

**Cassington Quarry Plant Area**  
**Hanson Quarry Products Europe Limited**

WASTE ACCEPTANCE PROCEDURE	
Revision	0
Description of change	Initial Release
Author	Caulmert Ltd
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**1.1 Purpose**

1.1.1 The purpose of this procedure is to ensure that:

- Only permitted wastes are accepted into Cassington Quarry Plant Area
- Adequate Duty of Care checks are carried out and records kept, and;
- Wastes are deposited into their designated areas.

**1.2 Responsibility**

- Site Manager
- Site Supervisor
- Site Operatives
- Weighbridge Personnel
- Technical Competent Managers

**1.3 Referenced Documents**

Treatment and Storage Site plan 4416-CAU-XX-XX-DR-V-0304  
Appendix 1 – Waste Information Form

**1.4 Pre-Acceptance**

Basic Characterisation of waste (Level 1 waste assessment)

All wastes brought to site will undergo a basic characterisation as per the GOV.UK guidance 'Dispose of waste to landfill' which will include information relating to:

- The source and origin of waste;
- The Standard Industry Classification (SIC) code for the process that produced the waste (include a description and the characteristics of materials and products);
- Any description if the waste has undergone treatment;
- Any testing information provided where relevant;
- Description of the appearance of the waste (smell, colour and physical form);
- The EWC code;
- For hazardous and mirror entry hazardous waste, the hazardous property code;

### Waste Enquiry

- 1.4.1 For every new waste stream enquiry proposed to be brought to site, needs to provide information to confirm that the proposed waste stream will be compliant with the permit. It will undergo an appropriate technical appraisal to ensure that it complies with specific waste acceptance criteria so that is suitable to be stored/processed on site.
- 1.4.2 Information required to achieve basic characterisation (defined in Section 1.4) is contained on the 'Waste Information Form' (Appendix 1) and will require the customer/waste carrier/producer to sign the form before loads can be accepted onto site.
- 1.4.3 The producer/carrier has a legal duty (issued under duty of care, Section 34(7) of the Environmental Protection Act 1990) to accurately describe the waste as per the 'basic characterisation of waste' (Section 1.4), they will be asked about the nature of the wastes intended for site and given/emailed a copy of the 'Waste Information Form' (Appendix 1). If during the waste enquiry it is confirmed that the soils, aggregates or construction/demolition wastes originate from a potentially contaminated hotspot within a site, then an analysis is required for that hotspot as per the technical guidance WM3 to confirm if the waste is hazardous or non-hazardous Only wastes confirmed as non-hazardous properties will be accepted to site. The 'Waste Information Form' only needs to be filled in for a new waste stream, not every waste load to site.
- 1.4.4 The Waste Information Form must be completed by the customer/waste producer/carrier, on completion of the form the waste producer/carrier will return the form and Site Management will make decision based on the information provided whether the waste can be accepted to site.
- 1.4.5 The purpose of the 'Waste Information Form' is to ensure sufficient information is provided to achieve basic characterisation from the customer.

### Waste Information Form

- 1.4.6 If on Section 2 of the 'Waste Information Form' that waste is sourced from a contaminated hotspot, then the waste will need to be supplied with laboratory results to confirm that it is not hazardous and suitable to be accepted to site. Any wastes containing asbestos or is odorous will not be accepted to site. Other information including any details regarding site investigations, borehole reports or chemical analysis which are available for that waste stream should be supplied.
- 1.4.7 Any wastes confirmed with hazardous properties or wastes that cannot be confirmed as non-hazardous will require an analysis of waste (as per technical guidance WM3) before any material is accepted on site. It is also imperative that the waste producer/carrier correctly fills in the 'Details of Existing and/or Previous use of site'. Waste analysis must follow BS EN 14899:2005 Characterisation of waste – sampling of waste materials'.
- 1.4.8 The producer must provide the European Waste Catalogue Code (EWC) of the intended waste in the 'Waste Information Form'. Wastes that do not appear in the sites environmental permit

will not be accepted to site and the 'Waste ACCEPTED/NOT ACCEPTED' section of the form will be completed and signed off by Site Management stating the reason why wastes were not accepted.

