

Non-Hazardous Waste Rejection

GR-E03

Overview

This procedure outlines the waste rejection process for all non-conforming wastes that cannot be processed on site.

Acceptance of non-conforming wastes is a direct breach of the permitted conditions of the sites Environmental Permit.

1. Rejection at the Weighbridge

Any waste coming across the weighbridge that does not meet the EWC code description below **MUST BE REFUSED ENTRY** to the site. The site can only accept materials that conform to the EWC Waste Codes provided in Table 1.1 appended to this document.

If any waste arriving at site is observed to contain any of the following **IT MUST BE REFUSED ENTRY TO THE SITE.**

- Hazardous Waste;
- Explosive Materials;
- Infectious materials (unless being treated via the clinical waste route);
- Animal Wastes (blood, faeces etc) (unless into clinical waste transfer route);
- Waste consisting solely or mainly of dusts, powders or liquids; and
- Wastes that are malodorous.

Any waste that is rejected or may be subject to rejection should be brought to the attention of the Operations Manager.

The consignor of the waste must be contacted by the Operations Manager and be made aware that the waste has been rejected.

The Operations Manager holds the responsibility for the acceptance / rejection of all wastes onto site.

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

If a non-conforming waste has not entered the site i.e. identified at the weighbridge, the haulier is refused entry into the site and a Waste Rejection Form (provided at the back of this procedure) is completed.

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All Waste Rejections shall be recorded in the Site Register.

2. Rejection at the Waste Reception Area

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.

Any materials that do not meet the above requirements shall be rejected from site.

Any waste that is rejected or may be subject to rejection should be brought to the attention of the Operations Manager.

The consignor of the waste must be contacted by the Operations Manager and be made aware that the waste has been rejected.

The Operations Manager holds the responsibility for the acceptance / rejection of all wastes onto site.

Trained site staff will check each load visually as it is deposited to ensure that it does not contain any unacceptable waste(s). The waste may be quarantined within the quarantine area whilst investigations take place.

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.

The rejected load will be photographed. Photographs will be emailed or faxed to the supplier and details given of the problem.

Rejected loads may be removed from site by the supplier or transportation organised for removal and return to the supplier.

Records of communications and photographs are kept on file for a minimum of two years in line with current Duty of Care legislation.

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

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Mixed Non-Hazardous Waste
Rejection



It is the responsibility of the supervisor / site personnel to inform the operations manager of any wastes that do not or potentially do not meet the specification.

If the non-conforming waste has entered the site, and is subsequently rejected, a waste rejection form, (GR-E03_F1) is completed. However, if the non-conforming waste has not entered the site, i.e. identified at the weighbridge, the haulier is refused entry into the site.

All Waste Rejections shall be recorded in the Site Register.

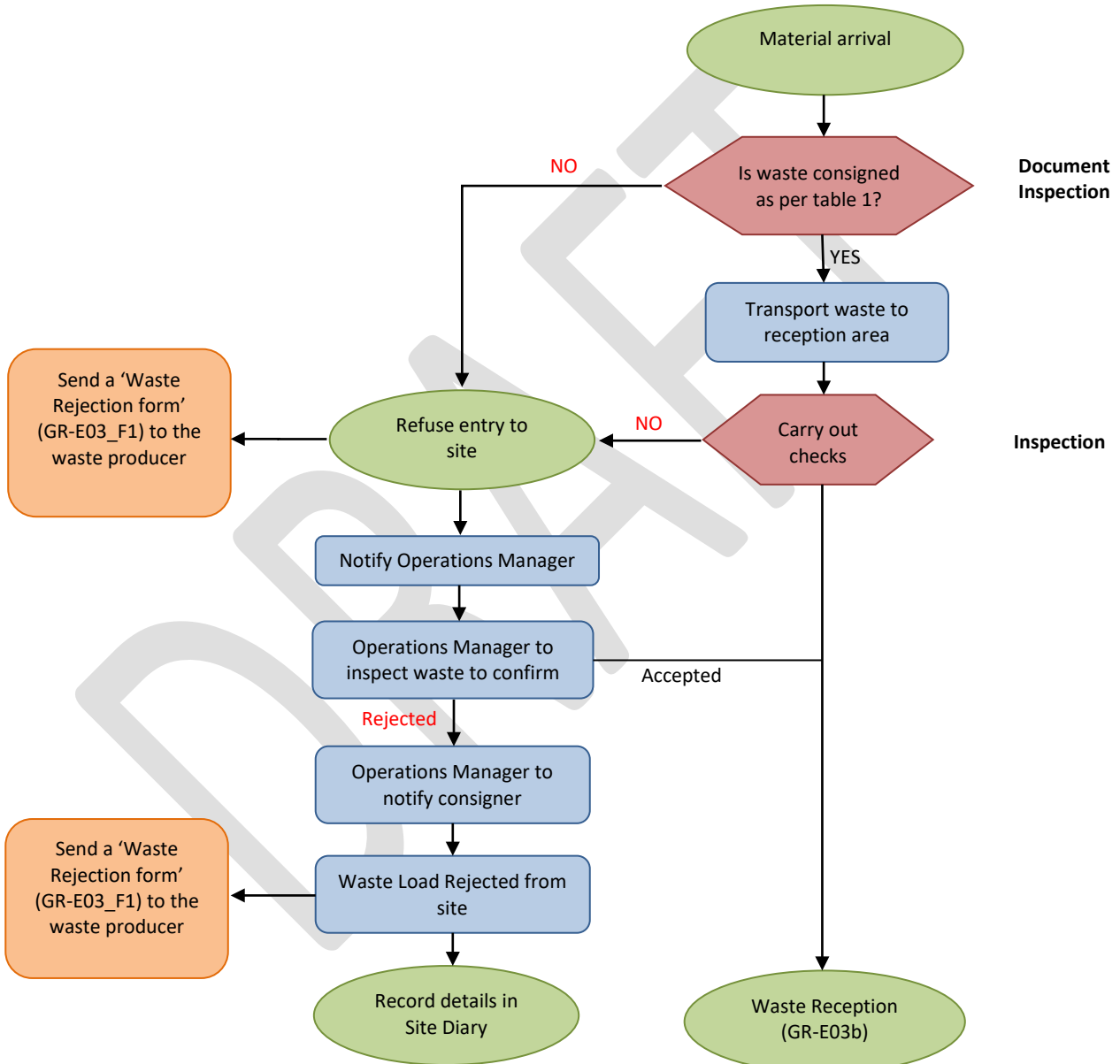
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3. FLOW CHART: GR-E03 WASTE REJECTION

*No explosive materials;
 No malodourous waste;
 No liquids;
 No waste consisting solely or mainly of dusts, powders or loose fibres.*

Table 1: Visual Checks



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



4. Training Record

The below signatories have received training and understand all aspects of procedure GR-E03.

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

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Waste Rejection Form



Waste Rejection Form

Delivered On:

Delivered By:

Consignment
Batch Identity /
Waste Transfer
Note Number:

Reason for
Rejection /
Quarantine:

Date to be
Removed from
Site:

Arranged by:

Contact Details:

Further Action:

Author / Function or Department:

Process Owner / Department:
Operations Manager



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	sharps (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

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