



**P Casey Enviro Limited**

---

**HARESHILL WASTE RECOVERY SITE  
WASTE DEPOSITION PROCEDURE**

---

---

**PCE/P1496/EMS/WDP**

<b>SITE</b>	Hareshill Waste Recovery Site
<b>DOCUMENT TITLE</b>	Waste Deposition Procedure
<b>DOCUMENT REF.</b>	PCE/P1496/EMS/WDP
<b>DATE ISSUED</b>	10.05.2021
<b>ISSUED BY</b>	Lucy Bradley – Technical Compliance Officer
<b>APPROVED BY</b>	Anne Morrison – MJCA Ltd
<b>LAST REVISED</b>	N/A
<b>REVISION NO.</b>	1.0
<b>RELATED DOCUMENTS</b>	06339/1A Waste Recovery Plan Permit EPR/CB3738AC Operational Management Plan Phase 1 - for the Removal of non-compliant materials from the surface of the Waste Recovery Site
<b>AMENDMENTS</b>	N/A

## CONTENTS

1.0	GENERAL .....	2
2.0	ENQUIRY STAGE .....	3
3.0	ASSESSMENT OF ANALYTICAL INFORMATION .....	3
4.0	WASTE RECEPTION AT SITE.....	4
5.0	WASTE INSPECTION .....	5
6.0	WASTE REJECTION .....	5
7.0	WASTE SAMPLING AND TESTING.....	6

## APPENDED

WASTE CHARACTERISATION FORM (PCE/EMS/WCF)  
WASTE INSPECTION/REJECTION FORM (PCE/EMS/WVF)

## 1.0 GENERAL

### Waste Deposition Procedures

- 1.1.1 Waste will only be accepted for disposal at Hareshill Waste Recovery Site if it is demonstrated that it meets the criteria for landfills of inert waste. To do this the following waste deposition procedures will be applied.
- 1.1.2 Acceptable waste types are listed in permit EPR/CB3738AC in Schedule 2 and it conforms to the description in the documentation supplied by the producer and holder.
- 1.1.3 Waste types acceptable for disposal are specified in the following tables (reproduced from Schedule 2).

Table 1: Table 2.1 from Schedule 2 – List of Permitted Waste Types

Table S2.1 Permitted waste types and quantities for the use of waste in construction	
Maximum quantity	No more than 306000 tonnes to be used to complete the activity as detailed in the approved waste recovery plan
EWC Code	Description
01 WASTES RESULTING FROM EXPLORATION, MINING, QUARRYING, AND PHYSICAL AND CHEMICAL TREATMENT OF MINERALS	
01 01 Wastes from mineral excavation	
01 01 02	Wastes from mineral non-metalliferous excavation
01 04 Wastes from physical and chemical processing of non-metalliferous minerals	
01 04 08	waste gravel and crushed rocks other than those containing dangerous substances
01 04 09	waste sand and clays
10 WASTES FROM THERMAL PROCESSES	
10 12 Waste from manufacture of ceramic goods, bricks, tiles and construction products	
10 12 08	waste ceramics, bricks, tiles, and construction products (after thermal processing)
17 CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)	
17 01 Concrete, bricks, tiles and ceramics	
17 01 01	concrete
17 01 02	bricks
17 01 07	mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06
17 05 Soil (including excavated soil from contaminated sites) stones and dredging spoil	
17 05 04	soil and stones including chal other than those mention in 17 05 03
19 WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND THE PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION AND WATER FOR INDUSTRIAL USE	
19 12 Waste from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified	
19 12 05	glass
19 12 09	minerals (e.g. sand and stones)
20 MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS	
20 02 Garden and park waste (including cemetery waste)	
20 02 02	soil and stones

