

Introduction

1. This Waste Acceptance Procedure (WAP) forms part of the Environmental Management System (EMS) for Hills Quarry Products (HQP) Airfield Quarry. As part of the EMS it is a living document and will be updated by HQP as necessary to reflect any changing circumstances either at site, in legislation or to improve practices. These changes will be advised to the EA when the Permit is next reviewed.
2. This WAP has been prepared for the recovery operations at Airfield Quarry so that there are robust procedures operated at site ensuring that only the material accepted is be inert and non- biodegradable that as such no gas monitoring is required¹ for this recovery operation.
3. All permitted wastes accepted for deposit for recovery at Airfield Quarry will be inert as classified under the Landfill Directive (1999/31/EC) and Council Decision (2003/33/EC) *‘establishing criteria and procedures for the acceptance of waste landfills’*.
4. The Landfill Directive defines inert waste as *“waste that does not undergo any significant physical, chemical or biological transformations. Inert waste will not dissolve, burn or otherwise physically or chemically react, biodegrade or adversely affect other matter with which it comes into contact in a way likely to give rise to environmental pollution or harm to human health. The total leachability and pollutant content and the ecotoxicity of its leachate are insignificant and, in particular, do not endanger the quality of any surface water and/or groundwater.”*

Waste Characterisation

5. The legal responsibility to describe any waste is with the person who produces the waste and this includes assigning the appropriate List of Waste (LoW) code. Where the waste code can have both hazardous and non-hazardous entries it is a “mirror code entry” e.g. 17 05 04, and a producer must characterise (see Environment Agency Technical Guidance WM3 (Guidance on the classification and assessment of waste) the waste to confirm whether it is not hazardous or that it is hazardous. The Waste Acceptance Form (WAF) (see appendix 1) must be completed for all waste brought to site and it sets out the full range waste codes accepted at the site identifying mirror codes which require characterisation.

¹ The guidance on WRPs on the gov.uk website does not require gas monitoring for all recovery operations.

6. The WAF form is to confirm the correct characterisation of a waste is in relation to potential properties that the waste may have as a result of its source. HQP accept that waste characterisation to define a waste as either hazardous or non hazardous need not always involve testing and analysis. The steps that HQP include through this WAP, including the Producer's affirmation recorded on the WAF, make up a formal waste characterisation process for the purpose of waste acceptance of mirror waste codes.
7. Whilst it is the legal responsibility of the producer to classify the waste, if there are concerns that the classification is incorrect in the completed WAF then Hills undertake additional checks which can include visiting the site, checking address details and a planning search of the site. Where concerns remain the waste will either be subject to agreed testing or not accepted at the site. When testing is required and not provided the waste will not be accepted at the site.

Primary source of Inert Wastes

8. If the waste :
 - comes from a single source
 - is well characterised and described
 - carries no risk of contamination, for example from a site that has not previously been developed
 - is a List of Waste codes that falls within those highlighted in red in Table 1 overleaf,It can be accepted without any accompanying testing information.
9. A fully complete WAF will be provided for all wastes before they are delivered to site.

Table 1²

EWG code	Description	Restrictions
1011 03	Waste glass-based fibrous materials	Only without organic binders
1501 07	Glass packagingGlas	
1701 01	Concrete	Selected C & D waste only (*)
1701 02	Bricks	Selected C & D waste only (*)
1701 03	Tiles and ceramics	Selected C & D waste only (*)
1701 07	Mixtures of concrete, bricks, tiles and ceramics	Selected C & D waste only (*)
1702 02	Glass	
1705 04	Soil and stones	Excluding topsoil, peat; excluding soil and stones from contaminated sites
1912 05	Glass	
2001 02	Glass	Separately collected glass only
2002 02	Soil and stones	Only from garden and parks waste; Excluding top soil, peat

(*) Selected construction and demolition waste (C & D waste): with low contents of other types of materials (like metals, plastic, soil, organics, wood, rubber, etc). The origin of the waste must be known.

