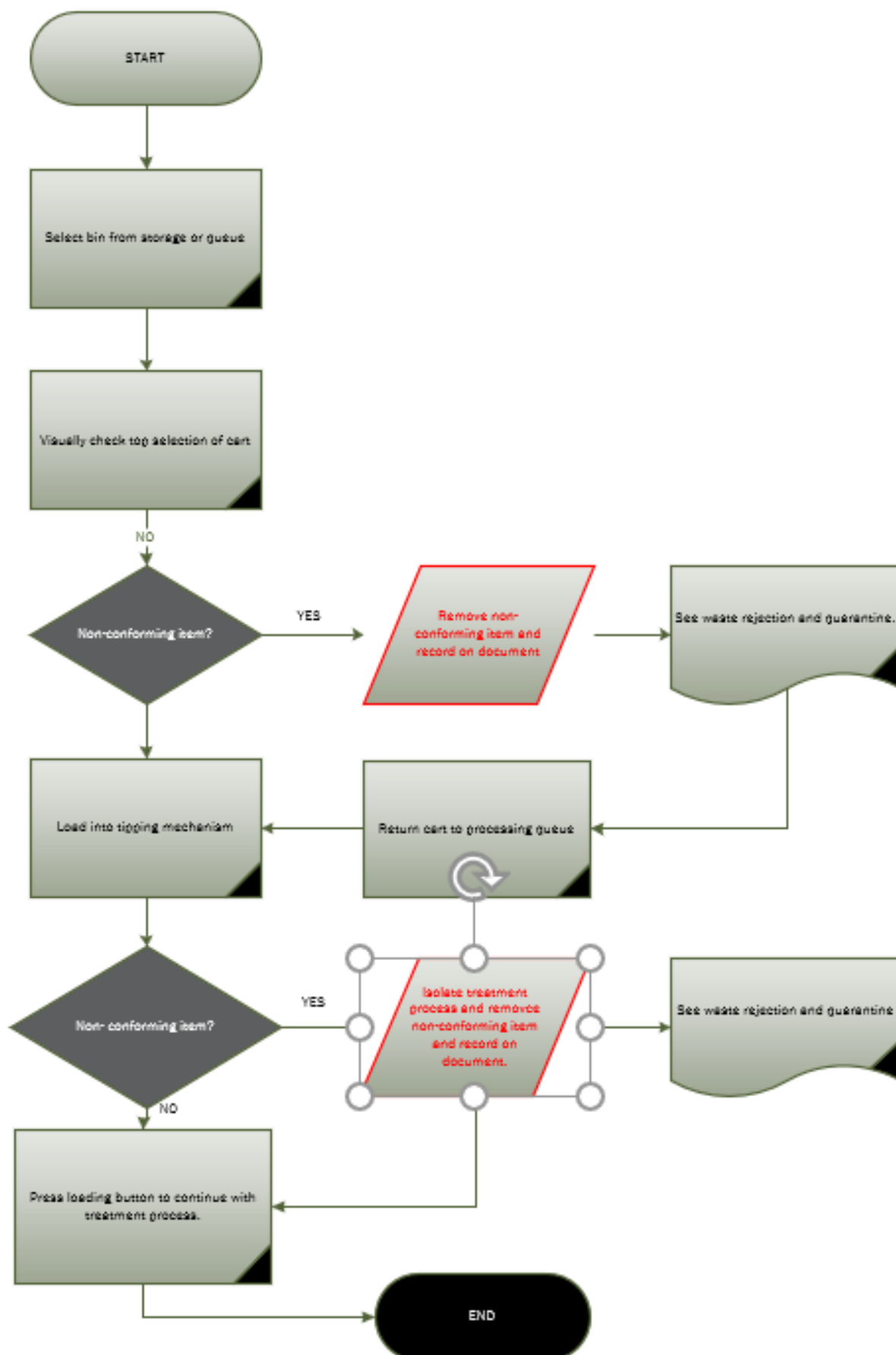
After retrieval of any non-conforming waste the process defined in Waste quarantine and rejection must be followed.


After retrieval of any non-conforming waste and return to operations of any isolated equipment the plant loading process may continue.

The operative presses the plant load start button to load the waste from the inspection hopper into the plant.



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5. Waste process acceptance.

Following the waste reception and storage process (see document) the operator will refer to the waste acceptance documentation to determine the degree of the waste acceptance check.

The operator will carry out one of the following checks, depending on the information from the waste acceptance documentation.

- Initial full inspection for new customers for either 3 months or 6 collections to verify waste packaging and description conformance.
- For customers where non-conforming waste has been identified reduced inspection to spot checks of 1 cart in every 10.
- Full inspection where non-conforming waste was identified in previous inspections to either 3 months or 6 collections.

The required number of carts for waste inspection shall be diverted into the inspection queue.

The operator undertaking the checks should ensure that the type of packages within the cart is consistent with the description of the waste

The operative then wheels each individual cart for checking to the bin lift and tip. The contents of each cart should be inspected through the bin lift and tip process.

As the waste tips from one cart to other the operative should be closely watch the waste packages to identify whether any packages are non-conforming. They should then visually inspect the packages in the cart after the tipping process has been completed.


The number of carts checked should be recorded in the document and a check made to ensure that the waste acceptance checks have been carried out in accordance with details from the waste acceptance documentation.

The plan/site manager must be informed immediately and the particular customer must revert back to full inspections. Refer to waste acceptance check documentation for customer collection list.

The carts will then be moved for processing or storage. Designated storage area and process flows at the facility are designed to ensure that waste storage time is minimised to ensure adherence to safe operating procedures.

The barcode must be scanned from each load and marked as sent for destruction. At the end of the shift barcode stocking system will be reviewed by the TCM to ensure that ew and filing.



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Regardless of whether the waste has been placed in the waste storage area or has immediately been placed in the queue all carts must be visually inspected prior to processing to ensure that the waste contained within the cart conforms to the barcode waste tag.

The operator loading the waste is responsible for undertaking the waste conformance check. The check should be undertaken visually without the operator touching the waste. Under no circumstances should the operator unload the cart at this stage of the conformance check.

The operator undertaking the check should ensure that the type of package within the cart is consistent with the description of the waste on the barcode.

If any non-conforming item is identified during this stage of the non-conformance check, the non-conforming waste should be removed from the cart and details recorded on the non-conforming waste report The Plant / Site Manager must be informed immediately and the particular customer must revert back to full inspections.

The operative will then scan the barcode attached to the cart then wheel the cart onto the processing scales so that the correct weight of waste in the cart can be recorded into the system.

After the gross weight has been recorded the operative must scan the correct tare weight barcode for the type of cart so that the net weight of waste in the cart is recorded correctly into the system

At the end of the shift the barcode system shall be provided to the barcode TCM for reviewing.

The operative presses the plant load start button to load the waste into the plant.

