



ACE LIFTAWAY LTD – GENERAL WASTE ACCEPTANCE PROCEDURES



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APPENDIX A

REVISED JANUARY 2023 – BECCI DOUGLAS



WASTE ACCEPTANCE PROCEDURES

All waste accepted at Yokesford Hill is assessed upon arrival to determine the correct waste type.

This is done by the control desk who ask the customers what type of waste they will be placing into the skip at the point of order or by the weighbridge when the customer arrives on the site.

Items **NOT** accepted by Ace Liftaway Ltd are clearly stated on the waste transfer note that is electronically sent and/or posted to the customer.

Customers are therefore liable for any additional charges associated with waste disposal.

The waste carrier is expected to supply the following details:

- Waste Carriers Licence details
- Details of waste description (European Waste Catalogue Code)
- Address of where the waste has been transported from
- Details of who has generated waste (hazardous only)
- Date of transportation



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WASTE TRANSFER NOTES



Waste Transfer Note
EXCHANGE

Customer
ANZEN PROPERTIES LTD
21A WHITECLIFF ROAD,
POOLE
BH14 8DU

Ticket No. 211-406
Date 01/12/2022
Account No. SKANZENP

Contact
stuart

SIC Code. 41202

SITE ADDRESS

DATE

EUROPEAN WASTE CODE

WASTE CARRIER LICENCE NUMBER

Vehicle Registration: HY68CCZ	Driver: Tim Mason	Area: Eastleigh
Skip Size: 14 Yard Skip	Waste Type: General	EWC Code: 17 09 04

Warning - Under the Duty of Care Environmental Protection Act 1990, the hirer is responsible for informing the driver of the contents of the skip.

The following items are NOT allowed to be placed in the skip:
Asbestos, Plasterboard, gas bottles, fire extinguishers, aerosols, tyres, oil drums, paint, mattresses or WEEE waste which includes all electrical goods, fridges, freezers, TV's, Batteries or any poisonous polluting substances or clinical waste. Ace Liftaway can arrange safe disposal of this waste, but it cannot be treated as Non hazardous waste. If any of these items are found in the skip, we are required by law to formally reject the load.

The agreement is made between Ace Liftaway Ltd and the customer for a period of not less than one month. Under section 139 of the Highways Act this passes ownership of the skip to the customer for the period of hire and places responsibility on them for any failure by them to comply with Highways Act 1980. As owner/hirer of the skip for the period the customer warrants that they will ensure the following: 1) that a valid license is in place, of the skip is on the road. 2) The skip will be fully during the hours of darkness and sheeted to avoid waste blowing onto the public highway. 3) Once the skip is filled the customer will contact the hirer to arrange removal.

I understand and accept the conditions of hire (which are available on request) I confirm that the description of the waste is correct and that the waste has been transferred to Ace Liftaway Ltd I confirm that the work has been completed to my satisfaction

I agree that the waste transferred is as stated above and I confirm that I have fulfilled my duty to apply the waste hierarchy by Regulation 12 of the Waste (England and Wales) Regulations 2011 and all current amendments. For and on behalf of the customer.

Print Name: No one on site
Signature:

Date: 01-December-2022	Ticket No: 211580	Gross Weight (kg): 11320
DISPOSAL POINT Ace Liftaway Ltd The Waste Centre Yokesford Hill Industrial Est Belbins, Romsey Hampshire SO51 0PF PERMIT No: EAWMIL100121		Tare Weight (kg): 7970
		Net Weight (kg): 3350
	Drivers Name: Tim Mason	Drivers Signature:

Ace Liftaway4297480 VAT Registration No. 777 1847 81 Waste Carriers/Brokers Registration CBDU92860 Issued by the Environmental Agency



CONFORMING INSPECTION

All skips and containers that are transported by Ace Liftaway are inspected prior to collection to assure that the waste type and description conforms with **EWC** code supplied.

Any non-conforming loads will be left on site whilst the waste producer is notified of correct procedures along with any additional charges.

New carriers will be issued site rules & regulations to keep and will be asked to sign that they have read and understood the information.

All waste carriers are expected to wear the **PPE** as outlined in the site rules at all times.

All loads received on the weighbridge **MUST** be netted, any loads that are not netted are reported in the site diary and reported to the Operations Manager via email/report form.

Contact is also made via phone and/or email to the company in breach of rules.

Should the carrier reoffend more than three times they will be banned from the site.

The carrier informs the weighbridge of waste type/category, where after the carrier will be directed to the following area:

- Light waste and general light (**area 3 light bay Red Zone**)
- Heavy waste and general heavy (**unit 1**)
- All tipped loads will again be inspected to ensure that the correct waste type has been processed.

