



Waste4Generation Waste Acceptance & Rejection Procedure

Waste4Generation Corby is a unique high-rate anaerobic digestion plant and feedstock processing facility specialising in the treatment of speciality waste streams and in producing high quality feedstock to the AD industry.

Our waste acceptance procedure is in place to check the characteristics of the waste we receive matches the information detailed within our pre-acceptance. This confirms that the waste is as expected, and that it can be accepted, as well as protecting our plant and process.

If the waste does not match pre-acceptance, we must confirm that we can accept it as a non-conforming waste, or this must be rejected. Historically we filled in individual acceptance forms for the waste, however as we upgrade our techniques to our appropriate measures, we will both be recording our acceptance testing in our onsite logbook, and creating an electronic record, detailing the waste's composition over time and trends as well as utilising our waste tracking system. We have a waste process decision chart onsite which determines destination of receiving waste and products.

Both our pre-acceptance and acceptance procedure assess the risk associated with bringing in a particular waste into site and how best to proceed.

Other than in an emergency (such as taking waste from an emergency incident clean-up), we only accept pre-booked wastes on to site, all of which have undergone pre-acceptance and are consistent with pre-acceptance information.

At the time of acceptance, the relevant storage areas (quarantine, reception, general etc) and treatment processes on site must have sufficient physical capacity for the waste to be received. The site is not to receive wastes if this capacity is not available. The quantity of waste we receive must comply with permit conditions, and any other regulatory conditions such as COMAH and Animal By-Product Regulations.

All wastes are to be visually checked to verify them against pre-acceptance information and transfer documentation prior to accepting them into site. The extent of the initial visual check is determined by the waste type and how it is packaged/received.

All transfer documentation must be checked and validated, with any discrepancies resolved before the waste is accepted into site. Should we believe the incoming waste classification and description to be inaccurate or incomplete, this must be addressed with the customer during waste acceptance, and prior to the vehicle offloading. All non-conformances must be recorded as well as if waste is deemed acceptable for onsite storage and treatment, this must be documented.



We have clear criteria on acceptance limits and non-conformance limits for the accepting & rejecting of wastes. Wastes that are non-conforming or rejected are to be reported in the below procedures.

All weights to be recorded via the weighbridge and checked alongside paperwork. All paperwork to be verified as correct prior to unloading.

Stages of Accepting & Rejecting Waste

1. On arrival at Corby site, drivers are to park up outside and sign in at reception. Should the driver have not attended site before, they are required to undertake a site induction. Tankers are not permitted to vent outside on the road. No waste is to be accepted into site without sufficient capacity to receive and treat the waste.
2. Inspect the transportation for contamination and signs of leakage. If vehicle is found to be heavily contaminated, the supplier will be informed, and waste will be rejected if safe to do so. If waste is not considered to be roadworthy, it must be placed temporarily in quarantine area and the vehicle thoroughly disinfected prior to allowing the vehicle to leave site.
3. Once the site is ready to receive waste, the driver is backed on to the weighbridge and weighed in. The gates are to be closed behind the vehicle securing site. The accompanying paperwork is then to be inspected by our team and the following details verified:
 - a. Correct EWC code and that the EWC code is on our permit.
 - b. Description of the waste
 - c. Source of waste address and producer
 - d. Details of haulier
 - e. Date and Time of collection
4. For tankered wastes, the tankers are then moved off of the weighbridge to the reception area to be sampled. Tankers are either to be sampled from the core of the tanker (where safe to do so), or from the back of the tanker, with sufficient volume to be representative. Care must be taken when taking samples from the back of the tanker to avoid spillages.
5. For any IBC wastes, these can be offloaded by forklift to the warehouse for testing. Where multiple IBCs are delivered, a number of samples are to be taken and

analysed as a composite (vN + 1). For sampling of a tanker, we are to collect our own samples (rather than any provided by the haulier), and a representative sample taken for analysis. IBCs are also required to all be inspected prior to accepting the waste to determine if all the packaging is intact and structurally sound with lids intact and well sealing (as well as taps).

