

Supplementary 3 – Environmental Protection Procedures (EPPs)

Reference	Title
Waste Acceptance	
EPP 1.1	The Duty of Care - Acceptance of incoming material
EPP 1.2	Inspection of Incoming Materials
EPP 1.8	Rejection of Material
Infrastructure Requirements & Maintenance	
EPP 3.5	Management & Control of drainage & surface water discharge
Nuisance	
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EPP 4.11	General Housekeeping
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Other	
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EPP-1.1 The Duty of Care - Acceptance of Incoming Material

1. PURPOSE:

This document outlines the Pre-acceptance and Acceptance procedure as part of the duty of care requirements of waste (scrap metal) material entering EMR yards.

2. SCOPE:

This procedure is applicable in all EMR Depots in the United Kingdom.

3. PROCEDURE:

PRE-ACCEPTANCE

- 3.1 All suppliers of waste will be subject to some form Pre-acceptance process to ensure they are aware of what EMR can and cannot receive. All sites will ensure they achieve this through appropriate signage at the Site Entrance.
- 3.2 Weighbridge Operators able to advise customers about any items that are prohibited so the customer knows not to offload them if present in the load.
- 3.3 EMR Commercial staff will be the point of contact to communicate Pre-acceptance requirements in accordance with EMR policy.
- 3.4 Any problems during the acceptance and inspection process must be reported back to the customer via the EMR commercial representative.

ACCEPTANCE

- 3.5 The Waste (England and Wales) Regulations (as amended) place a duty upon producers, importers, carriers and disposers of controlled wastes to:

- Prevent the escape of waste.
- Ensure waste is transferred only to persons authorised to carry, keep, treat or dispose of it.
- Ensure authorised persons include registered waste carriers and suitably permitted waste management facilities.
- Provide an accurate written description including the six digit European Waste Catalogue (EWC) code
- Provide a completed Waste Transfer Note (WTN).

The Waste (England and Wales) Regulations (as amended) requires SIC codes (2007 list) to be included and a signed declaration that the Waste Hierarchy (Eliminate, Re-use, Recover, Landfill) has been applied to the described waste.

- 3.6 To comply with the Waste (England and Wales) Regulations (as amended) the following procedure must be followed when waste material arrives at the site weighbridge:
 - 3.6.1 Allow the vehicle to drive onto the weighbridge.
 - 3.6.2 Inspect the load visually (via the CCTV camera), and confirm the description of the waste from either the written transfer note brought by the carrier, or verbally with the carrier.
 - 3.6.3 Ensure the waste is permitted at the site in accordance with the site Environmental Permit and Environmental Management System (or Working Plan), or exemption criteria (also using European waste code (EWC) six digit codes).
 - 3.6.4 If a waste transfer note is available, check the following detail is completed on the WTN:
 - The quantity of waste and what sort of container it is in;
 - A description of the waste including 6 digit EWC;
 - The time and date the waste was transferred;
 - The address of where the transfer took place;
 - The names and addresses of both persons involved in the transfer;
 - The certificate number of the registered waste carrier;
 - If either or both persons has an Environmental Permit, the permit number;
 - The reasons for any exemption from the requirement to register or have a license;

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- The Standard Industry Classification (SIC) code is recorded in box (waste producer's code); and
 - Confirmation is given that the Waste Hierarchy is being applied in the process, treatment and disposal of waste by a signature from the waste transferor(s).
 - Identify any waste that may need evidence of decontamination prior to acceptance (e.g. tanks/drums/containers that contained hazardous materials).
- 3.6.5 Reject any waste that is not 'as described' on inward documentation, non-permitted waste, or waste without relevant decontamination evidence. Direct the carrier to another suitable facility or refer the carrier to the Environment Agency for list of suitable facilities, and record the rejection of the load in the site diary and raise an Event log.
- 3.6.6 On acceptance of waste material produce a weighbridge ticket (which is also the waste transfer note, if required) and instruct the carrier to deposit the material in the relevant area of the site.
- 3.6.7 Refer to procedures numbered 1.3, 1.5 and 1.9 for hazardous wastes, ELVs and WEEE.
- 3.7 To comply with the Waste (England and Wales) Regulations (as amended) the following procedure must be followed when material is collected by EMR from a site:
- 3.7.1 Inspect the waste and confirm the description of the waste on the waste transfer note (WTN).
- 3.7.2 Confirm the waste and associated EWC code is permitted at the destination site in accordance with the site's Environmental Permit, Pollution Prevention & Control Permit or exemption criteria.
- 3.7.3 Before leaving site with the load, complete the Waste Transfer Note with details of the waste, quantities, waste carrier and destination facility, (if an annual waste transfer note for the movement has not already been produced).
- 3.7.4 On arrival at EMR site the vehicle is weighed in, using the standard Environmental Procedures.

4. RESPONSIBILITY:

It is the responsibility of the Site Manager to ensure that all waste (scrap) material accepted into their yard is permitted (as prescribed by the site Environmental Permit), for storage and processing and it is the responsibility of any personnel who are involved in the acceptance of material coming onto the premises.

The Site Manager must ensure that waste transfer notes are kept (either electronically or in paper format) for a minimum of 2 years (or as otherwise directed within your Environmental Permit).

5. ASSOCIATED GUIDANCE & INFORMATION:

- E01 *Environmental Aspects and Impacts*
- E02 *Environmental Risk Assessment*
- Pre-Acceptance Decision Process & guidance
- "Prohibited Materials" guide
- BMRA Acceptance Criteria booklet
- EPP-1.2 *Waste Acceptance – Inspection of Incoming Material*
- EPP-1.3 *Waste Acceptance – Identifying Hazardous Waste*
- EPP-1.5 *Waste Acceptance – ELV Acceptance*
- EPP-1.6 *Waste Acceptance – Identification of Radioactive Items*
- EPP-1.7 *Waste Acceptance – Identification of Explosive Materials*
- EPP-1.8 *Waste Acceptance – Rejection of Waste Material*
- EPP-1.9 *Waste Acceptance – WEEE and Refrigerator Acceptance*

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EPP-1.1 The Duty of Care - Acceptance of Incoming Material

Competency Test			
Assessor Name:		Date of Assessment:	
Assessor Signature:		Assessment Score:	9
Employee Name:		(marks / total)	
Employee Signature:			<input type="checkbox"/> Pass (100%) <input type="checkbox"/> Fail (below 100%)

Please tick correct answer(s)

Q1	On acceptance of incoming waste, which are true (more than 1 answer)?		
A:	Allow the vehicle on to the weighbridge.		<input type="checkbox"/>
B:	Ensure waste is permitted on to site (as set out in site Permit).		<input type="checkbox"/>
C:	Don't worry about checking load as it can be looked at once tipped.		<input type="checkbox"/>
Q2	If a waste transfer note is available, check the following details (more than 1 answer)?		
A:	Description of waste including EWC codes.		<input type="checkbox"/>
B:	Driver's age and home address.		<input type="checkbox"/>
C:	Time and date of transfer.		<input type="checkbox"/>
Q3	Identification of waste: which is true (more than 1 answer)?		
A:	Accept all wastes as the customer is always right.		<input type="checkbox"/>
B:	Identify any contaminated or non permitted wastes.		<input type="checkbox"/>
C:	Reject any non-permitted wastes (e.g. chemicals, aerosols).		<input type="checkbox"/>
Q4	When collecting waste (scrap) by EMR from site which one is wrong?		
A:	Inspect waste and confirm it matches description of WTN.		<input type="checkbox"/>
B:	Before leaving site complete WTN with details of waste quantities, waste carrier and destination facility.		<input type="checkbox"/>
C:	Pick up waste immediately and leave site.		<input type="checkbox"/>
Q5	Which version of the SIC code should be recorded in the box?		
A:	1999		<input type="checkbox"/>
B:	2003		<input type="checkbox"/>
C:	2007		<input type="checkbox"/>
Q6	Confirmation of the 'what' must be applied and signed for (Waste Regs: re-use, recycle, landfill etc.)?		
A:	That waste is not hazardous.		<input type="checkbox"/>
B:	Waste Hierarchy.		<input type="checkbox"/>
C:	That there are no gas cylinders.		<input type="checkbox"/>

