

EPP-1.1 The Duty of Care - Acceptance of Incoming Material

1. PURPOSE:

This document outlines the Pre-acceptance and Acceptance procedure as part of the duty of care requirements of waste (scrap metal) material entering EMR yards.

2. SCOPE:

This procedure is applicable in all EMR Depots in the United Kingdom.

3. PROCEDURE:

PRE-ACCEPTANCE

- 3.1 All suppliers of waste will be subject to some form Pre-acceptance process to ensure they are aware of what EMR can and cannot receive. All sites will ensure they achieve this through appropriate signage at the Site Entrance.
- 3.2 Weighbridge Operators able to advise customers about any items that are prohibited so the customer knows not to offload them if present in the load.
- 3.3 EMR Commercial staff will be the point of contact to communicate Pre-acceptance requirements in accordance with EMR policy.
- 3.4 Any problems during the acceptance and inspection process must be reported back to the customer via the EMR commercial representative.

ACCEPTANCE

- 3.5 The Waste (England and Wales) Regulations (as amended) place a duty upon producers, importers, carriers and disposers of controlled wastes to:
 - Prevent the escape of waste.
 - Ensure waste is transferred only to persons authorised to carry, keep, treat or dispose of it.
 - Ensure authorised persons include registered waste carriers and suitably permitted waste management facilities.
 - Provide an accurate written description including the six digit European Waste Catalogue (EWC) code
 - Provide a completed Waste Transfer Note (WTN).

The Waste (England and Wales) Regulations (as amended) requires SIC codes (2007 list) to be included and a signed declaration that the Waste Hierarchy (Eliminate, Re-use, Recover, Landfill) has been applied to the described waste.

- 3.6 To comply with the Waste (England and Wales) Regulations (as amended) the following procedure must be followed when waste material arrives at the site weighbridge:
 - 3.6.1 Allow the vehicle to drive onto the weighbridge.
 - 3.6.2 Inspect the load visually (via the CCTV camera), and confirm the description of the waste from either the written transfer note brought by the carrier, or verbally with the carrier.
 - 3.6.3 Ensure the waste is permitted at the site in accordance with the site Environmental Permit and Environmental Management System (or Working Plan), or exemption criteria (also using European waste code (EWC) six digit codes).
 - 3.6.4 If a waste transfer note is available, check the following detail is completed on the WTN:
 - The quantity of waste and what sort of container it is in;
 - A description of the waste including 6 digit EWC;
 - The time and date the waste was transferred;
 - The address of where the transfer took place;
 - The names and addresses of both persons involved in the transfer;
 - The certificate number of the registered waste carrier;
 - If either or both persons has an Environmental Permit, the permit number;
 - The reasons for any exemption from the requirement to register or have a license;

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- The Standard Industry Classification (SIC) code is recorded in box (waste producer's code); and
 - Confirmation is given that the Waste Hierarchy is being applied in the process, treatment and disposal of waste by a signature from the waste transferor(s).
 - Identify any waste that may need evidence of decontamination prior to acceptance (e.g. tanks/drums/containers that contained hazardous materials).
- 3.6.5 Reject any waste that is not 'as described' on inward documentation, non-permitted waste, or waste without relevant decontamination evidence. Direct the carrier to another suitable facility or refer the carrier to the Environment Agency for list of suitable facilities, and record the rejection of the load in the site diary and raise an Event log.
- 3.6.6 On acceptance of waste material produce a weighbridge ticket (which is also the waste transfer note, if required) and instruct the carrier to deposit the material in the relevant area of the site.
- 3.6.7 Refer to procedures numbered 1.3, 1.5 and 1.9 for hazardous wastes, ELVs and WEEE.
- 3.7 To comply with the Waste (England and Wales) Regulations (as amended) the following procedure must be followed when material is collected by EMR from a site:
- 3.7.1 Inspect the waste and confirm the description of the waste on the waste transfer note (WTN).
- 3.7.2 Confirm the waste and associated EWC code is permitted at the destination site in accordance with the site's Environmental Permit, Pollution Prevention & Control Permit or exemption criteria.
- 3.7.3 Before leaving site with the load, complete the Waste Transfer Note with details of the waste, quantities, waste carrier and destination facility, (if an annual waste transfer note for the movement has not already been produced).
- 3.7.4 On arrival at EMR site the vehicle is weighed in, using the standard Environmental Procedures.