## 2.0 ENQUIRY STAGE

- 2.1.1 For each waste stream with the intention of deposition at Hareshill, the material will be required to have a completed waste characterisation form (WCF).
- 2.1.2 Waste deposited on the site must consist of materials suitable for the development as stipulated by the waste recovery plan (document ref. 06339/1A). Section 3.3 covers suitable materials.
- 2.1.3 Waste included in Table S2.1, from a source that is known to be uncontaminated, for example soils from a greenfield site, or demolition waste that has been physically segregated e.g. clean brick, concrete and tile, can be accepted without any testing information. Where testing or site investigation information *is* available, this must be referred to the Technical Department for review prior to deposition.
- 2.1.4 Limited waste streams from sites adequately characterised as having low risk of contamination, e.g. residential plots, school fields, etc. can be deposited without any testing information at the discretion of site staff providing there are no physical indications of contamination or contrary waste. Where there is any concern regarding contamination risk; testing / site investigation information will be requested and in any case this clause will not apply to enquiries exceeding 250tonnes.
- 2.1.5 When reviewing the WCF, only waste characterised as acceptable with low potential for contamination will be deposited.
- 2.1.6 Waste from a brownfield source with potentially contaminating use/history, site investigation data and chemical testing results will be required or the material will be rejected. Assessment of suitability for deposition of the waste by the Technical Department will be copied to site staff.
- 2.1.7 An adequate description of the waste must be given in the appropriate section. Broad descriptions such as 'muck' or 'earth' are not deemed to be acceptable. The form will be rejected if inadequate information is provided. If the material is likely to contain soils, bricks, concrete, etc. this should be included on the form. If there is doubt then the waste producer should be consulted for information. Alternatively, the provision by the producer of borehole / trial pit logs will offer a means of better describing the waste types present.

## 3.0 ASSESSMENT OF ANALYTICAL INFORMATION

- 3.1.1 The Technical Department will assess any analytical information provided and advise site staff of the suitability of the waste. A waste enquiry reference and WCF will be provided to customers with acceptable wastes.
- 3.1.2 For enquiries exceeding 1,000m<sup>3</sup>, a minimum of two samples per 1,000m<sup>3</sup> must be provided unless shown to be excavations arising from virgin ground.
- 3.1.3 The site history will be considered to determine if the detail of the site investigation / analysis is sufficient. More investigation may be requested or the enquiry otherwise rejected.
- 3.1.4 If information provided indicates historical or present uses which are likely to have caused contamination (e.g. petrol stations, gas works, industry development etc.), then the waste will be rejected unless analysis confirms that the material is acceptable for deposit. However, should site investigations information confirm that an appropriate number of relevant chemical analyses can demonstrate that part or all of the waste is acceptable, then the proportion of material that complies may be deemed acceptable. A waste segregation plan may be requested to show adequate

separation can be achieved from any contaminated arisings or the waste will be rejected.

3.1.5 Waste analysis will be assessed and rejected if any significant contamination is indicated or if any of the waste analysis indicates any hazardous properties.

3.1.6 Excavation / borehole logs will be assessed and rejected if indicating observations of contamination or significant inclusion of contrary waste.

## **4.0 WASTE RECEPTION AT SITE**

4.1.1 The waste reception office will be manned by a trained clerk who will record the movement of vehicles to and from Hareshill and identify the loads they are carrying. The clerk will complete transfer notes and issue a receipt for each load accepted, they are responsible for the safe storage of this documentation.

4.1.2 Waste transfer documentation must only be accepted if it includes all the statutory obligatory information. The waste transfer notes will be filed alongside the corresponding waste characterisation forms, preferably stapled together. Loads will not be permitted to tip until the relevant paperwork has been provided.

4.1.3 The drivers of all vehicles delivering waste to Hareshill must report to the waste reception office to disclose the nature of the waste they are carrying and provide the relevant documentation.

4.1.4 The clerk will ensure that:

- A fully completed Transfer Note is held for every load<sup>1</sup>;
- A WCF form has been received characterising the waste as acceptable for recovery site use;
- The waste has not been rejected; and
- Each load is visually inspected to ensure obvious non-compliant waste is not deposited.

4.1.5 After inspection of the load (where practicable), the clerk will sign the waste transfer note to confirm the details are correct. If inspection is not possible in the waste reception area, the clerk will only sign the waste transfer note on return of the vehicle to the after the deposit of the waste has taken place. If the load is unacceptable rejection procedures as described below will be implemented.

4.1.6 Season tickets may be obtained by waste suppliers and a transfer note may cover multiple loads from a single source for a maximum period of one year. Loads supplied on this basis will be audited at a regular intervals to ensure that they comply with the original season ticket.

4.1.7 Duty of Care transfer notes will be retained for a minimum period of two years (from the final authorised deposit covered by the note) and will be made available for inspection by the EA.

## **4.2 Deposit Receipts**

4.2.1 Drivers of vehicles permitted to tip will be issued a deposit receipt, the required information on a deposit receipt will be:

- Date and time of delivery;
- Vehicle registration number.

---

<sup>1</sup> Multiple loads can apply to a 'season ticket' for a maximum period of one year and the total volume of waste must be stated.

