

Non-Hazardous Waste Reception and Storage

GR-E05

Overview

The inspection of wastes and selecting the appropriate process for their treatment when they arrive at site is a key process in minimising the potential contamination issues.

1. Waste Delivery and Inspection

Once waste is accepted on-site, in accordance with GR-E02 – Waste Acceptance, it shall be delivered to the 'clean waste' reception hall which is segregated from the clinical waste reception area including separate dedicated access / egress.

The waste will be unloaded into the waste reception pile. This will hold a maximum of 450m³ and waste will be stored in accordance with the sites Fire Prevention Plan.

The Operations Manager will be responsible for the inspection of all waste deliveries to ensure compliance with Waste Acceptance criteria (GR-E02 – Waste Acceptance).

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.

All wastes are inspected to ensure that any non-conforming material can either be removed or necessitate rejection of the load.

Rejected loads shall be managed in accordance with procedure GR-E03 – Waste Rejection.

Any extraneous material shall be segregated and deposited in skips as required.

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

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

Table 1.1: Typical Wastes accepted on site

Nature	Description	Typical reception route
Non-hazardous wastes	Pre-sterilised clinical wastes and RDF will have been sourced for processing through the plant	Waste is delivered into the segregated waste reception hall and unloaded into the storage pile pending processing.

2. Waste Reception and Storage

All waste is segregated to prevent incidents from incompatible substances and to prevent escalation should an incident occur.

All unloading of wastes will be supervised by site staff. Wastes are unloaded directly into the waste reception pile for storage prior to loading into the processing plant.

The site storage arrangements have been designed in accordance with the Environment Agency's Fire Prevention Plan Guidance. All waste will be stored in accordance with the sites Fire Prevention Plan. Wastes will be stored for no longer than 7 days prior to processing.

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

- The date of arrival; and
- Relevant EWC codes.

The Processing Building including the waste reception hall is on an impervious surface with self-contained drainage, to prevent any spillage escaping off-site.

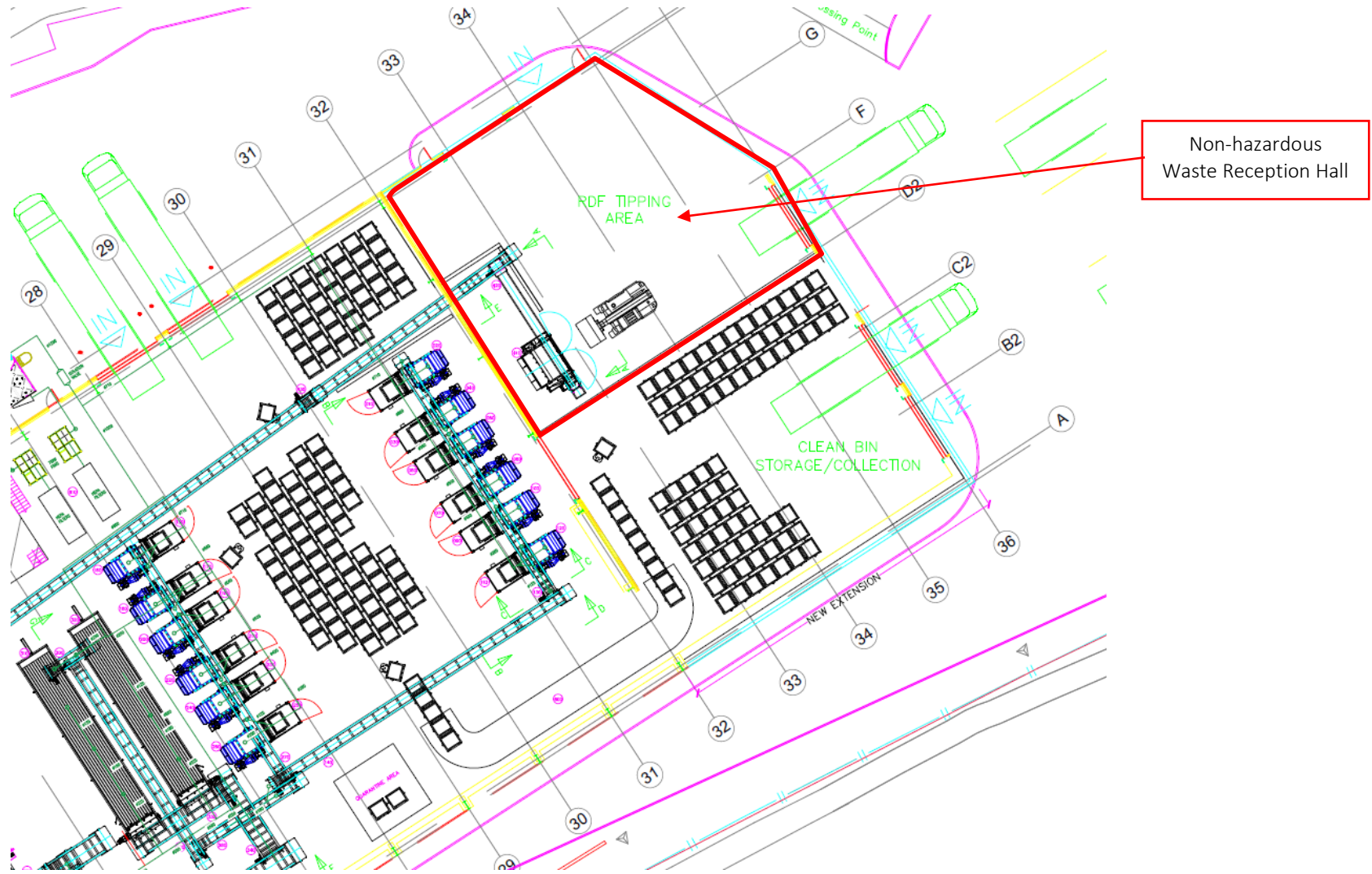
The waste storage areas will be regularly inspected in accordance with procedure GR-E08 – Infrastructure Management and Monitoring Programme.

