

## 1. Purpose

To define responsibilities and the arrangements for feedstock acceptance and rejection to be followed by Adapt Biogas Limited prior to the use of the feedstocks at Murrow AD Plant.

The procedure details:

- Feedstock acceptance including visual inspection.
- Inspection of feedstocks during loading; and
- Feedstock rejection procedure.

## 2. Scope

The procedure applies to Murrow AD Plant employees.

## 3. Responsibilities

**Business Directors** shall ensure that:

1. • This procedure is applied to all employees within your area of responsibility

**AD Plant Manager and Site operators** shall ensure that:

1. • **During harvest time/and acceptance of purpose grown crops:**
  1. All delivery vehicles pass over the weighbridge and are weighed on entry to the site.
  2. They oversee the tipping / off-loading of the feedstocks into the clamp/feedstock area and look for any unspecified materials.
  3. Follow Feedstock Rejection Procedure (Section 6) if unspecified materials identified.
  4. Ensure that all loads of silage are sampled and tested for dry matter testing upon receipt.
  5. Instruct empty vehicles to pass back over the weighbridge which will automatically record a tare weight.
  6. Ensure dry matter samples of every load of incoming feedstock are taken in accordance with the Sampling Procedure (MUR-SOP-09).
  7. Speak to contract farmers at the end of each working day during harvest to agree the dry matter results and tonnages.
  8. Ensure the AD Plant Daily Solid Feed Sheet Smartsheet is completed. (MUR-MM-08)

<b>2.</b>	<ul style="list-style-type: none"> <li>• <b>Acceptance of solid crop residues:</b> <ol style="list-style-type: none"> <li>1. Ensure all delivery vehicles pass over the weighbridge and are weighed on entry to the site.</li> <li>2. Inspect paperwork and vehicle labelling prior to acceptance.</li> <li>3. Inspect all loads of crop residues as they are tipped into storage area to visually check for presence of stones or other physical contaminants, and excessive odours.</li> <li>4. Follow Feedstock Rejection Procedure (Section 6) if unspecified materials identified or excessive odours identified.</li> <li>5. Instruct empty vehicles to pass back over the weighbridge which will automatically record a tare weight.</li> </ol> </li> </ul>
<b>3.</b>	<ul style="list-style-type: none"> <li>• <b>Acceptance of cattle manure</b> <ol style="list-style-type: none"> <li>1. Visually inspect cattle manure when removing and loading for transport to the AD plant for physical contaminants and excessive odours.</li> <li>2. Follow Feedstock Rejection Procedure if unspecified materials identified or excessive odours identified.</li> <li>3. Record weight as loaded into the solid's feeder.</li> </ol> </li> </ul>
<b>4</b>	<ul style="list-style-type: none"> <li>• <b>Acceptance of chicken manure</b> <ol style="list-style-type: none"> <li>1. Chicken manure to be accepted on a 'just in time' basis only. Chicken manure loads to be loaded straight into the feeder units not into storage areas.</li> <li>2. Inspect paperwork and vehicle labelling prior to acceptance.</li> <li>3. Visually inspect chicken manure when removing and loading into the feeders for physical contaminants and excessive odours.</li> <li>4. Follow Feedstock Rejection Procedure if unspecified materials are identified or excessive odours identified.</li> <li>5. Record weight as loaded into the solid's feeder.</li> </ol> </li> </ul>
<b>5.</b>	<ul style="list-style-type: none"> <li>• <b>Acceptance of liquid feedstocks</b> <ol style="list-style-type: none"> <li>1. Ensure all delivery vehicles pass over the weighbridge and are weighed on entry to the site.</li> <li>2. Inspect paperwork and vehicle labelling prior to acceptance.</li> <li>3. Inspect a liquid sample of all liquid feedstocks before they are discharged into the liquid waste reception tank for physical contaminants, and excessive odours.</li> </ol> </li> </ul>

