Procedure No. XX Waste Acceptance Procedure

Purpose: To ensure that waste accepted for treatment is acceptable under the conditions of the Environmental Permit.

		RESPONSIBLE PERSON	RECORD
1.	This Waste Acceptance Procedure concerns both the non-hazardous and hazardous waste which will be treated on Site.		
	Environmental Permit & Waste Codes		
2.	The Environmental Permit contains the list of waste types that are permitted to be accepted at the site. A table containing the codes and descriptions of waste types that are permitted on this site is included at the end of this procedure for ease of reference, see Table 1 Permitted Waste Types (non-hazardous), Table 2 Permitted Waste Types (hazardous) and Table 3 Permitted Waste Types for CLO production. This list of waste types should be consulted if you are unsure whether a load can be accepted, alternatively the Site Manager should be consulted.		Table 1 Permitted Waste Types (non-hazardous) Table 2 Permitted Waste Types (Hazardous) Table 3 Permitted Waste Types for CLO production
3.	If the List of Waste code on the Hazardous Waste Consignment Note / Waste Transfer Note is not listed in the Environmental Permit the load must be rejected in accordance with the Waste Rejection Procedure.	Site Operative	Procedure No. XX Waste Rejection Hazardous Waste Consignment Note Waste Transfer Note
4.	Hazardous waste with the following hazardous properties will not be accepted at the Site: • HP1 Explosive Waste. • HP9 Infectious Waste. • HP12 Waste which will release acute toxic gas. • HP15 Waste capable of exhibiting a hazardous property listed above not directly displayed by the original waste.		
5.	The total maximum amount of waste (including both hazardous and non-hazardous) which can be brought onto the site each year shall not exceed 300,000 tonnes as stated in the Environmental Permit.	Site Manager	
	Assessment & Inspection of Incoming Waste		
6.	Other than in an emergency (for example, taking waste resulting from an emergency incident clean-up), waste must only be accepted if it is in accordance with the Waste Pre-Acceptance Procedure.	Chemist	Procedure No. XX Waste Pre-Acceptance
7.	For hazardous waste a Hazardous Waste Consignment Note is obtained from the driver, for every load of waste and this is checked to ensure it contains the following: • Consignment code • Description of waste • Process giving rise to the waste	Site Manager / Site Supervisor / Director	

		RESPONSIBLE PERSON	RECORD

	• Quantity of waste
	• Physical form of the waste e.g., gas, liquid, solid, powder or sludge
	• Hazardous property(ies)
	• List of Waste / EWC code
	• Details and signature for:
	  ○ Producer / holder / consignor
	  ○ Waste carrier
	  ○ Consignee / receiver		

8.	Waste characterisation information is reviewed to assess if the waste is acceptable or not, which is based on, but not limited to, the following:
	• If waste can be treated on this Site.
	• Any test results are from samples of the actual waste and not from data information sheets or similar.
	• How representative / reliable samples are, regarding:
	  ○ Locations of sampling points.
	  ○ Method of sampling.
	  ○ Number of samples.
	  ○ Operating conditions at the time samples were taken.
	  ○ Age of the sample test data.
		Site Manager	Form No. XX Waste Information

9.	All associated Waste Characterisation information records will be kept along with Hazardous Waste Consignment Notes in a secure location.		
10.	All non-hazardous loads will be accompanied by a Waste Transfer Note.		
	All Vehicles Delivering and Exporting Waste from the Site		
11.	All vehicles must be registered as waste carriers and a copy of their certificate should be held on file in the site office. A regular check should be carried out to ensure that registrations are still in date, and where they are found not to be, a copy of the new registration should be obtained immediately.	Site Operative	
12.	All vehicles carrying waste must be sheeted when entering / exiting the Site.	Site Operative	
	Acceptance of Waste onto the Site		
13.	All drivers must stop and report to the weighbridge / site control office.		
14.	The driver will provide a copy of the Hazardous Waste Consignment Note / Waste transfer Note to the Site operative, who will complete the section relating to the consignee. The site operative will then return the Hazardous Waste Consignment Note/ Waste transfer Note to the driver, keeping a copy for his records.	Site Operative	
15.	Information/documentation obtained during the pre-acceptance stage will be checked against the incoming load.		
16.	A check will be made to determine if there is sufficient capacity available on the Site to accept the incoming load.	Weighbridge Operator	
17.	Loads will be visually checked at the weighbridge, to ensure that the load matches the description on the Hazardous Waste Consignment Note / Waste Transfer Note and that the correct waste code has been used to identify the waste.	Weighbridge Operator	Table 2 Permitted Waste Types (hazardous)
18.	Loads not accompanied by a Hazardous Waste Consignment Note / Waste Transfer Note or that does not match the description provided will be rejected in	Site Operative	Procedure No. XX Waste

