

GROUP OPERATING PROCEDURE



Title: Waste – Acceptance Procedure Tankers / GOP - 05

DOCUMENT CONTROL			
Doc. Reference	GOP- 05	Function	Waste Management
Creation Date	7 TH November 2019	Group Owner	Asco waste manger / supervisor
Rev. Number	2.0.0	Group Approver	Site Manager, GY waste
Rev. Date	7 th November 2023		
APPROVED VARIANCE			
APPLICABILITY			
<p>This document is of particular relevance to the following roles:</p> <ul style="list-style-type: none"> • Site Manager • Site Supervisor • Site Chemist / Technical Assessor • Administrator • Operative 			
SAFETY CRITICAL			
DOCUMENT REFERENCES			
Internal References	<ul style="list-style-type: none"> • GOP -01, 02, 03,04, 06 		
External References	<ul style="list-style-type: none"> • GY site permit EPR/GP3630YS • BAT-SG 5.06 • Formally Enviroco document ENVGYP04 		
DOCUMENT SCOPE			
<p>The purpose of this document is to set out the waste acceptance procedure for bulk loads (tankers), in line with the company's environmental policies and procedures. It describes the roles and responsibilities of listed personal in ensuring waste is accepted, processed, stored and invoiced in line with BAT SGN 5.06, the site permit, current legislation and company policies. This procedure is to be followed once the waste reception procedure (GOP-03) has been completed.</p>			

XXX-XXX-XXX-XXX	Rev 0	DD/MM/YYYY	Page 1 of 5
Controlled copies can be found on the AIMS site - Printed copies are UNCONTROLLED			

GROUP OPERATING PROCEDURE



Title: Waste – Acceptance Procedure Tankers / GOP - 05

REVISION HISTORY		
Rev	Date	Comment
0	7/11/2019	Creation of procedure
1	7/11/2022	
2	7/11/2022	

XXX-XXX-XXX-XXX	Rev 0	DD/MM/YYYY	Page 2 of 5
Controlled copies can be found on the AIMS site - Printed copies are UNCONTROLLED			

GROUP OPERATING PROCEDURE



Title: Waste – Acceptance Procedure Tankers / GOP - 05

Contents

1.0 Purpose.....	4
2.0 Responsibility Summary.....	4
3.0 Abbreviations & Definitions	4
4.0 Receiving the Load and Inspection	4
5.0 Waste Details (COSHH, Hazard Statements and Disposal Outlets).....	4
6.0 Taking, Inspecting and Testing Samples.....	4
7.0 Unloading of Tankers	4
8.0 HSQE	5
9.0 Complete the DL by updating WAMS system and completing all paperwork.....	5

XXX-XXX-XXX-XXX	Rev 0	DD/MM/YYYY	Page 3 of 5
Controlled copies can be found on the AIMS site - Printed copies are UNCONTROLLED			

GROUP OPERATING PROCEDURE



Title: Waste – Acceptance Procedure Tankers / GOP - 05

1.0 Purpose			
The purpose of this document is to set out the procedure for Acceptance of waste Tankers on ASCO Waste Management Centres, in line with the company's commercial policies, WAMS system, BAT SGN 5.06 and site permits			
2.0 Responsibility Summary			
Site manager as responsibility to make sure that this GOP is followed and updated when required, site staff have the responsibility to follow the GOP, relevant staff that this GOP covers are			
<ul style="list-style-type: none"> • Site Manager • Site Supervisor • Site Chemist / Technical Assessor • Administrator • Operative 			
3.0 Abbreviations & Definitions			
None			
4.0 Receiving the Load and Inspection			
<ul style="list-style-type: none"> • Waste should not be accepted on site without first making sure there is sufficient space to accept the wastes and sufficient staffing to complete the relevant tasks (part of daily check sheet ref WMCF002b). There must also be a disposal route in place for the specific wastestream before it is accepted onto site. • Load is received on site as per LOP-WA-03 (formally ENVG004) • All tankered wastes must undergo a waste inspection without exception, including sampling. Any lids, bungs, hatches and valves removed/opened must be replaced immediately after the inspection is complete/sample has been taken; no containers/tankers are to be left open. • Load description to be inspected using the consignment note/waste transfer note provided and the pre-acceptance. • Core sample to be taken as per sampling procedure (LOP-WA-06) and checked in the lab against the expected nature of the waste (see section 1.2 below). • If the sample is as expected, the waste can be offloaded subject to capacity and compatibility testing. • Any deviations must be reported to the Site Manager/Supervisor and the variance procedure followed 			
5.0 Waste Details (COSHH, Hazard Statements and Disposal Outlets)			
<ul style="list-style-type: none"> • The Site Chemist must check the pre-acceptance, the consignment note/waste transfer note and the WAMS system to make sure the technical information is correct and they understand how to inspect the load. This is to include the waste description, hazard statements, disposal routes and process notes. • Every product that is on the WAMS system has the following information; waste description; COSHH; hazard statements; PPE/RPE requirements; and disposal route. As the inspection is taking place the electronic pad gives the information required for each product line • If any information is missing or believed to be incorrect then a variance must be raised. 			
6.0 Taking, Inspecting and Testing Samples			
Samples must be taken, inspected and tested as per the sampling proced GOP-06.			
7.0 Unloading of Tankers			
<ul style="list-style-type: none"> • Tankers must be unloaded as per procedure and only by trained staff • A Site Chemist/Site Operative must be present at all times when unloading is taking place • Care must be taken to ensure the safe transfer of waste material <p>If there are issues with the material during unloading, STOP immediately and consult a Site Chemist or the Site Manager for further details. A variance may be required at this point. If so follow the variance procedure.</p>			

XXX-XXX-XXX-XXX	Rev 0	DD/MM/YYYY	Page 4 of 5
Controlled copies can be found on the AIMS site - Printed copies are UNCONTROLLED			

GROUP OPERATING PROCEDURE



Title: Waste – Acceptance Procedure Tankers / GOP - 05

8.0 HSQE
<ul style="list-style-type: none">• Tankers are to be ushered on and off the weighbridge and reversed on to site by a trained banksman• If this is the driver's first visit to site then they will be given a set of site rules and asked to sign to say they have accepted them.• Correct PPE for the task and site must be worn at all times which includes; hi-vis hard hat coveralls, gloves and eye protection.
9.0 Complete the DL by updating the WAMS system and completing all paperwork
The DL can only be completed if: <ul style="list-style-type: none">• Variances have been completed• The load has been accepted on to site and receipted on the WAMS system• All the waste paperwork is completed and signed in line with the waste regulations and has been checked• Items are accepted into stock• DL updated in WAMS and pack put together to be scanned to the Finance department for secondary check, before being pushed to the AX finance system ready to invoice

XXX-XXX-XXX-XXX	Rev 0	DD/MM/YYYY	Page 5 of 5
Controlled copies can be found on the AIMS site - Printed copies are UNCONTROLLED			