

DATE: December 2019
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DOC #: GR-C05
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Clinical Waste Reception and Storage

GR-C05

Overview

The inspection of clinical wastes and determining their suitability for treatment when they arrive at site is a key process in avoiding potential contribution to system inefficiency through introduction of unsuitable clinical waste streams and prevention of breaching the sites Environmental Permit.

1. Waste Reception and Storage

Once clinical waste is accepted on-site, in accordance with GR-C02 – Clinical Waste Acceptance, all vehicles will be directed to the internal clinical waste reception hall. This is segregated from the clean bin Storage Hall and other waste reception hall.

Bulk loads will be unloaded from the delivery vehicle directly into bins upon arrival.

Bins are unloaded from the delivery vehicle and all bins are weighed within the reception area at the weigh plate, with details added to the unique bar code and scanned into the bin tracking system.

Clinical wastes will typically be processed within 12 hours of arrival onsite as good practice. The maximum storage time onsite prior to treatment for any of the sites clinical waste streams is 7 days. All wastes will be processed on a 'first in, first out' principle.

Clinical waste which is not immediately processed onsite is stored within segregated wheelie bins i.e yellow bags in a separate bin to orange bags. These separated containers will be additionally segregated within different holding areas and appropriately labelled. Each bin is individually weighed at the weigh plate within the reception area and has a unique bar code which will be scanned with details entered into the bin monitoring system to track its progress through the facility.

Binned clinical waste is transferred from the lidded wheelie bins into 1 of 12 dedicated shredder systems via 12 x mechanical bin lifting and tipping systems. These lifting systems are sequenced with the shredder hopper and allows bins to be unloaded in a controlled manner, minimising manual handling and protecting integrity of the waste packaging, while minimising any odour emissions from the site. At no point is clinical waste compacted or compressed.

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Before a bin is emptied into the shredder hopper, it will be visually inspected via CCTV and a colour sensitive camera in the bin lifing system by site staff for any non-compliant clinical waste. Any non-compliant clinical waste that is removed will be quarantined for disposal off site. Quarantined waste is located within lidded bins in the segregated quarantine area. This is shown on Figure 1 below.

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| | Operations Manager |

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Clinical Waste Reception and Storage

