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Waste Acceptance Procedure

v1.0

Environmental and sustainability solutions provided to
Waste Organics (Leeds) Limited



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1.0 PURPOSE

This document aims to outline the procedure which must be followed by Waste Organics (Leeds) Limited (hereon referred to as "Waste Organics") operatives whilst receiving waste from third party companies.

The waste will comprise of the following streams:

- Biodegradable organic solid waste
- Biodegradable organic liquid waste

1.1 Technical Guidance

This procedure has been produced in line with the Environment Agency's guidance: biological waste treatment: appropriate measures for permitted facilities.

2.0 PROCEDURE OVERVIEW

2.1 Pre-Acceptance

Personnel shall ensure that the site has the required number of qualified staff on site prior to the waste acceptance and rejection procedures. Personnel shall ensure that the site has capacity to store and treat any incoming waste.

Material accepted onto site for the production of a biodegradable organic "soup" will be treated in accordance with the relevant treatment parameters for ABPR as specified in EC 1069/2009 and EC 142/2011.

Personnel shall ensure that the site will not exceed Permit conditions by accepting any incoming wastes. Wastes should not be accepted at the installation without a clear method or defined treatment and recovery/disposal route.

Analysis required will vary depending upon the nature of the waste, the process to be used and what is known about the waste already. Results of analysis should be kept within the tracking system. These details should include (as per section 6.1 of the appropriate measures guidance):

- details of the waste producer including organisation name, address and contact details
- source and nature of the waste
- a description of the waste including its physical form
- check on constituents declared by waste producer/holder to ensure Permit compliance, treatment plant specification and final disposal
- any hazardous characteristics
- type of packaging and risks of contamination
- age of the waste
- colour
- pH
- presence, strength and description of odour assessment (note COSHH implications)

Pre-acceptance records are to be retained, electronically, by Waste Organics for at least 3 years. The information regarding pre-acceptance shall be reviewed annually or sooner should there be a change to the waste, a change to the process giving rise to the waste or the waste received on site does not confirm to the pre-acceptance description.

Waste Organics shall obtain a representative sample and analysis of a waste if any of the following apply:

- the chemical composition or variability of the waste is unclear from the information supplied by the customer
- there are doubts about whether the sample analysed is representative of the waste
- the waste is to be treated on site

A representative sample and analysis is not required if any of the following apply:

- the waste is packaged food waste from food manufacturers or food retailers – however, confirmation of its origin is required and there must be sufficient information to understand if it will affect the treatment process
- the waste is biodegradable agricultural waste direct from the agricultural premises - however, confirmation of its origin is required and there must be sufficient information to understand if it will affect the treatment process

Wastes shall only be accepted on to site under a contract of supply or having been booked prior to arrival on site.

2.2 Waste Acceptance

All incoming vehicles will enter via the existing waste facility site entrance and will proceed to the weighbridge. Documentation will be checked by the operative, to ensure that the waste complies with the waste types permitted by the Planning Permission, Permit Regulations or any subsequent updates. The list of acceptable waste codes can be found in the environmental permit and Section 5.0 below. The relevant documentation includes Carriers Certificate of Registration and Duty of Care Waste Transfer Note, which will be signed by the operative to confirm the acceptance/receipt of the waste prior to the driver being allowed to proceed to the reprocessing site.

Upon arrival on site, waste loads will:

- be weighed or use the WTN to find tonnages, unless alternative reliable volumetric systems linked to specific gravity data are available;
- not be accepted into site unless sufficient storage capacity exists and site is adequately manned to receive waste;
- have all documents checked and approved, and any discrepancies resolved before the waste is accepted; and,
- have any labelling that does not relate to the contents removed before acceptance on site.

Where possible, visual confirmatory checks should be undertaken before offloading where safety is not compromised. An inspection must in any event be carried out immediately upon offloading at the site.

After the load has been accepted at the weighbridge, the site staff shall notify the driver to proceed to the appropriate waste reception area depositing; solid waste reception hall for solid waste and liquid waste reception hall for liquid wastes. After unloading, the wheels of the vehicle are washed, before the vehicle leaves the building and is re-weighed prior to leaving the site. For any waste arriving on site, a record is kept of:

- Date and time of waste delivered;
- Type of waste;
- Approximate weight of load;
- Duty of care transfer note;
- Vehicle registration number;

- Haulier and waste carrier registration number;
- SIC code, and;
- European Waste Code (EWC).

No waste will be accepted at the site which does not comply with the conditions of the Environmental Permit.

Any non-conforming material will be quarantined and disposed of in accordance with the regulations.

