



Procedure No. XX Waste Pre-Acceptance Procedure

Purpose: To ensure that information on waste to be accepted on Site is obtained to determine the suitability of the waste for acceptance and treatment.

	RESPONSIBLE PERSON	RECORD
1. Information on the incoming waste must be obtained before it arrives at the Site. This pre-acceptance procedure includes information on what needs to be done when a customer enquiry is received.		
2. Waste may be accepted on to the Site that may be:		
<ul style="list-style-type: none"> Classified as hazardous waste and is accompanied by Waste Characterisation Information, including a hazardous waste classification in accordance with WM3 guidance. Waste that has not been classified as hazardous but is assumed to be hazardous. This waste may be from utilities installation and repair. (Unclassified Hazardous Waste). Non-hazardous construction / demolition waste. 		

Customer Enquiry

3. On the receipt of an enquiry from a new or existing customer, information on the waste will be obtained and reviewed.	Site Manager	
4. Pre-Acceptance of waste will follow a risk-based approach considering: <ul style="list-style-type: none"> The source and nature of the waste. Identification of any hazardous properties that the waste may have. Potential risks to process safety, occupational safety, and the environment (for example, from odour and other emissions). Knowledge about the waste holder. 		
5. The following must be obtained from a customer: <ul style="list-style-type: none"> Details of the waste producer including their organisation name, address, and contact details. Source of the waste (the producer's business and the specific process that has created the waste). Where the holder of the waste is not the producer, details of the waste holder including their organisation name, address, and contact details. Information on the nature and variability of the waste production process and the waste. 	Site Manager	

Completion of Waste Pre-Acceptance Form

6. A completed Waste Information Form must be obtained from the customer if it is a new waste, or the existing form is older than 12 months.	Site Manager Sales	Waste Information Form
7. Details about the waste to be obtained from a customer, where relevant, to include: <ul style="list-style-type: none"> A description of the waste List of Waste code (European Waste Classification (EWC) code) Physical form Composition (including lab data and samples when deemed necessary) Identification of hazardous properties The potential for self-heating, self-reactivity or reactivity to moisture or 	Chemist Sales	Waste Information Form



	RESPONSIBLE PERSON	RECORD
<ul style="list-style-type: none"> air Any odour The type of packaging An estimate of the total quantity of waste and the amount expected in each load. 		
8. The information on the completed Waste Pre-Acceptance Form and associated files will be reviewed. There must be enough information to fully characterise the incoming waste.	Chemist	Waste Information Form
9. The Chemist will inform the customer whether the waste can pass waste pre-acceptance or if further analysis is required. This will be recorded on the Waste Information Form.	Chemist	Waste Information Form
10. If there is not enough information provided to fully characterise the incoming waste, an email will be sent to the customer to confirm if a sample is required to be sent to Soil UK Treatment Limited prior to accepting the waste on the Site.		Waste Information Form
<u>Pre-Acceptance Sampling</u>		
11. Soil UK Treatment Limited may obtain and analyse a representative sample of the waste if: <ul style="list-style-type: none"> the chemical composition or variability of the waste is unclear from the information supplied by the customer. there are doubts about whether the sample that was analysed by the customer is representative of the waste. 		
12. Representative samples of the waste may not be required where the waste is: <ul style="list-style-type: none"> Solid non-hazardous waste (except for mirror entry coded wastes). Produced in an emergency (do not treat or offload such wastes until you have completed a full characterisation). 		
13. Where a sample taken by a customer or third party has been relied upon, the reason why must be recorded on the Waste Pre-Acceptance Form.		Form No.XX Waste Information
14. If a sample of any hazardous waste has not been taken, then the reason must be recorded on the Waste Pre-Acceptance Form.	Chemist / Customer	Form No. XX Waste Information
15. If a hazardous waste assessment has not been supplied, in accordance with WM3, an assessment will be obtained by Soil UK Treatment Limited.	Chemist	WM3 Guidance on the Classification and Assessment of Waste
16. Any hazardous waste assessment provided by the customer will be checked and reviewed.		

Characterisation of the Waste

17. Once the waste is characterised then the following checks will be made with regard to suitability of the waste to be accepted at the site: <ul style="list-style-type: none"> Sufficient space available for the waste type to be accepted. Suitability of the waste for the treatment process. Treatment route relevant to the waste. Storage availability. 	Chemist	
18. If the waste is permitted to be accepted and is suitable for storage or treatment,		Waste



	RESPONSIBLE PERSON	RECORD
then the customer will be informed. This will be recorded on the Waste Information Form and held on the customer database.		Information Form
19. Once it is agreed that the waste will be accepted from the customer, the parameters to be checked at the acceptance stage will be decided and recorded on the Waste Information Form (if necessary). The checks could be visual, physical, chemical or odour. The criteria for non-conformance or rejection will also be recorded on the Waste Information Form.	Chemist	Form No. XX Waste Information
20. A quotation will be provided to the customer for the waste type identified on the Waste Information Form. This quotation will contain caveats indicating that any differences (e.g. contravening materials) between the proposed waste described on the Waste Information Form and the actual incoming waste are charged for as appropriate.	Chemist / Site Manager Sales	Form No. XX Waste Information
21. The customer will be made aware that Soil UK Treatment Limited must be informed if the following occurs after the quotation has been provided: <ul style="list-style-type: none"> • The description or characteristics of the waste changes. • There are any changes to the process that gives rise to the waste. • The waste no longer conforms to the pre-acceptance information. <p>The information obtained at pre-acceptance must be reassessed if any of the above applies.</p>	Chemist	Form No. XX Waste Information
22. The pre-acceptance information for existing / continued customers must be reviewed on at least an annual basis or more frequently if required due to poor compliance.	Chemist	Form No. XX Waste Information

Waste Tracking

23. Waste tracking starts at the waste pre-acceptance stage as the completed Waste Information Form will be a key document for the correct tracking of the waste through the treatment facility and will be referenced on other documentation concerning the deliveries of waste to the Site.	Site Manager
24. A computerised tracking system will be used to hold information about the waste being treated and stored on the Site.	Site Manager
25. Information generated about the waste will be required during: <ul style="list-style-type: none"> • pre-acceptance • acceptance • non-conformance or rejection • storage • treatment processes • removal off site 	
26. The computerised tracking system will also operate as a waste inventory and stock control system.	Site Manager

Record Keeping

27. Pre-acceptance records will be kept following receipt of the waste. If an enquiry from a waste producer does not lead to the receipt of waste, then the records are not required to be kept.	Site Manager
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