

SAR Metals pre and acceptance procedure WEEE

This document is to ensure that all WEEE waste received at the facility is technically and legally suitable for processing, poses no unacceptable risks to personnel, the environment, or the facility, and is handled safely for reuse or treatment.

Pre-Acceptance Requirements

1. Information Collection

Before waste arrives (except for small one-off deliveries), obtain the following in writing:

Customer Due Diligence

- For any new customer, due diligence is completed electronically with the waste producer/current holder.
- The SAR representative collects customer details, including company name, full address, and contact details. For private individuals, ID and proof of address are required.
- Due diligence is reviewed annually by SAR accounts.

Waste Details

- Waste producer details (name, address, contact)
- Waste source and type
- Full description including quantity
- EWC (European Waste Classification) code
- Hazardous properties or presence of regulated chemicals (e.g., POPs)
- Confirmation of non-POPs status if applicable, with supporting evidence
- Details of any treatment already undertaken (per WEEE Directive Annex VII)

The information provided is reviewed against the site permit and the site-specific requirements relating to incoming waste and discussed with the Contract and Operations Manager.

If the waste is confirmed to be acceptable at the site, a contractual arrangement is made with the waste supplier. The contract details the criteria for acceptance/rejection of loads delivered to the site for processing.

If the waste is deemed unacceptable at the site, the customer will be notified, and the waste will not be accepted at the site.

All records relating to the pre-acceptance will be kept for cross-reference verification at the waste acceptance stage. These records will be kept for a minimum of 3 years.

SAR review contacts and the information required at pre-acceptance on an annual basis or if the following apply: -

- Waste changes;
- Process giving rise to the waste changes; and,
- Waste received does not conform to the pre-acceptance information.

To verify the pre-acceptance information the waste producer is contacted or visited. Dealing with staff directly involved in waste production can help to fully characterise a waste.

Documentation and Records

- Keep records of pre-acceptance assessments and information received.
- If a pre-acceptance enquiry does not lead to waste delivery, records are not required.

Reassess information:

- Annually
- When waste changes
- If process generating the waste changes
- If received waste does not match pre-acceptance information

Suitability for Reuse

Where appropriate, assess whether WEEE can be prepared for reuse, ensuring careful handling and transport to avoid damage.

Radioactive Waste Check

As part of waste characteristics at the pre acceptance stage, confirmation that waste does not contain radioactive sources (except domestic smoke detectors and specialist lamps) with the waste producer.

For wastes with potential radioactive contamination, obtain evidence of suitability unless permitted.

High-Risk Waste Identification

At the pre-acceptance stage, during the customer enquiry, the presence of high-risk items to health, safety, and the environment is confirmed with the customer. This includes risks such as:

- Explosion (e.g., from gas or aerosol canisters)
- Fire (e.g., from WEEE containing lithium-ion batteries*)

*WEEE containing lithium-ion batteries – If the waste producer confirms that the waste contains batteries, SAR staff must send a written safety handling and packaging procedure to the waste producer. Where applicable, the packaging is also sent to the customer. The customer is instructed on where unaccepted waste should be sent; non-compliance may result in rejection or fines.

During collection by SAR staff, the packaging and contents are assessed. If the load is unsafe or poses a risk, the driver will not collect the waste and will contact the office for further instructions.

Waste Acceptance

1. . Waste Acceptance Checks

Once WEEE loads arrive, the waste must be checked to ensure the characteristics match the information obtained during pre-acceptance by a site competent staff. This includes:

- A. verifying that the waste is as expected
- B. confirming the waste type and weight
- C. checking that the consignment note and/or duty of care waste transfer note are completed correctly and match the waste delivered
- D. If any required information is missing, incorrect or does not match the load, the waste must be placed into quarantine and rejected where applicable.
- E. If the waste is rejected, the rejection procedure must be followed.

All documentation relating to acceptance or rejection must be scanned and filed.

The checks of the waste and its documentation are included.

- the source, nature, condition and age of the waste
- any hazardous properties
- the presence of POPs
- potential risks to process safety, occupational safety and the environment
- information from previous waste holders

Any discrepancies must be resolved with the waste producer. Non-conformances must be recorded. If the waste is still acceptable for storage or treatment, this must be documented.

If small one-off deliveries arrive without pre-acceptance information, the full load must be assessed on site to ensure it is technically and legally suitable.

2. Capacity and Storage Limits

The trained staff ensures that no waste is accepted if there is insufficient capacity in the relevant storage areas (reception, general storage, or quarantine), or if accepting the load would exceed the permit's storage limits.

3. Offloading Areas

The offloading, reception and quarantine areas:

- Take place near the offloading gate into the warehouse waste acceptance/reception area.

- If there is any quarantine waste, the quarantine area is located inside the warehouse separate from 'accepted' loads.
- have impermeable surfaces
- With a sealed drainage system where applicable.

4. Weighing and Documentation Checks

Each load must be weighed on arrival.

The weight must be recorded in the waste tracking system.

5. Checks for Radioactive Contamination

Radioactive contaminated waste is not accepted at the site. This is confirmed during the pre-acceptance stage with the waste producer or current holder of the waste.

6. Quarantine Areas

Any waste requiring quarantine must be moved to a designated area for:

- Prohibited WEEE
- Loads awaiting full inspection
- Loads pending further assessment or removal

Quarantine areas must be clearly marked and physically separate from all other storage areas.

Maximum storage duration: **14 working days**, unless the Environmental Agency agrees to an extension for specific cases.

Tracking and Records

7. Waste Tracking System

The tracking system must hold up-to-date information on available capacity in all storage areas, including treatment residues and end-of-waste materials. It must record all information generated during:

- pre-acceptance
- acceptance

- non-conformances/rejections
- storage
- treatment
- removal off site

Records must include at minimum:

- date of arrival
- producer details or unique ID
- unique reference number
- pre-acceptance and acceptance data
- quantity delivered
- intended treatment route
- accurate nature and quantity of wastes on site, including hazards and POPs
- physical location of the waste

The system must be able to report:

- total waste quantity on site
- waste quantities by type
- waste levels vs. permit limits
- time each waste has been on site
- end-of-waste product quantities
- any non-conformances and rejections