



Waste Acceptance Procedure for Renwick Road Waste Transfer Station, subject to Environmental Permit EPR/ABCXYZ

1. PROCEDURE BACKGROUND

1.1 This Waste Acceptance Procedure (WAP) forms an integral part of the Environmental Management Plan (EMP) which has been prepared to support the operation of the Renwick Road Waste Transfer Station (the 'Site'). The Site is the subject of Environmental Permit EPR/ABCXYZ (the 'Permit'). The EMP forms part of the overarching Environmental Management System (EMS) and relates specifically to Biffa's waste transfer station activities at the site. The EMP details the potential impacts the operations may have on the environment including the closest neighbours and outlines the measures in place to control, minimise and mitigate any potential environmental impacts.

2. PURPOSE

2.1 This WAP has been produced to support our operations so that we comply with appropriate statutory and regulatory requirements associated with the acceptance of wastes. The WAP will be implemented so that only wastes listed in the Permit will be accepted at the Site and the risk of the presence of incidental contamination in the wastes will be as low as reasonably practicable. The WAP will also be implemented so that only wastes which do not have the potential to result in unacceptable odorous emissions will be accepted at the Site. For clarity the waste types which may be accepted at the site are summarised in Annex WAP1. The WAP describes the actions that are taken at the pre-acceptance stage and during the acceptance of the waste at the Site.

2.2 The key components of the WAP are set out in Section 3.

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**Waste Acceptance Procedure for Renwick Road Waste Transfer Station, subject to Environmental Permit
EPR/ABCXYZ**

3.	ACTIONS (PROCESS)	RESPONSIBILITY
	Background	
3.1	<p>In order to prevent the acceptance of wastes that are unsuitable and/or which may result in breaches of permit conditions or that may result in unacceptable emissions and in particular waste which has the potential to result in unacceptable odorous emissions, Waste Acceptance Procedures (WAP) are in place so that wastes are subject to appropriate checks. These checks must be carried out before any decision is made to accept a waste.</p> <p>The WAP are implemented so that only wastes listed in the Permit are accepted at the site and the risk of the presence of incidental contamination in the wastes is as low as reasonably practicable. The WAP is also implemented so that only wastes which do not have the potential to result in unacceptable odorous emissions are accepted at the site.</p>	
3.2	<p>In general, in considering wastes for acceptance at the site, we will ensure that:</p> <ul style="list-style-type: none"> i) all externally transferred wastes are accompanied by the necessary Duty of Care (DoC) documentation such as a Waste Transfer Note, Consignment Note or alternative documentation (e.g. invoices), as appropriate, that provides all the required information including: <ul style="list-style-type: none"> o Name and address of waste producer; o Name and address of waste carrier; o Waste origin; o Waste carriers licence number; o Date and time of collection; o Vehicle registration; o Waste description and European Waste Catalogue (EWC); and o Waste quantity and ticket number; ii) we will only accept wastes listed in the Permit (which is reproduced at Annex WAP1) which do not have the potential to result in unacceptable odorous emissions; iii) we will inspect the wastes diligently to prove this; iv) if waste is accepted which is clearly not permissible, or is otherwise unsuitable, we will ensure that we isolate it from other wastes and 	Site Manager

Waste Acceptance Procedure for Renwick Road Waste Transfer Station, subject to Environmental Permit EPR/ABCXYZ

