

EPP-1.2 Waste Acceptance – Inspection of Incoming Material

1. PURPOSE:

This document outlines the procedure for the inspection of waste (scrap) materials required prior to waste material being accepted into the yard and following initial weighbridge acceptance.

2. SCOPE:

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

3. PROCEDURE:

3.1 To maintain compliance with the Waste (England and Wales) Regulations (as amended) all material must be inspected to ensure that:

- The load is as described on the Waste Transfer Note (WTN);
- The material is permitted onto site under the conditions set out in the Environmental Permit or Exemption criteria; and
- There are no non-permitted wastes contained within the material.

3.2 The Waste (England and Wales) Regulations (as amended) prescribes that the following procedures must be followed when material arrives on site:

- 3.2.1 Visually check/inspect all incoming material following acceptance onto weighbridge (using CCTV etc. if needed);
- 3.2.2 If it is safe to do so, any vehicle to be checked should be stopped away from the scrap pile to ensure that the material being tipped / unloaded cannot become mixed with the material that has already been accepted onto site;
- 3.2.3 Once material has been tipped/unloaded, check the loads again for rogue materials that could contravene the permit or exemption conditions e.g. gas bottles, hazardous wastes in load etc.;
- 3.2.4 Ensure that any problem with quality is noted and information is passed back to the weighbridge or responsible person via the relevant communication system used in the yard;
- 3.2.5 As soon as load checked and passed for acceptance, the load should be moved into the stockpile and area cleared ready for the next delivery;
- 3.2.6 Any material found to be contrary to the environmental permit conditions or exemption criteria is either rejected from site and loaded back onto the vehicle and the weighbridge / foreman is informed of the rejection, or isolated in a designated quarantine area and removed from site to a suitably licenced facility as soon as practicable. Records of rejections should be recorded the event the Event Log (TCM).

Prohibited Items

3.3 Radioactive Items: Look out for items with these symbols on them:



Radiation trefoil



Radiation - Danger Stay Away

3.3.1 Refer to H22-01 Local Rules Radioactive Sources, H22-02 *Local Rules XRF Analysers* and EPP 1.6 *Waste Acceptance – Identification of Radioactive Items*.

3.3.2 The weighbridge detectors should identify any radioactive items.

Issue no:	01	Date:	Oct 2017	Parent document:	Health & Safety, Environmental and Quality Policy		
Approved for IMS:	IMS Management Team		Document owner:	Group SHE Manager	File location:	E1.10	Page 1 of 4

EPP-1.2 Waste Acceptance – Inspection of Incoming Material

PROCEDURE (Continued):

3.4 Pressurised containers and large tanks:



Gas cylinders



Large Tank

- 3.4.1 Never accept sealed pressurised containers over the weighbridge e.g. gas bottles, LPG tanks;
- 3.4.2 Large tanks can only be accepted on site if they have a certificate of cleansing or are seen to be so (i.e. empty, no odour etc.);
- 3.4.3 Pressurised containers can only be accepted on site if they have been certified as depressurised or are seen to be so (i.e. cut in half).

3.5 Drums (oil/fuel/chemicals):

- 3.5.1 Drums can only be accepted on site if they have a certificate of cleansing or are seen to be so (i.e. empty no odours);
- 3.5.2 Check the signage on drums for hazard symbols e.g. explosive or flammable.



3.6 Asbestos/Munitions:



Asbestos Containing Roof



Munitions

- 3.6.1 These items must never be accepted into EMR depots;
- 3.6.2 If a load arrives on site or is tipped containing any of these items, contact the Depot Manager immediately.
- 3.7 This Environmental Protection Procedures (EPP) is to be followed in conjunction with the Safe Working Procedures (SWP) relevant to the task at hand.

SWPs ALWAYS take precedence and the EPP applies when the SWP can also be followed.

Issue no:	01	Date:	Oct 2017	Parent document:	Health & Safety, Environmental and Quality Policy		
Approved for IMS:	IMS Management Team		Document owner:	Group SHE Manager	File location:	E1.10	Page 2 of 4

EPP-1.2 Waste Acceptance – Inspection of Incoming Material

4. RESPONSIBILITY:

It is the responsibility of the Site Manager and all personnel who are involved in the acceptance / inspection of material coming onto the premises to ensure it is compliant with the Environmental Permit or exemption.

5. ASSOCIATED GUIDANCE & INFORMATION:

- EPP-1.1 *Waste Acceptance – The Duty of Care Acceptance 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*

Issue no:	01	Date:	Oct 2017	Parent document:	Health & Safety, Environmental and Quality Policy		
Approved for IMS:	IMS Management Team	Document owner:	Group SHE Manager	File location:	E1.10	Page 3 of 4	

EPP-1.2 Waste Acceptance – Inspection of Incoming Material

Competency Test			
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)

Q1	For compliance, incoming material must be inspected to ensure that (tick correct answers):		
A:	The load is as described on the Waste Transfer Note (WTN).		<input type="checkbox"/>
B:	It is stable on the lorry.		<input type="checkbox"/>
C:	There is no non-permitted waste within the load.		<input type="checkbox"/>
Q2	The duty of care regulations prescribes the following correct procedures(identify and tick wrong answer):		
A:	Visually check/inspect all incoming material following acceptance.		<input type="checkbox"/>
B:	If it is an account customer you don't need to inspect the load.		<input type="checkbox"/>
C:	Once material has been tipped check loads for rogue, non-permitted waste material.		<input type="checkbox"/>
Q3	Which is not a prohibited item?		
A:	Asbestos.		<input type="checkbox"/>
B:	Rogue gas cylinder.		<input type="checkbox"/>
C:	Clean non-contaminated steel drums.		<input type="checkbox"/>
Q4	Which is a prohibited item?		
A:	WEEE (LDA) waste.		<input type="checkbox"/>
B:	Munitions.		<input type="checkbox"/>
C:	ELV (un-depolluted).		<input type="checkbox"/>
Q5	Drums (oils/fuels/chemical) can be accepted if:		
A:	A certificate of cleansing accompanies the load and inspection confirms this.		<input type="checkbox"/>
B:	A label is attached stating 'acceptable'.		<input type="checkbox"/>
C:	They are non-hazardous.		<input type="checkbox"/>
Q6	Loads can be inspected by / when: (tick correct answers)		
A:	Visually with CCTV.		<input type="checkbox"/>
B:	Once load is tipped.		<input type="checkbox"/>
C:	Following shredding.		<input type="checkbox"/>

Issue no:	01	Date:	Oct 2017	Parent document:	Health & Safety, Environmental and Quality Policy			
Approved for IMS:	IMS Management Team	Document owner:	Group SHE Manager	File location:	E1.10	Page 4 of 4		