

1.0 SCOPE

This procedure is to ensure that clinical waste accepted, segregated, stored at and transferred from Sands Farm MRF is managed to minimise risk to the environment and in accordance with applicable legislation. Risks to the environment include:

- Pollution from inadequate storage and the effects of fire
- Acceptance of non-permitted waste

Under the Duty of Care, waste must be appropriately described, held securely, accepted from and transferred to only authorised persons. Authorised hauliers should hold a waste carriers certificate. Wastes shall only be transferred to a facility which holds either an environmental permit or exemption.

2.0 RESPONSIBILITIES

- Collection crews complete pre-acceptance checks to ensure only clinical waste that conforms to the acceptable waste criteria, and is in an appropriately labelled and secure container is collected.
- Site staff shall ensure that the waste is accepted, stored and transferred following this procedure.

3.0 RELATED DOCUMENT

Reference	Version	Owner	Approved and checked HWS	Date of issue
See title bar	001	MN	HN	22/02/2019

**Environmental Management Operational Procedure 74:
Sands Farm MRF clinical waste acceptance, storage and
transfer**



Document	Location
Duty of Care Regulations	www.gov.uk
Environmental Permit	Site Bible
Public registers	www.gov.uk
Clinical Waste (EPR 5.07 V1.1 Jan 2011)	Environment Agency
Transfer and consignment notes	Purgo software; paper copies
EMOP16 Site event recording, inspection and monitoring procedure at MRFs	EMS manual, Entropy
Consignment notes - standard and multiple collections rejected consignments	www.gov.uk
Waste Inspection register	Blank forms T drive, paper copy on site
Waste Inspection form	Blank forms T drive, paper copy on site
Fire Prevention Plan guidance	www.gov.uk
EMC21: Approval of Waste Management Contractors	Entropy, EMS manual
EMCP22: Fire Prevention and Management Plan procedure	Entropy, EMS manual,
MRF Site Diary	
Complaints form and register	
Quality Management Plan WI 4&5	

4.0 PROCEDURE

4.1 Waste Acceptance

The permit, found in the Site Bible, states which types of waste may be accepted, along with the quantities allowed.

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The site securely stores and transfers small quantities of clinical waste collected from householders in Wiltshire. The acceptable waste types and EWC codes are:

- 18 01 01 Sharps (Except 18 01 03)
- 18 02 03 Waste whose collection and disposal is not subject to special requirements in order to prevent infection.

The secure storage area for clinical waste is shown in the Site Storage Plan (SFF/PP/001), see Appendix 1.

All clinical waste delivered to the site will be collected via Hills Municipal Collection crews. These staff are trained on the waste acceptance criteria for the facility, and will complete pre-acceptance checks ensuring that only clinical waste that conforms to the acceptable waste types and is contained within the correctly labelled, secure container or bag is collected.

On arrival on site, all vehicles are weighed into the site and an electronic waste transfer note is produced. Delivery crews will then be directed by weighbridge operator to the secure storage area.

The site mobile plant operators are responsible for ensuring that the waste has been received into the correct storage area, and the compound is kept secure.

Wastes are visually inspected when they are deposited to ensure that only permitted wastes are accepted.

Should non-compliant material be discovered within a delivery of waste, the site staff will take the following action:

If the waste vehicle is still on site when the load is rejected, it will be reloaded and returned to the producer where possible.

If non-compliant waste is found after the delivery vehicle has left site the waste will be segregated, stored in a quarantine area and transferred to an authorised facility for treatment/disposal. For any load that is rejected a Waste Inspection Form will be completed and sent to the customer/producer informing them of the non-compliance and any actions undertaken.

Handling of waste to check for non-conforming material will be kept to a minimum to minimise risks to site staff. This will be a secondary check, following the initial checks by the collection crews.

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4.2 Waste segregation and storage

The storage of clinical waste at the Sands Farm MRF is confined to one, secure area, shown on the site storage plan (SFF/PP/001). This area has sealed drainage, with any runoff captured within a sealed tank.

