

FEEDSTOCK PRE-ACCEPTANCE PROCEDURE

1. Procedure Objectives

- 1.1. This procedure details the steps that must be taken to assess the suitability of the feedstock prior to acceptance at the plant.
- 1.2. The procedure ensures compliance with legislative requirements.
- 1.3. The completion of the **Feedstock Pre-acceptance Form** is also applied to any feedstock/ brokered by Biogen to other licensed AD/composting facilities.

2. Scope

- 2.1. This procedure is specific to those requirements under the Environmental Protection Act 1990: Part II “The Duty of Care”, Waste Management: The Duty of Care: A Code of Practice (1990) and IPPC s5.06 Issue 5.
- 2.2. It is relevant to those involved in the sourcing, acceptance and disposal of feedstock.

3. Health and Safety considerations

- 3.1. Hazards associated with Feedstock include pathogens, therefore the **Hygiene Protocol** is applicable.
- 3.2. Other hazards associated with the handling of Feedstock have been identified and are detailed in the relevant SOPs. Consideration shall be given to the hazards that could be posed by dry/dusty feedstocks, if material of this nature is received, the Compliance Director will assess the need for additional environmental and occupational dust monitoring.

4. Environmental considerations

- 4.1. As detailed in this procedure.

5. Responsibility

- 5.1. The Business Development Manager is responsible for ensuring all of the pre-acceptance checks and paperwork are completed prior to delivery of the feedstock into the commercial feedstock AD plants, the Commercial Feedstock Executive is responsible for the completion for the agri-feedstocks. The Divisional Director for Composting is responsible for ensuring the completion of pre-acceptance into the compost sites.
- 5.2. The Business Development Manager and Commercial Feedstock Executive are responsible for their respective sites for ensuring that no loads are authorised for delivery prior to the completion of the ‘Feedstock Pre-acceptance Form.’
- 5.3. The Commercial Team/Weighbridge support are responsible for ensuring that all loads are booked in prior to delivery onsite, the schedule is maintained on the weighbridge software where required.
- 5.4. The Commercial Team are responsible for ensuring all customers have the correct duty of care paperwork in place prior to any deliveries arriving onsite.
- 5.5. The AP & AR Manager is responsible for ensuring credit checks are undertaken on potential customers and reporting the results to the Commercial Team.

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- 5.6. The Commercial Administrators/weighbridge support are responsible for adding new customers onto the weighbridge and uploading documents onto Activ.
- 5.7. The Research Manager is responsible for reporting the results of any testing undertaken on samples provided by the customer to the Approval Team. A copy of the results must also be provided to the Commercial Team for filing.
- 5.8. The Compliance Director is responsible for ensuring internal audits are carried out to assess compliance with this procedure.

6. Definitions

- 6.1. Feedstock is defined to include food waste, green waste and Agri-feedstock/energy crop.
- 6.2. Potential feedstock
Feedstock identified by a customer/commercial/divisional director team as potential feedstock to be delivered to a Biogen site. The feedstock streams can be divided into the following categories; energy crop/Agri feedstock, green waste, food waste, packaged, unpackaged, liquid and co-mingled.
- 6.3. Potentially Toxic Elements (PTEs)
Chemical elements that have the potential to have toxic effects on humans, flora or fauna. Limits are set for various PTEs within the PAS 110.

7. Associated Documents

- 7.1. All associated documents referred to in this Procedure are highlighted in bold and underlined.

8. Procedure

Enquiries

- 8.1. All enquiries regarding AD feedstock are to be directed to the Business Development Manager or Commercial Feedstock Executive. All enquiries regarding compost feedstock are to be directed to the Divisional Director for Compost.
- 8.2. The relevant contact shall gather as much information as possible regarding the feedstock and the process giving rise to the feedstock.

Financial Checks

- 8.3. Following any relevant positive sampling results (where necessary), the customer will be issued with a **Financial Information Form** (part of the Feedstock Pre-Acceptance Form) by the relevant contact (i.e. Commercial Team). The AP & AR Manager will ensure a credit check is completed online for the potential customer which will generate a report. The credit recommendation from the report will be reviewed against the potential tonnage from the customer. If the Credit Report is favourable the Commercial Team/Divisional Director for compost will continue to follow the pre-acceptance procedure for the feedstock, if it is not favourable the customer will be informed that the enquiry cannot be progressed any further and the feedstock enquiry will be filed.

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Pre-acceptance Documentation

- 8.4. Following completion of the above check, the Commercial Team will compile the following documentation for the Pre-Acceptance pack:
- **Feedstock Pre-acceptance Form**
 - **Annual Duty of Care**
 - Financial Information Form and Credit Report
 - Contract summary (part of the Feedstock Pre-Acceptance Form)
 - Feedstock agreement
 - Photographs, if applicable
 - Copy of Waste Carriers Licence
 - Confirmation of Hauliers Animal Health Registration Number (where applicable).
- 8.5. The Commercial Team are responsible for ensuring the above forms are sent for review to the relevant Regional Operations Manager, Compliance Director and Research Manager for their approval, or approval by authorised members of their teams. If the paperwork is required more urgently it is the responsibility of the Director of Business Development to e-mail the forms to the above-named list of people for authorisation.
- 8.6. If there is any doubt regarding the suitability of the feedstock after the initial checks and site visit, the approval team can request a sample to be submitted for further assessment. The sample should be sent for independent analysis to determine the level of PTEs and nutrients so that a comparison with the PAS110/PAS 100 limits can be undertaken. Where deemed necessary the samples shall also be sent to an independent lab for analysis of fat content. Results of the testing must be sent to the Commercial Team and the approval process should continue including the sample results for review.
- 8.7. Once agreed by the Approval Team, the Pre-Acceptance pack will be given to Finance and they will keep the Contract Summary page.
- 8.8. In the event that the feedstock is not approved for processing, a member of the Commercial Team must inform the customer that their feedstock is not currently suitable to be treated through our system and the completed forms will be stored on the shared drive.

Confirmation of Customer Contract

- 8.9. If the feedstock is approved by the Approval Team, the Business Development Manager/Commercial Feedstock Executive will ensure the Biogen **Terms and Conditions** (which incorporates the feedstock Acceptance Criteria) are forwarded to the Customer and the **Duty of Care paperwork** to the Customer for signature and return. This paperwork must be returned before the first delivery of the feedstock is received.
- 8.10. The customer will be added to the weighbridge by the Commercial Administrators/weighbridge support in accordance with **Inputting data onto the weighbridge**. A record will be kept on the Customer Tracker of the reviews to ensure they are adhered to.
- 8.11. A **Feedstock Approved Customer List** and **Approved Haulier List** must be maintained by the Administrators and updated to include each new customer/haulier. This should then be uploaded onto Activ.

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- 8.12. All pre-acceptance documentation must be stored in electronic format within the Commercial Team area on the shared drive.
- 8.13. All new customers should then be uploaded onto Activ by the Commercial Team Managers in the Customer & Supplier area. Regular customer reviews (minimum of annual) and any actions must be recorded and followed up.
- 8.14. Customers will be issued with a Welcome Pack by the Administrators which will inform them of the requirement to book loads in for delivery and the Commercial Team will add booked deliveries onto the daily online schedule for the AD plants.
- 8.15. Audit records against this procedure will be stored within the Biogen Management System.

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