	<p>remove it from Site as soon as practicable;</p> <p>v) we unload, store and reload the wastes in the appropriate areas of the site;</p> <p>vi) we do all of this in a way that protects the health and safety of our workers and visitors and that does not result in unacceptable emissions and in particular unacceptable odorous emissions;</p> <p>vii) we keep a record of each and every load of waste that is accepted at or removed from the site and use these to make any waste returns required by the Environment Agency; and</p> <p>viii) we record the nature of any unacceptable waste and keep copies of the DoC documentation associated with its off-site removal for the relevant statutory period.</p>	
3.3	<p>The initial stage is the pre-acceptance procedure that requires the provision of information for our consideration and, if appropriate, audits of waste producers by Biffa or the provision of representative samples of the waste to Biffa. This will facilitate determination of the suitability of the waste for acceptance at the site before arrangements are put in place to accept the waste.</p> <p>In respect of waste from transfer stations comprising waste from the mechanical treatment of wastes (EWC 19 12 12) we will also carry out regular reviews of the pre-acceptance checks to confirm that the waste remains suitable for acceptance at the Site and we will carry out auditing to confirm that wastes are derived from the processing of construction and demolition wastes via segregated waste processing lines at sites that employ active waste segregation practices.</p> <p>The second stage is the acceptance procedure implemented when the scheduled waste arrives at the site which are designed to confirm the characteristics of the waste that are expected.</p>	Site Manager
	Pre-Acceptance Procedure	
3.4	<p>From the producer or holder of the waste we will obtain information relating to:</p> <p>i) the relevant six-digit EWC code;</p> <p>ii) a physical description of the waste;</p> <p>iii) the form the waste takes (solid, blocks, particulates etc.);</p> <p>iv) the source and type of process (and SIC code) producing the waste;</p> <p>v) the specific process and location from which the waste is derived;</p> <p>vi) whether any pre-treatment will be undertaken;</p> <p>vii) the (estimated) quantity of waste;</p>	Site Manager

Waste Acceptance Procedure for Renwick Road Waste Transfer Station, subject to Environmental Permit EPR/ABCXYZ

	<p>viii) the quantity or proportion of any combustible waste; and</p> <p>ix) the method of transportation (i.e. loose or in a container).</p>	
3.5	<p>If the information provided in response to Action 3.4 indicates that the waste is suitable for acceptance at the Site go to Action 3.9. Otherwise:</p> <p>If the information provided in response to Action 3.4 identifies that the waste is unsuitable, the waste will not be considered further and <u>will not be accepted</u>. If there is any uncertainty about its suitability, additional information about the waste will be obtained as set out in Actions 3.6 and 3.7.</p> <p>If the waste is from a transfer station and accepted under EWC 19 12 12 go to Action 3.8.</p>	Site Manager
3.6	<p>Depending on the source and type of process producing the waste and the variability of this process it may be necessary to obtain the following additional information on the waste:</p> <ul style="list-style-type: none"> • assurance that a representative sample(s) of the waste have been taken from the production process and analysed; and • the composition of the waste (chemicals present and individual concentrations) is known. 	Site Manager
3.7	<p>Where the additional information outlined in Action 3.6 is requested from the producer or holder of the waste, the following procedures will be implemented:</p> <p>i) we will obtain the following information as a minimum:</p> <ul style="list-style-type: none"> ○ physical/chemical analysis of the waste (individual constituents and, as a minimum, their percentage composition); ○ confirmation that the waste has no hazardous properties above relevant thresholds; and ○ details of sample collection and Quality Assurance (QA) procedures; <p>ii) unless analysis has already been completed by an accredited third party and we have sufficient information from them (see above), we will obtain a representative sample(s) from the production process/current holder and compare it against the waste description provided;</p> <p>iii) we will ensure that the sample is representative of the waste and has been obtained by a person who is technically competent to undertake the sampling process;</p> <p>iv) samples will be provided in appropriate containers, which will be</p>	Site Manager

Waste Acceptance Procedure for Renwick Road Waste Transfer Station, subject to Environmental Permit EPR/ABCXYZ

	<p>clearly labelled with appropriate relevant information (e.g. date/time of sampling etc.);</p> <p>v) samples will be accompanied by relevant QA paperwork (e.g. chain of custody form), where relevant;</p> <p>vi) a relevant company sample tracking system will be used, which should be auditable;</p> <p>vii) analysis will be carried out by a laboratory with robust QA and quality control methods and record keeping;</p> <p>viii) the analysis required will vary depending upon the nature of the waste and what is already known about the waste. The results of analysis will be kept by Biffa. These details may include:</p> <ul style="list-style-type: none"> o laboratory report on the physical/chemical analysis of the waste; o laboratory QA procedures and certification (if appropriate); o review of analysis results against constituents declared by waste producer/holder; o description of the physical appearance of the waste sample; <p>ix) following characterisation of the waste, a technical assessment will be made to ensure suitability for acceptance at the site;</p> <p>x) the final assessment of the suitability of the waste for acceptance at the site will be made by the Site Manager or appointed nominee. A written record of this decision will be retained on site.</p>	
<p>3.8</p>	<p>Wastes accepted from transfer stations and accepted under EWC code 19 12 12 will only comprise inert and other non-combustible waste derived from the processing of construction and demolition wastes via segregated waste processing lines at sites that employ active waste segregation practices.</p> <p>If the waste is from a transfer station and comprises waste from the mechanical treatment of wastes (EWC 19 12 12), before the waste is accepted we will carry out a thorough audit of the transfer station producing the waste. The audit will comprise a site visit to inspect the waste processing operations including segregation practices, the waste types accepted at the site and the waste types directed to the construction and demolition waste processing line.</p> <p>During the audit sample(s) of the waste which it is intended is accepted at the site will be collected. We will ensure that:</p> <p>i) the sample(s) is representative of the waste and has been obtained by a person who is technically competent to undertake the sampling process;</p> <p>ii) the sample(s) is collected in appropriate containers, which will be clearly labelled with appropriate relevant information (e.g. date/time</p>	

