


OPS > STANDARD OPERATING PROCEDURE		SOP BIO004
Rejecting & quarantining 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 reject unsuitable, undocumented or unregistered waste deliveries from the AD facility, and to isolate and contain non-permitted wastes and/or highly odorous wastes prior to removal from the 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	OPS BIO019: Waste suppliers register
RA BIO003: Contact with food waste	OPS BIO023: Rejected deliveries register
RA BIO020: Forklift truck	OPS BIO026: Rejected delivery notification
RA BIO021: Telehandler	
SOP BIO003: Handling solid waste deliveries	
SOP BIO006: Cleaning & inspecting plant & equipment	
SOP BIO018: Exporting waste	
EOP BIO007: Cleaning & disinfection after handling ABP category 1 or 2 material	

PROCEDURE
AT THE TIME OF ARRIVAL – REJECTING WASTE
<ol style="list-style-type: none"> 1. Waste deliveries must be rejected before delivery if they are: <ol style="list-style-type: none"> a. a non-permitted ABP category - only category 3 ABP or Non-ABP material can be accepted b. a non-permitted EWC code - only EWC codes listed on the environmental permit can be accepted c. highly odorous and/or in an advanced state of deterioration, and therefore unsuitable for processing d. highly contaminated with contrary material, and therefore unsuitable for processing e. accompanied by an incorrect and/or incomplete commercial/waste transfer document(s) f. not pre-registered with Bio Dynamic (UK) and not listed on <i>OPS BIO019: Waste suppliers register</i> 2. Take photographs of the waste as evidence, if possible 3. Open the Excel form <i>OPS BIO026: Rejected delivery notification</i> (see Figure 1): <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 'Rejected delivery' dark blue button and select the main reason for rejecting the delivery. <ol style="list-style-type: none"> i. 'Non-permitted category 1 or 2 ABP waste' ii. 'Non-permitted EWC code waste' iii. 'Highly odorous and/or deteriorated waste' iv. 'Unacceptably contaminated waste' v. 'Waste transfer document incorrect and/or incomplete' or vi. 'Unregistered waste delivery'

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4. Select:
 - a. the Bio Dynamic (UK) reference number for this waste stream (see *OPS BIO019: Waste suppliers register*) - if this is an unregistered waste stream select 'Not registered'
5. Copy the information below on the waste transfer document/commercial document into the blue fields on the *OPS BIO026* form:
 - b. commercial/waste transfer document reference number - if no reference number is shown select 'Not provided'
 - c. contact name, if still blank (see *OPS BIO019: Waste suppliers register*)
 - d. waste carrier
 - e. waste vehicle registration
 - f. weighbridge ticket number - select 'Not weighed in' or enter the ticket number
 - g. delivery date
 - h. ABP category - if no ABP category is shown select 'Not provided'
 - i. EWC code - if no EWC code is shown select 'Not provided'
 - j. net weight – automatically completed with 'Not weighed in' or enter the net weight in Kgs
 - k. physical state of the waste
 - l. waste description (from the waste producer's commercial/waste transfer document) – if no description is provided select 'Not provided'
 - m. reason(s) for rejection 1 – select the main reason for rejecting the waste delivery
 - n. reason(s) for rejection 2 – select a secondary reason for rejecting the waste delivery, or 'N/A'
 - o. other comments – any other information relevant to the rejection
6. Click on the button 'Save OPS BIO026 [PDF]' at the top of the form:
 - a. the filename is automatically generated from the date, waste transfer reference number and waste producer name
 - b. the PDF will not be created unless all of the blue fields have been completed**
 - c. print the *OPS BIO026: Rejected delivery notification* PDF form and close it
 - d. close the *OPS BIO026: Rejected delivery notification* form; you do not need to save the Excel form**
7. Sign the *OPS BIO026: Rejected delivery notification* letter and make 2 photocopies:
 - a. first copy – save it in the site office, with a copy of the commercial/waste transfer documents
 - b. second copy – give to the vehicle driver, to pass on to the waste carrier
 - c. third copy – give to the vehicle driver, to pass on to the waste producer
8. Email a scan of the *OPS BIO026: Rejected delivery notification*, the commercial/waste transfer documents and the photos of the rejected waste to the Compliance Manager (weighbridge@biodynamicuk.com); this will be updated on the *OPS BIO023: Rejected deliveries register*
9. The vehicle can now leave the site
10. If the rejected delivery contained **non-permitted category 1 or 2 ABP material** the Site Manager must:
 - a. **contact the relevant regulator(s)** (see Table 1) to advise them of the situation
 - b. contact the Bio Dynamic (UK) senior management to advise them of the situation
 - c. contact the waste producer and waste carrier to highlight the requirement for the vehicle to be steam cleaned and disinfected before it is used to transport category 3 ABP or non-ABP loads (as described in *OPS BIO026: Rejected delivery notification*)