EPP-1.2 Waste Acceptance – Inspection of Incoming Material

1. PURPOSE:

This document outlines the procedure for the inspection of waste (scrap) materials required prior to waste material being accepted into the yard and following initial weighbridge acceptance.

2. SCOPE:

This procedure is applicable in all EMR Depots in the United Kingdom.

3. PROCEDURE:

3.1 To maintain compliance with the Waste (England and Wales) Regulations (as amended) all material must be inspected to ensure that:

- The load is as described on the Waste Transfer Note (WTN);
- The material is permitted onto site under the conditions set out in the Environmental Permit or Exemption criteria; and
- There are no non-permitted wastes contained within the material.

3.2 The Waste (England and Wales) Regulations (as amended) prescribes that the following procedures must be followed when material arrives on site:

- 3.2.1 Visually check/inspect all incoming material following acceptance onto weighbridge (using CCTV etc. if needed);
- 3.2.2 If it is safe to do so, any vehicle to be checked should be stopped away from the scrap pile to ensure that the material being tipped / unloaded cannot become mixed with the material that has already been accepted onto site;
- 3.2.3 Once material has been tipped/unloaded, check the loads again for rogue materials that could contravene the permit or exemption conditions e.g. gas bottles, hazardous wastes in load etc.;
- 3.2.4 Ensure that any problem with quality is noted and information is passed back to the weighbridge or responsible person via the relevant communication system used in the yard;
- 3.2.5 As soon as load checked and passed for acceptance, the load should be moved into the stockpile and area cleared ready for the next delivery;
- 3.2.6 Any material found to be contrary to the environmental permit conditions or exemption criteria is either rejected from site and loaded back onto the vehicle and the weighbridge / foreman is informed of the rejection, or isolated in a designated quarantine area and removed from site to a suitably licenced facility as soon as practicable. Records of rejections should be recorded the event the Event Log (TCM).

Prohibited Items

3.3 Radioactive Items: Look out for items with these symbols on them:



Radiation trefoil



Radiation - Danger Stay Away

3.3.1 Refer to H22-01 Local Rules Radioactive Sources, H22-02 *Local Rules XRF Analysers* and EPP 1.6 *Waste Acceptance – Identification of Radioactive Items*.

3.3.2 The weighbridge detectors should identify any radioactive items.

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EPP-1.2 Waste Acceptance – Inspection of Incoming Material

PROCEDURE (Continued):

3.4 Pressurised containers and large tanks:



Gas cylinders



Large Tank

- 3.4.1 Never accept sealed pressurised containers over the weighbridge e.g. gas bottles, LPG tanks;
- 3.4.2 Large tanks can only be accepted on site if they have a certificate of cleansing or are seen to be so (i.e. empty, no odour etc.);
- 3.4.3 Pressurised containers can only be accepted on site if they have been certified as depressurised or are seen to be so (i.e. cut in half).

3.5 Drums (oil/fuel/chemicals):

- 3.5.1 Drums can only be accepted on site if they have a certificate of cleansing or are seen to be so (i.e. empty no odours);
- 3.5.2 Check the signage on drums for hazard symbols e.g. explosive or flammable.



3.6 Asbestos/Munitions:



Asbestos Containing Roof



Munitions

- 3.6.1 These items must never be accepted into EMR depots;
- 3.6.2 If a load arrives on site or is tipped containing any of these items, contact the Depot Manager immediately.
- 3.7 This Environmental Protection Procedures (EPP) is to be followed in conjunction with the Safe Working Procedures (SWP) relevant to the task at hand.

SWPs ALWAYS take precedence and the EPP applies when the SWP can also be followed.

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EPP-1.2 Waste Acceptance – Inspection of Incoming Material

4. RESPONSIBILITY:

It is the responsibility of the Site Manager and all personnel who are involved in the acceptance / inspection of material coming onto the premises to ensure it is compliant with the Environmental Permit or exemption.

5. ASSOCIATED GUIDANCE & INFORMATION:

- EPP-1.1 *Waste Acceptance – The Duty of Care Acceptance of Incoming Material*
- EPP-1.3 *Waste Acceptance – Identifying Hazardous Waste*
- EPP-1.5 *Waste Acceptance – ELV Acceptance*
- EPP-1.6 *Waste Acceptance – Identification of Radioactive Items*
- EPP-1.7 *Waste Acceptance – Identification of Explosive Materials*
- EPP-1.8 *Waste Acceptance – Rejection of Waste Material*
- EPP-1.9 *Waste Acceptance – WEEE and Refrigerator Acceptance*

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Competency Test			
Assessor Name:		Date of Assessment:	
Assessor Signature:		Assessment Score: (marks / total)	/8
Employee Name:			<input type="checkbox"/> Pass (100%)
Employee Signature:			<input type="checkbox"/> Fail (below 100%)

Please tick correct answer(s)

Q1	For compliance, incoming material must be inspected to ensure that (tick correct answers):		
A:	The load is as described on the Waste Transfer Note (WTN).		<input type="checkbox"/>
B:	It is stable on the lorry.		<input type="checkbox"/>
C:	There is no non-permitted waste within the load.		<input type="checkbox"/>
Q2	The duty of care regulations prescribes the following correct procedures (identify and tick wrong answer):		
A:	Visually check/inspect all incoming material following acceptance.		<input type="checkbox"/>
B:	If it is an account customer you don't need to inspect the load.		<input type="checkbox"/>
C:	Once material has been tipped check loads for rogue, non-permitted waste material.		<input type="checkbox"/>
Q3	Which is not a prohibited item?		
A:	Asbestos.		<input type="checkbox"/>
B:	Rogue gas cylinder.		<input type="checkbox"/>
C:	Clean non-contaminated steel drums.		<input type="checkbox"/>
Q4	Which is a prohibited item?		
A:	WEEE (LDA) waste.		<input type="checkbox"/>
B:	Munitions.		<input type="checkbox"/>
C:	ELV (un-depolluted).		<input type="checkbox"/>
Q5	Drums (oils/fuels/chemical) can be accepted if:		
A:	A certificate of cleansing accompanies the load and inspection confirms this.		<input type="checkbox"/>
B:	A label is attached stating 'acceptable'.		<input type="checkbox"/>
C:	They are non-hazardous.		<input type="checkbox"/>
Q6	Loads can be inspected by / when: (tick correct answers)		
A:	Visually with CCTV.		<input type="checkbox"/>
B:	Once load is tipped.		<input type="checkbox"/>
C:	Following shredding.		<input type="checkbox"/>

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EPP-1.8 Waste Acceptance – Rejection of Waste Material

1. PURPOSE:

The purpose of this procedure is to outline steps that must be taken, when upon inspection an item or wastes are deemed unacceptable to be permitted into the yard.