- 1.4.9 Wastes will not be accepted to site unless the weighbridge clerk has received confirmation that the waste has been reviewed by Hanson Quarry Products Limited and approved for acceptance. Approved persons will check the customer has a current Waste Carriers licence, up to date information can be checked by Site Management and/or Environment Agency website.
- 1.4.10 Waste producers/carriers will identify the waste they are importing by using a Waste Transfer Note. The weighbridge operator will check against the list of approved EWC Codes and complete the Waste Transfer Note ensuring all fields are completed. A copy will be retained in the weighbridge and then sent for archiving.
- 1.4.11 After wastes have been characterised (See Section 1.4), all wastes undergo a visual inspection of that waste, if suitable, the waste will be accepted to site.

Mirror entries – Mirror- Hazardous Waste

- 1.4.12 The site proposes the following waste codes to be brought into Cassington Quarry Plant Area, the entry type has been identified below in Table 1.

- 1.4.13 The entry types include:

AN – Absolute Non-hazardous

MN – Mirror non-hazardous

**Table 1: Waste Codes for Cassington Quarry Plant Area**

EWC Code	Description	Restriction
<b>01</b>	<b>WASTE RESULTING FROM EXPLORATION, MINING, QUARRYING AND PHYSICAL AND CHEMICAL TREATMENT OF MINERALS</b>	
<b>01 01</b>	<b>Wastes from mineral excavation</b>	
01 01 02	Waste from non metalliferous excavation	Restricted to waste overburden and interburden only
<b>01 04</b>	<b>Wastes from physical and chemical processing of non-metalliferous minerals</b>	
01 04 08	Waste gravel and crushed rocks other than those mentioned in 04 04 06	
01 04 09	Waste sand and clay	
<b>10</b>	<b>WASTES FROM THERMAL PROCESSES</b>	
<b>10 12</b>	<b>Wastes from manufacture of ceramic goods, bricks, tiles and construction products</b>	
10 12 08	Waste ceramics, brick, tiles and construction products (after thermal processing)	
<b>10 13</b>	<b>Wastes from manufacture of cement, lime and plaster and articles and products made from them</b>	

10 13 14	Waste concrete	
<b>17</b>	<b>CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)</b>	
<b>17 01</b>	<b>Concrete, bricks, tiles and ceramics</b>	
17 01 01	Concrete	Selected C&D waste only
17 01 02	Bricks	Selected C&D waste only
17 01 03	Tiles and ceramics	Selected C&D waste only
17 01 07	Mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 1701 06	Selected C&D waste only. Metal from reinforced concrete must have been removed.
<b>17 03</b>	<b>bituminous mixtures, coal tar and tarred products</b>	
17 03 02	road base and road planings (other than those containing coal tar) only	
<b>17 05</b>	<b>Soil (including excavated soil from contaminated sites), stones and dredging spoil</b>	
17 05 04	Soil and stones other than those mentioned in 17 05 03	Excluding topsoil, peat; excluding soil and stones from contaminated sites
<b>19</b>	<b>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</b>	
<b>19 12</b>	<b>Wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified</b>	
19 12 09	Minerals only	Wastes from the treatment of waste aggregates that are otherwise naturally occurring minerals. Does not include fines from treatment of any non-hazardous waste or gypsum from recovered plasterboard.
19 12 12	Other wastes from mechanical treatment of wastes other than those mentioned in 19 12 12	Restricted to crushed bricks, tiles, concrete and ceramics only. Metal from reinforced concrete must be removed. Does not include fines from treatment of any non-hazardous waste or gypsum from recovered plasterboard.
<b>20</b>	<b>MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS</b>	
<b>20 02</b>	<b>Garden and park wastes (including cemetery waste)</b>	
20 02 02	Soil and stones	Only from garden and parks waste; excluding topsoil, peat.

