Receiving Waste at the Technical Transfer Station

1. Purpose

This document defines the procedure that operators must follow when receiving both hazardous and non-hazardous waste at the Technical Transfer Station.

2. Intended Audience

- All Technical Transfer Station Personnel.

3. Introduction

Only authorised, properly trained persons are permitted to receive consignments of waste arriving at the Technical Transfer Station. All waste received must fully comply with the conditions of the EPR Permit, Health and Safety and Environmental Law. To comply with the Duty of Care Regulations all reasonable steps must be taken to keep waste safely and there must be an assurance that third party sites are authorised to accept, transport, recycle or dispose of the waste before transferring it.

In addition, it is important to ensure that all accompanying documentation is correctly completed and accurately describes the waste consignment. This is particularly relevant for consignment notes and waste transfer notes. All documentation must be auditable by the Environment Agency.

All consignments of waste transported by Grundon vehicles will have been issued a "T" number that must be displayed on the consignment notes, waste transfer notes and on any labels that have been generated for packages. Third party documentation does not normally display these numbers, although one will be issued at the time of quotation. Third parties must book in consignments prior to arrival at the site; the "T" number for the consignment must be quoted at this stage. These will be put onto SO/TD/GEN/008a Booking In Record – Technical Transfer Station.

No wastes are to be accepted that have not been quoted by the Technical Department and technically assessed by an authorised member of the Technical Department (except for unscheduled / emergency deliveries).

Only trained (HNC qualified chemists or higher for hazardous materials) and authorised (having received adequate training for the materials being accepted) persons are permitted to accept waste at the Technical Transfer Station. All waste deliveries (except for unscheduled / emergency deliveries) must be booked in with the Technical Transfer Station at least 24 hours prior to acceptance.

4. Procedure

4.1 Weighing-In

4.1.1 The Weighbridge Operator must:

- Check that the third party consignments of waste are expected (i.e. booked in prior to arrival at the Technical Transfer Station).
- Record the gross weight of the vehicle.
- If the tare weight of the vehicle is known and the vehicle will be totally unloaded a weighbridge ticket can be given to the driver as evidence that the vehicle has weighed-in at the weighbridge (if the tare weight is not known, this will be received after the waste has been unloaded).
- Direct the driver to the Technical Transfer Station instructing him to park his vehicle at the entrance to the Technical Transfer Station, then report to the site office for further instructions.

Drivers must not enter the Technical Transfer Station, until authorised to do so.

4.2 Checking the Documentation

4.2.1 The Technical Transfer Station Chemist must:

- Ensure the driver has read and signed the site rules (SO/TD/EWE/049 and 049a).
- Receive the weighbridge docket from the driver (if the tare weight is not known, this will be received after the waste has been unloaded).
- Check the Booking In Form to ensure that waste received from Third Parties is booked in and has a designated "T" number and write the "T" number on the consignment (or Waste Transfer) note.
- Ensure that the Consignment (or Waste Transfer) Note accurately describes the consignment of waste, by:
- Checking the physical and chemical compositions of the waste and any hazards associated with the materials.
- Cross checking any lists to ensure; correct EWC codes are used, descriptions of waste are accurate, etc. against the load itself and recording any discrepancies between them.
- Checking that the Notification Details, Waste Producer, Consignor (if different) and the Carrier sections have all been correctly completed.
- Checking that the waste to be received falls within the constraints of the PPC Permit with the use of SO/TD/EWE/003a EWC Codes not accepted at the TTS.
- Checking that the consignment has a unique number and registered premises code with an SIC code. The SIC code contains the information which relates to the producer of the waste and the details of the process producing the waste.
- Checking any specific handling requirements are detailed.
- Reporting and resolving any discrepancies prior to acceptance of the waste.

4.3 Entry to the Technical Transfer Station

4.3.1 The Technical Transfer Station Operator must:

- Ensure that the driver is wearing appropriate PPE.
- Control the activities of the driver.
- Ensure the driver is directed into the designated vehicle unloading area by a Reversing Assistant (SO/TD/EWE/038a Traffic Management Plan).

4.4 Suitability of Containers/Load Security

4.4.1 The Technical Transfer Station Operator must:

- Check that the vehicle and its consignment of waste comply with all relevant CDG Road Regulations (if in any doubt report to the Technical Transfer Station Manager/Deputy); all containers must be fit-for-purpose, undamaged, secure and leak free and dangerous-goods transported in UN-certified containers.
- Note any breaches of the above regulations, which may necessitate further action. Although unsafe containers may be accepted, to reduce risks involved in transporting them by road, the Producer/Carrier first must agree to accept any additional handling costs. Unsafe drums either must be placed into over-drums, or the contents transferred into suitable containers.
- Ensure that unstable loads are not moved until made safe.
- Record breaches following the site Waste Non-Conformance Procedure.

4.5 "T" Numbers and Waste Labelling

4.5.1 The Technical Transfer Station Operator must:

- Ensure that the labelling of all containers/packages complies with current CDG Regulations (must display correct UN number, Shipping Name and Diamond for the waste that they contain no false and un-relevant labels). Waste carried by Grundon vehicles must display the name of the Waste Producer, the collection date and the designated "T" number. Waste carried by third parties must have the "T" number marked on all containers using a paint pen whilst the chemist carries out the waste inspection.

4.6 Rejection of Waste

4.6.1 All Technical Transfer Station personnel must:

- Report major non-compliances immediately to the Technical Transfer Station Manager (or, in his absence, a senior member of the Technical Department). Note that only authorised personnel are permitted to reject a consignment of waste and that consideration must always be given to the Health and Safety and Environmental implications of rejecting a consignment.
- Reject waste in accordance with SO/TD/EWE/007.

4.7 Additional PPE Requirement

- None. Standard PPE applies in accordance with SO/TD/EWE/002.

5. Associated Documents/Records

- ED/TD/EWE/001 EPR Permit (WP3231SX).
- SO/TD/EWE/001 Training Prerequisites.
- SO/TD/EWE/002 Grundon Approved PPE Prerequisites.
- SO/TD/EWE/003a EWC Codes not accepted at the Technical Transfer Station.
- SO/TD/EWE/007 Rejection of Waste.
- SO/TD/EWE/008 Documentary Tracking of Waste.
- SO/TD/EWE/031 Waste Non-Conformance Procedure.
- SO/TD/EWE/038a Traffic Management Plan.
- SO/TD/EWE/049 Ewelme Technical Transfer Station Site Rules.
- SO/TD/GEN/002 Pre-Acceptance Procedure.
- SO/TD/GEN/008a Technical Transfer Station Booking In Form.

Unloading Consignments of Waste at the Technical Transfer Station

1. Purpose

This document defines the procedure that operators must follow when off-loading waste consignments delivered to the Technical Transfer Station.

2. Intended Audience

- All Technical Transfer Station Personnel.

3. Introduction

Most waste arrives at the Technical Transfer Station on rigid or articulated flatbed vehicles. It is offloaded by a trained forklift truck driver and placed tidily in rows, stacked no more than two pallets high, on the hard concrete surface in the reception area; which is designated for temporary storage of waste. However; certain categories of waste materials must be removed from the reception area immediately after identification; such as wastes containing particularly hazardous chemicals e.g. organic peroxides and water reactive chemicals that need explicit alternative measures and take priority over all others.