2. SCOPE:

Once tipped and accepted on site a load can subsequently be rejected from site for numerous reasons, these reasons can be (but are not limited to) when the Site Manager or their representative:

- Believes that permit conditions may be breached by accepting the material or by processing the material or item;
- Is not satisfied that the load complies with duty of care regulations and/or it does not match the description on the Waste Transfer Note (WTN); or
- Believes that the load may cause environment or health and safety issues.

All loads are tipped at the Site Manager's discretion. When a load is rejected a note should be made in the site diary and an Event Log raised.

If material enters site that the Manager or their representatives do not wish to be accepted then the load is refused access to the site. This can include reasons such as unwanted and non-permitted waste material (liquids, building rubble, excessive litter etc.), non-permitted and hazardous material (PCB's, oily drums, paint tins etc.) and health and safety concerns (asbestos, ACMs etc.); this would not be deemed a rejection. Upon the Site Managers discretion offending items can be removed from loads and the remainder of the load can be tipped as normal with the supplier removing the offending items from site; this also would not be deemed a rejection.

3. PROCEDURE:

3.1 If a Site Manager or their representative deems a load unsuitable for the site then it will be rejected.

3.1.1 Inform the driver of the rejection and the reasons as to why the load is being rejected.

3.1.2 Inform the suppliers or customer of the rejection giving reasons for the rejection. This should be done in liaison with the relevant Commercial Representative where applicable.

3.1.3 If required loads should be temporarily quarantined in the interim period between tipping and loading back onto the supplier's vehicle.

3.1.4 Complete an Event log on the TCM system with details of the rejection and actions taken.

3.1.5 Enter details into the site diary under the relevant day.

4. RESPONSIBILITY:

It is the responsibility of the Site Manager to ensure only compliant waste materials are accepted into their yards. It is also the responsibility of any personnel (e.g. weighbridge operators) who are involved in the acceptance or have been designated in this role to check classification and permit compliance of materials entering the site.

5. ASSOCIATED GUIDANCE & INFORMATION:

- EPP-1.1 *Waste Acceptance – The Duty of Care Acceptance of Incoming Material*
- EPP-1.2 *Waste Acceptance – Inspection of Incoming Material*
- EPP-1.3 *Waste Acceptance – Identifying Hazardous Waste*
- EPP-1.5 *Waste Acceptance – ELV Acceptance*
- EPP-1.6 *Waste Acceptance – Identification of Radioactive Items*
- EPP-1.7 *Waste Acceptance – Identification of Explosive Materials*
- EPP-1.9 *Waste Acceptance – WEEE and Refrigerator Acceptance*

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EPP-1.8 Waste Acceptance – Rejection of Waste Material

Competency Test			
Assessor Name:		Date of Assessment:	
Assessor Signature:		Assessment Score:	/ 8
Employee Name:		(marks / total)	<input type="checkbox"/> Pass (100%)
Employee Signature:			<input type="checkbox"/> Fail (below 100%)

Please tick correct answer(s)

Q1	When should a site manager reject a load?		
A:	If the load is unlikely to be profitable once processed.		<input type="checkbox"/>
B:	When he believes that permit conditions may be breached by accepting the material.		<input type="checkbox"/>
C:	If they don't have time to check the paperwork.		<input type="checkbox"/>
Q2	Which answer is incorrect?		
A:	The driver and the customer must be informed of any rejections.		<input type="checkbox"/>
B:	Complete an Event log on TCM and record in site diary following a rejection of the load.		<input type="checkbox"/>
C:	Inform the police and Environment Agency immediately.		<input type="checkbox"/>
Q3	Who is ultimately responsible for ensuring only complaint wastes are accepted? (two correct answers)		
A:	Site Manager.		<input type="checkbox"/>
B:	Health and Safety Co-ordinator.		<input type="checkbox"/>
C:	Designated site personnel.		<input type="checkbox"/>
Q4	At whose discretion should offending items be removed?		
A:	The Site Manager.		<input type="checkbox"/>
B:	The Regional SHE manager.		<input type="checkbox"/>
C:	Anyone can remove them.		<input type="checkbox"/>
Q5	Which materials would be unacceptable into most depots? (more than one answer)		
A:	ACMs (asbestos containing materials).		<input type="checkbox"/>
B:	Transformers (containing PCBs).		<input type="checkbox"/>
C:	Fire extinguisher's (empty and holes/cut).		<input type="checkbox"/>
Q6	Which non-compliant items can be removed and the load accepted (upon discretion of Site Manager)?		
A:	Asbestos.		<input type="checkbox"/>
B:	Rogue gas cylinders.		<input type="checkbox"/>
C:	Liquids.		<input type="checkbox"/>

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EPP-3.5 Control of Drainage and Surface Water Discharge

1. PURPOSE:

The purpose of this procedure is to prevent pollution to water courses (surface and groundwater) and to ensure compliance with the discharge consent or Environmental Permit and the Environmental Permitting (England and Wales) Regulations (as amended) from the discharge of waste water (surface water runoff).

2. SCOPE:

A scrap metal processing facility normally represents a relatively low risk of pollution to water due to low concentrations of contaminants and non hazardous nature of contaminants surface water runoff from the site. Most facilities possess either a Discharge Consent (issued by the local waste water company) if waste water runoff is discharged to sewer or an Environmental Permit (or Permit to Discharge issued by the Environment Agency) if waste water runoff is discharged to surface water (streams, rivers, sea, soakaway).

Most UK depots now possess an impermeable concrete surface and a sealed drainage system, with surface water captured by drains, and channelled into interceptors (many equipped with penstock valves) prior to discharge to outfall to either surface waters (river, sea, soakaway etc.) or sewer. There should be no direct surface water runoff (under normal circumstances) or no direct pathway to the soil or groundwater.

3. PROCEDURE:

The Site Manager must ensure:

- 3.1 There is no direct surface water runoff from the site into the local environment (e.g. at the boundaries without passing via the interceptor and outfall).
- 3.2 That no polluting substances (oils, fuels, battery acid, cutting fluids) are allowed to enter the drains and subsequently potentially discharged into water courses via the outfall. All spills of polluting substances must be cleared immediately.
- 3.3 That the drains, silt traps and interceptors are cleared on a regular basis at a frequency as set out in the Environmental Permit and/or Management Plan.
- 3.4 That the drains, silt-traps and interceptors are cleared if there has been a major fire (generating fire water) or major pollution incident.
- 3.5 That the drains are kept clear of blockages and materials which may cause blockages (e.g. metal turnings/swarf).
- 3.6 That the penstock valve (if applicable) is functioning properly and can be closed easily in the event of a fire or major pollution event or opened easily in the event of flooding (following heavy rain).
- 3.7 That the surface water discharge at outfall, if possible is checked/inspected on a regular basis to ensure that it is running freely and cleanly (no excessive discolouration or odour present).
- 3.8 That the electric interceptor pump (or final tank pumps if post interceptor) if applicable, is functioning correctly.
- 3.9 That cutting fluid (soluble oils present with turnings) is not able to be discharged to drains (e.g. a sump/bund must be in place to contain the fluid).
- 3.10 That water sampling for analysis (if required) must be performed by trained EMR personnel (or accredited and approved consultants). Samples must be analysed against consent parameters in UKAS accredited laboratories only.
- 3.11 That all surface water from the site meets any discharge parameter limits as set out in the discharge consent or Environmental Permit or if there is no consent or permit for the site then the waste water largely meets standard EQVs (environmental quality values).
- 3.12 That a Flood Plan (if applicable) has been generated and implemented if the depot is located on a flood plain

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EPP-3.5 Control of Drainage and Surface Water Discharge

4. RESPONSIBILITY:

It is the responsibility of the Site Manager to ensure the correct management and control of site drainage and compliant surface water discharge.