NON-CONFORMING WASTE

- Non-conforming loads will be logged in the site diary and internally reported via email to relevant staff.
 - The waste carrier/producer will be informed immediately via phone and/or email.
 - Photographic evidence should be produced via the banksman tablet.
- According to the severity of the non-conforming load the following steps will take place:-
- **Minor (Non-Hazardous Materials):** Items such as tyres, fridges, mattresses, and electrical items will be segregated by hand and a report made to the waste producer of the non-conforming item along with any additional charges. The items will be photographed and stored in a designated area until such times as it is economically and environmentally viable to transport them to a licensed facility for recycling or disposal.
 - **Major (Hazardous or Suspect Materials);** The Operations Manager / Site Supervisor will be informed of the incident and photographs taken. In extreme circumstances where materials could cause harm to Health or the Environment the area will be evacuated until such times as suitably qualified persons can safely remove the offending items and the authorities will be informed.
 - **Hazardous Materials** that do not cause an immediate threat will still require the Operations Manager / Site Supervisor to be informed of the incident and photographs taken. An assessment will be made on the type of material, the risk of cross contamination and the ease of segregation along with where the offending material originated from. The waste producer will be contacted and informed of the possible breach along with the course of action and any additional costs.
 - The tipping bay will be shut to any other wastes until such time as the load has been reloaded for return to its origin or the hazardous waste has been segregated and quarantined.



CONTINUED INSPECTION

(Hazardous or Suspect Materials):

In order to prevent cross contamination of hazardous waste with material destined for product the continued waste inspection procedure is as follows:-

- The front-end supervisor and the machine operator operating the pre-sort machine will inspect the waste materials.
- The machine operator loading the material into the recycling plant will inspect the material, thereafter competent members of staff are placed in the oversize viewing area and at the front end of the picking station.
- All materials are scanned on the picking line by ten other members of staff prior to the materials being transported to final process.
- Any small amounts of hazardous material will be segregated from the material stream and placed in suitable containers and thereafter placed in the quarantine area.
- In the unlikely circumstance that large amounts of hazardous materials are found in the waste stream the Recycling Manager / Site Supervisor will be informed of the incident and photographs taken.
- In extreme circumstances where materials could cause harm to Health or the Environment the area will be evacuated until such times as suitably qualified persons can safely remove the offending items and the authorities will be informed.
- Large amounts of hazardous materials that do not cause an immediate threat will still require the Recycling manager / Site Supervisor to be informed of the incident and photographs taken.
- An assessment will be made on the type of material, the risk of cross contamination and the ease of segregation along with where the offending material originated from.



FRONT END PRE-SORT PROCEDURES

BANKSMAN APP

- Banksman to meet each driver while waiting to tip
- Check drivers ticket details with the banksman app details
- Allocate and direct driver to the correct tipping bay when available
- After load is tipped inspect the load for any non-conforming waste and/or hazardous waste
- Banksman to complete a waste analysis on their tablet
- Banksman to upload clear photographs of waste on their tablet
- Radio through findings to the weighbridge stating the ticket number for reference
- Place hazardous waste into temporary storage or the quarantine area in unit 2 putting the ticket number with the item
- Weighbridge to contact the customer and log into the data base and respond to the front end whether the item will be charged or collected (customer has 7 working days to respond or they will be charged)
- Ensure that the waste type on the ticket matches the waste in the container
- Loads tipped in any other areas **MUST** be overseen and checked

PLASTERBOARD

All loads accepted into site **MUST** be checked for plasterboard, new plasterboard **MUST** be kept separate, either in a separate container or bagged.

This **MUST** be highlighted to recycling at the point of reception.

Once highlighted the load or bags should be tipped in the separate plasterboard holding bay inside building one so that the material is segregated from the other waste streams.

If there is plasterboard found within a load that has not been reported and is incidental waste then the load **MUST** be segregated as if it is containing hazardous waste so that the plasterboard can be extracted from the load and the plasterboard be placed into the correct holding bay.

Standard operation procedure is as below

1. Check with the carrier if the skip contains plasterboard before tipping.
2. If the skip is highlighted as being all plasterboard, arrange for the load to be tipped in the plasterboard bay.
3. After the container is tipped, if there is a presence of Plasterboard within the contents then this **MUST** be handpicked and segregated.
4. Pictures **MUST** be taken on the banksman tablet and reported back to the weighbridge along with ticket numbers so this issue can be reported back to the customer.
5. Plasterboard recovered from any skip **MUST** be again placed in the plasterboard bay.
6. Be aware that plasterboard can be stored on top of the skip in either a ton bag or black bags, this again will need to be removed prior to tipping.

PAIN TINS, OIL DRUMS AND AEROSOLS

All loads accepted into site **MUST** be checked for paint tins, oil drums and aerosols these **MUST** be kept separate, either in a separate container or drum.

This **MUST** be highlighted to recycling at the point of reception.