4. Procedure

4.1 Waste Reception Area

4.1.1 The Technical Transfer Station Chemist / Operator must:

- Ensure that the reception area has sufficient spare capacity to accommodate the consignment of waste, before it is unloaded from the vehicle.
- Ensure that the correct level of competent people are on site to accept and process the waste (please refer to SO/TD/EWE/001).
- Instruct the driver to park the vehicle in the designated unloading area (SO/TD/EWE/0038a) using a Reversing Assistant to minimise the distance that waste is transported.
- Check that SO/TD/EWE/003 – Receiving Waste at the Technical Transfer Station has been completed.
- Instruct the Driver of the vehicle to open a side of the vehicle in order for the waste to be off loaded and wait in a position as directed by the TTS operative until the vehicle has been completely unloaded. Thus ensuring that the driver is kept away from FLT movements.
    - Examples of the positions (not exhaustive):
    - Stay in the cab.
    - Stay by the cab of the vehicle.
    - On the bed of the lorry.

- Unload the consignment only in the reception area unless the waste is known and can go direct to a processing area.
- Where possible, conduct visual checks to ensure the waste conforms prior to off-loading the material or as soon as practicable after the material has been off-loaded.
- Direct the driver to the weighbridge to 'weigh out' when all waste is unloaded from the vehicle (if required – please refer to SO/TD/EWE/003).
- Ensure all paperwork is completed.

4.2 Tanker Acceptance

4.2.1 A Technical Transfer Station Chemist must:

- Ensure that the site has sufficient spare capacity to accommodate the consignment of waste, before it is unloaded from the vehicle.
- Instruct the driver to park in the designated unloading area and to equalise his barrel; finding out what is on the barrel and what has been on the barrel previously.
- Take a sample from the top, bottom or a composite of the load on arrival (more than one may be required). Tanker loads must not be unloaded until a representative sample has been inspected in accordance with SO/TD/EWE/005.
- Supervise unloading into the relevant tank or into suitable IBCs.
- Before commencing ensure that the connection and hoses are not damaged.

4.3 Provisions for Hazardous Waste

4.3.1 The Technical Transfer Station Chemist/Operator must:

- Ensure that any hazardous waste received in containers that are susceptible to the weather (e.g. cardboard boxes) are processed promptly i.e. repacked into suitable containers, or moved to the Technical Transfer Station storage building. Check the waste before it is stored to confirm its chemical classification.
- Ensure that the packaging used for chemicals that are known to react violently with water are suitable, and that the packages are securely placed into the designated cabinets stored in the Technical Transfer Station storage building immediately. The table below shows examples of some chemicals that react violently with water.

Chemicals that react violently with water always use extreme caution
All group I metals (e.g. caesium, potassium, sodium)
Chlorosulphonic acid
Butyllithium
Thionyl chloride
Fine metal powders (e.g. Aluminium)

- Ensure that **only** qualified, fully trained personnel, **or** carefully supervised personnel transfer **very toxic chemicals** (e.g. cyanide wastes) and that they:
  - Ensure that these wastes are segregated in an area where there is no risk of mixing them with incompatible chemicals.
  - Transfer these wastes to a designated storage area by the end of the working day.
  - Ensure that a fully trained Technical Transfer Station Operator:
  - Remove all **temperature sensitive chemicals** (e.g. organic peroxides) from the reception area immediately after chemical identification (classification), and stores them within the storage building within two hours of receipt.

4.4 Additional PPE Requirement

At all times, wear the correct PPE when opening or sampling containers of waste chemicals	**Person opening or sampling containers**
Full face visor – (suspected pressure build up)	✓
PVC gauntlets	✓
Safety boots	✓
Coveralls (chemical proof)	✓

5. Associated Documents/Records

- ED/TD/EWE/001 EPR Permit (WP3231SX).
- SO/TD/EWE/001 Training Prerequisites.
- SO/TD/EWE/002 Grundon Approved PPE Prerequisites.
- SO/TD/EWE/003 Receiving Waste at the Technical Transfer Station.
- SO/TD/EWE/005 Sampling & Testing Procedures.
- SO/TD/EWE/049 Ewelme Technical Transfer Station Site Rules.
- SO/TD/EWE/038a Traffic Management Plan.
- SO/TD/EWE/019b Storage Buildings Listing.

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Identification, Segregation, Transport and Storage of Waste

1. Purpose

This document defines the procedure that operators must strictly follow when identifying, segregating, transporting, and storing waste in the Technical Transfer Station.

2. Intended Audience

- All Technical Transfer Station personnel.

3. Introduction

Operators temporarily store all the containers of waste received by the Technical Transfer Station in the reception area, for inspection/sampling (to verify waste description) where they are separated into broad chemical categories that reflect the disposal routes employed. Material is not stored in the reception area longer than 5 days.

Once inspected and receipted, the containers are marked with a paint pen to show the "T" number, the disposal route, the chemist initials, the primary (potentially secondary) hazard code and the date of inspection. The containers are then segregated into their disposal waste streams and placed onto pallets. Following this they are transported to the designated bays in the storage buildings, or stored directly in the designated areas for each waste stream.

Lab Smalls must not be processed anywhere else on site other than the lab small's area and the lab small's bay in the storage building. Containers holding sensitive substances (e.g. water reactive and pyrophoric) are stored in the labs cabinets within the lab small's bay in the storage building. Prioritisation is given to these types of substances. In order to reduce the potential risks, over packing or double containment can be employed for sensitive waste not stored under cover.

4. Procedure

4.1 Chemists must:

- In the reception area, identify the contents of each waste container using the waste description on the labels and chemical hazard symbols. In addition, the consignment notes / waste transfer notes can help identify fully what has come into the Technical Transfer Station, along with the pre-acceptance information and proposed method of disposal. Check that the waste is permitted at the facility by referring to the PPC permit or by checking SO/TD/EWE/003a EWC Codes Not Accepted at The Technical Transfer Station.

- Once identified, all containers must have any inappropriate labels removed and replaced with suitable labels displaying the correct UN identification.

- All containers (or groups of materials in cages/pallets) must be marked with the following minimum information:

    - Generic disposal routes (shows the location of storage).
    - Date (shows the duration of storage).
    - "T" number (mainly on 205L drums and IBCs).
    - Chemical identity/description (to supplement the label if required).
    - Chemist's initials.
    - Primary (potentially secondary) hazard classification.
    - Any additional safety information.

- Give top priority to segregating any particularly hazardous waste chemicals that require special handling, e.g. oxidants, cyanides, organic peroxides, combustibles, and suitably store chemicals that are sensitive to air/moisture/temperature to minimise the risk of contact with incompatible chemicals.

- Take a sample from all containers to verify the waste description, but only where it is safe to do so. Sort and separate the containers into generic waste streams, i.e. into broadly compatible chemical categories, e.g. acids, alkalis, flammables, placing them onto a wooden pallet, metal-cage, or box pallet as appropriate using a forklift truck. The transport/storage of hazardous waste in containers that are not UN-approved is only acceptable in the Technical Transfer Station compound, and must not be transported by road, unless repacked into UN-approved containers.

- For lab smalls that have been packed by a Chemist on customers' sites, the inspection at the Technical Transfer Station can be restricted to opening the drum and checking that the contents are undamaged. For Lab Smalls that have been packed by others, the identification involves checking the contents, packaging and segregation against the documentation. If incompatible materials are found, the containers must be transported to the lab small's area, unpacked immediately and re-packed for further disposal.

- Lab Smalls must be transported to the lab small's reception area for processing.

- Non-conforming waste deliveries must be dealt with immediately with priority given to the segregation of incompatibles; in accordance with the non-conformance procedure SO/TD/EWE/031.

- Before transporting the waste containers to the designated areas of the Technical Transfer Station, ensure that the pallet/cage is in a good condition and loaded securely and only with compatible waste. Take extra care in bad weather and at times of congestion. Store/stack the waste tidily in lines, within the designated storage areas, not more than two pallets high, with identification markings, generic disposal route and a label clearly displayed. Pallets of smaller bulking containers that may be unstable on the pallet, will require shrink wrap around the pallet and the waste, in order for safe transport.

- For the procedure on storage of material on site please refer to SO/TD/EWE/033 Storage of Incompatible Materials.