5. ASSOCIATED GUIDANCE & INFORMATION:

- Environmental Permit
- Effluent Discharge Consent (Water Company)
- Management Plan
- EPP-3.1 *Infrastructure – Interceptor Inspection & Maintenance*
- EPP-3.2 *Infrastructure – Bund Inspection & Maintenance*
- EPP-3.3 *Infrastructure – Sump Inspection & Maintenance*
- EPP-3.4 *Infrastructure – Taking Water Samples*

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EPP-3.5 Control of Drainage and Surface Water Discharge

Competency Test			
Assessor Name:		Date of Assessment:	
Assessor Signature:		Assessment Score:	/ 7
Employee Name:		(marks / total)	
Employee Signature:			<input type="checkbox"/> Pass (100%) <input type="checkbox"/> Fail (below 100%)

Please tick correct answer(s)

Q1	When should the surface water discharge be checked?		
A:	On a regular basis.		<input type="checkbox"/>
B:	Occasionally.		<input type="checkbox"/>
C:	Never.		<input type="checkbox"/>
Q2	Where can water sample analysis take place?		
A:	On site.		<input type="checkbox"/>
B:	Off site laboratories.		<input type="checkbox"/>
C:	UKAS accredited laboratories.		<input type="checkbox"/>
Q3	What substances should not be allowed to enter drains/ water courses?		
A:	Fuels and Oils.		<input type="checkbox"/>
B:	Cutting fluids.		<input type="checkbox"/>
C:	Battery acid.		<input type="checkbox"/>
Q4	What should be cleared after a major fire or pollution event on site?		
A:	Material on site.		<input type="checkbox"/>
B:	Drains, interceptors and material.		<input type="checkbox"/>
C:	Drains, silt-traps and interceptors.		<input type="checkbox"/>
Q5	Who can perform site water sampling?		
A:	Site Manager and Environmental Officer.		<input type="checkbox"/>
B:	Trained EMR personnel.		<input type="checkbox"/>
C:	Accredited/approved consultants.		<input type="checkbox"/>
Q6	From where is a Environmental Permit or permit to Discharge into watercourses issued?		
A:	Environmental Officer.		<input type="checkbox"/>
B:	Environmental Agency.		<input type="checkbox"/>
C:	Local Authority.		<input type="checkbox"/>
Q7	Who should ensure cutting fluid is not able to discharge into drains?		
A:	EMR staff.		<input type="checkbox"/>
B:	Environmental Officer.		<input type="checkbox"/>
C:	Site Manager.		<input type="checkbox"/>

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EPP-4.4 Nuisance – Mud & Dust Control

1. PURPOSE:

The storage of metals on site is not likely to cause a problem with mud and dust in the local community, however, the processing and movement of these metals can. Nuisance from mud and dust in the local community can result in enforcement action or fines from the relevant authority. The following procedure outlines measure which can reduce the amount of mud and dust on site.

2. SCOPE:

This procedure applies to all European Metal Recycling Ltd sites in the United Kingdom.

3. PROCEDURE:

- 3.1 Site Management must carry out periodic assessments of mud and dust as per Environmental Permit conditions. These results should be documented in the Site Action Log.
- 3.2 In the Winter months a mud visual assessment will be conducted logged and recorded. These results should be documented in the Site Action Log/diary.
- 3.3 Incoming scrap metal that contains waste(s) which may potentially generate high levels of mud shall not be accepted on to the site
- 3.4 Ensure that the waste from the shredder is only transferred using the specially designed conveyor belt system which is shielded to prevent mud and dust from becoming airborne.
- 3.5 Ensure that all wastes (non- scrap metal wastes) which are likely to cause mud and dust issues is stored inside a building or is doused with water during times of dry weather.
- 3.6 All Site Operatives must adhere to the site speed limit.
- 3.7 All operatives must take care when loading and unloading wastes likely to cause mud and dust issues.
- 3.8 Site Management must document all complaints received in the TCM Event Log and contact the Environmental Coordinator.
- 3.9 Should issues with mud and dust persist, Site Management may want to consider contracting a road sweeper or increase use of hoses/bowsers (as appropriate).
- 3.10 The daily assessment shall take note of potential mud being brought on to site by vehicles (access roads to be checked in the winter months).

4. RESPONSIBILITY:

Site Management is responsible for the control and removal of any nuisance on site.

5. ASSOCIATED GUIDANCE & INFORMATION:

- TCM Event log
- Environmental Permit

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EPP-4.4 Nuisance – Mud & Dust Control

Competency Test			
Assessor Name:		Date of Assessment:	
Assessor Signature:		Assessment Score:	/ 10
Employee Name:		(marks / total)	<input type="checkbox"/> Pass (100%)
Employee Signature:			<input type="checkbox"/> Fail (below 100%)

Please tick correct answer(s)

Q1	What activity is likely to cause mud and dust issues in the local community?		
A:	Weighing in of vehicles.		<input type="checkbox"/>
B:	Processing and movement of metals.		<input type="checkbox"/>
C:	Issuing of weighbridge tickets.		<input type="checkbox"/>
Q2	Major Mud and Dust issues can result in?		
A:	Mud and Dust is not an issue.		<input type="checkbox"/>
B:	No further action.		<input type="checkbox"/>
C:	Enforcement action/fines from the relevant authority.		<input type="checkbox"/>
Q3	What is the definition of a Nuisance?		
A:	An activity which causes harm or annoyance to others.		<input type="checkbox"/>
B:	A natural occurrence.		<input type="checkbox"/>
C:	Mud and Dust is not a Nuisance.		<input type="checkbox"/>
Q4	Periodic mud and dust assessments must be recorded in the?		
A:	Daily check sheets.		<input type="checkbox"/>
B:	Site Action Log.		<input type="checkbox"/>
C:	Visitor signing-in book.		<input type="checkbox"/>
Q5	Shredder waste must be transferred using specially designed conveyor belt systems to prevent?		
A:	Material falling off.		<input type="checkbox"/>
B:	Mud and Dust becoming airborne.		<input type="checkbox"/>
C:	Water entering waste.		<input type="checkbox"/>
Q6	Waste material likely to cause mud and dust issues must be stored?		
A:	Outdoors.		<input type="checkbox"/>
B:	Anywhere on-site.		<input type="checkbox"/>
C:	Inside a building/doused with water in dry weather.		<input type="checkbox"/>
Q7	To minimize mud and dust issues Site operatives must?		
A:	Adhere to the site speed limit.		<input type="checkbox"/>
B:	Drive at any speed.		<input type="checkbox"/>
C:	Move material often.		<input type="checkbox"/>