2.3 Waste Rejection

All Waste Organics staff will be trained in rejection procedures starting with induction, regular toolbox talks and site supplier updates. In the unlikely event that it is found necessary to refuse to accept a particular load for disposal, a standard rejection procedure will be implemented. The waste rejection procedure to be complied with will be:

- Any incoming loads that do not meet Waste Organics' waste acceptance standards will be either not unloaded or reloaded and removed from site. For loads which are rejected prior to deposit, the driver will be instructed to park the vehicle as an interim measure for closer inspection. The competent manager will be contacted prior to the rejected materials being removed from the compost site and, if appropriate, the ticket and billing rate amended;
- For loads which are rejected following deposit, the unsuitable materials or the whole load depending upon the degree of contamination, will be isolated and sored on an impermeable concrete holding or quarantine area is present on site. Subsequent actions will be dependent upon the reason for rejection and would be similar to those outlined above;
- In the event that the waste material should be determined to be Hazardous Waste then the relevant consignment notification form will be prepared, in conjunction with the haulier or producer and the material will be transported to an appropriate treatment or disposal site;
- Rejection procedure information will be sent to all suppliers and signed by them before intake of any loads begin on-site; and,
- The Environment Agency will also be notified.

Should liquid waste be determined to be non-confirming following acceptance, the storage tank that the waste was loaded into shall be isolated and treated as a quarantine tank until the waste is removed and the tank is cleaned.

Liquid waste storage tanks are fitted with fill level sensors. Liquid waste carrying vehicles are not accepted onto site should the spare capacity of storage tanks be less than 25%. This prevents vehicle tankers waiting on site and ensures waste is not offloaded without guaranteed capacity.

The following waste rejection triggers apply to Waste Organics:

Table 1 - Waste Rejection Triggers

Waste Rejection Triggers
a) No Waste Transfer Note.
b) Material contamination.
c) No current site capacity to process material.
d) EWC codes do not match waste description or feature on the allowable input list.

2.4 Waste Contamination

Should contaminants be identified following deposition of the waste, the Site Manager shall determine the appropriate course of action. Where possible, the contamination shall be removed and stored in a separate container. Should the contamination levels be too high (i.e. greater than 5%), the load shall be rejected. The load shall be re-loaded onto the vehicle that deposited it or the load shall be transferred to the quarantine area to await re-collection.

3.0 RELATED ASPECTS

The following sections involve aspects entwined with the waste acceptance procedures.

3.1 Traceability of Input Materials

All incoming loads are recorded upon entry to site weighbridge where supplier details are inserted into Waste Organics' system, recording the following:

- Date and time of entry to site;
- Waste transfer note / ticket number;
- Vehicle Registration number;
- Gross weight / tare weight;
- Supplier (Waste Organics) number;
- Load directed to specific pre-storage location on site; and
- Inspection by trained Waste Organics staff (this type of training information will be kept on Waste Organics training matrix).

The waste tracking system shall be able to report:

- the total quantity of waste present on site at any one time and how that compares with the limits authorised in the permit
- the total quantity of end of waste product materials on site at any one time
- a breakdown of the waste quantities being storing pending on-site treatment or waiting for onward transfer
- a breakdown of the waste quantities by hazardous property
- where a batch or load of waste is located based on the site plan
- the length of time a waste has been on site

4.0 ROLES AND RESPONSIBILITIES

4.1 Site Manager Responsibilities

The Site Manager will be responsible for:

- Ensuring all staff are inducted and trained in relevant site procedures.
- Ensuring all company H&S protocols are adhered too, keep site compliant with Environment Agency permit.
- Developing and implementing environmental strategies and action plans, to ensure corporate sustainable development.
- Taking the lead on sustainable procurement for all goods and services.
- Coordinating all aspects of pollution control, waste management, recycling, environmental health, conservation and renewable energy.
- Ensuring details and photographs of any nonconforming product are sent as appropriate.

4.2 Technically Competent Manager Responsibilities

The technically competent manager is responsible for:

- Ensuring all goods received are inspected on arrival.
- Material receipt, inspection and processing.
- Ensuring that any non-conforming material is dealt with.
- Ensuring any discrepancies from the type of material advised are reported back to the Weighbridge Operator.
- Ensuring photographs are taken of nonconforming product as appropriate.

4.3 The Weighbridge Operator Responsibilities

The weighbridge operator is responsible for:

- Ensuring the vehicle driver provides all of the relevant information.
- Ensuring that only the vehicle is located on the weighbridge and that the driver has positioned the vehicle correctly.
- Ensuring that they communicate with the Site Staff about tipping and loading locations for the vehicle in accordance with the Site Plan.
- Ensuring the vehicle driver has the correct personal protective equipment (PPE) when entering the yard, issuing where necessary and retrieving when leaving the site.
- Adjusting the weight to account for any deductions or weight anomalies.
- Processing all paperwork related to the delivery as necessary, including the Waste Transfer Note (Duty of Care documentation).
- Maintaining the site diary.
- Ensuring all goods received are inspected on arrival.

