


OPS > STANDARD OPERATING PROCEDURE		SOP BIO002
Importing waste		
Workplace: Colwick AD Facility, Bio Dynamic (UK) Ltd	Assessment date: 23 July 2021	
Re-assessment date: Annually/Change of process	Assessor: Tony Calpin	

HACCP

OBJECTIVE	
To ensure waste is safely delivered to the Colwick AD, accompanied by the correct commercial document(s) and/or waste transfer document(s), in compliance with the facility's ABP approval notice and environmental permit	
EQUIPMENT / PPE	
Weighbridge; weighbridge office computer; weighbridge tickets	
High visibility clothing; safety boots	
RISK ASSESSMENTS / RELATED DOCUMENTS	
RA BIO001: Moving vehicles & plant	AH BIO002: HACCP plan
SOP BIO001: Pre-acceptance waste assessment	OPS BIO019: Waste suppliers register
SOP BIO003: Handling solid waste deliveries	OPS BIO025: Waste in - Delivery information
SOP BIO004: Rejecting & quarantining waste deliveries	
SOP BIO012: Handling liquid waste deliveries	

PROCEDURE
<p>ALL WASTE MATERIAL DELIVERED TO THE AD FACILITY CAN ONLY BE ACCEPTED BY COMPLETING AN OPS BIO025: Waste in – Delivery information FORM</p>
<p>AT THE TIME OF ARRIVAL</p> <ol style="list-style-type: none"> 1. All incoming waste vehicles must stop on the weighbridge 2. In the weighbridge office, collect the commercial/waste transfer document from the vehicle driver; if no commercial/waste transfer documents are provided suspend the delivery and contact the Site Manager or the Compliance Manager 3. Press 'First weighing' on the weighing indicator touchscreen; print an inbound weighbridge ticket (see Figure 1): <ol style="list-style-type: none"> a. the 'Progressive' number (1) counts the number of times the weighbridge has been used so far. b. the 'Data recall' number (2) is the weighbridge ticket number for the current waste delivery. c. the 'Inbound weight' (3); the gross weight for vehicle delivering to the site d. write the vehicle registration number (4) on the top of the inbound weighbridge ticket and put it aside 4. Open the Excel form <i>OPS BIO025: Waste in - Delivery information</i> (see Figure 2): <ol style="list-style-type: none"> a. click the Bio Dynamic (UK) logo desktop shortcut (top left corner of the weighbridge office computer) b. click the 'OPS' blue button c. click the 'Waste in' red button d. select the animal by-products (ABP) category as shown on the commercial/waste transfer document. 'CAT 3 ABP Food waste' or 'Non-ABP Food waste' e. if the ABP category is not identified, contact the Site Manager or the Compliance Manager for clarification, or reject the delivery by carrying out <i>SOP BIO004: Rejecting & quarantining waste deliveries</i>; do not amend the waste producer's commercial/waste transfer document

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5. Copy the information below on the commercial/waste transfer document into the red fields on the *OPS BIO025* form:

- a. weighbridge ticket number
- b. ABP category - **ONLY CATEGORY 3 ABP OR NON-ABP MATERIAL CAN BE ACCEPTED**
- c. EWC code - **ONLY EWC CODES LISTED ON THE ENVIRONMENTAL PERMIT CAN BE ACCEPTED**
- d. physical state of the waste
- e. waste description – as written on the waste producer’s commercial/waste transfer document
- f. waste producer
- g. address where the waste has come from, if different from (f) above
- h. waste carrier
- i. waste vehicle registration
- j. waste vehicle type
- k. waste broker (if applicable)
- l. name of the waste delivery vehicle driver

The OPS BIO025 form will **automatically generate a reference number** for waste streams pre-registered with Bio Dynamic (UK) (see *SOP BIO001: Pre-acceptance waste assessment*):

- m. Bio Dynamic (UK) reference number

6. **If the reference number is not generated the waste stream has not been pre-registered for delivery;** a warning message will be appear and a password will be required to proceed:

- a. check the information against the pre-registered information in *OPS BIO019: Waste suppliers register* (click ‘Waste suppliers’ underneath the ‘Waste in’ red button)
- b. contact the Site Manager, Compliance Manager or a company Director; they may authorise the delivery with their password, or
- c. reject the delivery by carrying out *SOP BIO004: Rejecting & quarantining waste deliveries*

7. **If any of the required information is missing** from the waste producer’s commercial/waste transfer document, or is not listed on the *OPS BIO025* form, **suspend the delivery and contact the Site Manager or the Compliance Manager** for clarification, or reject the delivery by carrying out *SOP BIO004: Rejecting & quarantining waste deliveries*; **do not amend the waste producer’s commercial/waste transfer document**

8. Signal the vehicle to drive off the weighbridge

9. A Site Operative assigned to supervise the delivery must carry out *SOP BIO003: Handling solid waste deliveries* or *SOP BIO012: Handling liquid waste deliveries* as appropriate

