

Non-Hazardous Waste Acceptance

GR-E02

Overview

The control and acceptance of wastes when they arrive at site is a key process in avoiding potential contribution to system inefficiency through introduction of unsuitable waste streams.

This procedure outlines the onsite controls and considerations that need to be applied when non-clinical waste materials arrive on site for processing.

1. Waste Acceptance

All vehicles delivering waste to site will report to the weighbridge office where it will be weighed and recorded on the necessary weighbridge forms. A check shall be made by the Weighbridge Operator that the waste type and source has been Pre-Accepted in accordance with procedure GR-E01 – Pre-Acceptance and the waste is accompanied by the appropriate paperwork.

Where a waste has not been Pre-Accepted the Operations Manager shall be contacted and the waste assessed on specification. The decision of whether the waste can be accepted lies with the Operations Manager.

Waste will not be accepted on site unless sufficient capacity exists and the site is adequately manned to receive the waste.

The following details will be recorded for each individual load accepted on site:-

- Date and time of delivery of the load
- Details and description of the vehicle delivering the waste, the driver's name, and the operator of the vehicle; and
- A description of the waste including type and quantity.

Wastes will only be accepted on site that conform to the following EWC Waste Codes detailed in Table 1 appended at the end of this document. Typically non-clinical wastes accepted at the site will comprise pre-sterilised wastes from offsite autoclave facilities and SRF materials.

There will be an internal tracking system in place for all wastes which will be cross-referenced to the unique reference number which was given to the waste at the pre-acceptance stage. The tracking system will consist of all information generated during pre-acceptance, acceptance, storage and processing and will be kept up to date on an ongoing basis.

Author / Function or Department:	Process Owner / Department: Operations Manager

Any wastes that do not meet with the above description and requirements should be refused entry to the site in accordance with procedure GR-E03 Waste Rejection.

Rejected wastes shall be recorded in the site diary.

It is the responsibility of the site personnel to inform the Operations Manager of any wastes that do not or potentially do not meet the above specification.

2. Waste Reception

The Weighbridge personnel shall inform the operations manager and respective staff of the vehicle arrival.

All vehicles delivering waste to the site will be directed from the weighbridge to the segregated Waste Reception Hall. Drivers are instructed to wait for a Site Operative before discharging the waste.

The waste will be unloaded into the reception pile. The reception pile will be no larger than 450 m³ in size. Waste will be transferred via front loader into the feed hopper of the designated shredder for processing. Storage of waste onsite is for no longer than 7 days prior to processing.

Whilst the waste is being offloaded, the load will be inspected by site staff for any non-compliant waste and to ensure that the waste is in compliance with the site permit.

Any non-conforming material will be segregated and disposed of in accordance with Procedure GR-E03 – Waste Rejection.

Once the delivery is complete vehicles will then be directed to leave the site via the weighbridge, having had their TARE weight recorded.

2.1 Load Inspection

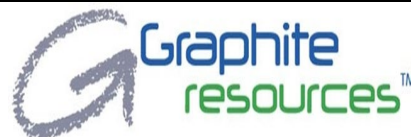
As mentioned above, all waste will undergo a visual inspection during offloading. All wastes will be visually inspected to ensure the following:

- Waste meets the EWC Code definition;
- Wastes do not exhibit malodorous properties;
- Wastes comprise of solid materials and not liquids; and
- Wastes do not consist of mainly dusts, powders or loose fibres.

Author / Function or Department:	Process Owner / Department: Operations Manager

DATE: December 2019
REVISION: 2
DOC #: GR-E02
PAGE: 3 of 6

**Mixed Non-Hazardous
Waste Acceptance**



Any major non-conformance in the load i.e. gross contamination, odorous, burnt, charred etc will either result in the load being loaded back onto the delivery vehicle or being transferred to the sites quarantine area in accordance with Procedure GR-E03 – Waste Rejection. If the cause of non-compliance to meet acceptance criteria is due to incompatibility, the wastes will be immediately segregated to remove the hazard.

The Operations Manager will ensure that the waste delivered to the site is accompanied by a written description of the waste which will describe the following:

