



EMS Procedure 13

Procedure for Inert waste and Tipping at Bow Farm Site

1. Purpose and Scope

This procedure sets out the controls for the acceptance, handling, and tipping of inert waste at Bow Farm site, to ensure compliance with environmental permits, planning conditions, and waste management legislation.

No treatment of incoming waste will take place at Bow Farm site prior to deposition. All inert waste accepted at the site will be deposited directly in accordance with approved tipping operations.

This procedure applies to all staff, contractors and third-party hauliers involved in waste acceptance and tipping activities at the site.

2. Definition of Inert Waste

Inert waste is waste that does not undergo any significant physical, chemical or biological transformation and does not dissolve, burn or otherwise react. Examples include

- Clean soils, stone, concrete, bricks and tiles
- Excavation arisings free from contamination

Only approved inert waste streams are permitted on site.

3. Waste Acceptance Control

- Only inert waste that meets site permit or exemption requirements may be accepted for tipping.
- Waste must be visually inspected prior to tipping to ensure it is suitable and free from contamination
- Any loads suspected of containing non inert or contaminated material must be rejected and reported immediately to Site Management
- Waste transfer Notes must be completed and retained in line with legal requirements.

4. Tipping Operations

- Inert waste must only be tipped in designated tipping areas approved by Site Management.
- Drivers must always follow site traffic management plans and instructions.
- Tipping must be carried out in a controlled manner to:
 - Prevent spillage outside designated areas
 - Minimise dust, noise, and visual impact
 - Maintain slop stability and safe working faces
 - Vehicles must not tip on unsafe ground or unstable surfaces.

5. Environmental Controls

- Dust suppression measures must be used where necessary during tipping operations.
- Waste must be managed to prevent run-off, ponding, or migration of material beyond site boundaries



EMS Procedure 13

- No waste must be tipped within proximity to drains, watercourse, or sensitive receptors unless specifically permitted.

6. Housekeeping and Maintenance

- Tipping areas must be kept tidy
- Access routes and haul roads must be maintained to prevent mud, debris, or dust leaving the site.
- Vehicles that have been tipping must use the wheel wash before leaving the site.
- Any spillages or unsuitable material must be removed immediately.

7. Recording and Reporting

- All inert waste movements and tipping activities must be recorded in accordance with site procedures
- Any non-conforming waste, incidents, or near misses must be reported using an Environmental Incident Report Form.
- Complaints relating to waste or tipping operations must be managed in line with the Environmental Complaints Procedure.

8. Training and Supervision

- Only trained and authorised personnel may direct or carry out tipping operations.
- Contractors must receive a site induction and be briefed on waste acceptance and tipping requirements
- Compliance with this procedure will be monitored through inspections and audits

9. Review and Continuous Improvement

- Inert waste and tipping operations will be reviewed periodically to ensure ongoing compliance
- Lessons learned from incidents or complaints will be used to improve procedures and controls