

Purpose

This procedure describes the process for accepting waste at Safetykleen branches and staging areas, ensuring compliance with environmental permits, duty of care requirements and Appropriate Measures.

Related Procedures

This procedure must be read in conjunction with:

- Waste Pre-Acceptance Procedure
- Waste Rejection and NCR Procedure

1. Pre-Acceptance

All waste accepted by Safetykleen must undergo the pre-acceptance process before arriving at site.

Waste is booked into the site using the F&O system. All pre-acceptance information will have been completed by the Technical Support Office (TSO) in conjunction with the waste producer, waste consultant and waste representative.

Only wastes that:

- Have completed pre-acceptance.
- Have an approved recovery or disposal route.
- Are permitted by the site environmental permit.
- Have available storage capacity onsite.

may be accepted onto site.

2. Arrival at Site

When arriving on site, the waste representative or service representative must report to the Warehouse Operative and/or Facilities & Compliance Expert (FCE) before unloading.

The Warehouse Operative or FCE will:

- Check the paperwork against the load.
- Conduct a visual inspection of the load.
- Confirm the waste appears safe to unload.
- Verify sufficient capacity exists within the reception or storage area.

Incompatible wastes must remain segregated during the unloading process to minimise the potential for dangerous reactions.

3. Unloading

Following satisfactory initial inspection, waste will be unloaded into the designated waste reception area using approved manual handling or lifting equipment. Waste should not remain within the reception area for longer than one working day and should be transferred to the appropriate storage area following completion of acceptance checks.

4. Waste Acceptance Checks

A competent person shall inspect the waste following unloading.

Checks must confirm:

- Waste matches pre-acceptance information;
- The EWC code is appropriate;
- Packaging is suitable and in good condition;
- UN-approved containers remain suitable for use;

- The labelling of the waste is in place, legible and covers all requirements.
- The waste is authorised under the site permit; storage capacity exists; and the waste can be safely stored with existing wastes onsite.
- That any checks or tests indicated by the pre-acceptance procedure are carried out and match with what is expected.- See below for testing and verification.

WEEE and WTEE shall be inspected for damage, leaks or signs of overheating. Lithium batteries shall be checked for bulging, splitting, leakage, damage or overheating. Damaged batteries shall be segregated and quarantined pending onward removal. Any hot load shall be quarantined immediately. Leaking or damaged containers shall be over-drummed or repackaged before storage.

5. Testing and Verification

Appropriate testing may include:

- visual appearance,
- physical state,
- viscosity,
- odour,
- water solubility,
- flash point,
- water content
- elemental content.

Unless contraindicated by risk assessment, containers should be opened and inspected. Aerosols, pressurised containers, laboratory smalls and asbestos-containing wastes would not normally be opened. All testing and verification shall be recorded on the company waste tracking software.

6. Sampling Requirements

Sampling is not normally required for defined categories such as:

- Pure product chemicals supported by SDS,
- Asbestos,
- Contaminated clothing, packaging or rags
- Solid, Non Hazardous Waste, except where is a mirror entry
- WEEE/WTEE,
- Laboratory smalls,
- household waste and other listed article-type wastes.

It is also accepted that wastes from safetykleen machines, serviced by safetykleen technicians, do not require testing on acceptance, as the waste is known to us, and periodic random testing of machine waste is carried out to ensure correct classification. This does not remove the need for visual and other checks to be carried out on the machine waste on acceptance on site, only the sampling requirement. Sampling will be carried out on all other wastes.

Where sampling is required, it shall be undertaken by suitably trained personnel supervised by a person qualified to minimum HNC in chemistry, and analysed by a competent laboratory or suitably equipped in-house laboratory with suitably recognised test methods. Sampling may also be carried out if the waste is known to be variable and or if the waste has historically been found to be not as described.

When taking samples from several wastes containers, a composite sample may be taken from multiple containers, if the waste appears to be non variable, and the history and confidence in the wastes non variability indicates this is suitable. Samples will be taken from each waste container. Samples will be kept on site until a minimum of 2 working days after the waste has left site. Any testing results are recorded on the electronic waste tracking system.

7. Acceptance Decision

A waste shall only be accepted when inspections and testing are complete, the waste conforms with pre-acceptance information, no unacceptable environmental, fire or safety risks have been identified and suitable storage arrangements are available. Acceptance records shall be retained.

8. Non Conforming Wastes

The non conformance procedure will be enacted in the following circumstances:

- The Waste is not as described
- The waste does not conform to any caveats or restrictions given to the waste at quoting stage.
- The waste does not match the pre-acceptance data received at the pre-acceptance stage
- The labelling is incorrect or missing
- The paperwork is incorrect or missing
- The packaging is damaged, leaking or not suitable for the use to which it has been put (including the use of non-UN approved or out of date UN approved packaging for a dangerous good)

This list is not exhaustive. If a waste or consignment of waste is shown to be non conforming then a non conformance report is raised, and dealt with using the non conformance procedure.

9. Quarantine Procedure

Waste shall be quarantined where it does not match pre-acceptance information, requires further testing, cannot be safely classified, has unsuitable packaging, or presents a fire, chemical or environmental risk. No waste shall remain in quarantine longer than five working days.

10. Waste Rejection

Where a waste cannot be accepted, an NCR shall be raised. Rejected wastes shall be returned to the producer or transferred to a suitably permitted facility, within five working days. The Environment Agency shall be notified where required by permit conditions or incident reporting requirements.