	ACCEPTANCE OF WASTE – HAZARDOUS WASTE TRANSFER STATION		
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1. PURPOSE

To ensure the safe acceptance of waste to the Waste Transfer Station

2. SCOPE

Hazardous Waste Transfer

3. RESPONSIBILITY

- Weighbridge Operator
- WAMITAB Holder
- Site Manager

4. RELATED DOCUMENTATION

- [Pre-acceptance of waste \(ODW01\)](#)
- [Non-conforming waste loads \(ODW03\)](#)

5. REGULATORY FRAMEWOK


- [Regulatory Register - Health and Safety](#)
- [Regulatory Register - Environmental](#)
- EPR Permits

6. RECORDS

- Consignment notes
- Chain of custody form
- Vehicle Management System
- Daily bookings sheets
- Technical Assessment Form
- Waste Movement Report Stockpile details form
- Completed Waste Inspection Forms
- Data Sheets
- Chemical Analysis Report

7. PROCEDURE

- When a client makes an enquiry for any waste services other than inert, the call is always passed to a competent member of staff that is aware of the procedures.
- The Client will be asked to supply all data sheets available for the waste and any other information that is required like quantity and location.
- Once the waste is determined by the data sheets or analysis report, we will then proceed to quote the client for the removal and safe disposal of the hazardous waste.


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- If the client proceeds with placing an order the Depot will be advised of the date of arrival which will be no less than 3 working days, from the time of accepting the order.
- Once the containers are supplied and the client confirms collection is required, the job is assigned and allocated to a Driver along with the appropriate hazardous waste documentation stating the collection point, waste composition, quantity, vehicle registration, drivers details and the depot we are transferring the waste to.
- A copy, once signed by the client, will remain on site and the rest will travel to the depot with the load and driver.
- Should the driver arrive on site and the load does not conform to the documentation and quotation given, the driver will contact the office for assistance. Depending on the issue at the time the course of action will be determined at that point.

- 7.1 When the prearranged load arrives at site the driver of the vehicle will be directed by site signage and / or personnel onto the weighbridge. Under no circumstances are vehicles permitted to enter the operational areas prior to passing over the weighbridge.
- 7.2 Incoming loads will drive onto the site weighbridge and the driver will present his paperwork to the weighbridge operator.
- 7.3 The driver will be asked to read and sign to confirm their understanding of the site rules on every visit.
- 7.4 The weighbridge operator will confirm the booking exists on the register and make an initial inspection of the Consignment or Waste Transfer Note and any accompaniments to ensure that all documentation is correct and adequate.
- 7.5 Non-conforming loads will be treated in accordance with [Non-Conforming Waste, ODW03](#)
- 7.6 If satisfied with the documentation presented, the weighbridge operator shall:
- 7.6.1 Print off a weighbridge ticket and pass to the driver for checking and authorisation. The Consignment or Waste Transfer Note paperwork is completed by the weighbridge operator. The driver will then be forwarded a copy of both authorised documents.
 - 7.6.2 Make contact with the relevant Site Operatives to confirm that they are ready to receive the waste onto the site.
 - 7.6.3 Once Site Operatives have confirmed that they are ready to receive the waste onto the site, the weighbridge operator shall send the vehicle to the relevant off load area for disposal and on return the driver will return to the weighbridge to “tare” off. The driver will be passed the weighbridge ticket for checking and authorising. The weighbridge operator will complete the Consignment or Waste Transfer Note. The driver will then be forwarded a copy of both authorised documents.
- 7.7 The weighbridge operator will inspect the load and the driver will be instructed to proceed to the relevant waste inspection area.

WASTE RECEPTION FOR PALLETISED LOAD


- 7.8 The weighbridge operator will inform the Site Manager of the vehicle’s arrival.

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- 7.9 The vehicle will be directed to the appropriate area within the reception area.
- 7.10 The Consignment or Waste Transfer Note and accompaniments will be reviewed and checked, and the Site Manager (or nominated deputy) will verify that they have been correctly completed with regard to quantity, volume, and container number compared with the weighbridge ticket. Any immediate or apparent difference in quantity shall be recorded on the Consignment Note, and the Manager will be instructed to alter the appropriate ticket and accompaniments.
- 7.11 In circumstances where any load accompanying documentation arrives erroneously completed or with omissions that cannot be resolved during acceptance at site, the Environment Agency will be informed of the arrival of the non-conforming load or part load on site along with the client or client's agent.
- 7.12 At the discretion of the Site Manager/Deputy a number of actions may follow including (but not limited to):
- Isolation of the load pending further investigation, and /or:
 - Rejection of the load pending further investigation and/or:
 - Rejection from site will be considered in instances where the presence of a load or part load represents a breach of the terms of the site permit. Where information available at this stage indicates the load contains material, which when on site may result in; harm to human health, pollution of the environment or reduction in the amenity value of the locality these will be removed in agreement and consultation with the Environment Agency. In these cases, the load will be returned to the producer's premises or transferred to an appropriately licensed off-site waste management facility,
 - A non-conformance will be raised by the Site Manager.
 - All removals involving transport from site will be conducted in accordance with all current health and safety, transport, and environmental protection related legislation.

INSPECTION OF DRUMMED AND CONTAINERISED WASTE

- 7.13 A suitably trained fork truck driver under the direction of the Site Manager (or nominated deputy) will commence the offloading of the vehicle and the placing of the offloaded material into inspection lanes within the designated reception area.
- 7.14 The forklift driver and chemist, in conjunction with operational management will be responsible for the safety and operation of the reception area and all associated equipment and plant.
- 7.15 When placed within the inspection lanes area, located directly outside the Hazardous Waste building, the Site Manager will visually inspect every container or package within the load to ensure its integrity.
- 7.16 The following loads will require additional care whilst handling and further inspection of the load may be necessary by the Manager to determine acceptability with permit and safety requirements.
- Dusty/Powder Waste
 - Asbestos or other hazardous fibrous wastes
 - Acidic Wastes (classed as HP4 only – not classed as HP8)

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The inspection of the drummed and containerised wastes made by the Site Manager must be recorded on the Waste Inspection Form (WIF). The completed WIF must be kept as a record within the job pack.

- 7.17 If the waste is not deemed not acceptable, the waste shall be quarantined in accordance with [Non-Conforming waste, quarantine and rejection \(ODW03\)](#)

INSPECTION AND VERIFICATION OF BULK LOADS

- 7.18 All bulk loads, unless enclosed skip, will be visually inspected by the weighbridge operator.
- 7.19 All such loads will be directed to the inspection area for further inspection.
- 7.20 An inspection shall be conducted by the Site Manager (or nominated deputy) and will be conducted to determine if the waste stream is compatible with that which was booked into to site. Digital photographs shall be taken as a record, and these shall also be reference to the waste stream inspection by a consignment number and date.
- 7.21 If any variance is indicated by the inspection, then the load should be quarantined pending results of the testing.
- 7.22 If from inspection the waste is deemed wholly unacceptable to site, the waste will be rejected, and a non-conformance shall be raised.