The locations of the waste storage areas are shown on the site plan overleaf.

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Process Owner / Department:
Operations Manager

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

Waste will be treated as soon as possible and will be stored in the reception pile for a maximum of 7 working days.

3. Traceability

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 two years after inspection.

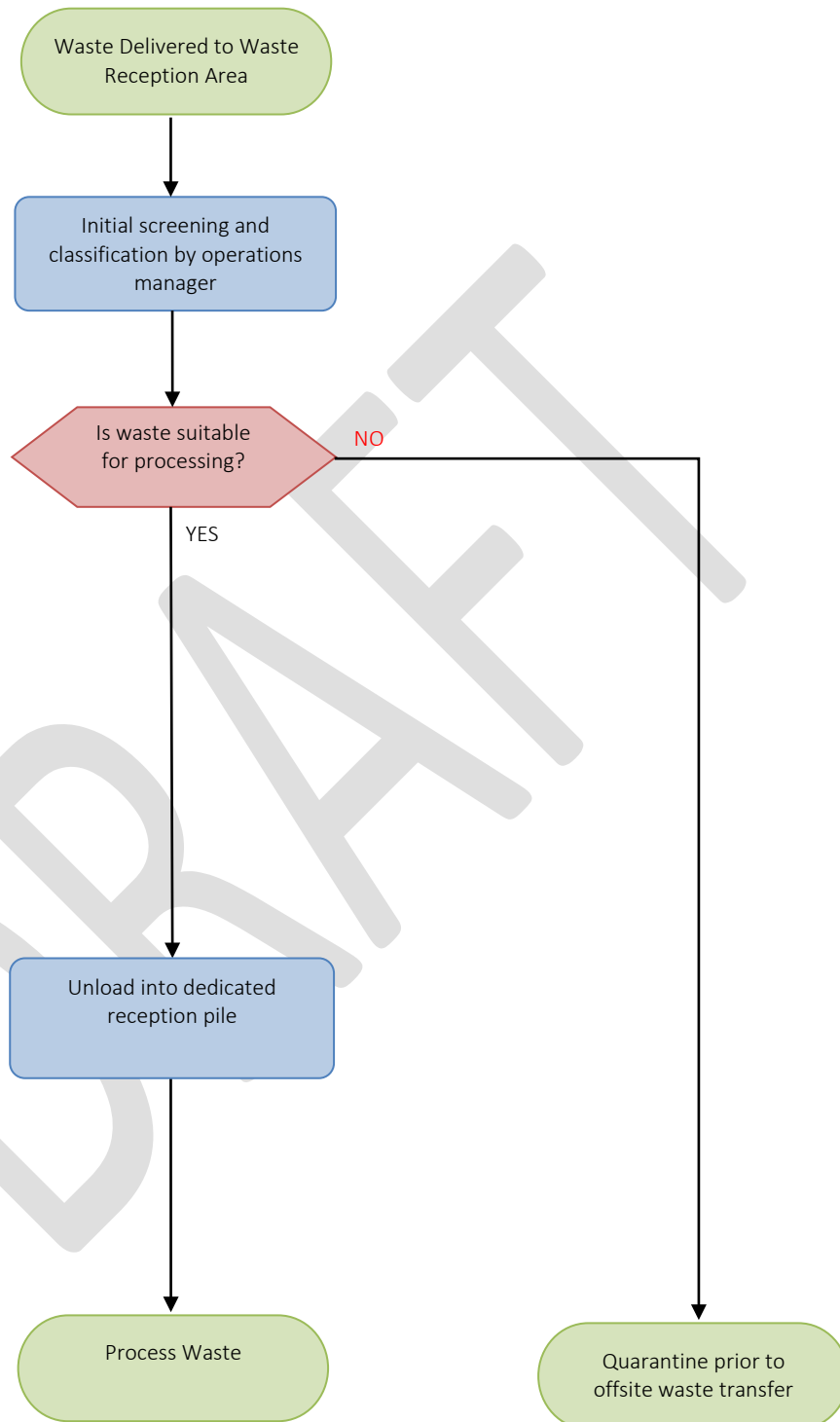
Material arriving at the facility will be processed and the date, time, quantity and supplier of waste material will be recorded.

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

DRAFT

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

4. Process flow chart: GR-E05 Waste Reception



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5. Training Record

The below signatories have received training and understand all aspects of procedure GR-E05.

Table 5.1: Training

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

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