

## 1. PURPOSE:

This document outlines the procedure for the inspection, acceptance and rejection of waste materials arriving at EMR sites. The document outlines key steps that should be taken during the acceptance process and associated action required if the load is deemed to be unsuitable for acceptance.

This document also makes Operatives aware of prohibited items and common hazardous waste types at EMR sites.

## 2. SCOPE:

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

## 3. PROCEDURE:

### 3.1 PRE-ACCEPTANCE

All suppliers of waste will be subject to EMR's pre-acceptance process to ensure they are aware of what EMR can / cannot receive. All sites will ensure they achieve this with appropriate signage at the site entrance.

Weighbridge Operators are able to advise customers about any prohibited items so the customer knows not to offload them if present in the load.

EMR Commercial staff will be the first point of contact to communicate pre-acceptance requirements to known suppliers in advance of delivery to site. Where possible, this should involve a site visit to the customer's premises to inspect the material. Where this is not possible, photos and a description of the material will suffice.

### 3.2 ACCEPTANCE

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) or Consignment Note (CN);
- The material is permitted under the conditions set out in the Environmental Permit or Exemption criteria;
- There are no prohibited wastes contained within the material.

In order to maintain compliance with the above, the following inspection procedure must be followed when waste material arrives at the site weighbridge:

1. Visually check / inspect all incoming material following acceptance onto weighbridge (using CCTV, viewing platform, etc. if needed);
2. If it is safe to do so, the vehicle to be checked should be stopped away from the scrap pile to ensure that the material being unloaded cannot become mixed with material that has already been accepted;
3. Once material has been unloaded, check the load again for rogue materials that could contravene the permit or exemption conditions (e.g. gas bottles, drums of chemicals);
4. Ensure that any problem with quality is noted and information is passed back to the WB via the relevant communication system used in the yard;
5. As soon as the load is checked and passed for acceptance, the material should be moved into the main stockpile and area cleared ready for the next delivery;

### 3.3 REJECTION

Once tipped on-site, a load can subsequently be rejected 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;
- Is not satisfied that the load complies with duty of care regulations and/or it does not match the description on the WTN or HWCN;

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- Believes that the load contains non-permitted waste types (e.g. liquids, soft furnishing containing POPs, building rubble, excessive litter), may cause environmental harm (e.g. oily drums, paint tins, PCB's) or health and safety issues (e.g. asbestos, munitions).

At the Site Managers discretion, offending items can be removed and the remainder of the load can be tipped as normal with the supplier removing the offending items from site.

In the event that the decision is made to reject a load, the following process should be followed:

1. Inform the driver of the rejection and the reasons as to why the load is being rejected.
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. If required, loads should be temporarily quarantined in the interim period between tipping and loading back onto the supplier's vehicle.
4. Complete an Event log with details of the rejection and actions taken.

If prohibited material is found after acceptance, it must be isolated in a designated quarantine area. Efforts should be made to identify the source of the material (i.e. via review of CCTV) and the material should be removed from site to a suitably licenced facility as soon as practicable.

### 3.4 HAZARDOUS WASTE

Only hazardous waste as stipulated by the site's Environmental Permit or Exemptions can be accepted into an EMR site.

Examples of hazardous waste often permitted to be accepted at metal recycling sites include: Catalytic converters, Lead Acid Batteries, ELV's (polluted), ODS & Pentane Gas Fridges and Small mixed Waste Electrical and Electronic Equipment (WEEE).

All 'business to business' movements of hazardous waste must be accompanied with a correctly completed consignment note (except ELVs directly recovered from last owners).

Accurate records of all hazardous waste movements must be maintained on-site.

### 3.5 BATTERIES

Batteries will mostly be accepted in the form of lead acid batteries (such as ELV batteries). These items are classified as hazardous waste.

All loads must be checked to ensure that the types of batteries are acceptable under the site environmental permit. In addition to this, loads should be checked to ensure that batteries are sealed and not damaged (risk of acid spillage). Any damaged batteries should be rejected prior to acceptance.

### 3.6 CATALYTIC CONVERTORS (CAT's)

Automotive catalytic converters may contain Refractory Ceramic Fibre (RCF) matting which is classified as hazardous waste and therefore this material must be consigned inwards to site.

Sites should reject any loose RCF material arriving at site and any damaged CATs at the weighbridge.

If a supplier advises their CAT's do not contain RCF or have had the RCF matt fully removed then written evidence will be required to demonstrate that the material is non-hazardous. This evidence must be reviewed by the local SHE Specialist and kept on file.

### 3.7 STEEL CANS

Steel can waste is primarily received from Waste to Energy plants, Material Recycling Facilities ('dirty' MRFs) and Mechanical Biological Treatment (MBT) plants. This material is commonly contaminated with non-metallics therefore strict acceptance procedures apply.

Steel can waste must only be accepted if:

- The site is permitted to accept this EWC code (191212) and waste type.
- The load is not excessive contaminated with non-metallic materials (e.g. food and plastics).
- The risk of pests / nuisance is minimal (i.e. no noticeable foul odour or rotting food).

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- Appropriate storage facilities are available and the waste can be processed in an appropriate timescale.

