**Materials Receipts & Dispatches**

**Summary**

Materials will be received at the Site for subsequent transfer or treatment as detailed within the scope of the permit and associated documents, such as the working plan.

The materials will be checked on arrival by the Site Supervisory staff for compliance with pre-acceptance criteria, permit criteria and materials quality - Materials may be randomly removed for sorting to check the contents before repackaging.

The Supervisory staff checks over the paperwork submitted by the Driver and liaises directly with the driver to determine what battery packages are relevant to what Customer and material type is defined.

The materials are weighed off the vehicle and Lead-acid batteries placed in storage in the warehouse.

Materials will be dispatched from the Site as either Lead plate product or as waste in the forms of whole batteries to the smelter, dry waste to landfill or recycling agents and wet waste for treatment by a subcontractor.

The wastes or materials are all inspected during the loading process by supervisory staff, with the loading of Lead plate and whole batteries undertaken by Forklifts and general dry waste or recyclable waste by skips removed by a subcontractor.

All paperwork is generated and carried in accordance with all legislative requirements with the completion and distribution of the documents handled by Office Administrative personnel.

**Material Receipts**

**Paperwork & Documents**

Waste materials collected around the UK will eventually be returned to the operational centers of HBR for recycling.

All of the waste received at our site is controlled waste mostly hazardous.

The waste is always likely to be Dangerous Goods and therefore any documents associated with this legislation would also be applicable.

In summary the waste received at the Site needs to be accompanied by a Duty of Care and/or a Consignment Note (if the waste is hazardous). Additionally, the driver should have appropriate emergency instructions and ADR training for the class of goods carried.

A Weight ticket will be generated for the wastes on arrival at the site, after preliminary inspections and offloading.

The waste received is predominantly waste batteries, which is a hazardous waste, however a small amount of other licensed wastes may be acceptable, depending on waste type and permit conditions.

For any hazardous waste entering the Site the accompanying documents shall be available  (as a minimum requirement);

* A consignment Note
* Emergency Actions Instructions for the class of material received (if dangerous under ADR).
* The Carriers’ registration certificate.
* If orange boards displayed on the vehicle, the Driver should have an ADR License; and
* A Weight ticket is generated

For Controlled, but non-hazardous waste entering the Site, there shall be either a;

* Duty of Care for the delivery, or
* Duty of Care for the deliveries to be made over a twelve-month period
* The Carriers’ registration certificate, and;
* Weight ticket is generated

The documentation will be filed and the IT / Computer records system updated for the receipt, stock and subsequent process records

**Site Operations**

Materials shall be handled in a safe, environmentally acceptable manner.

Waste materials shall only be accepted and dispatched in accordance with the Environmental Permit, The Environmental Protection (Duty of Care) Regulations 1991, the Hazardous waste regulations 2005 and Waste Shipments Regulation 259/93/EEC.

*General Points relating to the site health, safety and the environment*;

* Incompatible wastes shall be segregated on arrival.
* Spillages of liquids shall be contained and cleaned up immediately and not allowed to pollute water courses, sewers or drains.
* Lead (Pb) and its compounds can be toxic if ingested or if dust is inhaled.
* Battery electrolyte is a poisonous, corrosive liquid, which will cause severe burns and irritation to the skin and eyes and could burn clothing.
* In case of contact with skin and eyes rinse immediately with plenty of water and seek medical advice.
* Always wear eye protection, protective clothing and rubber gloves when handling electrolyte or batteries.  In addition, RPE must be worn when handling battery plates.

**Responsibility & Authority**

A list of trained and competent staff is maintained for all business activities, and where a person is tested for competence and received the appropriate training, they are deemed to have the responsibility and authority to undertake the task(s) or activity listed.

**Procedure for material receipt**

1. Vehicle arrives and driver reports to site staff
2. If the delivery is not subject to a prior quotation, and pre-acceptance criteria a ‘Team Principal’ must be notified for authorization to proceed
3. Waste materials must be accompanied with either a transfer note and written description or a consignment note depending on the waste type.
4. Waste documentation is checked for a written description of the waste and for completion as fully as reasonably possible.
5. If no documentation for waste materials is provided the quarantine and nonconformance procedure must be followed
6. Vehicle is either weighed on weighbridge or materials offloaded to weigh scales
7. A visual inspection of the material is made, to confirm it conforms to advised/agreed description.  If this does not appear to be the case this must immediately be brought to the attention of a Team Leader
8. Consignment notes must be immediately completed on receiving the waste and copies retained and sent to the appropriate persons.

**Rejected loads/part loads**

1. Where the load or part load is found to be unacceptable, this must immediately be brought to the attention of a Team Leader.  Actions taken must be in accordance with the Non-Conformance Procedure and relevant legislation.  The Environment Agency should be informed where there is knowledge or suspicion that there is a breach of the ‘Duty of Care’ or Hazardous Waste Regulations, or if carried by an unauthorised carrier.
2. For loads consisting of ‘hazardous waste’, the reason why the delivery was not accepted should be indicated on part E of the consignment note, and the procedure for rejected loads followed (See Hazardous Waste Regulations Guidance)
3. Where the waste is to be taken direct to an alternative facility, details of the quantity of waste and the name of the new consignee should be written on the consignment note and a copy of the note sent immediately to the appropriate Agency office.
4. For loads consisting of controlled waste, transfer notes and written descriptions should be completed for the waste to be accepted.  The remainder of the load should be dealt with in accordance with management advice.

