

1.0 Scope

This procedure is to ensure a record of significant events is made and inspections and monitoring is carried out at Sands Farm Facility MRF to minimise risk to the environment in accordance with the permit, applicable legislation and fire prevention guidance. Risks to the environment include:

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

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 carrier's certificate. Wastes shall only be transferred to a facility which holds either an environmental permit or exemption.

This procedure is one of the key components of the Sands Farm Facility MRF Fire Prevention and Management Plan.

2.0 Responsibilities

Area Manager, Site Supervisor and Site Operatives shall ensure that the waste is accepted, stored and transferred according to this procedure.

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See title bar	001	HN	GJ	01/03/2019

3.0 Related documents

Document	Location
Internal procedures and forms	
EMC21: Approval of Waste Management Contractors	Chapter 2 EMS manual, Entropy
EMCP22: Fire Prevention and Management Plan procedure	Chapter 2 EMS manual, Entropy
EMOP 74 - Sands Farm Facility MRF clinical waste acceptance, storage and transfer.	Chapter 3 EMS manual, Entropy
Transfer and consignment notes	P&L software; paper copies
Waste Inspection register	Blank forms T drive, paper copy on site
Supervisor Check Sheet	Blank forms T drive, paper copy on site
Sands Farm Facility MRF Monthly Inspection Sheet	Blank forms T drive, paper copy on site
Materials Recycling Facility Site Diary	Blank forms T drive, paper copy on site
External legal requirements and guidance.	
Environmental Permit	Site Bible
Duty of Care Regulations	www.gov.uk
Public registers	www.gov.uk
Consignment notes - standard and multiple collections rejected consignments	www.gov.uk
Environment Agency Fire Prevention Plan guidance	www.gov.uk
WISH forum WASTE 28	http://www.hse.gov.uk/waste/wish-guidance.htm

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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.

The site processes and transfers a number of different waste streams, including:

- Comingled Paper, Cardboard, Cans, Plastic Bottles, Plastic Pots Tubs and Trays, Waxed Cartons, Textiles
- Cardboard
- Paper
- Plastics
- Metals
- Glass (packaging)
- Clinical waste (waste acceptance covered under EMOP 74)

These areas are signposted on site and are shown in Sands Farm Facility Site Storage Plan reference SFF/PP/001, see Appendix 1. The weighbridge operator is responsible for directing the vehicle to the appropriate waste storage area. This is coordinated with machine operators who will ensure that the waste has been received into the correct storage area.

The site accepts waste from the Local Authority and private companies; all deliveries are weighed into site and are covered by a waste transfer note either on a load basis or an annual note to cover regular transactions.

Wastes are visually inspected regularly when they are deposited to ensure that only permitted wastes are accepted. At least daily, the weighbridge operator will contact the site staff to visually inspect a given load to ensure that it conforms with its description (waste inspection form and waste inspection register). If the waste vehicle is still on site when the load is rejected, it will be reloaded and returned to the producer. 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.

The quarantine area is available in a designated bay outside the building which has sealed drainage and 6 metre separation distances on all side to any other was stockpiles.

Whilst waste flows vary due to local authority collection rounds and seasonal fluctuations. The facility will accept the following approximate daily tonnage for each waste material stream:

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Waste Material	Approximate Daily Tonnage
Co-mingled Recyclables	150
Glass	40
Cardboard / Paper	10

4.2 Waste storage

All dry recyclables delivered to the Sands Farm Facility MRF will be accepted and sorted within the building. Externally there will be bays for the storage of glass, a secure clinical waste storage bay and a designated quarantine bay. Sorted, baled recyclables will also be stored outside prior to collection in managed stockpiles.

Small quantities of non-hazardous clinical waste will be accepted onto site. These will be stored in a secure compound with sealed drainage.

Areas storing wastes and products are identified and shown on Sands Farm Facility Site Storage Plan reference SFF/PP/001

Non-conforming wastes will be isolated and stored separately prior to removal from site back to the producer or to an appropriately permitted facility.

Mobile plant could provide a source of ignition and must be kept away from waste when the site is not manned. They should be parked in the dedicated mobile plant overnight storage area shown on the site storage plan.

Under the FPP guidelines, plastic and cardboard has been identified as increased risk and the following table applies for plastic and cardboard stockpile sizes:

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Waste Type	Max Height (m)	Max Length (m)	Max Depth (m)	Max Tonnage	Minimum Separation Required*
Loose Co-mingled recyclables reception BAY 1	4	20	20	150	Concrete wall, 6m to the next stockpile
Loose Co-mingled recyclables reception BAY 2	4	20	20	150	Concrete wall, 6m to the next stockpile
Baled Material (a)	2.2	9	10	120	6m to the next stockpile
Baled Material (b)	2.2	10	10	120	6m to the next stockpile
Baled Material (c)	2.2	10	10	120	6m to the next stockpile
Baled Material (d)	2.2	10	5	60	6m to the next stockpile

* All materials not held within a bay or container must be separated by a minimum distance of 6 metres.