4.4 The Site Staff Responsibilities

The site staff are responsible for:

- Maintaining strong H&S culture.
- Ensuring that the vehicle driver tips and loads in the correct location in accordance with the Site Plan.
- Ensuring the vehicle driver has located the vehicle correctly on the weighbridge and that no one is standing on the weighbridge.
- Identifying any non-conforming material.

- Inspecting the load and advising the Weighbridge Operator of any deductions that must be made along with any non-conforming product received.
- Dealing with nonconforming product in accordance with the site procedures.

4.5 Vehicle Driver Responsibilities

The vehicle drivers are responsible for:

- Ensuring that vehicles are located correctly on the weighbridge.
- Following directions from Site Staff/Weighbridge Operators.
- Handing in/collecting any documentation as appropriate.

5.0 LIST OF ACCEPTABLE EWC CODES

Waste Code	Waste Description
02	Wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing, food preparation and processing
02 01	Wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing
02 01 01	Sludges from washing and cleaning – vegetables, fruit and other crops
02 01 02	Animal tissue waste
02 01 03	Plant-tissue waste
02 01 06	Animal faeces, urine and manure (including spoiled fully biodegradable animal bedding)
02 01 07	Wastes from forestry
02 01 99	Wastes not otherwise specified – spent mushroom compost from commercial mushroom growing only
02 02	Wastes from the preparation and processing of meat, fish and other foods of animal origin
02 02 01	Sludges from washing and cleaning, peeling, centrifuging and separation including wash waters and sludges from secondary food processing or the cook chill sector

02 02 02	Animal tissue waste
02 02 03	Materials unsuitable for consumption or processing including animal gut contents
02 02 04	Sludges from on-site effluent treatment including sludges from gelatine production
02 03	Wastes from fruit, vegetables, cereals, edible oils, cocoa, coffee, tea and tobacco preparation and processing; conserve production; yeast and yeast extract production, molasses preparation and fermentation
02 03 01	Sludges from washing, cleaning peeling, centrifuging and separation (including sludge from production of edible fats and oils, seasoning residues, molasses residues, residues from production of potato, corn or rice starch only)
02 03 04	Materials unsuitable for consumption or processing (including waste from production of edible fats and oils, seasoning residues, molasses residues, residues from production of potato, corn or rice starch only)
02 03 05	Sludges from on-site effluent treatment (including sludge from production of edible fats and oils, seasoning residues, molasses residues, residues from production of potato, corn or rice starch only)
02 04	Waste from sugar processing
02 04 03	Sludges from on-site effluent treatment; sludges from the processing of sugar
02 05	Wastes from the dairy products industry
02 05 01	Materials unsuitable for consumption or processing – biodegradable wastes derived from the processing of dairy products only
02 05 02	Sludges from on-site effluent treatment
02 06	Wastes from the baking and confectionery industry
02 06 01	Materials unsuitable for consumption or processing – biodegradable wastes from the processing of materials used in bakery and confectionery
02 06 03	Sludges from on-site effluent treatment; sludges from the processing of materials used in baking and confectionery
02 07	Wastes from the production of alcoholic and non-alcoholic beverages (except coffee, tea and cocoa)
02 07 01	Wastes from washing, cleaning and mechanical reduction of raw materials Wastes from washing, cleaning and mechanical reduction of raw materials – biodegradable

	wastes from the processing of the raw materials used in the production of such beverages only (wastes from the production of alcoholic and non-alcoholic beverages (except coffee, tea and cocoa))
02 07 02	Wastes from spirits distillation – spent grains, hops and whisky filter sheets and cloths, yeast and yeast like residues, sludge from production process, or malt husks, malt sprouts, yeasts and yeast-like residues only
02 07 04	Material unsuitable for consumption or processing – biodegradable wastes from the processing of the raw materials used in the production of such beverages only (wastes from the production of alcoholic and non-alcoholic beverages (except coffee, tea and cocoa))
02 07 05	Sludges from on-site effluent treatment – sludges from the production of alcoholic and non- alcoholic beverages (except coffee, tea and cocoa)
03 Wastes from wood processing and the production of panels and furniture	
03 03	Wastes from pulp, paper and cardboard production and processing
03 03 10	Fibre rejects, fibre-, filler- and coating-sludges from mechanical separation
03 03 11	Sludges from on-site effluent treatment other than those mentioned in 03 03 10
04 Wastes from the leather, fur and textile industries	
04 02	Wastes from the textile industry
04 02 10	Organic matter from natural products such as grease and wax
04 02 21	Wastes from unprocessed textile fibres
07 Waste from organic chemical processes	
07 01	Wastes from the manufacture, formulation, supply and use of basic organic chemicals
07 01 08*	Glycerol waste from bio-diesel manufacture from non-waste vegetable oils
15 Waste packaging; absorbents, wiping cloths, filter materials and protective clothing not otherwise specified	
15 01	Waste packaging, absorbents, filter materials, wiping cloths and protective clothing