The concrete surface of the storage area is of a sufficient type and quality to allow effective disinfection. Suitable disinfectants for dealing with clinical waste spillages will be stored on site and staff trained in their use.

The waste storage area is clearly identified with appropriate signage. The clinical waste compound will be fenced and locked to prevent unauthorised access.

All clinical waste accepted on site will be stored within secure UN Standard wheeled bins, such as the examples shown below:



770 Litre Wheeled Bin



360 Litre Wheeled bin

All containers delivered to site will be labelled with a unique number, to enable the waste to be tracked. This label will identify the date it was delivered to site, and the source producer. The weighbridge waste transfer note, the collection crew job sheet and container tracking labels will be retained on site.

Any non-conforming wastes will be isolated and stored separately prior to removal from site back to the producer or to an appropriately permitted facility. This will be arranged within 10 days. The quarantine area will have a maximum storage capacity of 1500 litres.

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4.3 Management of clinical waste

All clinical waste will be managed via an appropriately licensed sub-contractor, who will collect and transfer the waste material to an appropriately licensed facility.

Storage times of clinical waste will be managed to prevent odours and increased pest/vermin populations.

The maximum storage times for each waste type is shown below:

Sharps	2 weeks
Bagged Waste	2 weeks

4.4 Control of Emissions and Monitoring

All clinical waste received into site and stored on site will be bagged and contained within sealed, secure UN standard containers. There will be no treatment of any clinical waste on site and therefore no requirement to monitor emissions of bioaerosols using spore tracers.

No bins will be washed / disinfected on site. There will be no routine emissions to water.

The main risk for emissions from clinical waste received on site will be through breached packaging through manual handling procedures ie damaged in transit / offloading / loading.

The storage area will be inspected on a daily basis to identify any potential issues from breached packaging. Should any breaches be identified the site staff will:

- Wear appropriate PPE including type 5 disposable overalls, RPE, rubber gloves, and rubber safety boots.
- Use site spill kit to clean any spilt waste or liquids. These will be double bagged and placed into a UN standard container on site.
- The area will be washed using a concentrated cleaner and disinfectant to kill any pathogens or bacteria present.
- A sample will be taken from the sealed drainage tank and tested to ensure it is disposed of to an appropriate facility.
- PPE will be bagged and disposed of as clinical waste.

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4.5 Waste transfer

Clinical waste will be collected by an authorised and appropriately licenced contractor and consigned to a licenced waste disposal facility.

Waste will be consigned using the consignment note procedure and a consignment note completed. The consignment note must contain similar information to a waste transfer note. The Standard Industry Code SIC (2003) for hazardous waste must be provided by the producer and entered in the consignment note. The carrier must enter their vehicle registration.

A separate WTN is not required. Consignment notes should be kept for a minimum of three years.

4.6 Site Inspections

These are carried out as detailed in EMOP16 Site events recording, inspection and monitoring procedure at MRFs and transfer stations. A site environmental log is completed on a daily basis, assessing compliance against the permit. On a monthly site inspection, storage quantities will be assessed to ensure compliance with site EMS documents.

5.0 DEFINITIONS

5.1

- Hills Waste Solutions Ltd (HWS)**
- Hills Municipal Collections Ltd (HMC)**
- Waste Transfer Note (WTN)**
- Consignment Note (CN)**
- Materials Recycling Facility (MRF)**
- Transfer Station (TS)**

6.0 CHANGES

Version	Date of issue	Changes
V1	26.02.2019	Original issue. Generic procedure EMOP17 for MRFs and Transfer Stations modified to take into account fire prevention and management guidance and produce a site specific procedure.
V2		
V3		