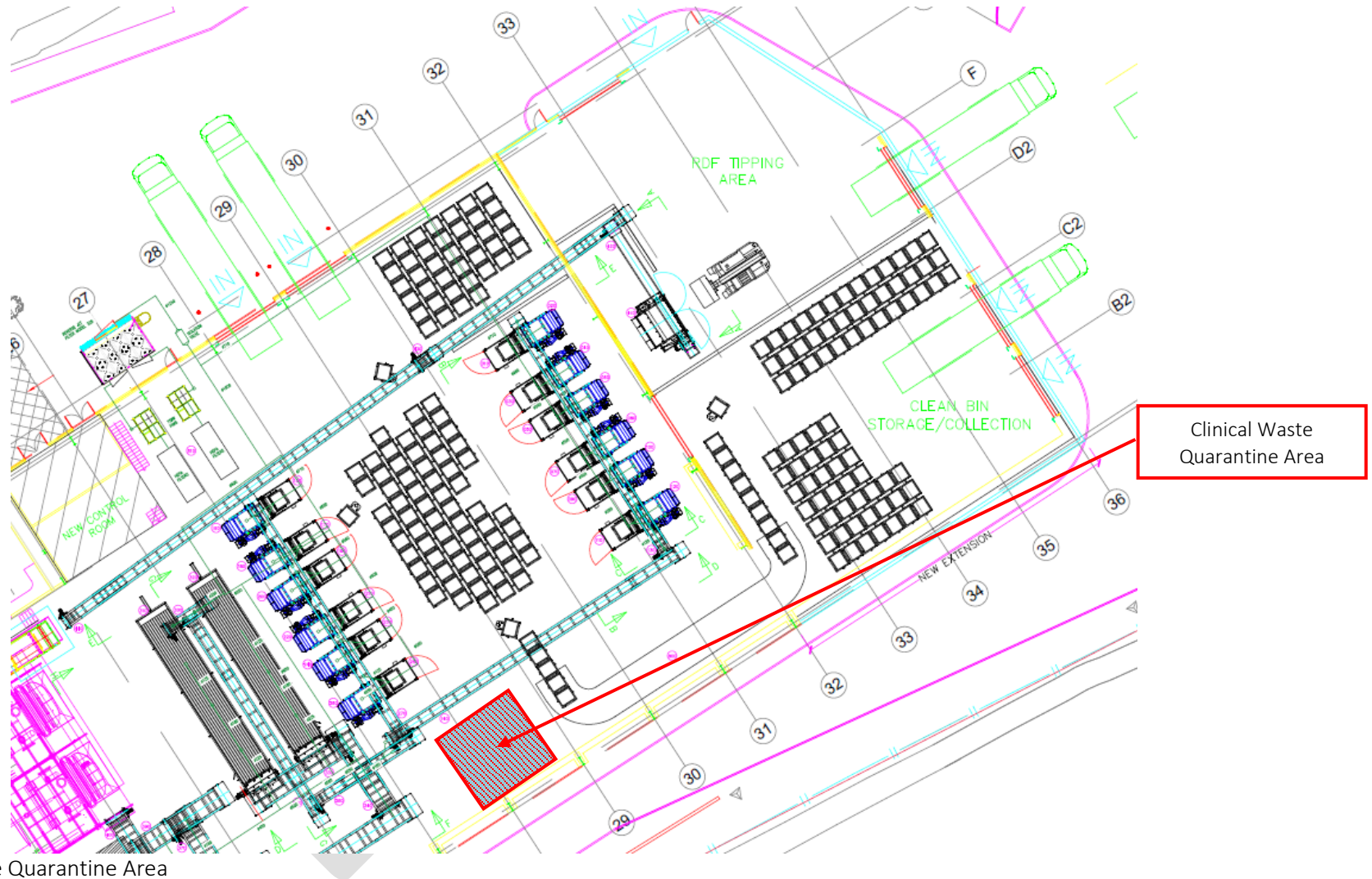


Figure 1: Clinical Waste Quarantine Area

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Non-conforming clinical wastes will not be stored within the quarantine area for longer than 5 days without agreement from the EA.

Site staff will adhere to appropriate health and safety practices whilst inspecting the clinical waste, minimising handling and wearing the appropriate Personal Protective Equipment. Waste bags will not be opened at any time.

The Operations Manager will be responsible for the inspection of all clinical waste deliveries to ensure compliance with Waste Acceptance criteria (GR-C02 – Clinical Waste Acceptance).

All waste will be inspected to ensure that any non-conforming material (i.e. unexpected wastes, loose wastes etc) can either be removed or necessitate rejection of the load.

Rejected waste shall be managed in accordance with procedure GR-C03 – Clinical Waste Rejection.

Table 1.1 below details typical wastes accepted on-site and their characteristics.

Table 1.1: Typical Clinical Wastes Accepted on Site

| Nature | Description | Typical reception route |
|----------------|--|--|
| Clinical Waste | All waste materials will have been sourced from clinical waste producers and be pre-bagged and segregated prior to arrival onsite. | Bagged clinical waste delivered in bulk or bins will be weighed, scanned and either transferred directly into the bin loading system or stored within the holding areas. |

A record and updated site waste inventory shall be kept which details the following information for each wheelie bin.

- Load number;
- Batch code;
- Weight;
- The date of arrival;
- Relevant EWC codes.

If clinical waste storage is required on site it will take place within rigid lockable lidded wheelie bins stored within the bin holding areas. The bins will be regularly inspected in accordance with procedure.

Any uncontrolled spillages or leaks will be recorded in the site diary.

Waste bins are not anticipated to be stored on site any longer than standard industry good practice which is 12 hours, however may be stored up to maximum of 7 days.

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2. Traceability

Each clinical waste load shall be allocated an individual reference number and recorded in the Site Register. Reference numbers shall adopt the following nomenclature:

LA - 200611 - A
(Supplier; LA) (Date received; ddmmyy) (sequential lettering; batches per day)

All material received at the facility will be accompanied by details of the date, time, quantity, waste type and the supplier. Records of each delivery will be maintained on-site for a minimum of three years after inspection.

In addition, the site has a bin monitoring system utilising bar codes to record the movement of bins and collected material through the facility. The bar code system is interlinked with the main computer tracking system.

