

## EPP-1.3 Waste Acceptance – Identifying Hazardous Waste

### 1. PURPOSE:

The purpose of this procedure is to make Operatives aware of how to identify hazardous or special waste prior to being accepted on site.

### 2. SCOPE:

Hazardous wastes are classified as controlled wastes and are also covered by the Waste (England and Wales) (Duty of Care) Regulations (as amended) therefore conditions such as the adequate descriptions, transport and containment of waste apply. In addition to these conditions there are conditions to comply with as set out in the Hazardous Waste Regulations (as amended). Mixing of different categories of hazardous waste is prohibited, as is mixing hazardous with non-hazardous waste.

Examples of hazardous/special waste often accepted by metal recycling sites are:

- Catalytic converters;
- Lead acid batteries;
- Ozone Depleting Substance (ODS) and Pentane gas Fridges;
- End of Life Vehicles (ELV's) – polluted;
- Small mixed WEEE (or EW);
- Other WEEE (e.g. fridges – at designated sites only).

During some of the processes at EMR depots hazardous waste can be produced, these can include:

- Waste oils and fuels;
- Interceptor waste;
- Oil/water mixtures (from bund cleaning);
- Oil contaminated dirt/oil absorption granules;
- Oil filters;
- Batteries.

Examples of hazardous wastes not acceptable at EMR sites but are commonly uncovered (rogue or banned substances, items):

- All forms of asbestos;
- Rogue gas cylinders;
- Chemicals e.g. PCBs;
- Certain drosses and skims;
- Oils and fuels (not in ELVs) e.g. diesel, used engine oil in drums/containers;
- Contaminated packaging (e.g. hazardous waste drums empty but contaminated with residue);
- Fluorescent tubes/CRT (cathode ray tube) TV/PC screens.

The outgoing hazardous waste should be managed using the relevant Environmental Procedures.

Please see the Group Environmental Policy: Hazardous Waste Management & Control for full details of regulatory requirements and scope.

### 3. PROCEDURE:

- 3.1 Only hazardous/special waste as stipulated by the site's Environmental Permit or Exemptions can be accepted into an EMR site.
- 3.2 All hazardous/special waste movements must be accompanied by a correctly completed hazardous or (in Scotland) special waste consignment note (except ELVs from last owners), with each section appropriately signed and dated as required (see EPP-1.4 *Waste Acceptance – Completion of Hazardous Waste Consignment Notes*). These notes must be checked on acceptance and signed and dated by the relevant person(s). In Scotland a 72 hour pre – acceptance note must be sent to SEPA before any special waste is moved (excluding batteries).

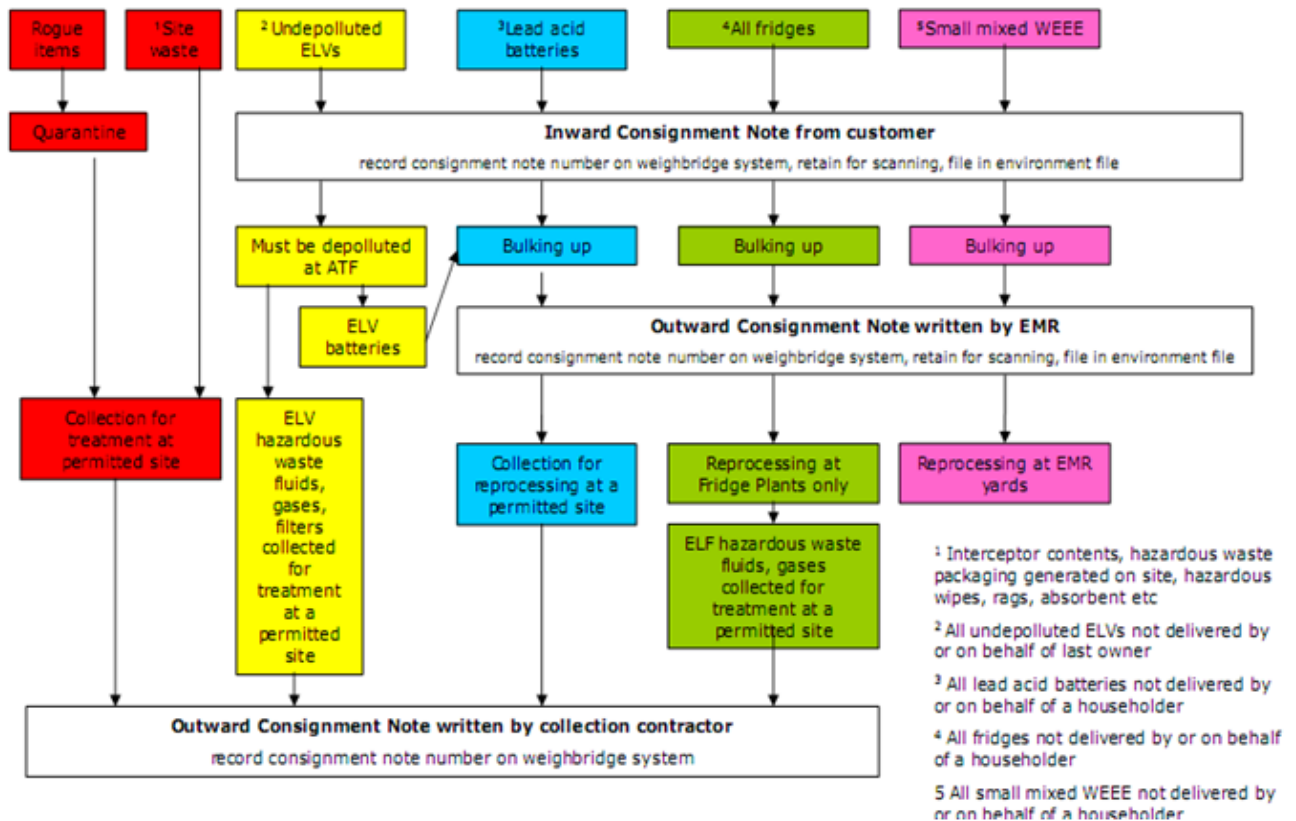
#### PROCEDURE (Continued):

