

Waste Acceptance Procedure

EPR-OP02

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1.0 PURPOSE

This document aims to outline the procedure which must be followed by Charlton Park Biogas Ltd (hereon referred to as “CPB”) operatives whilst receiving wastes from third party companies.

The waste will comprise the following waste streams:

- Broiler Manure – classified as non-hazardous waste; and
- Liquid Food Waste – classified as non-hazardous waste.

The accepted waste list is proved in Annex A.

1.1 Technical Guidance

This procedure has been produced in line with the following sections of *Sector Guidance Note IPPC S5.06 Guidance for the Recovery and Disposal of Hazardous and Non-Hazardous Waste Integrated Pollution Prevention and Control (IPPC)*:

- 2.1.1 Pre-acceptance procedures to assess waste; and
- 2.1.2 Acceptance procedures when waste arrives at the installation.

This procedure has been produced in line with the following sections of *How to comply with your environmental permit. Additional guidance for: Anaerobic Digestion (Reference LIT 8737) Report Version 1.0 and November 2013*:

- 3.1.4 Pre-Acceptance of Waste
- 3.2.2 Waste Acceptance Procedures

This procedure has been produced in line with the following sections of *Best Available Techniques (BAT) Reference Document for Waste Treatment 2018 (BREF)*:

- 2.3.2.1 Waste Pre-Acceptance
- 2.3.2.3 Waste Acceptance

2.0 PROCEDURE OVERVIEW

The procedure has been split into its component parts for ease of reference by site operatives. Conditions to be applied when site operatives are following the procedure are also indicated below. CPB will use the following pre-acceptance procedure to ensure type and quality of the wastes entering the site are in compliance with the conditions within the environmental permit.

2.1 Pre-Acceptance

- 1) At the waste recycling/disposal pre-acceptance stage, the Technically Competent Manager (TCM)/Site Manager shall obtain baseline information in writing via a pre-acceptance control document (see example at Annex B) relating to:
 - The name, location and contact details of the waste producer;
 - Relevant details of the process giving rise to the waste;
 - An appropriate description of the waste including its physical form, comprehensive chemical composition (based on a representative samples or sample of the waste and hazardous properties);
 - Confirmation that the waste does not contain a radioactive substance;
 - The quantity of waste;
 - Age of the waste;
 - The form the waste takes;
 - Presence, strength and description of odour assessment;
 - Hazards associated with the waste;
 - The European List of Waste code for the waste;
 - Contingency for dealing with non-conforming waste contingency planning in an emergency; and
 - Sample storage and preservation techniques.
- 2) If waste identification cannot be guaranteed, the TCM/Site Manager shall in every case obtain representative sample(s) of the waste from the production process/current holder and compare it against the written description to ensure that it is consistent.
- 3) CPB shall ensure that the sample is representative of the waste and has been obtained by a person who is technically competent to undertake the sampling process.
- 4) Samples, where required, will be clearly labelled and any hazard identified, and be clearly and inextricably linked to the sample source for cross reference purposes.
- 5) Analysis shall be carried out by an appropriately accredited laboratory, who have robust quality assurance and quality control methods and record keeping.
- 6) The TCM/Site Manager will ensure the results of any analysis undertaken are kept within the tracking system and retained on site.