4.2 Additional PPE Requirement

PPE	Operator	Chemist
Safety Footwear	✓	✓
Gloves (Gauntlets)	✓	✓
Coveralls (Chemical Proof)	✓	✓

5. Associated Documents/Records

- SO/TD/EWE/001 Training Prerequisites
- SO/TD/EWE/002 Grundon Approved PPE Prerequisites
- SO/TD/EWE/003 Receiving Waste at the Technical Transfer Station
- SO/TD/EWE/004 Unloading Consignments of Waste at the Technical Transfer Station
- SO/TD/EWE/005 Sampling and Testing Procedure
- SO/TD/EWE/003a EWC Codes not accepted at the Technical Transfer Station
- SO/TD/EWE/031 Waste Non-Conformance Procedure
- SO/TD/EWE/033 Storage of Incompatible Materials
- SO/TD/GEN/002 Technical Department Waste Pre-Acceptance Procedure
- ED/TD/EWE/001 PPC Permit (WP3231SX)

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Rejection of Waste

1. Purpose

This document defines the procedure that operators must follow when rejecting a consignment of waste arriving at the Technical Transfer Station.

2. Intended Audience

- All Technical Transfer Station personnel.

3. Introduction

Under the Waste Regulations, the permit holder is legally responsible for all wastes that the Technical Transfer Station receives, processes and stores. They must ensure that all waste received fully complies with the site permit and it is in a safe condition, clearly identifiable, and accompanied by all appropriate documentation.

Non-compliant waste consignments are likely to be rejected. There is no permanent designated quarantine area on site due to the extensive range of hazardous properties associated with the material that could be quarantined and the quantity of material to be stored. It is the Technical Transfer Station Manager's responsibility to create a designated quarantine area when required. The quarantine area must be located to take into account the hazard properties of the materials to be quarantined to ensure that the segregation rules set out in the Storage of Incompatible Materials (RA/TD/EWE/033a) are adhered to. Therefore; it is likely that the quarantine area will be located within one of the existing storage bays. Due to this the material for quarantine must be clearly labelled and identified. (SO/TD/EWE/007b Quarantine Waste Label).

4. Reasons for Rejecting Wastes

The Reception Chemist may reject waste arriving at the Technical Transfer Station that does not comply with any of the criteria below:

- Waste delivered by third parties must be pre-booked a minimum of 24hrs prior to arriving at the Technical Transfer Station.
- All documentation must be appropriate, completed correctly and intact.
- The waste description must accurately reflect the waste received.
- The waste received must be compliant with the site permit and Technical Transfer Station capacity.
- The integrity of the waste must be satisfactory and containment used appropriate.
- The waste must be clearly identifiable, with appropriate containment displaying appropriate labels.
- The Waste Carrier must be registered.
- The receiving chemist, at his discretion, may decide not to accept a consignment of waste for other reasons, e.g. unsafe stowage; presenting a risk to Health and Safety if it is unloaded.

4.1 Rejection Procedure

4.1.1 The Reception Chemist must:

- Inform the Technical Transfer Station Manager, or another senior member of the Technical Department, that a consignment is non-compliant and is to be rejected.
- Ensure that the waste to be rejected is in a safe condition to be transported by road.
- Ensure that all wastes classified as "Dangerous Goods" are packed and labelled appropriately.
- Ensure that the vehicle transporting the waste is fit-for-purpose, carrying the appropriate equipment and displaying appropriate placards.
- Ensure that the driver of the vehicle is trained appropriately and is in possession of the appropriate licences.

4.1.2 The Technical Transfer Station Manager/Deputy must:

- On rejecting a consignment of waste notify the appropriate Salesperson in the Technical Department, who will in turn contact the Waste Producer and Carrier, giving reason(s) for rejecting the waste.
- If it is hazardous waste then section E on the Consignment Note must be completed with reason for rejection. Otherwise a new transfer note must be raised.
- Raise a non-conformance as per SO/TD/EWE/031 Waste Non-Conformance Procedure.
- Keep a copy of all the documentation, logging the details on SO/TD/EWE/007a Rejected Waste Record Card and filing in the corresponding file.

4.2 Quarantine

If all of the above conditions cannot be satisfied, it may be necessary to receive the waste and put it in quarantine; this may also include the vehicle carrying the waste.

4.2.1 The Technical Transfer Station Manager must:

- Designate an appropriate area as a quarantine area.
- Affix quarantine labels to the quarantine items (SO/TD/EWE/007b). These items must not be processed and the label must not be removed until the quarantine issues have been addressed.
- Notify the appropriate Salesperson in the Technical Department, who will in turn contact the Waste Producer and Carrier by telephone, and in writing, about the waste quarantined.
- If deemed necessary, contact the HSE or EA, with regard to any dangerous practice.
- Notify the Technical Manager.

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5. Associated Documents/Records

- ED/TD/EWE/001 Waste Permit (WP3231SX)
- SO/TD/EWE/001 Training Prerequisites
- SO/TD/EWE/002 Grundon Approved PPE Prerequisites
- SO/TD/EWE/003 Receiving Waste at the Technical Transfer Station
- SO/TD/EWE/031 Waste Non-conformance Procedure
- SO/TD/EWE/007a Rejected Waste Record Card
- SO/TD/EWE/007b Quarantine Waste Label
- RA/TD/EWE/033a Storage of Incompatible Materials

GRUNDON

Waste Non-Conformance Procedure

1. Purpose

This document defines the procedure that must be taken when a non-conformance is raised at the Technical Transfer Station.

2. Intended Audience

- Technical Transfer Station Personnel
- Technical Department Personnel

3. Introduction

A non-conformance can be raised to deal with a compliance issue that relates specifically to the acceptance of waste at the Technical Transfer Station. Any non-compliance issues that relate to site infrastructure, plant, equipment, health and safety or personnel must be dealt with using the individual company approved standards. A non-conformance covered by this procedure can apply to the waste, the container, and the delivery vehicle or haulage company. Non-conformances fall into a number of categories, some of which are detailed below.

Documentation inaccuracies:

- Waste that is non-compliant with the PPC Permit.
- Waste that is not packed or labelled in compliance with The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2011.
- Breaches in Health, Safety and Welfare practise or legislation.
- Incorrect description of waste.
- Where processing of the waste would incur additional costs.

When non-compliances are as a result of the actions of the customer, they must be notified as soon as possible. In some cases input from the customer is required to complete the procedure. Notification does not in all cases have to be in writing.

4. Procedure

4.1 Raising of a Non-Conformance

The Site Reception Chemist must:

- Consider whether the load is non-conforming.
- Inform the Technical Transfer Station Manager of all non-conformances.
- Complete a Non-Compliance Best Practice Report on the Grundon Action Manager and pass this to the appropriate sales representative or Manager in the Technical Department for assessment.
- Assist with the Technical Department to close out the non-conformance.
- Consider whether the Environment Agency should be notified.
- Quarantine the waste and/or delivery vehicle if required.

The Technical Transfer Station Manager must:

- Inform the Environment Agency if required.
- Assist with the Technical Department to close out the non-conformance.

4.2 Close Out of Non-Conformance

Upon receiving a non-conformance, the Sales Representative or Manager must:

- Inform the customer of the non-conformance ensuring that they are told the error that has led to the non-conformance, what action is required and the cost/health and safety implications.
- Assess and take appropriate action to complete the non-conformance.
- Ensure that the information is passed back to the Technical Transfer Station Chemist.
- Each non-conformance can be very different, in that a wide range of determinants can initiate them. Close liaison between the Technical Transfer Station Staff, Technical Department

4.3 Quarantined Vehicles or Waste

The Transfer Station Manager or Nominee must:

- Ensure that quarantined vehicles are parked outside the Transfer Station and held until the non-conformance has been resolved.
- Any leaking containers on a quarantined vehicle are dealt with inside the Transfer Station and by following the Emergency Procedures as detailed in SO/TD/EWE/021 Handling Chemical Spillages.
- For Wastes, designate an appropriate area as a quarantine area.