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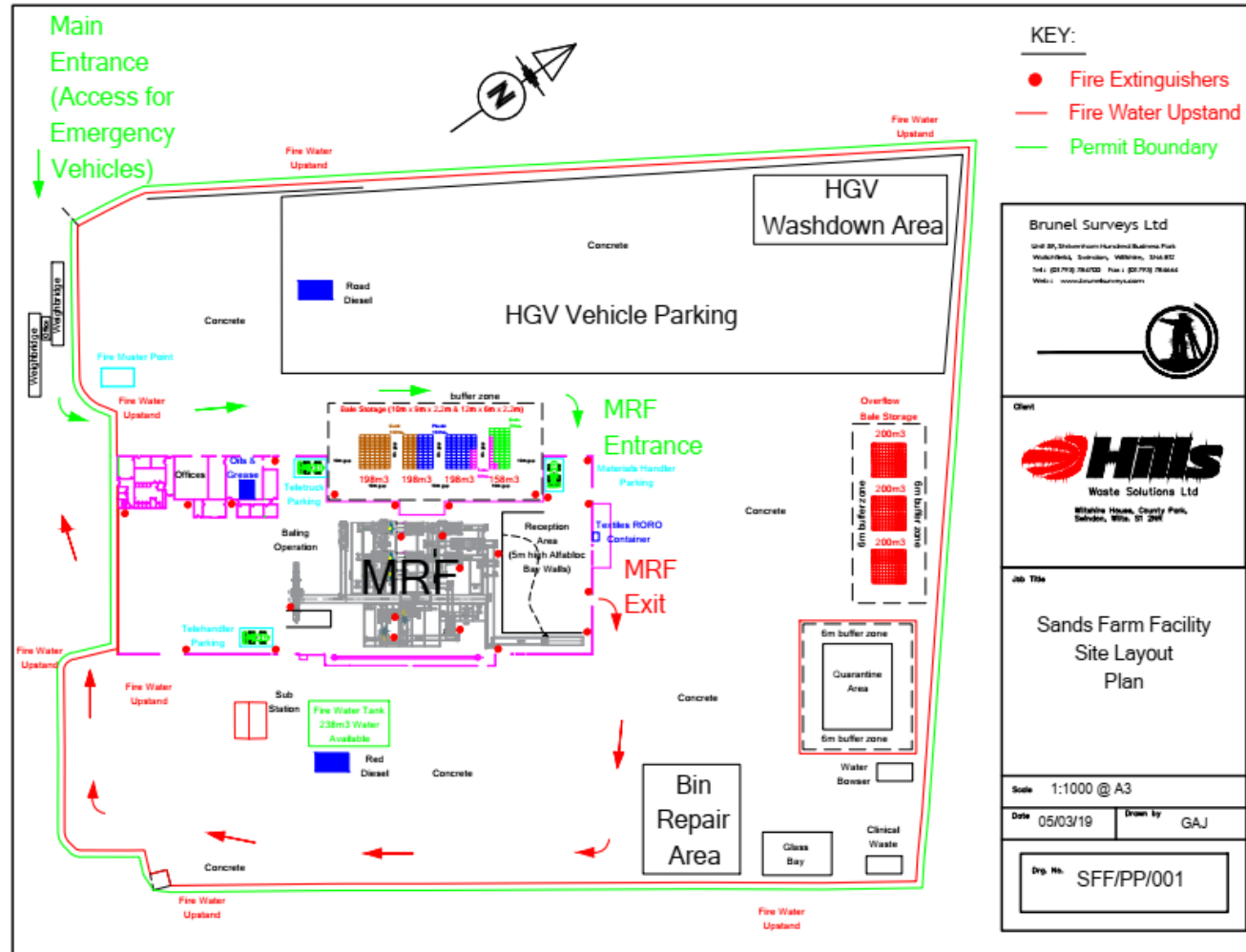
Appendix 1

Site Storage Plan

Uncontrolled when printed

Reference	Version	Owner	Approved and checked HWS	Date of issue
See title bar	001	MN	HN	22/02/2019

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