


OPS > STANDARD OPERATING PROCEDURE		SOP BIO003
Handling solid waste deliveries		
Workplace: Colwick AD Facility, Bio Dynamic (UK) Ltd	Assessment date: 23 July 2021	
Re-assessment date: Annually/Change of process	Assessor: Tony Calpin	

HACCP CCP 1

OBJECTIVE	
To exclude non-permitted wastes and/or highly odorous wastes from the Colwick AD facility in compliance with the facility's ABP approval notice and environmental permit	
EQUIPMENT / PPE	
Telehandler or similar	
Personal gas monitor; disposable protective suit; disposable respirator mask; safety goggles; needle stick gloves	
High visibility clothing; safety boots	
RISK ASSESSMENTS / RELATED DOCUMENTS	
RA BIO001: Moving vehicles & plant	AH BIO002: HACCP plan
RA BIO002: Receipt, offloading & sorting waste	SOP BIO002: Importing waste
RA BIO003: Contact with food waste	SOP BIO004: Rejecting & quarantining waste deliveries
RA BIO020: Forklift truck	SOP BIO005: Cleaning & inspecting waste vehicles
RA BIO021: Telehandler	OPS BIO023: Rejected deliveries register

PROCEDURE
<ol style="list-style-type: none"> 1. A Site Operative must be assigned responsibility for monitoring the delivery before the vehicle enters the waste reception building (see <i>SOP BIO002: Importing waste</i>); vehicle access to the building is not permitted unless a Site Operative is present 2. The supervising Site Operative must: <ol style="list-style-type: none"> a. check that the area immediately inside the vehicle door is clear (the vehicle access door will open automatically) b. direct the driver forwards into the building (the vehicle access door will close automatically) c. direct the driver to reverse into the waste reception bay using a trained banksman d. ensure the waste is tipped onto the waste reception bay floor in a pile distinctly separate from the existing stockpile e. remain present throughout the tipping process and until the vehicle has exited the building 3. During the tipping process the Site Operative should inspect the waste from a safe vantage point for signs of contraries (waste types that are not permitted at the AD facility under the facility's ABP approval notice or environmental permit) or highly odorous wastes 4. If there are any signs of contraries/highly odorous wastes the Site Operative must: <ol style="list-style-type: none"> a. immediately suspend the tipping process and make a closer inspection b. call the Site Manager for confirmation if contraries/highly odorous wastes are still thought to be present after closer inspection

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5. If the Site Manager:
 - a. agrees that contraries/highly odorous wastes are present which can be removed by hand (see step 12) then the tipping process can resume but **the contraries/highly odorous wastes and the immediately surrounding waste must be rejected and quarantined** by carrying out *SOP BIO004: Rejecting & quarantining waste deliveries*
 - b. agrees that contraries/highly odorous wastes are present which cannot be removed by hand, **the entire load must be rejected** by carrying out *SOP BIO004: Rejecting & quarantining waste deliveries*; no further waste should be deposited, the delivery vehicle must be reloaded and dispose of the load at an appropriately licensed facility
 - c. disagrees that contraries/highly odorous wastes are present, then the tipping process can resume
6. The Site Manager/Waste Coordinator must inform the Compliance Manager of all instances of rejected waste material to be recorded on the *OPS BIO023: Rejected deliveries register*
7. If there are no signs of contraries/highly odorous wastes during the tipping process, the delivery is complete
8. Before the delivery vehicle leaves the waste reception building carry out *SOP BIO005: Cleaning & inspecting waste vehicles*
9. After the delivery vehicle leaves the waste reception building the Site Operative should inspect the entire delivered load for signs of contraries/highly odorous wastes again
10. If there are any signs of contraries/highly odorous wastes the Site Operative must call the Site Manager for confirmation
11. If the Site Manager:
 - a. agrees that contraries/highly odorous wastes are present which can be removed by hand (see step 12) then **the contraries/highly odorous wastes and the immediately surrounding waste must be rejected and quarantined** by carrying out *SOP BIO004: Rejecting & quarantining waste deliveries*
 - b. agrees that contraries/highly odorous wastes are present which cannot be removed by hand, **the entire load must be rejected and quarantined** by carrying out *SOP BIO004: Rejecting & quarantining waste deliveries*
 - c. disagrees that contraries/highly odorous wastes are present, then the load is accepted and can be added to the existing stockpile of delivered waste
12. The removal of contraries/highly odorous wastes by hand is permitted **only** where:
 - a. they can be removed without presenting a health and safety risk to the Site Operative
 - b. they present no risk to animal health
 - c. they have not caused chemical or biological contamination of the remaining waste (i.e. where the contrary is self-contained and seepage of liquid from the contrary into the surround waste will not have been possible)
 - d. they do not constitute unacceptable levels of contamination as defined in the contract with the waste producer or waste carrier

THE REMOVAL BY HAND OF ABP CATEGORY 1 OR 2 WASTE IS NOT PERMITTED UNDER ANY CIRCUMSTANCES – THE ENTIRE LOAD MUST BE REJECTED AND QUARANTINED by carrying out *SOP BIO004: Rejecting & quarantining waste deliveries*