15 01 01	Paper and cardboard packaging (excluding veneers, plastic coatings or laminates) certified to EN 13432 or equivalent certified compostable standard
15 01 03	Wooden packaging – virgin timber only
15 01 05	Composite packaging meeting EN 13432 or equivalent certified compostable or digestible standard
16 Wastes not otherwise specified in this list	
16 10	Aqueous liquid waste destined for off-site treatment
16 10 02	Untreated wash waters from cleaning fruit and vegetables on farm only
16 10 02	Milk and dairy waste milk from agricultural premises only
16 10 02	Liquor or leachate from a composting process that accepts waste input types listed in these standard rules or composting and anaerobic digestion standard rules only and in compliance with Animal By Products Regulations
16 10 02	Digestate or liquor from an aerobic process that only accepts the waste input types allowed by the AD Resource Framework and meets the Animal By-Products Regulations
19 Wastes from waste management facilities, off-site waste water treatment plants and preparation of water intended for human consumption / industrial use	
19 02	Wastes from physico/chemical treatments of waste (including dechromatation, decyanidation, neutralisation)
19 02 03	Premixed wastes composed only of non-hazardous wastes (must only come from the input types allowed by this resource framework and be segregated from and uncontaminated by any other waste types.)
19 02 06	Sludges from physico/chemical treatment other than those mentioned in 19 02 05 (must only come from the physical treatment or pH adjustment of the input types allowed by this resource framework and be segregated from, and uncontaminated by, any other waste type)
19 02 10	Glycerol not designated as hazardous – excludes 19 02 08
19 05	Wastes from aerobic treatment of solid wastes
19 05 01	Non-composted fraction of municipal and similar wastes
19 05 02	Non-composted fraction of animal and vegetable wastes

19 05 03	Off-specification compost
19 06	Waste from the anaerobic treatment of waste
19 06 03	Liquor from anaerobic treatment of municipal waste (must only come from the input types allowed by this resource framework, must come from a facility that is independently certified as complying with BSI PAS 110, must be in pasteurised and stabilised batches that are authorised by the Animal and Plant Health Agency and must not contain wastes that come from mechanical biological treatment facilities.)
19 06 04	Digestate from anaerobic treatment of municipal waste (must only come from the input types allowed by this resource framework, must come from a facility that is independently certified as complying with BSI PAS 110, must be in pasteurised and stabilised batches that are authorised by the Animal and Plant Health Agency and must not contain wastes that come from mechanical biological treatment facilities.)
19 06 05	Liquor from anaerobic treatment of animal and vegetable waste (must only come from the input types allowed by this resource framework, must come from a facility that is independently certified as complying with BSI PAS 110, must be in pasteurised and stabilised batches that are authorised by the Animal and Plant Health Agency and must not contain wastes that come from mechanical biological treatment facilities.)
19 06 06	Digestate from anaerobic treatment of animal and vegetable waste (must only come from the input types allowed by this resource framework, must come from a facility that is independently certified as complying with BSI PAS 110, must be in pasteurised and stabilised batches that are authorised by the Animal and Plant Health Agency and must not contain wastes that come from mechanical biological treatment facilities.)
19 08	Wastes from wastewater treatment works
19 08 09	Grease and oil mixture from oil and water separation containing only edible oils and fats
19 08 12	Sludges from biological treatment of industrial waste water (from a process that treats wastes which are listed in these standard rules only)
19 12	Wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified
19 12 12	Other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 19 12 11 (must only come from the input types allowed by this resource framework, be segregated from, and uncontaminated by, any other waste type and be biodegradable waste).
20 Municipal wastes (household waste and similar commercial, industrial and institutional wastes) not including separately collected fractions	

20 01	Municipal wastes (household waste and similar commercial, industrial and institutional wastes) including separately collected fractions)
20 01 01	Paper and cardboard (excluding veneers, plastic coatings or laminates) meeting EN 13432 or equivalent certified compostable or digestible packaging only
20 01 08	Biodegradable kitchen and canteen waste containing compostable plastics meeting EN 13432 or equivalent certified compostable or digestible packaging (Category 3 ABPR waste only)
20 01 25	Edible oils and fats
20 02	Garden and park wastes (including cemetery waste)
20 02 01	Biodegradable waste
20 03	Other municipal wastes
20 03 01	Mixed municipal waste – only separately collected biodegradable wastes of types listed within this table
20 03 02	Waste from markets, allowed only if source segregated biodegradable fractions, such as plant material, fruit and vegetables