## **5.0 WASTE INSPECTION**

- 5.1.1 Vehicles that are sheeted will normally unsheet at the reception area for inspection, except where windy conditions and/or the nature of the load may give rise to wind-blown dust. In such circumstances, the vehicle will remain sheeted until it reaches the tipping face and the clerk will contact the machine operator by radio with details of the vehicle, to ensure that the load is suitably inspected at the tipping face.
- 5.1.2 The clerk and machine operator will use two-way radios so that visual inspection and cross-checking of any waste loads can be carried out. Hareshill Site Manager or their nominee will also carry a radio so that they can be made aware of potential problems at the earliest opportunity.
- 5.1.3 Acceptable loads will be directed to the location where the waste is to be deposited.
- 5.1.4 On arrival at the working area the load will be deposited as directed by the operative(s) at the advancing face.
- 5.1.5 Hareshill operative(s) will inspect the waste before and during the placement operation. If any unacceptable waste is discovered it will be dealt with in accordance with the procedure detailed below for rejection of waste.
- 5.1.6 Hareshill Site Manager or their nominee will make regular inspections of incoming waste. These more detailed inspections will be carried out at a rate of approximately 1% of incoming loads.
- 5.1.7 These audits will be recorded on a waste inspection / rejection form (ref. PCE/EMS/WVF appended) with sufficient information to relate to the enquiry, transfer note, job, customer and load. The form will make reference to any samples or photographs taken (including sample/reference number).

## **6.0 WASTE REJECTION**

- 6.1.1 Waste visual inspection/rejection forms will be completed and filed following any routine waste inspections or rejections of any waste loads or part-loads.
- 6.1.2 Should the clerk find that the waste on the vehicle does not comply with the permitted waste types, the load will not be accepted. The driver will be advised to deliver the waste to a suitably permitted disposal facility. If the load is part of an enquiry consisting of a number of loads, the customer should be contacted to ensure that no further contrary wastes are dispatched. If the load is typical of the enquiry waste, the whole job should be rejected and the Technical Department informed of the reason for rejection.
- 6.1.3 The inspection of waste at the working face will be observed by a site operative whilst the vehicle is unloading.
- 6.1.4 Should it be identified that following deposit, that the presence of a significant quantity of unacceptable waste has been deposited the driver will be alerted and, if possible, the unacceptable waste reloaded onto the delivery vehicle. Unacceptable waste will not to be covered.
- 6.1.5 Minor occurrences of contrary waste will be reloaded onto the customer's vehicle or placed in a waste skip in the tipping area. It is good practice to record rejection of minor constituents as a part-load rejection as it may be indicative of a wider problem with the job.

- 6.1.6 If the delivery vehicle has left the working area, the operative will inform the reception office clerk via portable radio who will detain the delivery vehicle at the reception area if possible.
- 6.1.7 The clerk will inform the Site Manager or their nominee and they will inspect the load with the delivery driver and, where practicable, ensure that the unacceptable waste is returned on the same vehicle to the waste producer.
- 6.1.8 The clerk or Site Manager will record the incident on a waste rejection form, the record will be held for a minimum of two years and made available to the Environment Agency for inspection.
- 6.1.9 Where the delivery vehicle has already left site, the unacceptable waste will be isolated or moved to a temporary storage location if safe to do so. The waste carrier will then be offered the opportunity to remove the waste. If the carrier is unable to collect the waste, it will be reloaded into a suitably safe container on their behalf. The waste will then be consigned to an alternative disposal facility that is permitted to receive such waste, using a registered waste carrier.
- 6.1.10 Wastes that have been deemed unacceptable must be removed from the site within seven days of receipt, or following return of analytical results.

## **6.2 Waste Despatch**

- 6.2.1 Waste dispatched from site will be loaded into a suitably safe container and will be dispatched to an alternative disposal facility that is licensed to receive such waste, using a registered waste carrier.
- 6.2.2 Each load of waste dispatched from site will be accompanied by a waste transfer note (or consignment note for any hazardous waste).

## **7.0 WASTE SAMPLING AND TESTING**

- 7.1.1 Waste is required to be fully characterised prior to acceptance and deposition. All waste streams will be appropriately characterised and documented on WCF forms.
- 7.1.2 The waste deposition and inspection procedures described above will aid in preventing waste being deposited that is not acceptable, they cannot however eliminate the risk of, for example, contaminated soils being received undetected. For further verification additional random sampling and laboratory analysis of waste inputs is carried out.
- 7.1.3 The procedures to be followed for sampling and analysis are described below:
- The Site Manager or their nominee will audit a number of loads per week and fill in a visual inspection form (ref. PCE/EMS/WVF). The form will record whether the load has been sampled or photographed.
  - The Site Manager or their nominee will determine which loads are to be sampled. Selection of loads will try to ensure that a representative selection of incoming waste are sampled (i.e. both small one-off loads as well as larger contracted wastes). The Site Manager will inform the clerk which loads are to be sampled.
  - The clerk will ensure the sample is labelled and referenced on the corresponding visual inspection form (this will provide a complete record of the load being assessed and can later be cross-referenced with enquiry information, characterisation form and transfer documentation).
  - The clerk will inform the driver of an incoming vehicle if the load is to be sampled.