	<ol style="list-style-type: none"> <li>4. Follow Feedstock Rejection Procedure (Section 6) if unspecified materials identified or excessive odours identified.</li> <li>5. Instruct empty vehicles to pass back over the weighbridge which will automatically record a tare weight.</li> </ol>
7.	<ul style="list-style-type: none"> <li>• <b>Loading of feedstocks:</b> <ol style="list-style-type: none"> <li>1. Visually inspect the feedstocks as they are removed from the clamp/storage area for loading into the solid's feeder and continue to monitor odours present.</li> <li>2. Follow Feedstock Rejection Procedure if unspecified materials are identified.</li> </ol> </li> </ul>
<b>Feed Stock Rejection</b>	
<b>AD Plant Manager or Nominated Competent Person</b>	
1.	<ul style="list-style-type: none"> <li>• Are responsible for making a final decision on whether the load should be rejected.</li> </ul>
2.	<ul style="list-style-type: none"> <li>• <b>Rejection when Haulier left site</b> <ul style="list-style-type: none"> <li>○ Isolate the rejected material within the clamp area or storage tank so it cannot contaminate clean materials on site.</li> <li>○ Put signage in place and make other personnel aware.</li> <li>○ Contact the feedstock producer to arrange collection of the material.</li> <li>○ Ensure all Site Operatives are aware of the load of unsuitable feedstock and that appropriate signage installed to ensure the load is not used in error until the load has been removed.</li> </ul> </li> </ul>
3.	<ul style="list-style-type: none"> <li>• <b>In all cases of feedstock rejection, are</b> responsible for ensuring the following actions:             <ul style="list-style-type: none"> <li>○ Arrange removal of unsuitable feedstock as soon as possible, in all cases within 5 days, or sooner if rejection is on the basis of odours.</li> <li>○ Complete Feedstock Rejection Form (<b>MUR-FT-04</b>).</li> <li>○ Put one copy in file in the site office.</li> <li>○ Send a copy to the feedstock supplier and follow up with the feedstock supplier regarding the presence of unspecified materials and take steps to ensure ongoing feedstock quality.</li> <li>○ Carry out any necessary cleaning of tanks and storage areas following removal of the rejected load. Re-process wash waters or dispose of offsite depending on the nature of clean-up materials.</li> </ul> </li> </ul>

<b>Site operators shall ensure that:</b>	
1.	<ul style="list-style-type: none"> <li>• Loads are rejected if visibly contaminated with:                             <ul style="list-style-type: none"> <li>○ Plant pests / pathogens / invasive or toxic species (silage).</li> <li>○ Stones which are greater than 8 mm in size in a number that is not feasible for manual removal.</li> <li>○ Plastic or e.g., aerosol cans at a level which cannot practically be manually removed.</li> <li>○ Unknown liquids or contaminants such as cleaning chemicals or oils.</li> </ul> </li> <li>• Loads are rejected if following sniff test monitoring:                             <ul style="list-style-type: none"> <li>○ Odours are deemed to be excessive and likely to cause impacts beyond the site boundary due to storage and handling.</li> <li>○ Odours detected suggest contamination of feedstocks by oils, cleaning chemicals, or other incompatible contaminants.</li> </ul> </li> <li>• Loads are rejected if:                             <ul style="list-style-type: none"> <li>○ There is insufficient capacity at the site to store the load</li> <li>○ The paperwork accompanying the load is incorrect or incomplete</li> </ul> </li> </ul>
2.	<ul style="list-style-type: none"> <li>• <b>Rejection when Haulier on site</b> <ul style="list-style-type: none"> <li>○ If the decision is made to reject the load and the haulier is still on site, then the Site Operative overseeing the load is responsible for instructing the driver of the delivery vehicle to reload the vehicle</li> </ul> </li> </ul>

## 4. Records

Record name	Record to be retained by (job role)	Retention Period
AD Plant Daily Solid Feed Sheet (MUR-MM-08)	Site Manager	6 years
Feedstock Rejection Form (MUR-FT-04).	Site Manager	6 Years