**Waste Acceptance Procedure for Renwick Road Waste
Transfer Station, subject to Environmental Permit
EPR/ABCXYZ**

	<p>of sampling etc.);</p> <ul style="list-style-type: none"> iii) the sample(s) will be accompanied by relevant QA paperwork (e.g. chain of custody form), where relevant; iv) a relevant company sample tracking system will be used, which should be auditable; v) the analysis will be carried out by a laboratory with robust QA and quality control methods and record keeping; vi) the sample(s) will be assessed to confirm that the presence of any incidental contamination in the inert and non-combustible waste is as low as reasonably practicable. <p>Based on the results of the audit and the results of the sample(s) assessment a technical review will be carried out to ensure suitability for acceptance at the site. If the level of any incidental contamination in the inert and non-combustible waste is as low as reasonably practicable the waste will be accepted at the site.</p> <p>If the level of incidental contamination in the inert and non-combustible waste is not as low as reasonably practicable then the waste processing operations, the waste types accepted at the site and the waste types directed to the construction and demolition waste processing line will be discussed with the waste producer with the objective of reducing the incidental contamination. When changes to the processes have been made by the waste producer the audit process will be repeated. The waste will only be accepted for the site when the level of any incidental contamination in the inert and non-combustible waste is as low as reasonably practicable and the waste does not comprise wastes which has the potential to result in unacceptable odorous emissions.</p> <p>The assessment of the suitability of the waste for acceptance at the site will be made by the Site Manager or appointed nominee. The assessment will be made based on the Biffa internal auditing procedures. A written record of all decisions will be retained on site.</p>	
<p>3.9</p>	<p>When it has been confirmed that the waste is suitable we will ensure that the waste is transferred in accordance with the statutory DoC; in particular:</p> <ul style="list-style-type: none"> i) the waste will be transferred by a registered (or properly exempt) waste carrier; if a current certificate of registration is not already on file an appropriate certificate will be obtained, checked with the Environment Agency public register and placed on file. 	<p>Site Manager</p>
<p>3.10</p>	<p>In addition to the statutory and regulatory requirements associated with the DoC, we will confirm that the site has sufficient capacity, physically or as a result of conditions/limitations contained within the permit to receive the waste.</p>	<p>Site Manager</p>



Waste Acceptance Procedure for Renwick Road Waste Transfer Station, subject to Environmental Permit EPR/ABCXYZ