- 7) The analysis required will vary depending upon the nature of the waste, the process to be used and results of analysis will be kept within the document control system. Where analysis is required these details will include:
 - Check on constituents declared by waste producer/holder to ensure Permit compliance, and transfer station acceptance for onward recycling/disposal;
 - All hazardous characteristics;
 - Physical appearance;
 - Colour;
 - pH; and,
 - Presence, strength and description of odour resulting from odour assessment (note COSHH implications).
- 8) Following characterisation of the waste, a technical assessment is finally made of its suitability for treatment or storage to ensure the conditions of the environmental permit are met. Any such assessment will only be made by suitably competent technical staff.
- 9) Wastes will not be accepted at the installation without a clear method of defined treatment and recycling route being determined in advance and costed.
- 10) All records relating to pre-acceptance will be maintained at the facility for cross-reference and verification at the waste acceptance stage. These records will be kept for a minimum of 3-years.
- 11) The facility will only accept the waste types stipulated within the permit.
- 12) If the proposed waste is deemed appropriate for processing by the TCM/Site Manager, waste loads can start to be delivered to the site. The TCM/Site Manager will notify the supplier of CPB's decision.
- 13) Verification of the written information provided by the supplier/producer may be required, and this will require a visit to the producer (at least annually), specifically where a third party is involved, e.g. waste broker.
- 14) Detailed feedstock characterisation shall be obtained through sampling and testing as part of establishing a supply contract with a waste supplier.
- 15) Periodic sampling of the waste shall be conducted as part of the site sampling plan to test for variation and ensure feedstock is consistent with the supply agreement.

2.2 Acceptance of Waste at the Facility

- 1) The Site Manager shall ensure that the site has the required number of qualified operatives on site (as defined in the Permit Management System Manual) and has capacity to store and treat any incoming waste prior to a load arriving at site. All loads arriving at the site will be pre-booked.
- 2) All incoming vehicles will enter via the site entrance and proceed to the weighbridge.

3) Documentation will be checked by the weighbridge operator, to ensure that the waste complies with the waste types permitted by the Planning Permission, Environmental Permit Regulations or any subsequent updates. The relevant documentation includes:

- Carriers Certificate of Registration;
- Duty of Care Waste Transfer Note; and
- Consignment Note.

The documentation will be signed by the weighbridge operator to confirm the acceptance/receipt of the waste prior to the driver being allowed to proceed to the designated reception area depending on load. For the list of European Waste Codes to be assessed against a load for processing through the facility, please see Annex A.

4) During this process, the weighbridge operator will also weigh the load using the site weighbridge and make a record on the central recording system detailing certain information about the waste load. The details the weighbridge operator must record are as follows:

- Date and time of waste delivered;
- Type of material;
- Weight of load;
- Duty of care transfer note;
- Consignment note;
- Vehicle registration number;
- Haulier and waste carrier registration number;
- SIC code; and
- European Waste Code (EWC).

5) Once the documentation has been produced and checked, the weighbridge operator will direct the delivery to the designated reception area to undergo unloading. Prior to the unloading of solid wastes, a site operative undertakes a visual inspection of the waste to further ensure that it conforms to the acceptable waste types and conditions specified in the permit.

6) Once on site, the waste shall be sampled to undergo compliance and verification testing to ensure the waste complies with the pre-acceptance information, proposed treatment method and permit.

7) Following confirmation of acceptance onto site, the driver is then directed to return to the site office, where the weighbridge ticket and consignment note/waste transfer note are completed, and the vehicle is allowed to leave site.

2.3 Visual Inspection of Waste

1) An operative will perform a confirmatory check on a load at the offloading area prior to offloading, where the safety of the operative is not compromised.

- 2) Immediately following the unloading of solid wastes, a site operative undertakes a full visual inspection to further ensure that it conforms to the acceptable waste types and conditions specified in the permit.
- 3) If, upon visual inspection, the waste is not deemed to match the description provided or conform to the conditions specified in the permit, the operative undertaking the visual inspection shall initiate the Waste Rejection Procedure (see Section 2.5).