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**DELIVERED HIGHLY ODOROUS AND/OR DETERIORATED MATERIAL –
QUARANTINING WASTE**

11. Partial or complete waste deliveries (see *SOP BIO003: Handling solid waste deliveries*) must be **quarantined after delivery** if the Site Manager identifies them as:
 - a. highly odorous and/or in an advanced state of deterioration, and therefore unsuitable for processing
 - b. unacceptably contaminated with contrary material, and therefore unsuitable for processing
12. Take photographs of the waste as evidence, if possible
13. If contrary/highly odorous wastes are **identified during the tipping process**:
 - a. rejected material that can be removed by hand must be moved into the dedicated covered red quarantine bin labelled '*Category 3 material – not for human consumption*' located in the quarantine area (see Figure 2). Only category 3 ABP or non-ABP material can be removed by hand
 - b. rejected material that cannot be removed by hand must be reloaded onto the waste delivery vehicle using the telehandler
14. Carry out steps 3 to 8
15. The vehicle can now leave the site
16. If contrary/highly odorous wastes are **identified after the delivery vehicle has departed**:
 - a. rejected material that can be removed by hand must be moved into the dedicated covered red quarantined bin labelled '*Category 3 material – not for human consumption*' located in the quarantine area (see Figure 2). Only category 3 ABP or non-ABP material can be removed by hand
 - b. rejected material that cannot be removed by hand must be moved into the dedicated quarantine area using the telehandler
17. Thoroughly clean and disinfect equipment and surfaces contaminated by contrary/highly odorous waste before further use by carrying out *SOP BIO006: Cleaning & inspecting plant & equipment*
18. The Site Manager must:
 - a. contact the waste producer, explain why the waste has been rejected and provide photographic evidence to support this decision, if required
 - b. invite the waste producer to inspect the rejected material in person, if required
 - c. make arrangements for the waste producer to collect and dispose of the material at a suitably licensed facility; if the waste producer is unable or unwilling to do this, the Bio Dynamic (UK) Feedstock Manager must make separate arrangements to collect and dispose of the material at a suitably licensed facility
19. The quarantined rejected waste **must be removed from the waste reception building as soon as possible and within 24 hours in all cases**

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DELIVERED HIGHLY ODOROUS AND/OR DETERIORATED MATERIAL – REJECTING QUARANTINED WASTE

20. Process the waste export vehicle onto site; carry out *SOP BIO018: Exporting waste* **steps 1 to 7**
21. Carry out steps 3 to 6
22. Sign the *OPS BIO026: Rejected delivery notification* and make two photocopies:
 - a. copy 1 – scan and file in the Bio Dynamic (UK) site office
 - b. copy 2 – send to the waste carrier
 - c. the original – send to the waste producer
23. Email a scan of the *OPS BIO026: Rejected delivery notification* and the photos of the rejected waste to the Compliance Manager (weighbridge@biodynamicuk.com); this will be updated on the *OPS BIO023: Rejected deliveries register*
24. Process the waste export vehicle off site; carry out *SOP BIO018: Exporting waste* **steps 9 to 16**