6. Acceptance analysis is to be conducted prior to the tanker being unloaded. IBCs can be unloaded to be accurately & safely sampled; however, this unloading is not to be constituted as acceptance (and the gates must be checked to be closed first).
7. Acceptance analysis is to include:
 - a. pH
 - b. COD
 - c. Sulphate
 - d. Chloride
 - e. Ammonium
 - f. Dry Matter (%) where required
8. The acceptance limits are detailed within a form in the lab. The COD and dry matter percentage testing is required to be undertaken at acceptance, however the result does not affect acceptance, unless the material does not sufficiently match up with the pre-acceptance testing. The acceptance analysis is to assess that the waste conforms with pre-acceptance testing.
9. Acceptance samples are to be kept for 2 full days following the treatment of waste on site / 2 full days after waste has left the site.
10. The samples are also required to sniff tested to determine if they are highly odorous and also if there is any smell of chemicals. The samples are to be poured out to check for consistency and contamination. Any tankers found to have contamination such as glass, stones, plastics etc is to be rejected.
11. The acceptance testing results are to be added to the waste tracking form, as well as the tank to which the waste is to be received. If the acceptance results determine the waste to be within acceptance limits, the tanker can then be moved to its allocated discharge tank to be unloaded.



12. Should the results of acceptance testing not conform with pre-acceptance analysis, then there are two potential options for the waste at this point. The waste can either be accepted under a non-conformance form, where we sign to accept the waste even though it is outside of parameters, but we are confident it can still be sufficiently treated at our facility. Alternatively, the waste can be rejected.
 - a. If the waste is accepted under non-conforming, then the non-conformance form must be completed, and the producers be informed. The waste is to be tracked through site and unloaded as per the steps below. (*See details on non-conformance form*)
 - b. Should the waste be rejected from site, the tanker is to be re-weighed out of site and a rejection form filled out. The transfer note is to be completed showing that the waste has been rejected and not accepted into site. The producer of the waste is to be informed of the rejection and sent a copy of the rejection form.
13. For tankers, the unloading is to be supervised by a member of Waste4Generation personnel at all times. Prior to unloading, the tanker hoses are to be inspected for splits or leaks.
14. To minimise any potential odours, tankers can vent via an IBC of treated water onsite, to minimise any odorous off-gases. Dependent on the treatment required, these IBCs can utilise sodium hypochlorite, peroxide or even ozone where required to help neutralise smells.
15. Following inspection, the tanker's hoses are to be connected to determined Bauer coupling point for the specific reception tank.
16. Where required, the waste can be isolated within a specific tank should more analysis be required, or if at a later point the waste is rejected. We are able to quarantine a number of reception vessels on-site. On quarantining a vessel, the tank schedule in the office is to be updated to indicate that it is quarantined, and the material can only be transferred once confirmation from competent personnel given.
17. Once connected, the valves can be opened, and the tanker can begin to discharge. Where required, we can pump the waste directly off of the tanker (instead of using the tanker's pumping system).
18. Once the tanker has finished unloading, the valves are to be closed and the hoses disconnected, ensuring that the hoses are emptied to prevent any spillages. Any spillages which occur are to be cleaned up immediately.



19. The tanker is then to move back down to the weighbridge to be weighed out of site. The total waste received is to be logged on our waste tracking forms. On completing the weighing of the vehicle, the total waste received is to be added to the waste transfer note, and the transfer note completed to show that we have accepted the waste and signed by Waste4Generation personnel.
20. Any non-conforming IBCs must be moved to a quarantine area. All IBCs (including non-conforming) are to be stickered on arrival detailing EWC code, producer & date received as well as an identifying number. Any hazard codes are to be included on the label also. The labels must also detail if the waste is conforming / non-conforming. All IBCs received must be analysed within a day of receipt.
21. Once tankers / IBCs have been unloaded and the vehicles weighed out, the gates are to be shut behind leaving vehicles to re-secure site.

Additional Acceptance Requirements

The quarantined waste must not be stored for more than 5 days. The quarantined tank should be emptied and tankered off-site within these 5 days. Quarantined IBCs which cannot be treated are to be removed within 5 days. Once removed from site, waste tracker forms to be updated to show the waste has left site.

Compatibility of wastes is important, any wastes thought not to be compatible should not be mixed. Any wastes thought to be non-compatible with receiving vessels should be rejected.

Where possible wastes & products received by tanker should be accompanied by a 'wash out' certificate. Hauliers are to provide details on washouts when requested.

On-site sampling to be conducted by qualified staff. No unloading should take place until sufficient acceptance testing has been undertaken and waste is approved to be received.

All acceptance areas should be bunded and suitable spill kits and absorbents readily available for spillages.

All acceptance records must be kept for 2 years.

Only fully trained personnel are permitted to conduct the technical appraisal on the acceptance analysis to allow the waste in. Should there be any doubt over the viability of a waste stream or product, this should be rejected.