2.4 Sampling of Waste

- 1) All waste received onto site shall be sampled in accordance with the sampling plan and undergo verification and compliance testing.
- 2) All waste arriving to site via tanker shall be sampled before acceptance, ensuring no immediate storage is utilised. Samples shall be obtained from the top of the tankers to avoid spills, where possible.
- 3) All waste sampling shall take place in the designated sampling area.
- 4) The operative shall be presented with a 'wash-out' certificate or previous load declaration for each arriving load.
- 5) If, upon sample analysis, the waste is not deemed to match the description provided or conform to the conditions specified in the permit, the operative undertaking the analysis shall initiate the Waste Rejection Procedure (see Section 2.5).
- 6) Samples shall be retained on site for a minimum of two days after the waste has been treated/removed off site including all residues from the treatment process.
- 7) In the event that a driver of a vehicle carrying waste has a sample of the waste that has been taken beforehand, this will only be used for analysis if the following condition are met:
 - There are health and safety and environmental control considerations which make sampling difficult.
 - The following written information has been supplied - the physical and chemical composition, incompatible substances and handling precautions, information specifying the original waste producer and process.
 - The waste has been taken directly from the production site to the waste treatment AD facility.
- 8) A record of the sampling regime for each load shall be kept at the facility.

2.5 Waste Rejection

- 1) An Operative shall contact the Site Manger by prior to the rejection of material to inform of the decision to reject a load.
- 2) If an operative decides to reject a load following the initial confirmatory check at the offload point due to the load meeting the rejection criteria, the whole load, will be rejected.
- 3) If an operative decides to reject a load following the detailed visual inspection at the designated reception area due to the load meeting the rejection criteria, the load shall be isolated in the quarantine area demarcated in the associated reception area. The Site Manager will call the company in question and arrange for them to come back to site and collect the load as soon as possible or arrangements will be made to transport the load to an alternative facility.
- 4) If analysis of a waste sample determines that waste meets the rejection criteria, the driver of the tanker shall be informed and arrangements will be made to transport the load to an alternative facility.
- 5) It is at the final discretion of the Site Manager on whether the waste should be rejected.
- 6) The Site Manager will notify the Environment Agency where a rejected load has occurred. The rejected waste load will be recorded on a Waste Rejection Notification Form by the weighbridge operator or Site Manager. A copy will also be sent electronically to the waste producer/supplier. Please note the following:
 - The Environment Agency should be informed where there is knowledge or suspicion that there is a breach of the Environmental Protection (Duty of Care) Regulations 1991 (as amended) or if carried by an unauthorised carrier.

3.0 RELATED ASPECTS

The following sections involve aspects related to the waste acceptance procedures.

3.1 Traceability of Input Materials

- 1) A record system shall be maintained connecting sources of materials with delivery dates. This is achieved via the information / documentation collected for every load of waste that arrives on site.
- 2) In line with the requirements of clause 2.3.2.5 of the Best Available Techniques (BAT) Reference document 2018 and clause 3.2.2 of LIT 8737, the site operates a computerised waste tracking system to maintain records of waste which includes the following details:
 - date of arrival on-site;
 - producers details;
 - previous holder;
 - a unique reference number
 - pre acceptance and acceptance analysis results
 - package type and size;
 - intended treatment route;
 - accurate records of the nature and quantity of the waste held on site, including all identified hazards;
 - where the waste is physically located in relation to a site plan;
 - where the waste is in the designated disposal route (for batch treatment);
 - accurate records of decisions regarding pre-acceptance, acceptance, storage, treatment, or rejection of waste streams; and,
 - recipient of the output.
- 3) All records relating to pre-acceptance shall be maintained and kept readily available at the facility for cross-reference and verification at the waste acceptance stage. Records shall be held for a minimum of two years after the waste has been treated or removed offsite.
- 4) The records shall report on all of the following details:
 - Total quantity of waste present on-site at any one time, in appropriate units, for example, 1 cubic meter IBC equivalents;
 - Breakdown of waste quantities being stored pending on-site treatment;
 - Breakdown of waste quantities on-site for storage only, that is, awaiting onward transfer;
 - Breakdown of waste quantities by hazard classification if applicable;
 - Indication of where the waste is located on site relative to a site plan;
 - Comparison of the quantity on site against total permitted; and
 - Comparison of time the waste has been on-site against permitted limit.
- 5) Back-up copies of digital records shall be maintained in addition to records stored on site.

