

1. Purpose:

To control the acceptance of waste on site.

2. Definitions:

WTN: Waste Transfer Note.

CN: Consignment Note.

EP: Environmental Permit.

LOW: List of Wastes

Hazardous Waste: A waste is hazardous if classified as hazardous by the European Waste Catalogue and the Environment Agency's Technical Guidance note WM2.

3. Procedure:

- I. All delivery drivers bringing waste on to site will drive onto the weighbridge and report to the Site Office and present the relevant waste documentation;
- II. The WTN / CN of the load will be inspected against the sites accepted list of wastes and the weight of the load noted;
- III. Where necessary loads will be visually inspected using the CCTV system at the weighbridge or a by a member of staff;
- IV. The WTN / CN will be inspected to ensure they have been fully completed and the load will be logged onto the electronic storage system; (for non-conforming loads see section below)
- V. All records are kept electronically;
- VI. The load will then be directed to the appropriate tipping point on site;
- VII. Once unloaded waste will be inspected visually by banksmen to ensure that it complies with the sites accepted list of waste.
- VIII. Once the waste has been unloaded, the driver will then proceed back over the weighbridge to be weighed in order to establish the exact volume of waste received on site;
- IX. A weighbridge ticket / receipt will be issued to the driver for public / non-scheduled waste deliveries.

Non-Conforming Loads

- I. Non-conforming loads intercepted at the weighbridge and those identified during unloading will be sent to the site isolation area for quarantine;
- II. Loads made up entirely of suspected non-conforming waste will placed to one side, inspected and a decision made by Site Management as to whether the load is to be directed back to the sender. Where loads are returned to the sender the

supplier of the waste will be informed in writing and asked to provide results of their investigation into the circumstances of the delivery.

- III. Loads containing permitted materials that are identified as odorous upon arrival with the potential to impact on sensitive receptors will be treated and removed from site as a matter of priority;
- IV. Loads identified following tipping which are odorous with the potential to impact on sensitive receptors will be treated and removed from site as a matter of priority;
- V. Loads identified following tipping which contain elements of Hazardous waste such as WEEE, fluorescent tubes, paint etc, will be sorted and hazardous material segregated to the appropriate storage container as shown on the site storage plan.
- VI. Any misdescribed wastes within a load which can be accepted under the permit (such as small WEEE, fire extinguishers etc) will be moved to the appropriate storage location as shown on the site storage plan, and the weighbridge office informed.
- VII. If waste streams arrive on site which the facility is not licensed to accept and are not returned to sender, site will send the waste to an appropriate facility for disposal or recovery.
- VIII. Records of non-conforming waste received / identified at site and the action taken to remove the waste from site, will be detailed using the internal Waste Rejection System for loads identified after tipping or on Incident and Corrective Action Report Forms for all other non-conformities.

4. Responsibilities:

Site Management

- I. Responsible for ensuring that the Waste Acceptance Procedure is implemented by all staff and drivers at site;
- II. Responsible for contacting suppliers where a load made up of entirely non-conforming waste is delivered to site to provide reasons for this.

All Staff

- I. Responsible for following the Waste Acceptance Procedure;
- II. Responsible for ensuring all WTN / CN are completed accurately and logged on to the sites system;
- III. Responsible for informing Site Management in the event of a non-conforming load arriving / being discovered on site;
- IV. Responsible for ensuring non-conforming wastes identified on site are stored in the quarantine area;

- V. Responsible for completing Waste Rejection / Incident and Corrective Action Report Forms where non-conforming waste is received / identified on site.

5. Equipment Required:

Weighbridge

6. Records:

WTN's / Season Ticket WTN's and CN as applicable for all waste delivered to site will be held in the Site Office electronically.

Duty of Care records (Waste Transfer Notes) for non hazardous wastes must be held for a minimum of 2 years and consignment notes for hazardous wastes must be kept for a minimum of 3 years.

Duty of Care records will be stored electronically on site.

7. Monitoring

Control of waste will be monitored via site checks as part of the Fugitive Emissions Monitoring Programme and through the incident and corrective action reporting system.

The Waste Acceptance Procedure will be reviewed periodically as part of the Environmental Management System audits.

8. Correction of Non-Conformity:

A Waste Rejection Form will be completed where by non-conforming waste received / identified on site.

