

## EPP-1.8 Waste Acceptance – Rejection of Waste Material

### 1. PURPOSE:

The purpose of this procedure is to outline steps that must be taken, when upon inspection an item or wastes are deemed unacceptable to be permitted into the yard.

### 2. SCOPE:

Once tipped and accepted on site a load can subsequently be rejected from site for numerous reasons, these reasons can be (but are not limited to) when the Site Manager or their representative:

- Believes that permit conditions may be breached by accepting the material or by processing the material or item;
- Is not satisfied that the load complies with duty of care regulations and/or it does not match the description on the Waste Transfer Note (WTN); or
- Believes that the load may cause environment or health and safety issues.

All loads are tipped at the Site Manager's discretion. When a load is rejected a note should be made in the site diary and an Event Log raised.

If material enters site that the Manager or their representatives do not wish to be accepted then the load is refused access to the site. This can include reasons such as unwanted and non-permitted waste material (liquids, building rubble, excessive litter etc.), non-permitted and hazardous material (PCB's, oily drums, paint tins etc.) and health and safety concerns (asbestos, ACMs etc.); this would not be deemed a rejection. Upon the Site Managers discretion offending items can be removed from loads and the remainder of the load can be tipped as normal with the supplier removing the offending items from site; this also would not be deemed a rejection.

### 3. PROCEDURE:

3.1 If a Site Manager or their representative deems a load unsuitable for the site then it will be rejected.

3.1.1 Inform the driver of the rejection and the reasons as to why the load is being rejected.

3.1.2 Inform the suppliers or customer of the rejection giving reasons for the rejection. This should be done in liaison with the relevant Commercial Representative where applicable.

3.1.3 If required loads should be temporarily quarantined in the interim period between tipping and loading back onto the supplier's vehicle.

3.1.4 Complete an Event log on the TCM system with details of the rejection and actions taken.

3.1.5 Enter details into the site diary under the relevant day.

### 4. RESPONSIBILITY:

It is the responsibility of the Site Manager to ensure only compliant waste materials are accepted into their yards. It is also the responsibility of any personnel (e.g. weighbridge operators) who are involved in the acceptance or have been designated in this role to check classification and permit compliance of materials entering the site.

### 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-1.3 *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-1.9 *Waste Acceptance – WEEE and Refrigerator Acceptance*

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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)

<b>Q1</b>	When should a site manager reject a load?	
A:	If the load is unlikely to be profitable once processed.	<input type="checkbox"/>
B:	When he believes that permit conditions may be breached by accepting the material.	<input type="checkbox"/>
C:	If they don't have time to check the paperwork.	<input type="checkbox"/>
<b>Q2</b>	Which answer is incorrect?	
A:	The driver and the customer must be informed of any rejections.	<input type="checkbox"/>
B:	Complete an Event log on TCM and record in site diary following a rejection of the load.	<input type="checkbox"/>
C:	Inform the police and Environment Agency immediately.	<input type="checkbox"/>
<b>Q3</b>	Who is ultimately responsible for ensuring only complaint wastes are accepted? (two correct answers)	
A:	Site Manager.	<input type="checkbox"/>
B:	Health and Safety Co-ordinator.	<input type="checkbox"/>
C:	Designated site personnel.	<input type="checkbox"/>
<b>Q4</b>	At whose discretion should offending items be removed?	
A:	The Site Manager.	<input type="checkbox"/>
B:	The Regional SHE manager.	<input type="checkbox"/>
C:	Anyone can remove them.	<input type="checkbox"/>
<b>Q5</b>	Which materials would be unacceptable into most depots? (more than one answer)	
A:	ACMs (asbestos containing materials).	<input type="checkbox"/>
B:	Transformers (containing PCBs).	<input type="checkbox"/>
C:	Fire extinguisher's (empty and holes/cut).	<input type="checkbox"/>
<b>Q6</b>	Which non-compliant items can be removed and the load accepted (upon discretion of Site Manager)?	
A:	Asbestos.	<input type="checkbox"/>
B:	Rogue gas cylinders.	<input type="checkbox"/>
C:	Liquids.	<input type="checkbox"/>

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