4.0 ROLES AND RESPONSIBILITIES

Site Operatives - Any site operatives stationed at the reception areas shall be responsible for ensuring the waste acceptance procedure is implemented for all loads arriving at site. Site operatives are also responsible for checking loads once offloaded and performing an official visual inspection and sampling procedure.

Weighbridge Operator - Any site operative stationed at the weighbridge to act as the weighbridge operator shall be responsible for ensuring the waste acceptance procedure is implemented for all loads arriving at site, weighbridge tickets and waste transfer notes must be issued to the hauler and a copy of these records retained.

Site Manager - The Site Manager is responsible for ensuring control documents are completed with prospective waste suppliers, as well as requesting necessary sampling be carried out for any incoming wastes prior to its arrival on site. The Site Manager is responsible for the analysis of the results once received. The Site Manager shall also be ultimately responsible for ensuring all operatives stationed at the key acceptance areas are trained and educated with regards to the procedure in order to effectively enforce it.

ANNEX A – ALLOWABLE EUROPEAN WASTE CATALOGUE CODES

02 WASTES FROM AGRICULTURE, HORTICULTURE, AQUACULTURE, FORESTRY, HUNTING AND FISHING, FOOD PREPARATION AND PROCESSING**02 01 wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing**

02 01 01 sludges from washing and cleaning – vegetables, fruit and other crops

02 01 02 animal tissue waste

02 01 03 plant tissue waste

02 01 06 animal faeces, urine, manure (including spoiled straw) only

02 01 07 wastes from forestry

02 01 99 residues from commercial mushroom cultivation

02 02 wastes from the preparation and processing of meat, fish and other foods of animal origin

02 02 01 sludges from washing and cleaning

02 02 02 animal tissue waste

02 02 03 materials unsuitable for consumption or processing

02 02 04 sludges from on-site effluent treatment

02 02 99 sludges from gelatine production, animal gut contents

02 03 wastes from fruit, vegetables, cereals, edible oils, cocoa, coffee, tea and tobacco preparation and processing; conserve production; yeast and yeast extract production, molasses preparation and fermentation

02 03 01 sludges from washing, cleaning peeling, centrifuging and separation

02 03 04 materials unsuitable for consumption or processing

02 03 05 sludges from on-site effluent treatment

02 03 99 sludge from production of edible fats and oils to include seasoning residues, molasses residues, residues from production of potato, corn or rice starch

02 04 wastes from sugar processing

02 04 03 sludges from on-site effluent treatment

02 04 99 other biodegradable wastes

02 05 wastes from the dairy products industry

02 05 01 materials unsuitable for consumption or processing

02 05 02 sludges from on-site effluent treatment

02 06 wastes from the baking and confectionery industry

02 06 01 materials unsuitable for consumption or processing

02 06 03 sludges from on-site effluent treatment

02 07 wastes from the production of alcoholic and non-alcoholic beverages (except coffee, tea and cocoa)

02 07 01 wastes from washing, cleaning and mechanical reduction of raw materials

02 07 02 wastes from spirits distillation

02 07 04 materials unsuitable for consumption or processing

02 07 05 sludges from on-site effluent treatment

02 07 99 spent grains, hops and whisky filter sheets/ cloths, yeast and yeast like residues, sludge from production process

03 WASTES FROM WOOD PROCESSING AND THE PRODUCTION OF PANELS AND FURNITURE, PULP, PAPER AND CARDBOARD**03 01 wastes from wood processing and the production of panels and furniture**

03 01 01 waste bark and cork

03 01 05 sawdust, shavings, cuttings, wood, particle board and veneer other than those mentioned in 03 01 04

03 03 wastes from pulp, paper and cardboard production and processing

03 03 02 green liquor sludge

03 03 08 paper and cardboard - not allowed if any non biodegradable coating or preserving substance present