- Affix quarantine labels to the quarantine items. These items must not be processed and the label must not be removed until the quarantine issues have been addressed
- Notify the Waste Producer and Carrier by telephone, and in writing about the waste quarantined.
- If deemed necessary, contact the HSE, with regard to any dangerous practice.
- That quarantined wastes are not processed or transferred from site until outstanding non-conformances have been resolved.
- Notify the Technical Manager.
- Inform the Environment Agency if quarantined wastes are held on site beyond the time limits determined by the Site Permit. This information must be submitted in accordance with the Site Permit requirements.
- Material is removed from quarantine when the non-conformance has been resolved.

4.4 Records

The Technical Transfer Station Manager or Deputy must:

- Ensure that non-conformance reports are completed and passed to the correct person to action and ensure accurate records are kept.

5. Associated Documents/Records

- SO/TD/EWE/003 Receiving Waste at the Technical Transfer Station
- SO/TD/EWE/007 Rejection of Waste
- SO/TD/EWE/008 Documentary Tracking of Waste
- SO/TD/EWE/021 Handling Chemical Spillages
- ED/TD/EWE/001 EPR Permit (WP3231SX)
- MP/GR/GEN/010b Grundon Action Manager (GAM) - User Guide
- Grundon Action Manager

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Storage of Incompatible Materials

1. Purpose

This document defines the procedure for the safe storage of wastes at the Technical Transfer Station.

2. Intended Audience

- Technical Transfer Station Personnel.

3. Introduction

Waste materials arrive at the Technical Transfer Station for sorting, segregation, storage and processing prior to transportation to a suitably permitted / licensed facility for reuse, recycling or disposal. The materials are received at reception where they are checked by one of the site chemists and assigned a disposal code. This code determines the storage location, and processing route for the material. The materials are then transported to the designated storage location according to their *primary hazard/hazards*.

The designated storage bays are located inside the waste storage building and are clearly labelled to highlight the materials (and their hazards) that are permitted to be stored in them. The storage bays' walls are constructed of precast concrete units 2000mm-3000mm high and the floor gently slopes towards the rear to contain any spillages. Each bay is sealed to ensure that any spillages are contained. The location and size of each storage bay within the building is; therefore, fixed by the nature of their construction.

The contents of each storage bay is carefully planned to consider:

- The segregation of incompatible materials within adjacent bays and compliance with HSE guidance, HSG71.
- Containment of spillages/fire water.
- The quantity of each waste type/hazard being stored.

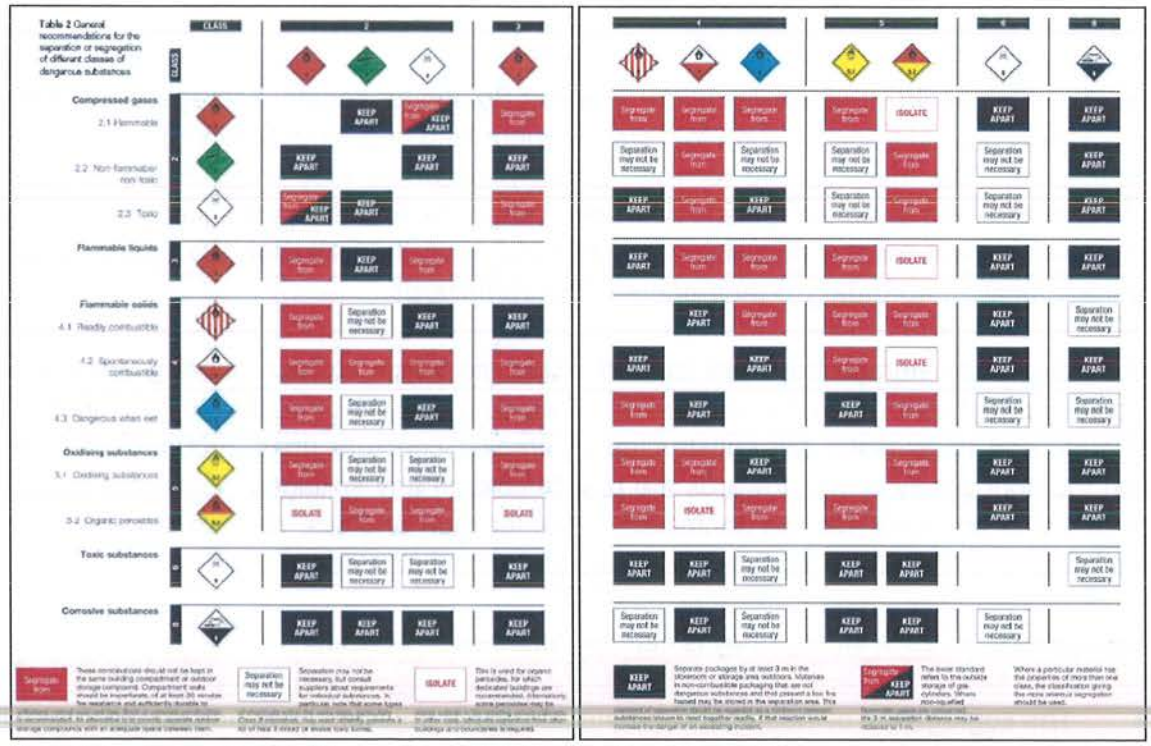
There is a degree of flexibility with respect to the locations of the waste types/hazards being stored within the building. The storage bays are not fixed for a particular type of waste/hazard and are subject to change. The driving factors for this flexibility are:

- The varying waste types/hazards of materials being delivered to site.
- The varying quantities of each waste type/hazard of material being delivered to site.
- The different sizes of the storage bays available on site.

Any change in the storage location of waste types/hazards is assessed by the Technical Transfer Station Manager, or Deputy, and must be justified in accordance with the criteria set out below:

- The segregation of incompatible materials within adjacent bays and compliance with HSE guidance, HSG71.
- Containment of spillages/fire water.
- The quantity of each waste type/hazard being stored.

Materials are segregated in accordance with Extract 1 taken from HSG71 (fourth edition 2009), pages 23 & 24.



Extract 1 – copy of Table 2 taken from HSG71 (fourth edition 2009).

Some practical examples to highlight the rules of segregation are listed in Table 1 *(this list is not exhaustive):*

Oxidising substances	*Segregate*	Flammable
Flammable		Toxic gases
Water reactive		Flammable
Organic peroxide	*Isolate*	
Self-reactive		
Acids	*Keep apart*	Flammable
Toxic		Flammable

Table 1: Example of hazard segregation

4. Procedure

4.1 Identification of Material for Storage

In accordance with SO/TD/EWE/006 Identification, Segregation, Transport and Storage of Waste, the Forklift Operative must ensure that:

- Only materials that have been clearly marked with the appropriate information are transported from reception to the designated storage areas.
- Incompatible materials must not be stored in the same drum.
- Materials that have not clearly been identified must remain in reception until they have been assessed and marked by a Chemist.
- The pallets or cages used to transport the waste containers on/in are in good condition and stable/secure.
- Any damaged or unsuitable containers are replaced or over-drummed, before being transported to the designated storage areas.

4.2 The Prioritisation of Materials

Materials that pose the highest risk and; therefore, require specific handling must be prioritised and removed from reception to a suitable storage location as soon as practically possible. High-risk materials are classified as:

- Air sensitive
- Moisture sensitive
- Organic peroxides
- Oxidising agents
- Inorganic cyanides

When transporting the identified materials from reception to the designated storage areas the Forklift Operative must:

- Locate any high-risk materials and process these first.

