


<b>OPS &gt; STANDARD OPERATING PROCEDURE</b>		<b>SOP BIO001</b>
<b>Pre-acceptance waste assessment</b>		
<b>Workplace:</b> Colwick AD Facility, Bio Dynamic (UK) Ltd	<b>Assessment date:</b> 21 January 2021	
<b>Re-assessment date:</b> Annually/Change of process	<b>Assessor:</b> Tony Calpin	

**HACCP** **CCP** ①

<b>OBJECTIVE</b>
To gather mandatory regulatory information on waste streams and waste producers required to assess, accept, or reject proposed new waste streams for treatment at the Colwick AD facility, in compliance with the facility's ABP approval notice and environmental permit
<b>EQUIPMENT / PPE</b>
N/A
<b>RISK ASSESSMENTS / RELATED DOCUMENTS</b>
SOP BIO004: Rejecting & quarantining waste deliveries
AH BIO002: HACCP plan
OPS BIO019: Waste suppliers register
OPS BIO020: Waste pre-acceptance information

<b>PROCEDURE</b>
<ol style="list-style-type: none"> <li>1. Before a new waste stream can be accepted into the AD facility, the following information must be obtained from the waste supplier in writing by completing the form <i>OPS BIO020: Waste pre-acceptance information</i> (see Figure 1) including: <ol style="list-style-type: none"> <li>a. the proposed delivery details including the: <ol style="list-style-type: none"> <li>i. start and end date (if known)</li> <li>ii. frequency and number of deliveries</li> <li>iii. quantity of material</li> </ol> </li> <li>b. the waste description including the: <ol style="list-style-type: none"> <li>i. EWC code</li> <li>ii. ABP category</li> <li>iii. physical state of the waste</li> <li>iv. hazards (if any) associated with the material</li> <li>v. availability of a sample for analysis</li> <li>vi. waste producer's own description of the material, including the waste production process</li> <li>vii. storage conditions of the material before transport</li> </ol> </li> <li>c. the waste producer's/waste origin details including the: <ol style="list-style-type: none"> <li>i. waste producer's name, address and company details</li> <li>ii. address where the waste will actually be collected</li> </ol> </li> <li>d. the waste carrier's details including the: <ol style="list-style-type: none"> <li>i. waste carrier's name, address and company details</li> <li>ii. waste carrier's licence number</li> <li>iii. waste carrier's ABP approval number</li> </ol> </li> <li>e. the waste broker's details including the: <ol style="list-style-type: none"> <li>i. waste broker's name, address and company details</li> <li>ii. waste broker's licence number</li> </ol> </li> </ol> </li> <li>2. The person arranging the proposed waste stream should email the Waste Coordinator (<a href="mailto:weighbridge@biodynamicuk.com">weighbridge@biodynamicuk.com</a>) and ask them to send out a current <i>OPS BIO020</i> Excel form to the proposed waste supplier, available from the Weighbridge Office PC:  <a href="C:\Users\Weighbridge\Documents\Bio Dynamic (UK) EMS\EMS UPLOADS">C:\Users\Weighbridge\Documents\Bio Dynamic (UK) EMS\EMS UPLOADS</a> </li> </ol>

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3. The completed *OPS BIO020* PDF should be returned to the Waste Coordinator to review and check the:
  - a. the waste producer's and waste origin details including the:
    - i. waste producer's name, address and company details
    - ii. address where the waste will actually be collected
  - b. the waste carrier's details including the:
    - i. waste carrier's name, address and company details
  - c. the waste broker's details including the:
    - i. waste broker's name, address and company details