- No C & D waste from constructions, polluted with inorganic or organic dangerous substances, e.g. because of production processes in the construction, soil pollution, storage and usage of pesticides or other dangerous substances, etc., unless it is made clear that the demolished construction was not significantly polluted.
- No C & D waste from constructions, treated, covered or painted with materials, containing dangerous substances in significant amounts.

Waste not appearing on this list must be subject to testing as laid down under section 1 to determine if it fulfils the criteria for waste acceptable at landfills for inert waste as set out in section 2.1.2.

10. If an Inquiry is received for waste that doesn't fall within point 8, which will be established by completion of the WAF at the time of inquiry by the Waste Producer, then WAC testing will be required prior to the material being accepted.

² <https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2003:011:0027:0049:EN:PDF> Council Decision 2003/33/EC

11. The precise details of frequency and nature of testing will be commensurate to the scale of the wastes and nature of the arisings taking into account the origins and available background information.
12. There may be circumstances where materials do not wholly conform to WAC because of a local but natural anomaly, for instance raised selenium levels (above WAC) being generated in an area where there is known to be high naturally occurring levels of selenium. If this occurs the details and the justification for acceptance will be sent to the EA prior to the waste being received.
13. Loads that contain wastes from multiple streams, ie grab lorries, will be accepted without any testing, provided the waste producer has confirmed the LoW code, and that it complies with the waste types specified in the Permit. Each site which contributes to generating a full load will be recorded on an appropriately completed WAF.
14. All vehicles delivering waste will be licensed waste carriers and each delivery must be accompanied by a relevant Waste Transfer Note, unless an annual Transfer Note has been put in place. Introduction of obligatory digital recording of waste movements will potentially supersede this wording, but the intent remains the same.

All Waste Sources

15. If on review of the WAF, HQP are not satisfied that the basic characterisation has been fully completed in accordance with the degree of risk associated with the material, they may then request WAC testing evidence from the Producer of the Waste.
16. No wastes will be accepted onto the site if there is uncertainty as to its source, conformance with Permit and/or its suitability for the intended use.

Specific Waste Type

17. Airfield Quarry accepts inert waste 19 12 12, defined in the Permit as *"Stones, soils, crushed bricks, tiles, concrete and ceramics only. Metal from reinforced concrete must be removed. Does not include fines from treatment of any non-hazardous waste or gypsum from recovered plasterboard"*. The imported 19-12-12 material only comes from inert sources and forms a minor component of the overall volume of material

placed (the majority being 17-05-04).

18. Specific to acceptance of 19 12 12 every 500 tonnes (from any single source source) a WAC test will be required from the Waste Producer and at the start of a new source of 19 12 12, a WAC test will be required. The waste will only come from inert sources so this level of testing is considered proportionate to the risk.
19. Additionally HQP will taken a minimum of 6 random samples per year from incoming waste to Airfield Quarry (not limited to 19 12 12, but could include it) The results of that WAC testing and the WAC from 19 12 12 covered in para 18, and any other WAC test results will be held by HQP.

On Site Inspections

20. All vehicles must go via the weighbridge and be booked in before proceeding to unload. Information on ticket will include:-

Producer	Carrier	Date	LoW Code
Volume	Waste Description	Tipping Location	Waste Carriers Licence Number
Vehicle Registration	Drivers Identity	Controlled Waste Transfer Number	Source of the Waste

If the information above is not available / provided the weighbridge ticket cannot be produced, therefore the load cannot be accepted.

21. The site operator will visually check the waste description and LoW Code with what is actually seen in the load to ensure these match. The site staff will carry out a further inspection of the waste before and after discharge from the vehicle, before it is bladed in, to ensure that it complies with the information provided by the Producer as part of the basic characterisation.
22. Waste that is not permitted will be rejected and returned to the producer with a non-compliant waste form (Appendix 2). If the waste has already been tipped, before it is established that it may not be deposited on site, it will either be reloaded onto the vehicle or isolated from other tipping until it can be removed or if necessary, the Agency has been informed of the proposals to remove it and where it will be taken.
23. If the waste is determined to be dangerous in its existing state, the vehicle will be directed to an isolated area and the appropriate emergency services and the Environment Agency informed immediately. A record of all

such incidents of refused or rejected waste will be kept in the Site Diary. Staff training (covered elsewhere in the EMS) addresses the refusal or rejection of wastes on site.

