



## Procedure No. XX Waste Storage & Handling Procedure

*Purpose: To ensure that both hazardous and non-hazardous waste is stored and handled securely and prevented from escape.*

	RESPONSIBLE PERSON	RECORD
1. This procedure will apply to the storage and handling of both hazardous and non-hazardous waste on the Site.	Site Manager / Chemist	
<b><u>Storage of Waste</u></b>		
2. The Environmental Permit limits the operations on site in terms of amount of waste: <ul style="list-style-type: none"> <li>Up to 300,000 tonnes of waste to be accepted on to the site per year for the purpose of recycling.</li> <li>Up to 80,000 tonnes of waste to be stored on site at any one time in relation to the Environmental Permit.</li> </ul>	Site Manager	
3. All waste shall be stored within the permit boundary, as shown on the Permit Boundary Plan Drawing and in the Environmental Permit.	Site Manager	Drawing No. 23/009c 001 Permit Boundary Plan
4. Hazardous waste is stored to the south of the Site on impermeable surfacing with sealed drainage.		Drawing No. 23/009c 002 Site Layout Plan
5. Non-hazardous waste and recycled products are stored to the north of the Site on hardstanding surfacing.	Site Manager	Drawing No. 23/009c 002 Site Layout Plan
6. Waste for CLO production is stored in bays with sealed drainage consisting of a blind sump.		
7. Waste storage areas are inspected daily as part of the Daily Site Inspection Sheet.	Site Manager	Form No. XX Inspection Checklists
8. Separate waste storage areas are used for different types of wastes to ensure that no cross contamination occurs.	Site Manager	
9. The Site Manager will consider access and egress of emergency service vehicles and the potential for double handling of waste when planning the position and location of stockpiles / bays.	Site Manager	
10. Care is taken to ensure the stockpiles do not block drainage paths.		
11. Waste that is accepted on the Site will be inspected as it is offloaded to ensure that it contains no contravening waste, including glass, plastic, metal.		
12. Waste that is identified to be not acceptable will be stored for a maximum of five working days in the quarantine area.		
13. Waste is tracked on the computerised waste tracking system. The computerised waste tracking system will document the location of a batch at any one time. In this way, it will be possible to identify the waste stored within each waste storage area.		
14. In dry weather conditions stockpiles are dampened down as necessary to reduce airborne dust emissions. More information on how and when this should be carried out is provided in the Dust, Fibres & Particulates Procedure.	Site Manager	Procedure No. XX Dust, Fibres and Particulates



	RESPONSIBLE PERSON	RECORD
<b><u>Management of Waste</u></b>	Site Manager	
15. Waste storage facilities are inspected regularly as part of the Site inspection regime.	Site Manager	Procedure No. XX Maintenance
16. Any damage or signs of pests, etc. are reported to the Site Manager immediately and action to be taken to rectify the problem as soon as possible.		