**Material Dispatch**

**Paperwork & Documentation**

Waste leaving the Customers’ sites or waste leaving our own facilities has the same legislative controls placed over them as the controls for waste receipts except that the Waste dispatch also scopes in the TFS Regs (for wastes going abroad).

Essentially for wastes dispatched;

* Controlled waste (Non-Hazardous) within UK = Duty of Care note - single/annual.
* Hazardous waste within UK = Consignment Note
* Controlled waste / Hazardous waste outside UK = Annex VII form, OR Notification form, Tracking form, Dangerous Goods Note (if applicable) and Financial Guarantee.

The materials dispatched from our site are predominantly Lead plate (as a product) whole Pb-acid batteries (Vehicle batteries), general industrial waste (dry), WEEE waste, ferrous scrap waste and Acidic liquid waste.

For waste dispatched from the Site as hazardous waste, the accompanying documents shall be raised (as a minimum requirement);

* A consignment Note with the white copy retained, and sections A, B, C & D completed.
* The Carriers’ registration certificate for the haulage firm.
* Weighbridge ticket or weight tickets for each package

For Controlled, but non-hazardous waste dispatched from the Site, there shall be either a;

* Duty of Care specific to the removal of waste, or
* Duty of Care for the deliveries to be made over a twelve-month period
* The Haulier’s ‘Carriers’ registration certificate’, and;
* Weighbridge ticket or weight tickets for each package

**Site Operations**

1. Material for dispatch shall be identified as having passed inspection.
2. Gross and net weights shall then be established, and a weighbridge ticket completed.
3. Waste materials dispatched must be described accurately and contain all the necessary information for subsequent safe handling, disposal, treatment or recovery.
4. Materials must also be packaged in such a way as to prevent its escape in transit and in accordance with applicable transport legislation.
5. Waste materials must only be transferred to an authorised person, such as a registered waste carrier.
6. All waste materials dispatched must be accompanied with either a transfer note and written description, or a consignment note depending on the waste type - Copies must be retained in accordance with the legislation.

 **General Requirements for Batteries**

All records concerning the Receipt, Treatment, recycling and dispatch of Batteries and its component parts will be retained for the operating life of the facility.

All collections and deliveries are recorded in the company’s electronic system – Quick Consign.

Quick Consign will log the materials type for collections / delivery and whether the materials collected are on behalf of:

1. Compliance scheme
2. Other source

Quick Consign will also be used to log whether the battery collection is for:

* Portable Batteries
* Industrial Batteries
* Automotive Batteries
* Mixed Category of Batteries

After the collection (or delivery to site) is logged on the system the collection or delivery is planned.

All documentation outlined above together with the applicable labelling is created using Quick Consign

The collection or delivery is then completed, and the consignment note documentation is completed electronically by the driver and the consignor.

Upon receipt of the materials at the facility the Site Operatives inspect the load against the documentation and Environmental Permit conditions and, if acceptable, will authorise the offloading of the materials and paperwork will be duly completed.

The completed paperwork is then returned to the office where it is filed.

All materials received at the facility are assigned a unique reference number.

Materials are then appropriately:

* Rigorously inspected
* Stored
* Sorted by chemistry/type
* Treated (where appropriate)
* Repackaged
* Dispatched for final recycling

Materials will always be identified by a Unique Reference Number/Code

HBR’s stock control systems will allow us to identify exactly how much stock we have on site at any one time.

After processing through the site is completed the battery waste will have been sorted and either whole batteries, battery components or battery derived products will be available for dispatch.

The Battery Chemistries, after repackaging, either whole or in constituent parts will be dispatched to the appropriate final recycling facility in:

* UK
* EU
* Other OECD Country

Within the UK all battery chemistry dispatches (or parts of batteries) will be dispatched under Duty of Care or consignment note paperwork as batch numbers, which are linked to the original receipt number when the batteries were delivered to site thus ensuring full traceability by both battery category and battery chemistry.

All appropriate legislative paperwork under;

* Environmental Protection (Duty of Care) Regulations
* Hazardous Waste Regulations
* Carriage of Dangerous Goods by Road Regulations

will be completed for the shipment and additionally a contract will be issued between HBR and the final recycling facility (where consignment note completion does not confirm recycling) to ensure that any battery has been fully recycled within the legal timescale.

Outside the UK all battery chemistry dispatches (or parts of batteries) will be dispatched under TFS paperwork with an accompanying unique identification number, which are linked to the original battery receipts thus ensuring full traceability by both battery category and battery chemistry.

All appropriate legislative paperwork under:

* Transfrontier Shipment of Waste Regulations
* International Maritime Regulations on Dangerous Goods
* Carriage of Dangerous Goods by Road Regulations

will be completed for the shipment and additionally a contract will be issued between HBR and the final recycling facility will be completed for the shipment to ensure that any battery has been recycled within the legal timescale.

TFS tracking forms showing recycling completion dates shall be used in evidence that recycling has been affected by the method prescribed under Waste battery and accumulator regulatory requirements.