3.11	<p>If the event that waste from a transfer station comprising waste from the mechanical treatment of wastes (EWC 19 12 12) will be accepted at the site on a regular basis then we will implement a programme of regular auditing to confirm that the waste remains suitable for acceptance at the site and the level of any incidental contamination in the inert and non-combustible waste remains as low as reasonably practicable. The auditing will comprise as a minimum:</p> <ul style="list-style-type: none"> i) monthly unannounced site audits of the transfer station producing the waste. Consistent with the initial audit each unannounced audit will comprise a site visit to inspect the waste processing operations including segregation practices, the waste types accepted at the site and the waste types directed to the construction and demolition waste processing line; ii) weekly unannounced sampling of incoming waste. The sampling procedure will be consistent generally with Action 3.8. <p>Based on the results of the regular auditing and the results of the sample(s) assessments technical reviews will be carried out to ensure the continued suitability for acceptance at the site. If the level of any incidental contamination in the inert and non-combustible waste is as low as reasonably practicable the waste will continue to be accepted at the site.</p> <p>If the level of any incidental contamination in the inert and non-combustible waste is not as low as reasonably practicable then the acceptance of the waste at the site will be suspended, the waste processing operations, the waste types accepted at the transfer station and the waste types directed to the construction and demolition waste processing line will be discussed with the waste producer with the objective of reducing the incidental contamination. When changes to the processes have been made by the waste producer the audit process will be repeated. The continued acceptance of the waste at the site will only recommence when the level of any incidental contamination in the inert and non-combustible waste is as low as reasonably practicable and the waste does not comprise wastes which has the potential to result in unacceptable odorous emissions.</p> <p>The auditing and the continued assessment of the suitability of the waste for acceptance at the site will be made by the Site Manager or appointed nominee. The continued assessment will be made against the Biffa internal auditing procedures. A written record of all decisions will be retained on site.</p>	
	Acceptance Procedure	
3.12	<p>Once the pre-acceptance checks have identified that the waste is one that can be accepted at the site in order to confirm this the following general steps will be carried out for all waste loads delivered to the facility:</p> <ul style="list-style-type: none"> i) the lorry will stop, or be stopped, at the site reception area; ii) the driver will report to Reception, or be approached and told to report to Reception, with the relevant paperwork; iii) the driver should have the necessary DoC documentation that 	Weighbridge Operator / Site Manager

Waste Acceptance Procedure for Renwick Road Waste Transfer Station, subject to Environmental Permit EPR/ABCXYZ

	<p>provides all the required statutory information including a written description (and EWC) of the waste;</p> <p>iv) if the driver does not have the necessary DoC documentation, a Site Manager may – if they decide everything is in order – agree the details with the driver and make out the DoC documentation with a proper written description;</p> <p>v) once confirmed, the description will be checked by the Weighbridge Operator or Site Manager against those allowed under the permit to confirm it is acceptable and in particular that the level of any incidental contamination is as low as reasonably practicable;</p> <p>vi) if the waste is identified as a waste which is not allowed or there is insufficient capacity at the site, then either:</p> <p style="padding-left: 20px;">a. we will arrange, straight away, to (reload if necessary) return the waste to the producer/holder, if appropriate, or take it to another suitably authorised facility: or, <u>if this is not practicable at the time;</u></p> <p style="padding-left: 20px;">b. unload the skip or waste into the quarantine storage area at the site for subsequent removal to an appropriate alternative facility. In this scenario the Weighbridge Operator or Site Manager will instruct the driver where to drop the skip or where to deposit the load</p> <p>vii) if the waste is accepted, the DoC documentation will be logged and retained and where appropriate used to compile any quarterly returns to the Environment Agency;</p> <p>viii) at this stage, the Site Manager will decide if any special handling will be necessary for a particular load and, if so, this will be agreed with the Site Operative(s);</p> <p>ix) when waste is being unloaded the Site Operative(s) will inspect the waste to make sure that there is nothing in it that is not allowed onto site or may result in unacceptable odorous emissions and that the level of any visible incidental contamination is as low as reasonably practicable;</p> <p>x) if something is found in the load, which should not be there, is inconsistent with the level of any incidental contamination being as low as reasonably practicable or may result in an unacceptable odorous emission, this will be reported to the Site Manager, who will record the details and arrange for the waste to be isolated in the quarantine storage area at the site for subsequent removal to an appropriate alternative facility.</p>	
	Quantification Procedure	
3.12	<p>The site has a weighbridge. Customer vehicles are weighed:</p> <p style="padding-left: 20px;">a. before discharging the load (for received wastes) or leaving the site (for despatched wastes or materials), where the tare weight of the</p>	Weighbridge Operator / Site Manager