### 3.8 WASTE ELECTRICAL & ELECTRONIC EQUIPMENT (WEEE)

WEEE can simply be described as anything which has an electric plug or a battery. The following are accepted at EMR –

Large Domestic Appliances (LDA) which forms part of the frag feed received at all EMR Depots so long as it does not contain heat pump tumble dryers and microwaves.

Fridges, coolers, air conditioning units and heat pump tumble dryers can only be accepted at EMR Darlaston and/or EMR Willesden for specialist treatment.

Small mixed WEEE (SMW) can be accepted at a handful of EMR hubs for storage and bulking up before it is sent to third party site for specialist treatment.

Luminaires can be accepted at EMR Depots which are also SMW hubs.

Streetlighting can be accepted at all EMR Depots and forms part of frag feed.

### 3.9 End of Life Vehicles (ELVs)

#### Depolluted ELVs

Confirmation must be obtained that relevant ELVs have been fully depolluted and load inspected to confirm depollution has taken place. If fully depolluted then the ELVs may proceed to the relevant stockpile, if not (and only if it is safe to do so) then the ELV must be transferred to the ELV treatment storage area to await depollution - even if partially depolluted.

Any depolluted ELVs from other ATFs must be subject to inspection using EMR Depolluted Vehicle Check sheet, to ensure that ELVs have been fully depolluted (and to ensure that there are no non –compliant / hazardous items are concealed within the Vehicle). If not, then vehicle must be quarantined prior to further depollution (but only if safe to do so)

Vehicles must be fully depolluted before processing through a fragmentiser (shredder).

#### Polluted ELVs

Confirmation must be requested that ELV's are owned by driver (or on behalf of last owner) and log book (s) is present with the ELV. If polluted ELV(s) is / are not from last owner then the waste is accepted on to site as hazardous waste and a hazardous waste consignment note must have been produced and accompanying the load. The hazardous waste consignment note is checked and the relevant section signed and dated (relevant copy given to driver); the polluted ELV is transferred to the appropriate ELV treatment area to be stored awaiting depollution in the ELV treatment building.

### 3.10 PROHIBITED ITEMS

Radioactive Items: The weighbridge detectors should identify any radioactive items however all operatives should also look out for items with these symbols on them:

**Radiation trefoil**

**Radiation - Danger Stay Away**

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Refer to H22-01 Local Rules Radioactive Sources for further details.

Pressurised containers and large tanks:



**Gas cylinders**



**Large Tank**



Never accept sealed pressurised containers over the weighbridge e.g. gas bottles, nitrous oxide canisters, LPG tanks.

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.) and 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).

Evidence provided must be kept on record with the associated ticket inwards to ensure traceability.

Soft furnishings containing POPs (persistent organic pollutants):

Soft furnishings such as sofas and chairs contain POPs and as such must be incinerated rather than recycled.



### WEEE

Acceptable types of WEEE are listed in section 3.8 above. All other types of WEEE are prohibited such as (but not limited to) e-bikes, gas lamps, solar panels, vapes, monitors, televisions and fluorescent tubes and must be rejected.



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#### Drums (oil/fuel/chemicals):

Drums can only be accepted on site if they have a certificate of cleansing or are seen to be clean (i.e. empty, no odours).

Check the signage on drums for hazard symbols e.g. explosive or flammable.



#### Asbestos/Munitions:



**Asbestos Containing Roof**



**Munitions**

These items must never be accepted into EMR depots – If a load arrives on site or is tipped containing any of these items, contact the Site Management immediately.

If munitions or ordnance (e.g. bullets) are found in scrap then the Emergency Response Plan must be implemented immediately.

#### **4. RESPONSIBILITY:**

It is the responsibility of the Site Management 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. 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:**

N/A

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## Competency Test

Assessor Name:		Date of Assessment:	
Assessor Signature:		Assessment Score:	/6
Employee Name:		(marks / total)	
Employee Signature:			<input type="checkbox"/> Pass (100%) <input type="checkbox"/> Fail (below 100%)

Please tick correct answers

<b>Q1</b>	For compliance, incoming material must be inspected to ensure that:	
A:	The load is as described on the Waste Transfer Note or Consignment Note.	<input type="checkbox"/>
B:	There's room for it in the yard.	<input type="checkbox"/>
C:	The driver has secured the load correctly.	<input type="checkbox"/>
<b>Q2</b>	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"/>
<b>Q3</b>	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"/>
<b>Q4</b>	Which is a prohibited item?	
A:	WEEE (LDA) waste.	<input type="checkbox"/>
B:	Munitions.	<input type="checkbox"/>
C:	ELV (un-depolluted).	<input type="checkbox"/>
<b>Q5</b>	Drums (oils/fuels/chemical) can be accepted if:	
A:	They have a certificate of cleansing or are seen to be clean.	<input type="checkbox"/>
B:	A label is attached stating 'acceptable'.	<input type="checkbox"/>
C:	They are non-hazardous.	<input type="checkbox"/>
<b>Q6</b>	Batteries are classed as:	
A:	Non-hazardous waste.	<input type="checkbox"/>
B:	Hazardous waste.	<input type="checkbox"/>
C:	They have no classification.	<input type="checkbox"/>

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