

WASTE ACCEPTANCE & REJECTION PROCEDURES

Operators Name:	Morris Recycling Limited
Site Name:	Morris Recycling
Address:	Unit 34 Coneygree Industrial Estate, Tipton, DY4 8XP
Grid Reference:	SO 95764 90998

Revision History.

Issue	Date	Comments	Author	Approved by
1	June 2023	First version DRAFT	Vicki Cooper	Andy Morris
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1 INTRODUCTION

1.1 – Purpose

1.2 - Overview of The Site

1.3 – Operational Hours for waste and goods movements.

1.4 - Waste Acceptance Procedures.

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1 Introduction

An application has been made for an Environmental Permit for the storage and treatment activity for uPVC and PVC Plastic recycling.

The core activity of the site is the receipt, storage and treatment of plastic recyclables for the production of plastic granulate and pellet. The site receives PVC & uPVC plastics for recycling, with examples being profile scrap, off cuts, post-consumer window frames, bar lengths and head waste from the production of PVC and uPVC.

The site has been operating for a number of years under an environmental exemption and thus has many years knowledge to use to write the Acceptance and Rejection Procedure for the permit application. The following document outlines the Waste Acceptance and Rejection Procedures that has been considered and the basis of these controls are used every day to accept waste to the site, to ensure that materials supplied meet the quality specifications set by the business and the risk of non-conformance is minimised as far as possible.

1.1 – Purpose

This procedure is trained out to the appropriate staff and forms part of the sites operating procedures.

1.2 - Overview of the Site

The site is located on an existing industrial area on Coneygre Industrial Estate, Tipton, DY4 8XP.

The site is located with easy access to the dual carriageway A4123 New Birmingham Road, connecting to the A4036 Bypass and M5 road networks. It is a self-contained property with office space and rear and side yards. The external space includes designated staff parking spaces at the front and a secure fenced rear yard with gated access.

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The site has applied for a bespoke environmental permit to allow the processing of PVC and uPVC plastics up to 50,000 tonnes per year through further sorting, granulation, and extruding for the main purpose of substituting virgin PVC material with recycled content.

1.3 – Operational Hours for waste and goods movements.

	Mon-Fri	Sat	Sun and BH
Weighbridge Opening Hours	6am – 6pm	Closed	Closed
Operational Hours	6am Monday – 6pm Friday (24 hours)	Closed	Closed

1.4 Waste Acceptance Procedures

All personnel involved with waste acceptance and the movement of waste must be suitably trained in order to do this in order to meet legislative requirements.

The procedures below are specifically produced for employees who are directly involved with the movement of materials from or onto vehicles.

Prior to any load being allowed into the site;

Specific Instructions.

- The materials must be booked into our system and the load is expected.
- A Waste Carriers License and a Waste Transfer Note must be in place, the goods on the vehicle must match the EWC code descriptions for materials to be used on the site and the description on the Waste Transfer Note.
- Do not allow entry or allow vehicles to be emptied without confirming the above items are in place. If booked in these items should have been checked prior, **however you must confirm this.**
- At no point should anyone put themselves or anyone else at risk.
- Any vehicle entering the site must wait to be weighed on the weighbridge or pallet scales.
- Weighbridge records must be held for all waste inputs and outputs of the site.

Procedures.

- On arrival the vehicle (or the waste if weighed on pallet scales) shall be weighed in.
- The weighbridge operative will confirm the haulier, the booking slot and that the WTN and WCL are in place. Prior to unloading the goods must be checked against the EWC codes.
- The weighbridge operator shall extract relevant information from the Supplier / Hauliers Delivery Note to identify load, Order Number and Quantity. After weighing in, the lorry driver shall be directed to the off-loading area in the external yard area. The person responsible for unloading shall;-
 - a) Review the delivery documentation so the content of what should be in the load is known.
 - b) Visually check the load before unloading to ensure it is the waste expected.
 - c) Supervise the material when unloading
 - d) Confirm materials match EWC codes and that they meet site specifications with regards types and quality. Report any problems seen to Site Manager.
- If any of the above items are incorrect this must be reported immediately to the Site Manager, who should take the appropriate action.

- Any vehicles that enter the site which emit unusual or strong odours shall be held and reported to the Site Manager as window frames and plastic received should not smell.
- If materials are safe to unload, proceed and store the materials within the allocated storage areas, record where the materials were sourced, date and location etc
- Weigh the vehicle out and record all details as required. Produce a weighbridge ticket.
- Ensure all paperwork required is handed to driver of the vehicle and ensure all relevant documents for the transaction are kept safely.

1.5 Waste Rejection Procedure

There are multiple reason why waste could be rejected at point of entry, they include but are not exhaustive to;-

- Failure to provide correct documentation** - Vehicles should not be unloaded if the vehicle has been sent to site without the correct, up to date and appropriate paperwork being in place.
- Unsafe loads** - Loads that have been deemed unsafe to unload should be reported to the Site Manager.
- Failure to meet site quality standards** - Loads that fail to meet quality standards but meet the EWC codes on the permit should not be unloaded until the Site Manager has been advised.
- Materials do not match EWC code accepted by the site** - Vehicle's that enter the site and do not meet site requirements of any description should be reported to the Site Manager.
- Offensive odorous materials.**
 - In each case this must be reported to the Site Manager who must take the appropriate action or measures.
 - If the above is followed it is unlikely that any materials on site will be put on hold. In the unlikely event of materials being put on hold then;-
 - a) an entry made on the Supplier's Records on Internal system.
 - b) Management will communicate to the producer
 - c) The material will remain in its allocated storage area (bay), be clearly isolated off and labelled with all the appropriate identification.
 - d) The materials will be removed from site immediately or at least within 4 weeks.