Any errors should be addressed with the proposed waste supplier
4. After these initial checks the *OPS BIO020* PDF should be forwarded to the Compliance Manager ([weighbridge@biodynamicuk.com](mailto:weighbridge@biodynamicuk.com)) to review and check the remaining regulatory information
5. New waste streams are assigned a unique reference number at the time of the initial enquiry and registered on *OPS BIO019: Waste suppliers register*. If the enquiry results in the new waste stream being accepted this reference number will be used to identify the waste stream if a delivery needs to be rejected from the site (see *SOP BIO004: Rejecting & quarantining waste deliveries*)
6. If practicable, the Site Manager should make an assessment of the odour potential of the waste material before it is delivered to the site (taking into account the nature of the material, and the length of storage time/storage conditions prior to delivery) in order to exclude highly odorous wastes
7. If practicable, a representative sample of the waste (approximately 500g) identified by the waste's unique reference number should be obtained by a person who is technically competent to undertake the sampling process. This sample should be analysed to identify its constituents and characteristics (see Table 1). Samples should be sent for analysis.
8. New waste streams will only be accepted into the AD facility if they are:
  - a. permitted in the Colwick AD facility's environmental permit (see EPR/DP3935ER, Schedule 2, table S2.2)
  - b. classified as category 3 ABP or specific low-risk category 2 material (see ABP approval notice 32/137/8004/ABP/BIO)
  - c. free from unacceptable contaminants or an unacceptable level of contamination
  - d. in a suitable physical condition (not in an advanced state of decomposition and/or highly odorous)
9. Once updated on the *OPS BIO019: Waste suppliers register* the final decision on whether to accept a new waste stream must be made by the Site Manager, as a technically competent person

CHARACTERISTIC	
Particle size distribution & physical contaminants	Fibre content
Total solids & volatile solid	pH & alkalinity
Biochemical Methane Potential (BMP)	Volatile Fatty Acids
Total Organic Carbon	Ammonia and Kjeldahl Nitrogen
Nutrient analysis	Heavy Metals & Potentially Toxic Elements (PTE)
Calorific value	Carbohydrate & Lipid Analysis

**Table 1** Analyses required as part of a detailed characterisation of a new waste stream

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OPERATIONS		OPS BIO020
<b>Waste pre-acceptance information</b> Waste producer: Complete all red fields, save as a PDF file and email it to <a href="mailto:weighbridge@biodynamicuk.com">weighbridge@biodynamicuk.com</a> Bio Dynamic (UK) Ltd: This form should be completed by the waste producer as part of SOP BIO001 & updated on OPS BIO019		
HACCP CCP 1		
1	REFERENCE NO. TBC001-020601-NABP-S-WMW-MID	DATE 21-Jan-19
2	<b>WASTE DELIVERY</b> Start date 21-Jan-19 End date On going Deliveries (No/frequency) 5 per week Quantity (per delivery) 2000 Kgs Vehicle/container Truck	
3	<b>WASTE DESCRIPTION</b> EWC code 02 06 01 ABP category Non-ABP Physical state Solid EWC description Materials unsuitable for consumption/processing (baking & confectionery) Waste description Briefly describe the actual waste & waste production process Out of date bread rolls & loaves Has a sample been provided for analysis? (500g/ml) No Are specific hazards associated with the waste? No If Yes, briefly describe the hazard details N/A How is the waste stored before transport? Specify maximum storage time, temperature, etc. 24 hours at room temperature	
4	<b>WASTE PRODUCER / ORIGIN</b> The Bakery Company Ltd 1 Pastry Place, Caketown, Shortbreadshire Post code SHRT BRD Address where the waste originates (if different to the address above) Unit 1 Cob Industrial Estate, Loaves Lane, Doughtown, Breadshire Post code B8 KER Company registration no. 01234567 SIC code (Nature of business) 47420 ABP approval no. N/A Environmental permit no. N/A Contact name Victoria Sponge Position Master Baker Telephone no. 01234 567890 Email <a href="mailto:victoria.sponge@tbc.com">victoria.sponge@tbc.com</a>	
5	<b>WASTE CARRIER</b> We Move Waste Ltd 9 Shipper Street, Carrier City, Transfershire Post code TRN SFR Company registration no. 09876543 SIC code (Nature of business) 38110 ABP approval no. U1234567/ABP/TRANS Waste carrier licence no. CBDU12345	
6	<b>WASTE BROKER</b> Middleman Waste Ltd 65 Go-Between Street, Fixer Town, Liasonshire Post code PR0 XY Company registration no. 07654321 SIC code (Nature of business) 39000 Waste carrier licence no. CBDU54321	

**Figure 1** Example of a completed OPS BIO020: Waste pre-acceptance information. The reference number (1) to be completed by Bio Dynamic (UK) after the form is returned by the waste producer. All other fields and the appropriate tick boxes for the waste delivery (2), the waste description (3), the waste producer (4), the waste carrier (5) and (6) the waste broker must be completed, and the form returned to Bio Dynamic (UK)