**Waste Acceptance Procedure for Renwick Road Waste Transfer Station, subject to Environmental Permit
EPR/ABCXYZ**

	<p>vehicle is known in advance; or</p> <p>b. before and after discharging the load (for received wastes) or loading the vehicle (for despatched wastes or materials), where the tare weight of the vehicle is not known in advance.</p>	
3.13	The procedure is completed when the Weighbridge Operator instructs the ticket printer to print the ticket and obtains the driver's signature on the ticket. All drivers will sign the ticket issued by the Weighbridge Operator confirming the nature, origin and quantity of waste delivered or despatched.	Weighbridge Operator / Site Manager
3.14	Contingency measure: if the weighbridge is out of operation for any reason the quantity (mass) of incoming waste and outgoing waste and materials will be determined.	Weighbridge Operator / Site Manager
Acceptance Procedure (Secondary Inspection)		
3.15	<p>After the waste has been unloaded in the appropriate area of the facility the Site Operator(s) will inspect it once more to confirm that the waste is suitable before the waste is stockpiled.</p> <p>If the waste is unsuitable (e.g. it contains waste that is not authorised under the permit, the level of any visible incidental contamination is not as low as reasonably practicable or it may result in an unacceptable odorous emission this will be reported to a Site Manager who will record the details and arrange for the waste to be isolated in the quarantine storage area at the site for subsequent removal to an appropriate alternative facility, or reloaded immediately for return to the producer if this is possible. Full details of the measures for dealing with wastes which have the potential to result in an unacceptable odorous emission are presented in the Odour Management Plan (Appendix 11).</p>	Site Operator(s) / Site Manager



Waste Acceptance Procedure for Renwick Road Waste Transfer Station, subject to Environmental Permit EPR/ABCXYZ

ANNEX WAP1 - THE WASTE TYPES WHICH MAY BE ACCEPTED AT THE SITE AND WHETHER THE WASTE TYPES ARE INERT OR NON-INERT

ALL WASTES SHOULD NOT HAVE THE POTENTIAL TO RESULT IN UNACCEPTABLE ODOROUS EMISSIONS	
Waste code	Description
01	Wastes resulting from exploration, mining, quarrying, and physical and chemical treatment of minerals
01 04	Wastes from physical and chemical processing of non-metalliferous minerals
01 04 08	Waste gravel and crushed rocks other than those mentioned in 01 04 07
01 04 09	Waste sand and clays
01 04 13	Wastes from stone cutting and sawing other than those mentioned in 01 04 07
01 05	Drilling muds and other drilling wastes
01 05 04	Freshwater drilling muds and wastes
01 05 07	Barite-containing drilling muds and wastes other than those mentioned in 01 05 05 and 01 05 06
01 05 08	Chloride-containing drilling muds and wastes other than those mentioned in 01 05 05 and 01 05 06
05	Wastes from petroleum refining, natural gas purification and pyrolytic treatment of coal
05 01	Wastes from petroleum refining
05 01 10	Sludges from on-site effluent treatment other than those mentioned in 05 01 09
10	Wastes from thermal processes
10 11	Wastes from manufacture of glass and glass products
10 11 12	Waste glass other than those mentioned in 10 11 11
10 12	Wastes from manufacture of ceramic goods, bricks, tiles and construction products
10 12 08	Waste ceramics, bricks, tiles and construction products (after thermal processing)
17	Construction and demolition wastes (including excavated soil from contaminated sites)
17 05	Soil (including excavated soil from contaminated sites), stones, and dredging spoil
17 05 04	Soil and stones other than those mentioned in 17 05 03
17 05 06	Dredging spoil other than those mentioned in 17 05 05
17 05 08	Ballast
17 09	Other construction and demolition wastes
17 09 04	Mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03
19	Wastes from waste management facilities, off-site waste water treatment plants and the preparation of water-intended for human consumption and water for industrial use
19 02	Wastes from physico/chemical treatments of waste (including dechromatation, decyanidation, neutralisation)

**Waste Acceptance Procedure for Renwick Road Waste
Transfer Station, subject to Environmental Permit
EPR/ABCXYZ**

ALL WASTES SHOULD NOT HAVE THE POTENTIAL TO RESULT IN UNACCEPTABLE ODOROUS EMISSIONS	
Waste code	Description
19 02 06	Sludges from physico/chemical treatment other than those mentioned in 19 02 05
19 12	Wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, palletising) not otherwise specified
19 12 05	Glass
19 12 09	Minerals (for example sand, stones)
19 12 10	Combustible waste (refuse derived fuel)
19 12 12	Other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 19 12 11
19 13	Wastes from soil and groundwater remediation
19 13 02	Solid wastes from soil remediation other than those mentioned in 19 13 01
19 13 04	Sludges from soil remediation other than those mentioned in 19 13 03
20	Municipal wastes (household waste and similar commercial, industrial and institutional wastes) including separately collected fractions
20 02	Garden and park wastes (including cemetery waste)
20 02 02	Soil and stones
20 03	Other municipal wastes
20 03 03	Street-cleaning residues



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