Records

24. All records including the WAF, random sampling results and any pre-acceptance testing information, as well as other records required by the Permit will be retained by Hills Quarry Products. They can be produced on request.

Appendix 1

THIS PAGE MUST BE COMPLETED BY THE PRODUCER OF THE WASTE

Hills Quarry Products Ltd
WASTE ACCEPTANCE FORM (WAF) v18



WAF v20 TO BE INSERTED

THIS PAGE MUST BE COMPLETED BY THE PRODUCER OF THE WASTE

Hills Quarry Products Ltd
WASTE ACCEPTANCE FORM (WAF) v18

Customer Name.....



Acc No.....

Contact Name

Tel:

Email:.....

Anticipated Quantitym³ / te/ loads (delete as appropriate) Date to be received

Source address (must include correct postcode or OS ref if not available).....

Process from which waste arises eg manufacturer, construction, new build, demolition, refurbishment, transfer/bulking or waste treatment)

Has the waste been treated? Yes */ No

Details of existing and previous uses of the site

Confirm the LoW ticked in the applicable single shaded box for the destination site from the table overleaf

Confirm that the site type is not one of those listed in Table 1 of the WAP **Yes / No****

Confirm that there is no suspicion of contamination on the waste generating site and that the historical uses could not have given rise to any contamination or cause the waste to have hazardous properties **Yes/ No**

If no, then has adequate characterisation of the waste been obtained to confirm it has no hazardous properties, and describe that characterisation? **Yes / No**

Confirmed that the material is inert within the definition set out in Para 3 & 4 of the WAP **Yes/ No**

Is there any WAC Analysis of the Waste available to support this declaration? **Yes/ No**

I hereby declare that the information provided is correct and fully complies with the Waste (England & Wales)(Amendment) Regulations 2012 and Our Duty of Care as the Producer or Carrier of the Waste

Signature

Name.....

Date

Company represented..... Waste Carrier No if appropriate.....

For HQP Office use only

Contract Set up Yes / No

Contract no.....

Date set up

HQP Representative Signature.....

THIS PAGE MUST BE COMPLETED BY THE PRODUCER OF THE WASTE

Hills Quarry Products Ltd
WASTE ACCEPTANCE FORM (WAF) v18



To be completed

LoW	Description	Y/N
17 01 01	<i>Concrete</i>	
17 01 02	<i>Bricks</i>	
17 01 03	<i>Tiles & Ceramics</i>	
17 01 07	<i>Mixtures of concrete, brick, tiles and ceramics other than those mentioned in 17 01 06</i>	
17 05 04	<i>Soil and stones other than those mentioned in 17 05 03</i>	
19 12 12	<i>Stones, soils, crushed bricks, tiles, concrete and ceramics only. Metal from reinforced concrete must be removed. Does not include fines from treatment of any non-hazardous waste or gypsum from recovered plasterboard</i>	
20 02 02	Soil and stones from garden and park waste	

Wastes noted in *red/ italics* are classified as “Mirror non hazardous” wastes and waste characterisation must be completed by the Waste Producer to confirm they are not a hazardous waste before these codes can be assigned in addition to (if necessary) the provision of WAC testing results.

Some waste codes, eg 17 05 04 or 17 01 07 are mirror non hazardous codes and appear on Table 1 above as Inert waste acceptable without testing if the noted criteria are met. The mirror criteria takes precedence and characterisation must still be completed, but further testing such as WAC analysis is not required unless there is other reason to require producer testing.

Appendix 2

Non-compliant waste form

This form must be used for recording details when materials arriving at a site which are subsequently not allowed to unload, or which after unloading are found to be unacceptable at the site.

Description of the material on visual inspection	
LoW Code on Transfer Note	
Waste Transfer Note reference	
Source address	
Estimated Amount	
Date rejected	
Reason for Rejection	
Rejected by :	Name..... Signature
Noted in the Site Diary	Yes / No
Destination of Rejected Waste	
Any other comment	