- The Site Manager or their nominee will subsequently take a combined sample from the tipped load. The sampler will take a representative sample using a container supplied by the UKAS accredited laboratory will be filled with at least 1kg of sample (larger samples can be useful if the laboratory needs to carry out further/repeat testing).
- The sample container will then be sealed and labelled and kept in secure, dry and cool area prior to collection and transport to the laboratory. NB: A representative sample should be taken from the body of the waste, avoiding surfaces that have been exposed to surface water or drying out.

7.1.4 Where an unacceptable load is part of a large contract, the contract will be halted immediately, and the waste investigated in more detail. If verification testing cannot confirm the classification or shows significant contamination, receipt of the waste will not resume until the waste producer has provided further testing/characterisation information. Where the additional sampling indicates that the offending sample was a one-off the contract may resume.

## **7.2 Analytical Procedures and Determinants**

7.2.1 All soil samples will be prepared and analysed by a UKAS accredited laboratory using the MCERTS performance standards where appropriate. The analysis procedure and chemical determinants will be reviewed from time to time to take into account changes in legislation.



**WASTE CHARACTERISATION FORM (WCF)<sup>2</sup>**

**WASTE CHARACTERISATION FORM**

All sections must be completed prior to disposal  
Further supporting information such as site investigation/analysis must be included



Customer and Contact		Reference Number	
Waste Producer		Site Address	
Full Waste Description (consistency, physical form e.g. solid/liquid, composition e.g. clay, sand, gravel)		EWC Codes (list all that apply)	
		<input type="checkbox"/> 17 01 01 Concrete <input type="checkbox"/> 17 01 02 Brick <input type="checkbox"/> 17 01 07 Mixture concrete, brick, tiles ceramic <input type="checkbox"/> 17 05 04 soil and stones <input type="checkbox"/> 17 03 02 Tarmac, not including coal tar (only acceptable for use on site roads) <input type="checkbox"/> Other:	
Is the waste hazardous?	<input type="checkbox"/> NON-HAZARDOUS	<input type="checkbox"/> HAZARDOUS	<input type="checkbox"/> Other:  <input type="checkbox"/> Other:
Is the waste from a potentially contaminated site?	NO/YES (list previous uses)		
Have any potentially contaminated materials been adequately separated for appropriate disposal?	YES/NO (give details)		
Waste Production Process (e.g. demolition, excavation arisings)		Quantity & frequency of delivery?	
Can the waste be recycled?	YES/NO (tick as appropriate)		
<b>Site Investigation/ Analysis</b> Has a site investigation or analysis been provided to justify the waste classification? - If not the waste producer is required to provide a justification as to why testing is unnecessary.			

I confirm on behalf of the waste producer that the above and attached information is correct and accurate and should the waste characteristics alter, I will notify the receiving site prior to deposit. I confirm that the waste has been characterised and sampled in line with a representative sampling plan written in accordance with any applicable guidance or legislation available at the time of deposit.

<b>Signed</b>	<b>Company</b>
<b>Name</b>	<b>Position</b> <b>Date</b>

<sup>2</sup> Uncontrolled copy - do not use: consult document control log for current approved version.

**WASTE INSPECTION / REJECTION FORM (PCE/EMS/WVF)<sup>3</sup>**

**Waste Visual Inspection/Rejection Report**



Please fill in all sections

Person undertaking the inspection:

Date:

Time:

Site and Area receiving the waste:

Registration of vehicle delivering waste:

Haulier:

Site where the waste was produced (or job reference from duty of care if unknown):

Description of waste:

Concrete	yes/no
Brick	yes/no
Ash/clinker	yes/no
Tiles	yes/no
Tarmac	yes/no
Roots	yes/no
Vegetation	yes/no

Other Comments:  
e.g. dry/wet/dusty

Plastic	yes/no
Cloth/textile	yes/no
Suspected asbestos	yes/no
Tyres	yes/no

Tick one:

Load accepted

Load rejected  Fill in actions box

Load part-rejected  Fill in actions box

Actions taken:

Sample taken yes/no

Sample reference:

Photo taken yes/no

PCE/EMS/WVF v3 16/10/13

<sup>3</sup> Uncontrolled copy - do not use: consult document control log for current approved version.