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EPP-4.4 Nuisance – Mud & Dust Control

Q8	All Mud and Dust complainants must be recorded on what form?		
A:	Daily Check sheet.		<input type="checkbox"/>
B:	Time clock cards.		<input type="checkbox"/>
C:	Event Log.		<input type="checkbox"/>
Q9	If mud and dust issues persist, site management should?		
A:	Allow the issue to continue.		<input type="checkbox"/>
B:	Contract a road-sweeper/use hoses/browsers.		<input type="checkbox"/>
C:	Inspect issues every three months.		<input type="checkbox"/>
Q10	Overall responsibility for the control and removal of mud and dust nuisance rests with the?		
A:	Yard operatives.		<input type="checkbox"/>
B:	Weighbridge operatives.		<input type="checkbox"/>
C:	Site Manager.		<input type="checkbox"/>

EPP- 4.11 Nuisance – General Housekeeping

1. PURPOSE:

Effective housekeeping can eliminate workplace hazards (such as the potential for fire) and environmental impacts (such as the generation of litter and dust) and provides an environment so that work activities can be performed safely and effectively. It includes keeping work areas neat and tidy; maintaining walkways and other areas free of slip and trip hazards and the safe storage and removal of waste materials (e.g. paper, cardboard) and other fire hazards from work areas

2. SCOPE:

This procedure applies to all EMR depots.

3. PROCEDURE:

- 3.1 The Depot Manager is responsible for monitoring the level of and maintaining good housekeeping on site at all times.
- 3.2 All employees are responsible for maintaining their work areas and ensuring that their areas are kept clean and tidy.
- 3.3 Housekeeping should be carried out during the course of work activities to ensure workstations and access routes remain safe, clean and tidy.
- 3.4 Additional housekeeping should be carried out at the end of the day / shift to ensure all work areas, equipment and pedestrian routes are kept clean and tidy
- 3.5 Items of rubbish or fallen material (especially on pedestrian or traffic routes) and oil / fuel spills in the yard must be cleared away promptly.
- 3.6 Items when not in use must be stored away in designated cupboards, on appropriate shelves, designated storage areas etc.
- 3.7 Chemicals, paints, solvents, aerosols and other flammable items must be stored in appropriate chemical stores (e.g. in lockable, yellow painted steel cabinets showing warning diamonds)
- 3.8 Correct and safe segregation of items and materials must be applied at all times (e.g. gas cylinders must not be stored adjacent to ignition sources, flammable liquids next to oxidizers such as bleaches).
- 3.9 Areas where 'hot works' are planned (e.g. oxy-propane cutting) must be kept clear of combustible materials such as litter etc.
- 3.10 Wind blown litter must be cleared and prevented from building up and potentially crossing site boundaries.
- 3.11 Non-permitted accumulation of items (e.g. 'Hoarding' of items taken out of scrap) must be discouraged as these may pose a fire risk (if items are combustible) or create obstacles in the event of an evacuation due to a fire.
- 3.12 General waste (e.g. office waste, dirt) must not be allowed to build up excessively and waste disposal must be organised / scheduled promptly and frequently.
- 3.13 All inspections and assessments must be documented. Site management must document all complaints received on a TCM Event Log and contact the Environmental Coordinator.

4. RESPONSIBILITY:

The Site Management is responsible for the control and removal of any nuisance on site.

5. ASSOCIATED GUIDANCE & INFORMATION:

- Environmental Management Plan
- Site Action Log
- TCM Event log

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EPP- 4.11 Nuisance – General Housekeeping

Competency Test			
Assessor Name:		Date of Assessment:	
Assessor Signature:		Assessment Score:	/10
Employee Name:		(marks / total)	<input type="checkbox"/> Pass (100%)
Employee Signature:			<input type="checkbox"/> Fail (below 100%)

Please tick correct answer(s)

Q1	What is the purpose of effective housekeeping?		
A:	To assist the cleaners		<input type="checkbox"/>
B:	To remove workplace hazards		<input type="checkbox"/>
Q2	When should Housekeeping activities be carried out?		
A:	During normal work activities and at the end of each shift,		<input type="checkbox"/>
B:	Once per week		<input type="checkbox"/>
C:	Whenever you get spare time.		<input type="checkbox"/>
Q3	Who is responsible for housekeeping?		
A:	The cleaners		<input type="checkbox"/>
B:	Whoever made the mess		<input type="checkbox"/>
C:	All employees are responsible for housekeeping		<input type="checkbox"/>
Q4	What must be cleared away from areas where hot works are taking place?		
A:	Combustible materials (such as litter etc.)		<input type="checkbox"/>
B:	Valuable material.		<input type="checkbox"/>
C:	Heavy scrap		<input type="checkbox"/>
Q5	What (apart from good housekeeping) will clearing walkways achieve?		
A:	Please the Environment Agency		<input type="checkbox"/>
B:	Remove slip and trip hazards		<input type="checkbox"/>
C:	Keep yard staff busy		<input type="checkbox"/>
Q6	Q6 Where must hazardous chemicals be stored?		
A:	In the safe		<input type="checkbox"/>
B:	In a lockable (yellow painted), labelled steel cabinet with relevant warning diamonds		<input type="checkbox"/>
C:	In the depot managers office		<input type="checkbox"/>
Q7	Q7 What will clearing litter achieve?		
A:	Reduce waste generated		<input type="checkbox"/>
B:	Make the site look better		<input type="checkbox"/>
C:	Stop litter building up and crossing the site boundaries		<input type="checkbox"/>

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EPP-6.5 Plant Operation – Weighbridge

1. PURPOSE:

The purpose of this procedure is to inform Weighbridge Operators (WBO) of EMR's operating procedures and legal requirements.

2. SCOPE:

This procedure applies to all European Metal Recycling Ltd sites.

3. PROCEDURE:

General

- 3.1 Only persons authorised by the Site Manager may carry out weighbridge duties.
- 3.2 Only authorised persons are allowed in the weighbridge office at any time.
- 3.3 When leaving the weighbridge to access operational areas, correct PPE (safety helmet, Hi Vis, safety boots, eye protection) must be worn at all times and any SWPs which you have been issued must be followed.
- 3.4 The weighbridge office must be locked and left secure when unattended including windows/hatches.
- 3.5 Ensure that the weighbridge daily pre-use checks (including radiation detectors) have been carried out and recorded. REPORT DEFECTS TO YOUR MANAGER IMMEDIATELY.
- 3.6 All material received must be checked to identify, remove, quarantine or reject any prohibited materials that are found (e.g. sealed cylinders, radioactive material etc.). Our sites may only accept the material permitted by its environmental permit. Always exercise extreme caution and if in doubt ask your Site Manager/Supervisor.
- 3.7 Advise drivers that for access to the top of lorries, sheeting/unsheeting must be done using the sheeting gantry and they must sign for the relevant SWP.
- 3.8 Do not discuss any scrap flows, arising's, contracts, suppliers etc. or any other commercially sensitive material with any drivers or non EMR personnel. No price lists, customer lists or any other commercially sensitive information is to be posted on walls or anywhere with in view of drivers or non EMR personnel.