4.3 Transportation of Materials

The Forklift Truck Operator must ensure that:

- Great care is taken when transporting pallets and drums across the Technical Transfer Station.
- Forklift speed is kept to a minimum when transporting waste.
- The designated storage bay has sufficient capacity to receive the materials.
- Any leaking drums, loose bungs or damaged containers, which are highlighted during transport, are dealt with prior to the material being stored. Any spillage must be cleaned up promptly in accordance with SO/TD/EWE/021 Handling Chemical Spillages.
- The material movements take place within the boundaries of the Technical Transfer Station bunding and containment system.

4.4 Storage of Materials

The Forklift Truck Operator must ensure that:

- Where possible, materials are stacked neatly within each bay to maximise the available space and enable ease of inspection.
- All containers must be stable on a pallet and stored in the upright position with the lids closed.
- Where possible, drum labels remain visible from the front of each bay.
- A visual inspection is carried out as new materials are placed within the designated storage bays to check that:
- The new material is stacked correctly.
- Materials already in the bay have not been disturbed by the addition of new materials.
- Damaged or leaking containers are highlighted.
- Any leaking or damaged containers are dealt with prior to the material being stored. Any spillage must be cleaned up promptly in accordance with SO/TD/EWE/021 Handling Chemical Spillages.

4.5 Storage Bay Monitoring

To ensure that the integrity of the containers within the storage bays are maintained the Technical Transfer Station Manager must ensure that:

- Material is stored on site for a limited period and in accordance with the permit (ref: WP3231SX) not exceeding six months.
- The Daily Environmental Log (SO/TD/EWE/019a) is completed in accordance with SO/TD/EWE/020 Housekeeping.

- Any damaged or leaking containers that are highlighted in the Daily Environmental Log are dealt with swiftly and in accordance with SO/TD/EWE/021 Handling Chemical Spillages.
- The spillage containment system is not compromised by incorrect waste storage or poor housekeeping.

4.6 Flexible Storage Bay

The Technical Transfer Station Manager or Deputy can only adjust the locations of stored materials after consideration of the following:

- The segregation of incompatible materials within adjacent bays and compliance with HSE guidance, HSG71.
- Containment of spillages/fire water.
- The quantity of each waste type/hazard being stored.

An up to date Waste Storage Bay Plan is located on the wall within the Technical Transfer Station office for reference or for use in an emergency. This plan contains the actual locations of the waste types/hazards on site at any time. When the locations of the bays are changed the Technical Transfer Station Manager must:

- Assess compliance with HSG71.
- Ensure that the waste type/hazard signage on each bay on site is accurate and consistent with the contents of the bay.
- Update SO/TD/EWE/019b Storage Bay Listing within the office.

4.7 Spillage and Fire Water Containment

The Technical Transfer Station is also equipped with 1 x 60,000 litre storage tank. Any contaminated surface water/chemical spills that enter the beany block drainage system will flow towards the sump adjacent to these tanks. Contaminated liquids will automatically be pumped into the tanks.

This will enable full containment of the contaminated liquids, which will facilitate the sampling and analysis of this waste prior to disposal at a suitable facility.

The Technical Transfer Station Manager must ensure that the containment system is not compromised by incorrect waste storage or poor housekeeping as detailed in Section 5 of this procedure.

5. Associated Documents

- ED/TD/EWE/001 EPR Permit WP3231SX
- SO/TD/EWE/001 Training Prerequisites
- SO/TD/EWE/002 Grundon Approved PPE Prerequisites
- SO/TD/EWE/006 Identification, Segregation, Transport and Storage of Waste
- SO/TD/EWE/019a Daily Environmental Log
- SO/TD/EWE/019b Storage building listing
- SO/TD/EWE/020 Housekeeping
- SO/TD/EWE/021 Handling Chemical Spillages

1. Introduction

The purpose of this document is to define the procedure to be followed when pre-assessing a waste enquiry within the Technical Department. The procedure will be implemented to ensure enquiries are subject to appropriate technical appraisal in broad alignment with Section 2.1.1 of the Environment Agency Sector Guidance Note IPPC S5.06.

The Environment Agency further published Clarification of the Requirements in 2.1.1 of Sector Guidance Note S5.06: Pre-Acceptance of Waste. Within this they state that:

"Rigorous pre-acceptance is critical to the safe management of wastes. In order to prevent the acceptance of unsuitable wastes which may lead to accidents, adverse reactions or uncontrolled emissions, systems and procedures must be in place to ensure that wastes are subject to appropriate technical appraisal before delivery to site."

This procedure has been set out to ensure that we meet the EA's over-riding objectives within the guidance by adopting a risk-based approach to Pre-Acceptance

These objectives are:

- All enquiries will undergo a formal pre-acceptance assessment.
- All enquiries will be requested in writing to provide a clear communication record.
- All waste streams that require further investigation will be investigated and, if necessary, will be sampled and analysed prior to furthering the enquiry.
- All wastes failing at any step of the pre-acceptance assessment will be declined and will not be factored in any subsequent quotations, unless action is taken to resolve the reason(s) for failure.
- Only wastes passing the pre-acceptance assessment will be quoted for – thus ensuring safe management in terms of future waste acceptance in that only permitted wastes with known chemical constituents and with clearly recognised onward disposal routes are quoted.

2. Intended Audience

- All members of the Technical Department
- Transfer Station Manager and Deputy
- Reception Chemists

3. Background to Enquiry Initiation

The Technical Department receive initial waste enquiries in a variety of formats; principally telephone, fax, e-mail and via other representatives within the Company. These enquiries are mainly, but not exclusively for wastes that could be accepted at our Hazardous Waste Transfer Station (Permit Reference WP3231SX). Other in-house facilities that could be considered include the Colnbrook Waste Incinerator and the Wingmoor Farm Treatment Plant and Hazardous Waste Landfill. The latter two facilities are covered by a specific pre-acceptance procedure (SO/TD/GEN/007). Wastes could also be assessed and quoted for direct disposal at a number of third party facilities.

Initial telephone enquiries are quite likely to be initially received by a member of the Technical Department administration team. Callers must be encouraged to put their enquiry in writing and a number of forms have been developed to assist customers in providing this information. These quotation request forms (QRFs) are accessed via Technical H, Office, Pre Acceptance Forms, Quotation Request Forms. They cover the following enquiry types and are designed to meet the information gathering stage of pre-acceptance.

- SO/TD/GEN/002b Generic Quotation Request (TD/QRF001)
- SO/TD/GEN/002c Fridge Quotation Request (TD/QRF002)
- SO/TD/GEN/002c Gas Cylinder Quotation Request (TD/QRF003)
- SO/TD/GEN/002e Battery Quotation Request (TD/QRF004)
- SO/TD/GEN/002f Drummed Waste Quotation Request (TD/QRF005)
- SO/TD/GEN/002g Computer, Electrical Equipment Quotation Request (TD/QRF006)
- SO/TD/GEN/002h Light Bulbs/Tubes Quotation Request (TD/QRF007)
- SO/TD/GEN/002i Large Items Quotation Request (TD/QRF008)
- SO/TD/GEN/002j Skip Quotation Request (TD/QRF009)
- SO/TD/GEN/002k Tanker Quotation Request (TD/QRF010)
- SO/TD/GEN/002l Tyre Quotation Request (TD/QRF012)
- SO/TD/GEN/002m Generic Hazardous Waste Listing (TD/QRF011)

If callers are unwilling to follow the procedure and place the enquiry in writing, they should be put through to a member of the Technical Sales or Management team. Discussions can be continued and guide pricing **ONLY** can be provided. It must be made very clear to the enquirer that this verbal guide price can only be confirmed formally at a later date, if the full pre-acceptance procedure is followed. A written record of this discussion should be made following the call either via e-mail or on an Informal Guidance Pricing Form (SO/TD/GEN/002n) and filed within the Technical office, in the Informal Guidance Pricing folder.