DELIVERED CATEGORY 1 OR 2 ABP MATERIAL / NON-PERMITTED EWC CODE WASTE – QUARANTINING WASTE

25. Partial or complete waste deliveries must be **quarantined after delivery** if the waste delivery is identified by the Site Manager as:
 - a. non-permitted category 1 or 2 ABP waste
 - b. non-permitted EWC code waste
26. Take photographs of the waste as evidence, if possible
27. The **REMOVAL BY HAND OF CATEGORY 1 OR 2 ABP WASTE IS NOT PERMITTED UNDER ANY CIRCUMSTANCES**; the entire load must be moved into the dedicated quarantine area (see Figure 2) using the telehandler
28. The Site Manager must:
 - a. **immediately suspend further waste deliveries and exports**
 - b. **contact the relevant regulator(s)** (see Table 1) to advise them of the situation
 - c. contact the Bio Dynamic (UK) senior management to advise them of the situation
 - d. contact the waste producer, explain why the waste has been rejected; provide photographic evidence to support this decision, if required
 - e. invite the waste producer to inspect the rejected material in person, if required
 - f. with the approval of the relevant regulator(s), make arrangements for the waste producer to collect and dispose of the material at a suitably licensed facility; if the waste producer is unable or unwilling to do this, the Bio Dynamic (UK) Feedstock Manager must make separate arrangements to collect and dispose of the material at a suitably licensed facility (see Table 2)
29. The quarantined rejected waste **must be removed from the waste reception building as soon as possible, and within 24 hours of delivery in all cases - unless advised differently by the relevant regulator(s)** (see step 33)

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DELIVERED CATEGORY 1 OR 2 ABP MATERIAL / NON-PERMITTED EWC CODE WASTE – REJECTING QUARANTINED WASTE

30. Carry out steps 20 to 24
31. Thoroughly clean and disinfect vehicles, equipment and surfaces contaminated by ABP category 1 or 2 material after the load has been removed from the waste reception building by carrying out exceptional operating procedure *EOP BIO007: Cleaning & disinfection after handling ABP category 1 or 2 material*
32. The Site Manager must investigate to determine how and why the non-permitted waste was not identified and rejected before delivery, and make any necessary changes to standard operating procedures
33. If the regulator(s) require the quarantined rejected waste to remain on site for longer than 24 hours, the waste will be monitored automatically for the risk of rising levels of ammonia by the fixed gas detector installed in the waste reception building

QUARANTINED CAT 1 OR 2 ABP MATERIAL, CONTACT:	QUARANTINED CAT 1 OR 2 ABP MATERIAL AND/OR QUARANTINED NON-PERMITTED EWC CODES, CONTACT:
Animal & Plant Health Agency Animal by-products - England Telephone: 03000 200 301 Email: CSCOneHealthABP@apha.gov.uk Defra Rural Services Helpline: 03000 200 301	Environment Agency East Midlands Telephone: 03708 506 506 Email: RegulatedIndustryDNL@environment-agency.gov.uk Environment incident hotline: 0800 80 70 60

Table 1 Contact details for regulators; the APHA and/or the EA must be advised if non-permitted category 1 or 2 ABP material and/or non-permitted EWC code waste has been accepted at the Colwick AD facility