Once highlighted the container or drum should be stored in building 2 hazardous waste area so the drum can be exchanged by a hazardous waste licenced company.

If there is any of the mentioned materials found within a load that has not been reported and is incidental waste then the load **MUST** be segregated as if it is containing hazardous waste so that the items can be extracted from the load and placed in the temporary hazardous waste storage area.

Standard operation procedure is as below

1. Check with the carrier if the skip contains any of the mentioned items before tipping.
2. If the container/drum is highlighted as being all of the above mentioned, arrange for the load to be taken to the hazardous waste area.
3. After the container is tipped, if there is a presence of the mentioned within the contents then this **MUST** be handpicked and segregated.
4. Pictures **MUST** be taken on the banksman tablet and reported back to the weighbridge along with ticket numbers so this issue can be reported back to the customer.
5. Oil drums, paint tins and aerosols recovered from any skip **MUST** be again placed in a drum or container in the hazardous waste area.
6. Be aware that the mentioned items can be stored in the skip and can be missed due to size or covering.
7. The picking station has a procedure in place to deal with items that are missed safely.

GAS BOTTLES, FIRE EXTINGUISHERS AND COMPRESSED GAS CYLINDERS

All loads accepted into site **MUST** be checked for gas bottles, fire extinguishers, and compressed gas cylinders these **MUST** be kept separate.

This **MUST** be highlighted to recycling at the point of reception.

Once highlighted the item should be stored in in the temporary hazardous waste area or building 2 hazardous waste area. If there is any of the mentioned materials found within a load that has not been reported and is incidental waste then the load **MUST** be segregated as if it is containing hazardous waste so that the items can be extracted from the load and placed in the temporary hazardous waste storage area.

Standard operation procedure is as below

1. Check with the carrier if the skip contains any of the mentioned items before tipping.
2. If the container is highlighted as being all of the above mentioned, or a single item arrange for the item to be taken to the hazardous waste area.
3. After the container is tipped, if there is a presence of the mentioned within the contents then this **MUST** be handpicked and segregated.
4. Pictures **MUST** be taken on the banksman tablet and reported back to the weighbridge along with ticket numbers so this issue can be reported back to the customer.
5. Gas bottles, fire extinguishers or compressed gas cylinders recovered from any skip **MUST** be again placed in the hazardous waste area immediately.
6. Be aware that the mentioned items can be stored in the skip and can be missed due to size or covering.
7. The picking station has a procedure in place to deal with items that are missed safely.

BATTERIES

All loads accepted into site **MUST** be checked for any batteries as these **MUST** be kept separate. This **MUST** be highlighted to recycling at the point of reception.

Once highlighted the item should be stored in in the temporary hazardous waste area or building 2 hazardous waste area. If there is any of the mentioned materials found within a load that has not been reported and is incidental waste then the load **MUST** be segregated as if it is containing hazardous waste so that the items can be extracted from the load and placed in the temporary hazardous waste storage area.

Standard operation procedure is as below

1. Check with the carrier if the skip contains any of the mentioned items before tipping.
2. If the container is highlighted as being all of the above mentioned, or a single item arrange for the item to be taken to the hazardous waste area.
3. After the container is tipped, if there is a presence of the mentioned within the contents then this **MUST** be handpicked and segregated.
4. Pictures **MUST** be taken on the banksman tablet and reported back to the weighbridge along with ticket numbers so this issue can be reported back to the customer.
5. Batteries recovered from any skip **MUST** be again placed in the hazardous waste area immediately.
6. Be aware that the mentioned items can be stored in the skip and can be missed due to size or covering.
7. The picking station has a procedure in place to deal with items that are missed safely.

TYRES

All loads accepted into site **MUST** be checked for tyres these **MUST** be kept separate.

This **MUST** be highlighted to recycling at the point of reception.

Once highlighted the item should be stored in in the temporary hazardous waste area or building 2 hazardous waste area. If there is any of the mentioned materials found within a load that has not been reported and is incidental waste then the load **MUST** be segregated as if it is containing hazardous waste so that the items can be extracted from the load and placed in the temporary hazardous waste storage area.

Standard operation procedure is as below

1. Check with the carrier if the skip contains any of the mentioned items before tipping.
2. If the container is highlighted as being all of the above mentioned, or a single item arrange for the item to be taken to the hazardous waste area.
3. After the container is tipped, if there is a presence of the mentioned within the contents then this **MUST** be handpicked and segregated.
4. Pictures **MUST** be taken on the banksman tablet and reported back to the weighbridge along with ticket numbers so this issue can be reported back to the customer.
5. Tyres recovered from any skip **MUST** be again placed in the hazardous waste area immediately.
6. Be aware that the mentioned items can be stored in the skip and can be missed due to size or covering.
7. The picking station has a procedure in place to deal with items that are missed safely.