E-mail and fax are commonly used as the first point of enquiry. Often, the initial communication will not provide enough detailed information to meet the requirements of pre-acceptance and therefore quotes cannot be issued. In these instances, further information has to be sought. This can be achieved by e-mail and or telephone. Often the latter can prove more fruitful as more detail can be obtained as the discussion develops, resulting in greater knowledge being gained about the specific enquiry. However, the outcome of all discussions must be logged, using the Waste Enquiry Pre-Acceptance Form (SO/TD/GEN/002a).

4. Waste Enquiry Pre-Acceptance Form

The Waste Enquiry Pre-Acceptance Form is a pre-requisite for this procedure and **MUST** be used for every new sales enquiry. The only exceptions to this are emergency clearances of flytips and emergency service callouts.

No formal quotation will be issued unless the assessment receives sign off from an Authorised Technically Competent/Experienced and Qualified Member of Staff.

Note: It is advisable to print out and handwrite this form, as it is highly likely that the form will only become completed following a number of interactions with the potential customer.

The purpose of the form is to enable the originator to take a stepped, measured approach when undertaking a technical appraisal of a new waste enquiry. This form acts as the summary of all communication, research and appraisal (NB ** see below) and it is designed to ensure the following:

- Waste enquiries have been assessed fully and that we have clear written records that demonstrate we know what the waste(s) and the hazards associated with it are.

AND

- We have identified a suitably permitted disposal facility for the waste.

AND

- We have logged a summary of this appraisal on the form, demonstrating that due consideration has been given to the hazards and risks associated with the wastes. Completion and authorisation of the form enables the enquiry to proceed to the formal quotation stage in full confidence that, if accepted, we can safely and compliantly manage the waste disposal transaction, as only manageable, permitted wastes are quoted for.

OR

- If when completing the form we are unable to demonstrate all of the above, we must either decline to provide a quotation, or undertake further research or sampling, until we can confidently characterise the waste and locate a compliant disposal facility to accept it.

There are several different mechanisms that can be used to obtain the information necessary to assess an enquiry and it is the responsibility of the authorised person to decide which mechanism is required to obtain the necessary details. Any combination of the following sources of information can be used and it is these that must be summarised on the Waste Pre-Acceptance Assessment Form:

NB: **

1. Receipt of a detailed email.
2. Receipt of a detailed fax.
3. Obtaining a written declaration from the customer using the appropriate form SO/TD/GEN/002b to SO/TD/GEN/002m.
4. Obtaining a signed SO/TD/GEN/006a Lithium Battery Acceptance Procedure Form.
5. Receipt of a corresponding laboratory analysis.
6. Receipt of the relevant safety materials data sheet.
7. Receipt of a waste control form or pre-treatment waste control form.
8. Notes gathered during an inspection of the waste by a suitably competent person from the Technical Department.
9. Conformation of the ability to accept and process from the Transfer Station Manager.
10. Relevant photographs.

5. Definition of those deemed Technically Competent to Complete the Form and Approve the Form

Further information gathering/technical appraisal becomes the responsibility of **'Technically Competent and Experienced'** staff members and only they are authorised to '**originate**' a form. To qualify as such, staff must have experience, both in the disposal sites PPC permits and have a good understanding of the legislative framework governing the management of hazardous wastes.

'Authorised Members of Staff'' are the only staff members who can approve and authorise a pre-acceptance form, thus authorising a quotation to be generated by the sales and administration teams. To become an authorised member of staff, both qualification and experience are considered to be important. The minimum qualification pre-requisite for such a staff member is an HNC, or equivalent in a Science based subject.

It could be possible for 'an Authorised Member of Staff' to originate a form, however, they cannot sign off the form themselves. They must seek an alternative authorised signatory to verify the form. This ensures a thorough check is undertaken, thus reducing the potential for over-sites.

Only once a Pre-Acceptance Waste Enquiry Form has been approved by an 'Authorised Signatory' can the enquiry proceed to the quotation stage.

6. Technical Compliance Administrator – Record Management

If a quotation is subsequently accepted, the Technical Compliance Administrator will undertake a further pre-acceptance verification check. Their role is to verify that all internal procedures are being complied with, including this Pre-Acceptance Procedure.

If, upon verifying against this procedure, the Compliance Administrator finds any deviation from the procedure, they must identify this with the signatory that approved the pre-acceptance form and the job must be put on hold until the issue can be resolved.

The Technical Compliance Administrator will be responsible for ensuring all records are electronically stored within the Technical Department's Gatehouse operating system. At the quotation stage, each enquiry is allocated a unique 'T' reference and this forms the basis of our Waste Tracking System. The form, along with any supporting notes, e-mails, analysis, data sheets etc should be clearly appended to the enquiry.

The Waste Tracking System enables all Pre-Acceptance records to be accessed by the Hazardous Waste Transfer Station management, to enable cross-referencing and verification at the Waste Acceptance stage.

All third party waste is booked in to the facility, to provide the transfer station management advance notice of impending receipts. The compliance administrator will compile these records in advance and ensure these (and especially any large loads) are discussed regularly with facility site management. A written record is also provided for advance notice and planning and a daily record is issued to the facility to assist with Acceptance of waste. Furthermore, collections scheduled on Grundon vehicles are also logged on the Technical Department scheduling boards. This details collection schedules up to one month ahead, enabling the Transfer Station Manager to further determine the potential types and volumes of waste to be received over that period.

This all enables the facility to allocate appropriate resources for the consignments due over the following days. Furthermore, this assists with on-site waste volume control by providing advance need for booking the appropriate vehicles, and disposal slots at onward disposal facilities.

All records of pre-acceptance that resulted in waste acceptance will be kept for the duration of the Operating System, which is projected to be longer than the required 3 year minimum.

Pre-Acceptance records for enquires that are not accepted by the customer will still be kept, in that they are associated with the unique T number.

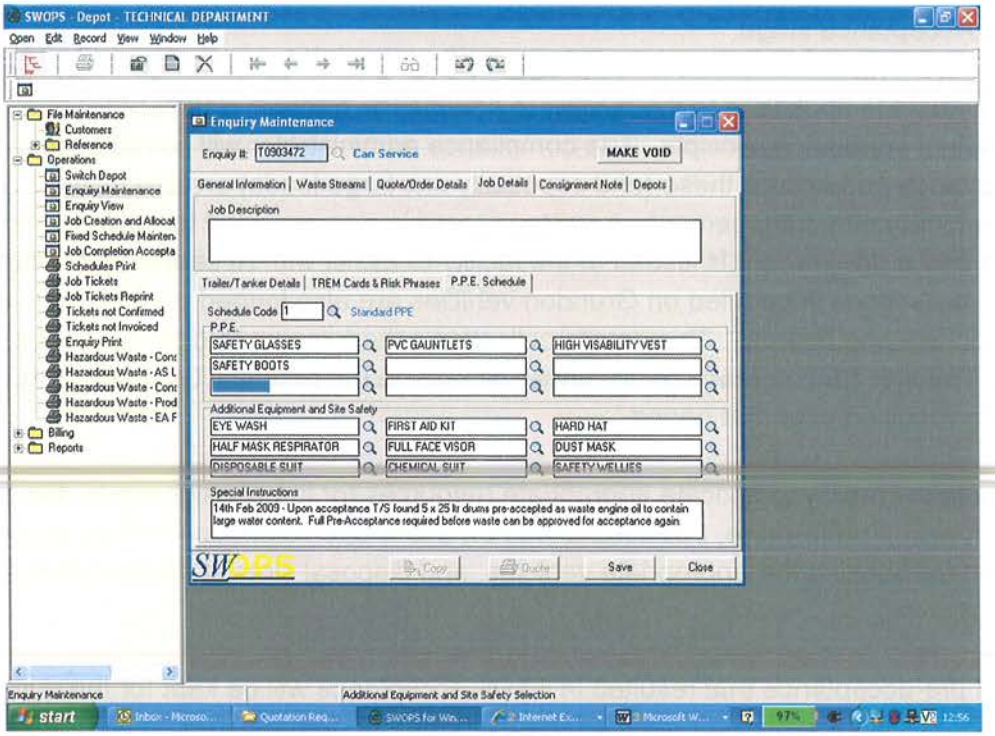
Records will also be kept for waste enquiries where the pre-acceptance assessment resulted in the waste enquiry being declined. These will be filed in date order in the *Declined to Quote* folder and will be kept for a minimum of one year.