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AT THE TIME OF DEPARTURE

10. All outgoing waste vehicles must stop on the weighbridge
11. In the weighbridge office, press 'Second weighing' on the weighing indicator touchscreen to print **three copies** of an outbound weighbridge ticket giving the weight out (5) - the tare weight of the vehicle. The net weight (6) of the waste delivery is automatically calculated (see Figure 1)
 - a. the 'Data recall' number (2) of the outbound weighbridge ticket automatically matches the inbound ticket unless another vehicle has been weighed in; in that case choose the correct 'Data recall' number from those displayed on the touchscreen
 - b. write the vehicle registration number (7) on the top of the three outbound weighbridge tickets:
 - i. first copy – save it in the Site Office for the Accounts department
 - ii. second copy – give it to the vehicle driver
 - iii. third copy – keep it aside for step 15
12. Return to the form *OPS BIO025: Waste in - Delivery information* on the weighbridge office computer and complete the remaining red fields for the.
 - n. net weight (kgs) of the delivery - from the outbound weighbridge ticket
 - o. name of the Bio Dynamic (UK) weighbridge operator
13. Click on the button 'Save OPS BIO025 [PDF]' at the top of the form:
 - a. the filename *YYMMDD OPS BIO025 WTNXXXX Waste producer Reference no.* is automatically generated from the date, weighbridge ticket number and waste producer's name
 - b. the PDF will not be created unless all of the red fields have been completed**
 - c. print the *OPS BIO025: Waste in - Delivery information* PDF form and close it
 - d. close the *OPS BIO025: Waste in - Delivery information* form; you do not need to save the Excel form**
14. The completed *OPS BIO025* form **must be signed by the vehicle driver and weighbridge operator**
15. Staple together:
 - a. the completed and signed *OPS BIO025: Waste in - Delivery information* form
 - b. the waste producer's commercial/waste transfer document(s)
 - c. the inbound weighbridge ticket and third copy of the outbound weighbridge ticket
 and file them in the appropriate 'Waste in' folder for the current month in the Site Office
16. The vehicle can now leave the site

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Figure 1 Examples of weighbridge tickets for incoming (first weighing) and outgoing (second weighing) waste vehicles. (1) The number of times the weighbridge has been used so far, (2) the weighbridge ticket number for the current waste transfer, (3) the vehicle gross weight, (4) the vehicle registration number, (5) the vehicle tare weight, (6) the waste delivery net weight, (7) the vehicle registration number

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OPERATIONS		OPS BIO025	
Waste in: Delivery information Before accepting delivery: Complete all blank fields in red (except net weight & weighbridge operator name) After delivery: Complete net weight & weighbridge operator name, print & sign (see SOP BIO002: Importing waste)			
HACCP CCP 1			
WASTE DELIVERY REFERENCE NO. BAK001-020601-CAT3-S-WMW-MID	TIME 10:30 DATE 21-Jan-19	WEIGHBRIDGE TICKET NO. 0001	
WASTE DESCRIPTION ABP category CATEGORY 3 EWC code 02 06 01 EWC description Materials unsuitable for consumption/processing (baking & confectionery)	Net weight (Kgs) 7560 Physical state Solid Waste description (as written on the waste transfer document) Out of date sausage rolls, bread loaves & cakes		
WASTE PRODUCER / ORIGIN The Bakery Company Ltd 1 Pastry Place, Caketown Shortbreadshire SHRT BRD Address where waste originates (if different to the address above) Unit 1 Cob Industrial Estate Loaves Lane, Doughtown Breadshire, B8 KER	Company registration no. 01234567 SIC code (Nature of business) 47240 ABP approval no. N/A Environmental permit no. N/A Contact name Victoria Sponge		
WASTE CARRIER We Move Waste Ltd 9 Shipper Street, Carrier City Transfershire, TRN SFR Vehicle registration no. W8ST 666 Vehicle/container type Truck	Company registration no. 09876543 SIC code (Nature of business) 38110 ABP approval no. U1234567/ABP/TRANS Waste carrier licence no. CBDU12345 Contact name Gar Bidgeman		
WASTE BROKER Middleman Waste Ltd 65 Go-Between Street, Fixer Town Liasonshire, PR0 XY	Company registration no. 07654321 SIC code (Nature of business) 39000 ABP approval no. U7654321/ABP/TRANS Waste carrier licence no. CBDU54321 Contact name Lee Aison		
Signature Vehicle driver Laurie Dryver Name Laurie Dryver	Signature Bio Dynamic (UK) Ltd W.A. Bridge Name Wayne Bridge		

For Bio Dynamic (UK) Ltd INTERNAL use only • This document is NOT a commercial/waste transfer document

Figure 2 Example of a completed OPS BIO025: Waste in - Delivery information. All of the fields (a) to (o) in red must be completed, and the form signed by the vehicle driver and the weighbridge operator