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- 3.3 Any hazardous/special waste generated by an EMR site must be delivered to an authorised and permitted facility for treatment/disposal . A hazardous waste consignment note must accompany the hazardous waste load at all times.
- 3.4 Accurate records of all hazardous/special waste movements must be maintained and records of movements provided to the relevant Environmental Regulators as and when required, fees being paid dependant on hazardous waste movements.
- 3.5 All hazardous wastes must be handled with care (wearing correct PPE, safety glasses, appropriate gloves etc.) and Safe Working Procedures employed – remember, Health and Safety takes precedence!

### Hazardous Wastes Acceptance and Dispatch



#### 4. RESPONSIBILITY:

It is the responsibility of the Site Manager to ensure all hazardous waste material in their yard is accompanied by a hazardous waste consignment note(if required) and it is the responsibility of any personnel involved in the acceptance, dispatch & classification of hazardous waste to ensure compliance with regulations and policy.

#### 5. ASSOCIATED GUIDANCE & INFORMATION:

- EPP-1.1 Waste Acceptance – The Duty of Care Acceptance of Incoming Material
- EPP-1.2 Waste Acceptance – Inspection of Incoming Material
- EPP-1.4 Waste Acceptance – Completing of Hazardous Waste Consignment Notes
- 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

#### Competency Test

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Assessor Name:		Date of Assessment:	
Assessor Signature:		Assessment Score: (marks / total)	/ 8
Employee Name:			<input type="checkbox"/> Pass (100%)
Employee Signature:			<input type="checkbox"/> Fail (below 100%)

Please tick correct answer(s)

<b>Q1</b>	Which are hazardous wastes that can commonly be accepted by EMR sites?		
A:	Catalytic Convertors		<input type="checkbox"/>
B:	Batteries.		<input type="checkbox"/>
C:	Fluorescent tubes and CRT TVs.		<input type="checkbox"/>
<b>Q2</b>	Which hazardous wastes cannot be accepted into EMR sites?		
A:	Polluted ELVs.		<input type="checkbox"/>
B:	Transformers containing PCBs.		<input type="checkbox"/>
C:	WEEE.		<input type="checkbox"/>
<b>Q3</b>	Which hazardous waste items must be quarantined once tipped?		
A:	Rogue gas cylinders.		<input type="checkbox"/>
B:	Washing machines.		<input type="checkbox"/>
C:	ELVs.		<input type="checkbox"/>
<b>Q4</b>	Which are hazardous wastes normally generated at EMR sites (more than 1 answer):		
A:	Fuels (petrol/diesel).		<input type="checkbox"/>
B:	Oil.		<input type="checkbox"/>
C:	Asbestos.		<input type="checkbox"/>
<b>Q5</b>	Which hazardous wastes require completed consignment notes when transferring by road?		
A:	Only incoming wastes.		<input type="checkbox"/>
B:	All hazardous wastes (incoming & outgoing).		<input type="checkbox"/>
C:	Only asbestos and chemicals.		<input type="checkbox"/>
<b>Q6</b>	Accurate records of hazardous waste must be kept and maintained, so that it can be provided to the:		
A:	Environmental Regulator.		<input type="checkbox"/>
B:	The Police.		<input type="checkbox"/>
C:	Local SHE co-ordinator.		<input type="checkbox"/>

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