Legal Requirements

- 3.9 As a company, EMR must comply with the terms of various environmental legislation such as the Scrap Metal Dealers Act, the Waste (England & Wales) Regulations, Hazardous Waste Regulations and Environmental Permitting Regulations.
- 3.10 Always display the following information in the weighbridge:
 - Front page of Environmental Permit or exemption.
 - How to register as a scrap metal dealer.
 - How to apply for a Waste Carriers Licence.
 - Any nationally or locally approved Police notices.
- 3.11 The Police provide EMR with information about crimes or known criminals that could have an effect on depots. This information should be displayed in the weighbridge for the WBO and customers.
- 3.12 Under the Scrap Metal Dealers Act, all EMR depots are required to record every transaction; including the full name and address of each person or company selling scrap to the depot, along with the vehicle registration number every time a load is delivered.

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EPP-6.5 Plant Operation – Weighbridge

PROCEDURE (Continued):

- 3.13 WBOs should ensure that all tickets for incoming and outgoing loads are recorded on the vehicle weighbridge or Small Scale Non Ferrous Application (NFA) systems with the correct details on the day they were received:
- The description and weight of the material.
 - The date and time of the transaction.
 - Full name and address of the individual or company.
 - Vehicle licence plate.
- 3.14 If the computerised weighbridge system fails, and tickets are written out by hand, all the correct information must still be taken.
- 3.15 WBO must understand the terms of the site environmental permit and what material can be accepted and by whom and what documentation should be supplied.
- 3.16 The WBO must contact their Depot Manager if ever there is a concern about a load.
- 3.17 Under waste regulations, customers must sign their tickets before they are paid and all hauliers must sign their tickets to confirm that they are happy to take their load. The weighbridge tickets all read:
- 3.18 INWARDS: I certify that the material above is my own property or that I have full authority to sell it to you.
- 3.19 OUTWARDS: I confirm receipt of the goods below. I confirm that the vehicle I am carrying is not overweight.
- 3.20 It is EMR's duty to ensure all copies of inward and outward tickets are signed by the weighbridge operative.

Health & Safety

- 3.21 **Everyone** visiting the yard should be in personal protective equipment (PPE), i.e. hard hats, high visibility clothing, safety glasses and safety boots.
- 3.22 The WBO should make customers aware of the potential dangers and asked to be vigilant. Show them the site map and allow them to borrow PPE if necessary.

Suspicious of Stolen Goods

- 3.23 The WBO must not accept a load when they know or believe that the material is stolen.
- 3.24 Provided this procedure has been followed, the WBO will never commit the offence of handling stolen goods.
- 3.25 See company policy on POLICE POWERS OF ENTRY, SEARCH AND SEIZURE.
- 3.26 If in doubt about a suspicious load, contact the Depot Manager.

Environment Agency Information Requests

- 3.27 If anyone from the Environment Agency comes onto site requesting information regarding a customer, be it in the form of customer lists, weighbridge tickets, CCTV footage, or asking for a witness statement etc. the WBO should:
- Inform the Depot Manager.
 - State that they are not authorised to speak on behalf of EMR, including the provision witness statements, and that they have been instructed to ask for all requests for information to be made in writing to the Company Secretary at EMR's Head Office, if necessary using the appropriate formal notice.
 - If the EA officer reads the WBO their rights i.e. formally cautions them, the WBO should simply confirm their name, position and then clearly state that they do not wish to answer any questions without legal representation. Under PACE legislation enforcement officers are legally obliged to stop the interview and not allowed to ask any more questions.

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EPP-6.5 Plant Operation – Weighbridge

PROCEDURE (Continued):

Information input

- 3.28 Incorrect input of information causes a huge amount of unnecessary administration for EMR staff costing the company very significantly.
- 3.29 Entering details on the weighbridge, WBO must:
- ALWAYS enter customer account number (where the account number is not set up on the weighbridge please enter the details in the supplier reference and ask for the account details to be set up).
 - ALWAYS enter the arising point.
 - ALWAYS include the vehicle's registration.
 - ALWAYS enter full site address for COLLECTED loads detailing where scrap has been collected from. Details from the delivery note number MUST be entered into the 'Delivery Note' box on the screen. Where EMR drivers turn up without delivery notes the Transport Office should be notified immediately and the load MUST not be weighed out without these details being entered.
 - ALWAYS enter consignment note reference (for hazardous waste only). Found in optional information tab.
 - ALWAYS enter customer's own advice note number into the 'Delivery Note' box on the weigh screen unless otherwise stated.
 - ALWAYS alert your Depot Manager where there is a variance of more than 500kg between a customer's advised weight and EMR weighbridge weight.
- 3.30 Manual Keyboard Entries:
- Manual keyboard entries are authorised only to confirm a legitimate zero weight. They are not allowed in any other circumstances outside the scope of ships, trains, weighbridge failure and genuine mistake rectification. The ability to generate any such ticket is via appointed personnel authorized by password to access the system. The Depot Manager will determine which person or persons should have the authority to conduct this function;
 - When a genuine mistake occurs, the ticket should be voided. A keyboard entered ticket is then produced. The reasons for the keyboard entry should be entered in the comments box;
 - Copies of all keyboard entered and void ticket transactions should be passed to the Depot Manager for approved signature at the end of each working day and should be available for inspection by the General Manager;
 - The Depot Manager is responsible for ensuring the inspection of every manual keyboard and void transaction which occurs in his depot. The Depot Manager cannot deputise scrutiny of manual entered tickets;
 - In the event of a customer requesting a split weigh, even if a name change is requested, the correct registration number of the vehicle must be recorded;
 - All vehicles and transactions must be cleared from the system by the end of the working day;
 - In the event of an emergency where a vehicle cannot leave a depot, this should be duly recorded and the ticket completed as soon as practicable;
 - All voided tickets should be cross referenced to the appropriate manual entered ticket;
 - Ensure that a set of sequentially numbered tickets is kept. Missing tickets MUST be recorded and reasons provided to the General Manager for their absence;
 - All depots MUST weigh every purchase or sale without exception and generate a bona-fide weighbridge ticket to record the transaction.

Pricing

- 3.31 The Depot Manager will provide WBO with a price list for customers according to market prices for scrap.

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EPP-6.5 Plant Operation – Weighbridge

PROCEDURE (Continued):

Material Inspection

3.32 Refer to EPP 1.1 and 1.2 for the Acceptance and Inspection of Materials.

3.33 Before any vehicles leave the weighbridge:

- WBO must visually inspect load to confirm the waste is permitted. This may include opening doors of vans.
- Maintain radio contact with the person who is observing the load as it is tipped as it may be a different grade to what it was booked in at or contaminated with non-scrap.
- Amend the grade if it is different to what it was weighed in as.
- If the load is contaminated with dirt, plastic, concrete etc. knock the excess weight off.

Hazardous Waste:

3.34 EMR handles various hazardous wastes:

- Catalytic converters.
- End of Life Vehicles (ELVs).
- Waste Refrigeration & Freezer Equipment.
- Waste Electronic & Electrical Equipment.
- Batteries

3.35 Any load that contains hazardous waste will need a consignment note unless coming directly from domestic premises. If the customer does not have the relevant documents, the load cannot be accepted.

3.36 Documentation supporting hazardous waste creates an audit trail for the EA to follow if there is ever a problem.

3.37 When accepting hazardous waste into the site you must correctly complete Part E. When dispatching hazardous waste from site you must correctly complete consignment note Parts A, B, C & D. Refer to poster attached 'How to Complete a Consignment Note'. This poster should be displayed on the WB for reference. If not, contact your Depot Manager.