Loose comingled recyclables density = 0.01t/m³

Baled material density plastic = 0.7t/m³

Baled material density cardboard = 0.7t/m³

Baled material density metal = 0.85t/m³

The stockpile sizes will be confined by a combination of barriers and demarcation lines.

4.3 Waste Sorting and transfer

Co-mingled recyclables will be processed through the sorting plant on site to separate into products for recycling, these products will include Cardboard, Paper, Plastics, Metals and textiles. Where appropriate materials will be baled to maximise payload on collection vehicles and reduce vehicle movements to and from site.

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At times where the sorting plant is unavailable, unsorted mixed recyclables may have to be bulked up and transferred to appropriately licenced third-party facilities for processing.

Mixed glass will be stored in bays externally, and this material will be visually inspected to ensure compliance with waste acceptance before being bulked up to a glass recycling facility.

Clinical waste will be accepted and stored into a secure compound on site with sealed drainage. The material will be within locked UN containers, visual inspections will ensure these containers are secure and quantities within the compound do not exceed agreed levels.

4.4 Management of Stockpiles

All waste stockpiles will be managed on the principle that the oldest waste will be transferred or processed ahead of any fresher tipped waste to prevent degradation, heat build-up, odours and increased pest/vermin populations.

The storage times for each waste type is shown below:

Stockpiled Waste Type	Maximum Storage Time
Co-mingled Recyclables	1 month
Plastic Bottles / PTT	1 month
Paper	1 month
Steel Cans	1 month
Alu Cans	1 month
Cardboard	1 month
Waste /Residual	1 week
Clinical Waste	2 weeks

4.5 Waste transfer

Under the Duty of Care, waste must be adequately described, kept secure and transferred to authorised persons. Authorised persons should hold a waste carrier’s certificate (hauliers), an environmental permit or exemption (reprocessor).

Waste will only be transferred to an approved waste management contractor.

A waste transfer note (WTN) is the document which must accompany any transfer of waste between different holders. A transfer takes place when waste is given to or accepted from a company other than HWS. The purpose of a WTN is to allow other people who handle your waste to know what they are dealing with so that they can manage it safely and properly. At HWS, WTNs can be manually or electronically generated from the P&L system.

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A WTN is created for each load of waste that leaves the site. For repetitive transfers, you can use an 'annual ticket', i.e. one transfer note will cover multiple transfers over a given period of time of up to 12 months. However, you can only use an annual ticket if the parties involved in each transfer are the same and the description of the waste transferred remains the same.

You should describe the quantity and types of each different waste being transferred on the WTN, both in words and by using the appropriate codes in the List of Wastes (England) Regulations 2005 and the List of Wastes (Wales) Regulations 2005.

The WTN should also include details of how the waste is contained, i.e. whether it is loose or packaged and the quantity.

As the producer, you are in the best position to describe your waste accurately. It is not acceptable to use non-specific terms, e.g. 'general waste' or 'inert waste'. The Standard Industry Code SIC (2007) for non-hazardous waste must be provided by the producer and entered in the WTN.

Both you and the waste carrier must sign and date the WTN before the waste leaves your site. If you transport waste yourself, you and the operator of the waste management site who you hand your waste over to must sign the WTN. If you use a waste broker, you must ensure that they are registered.

You must keep copies of all WTNs for at least two years. This is your record of the type and quantity of waste you transferred, how it was packaged, when you transferred it, where it went and who you transferred it to. These are all requirements of the Duty of Care.

The address of the customer producer and waste facility should be recorded.

Hazardous waste will be consigned from site to an appropriately licenced facility using the consignment note procedure and a consignment note completed. The consignment note must contain similar information to a WTN. The Standard Industry Code SIC (2003) for hazardous waste must be provided by the producer and entered in the CN. The carrier must enter their vehicle registration.

A separate WTN is not required. Consignment notes should be kept for a minimum of three years. Both WTNs and CNs will be archived.

The site is defined as producing hazardous waste and therefore needs to be registered on an annual basis with the Environment Agency. All HWS premises numbers are kept on the t://drive.

WEEE can only be transferred to waste carrier who is transporting the WEEE to an Authorised Approved Treatment Facility (AATF).

All laden open containers carried on vehicles must be sheeted, netted or enclosed in a suitable manner to prevent escape of waste.

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Waste can only be sent to landfill if suitable pre-treatment has been applied. The producer has to make a statement to this effect on the transfer or consignment note.

The waste hierarchy must be applied to all waste transfers. Regulation 12 of the Waste (England and Wales) Regulations 2011 says that businesses that import or produce, collect, transport, recover or dispose of waste, or who operate as dealers and brokers, must take all reasonable measures to apply the waste hierarchy when the waste is transferred.

