

DESCRIPTION General instructions for safe Waste Acceptance Criteria	
EQUIPMENT REQUIRED <ul style="list-style-type: none"> ▪ Gloves ▪ Foot Protection ▪ High Visibility Clothing ▪ Safety Helmets ▪ Protective Clothing ▪ Safety Helmet 	PERSONAL PROTECTIVE EQUIPMENT REQUIRED <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Foot Protection</p> </div> <div style="text-align: center;">  <p>High Visibility Clothing or Vest</p> </div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 20px;"> <div style="text-align: center;">  <p>Hand Protection</p> </div> <div style="text-align: center;">  <p>Protective Clothing</p> </div> <div style="text-align: center;">  <p>Safety Helmets</p> </div> </div>
HAZARDS <ul style="list-style-type: none"> ▪ Cuts and abrasions ▪ Strains ▪ Infections ▪ Needle sticks 	ACCOMPANYING RISK ASSESSMENT(S) SPEN-12/ NORM-12/ RAIN-12/ STOKE-12

STEP	REQUIREMENT	RELATED SOP / RA / PHOTO LINK
1)	<p>General</p> <p>Waste is only accepted on-site when accompanied by an appropriate hazardous waste consignment note or a controlled waste transfer note. All waste arriving on-site will be subject to visual inspections.</p> <p>At the point of the acceptance criteria, using the information from the hazardous waste consignment notes provided the operator will check both the description and condition/ packaging of the waste.</p> <p>To help stop non-conforming waste from arriving at Sharpsmart facilities during the waste collection process of clinical waste, the Sharpsmart driver will make every effort not to collect non-conforming waste, and any found will not be loaded onto the vehicle. The driver will make the customer aware of this point immediately.</p>	

	<p>Upon Arrival of The Incoming Clinical Waste Load</p> <p>The Sharpsmart operator dealing with the incoming deliveries of clinical waste is responsible for checking the accompanying Hazardous Waste Consignment note(s) (HWCN(s)) or controlled waste transfer notes from the customers, and ensuring that all parts have been completed correctly. Waste will only be accepted with the correct documentation.</p> <p>The operator will make a physical appearance check of the waste against the HWCN (Hazardous Waste Consignment Note). This will include the condition and packaging/markings of the waste containers.</p> <p>All containers arriving on-site will be weighed across the site scales, and weights will be recorded during the process. The operator will scan the bin/container tag barcodes onto the system.</p> <p>One in ten bins should be fully inspected to the bottom of the carts. If a non-conformance is identified, all carts for the next six consignments must be inspected.</p> <p>Items that are tracked</p> <ul style="list-style-type: none"> • Date of arrival on-site • Original producer's details (unique identifier) • All previous holders • A unique reference number. • Pre-acceptance information • Package size and type. • Intended treatment/disposal route. • Accurate records of the nature and quantity of waste held on site, including all hazards and identification of primary hazards. • Where the waste is physically located on-site • Where the waste is in the designated disposal route • Identification of staff who have made the decision regarding acceptance or rejection of the waste streams and decided upon recovery/disposal options. • Link each clinical waste container accepted to its consignment or transfer note. 	
3)		

	<p>Waste Acceptance Criteria</p> <p>Loads cannot be accepted onto the site unless sufficient storage capacity exists, and the site is staffed to receive the waste.</p> <p>Hazardous waste can only be received under the supervision of a suitably qualified person.</p> <p>On-site verification and compliance testing are undertaken to confirm:</p> <ol style="list-style-type: none">1. The identity of the waste.2. The description of the waste3. Consistency with pre-acceptance information and proposed treatment method4. Compliance with permit. <p>All records relating to pre-acceptance are maintained and kept readily available for cross-reference and verification at the waste acceptance stage. Back-up copies of computer records are maintained off-site.</p> <p>Waste Rejection</p> <p>The acceptance procedure outlines the waste rejection process for all non-conforming wastes that cannot be accepted on-site. Acceptance of non-conforming wastes is a direct breach of the permitted conditions of the site's Environmental Permit.</p> <p>Any waste coming across the scales that does not meet the criteria will be refocused entry to the site. The site can only accept materials that conform to the EWC (European Waste Codes) waste codes provided within the site's Environmental permit.</p> <p>Any waste that is rejected or may be subject to rejection should be brought to the attention of the Site Supervisor for further inspection and action.</p> <p>Rejected Waste must be recorded on a non-conforming waste report completed by the scales operator and passed to both the Account Manager and Compliance Manager, so that the consignor of the waste can be</p>	
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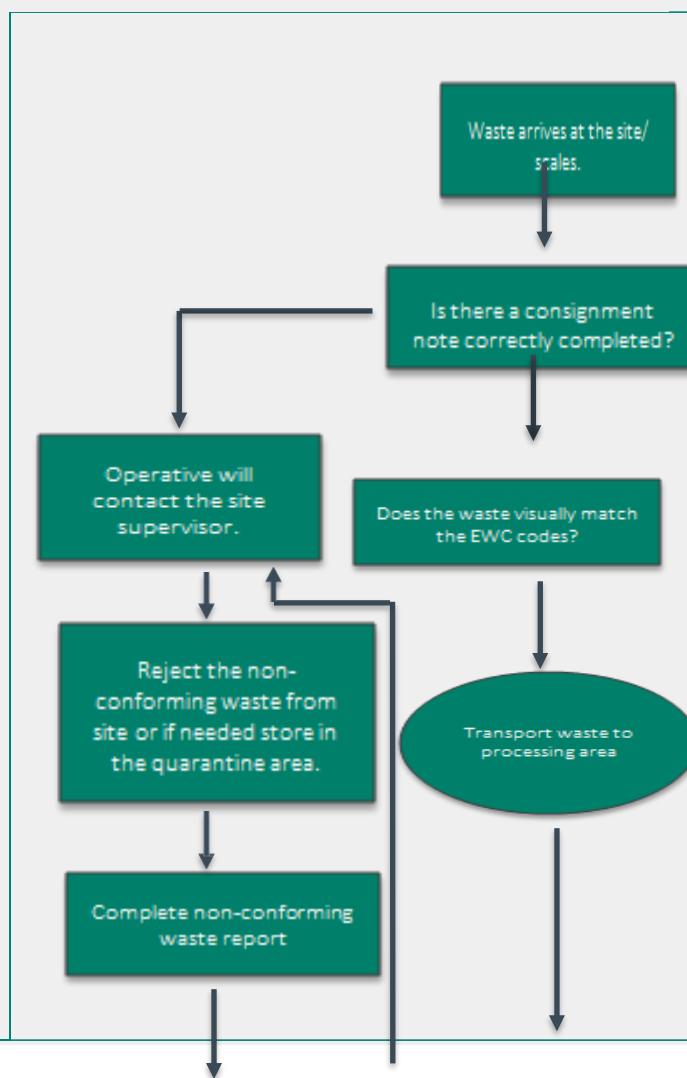
Contacted and made aware that the waste has been rejected.