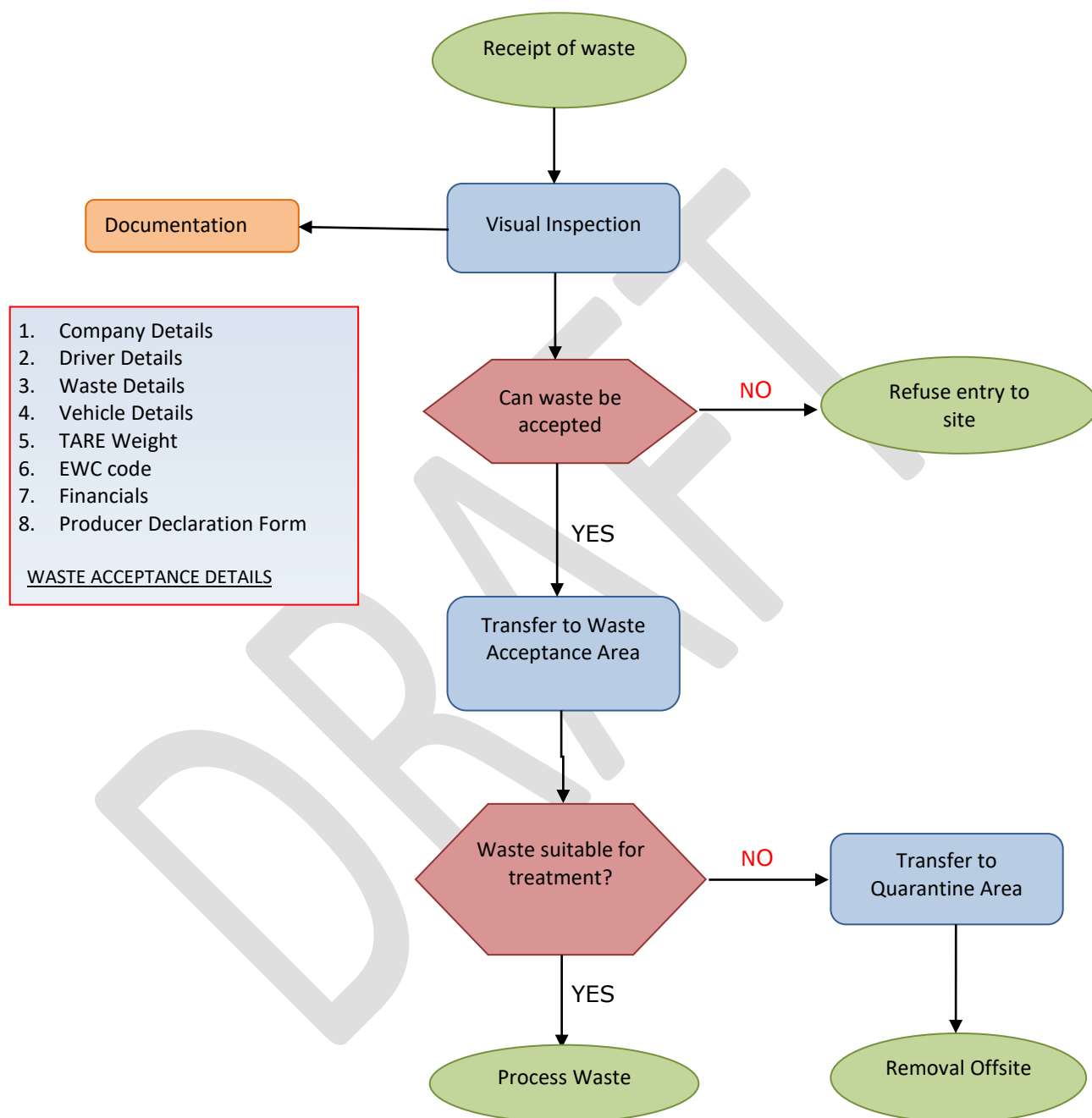
- The physical and chemical composition of the waste;
- Hazard characteristics and handling procedures;
- Compatibility issues; and
- Information specifying the original waste producer and process.

On-site verification and compliance testing will take place in order to confirm:

- The identity of the waste;
- The description of the waste;
- Consistency with the pre-acceptance information and sampling; and
- Compliance with the permit.

Author / Function or Department:	Process Owner / Department:
	Operations Manager

3. Process flow chart: GR-E02 Waste Acceptance



Author / Function or Department:	Process Owner / Department:
	Operations Manager

DATE: December 2019
REVISION: 2
DOC #: GR-E02
PAGE: 5 of 6

Mixed Non-Hazardous
Waste Acceptance



4. Training Record

The below signatories have received training and understand all aspects of procedure GR-E02.

Table 4.1: Training

PRINT EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE	MANAGER INITIALS	UN-CONTROLLED COPY ISSUED (✓)

Author / Function or Department:	Process Owner / Department:
	Operations Manager

UNCONTROLLED WHEN PRINTED – MASTER COPY HELD IN OFFICE

Table 1.1 Permitted EWC Codes

Waste Code	Description
18	HEALTHCARE WASTE
18 01	Natal care, diagnosis, treatment or prevention of disease in humans
18 01 01	sharp (except 18 01 03*)
18 01 02	body parts and organs including blood bags and blood preserves (except 18 01 03*)
18 01 03*	wastes whose collection and disposal is subject to special requirements in order to prevent infection
18 01 04	wastes whose collection and disposal is not subject to special requirements in order to prevent infection (for example dressings, plaster casts, linen, disposable clothing, diapers)
18 01 06*	chemicals consisting of or containing hazardous substances
18 01 07	chemicals other than those mentioned in 18 01 06*
18 01 08*	cytotoxic and cytostatic medicines
18 01 09	medicines other than those mentioned in 18 01 08*
18 01 10*	amalgam waste from dental care
18 02	wastes from research, diagnosis, treatment or prevention of disease involving animals
18 02 02*	wastes whose collection and disposal is subject to special requirements in order to prevent infection
18 02 03	wastes whose collection and disposal is not subject to special requirements in order to prevent infection
19 12	wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified
19 12 10	combustible waste (refuse derived fuel)
19 12 12	other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 19 12 11

Author / Function or Department:

Process Owner / Department:
 Operations Manager