7. Link to Non-Conformance System

This procedure is intrinsically linked to disposal facility acceptance procedures and their associated non-conformance systems. The Hazardous Waste Transfer Station undertakes thorough inspections of all incoming wastes and any irregularities with paperwork and / or waste inconsistencies are captured using these non-conformances on the Grundon Action Manager system. For further detail refer to SO/TD/EWE/031 The non-conformance is directly traceable to the enquiry by virtue of the Waste Tracking System T reference.

If any non-conformance records are raised, these are passed from the Transfer Station Chemists and management to the Technical Office. Each non-conformance must be addressed and closed off by returning the form to the transfer station with the course of action taken.

The non-conformance associated documents are appended to the Grundon Action Manager System. Notes referencing the non-conformance details must also be added to the Special Instructions section of Job Details on the enquiry as below.



Any enquiry that results in a non-conformance will require full Pre-Acceptance to be carried out before that enquiry can be authorised again.

8. Repeat Consignments

Full Pre-Acceptance assessment need not be undertaken for historic repeat consignments of the same waste. The link here to Transfer Station Waste acceptance inspections and the non-conformance system is invaluable. With new enquiries and waste streams, if after the first five loads the waste proves to be 'consistent within a reasonable composition range' then full pre-acceptance assessment will not be required for a further year. The internal Transfer Station checks will highlight any problems during this time.

Therefore, repeat customer waste enquiries must undergo Full Pre-Acceptance assessment once per year. The Administrator and Transport Co-ordinator must ensure that enquiries approaching one year are brought to the attention of the Technically Competent and Experienced personnel, to re-assess the enquiry. **This full assessment must result in the original enquiry being voided and a new T number being allocated.**

9. Waste Specific Pre-Acceptance

9.1 Lithium Batteries

Enquiries that include primary cell lithium batteries must be assessed in accordance with this procedure and in full compliance with SO/TD/GEN/006a Lithium Battery Pre-Acceptance Procedure.

9.2 Pure Product Chemicals

MSDSs can be used to categorise and assess pure product chemicals. These have been defined in the EA's S5.06 clarification note as unused chemicals Unused is taken to mean not contaminated or diluted. Out of date or out of specification materials or products could be classed as unused as can a half empty drum (it is important that the reason for the material being out of spec is not such that this alters the composition of the product).

9.3 Lab Smalls

Enquiries relating to lab smalls (in containers of less than 5 ltr or less capacity) can be assessed upon receipt of a full list. Lab smalls generally contain pure chemical elements and compounds. A list alone is deemed sufficient to enable identification of the chemical, the hazards associated with it and any particular issues.

At the point of pre-acceptance assessment, it is the job of the technical assessor to ensure that sufficient caveats are included on the quotation to decline any wastes that are either not within the scope of the waste permit, or although able to accept by permit, are not wanted either due to safety or processing issues.

Wastes that may result in additional caveats and or exclusions may include concentrated acids, strong oxidisers, organic peroxides, water reactive and air reactive wastes, highly toxic substances such as cyanide wastes, certain pesticides, and wastes containing high concentrations of heavy metals, such as cadmium and mercury and wastes containing iodine.

9.4 Oil Wastes

Oil wastes from low risk sources can be accepted without the need for pre-acceptance sampling and analysis providing they are sampled when they arrive on site. For pre-acceptance purposes it is acceptable to obtain generic information about the source of such oil related wastes from the producers, provided the producer fits within the definition of low risk source.

Low risk sources are defined as:

- Garages/workshops.
- Ships and harbours (not MOD ships).
- Commercial premises.
- Industrial premises.

It **DOES NOT** include:

- One off tank or site clearances.
- Waste arising from MOD sites.
- CA sites.
- Farms.

9.5 Contaminated Clothing and PPE

For pre-acceptance it is necessary to determine what the contaminants on the clothing are. This is needed to characterise the waste and to ensure that we can safely manage it and send it to a suitably permitted facility.

9.6 Aerosols and Gas Cylinders

For the purposes of pre-acceptance, aerosols and gas cylinders can be categorised using data sheets where necessary. For regular wastes (e.g. butane gas cylinder) this requirement will not be necessary. However, role of the assessor is still to identify a suitably permitted facility to process such waste before the enquiry can progress to the formal quotation stage.

9.7 Waste WEEE, Batteries and Lighting Tubes

The composition of WEEE items, batteries and light tubes otherwise known as 'Articles'are considered to be sufficiently well known. Pre-assessment of such articles therefore needs to concentrate on meeting the management requirements of the facility, identified as suitably permitted to receive the waste and to gather enough information to facilitate the safe collection. Detailed analysis, hazardous component customer declarations or samples are therefore not normally required.

9.8 Asbestos Wastes

Asbestos wastes need no further assessment unless the waste is known to be contaminated with other substances.

It is recommended that:

- Cement Bonded Asbestos can be described as 10-15 % asbestos waste.
- Fibrous Asbestos to be described as 100% fibrous asbestos.

9.9 Wastes Deemed Suitable for Wingmoor Farm Treatment Plant and Hazardous Waste Landfill

This procedure need not be followed for waste enquiries that following initial appraisal are suitable for hazardous waste landfill, or for processing through the Wingmoor Farm treatment plant. Instead SO/TD/GEN/007 must be adhered to when pre-assessing such enquiries.

10. On Site Assessment, Sampling and Analysis of Waste

When completing the waste enquiry pre-acceptance form, whilst working through the pre-acceptance procedure, it may result in the need to undertake a site visit to gain a better understanding of the waste (s) the customer is wishing to dispose of.

This option should always be utilised when the desk based appraisal results in the inability to reach sign off on a waste enquiry form. This conclusion is usually reached when the customer is unable to provide a sufficient level of detail on the make up and hazardous properties of their waste.

Technically competent members of staff experienced in hazardous waste disposal and the requirements of waste treatment facilities undertake site visits and assessments. Their expertise enables them to attend a customers' site to assess the potential waste collection and obtain sufficient information to characterise the waste(s). This can either be done by closely assessing the package(s) in consultation with the customer.

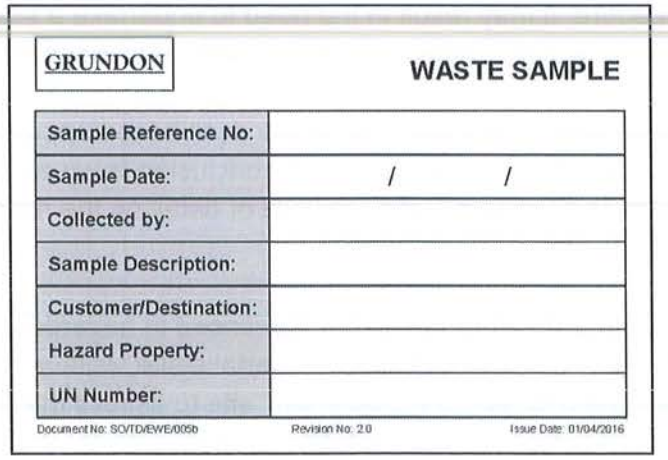
Information on the process producing the waste, the materials, the volumes, the packaging and the components and their hazardous nature can often be obtained in this manner. The information can be collated and logged on listing templates that are designed to capture all necessary information for compliant collection, transport and disposal (refer to SO/TD/GEN/002m Generic Hazardous Waste Listing).