1.4.14 To ensure that no hazardous wastes mirror entries are accepted to site, as part of the information required for the 'Waste Information Form', new waste streams are required to be identified against an EWC code and confirmed that it is not hazardous waste. Any wastes given an EWC code that is not on the site permit or is hazardous, will not be accepted to site.

1.4.15 The producer/carrier of the waste will be required to undertake testing on waste which are considered to arise from potentially contaminated hotspots. Any wastes considered

potentially contaminated will not be accepted to site until analytical results have been provided from a UKAS accredited (or equivalent) laboratory by the customer. Laboratory results indicating that the materials are non-hazardous will be accepted to site.

- 1.4.16 As per the analytical methods described in the technical guidance WM3, 'the analytical laboratory (whether in-house or external provision) should, wherever possible, be accredited by the United Kingdom Accreditation Services (UKAS) (or equivalent) to BS EN ISO/IEC 17025 'general requirements for the competence of testing and calibration laboratories' for the scope of the work'.
- 1.4.17 If in doubt, test results/site investigation and report finding must be provided for the wastes to confirm its suitability to site. Wastes will not be accepted to Cassington Quarry Plant Area without the correct documentation.

## **1.5 Waste Acceptance Procedure**

- 1.5.1 Loads arriving to site can only be accepted if the 'Waste Information Form' and a transfer note has been completed. A check will be made to ensure that the 'Waste Information Form' has been completed and approved. A visual inspection will also be made on the wastes.
- 1.5.2 On arrival, all incoming vehicles are required to report to the site office, details are checked against the relevant waste transfer notes and waste Information Form' to ensure that the load is acceptable at site. Waste is visually inspected (to ensure it complies with its Duty of Care documentation) weighed and details recorded including supplier, quantity and quality of waste being accepted. The following details will be provided to Hanson by the waste producer/courier as detailed in the Waste Transfer Note (WTN).
1. Date and time of delivery
  2. Name and address of the waste producer
  3. Description of waste types including quantity
  4. How the waste is contained e.g. loose/ container type
  5. Carriers name and address
  6. Drivers name, signature and vehicle registration No.
  7. Signature or initial of person(s) accepting/inspecting the waste
  8. Additional handling details (e.g. notes made by the driver after inspecting the load)
  9. SIC code of the premises which produced the wastes (if relevant)
  10. Waste hierarchy declaration
  11. Information on previous treatment of the waste e.g. manual or mechanical
- 1.5.3 Weighbridge personnel will also check that all vehicles are a registered waste carrier, any expired certificates will be advised to contact the Environment Agency.

- 1.5.4 If on the weighbridge, waste cannot be accurately categorised or described incorrectly on the waste transfer note, the haulier will be directed to a quarantine area where a suitably qualified person will inspect the waste and make a decision whether it will be accepted to site or not.
- 1.5.5 If accepted, the haulier is directed by the appointed person to deposit the waste into either the storage and treatment area, or down to the quarry face.

## **1.6 Permitted Waste Types**

- 1.6.1 Only wastes detailed in Table 1 will be accepted for the permitted operations.
- 1.6.2 Notwithstanding the waste types set out in Table 1, wastes having any of the following characteristics shall not be accepted:
- Consists solely of mainly of dusts, powders or loose fibres;
  - Wastes that are in a form which is either sludge or liquid;
  - Clinical and Healthcare wastes; and,
  - Hazardous wastes.
- 1.6.3 Any wastes detailed in Section 1.6.2 will be rejected according to the Waste Rejection Procedures detailed in the companies Environmental Management System.

## **1.7 Legal compliance for waste transfer notes and consignment notes**

- 1.7.1 The appointed person must ensure that any carriers own waste transfer note template complies with the requirements of the Duty of Care for Waste (Section 34 of the Environmental Protection Act 1990).
- 1.7.2 It should also be ensured that the company is registered as a registered waste carrier.