4.6 Site Inspections

These are carried out as detailed EMOP 60 - Sands Farm Facility MRF site event recording, inspection and monitoring.

The Materials Recycling Facility Site Diary is completed, which checks that environmental controls are deployed and operating correctly. The Site Supervisor completes the Supervisor Check Sheet on a weekly basis which checks housekeeping; plant checks sheets, fire equipment, and stockpile size. The Area Manager will complete the Sands Farm Facility MRF monthly Inspection Sheet which also includes an assessment on the stockpile sizes against the requirements of Sands Farm Facility Site Storage Plan reference SFF/PP/001

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5.0 Definitions

5.1 Waste Electronic and Electrical Equipment, (WEEE)

Authorised Approved Treatment Facility, (AATF) - a facility which treats all WEEE.

Hills Waste Solutions Ltd (HWS)

Waste Transfer Note (WTN)

Consignment Note (CN)

Materials Recycling Facility (MRF)

Transfer Station (TS)

6.0 Changes

Version	Date	Changes
1	18/03/2019	Original issue.

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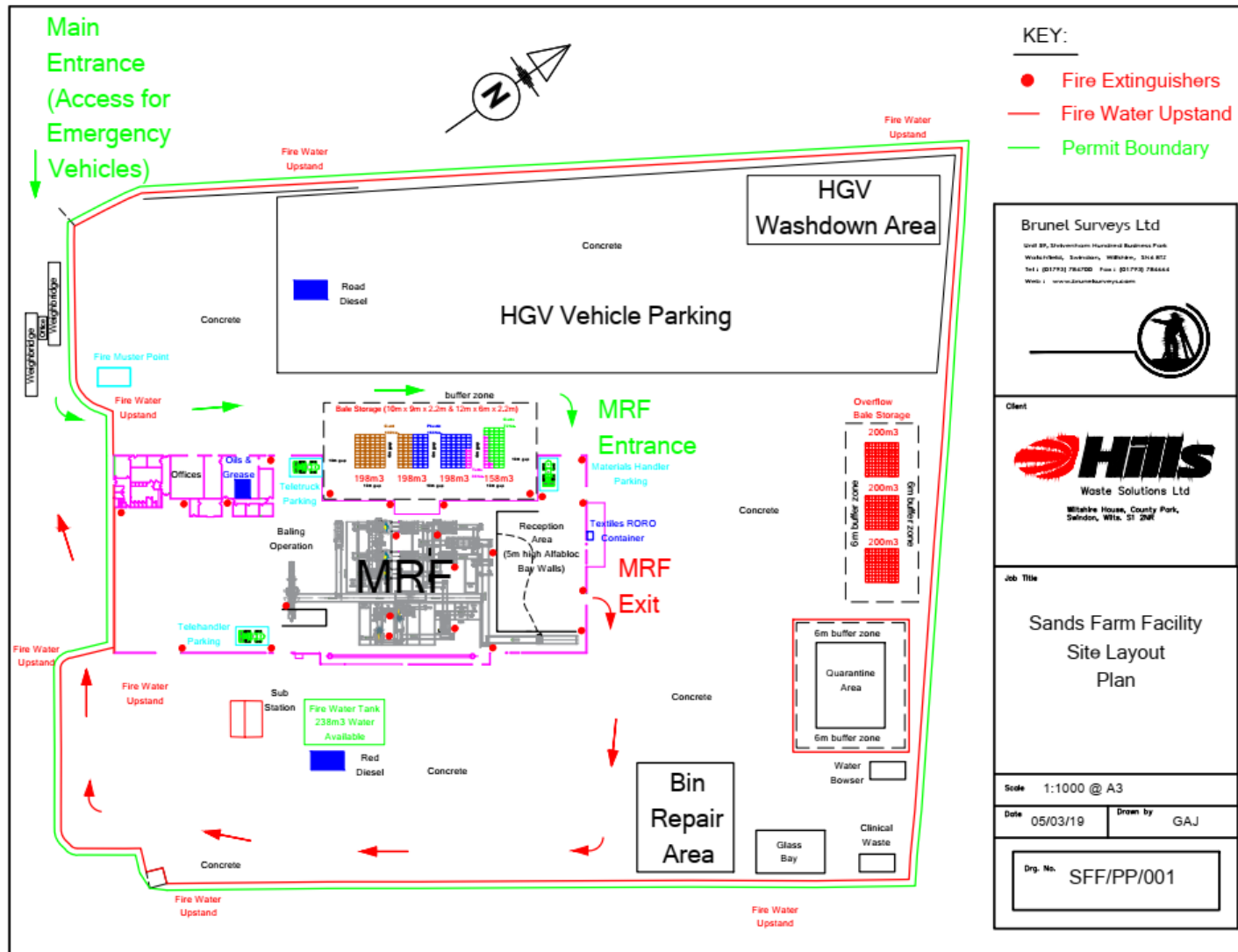
Appendix 1

Site Storage Plan

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