

1. Summary

This document defines the responsibility and actions required of the staff operating the weighbridge to check that all waste received is suitable for disposal at the site.

The site always must fully comply with the Environmental Permit(s).

2. Intended Audience

Weighbridge Operator, MRF Manager; site staff.

3. Introduction

It is Company Policy to comply fully with all relevant (Environmental, and Health and Safety) legislation and with the sites Environmental Permit; to ensure full compliance the Weighbridge Operator must verify that the waste is suitable for disposal at the Grundon Landfill site by checking all waste consignment notes and other relevant documentation. The site staff must ensure that the waste is suitable for disposal by visually checking all waste before allowing it to be tipped.

4. Procedure

4.1 The **Weighbridge Operator** is responsible for:

- Correctly identify the category of waste by inspection of documentation and by questioning the driver.
- **Only** accepting the waste consignment when:
 - It has been established that the waste is permitted as detailed in the Environmental Permit.
 - All accompanying documentation is correct.
 - If applicable, the load has been correctly booked through the Technical Department (hazardous, liquid or difficult wastes only).
- Ensuring compliance with the Duty of Care Regulations:
 - By entering the driver ticket number into the computer system for all Grundon waste delivery vehicles.
 - For all other (non-Grundon) account and cash customers by signing the weighbridge ticket (authorising it to be treated as a Waste Transfer Note) and returning it to the driver.

- If in doubt, or when there is a problem, inform the MRF Manager, meanwhile hold the vehicle in the quarantine area and await further instruction.

4.2 At the Ewelme Inert Landfill the MRF Operatives must:

- Visually inspect loads at a suitable point before they are tipped.
- Inspect the inert landfill at the start and end of their shift.
- Ensure waste deposited complies with the Environmental Permit and other guidance:
 - By visual inspection.
 - Report any non-compliant wastes, immediately to the MRF Manager or other appropriate person.

4.3 The MRF Manager must:

- Investigate immediately any reported problem, assess and take immediate corrective action.