

# Waste Handling Procedure (PFL-PROC-18)

## 1. Objective & Scope

This document details the process monitoring procedures which are followed by Parkham Farms Limited (PFL) to ensure that controlled waste including hazardous waste is recovered or disposed of without endangering human health and without using processes or methods which could harm the environment.

## 2. Responsibilities

The following are the responsibility of the relevant **Department Managers** or **Nominated Competent Person (NCP)** who will ensure that:

1. All employees and contractors dispose of any waste generated on site appropriately and responsibly.
2. Bulky waste is sheeted or covered if there is any potential for wind-blown litter.
3. Any hazardous waste produced is segregated, stored and labelled in an appropriate, secure and sealed container prior to collection.
4. The Environmental Compliance Manager and the Environment Agency are notified of any incident involving the failure in containment of waste.
5. The disposal contractor supplies a completed duty of care transfer note or hazardous waste consignment note as appropriate and ensuring the details are correct.
6. The Duty of Care transfer notes are filed correctly. The Transfer Note must be retained for 2 years.
7. The Hazardous Waste consignment notes are completed fully and signed by a member of the department upon dispatch of hazardous wastes. The hazardous waste consignment note must be retained for 3 years.
8. Disposal contractors provide Hazardous Waste consignee returns to the business.
9. Site Operatives have the appropriate training to follow the Waste Handling Procedure.

**Site Operatives** are responsible for ensuring that:

1. All general waste and recyclables are segregated and stored within the correct locations with recyclables kept separately within designated bins.
2. All bulky waste generated on site due to construction or maintenance work to be placed into a skip which should be covered if there are any loose items that can be wind-blown.
3. Waste contractors collecting waste generated on Site are registered waste carriers and that they provide a duty of care transfer note detailing where the waste will be taken for recycling and/or disposal.
4. Any waste oil, oily rags, batteries, waste electrical and electronic equipment are stored separately to the general waste in a sealed container to contain any leaks. These waste streams are hazardous waste. If any doubt about whether a waste is hazardous or not, please speak with the Environmental Compliance Manager for advice.

### 3. Records

The following records are to be kept:

- Duty of Care transfer notes.
- Hazardous Waste Consignment Notes and Consignee Returns.

PFL-PROC-18 Waste Handling Procedure	Issue date: xx/xx/26	Issued by:
Uncontrolled when printed	Version 1.0	Page 2 of 2