03 03 10 fibre rejects fibre -, filler - and coating from mechanical separation

03 03 11 sludges from on-site effluent treatment other than those mentioned in 03 03 10

04 WASTES FROM THE LEATHER, FUR AND TEXTILE INDUSTRIES

04 01 Wastes from the leather and fur industry

04 01 01 fleshings and lime split wastes

04 01 05 tanning liquor free of chromium

04 01 07 sludges not containing chromium

04 02 waste from the textile industry

04 02 10 organic matter from natural products, e.g. grease, wax

07 WASTES FROM ORGANIC CHEMICAL PROCESSES

07 01 wastes from the manufacture, formulation, supply and use of basic organic chemicals

07 01 08* glycerol waste from bio-diesel manufacture from non-waste vegetable oils only

15 WASTE PACKAGING; ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED

15 01 waste packaging, absorbents, filter materials, wiping cloths and protective clothing

15 01 01 paper and cardboard packaging – not allowed if any non biodegradable coating or preserving substance present. Excludes laminates such as Tetrapaks

15 01 02 biodegradable plastic packaging – must be independently certified to BS EN 13432

15 01 03 untreated wooden packaging – not allowed if any non biodegradable coating or preserving substance present.

15 01 05 composite packaging - must conform to BS EN 13432 and not allowed if any non biodegradable coating or preserving substance present

16 WASTES NOT OTHERWISE SPECIFIED IN THE LIST

16 10 aqueous liquid wastes destined for off-site treatment

16 10 02 liquor/leachate from a composting process that accepts waste input types listed in these standard rules only

19 WASTE FROM WASTE MANAGEMENT FACILITIES, OFF SITE WASTE WATER TREATMENT PLANTS AND THE PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION AND WATER FOR INDUSTRIAL USE

19 02 wastes from physiochemical treatments of waste

19 02 03 waste types listed within this table, Table 2.3, that have been mixed together only

19 02 06 sludge types from waste listed within this table, Table 2.3, that have been heat treated only

19 02 10 glycerol not designated as hazardous i.e excludes EWC code 19 02 08

19 05 wastes from aerobic treatment of solid wastes

19 05 01 non-composted fraction of municipal and similar wastes

19 05 02 non-composted fraction of animal and vegetable waste

19 05 03 off-specification compost

19 06 waste from anaerobic treatment of waste

19 06 03 liquor from anaerobic treatment of municipal waste (from a process that treats wastes which are listed in these standard rules only)

19 06 04 digestate from anaerobic treatment of source segregated biodegradable waste (from a process that treats wastes which are listed in these standard rules only)

19 06 05 liquor from anaerobic treatment of animal and vegetable waste (from a process that treats wastes which are listed in these standard rules only)

19 06 06 digestate from anaerobic treatment of animal and vegetable waste (from a process that treats wastes which are listed in these standard rules only)

19 08 wastes from wastewater treatment works

19 08 09 grease and oil mixture from oil/water separation containing only edible oils and fats

19 08 12 sludges from biological treatment of industrial waste water

19 12 wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified

19 12 12 waste types listed within this table, Table 2.3, that have been subjected to mechanical treatment only

20 MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS

20 01 municipal wastes (household waste and similar commercial, industrial and institutional wastes) including separately collected fractions

20 01 01 paper and cardboard – not allowed if any non biodegradable coating or preserving substance present. Excludes laminates such as Tetrapaks

20 01 08 biodegradable kitchen and canteen waste

20 01 25 edible oil and fat

20 01 38 untreated wood where no non-biodegradable coating or preserving substance present

20 02 garden and park wastes (including cemetery waste)

20 02 01 biodegradable waste

20 03 other municipal wastes

20 03 01 mixed municipal waste – only separately collected wastes of types listed within this table

20 03 02 wastes from markets, allowed only if source segregated biodegradable fractions e.g. plant material, fruit and vegetables

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