4. RESPONSIBILITY:

It is the responsibility of the Site Manager to ensure that all waste (scrap) material accepted into their yard is permitted (as prescribed by the site Environmental Permit), for storage and processing and it is the responsibility of any personnel who are involved in the acceptance of material coming onto the premises.

The Site Manager must ensure that waste transfer notes are kept (either electronically or in paper format) for a minimum of 2 years (or as otherwise directed within your Environmental Permit).

5. ASSOCIATED GUIDANCE & INFORMATION:

- E01 *Environmental Aspects and Impacts*
- E02 *Environmental Risk Assessment*
- Pre-Acceptance Decision Process & guidance
- "Prohibited Materials" guide
- BMRA Acceptance Criteria booklet
- EPP-1.2 *Waste Acceptance – Inspection of Incoming Material*
- EPP-1.3 *Waste Acceptance – Identifying Hazardous Waste*
- EPP-1.5 *Waste Acceptance – ELV Acceptance*
- EPP-1.6 *Waste Acceptance – Identification of Radioactive Items*
- EPP-1.7 *Waste Acceptance – Identification of Explosive Materials*
- EPP-1.8 *Waste Acceptance – Rejection of Waste Material*
- EPP-1.9 *Waste Acceptance – WEEE and Refrigerator Acceptance*

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Competency Test			
Assessor Name:		Date of Assessment:	
Assessor Signature:		Assessment Score: 9 (marks / total)	
Employee Name:			<input type="checkbox"/> Pass (100%)
Employee Signature:			<input type="checkbox"/> Fail (below 100%)

Please tick correct answer(s)

Q1	On acceptance of incoming waste, which are true (more than 1 answer)?	
A:	Allow the vehicle on to the weighbridge.	<input type="checkbox"/>
B:	Ensure waste is permitted on to site (as set out in site Permit).	<input type="checkbox"/>
C:	Don't worry about checking load as it can be looked at once tipped.	<input type="checkbox"/>
Q2	If a waste transfer note is available, check the following details (more than 1 answer)?	
A:	Description of waste including EWC codes.	<input type="checkbox"/>
B:	Driver's age and home address.	<input type="checkbox"/>
C:	Time and date of transfer.	<input type="checkbox"/>
Q3	Identification of waste: which is true (more than 1 answer)?	
A:	Accept all wastes as the customer is always right.	<input type="checkbox"/>
B:	Identify any contaminated or non permitted wastes.	<input type="checkbox"/>
C:	Reject any non-permitted wastes (e.g. chemicals, aerosols).	<input type="checkbox"/>
Q4	When collecting waste (scrap) by EMR from site which one is wrong?	
A:	Inspect waste and confirm it matches description of WTN.	<input type="checkbox"/>
B:	Before leaving site complete WTN with details of waste quantities, waste carrier and destination facility.	<input type="checkbox"/>
C:	Pick up waste immediately and leave site.	<input type="checkbox"/>
Q5	Which version of the SIC code should be recorded in the box?	
A:	1999	<input type="checkbox"/>
B:	2003	<input type="checkbox"/>
C:	2007	<input type="checkbox"/>
Q6	Confirmation of the 'what' must be applied and signed for (Waste Regs: re-use, recycle, landfill etc.)?	
A:	That waste is not hazardous.	<input type="checkbox"/>
B:	Waste Hierarchy.	<input type="checkbox"/>
C:	That there are no gas cylinders.	<input type="checkbox"/>

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