End of Life Vehicles (ELVs):

3.38 ELVs can be accepted in to a depot in polluted or de-polluted forms but only if they have the relevant documentation to support their load.

3.39 All V5 documents accompanying polluted ELVs from last owners should be retained by the WBO, attached to the blue copy of the weighbridge ticket and then go to be deregistered by depot staff.

3.40 Maintain radio contact with the ELV Operative for necessary deductions, particularly tyres.

3.41 Complete the SCRAP IN – DATA ENTRY screen as if a normal load.

3.42 The following codes should be entered according to the type of ELV:

Grade Description	Grade	Heap
ELV - Depolluted with engine	FFAE	FFAE
ELV – Un-depolluted	ELVAE	ELVAE
ELV - Depolluted without engine	FF	FF

3.43 WBO should use the ELV acceptance procedure (EPP-1.5 *Waste Acceptance - ELV Acceptance*) to ensure all ELVs are correctly brought onto site.

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PROCEDURE (Continued):

- 3.44 On the WB computer system, USER-DEFINED FIELD ENTRY must have the following information inputted for ELVs (see the WB Manual):
- NO. OF UNITS: the number of ELVs.
 - CONSIGNMENT NO: the number on the consignment note where necessary. This is found in optional information tab.
 - CONTRACT NO: if the customer has a contract with EMR e.g. NCP.
 - COMMENTS: additional information e.g. V5 retained, the license plate or make & model. This is found in optional information tab.
- 3.45 Waste Electronic and Electrical Equipment (WEEE):
- See EPP-1.9 *Waste Acceptance - WEEE and Refrigerator Acceptance* to ensure all WEEE is correctly brought onto site.
- 3.46 WEEE is split into 5 Groups:
- Group A – large domestic appliances (LDA) (washing machines, tumble driers, dishwashers etc.) excluding fridges and freezers
 - Group B – fridges and freezers
 - Group C – Cathode Ray Tubes (TVs and monitors)
 - Group D – fluorescent tubes
 - Group E – small mixed WEEE (SMW) consisting of everything else (lawnmowers, vacuum cleaners, PCs, small household appliances, tools etc.)
 - EMR depots can accept loads containing Group A as Light Iron or Frag Feed;
 - Group B through EMR Fridge Plants or feeder sites with correct paperwork where necessary. See section 3.44 below for further instruction;
 - Group E may be accepted on certain sites, refer to relevant procedure/permit or Depot Manager;
 - Groups C and D should be rejected at the weighbridge (refer to EPP 1.8 Rejection of Material);
 - Any loads which the WBO is unsure of should be moved off the weighbridge to be inspected by the Depot Manager.
- 3.47 Waste Refrigeration & Freezer Equipment:
- 3.47.1 Fridges and freezers can only be processed at EMR depots which have a Fridge Plant and the correct permit from the Environment Agency (EA), namely EMR Willesden and Darlaston.
- 3.47.2 Fridges can be stored under the S2 Exemption- Storage of waste in a secure place.
- 3.47.3 Fridges are collected in 'feeder' yards such as EMR Leeds, and sent to EMR fridge plants. They must have a consignment note when coming in and going out.
- 3.47.4 WBO needs to ask for a consignment note from the supplier. This should have the name of supplier, type of fridges, quantity, arising point, and first 6 digits of company name/premises code (as applicable) which must be inputted into the relevant box.
- 3.48 Batteries:
- 3.48.1 Batteries must come in and go out with a consignment note except for any business/non-domestic customer bringing in 5 or fewer batteries, who are not required to have a consignment note for the delivery.
- 3.48.2 The consignment note reference must be entered onto the WB ticket.
- 3.48.3 Householders (perhaps clearing out their garage) are exempt from registering their premises or needing a consignment note. No note must be entered onto the WB ticket in the consignment note field.

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PROCEDURE (Continued):

Prohibited Items:

Radioactive:

3.49 Look out for items with these symbols on them:



3.49.1 Refer to Radiation Local Rules (EPP-1.6 Waste Acceptance - Identification of Radioactive Items)

3.49.2 Radiation detectors are present on all EMR road weighbridges. WBO should always check that the detector is switched on and working, by checking test certificates.

- The detector will alert the WBO by beeping and giving a reading of the radiation level.
- Detectors may sound the alarm if the vehicle passes through too quickly.
- If the alarm sounds, send the vehicle back through the detectors 3 times slowly.
- If radiation is detected, do not weigh the load, contact the Depot Manager and send the load aside temporarily until it can be investigated further.

Pressurised Containers & Large Tanks:



Gas cylinders



Large Tank

- Never accept sealed pressurised containers over the weighbridge e.g. gas bottles.
- Large tanks can only be accepted on site if they have a certificate of cleansing or are seen to be so (i.e. empty, no odour etc.)
- Pressurised containers can only be accepted on site if they have been certified as depressurised or are seen to be so (i.e. cut in half).

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PROCEDURE (Continued):

Drums:



- 3.50 Drums can only be accepted on site if they have a certificate of cleansing or are seen to be so (i.e. empty no odours)
- 3.51 Check the signage on drums for hazard symbols e.g. explosive or flammable.

Asbestos/Munitions



Asbestos Containing Roof



Munitions

- 3.52 These items must never be accepted into EMR depots.
- 3.53 If a load comes in or is tipped containing any of these items, contact the Depot Manager immediately.

Transport

- 3.54 WBO should check that any vehicles taking outgoing loads are suitable to be accepted at their destination. Depot Managers should inform WBOs of specific customers' requirements.
- 3.55 Instruct drivers to familiarise themselves with site safely plan and rules.
- 3.56 Give clear instruction on where to tip. Ask drivers if they will need any help from crane operators.
- 3.57 Under no circumstance must an overweight vehicle leave our site. If a vehicle is overweight inform the driver that he must have some material unloaded to bring it into the weight limit before he can be issued with a weighbridge ticket and leave site. Remember, maximum weight includes the driver in the cab.
- 3.58 If an incoming vehicle is found or suspected to be overweight then it must be reported to your depot manager/supervisor who will assess the situation and establish a safe route and method of unloading.

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4. RESPONSIBILITY:

It is the responsibility of all WBO to ensure these all instructions are followed. Failure to comply with these instructions may result in disciplinary action.