		RESPONSIBLE PERSON	RECORD
	accordance with the Waste Rejection Procedure and the Site Manager will be informed.		Rejection
19.	Acceptable loads will be directed towards the appropriate waste reception area where a Site Operative will oversee the offloading.		
20.	Every load is visually inspected prior to being off loaded to check to ensure the labelled waste streams match the description on the Hazardous Waste Consignment Note / Waste Transfer Note If there is any doubt about the waste type delivered, a message will be relayed to the Site manager.	Site Operative/ Site Manager	Table 2 Permitted Waste Types (hazardous)
21.	Waste loads and paperwork will be checked prior to tipping. Waste will be tipped in different locations, depending on whether it has been classified: • Unclassified (assumed) Hazardous Waste will be directed to a separate area for offloading. • Classified Hazardous Waste will be directed to the hazardous waste reception area. Details of the waste and its location on Site will be tracked in accordance with the computerised waste tracking system.	Site Operative	Drawing No. 23/009c 002 Site Layout Plan
22.	If there is a discrepancy with the load or its paperwork the Site Manager shall be informed immediately. If the load is not acceptable under the Environmental Permit, then, if possible, it should be re-loaded onto the vehicle and rejected from site in accordance with the Waste Rejection Procedure.	Site Operative	Procedure No. XX Waste Rejection
23.	If it is impossible to load a rejected load back onto the delivering vehicle the load will be put into the quarantine area. Waste will be rejected from the Site in accordance with the Waste Rejection Procedure.	Site Operative	Procedure No. XX Waste Rejection
	Compliance Testing		
24.	Compliance Testing is undertaken on samples of incoming waste to ensure that waste received complies with information on the Waste Information Form completed at the pre-acceptance stage.	Site Operative	
25.	Samples must be taken in accordance with the Sampling Procedures.	Site Operative	Sampling Procedure
26.	Samples must be labelled with: • A unique sample number (containing the hazardous waste consignment note number). • Any hazardous properties identified (if known).	Site Operative	
27.	Sampling and testing are carried out at a frequency that will be determined based on assessment of the source of the waste. This is to confirm that the correct classification and identification of any hazardous properties was provided for the incoming waste.	Site Operative	
28.	All samples will be labelled with a unique sample number that includes the hazardous waste consignment note code for the waste where the sample was taken from.	Site Manager Site Operative	
29.	Samples removed for compliance testing will be kept for a minimum of two days after treatment of the waste and removal of the residues from the Site.		

		RESPONSIBLE PERSON	RECORD
30.	The consignment / waste transfer note number will be used to track waste through the Site. Waste will be tracked using a computerised tracking system to hold up-to-date information.		
31.	The computerised tracking system will hold information about the available capacity of the waste quarantine, reception, and general and bulk storage areas.		
32.	Samples of waste will be taken from Unclassified Hazardous Waste stored within the holding area to determine the correct classification for this waste. This may include the use of on-Site rapid testing equipment to determine hydrocarbon content.	Site Operative	
33.	Waste that is identified to contain greater than 1,000 mg/kg of TPH will be transported to the hazardous waste reception area. The location of each batch of waste stored on the Site will be tracked in the computerised waste tracking system.	Site Operative	
34.	Waste that is identified to contain less than 1,000 mg/kg will require further assessment to determine its hazardous properties. This waste will be transported to the hazardous waste storage area while test results are obtained.	Site Operative	
35.	Analysis will be carried out at an MCERT accredited laboratory and testing will be conducted in accordance with the EN ISO 17025 test method.	Site Operative	
36.	An 'Environmental Suite' for total content analysis should be requested from an accredited laboratory for samples taken of the waste. The Environmental Suite should contain at least the following parameters: • Boron. • Arsenic. • Antinomy • Selenium • Metals, including Cadmium, Beryllium, Chromium III, Chromium VI, Copper, Lead, Manganese, Mercury, Molybdenum, Nickel, Vanadium, Zinc. • Acid Soluble Sulphide. • Phenols (Monohydric). • Total Cyanide. • Elemental Sulphur. • pH Value. • PAH (total/speciated). • TPH (total/speciated). • BTEX. • Total Sulphate, Water Soluble Sulphate. • Acid/Alkali Reserve Test.	Site Operative	
37.	A test for the presence of asbestos and asbestos quantification will be completed where there is suspicion that asbestos may be present in the waste.	Site Manager	
38.	A Hazardous Waste Assessment, in accordance with WM3 Guidance, will be completed using the testing results received from the laboratory. This hazardous waste assessment will produce a document showing the classification of the waste as non-hazardous or hazardous.		
39.	The document references for both the laboratory report and the hazardous waste assessment certificate will be recorded on the Waste Information Form for the relevant imported waste.	Site Operative	Form No. XX Waste Information

On Site Testing

		RESPONSIBLE PERSON	RECORD
40.	Testing will be conducted by an on-Site chemist qualified with a minimum HNC in chemistry.	Site Chemist	
41.	Rapid on-Site testing will take place using MCERT accredited QROS testing equipment. QROS testing equipment provides results in less than 30 minutes and therefore extended quarantine of sampled waste stockpiles will not be required.		
42.	On-Site testing will provide analysis for the following contaminants: • Metals including Cadmium, Mercury, and Chrome • Phenols • Cyanide • Sulphate • Chloride • Nitrate • Poly Chlorinated Biphenyl (PCB's) • pH levels • BTEX • TPH • PAH		
43.	Results from on-site testing using QROS testing equipment will be validated on a regular basis by sending split samples to an accredited laboratory. The split sampled stockpile will be placed in the quarantine area until results from the laboratory are received.		

Records

44.	Records will be kept documenting waste imported, stored, treated, and exported from the Site.	Site Operative	
45.	A daily record is kept of all vehicles delivering waste to the site, along with the type, quantity and source of waste delivered.	Site Operative	
46.	Hazardous Waste Consignment / Waste Transfer Notes will be appropriately stored for a minimum of three years.	Site Manager	
47.	Documentation associated with the testing and analysis of waste, including WM3 Assessments should be kept alongside Hazardous Waste Consignment Notes for a minimum of three years.	Site Operative Site Manager	
48.	Any other relevant information received at the pre-acceptance/acceptance stage should be kept alongside Hazardous Waste Consignment / Waste Transfer Notes for a minimum of three years.	Site Operative Site Manager	

Consequences

49.	The consequence of not following this procedure may result in unsuitable waste being accepted on to the site. This may constitute a breach in the conditions of the Environmental Permit, in addition to potentially causing contamination of the Site.		