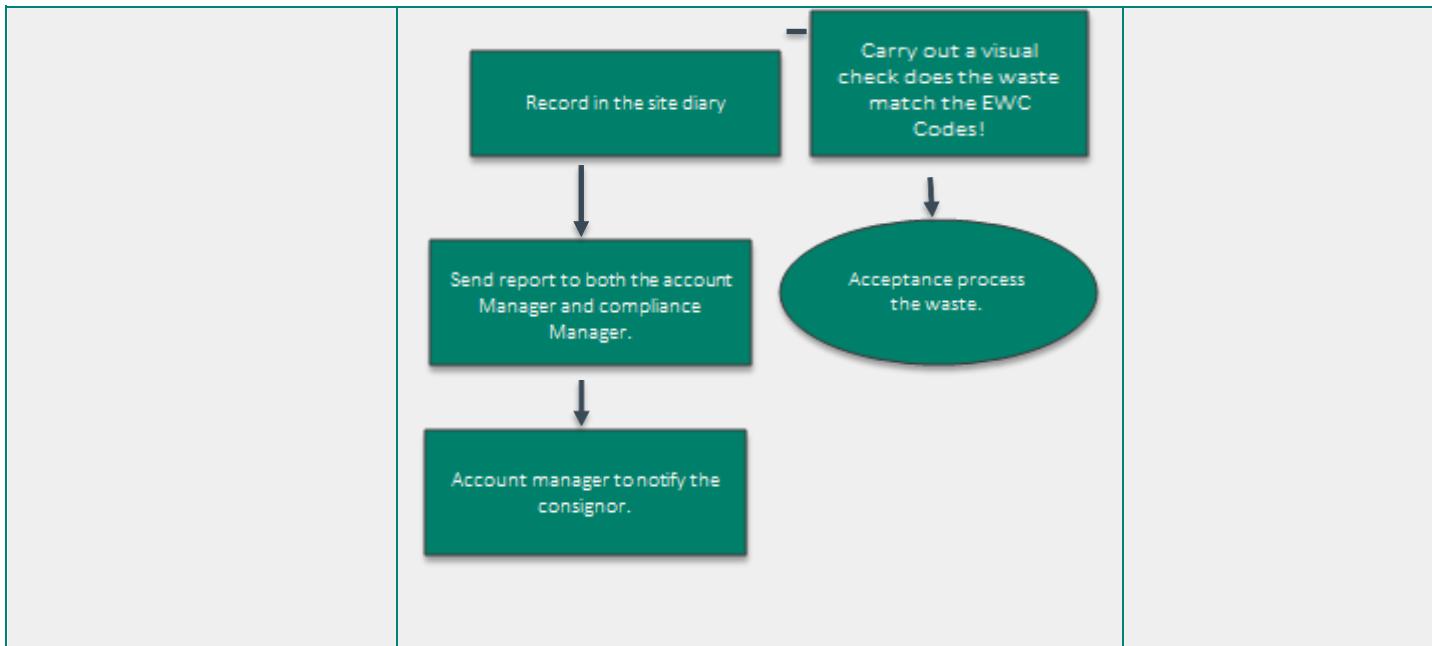
If at the point of delivery, the waste cannot be immediately returned to the customer or is in too much of a dangerous condition to be transported, then the waste will be stored correctly within the site quarantine area for up to 7 days until a resolution has been reached.

All waste rejections shall also be recorded in the Site Diary.

Process Flowchart

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Revision Level & Date	Description of Change	Author (Name / Title)	Approval (Name / Title)
Level 3 14/01/2025	New Document	UK National Health & Safety Manager	UK Compliance Manager
Level 4 11/11/2025	Revision	UK National Health & Safety Manager	UK Compliance Manager