Where corrective action is required a Corrective Action Form will be completed.

9. Training Need and Updating Mechanisms:

All relevant staff will be made aware of the procedure for acceptance of waste on site.

Training records will be held on site for the duration of the EP lifetime.

1. Purpose:

To control the storage and dispatch of waste at site.

2. Definitions:

CN: Consignment Note.

EP/IPPC: Environmental Permit.

LoW: List of Wastes

Hazardous Waste: A waste is hazardous if classified as hazardous by the List of Wastes and the Environment Agency’s Technical Guidance note WM3.

WTN: Waste Transfer Note.

3. Procedure:

On- Site Handling and Storage

- I. In order to determine the appropriate LoW code for each waste stream, the waste produced by the site will be assessed by site management with reference to material safety data sheets and Technical Guidance WM3. Alternatively, material will be discussed with waste contractors, external consultants, or the regulator to determine the appropriate LoW code;
- II. Details of the waste storage areas, vessels and specifications will be stored in the Site Office on drawing ELL/FPP/SCU/010 and in the Fire Prevention Plan document SCU/FPP/003.
- III. Site management are responsible for ensuring sufficient and correct vessels / storage areas for each waste stream are provided on site;
- IV. All staff will ensure that all wastes are disposed of / stored in the correct vessels;
- V. No chemical spills can be disposed of in the containers provided unless a member of site management has confirmed that it can be disposed of in this way;
- VI. Site management are to be informed immediately if waste vessels / storage areas are full or there are insufficient numbers of vessels / storage space to dispose of waste;
- VII. Site management will arrange for off-site disposal / recovery of on-site waste at a frequency which prevents a shortage of waste vessel / storage space capacity;
- VIII. Waste vessels / storage areas will be inspected as part of the installation’s Fugitive Emission Monitoring Programme to ensure that the waste is controlled and that

waste storage areas / vessels are in good condition and capable of controlling the waste;

- IX. Food waste will be stored on site for no longer than 24 hours in stockpiles no more than 2 metres high.

Bottom Site Green Waste and Municipal Solid Waste (MSW)

- X. Where green wastes and MSW are tipped, they will be done so in a stock rotation manner to prevent the older materials from remaining at the bottom of waste piles, and ensuring wastes with the greater odour potential are treated and removed off site as a priority;
- XI. Green waste and MSW will be stored on site for no longer than 1 month. If these waste streams are to be stored for longer periods, Site Management will contact the Environment Agency to confirm that there is minimal environmental risk from prolonged storage with particular regard for odour;
- XII. Vehicles carrying loads of green waste and MSW are to be covered when the materials are dispatched from site.

Waste Dispatch

- I. All waste being transferred from site must be accompanied by a Waste Transfer Note (WTN) or WTN season ticket be in place, or a Consignment Note (CN) if the waste is classified as hazardous;
- II. The WTN and CN must detail information on;

<p>WTN need to provide the following information:</p> <ul style="list-style-type: none"> • SIC code (2007 list); • Origin of wastes; • Quantity; • Transport Date; • Carrier Details; • Recipients Details; • Description; • EWC Codes; • Handling Requirements; • Packaging Arrangements; • Signed by Site and Carrier. 	<p>CN Must have the following:</p> <ul style="list-style-type: none"> • Consignment Note Code; • Address of Producer; • Premises Code; • Address of Consignee; • Waste Arising Process; • Standard Industrial Code (2003 list); • LoW Code; • Quantity; • Physical Form; • Chem. & Bio Constituents; • Hazard Codes; • Container Type/ No.; • Carrier Name & Address; • Registration No.;
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	<ul style="list-style-type: none"> • Reason for Exemption if applicable; • Vehicle Reg.
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- III. The WTN’s and CN’s must be signed by site (this is a legal requirement) and the haulier taking the waste, upon collection;
- IV. All waste contractors will have appropriate licences and certification. Copies of the original documents will be requested by Site Management and a copy held electronically in the Site Office. The status of all licences and certification will be reviewed as part of the Environmental Management System audit;
- V. Receipt documentation will be kept to further account for the waste volumes sent for disposal / recovery.