5. ASSOCIATED GUIDANCE & INFORMATION:

- How to Complete Consignment Notes Poster
- EPP-1.1 Waste Acceptance – The Duty of Care Acceptance of Incoming Material
- EPP-1.2 Waste Acceptance – Inspection of Incoming Material
- EPP-1.4 Waste Acceptance – Completing of Hazardous Waste Consignment Notes
- EPP-1.5 Waste Acceptance – ELV Acceptance
- EPP-1.6 Waste Acceptance – Identification of Radioactive Items
- EPP-1.8 Waste Acceptance – Rejection of Waste Material
- EPP-1.9 Waste Acceptance – WEEE and Refrigerator Acceptance

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Competency Test			
Assessor Name:		Date of Assessment:	
Assessor Signature:		Assessment Score:	/ 10
Employee Name:		(marks / total)	<input type="checkbox"/> Pass (100%)
Employee Signature:			<input type="checkbox"/> Fail (below 100%)

Please tick correct answer(s)

Q1	Under the Scrap Metal Dealers act, all EMR depots are required to record every transaction.		
A:	True.		<input type="checkbox"/>
B:	False.		<input type="checkbox"/>
Q2	How many copies of inward/outward tickets must be signed by the weighbridge operative?		
A:	One copy.		<input type="checkbox"/>
B:	Not required.		<input type="checkbox"/>
C:	Every copy.		<input type="checkbox"/>
Q3	When entering details on the weighbridge you have to enter:		
A:	The customer account number & vehicle registration.		<input type="checkbox"/>
B:	The full site address.		<input type="checkbox"/>
C:	All of the above.		<input type="checkbox"/>
Q4	The weighbridge operative must visually inspect the load to confirm the waste is permitted.		
A:	True.		<input type="checkbox"/>
B:	False.		<input type="checkbox"/>
Q5	If hazardous waste has come directly from a domestic premise, a consignment note is not required.		
A:	True		<input type="checkbox"/>
B:	False		<input type="checkbox"/>
Q6	When a load is accompanied by a hazardous waste consignment note, you do not have to enter the consignment note number onto the weighbridge.		
A:	True.		<input type="checkbox"/>
B:	False.		<input type="checkbox"/>
Q7	If a radioactive item is found in a load (symbols/set the detectors off) you must:		
A:	Accept the load.		<input type="checkbox"/>
B:	Follow radiation local rules.		<input type="checkbox"/>
C:	Reject the load.		<input type="checkbox"/>
Q8	When is it acceptable to accept sealed pressurised containers over the weighbridge?		
A:	Never.		<input type="checkbox"/>
B:	Always.		<input type="checkbox"/>
C:	Sometimes.		<input type="checkbox"/>

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EPP-6.5 Plant Operation – Weighbridge

Q9	What should you do if a load comes into site containing asbestos/munitions?	
A:	Reject the load.	<input type="checkbox"/>
B:	Contact the Depot Manager immediately.	<input type="checkbox"/>
C:	All of the above.	<input type="checkbox"/>
Q10	It is acceptable for an overweight vehicle to leave site.	
A:	True.	<input type="checkbox"/>
B:	False.	<input type="checkbox"/>

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EPP-7.1 Other - Environmental Permit

1. PURPOSE:

The purpose of this procedure is to raise awareness of the conditions set out in the Environmental Permit (formerly known as a waste management license) for all EMR sites and reporting procedures for deviation from permit conditions.

2. SCOPE:

This procedure applies to all European Metal Recycling Ltd sites which possess an Environmental Permit

3. PROCEDURE:

- 3.1 The site management and all site staff shall work within the conditions set out by the permit (e.g. stack heights, operating hours, maximum quantities, compliant types of waste).
- 3.2 A copy of the permit shall be displayed in a prominent position (notice board etc.) or be readily available; if it is defaced or removed then it must be replaced with another copy.
- 3.3 If there is a deviation from the permit conditions (e.g. stack heights) then the site manager shall be informed immediately and the event shall be recorded and reported as appropriate (incl. entry into site diary and /or site log)
- 3.4 If there is a major breach of the permit conditions (e.g. asbestos in accepted waste, explosion from unidentified gas cylinder in shear, fire etc.) then the site manager must be informed immediately who will then inform the Environmental co-ordinator who may then inform the Environment Agency and the SHE Manager. A TCM Event log must be generated by the site manager (with assistance from Environmental Co-ordinator)
- 3.5 Only waste material permitted in the Environmental Permit is allowed to be accepted on to the site; any non-compliant waste will be rejected (or quarantined if already tipped). Failure to do so will result in a breach of permit conditions and possible enforcement action.
- 3.6 An Environmental Management Plan (Working Plan) will be generated within 6 months of the issue of the permit, setting out and applying the conditions of the permit and will form part of the Environmental Management System for the site. This will be reviewed, updated and amended if necessary and as required. Any amendments made to agreed EMPs must be reported to the Environment Agency
- 3.7 Subject to any conditions within the Environmental Permit, prior written consent must be obtained from the Environment Agency before any specific changes are made to the EMP (Working Plan) or agreed amendments submitted to the EA (including by e mail) for approval.

4. ASSOCIATED GUIDANCE & INFORMATION:

- Environmental Permit
- Environmental Management Plan (Working Plan)
- EPP-1.2 *Waste Acceptance – Inspection of Incoming Material*
- EPP-1.8 *Waste Acceptance – Rejection of Waste Material*
- EPP-5.1 *Environmental Incidents – Fire Prevention and Response*

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EPP-7.1 Other - Environmental Permit

Competency Test			
Assessor Name:		Date of Assessment:	
Assessor Signature:		Assessment Score:	/ 9
Employee Name:		(marks / total)	<input type="checkbox"/> Pass (100%)
Employee Signature:			<input type="checkbox"/> Fail (below 100%)

Please tick correct answer(s)

Q1	What are some of the conditions management/staff shall work within as set out in the permit?		
A:	Vehicle movements in yard.		<input type="checkbox"/>
B:	Stack heights, operating hours, compliant waste types.		<input type="checkbox"/>
C:	Working after sunset.		<input type="checkbox"/>
Q2	Where must a copy of the permit be displayed?		
A:	Anywhere.		<input type="checkbox"/>
B:	Behind a door.		<input type="checkbox"/>
C:	In a prominent position.		<input type="checkbox"/>
Q3	Site Manager shall report and record any deviations from permit conditions in?		
A:	His personal diary.		<input type="checkbox"/>
B:	Site diary/log.		<input type="checkbox"/>
C:	Daily check sheets.		<input type="checkbox"/>
Q4	What would constitute a major breach of the permit conditions?		
A:	Light iron found in Shearing stockpile.		<input type="checkbox"/>
B:	Asbestos in accepted load/explosion from unidentified gas cylinder in shear.		<input type="checkbox"/>
C:	Accepting scrap during lunch break.		<input type="checkbox"/>
Q5	Who must be advised of any breaches to the permit?		
A:	Site Safety Rep.		<input type="checkbox"/>
B:	Site Manager/Environment Agency/Regional Environmental Manager.		<input type="checkbox"/>
C:	Regional Safety Co-ordinator.		<input type="checkbox"/>
Q6	What form should be completed in the event of a breach to permit conditions?		
A:	Event log.		<input type="checkbox"/>
B:	Schedule 5.		<input type="checkbox"/>
C:	Duty of Care.		<input type="checkbox"/>
Q7	Failure to accept permitted material will result in a breach of permit and possible?		
A:	Enforcement action.		<input type="checkbox"/>
B:	Permit conditions extension.		<input type="checkbox"/>
C:	Permit variation.		<input type="checkbox"/>

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EPP-7.1 Other - Environmental Permit

Q8	What is required to be generated within 6 months of the issue of the permit and reviewed every 18 months?	
A:	Noise Management Plan.	<input type="checkbox"/>
B:	Site rules.	<input type="checkbox"/>
C:	Environmental Management Plan (Working Plan).	<input type="checkbox"/>
Q9	Who must prior written consent be obtained from before any specific changes to the Environmental Management Plan (Working Plan) are made?	
A:	Environment Agency.	<input type="checkbox"/>
B:	National Rivers Association.	<input type="checkbox"/>
C:	Thames Water.	<input type="checkbox"/>

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