ABP WASTE CARRIERS		CATEGORY 1 & 2	
Hornigold Haulage Ltd Ditchford Mill Ditchford Lane Wellingborough Northamptonshire NN8 1RL Waste carrier licence no: CBDU82329	ABP approval no: U1205138/ABP/TRANS ABP approval no: 29/288/8003/ABP/STO	E Howard & Son Ltd Quarry Field Farm Accrington Road Hapton Burnley Lancashire BB11 5QJ Waste carrier licence no: CBDU199265	ABP approval no: U1173297
ABP WASTE DISPOSAL FACILITIES		CATEGORY 1 & 2	
Ancillary Components Ltd Wymington Lane Wymington Rushden Northamptonshire NN10 9LU Environmental permit no: EPR/NP3338SZ	ABP approval no: 01/118/8000/ABP/STO ABP approval no: 01/118/8000/ABP/STO1 ABP approval no: 01/118/8000/ABP/STO2	SecAnim Ltd Desoto Road/Mersey Multimodal Gateway West Bank Dock Estate Widnes WA8 0PB Environmental permit no: EPR/CP3230BE	ABP approval no: 06/374/8010/ABP/REN

Table 2 Waste carriers and disposal facilities for ABP category 1 or 2 materials

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bio dynamic Bio Dynamic (UK) Ltd
Private Road No. 4
Colwick Industrial Estate
Nottingham
NG2 2JF
21 Jan 2019

REJECTED DELIVERY
The Animal By-Products (Enforcement) (England) Regulations 2013
The Waste (England and Wales) Regulations 2011 (As amended)

REFERENCE - Waste producer NOT PROVIDED
REFERENCE - Bio Dynamic (UK) BAK001-420204-CAT3-S-1PM-1KD
CONTACT NAME Victoria Spange
WASTE PRODUCER The Bakery Company Ltd
1 Pastry Place, Caketown, Shortbreadshire, SMT 88D

WASTE COLLECTION ADDRESS As above

WASTE CARRIER We Move Waste Ltd
Vehicle registration no. WST 666
WEIGHBRIDGE TICKET NO. 8882
DELIVERY DATE 21 Jan 2019

WASTE DESCRIPTION
ABP category CAT 3 **Net weight (kg)** 8548
EWIC code R2, R6, R1 **Physical state** Solid
EWIC description Materials unsuitable for consumption/processing (baking & confectionery) **Waste description (as written on the waste transfer document)** Out of date sausage rolls, bread loaves & cakes

The waste delivery identified above has been rejected by the Bio Dynamic (UK) AD facility.

REASONS FOR REJECTION
Highly odorous and/or deteriorated waste:
The waste delivery has been identified as highly odorous and/or in an advanced state of deterioration. In accordance with Bio Dynamic (UK)'s environmental permit, to prevent the risk of an odour nuisance, the waste delivery cannot be accepted.

Unacceptably contaminated waste:
The waste delivery has been identified as contaminated with contrary material which cannot be accepted at the Bio Dynamic (UK) facility; the level of contamination makes it unsuitable for processing at this facility.

Alan Phelps
Site Manager
Bio Dynamic (UK) Ltd

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Figure 1 Example of a completed OPS BIO026: Rejected delivery notification. All of the fields (a) to (o) in blue must be completed, and the form signed by the Site Manager

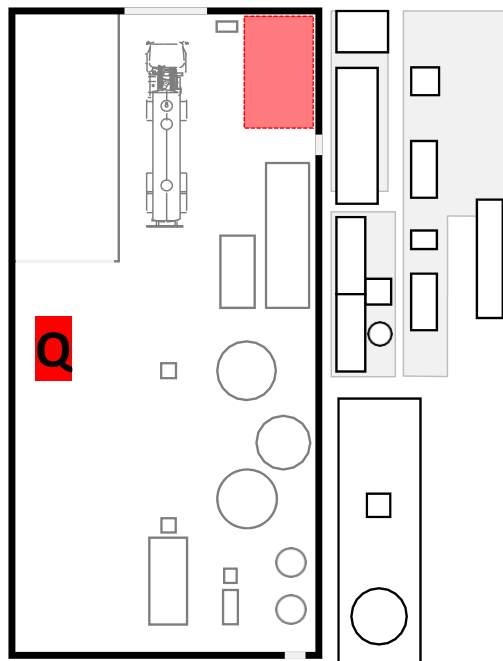


Figure 2 Waste reception building, showing the location of the quarantine area (Q)