4. Responsibilities:

Site Management

- I. Responsible for providing clearly labelled containers which staff can use to dispose of / bulk waste.
- II. Responsible for ensuring that the Waste Transfer / Consignment Notes accurately describe the waste according to the code detailed in the LoW.
- III. Arranging for specialist contractors to dispose of material that is not described on the Waste Transfer / Waste Consignment Note.
- IV. Responsible for ensuring that the contractors that remove and dispose of waste are licensed to do so by the relevant regulator;
- V. Site management will review the Waste Schedule during EMS audits to ensure this is kept up to date.
- VI. Site management are responsible for ensuring appropriate staff receive adequate training to deal with all waste streams produced on site.
- VII. Responsible for ensuring that staff are aware of the wastes that may be disposed of and the waste vessels that may be used on site.
- VIII. Responsible for signing any waste documentation collected by Contractors for off-site removal.

All Staff

- I. Responsible for disposing / bulking of waste in the correct bins or containers.

- II. Responsible for storing any waste that is not described on the transfer notes and seeking assistance from the Site management.

5. Equipment Required:

Waste storage vessels

6. Records:

WTNs and Season Ticket WTN's for all waste will be held in the Site Office electronically.

Consignment Notes for any hazardous waste will be held in the Site Office electronically.

Duty of Care records (Waste Transfer Notes) for non hazardous wastes must be held for a minimum of 2 years and consignment notes for hazardous wastes must be kept for a minimum of 3 years. All records related to the Environmental Permit must be held for 6 years or the permit lifetime for records in relation to off-site environmental effects.

7. Monitoring:

Control of waste will be monitored via site checks as part of the Fugitive Emissions Monitoring Programme and through the incident and corrective action reporting system.

The Waste Storage and Dispatch Procedure will be reviewed periodically as part of the Environmental Management System audits.

8. Correction of Non-Conformity:

An Incident Report Form will be completed where by the Waste Storage and Dispatch Procedure has not been followed.

Where corrective action is required a Corrective Action Form will be completed.

9. Training Need and Updating Mechanisms:

All relevant staff will be made aware of the procedure for the correct disposal of waste on site.

Training records will be held on site for the duration of the EP lifetime.

Any changes of the nature of the waste materials will require training to be updated as required.

1. Purpose:

Control the storage of hazardous materials on site.

2. Definitions:

IPPC / EP: Environmental Permit

FEMP: Fugitive Emission Monitoring Programme;

MSDS: Material Safety Data Sheet;

COSHH: Control of Substances Hazardous to Health.

3. Procedure:

1. All hazardous materials stored on site will have a designated and labelled storage area and have been marked on the Storage Plan (ELL/SCU/FPP/10)
2. Hazardous materials storage areas will be enclosed or will be fully bunded and in close proximity to spill control equipment adequate to control the chemicals stored;
3. Any instances of materials stored in the wrong place will be detailed on Incident / Corrective Action Report Forms.

4. Responsibilities:

Site Manager

1. Responsible for ensuring that staff are aware of the need to control storage of hazardous materials on site in order to prevent or control spills on site.
2. Responsible for providing adequate storage for hazardous materials which is either bunded or has spill control equipment stored in close proximity.
3. Responsible for ensuring that materials stored on site are classified as hazardous (or not) and that storage of these materials on site is kept to a working minimum.
4. Responsible for reporting and completing an Incident / Corrective Action Report when the procedure has not been followed.

All Staff

1. Responsible for following the hazardous materials storage procedure.
2. Responsible for reporting instances where the procedure was not or could not be followed.

5. Equipment Required:

Spill control equipment in close proximity to hazardous materials storage areas.

6. Records:

Records of any incorrect storage will be kept as part of the site's incident / corrective action structure.

Records of the hazardous materials inventory and a map of site storage locations will be kept and updated when required.

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All records related to the Environmental Permit must be held for 6 years or the permit lifetime for records in relation to off-site environmental effects.

7. Monitoring:

Hazardous materials storage areas will be inspected as part of the FEMP inspections.

8. Correction of Non-Conformity:

The Incident / Corrective Action Report Form will detail any corrective actions required and ensure that it has been actioned.

9. Training Need and Updating Mechanisms:

All staff that routinely come into contact with chemicals held on site will receive training in the correct handling and storage of chemicals.

Training records will be held on site for the duration of the Environmental Permit lifetime.

Any changes of the nature of the hazardous materials stored and used will require training to be reviewed, updated and further training undertaken