When the Chemist/Assessor is unable to obtain a sufficient level of information by the methods previously detailed, there may be a requirement to obtain a representative sample of the waste, to enable further analysis and classification of the waste.

In such circumstances samples will be collected and analysed. Dependent on the nature of the waste the sample may be sent to an independent suitably accredited laboratory (conforming to ISO 17025 laboratory quality management standard) or to a waste treatment facility laboratory. The latter option is often utilised for bulk tanker collections, where the proposed treatment facilities' pre-acceptance procedure requires a physical sample for verification and approval, before they will issue a quote and or booking slot.

In the event that it is necessary to obtain a sample to assist in progressing the pre-acceptance assessment of an enquiry, the pre-acceptance form will clearly reference this and sign off will not be possible unless this has all been recorded. Sign off enables a quotation to be issued, as it confirms that we have assessed the waste to the extent that we know what it is and have an approved, permitted facility indicating they can accept the waste. All analysis, onward quotations and supporting information will be appended to the enquiry (either by scanning and saving) or enclosure within the customer file. The waste tracking system (Gatehouse) will provide traceability throughout by allocating a unique T reference to the enquiry.

All samples obtained must be clearly labelled using an approved sample identification label. These have been designed to ensure hazard identification is apparent at all times. Refer to example below.



GRUNDON

WASTE SAMPLE

Sample Reference No:	
Sample Date:	/ /
Collected by:	
Sample Description:	
Customer/Destination:	
Hazard Property:	
UN Number:	

Document No: SO/TD/EWE/005b Revision No: 2.0 Issue Date: 01/04/2016

Waste samples will be kept until disposal has been satisfactorily achieved at the final point of disposal.

11. Associated Documents/Records

- SO/TD/GEN/002a Waste Enquiry: Pre-Acceptance Assessment Form
- SO/TD/EWE/031 Waste Non-Conformance Procedure
- PPC Permit for Ewelme Hazardous Waste Transfer Station– WP3231SX
- SO/TD/GEN/007 Pre-Acceptance Procedure for the Wingmoor Farm Treatment Plant and Hazardous Waste Landfill
- SO/TD/GEN/002b to SO/TD/GEN/002m Quotation Request Forms & Waste Listing Form
- SO/TD/GEN/006 Pre-Acceptance of Lithium Batteries Procedure
- SO/TD/GEN/002n Informal Guidance Pricing Form
- SO/TD/EWE/005b Waste Sample Label

1. Purpose

The purpose of this document is to outline the procedure for the pre-acceptance, collection, receipt and processing of primary cell Lithium Batteries.

This procedure is to ensure the safe collection, transportation and acceptance of lithium batteries at the Transfer Station. Any customer enquiries for primary cell lithium batteries are subject to the steps highlighted in this document and their collection and acceptance must comply with this procedure.

2. Intended Audience

- Technical Department Office.
- Technical Transfer Station staff.
- Technical Drivers.

3. Procedure

3.1 Pre-Acceptance

Any customer enquiry regarding the quotation and disposal of primary cell Lithium Batteries will be subject to this procedure.

The Technical Office upon receipt of an enquiry must:

Ensure that the waste producer is aware of this procedure, its requirements and that it is followed:

- That all lithium cells are taped to isolate the terminals.
- That batteries are packed in plastic drums with a maximum volume of 30 ltr.
- That vermiculite is used to pack the batteries within the drum to ensure that batteries are not in contact with other batteries or the sides of the drum.
- That drums are stored in a manner to prevent ingress of water.
- No damaged batteries are packaged in the drums (see section for damaged batteries).

The Technical Office must issue SO/TD/GEN/006a Lithium Battery Disposal Acceptance Procedure Form and ensure a completed declaration is received prior to acceptance or collection.

The Technical Office must ensure that SO/TD/GEN/006a Lithium Battery Disposal Acceptance Procedure Form accompanies the paperwork with the load and that the consignment is booked in using SO/TD/ GEN/008 Transfer Station Booking-In Form 24 hours in advance with the footer of SO/TD/GEN/006a Lithium Battery Disposal Acceptance Procedure Form completed upon job scheduling.

When Grundon are undertaking the packing element, the Technical Office must also ensure that the driver is instructed to take sufficient packing materials (30ltr plastic clip top drums and vermiculite).

For Haz-Box customers only, the requirement to complete the Lithium Battery Disposal Acceptance Procedure Form and the Transfer Station Booking-In Form is waived.

For Haz-Box collections the responsibility for the isolation and segregation of lithium batteries is passed to the Haz-Box Driver.

Damaged Battery Cells

Where cells are structurally damaged they are potentially more unstable and hence need to be treated differently. They should not be packaged with other batteries or consigned to the transfer station.

Damaged cells should be isolated and stored under clean mineral oil for direct collection, transport and disposal to the Colnbrook Waste Incinerator.

3.2 Collection

Upon collection from the customer's site the Driver must:

- Inspect the consignment to ensure that all the terminals have been isolated and that the batteries are intact and sealed.
- For Haz-Box collections, the driver will identify any lithium batteries whilst unpacking a Haz-Box, isolate the terminals with durable tape and pack them into a 30ltr plastic drum designated for lithium batteries only.
- Assess whether the consignment is fit for transport and consider if additional containment is required.
- If load does not conform with requirements of the procedure and is not fit for transport, the load must not be carried and should be rejected.
- Load materials onto vehicle.
- Obtain customer sign off on SO/TD/GEN/006a Lithium Battery Disposal Acceptance Procedure Form (not required for Haz-Box customers).
- Complete all associated documents (DOC/Consignment Note).
- Upon arrival at the Transfer Station the Driver must hand the SO/TD/ GEN/006a Lithium Battery Disposal Acceptance Procedure Form to the Reception Chemist.

3.3 Consignment Arrival at the Transfer Station

Upon receipt of a SO/TD/GEN/006a Lithium Battery Disposal Acceptance Procedure Form the Reception Chemist must:

- Check the associated paperwork with the load
- Inspect the consignment to ensure it can be safely unloaded, sorted and processed.
- Raise any Non Conformance Reports.
- Complete the SO/TD/GEN/006a Lithium Battery Disposal Acceptance Procedure Form.

3.4 Processing of Lithium Batteries

The Transfer Station Operator must:

- Carefully check the consignment and repackage into an appropriate container for the onward transfer and disposal in accordance with SO/TD/EWE/050 Sorting and Segregating Batteries.
- Raise any Non Conformance Report to the Transfer Manager or Nominee.

4. PPE

PPE	Driver	Reception Chemist	Transfer Station Operator
Hi vis		✓	✓
Overalls	✓	✓	✓
Gloves	✓	✓	✓
Safety glasses	✓	✓	✓
Safety boots	✓	✓	✓

5. Emergency Procedures

In the event of an incident involving Lithium Batteries, the personnel involved must follow SO/TD/EWE/021 Handling Chemical Spillages.

6. Associated Documents/Records

- SO/TD/GEN/006a Lithium Battery Disposal Acceptance Procedure Form
- SO/TD/GEN/008 Technical Transfer Station Booking-In Form
- SO/TD/EWE/001 Training Pre-Requisites
- SO/TD/EWE/003 Receiving Waste at the Technical Transfer Station
- SO/TD/EWE/007 Rejection of Waste
- SO/TD/EWE/021 Handling Chemical Spillages
- SO/TD/EWE/022 Discovering a Fire at the Technical Transfer Station
- SO/TD/EWE/050 Sorting and Segregating Batteries