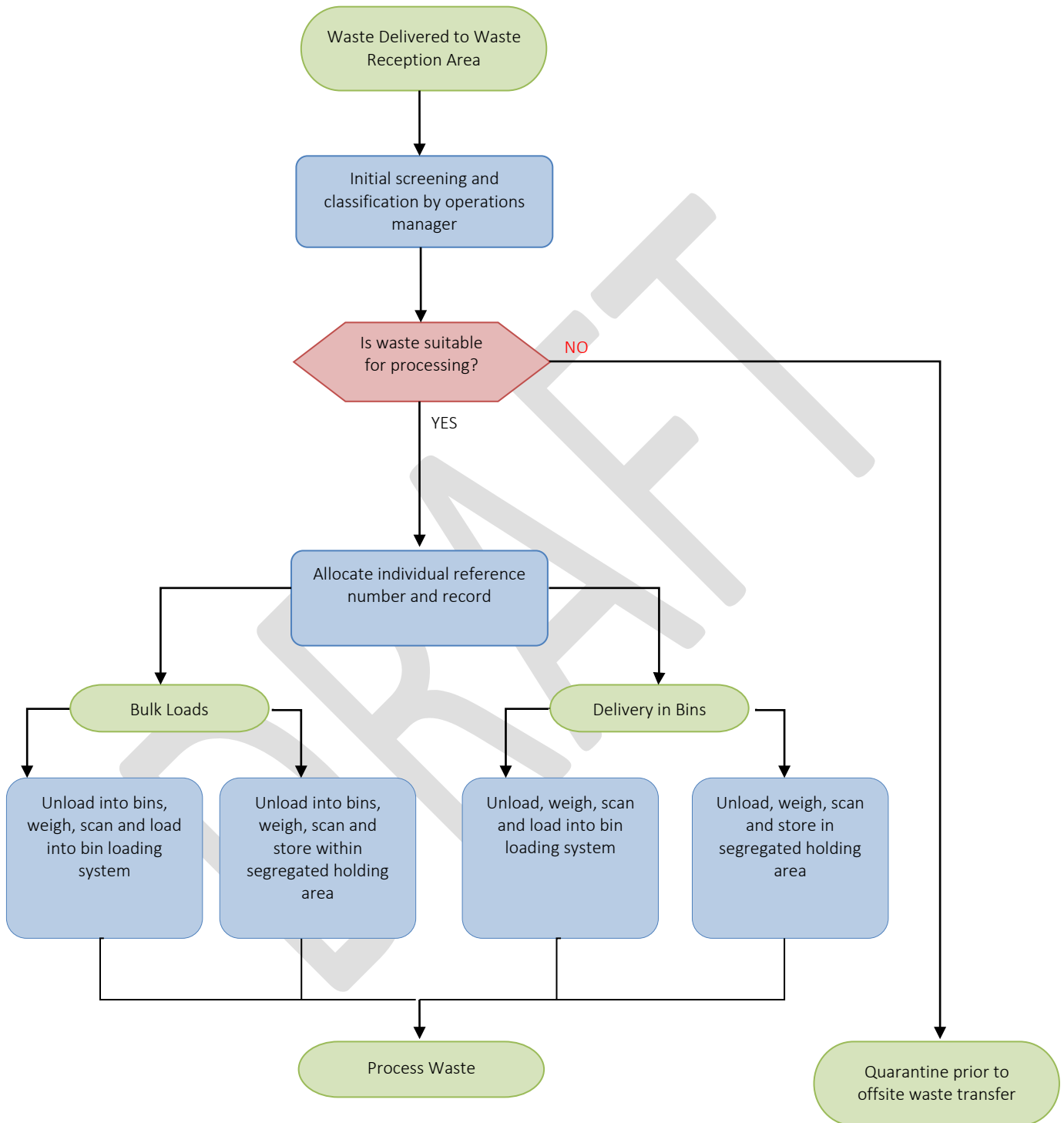
The sites tracking system can report:

- The total quantity of waste present onsite at any one time;
- A breakdown by type of the waste quantities pending treatment;
- Location of bins within the plant on a site plan;
- Quantity of waste compared to permitted limits; and
- The length of time the waste has been onsite.

ANY WASTE THAT IS CONSIDERED TO POSE A RISK TO THE PROCESS CAN NOT BE SUBMITTED FOR TREATMENT

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3. Process flow chart: GR-C05 Clinical Waste Reception



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3. Training Record

The below signatories have received training and understand all aspects of procedure GR-C05.

Table 4.1: Training

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