MATTRESSES

All loads accepted into site **MUST** be checked for mattresses these **MUST** be kept separate.

This **MUST** be highlighted to recycling at the point of reception.

Once highlighted the item should be stored in in the temporary hazardous waste area or building 2 hazardous waste area. If there is any of the mentioned materials found within a load that has not been reported and is incidental waste then the load **MUST** be segregated as if it is containing hazardous waste so that the items can be extracted from the load and placed in the temporary hazardous waste storage area.

Mattresses are an item that requires further processing as they are not accepted at Landfill sites and RDF outlets.

Standard operation procedure is as below

1. Check with the carrier if the skip contains any of the mentioned items before tipping.
2. If the container is highlighted as being all of the above mentioned, or a single item arrange for the item to be taken to the oversized storage area.
3. After the container is tipped, if there is a presence of the mentioned within the contents then this **MUST** be segregated.
4. Pictures **MUST** be taken on the banksman tablet and reported back to the weighbridge along with ticket numbers so this issue can be reported back to the customer.
5. Mattresses recovered from any skip **MUST** be again placed in separate storage.
6. Be aware that the mentioned items can be stored in the skip and can be missed due to size or covering.
7. The picking station has a procedure in place to deal with items that are missed safely.



ASBESTOS

All loads accepted into site **MUST** be checked for Asbestos this material **MUST** be kept separate.

This **MUST** be highlighted to recycling at the point of reception.

Once highlighted trained members of staff only are to deal with the situation.

If asbestos is suspected prior to tipping then the skip should be segregated, tagged, netted, and reported to the weighbridge before any action is taken. The line manager will then arrange testing or solutions to deal with the non-conforming waste type.

If there is any of the mentioned materials found within a load that has not been reported and is incidental waste then the load **MUST** be segregated as if it is containing hazardous waste so that the items can be extracted from the load and placed in the temporary hazardous waste storage area.

This **MUST** be overseen and undertaken by trained staff only who have face fitting certificates.

If the contamination is too great then a reload, shut down procedure **MUST** be followed following the procedure as above.

Standard operation procedure is as below

1. Check with the carrier if the skip contains any of the mentioned items before tipping.
2. If the container is highlighted as being all of the above mentioned, or a single item arrange for the item to be taken to the hazardous waste area and report it to the weighbridge and the line manager.
3. After the container is tipped, if there is a presence of the mentioned within the contents then this **MUST** be handpicked and segregated.
4. Pictures **MUST** be taken on the banksman tablet and reported back to the weighbridge along with ticket numbers so this issue can be reported back to the customer.
5. Asbestos recovered from any skip **MUST** be again placed in the hazardous waste area immediately, double bagged and place in the lockable asbestos skip pending investigation.
6. Be aware that the mentioned items can be stored in the skip and can be missed due to size or covering.
7. The picking station has a procedure in place to deal with items that are missed safely.

WEEE

WASTE ELECTRICAL AND ELECTRONIC EQUIPMENT

All loads accepted into site **MUST** be checked for WEEE items these **MUST** be kept separate.

This **MUST** be highlighted to recycling at the point of reception.

Once highlighted the item should be stored in in the temporary hazardous waste area or building 2 hazardous waste area. If there is any of the mentioned materials found within a load that has not been reported and is incidental waste then the load **MUST** be segregated as if it is containing hazardous waste so that the items can be extracted from the load and placed in the temporary hazardous waste storage area.

TV and Monitors are reportable items as they are mentioned in the waste transfer note, smaller items will be extracted from the picking station and stored for collection from a licenced WEEE carrier.

Standard operation procedure is as below

1. Check with the carrier if the skip contains any of the mentioned items before tipping.
2. If the container is highlighted as being all of the above mentioned, or a single item arrange for the item to be taken to the hazardous waste area.
3. After the container is tipped, if there is a presence of the mentioned within the contents then this **MUST** be handpicked and segregated.
4. Pictures **MUST** be taken on the banksman tablet and reported back to the weighbridge along with ticket numbers so this issue can be reported back to the customer.
5. TVs recovered from any skip **MUST** be again placed in the hazardous waste area immediately.
6. Be aware that the mentioned items can be stored in the skip and can be missed due to size or covering.
7. The picking station has a procedure in place to deal with items that are missed safely.

HOT WASTE

- Driver to report that the load he is carrying could be classed as a hot load.
- Banksman to be radioed to inspect the load along the fence line (waiting area).
- Recycling Manager and Production Controller to be informed.
- All ticket information to be logged in the site diary, weighbridge to be informed to check that the waste matches the ticket information.
- Banksman to take pictures of the load including the truck registration and waste transfer note.
- Office to then contact the customer of the situation so that is there is a breach.
- Recycling supervisor is then to oversee the load being transported and tipped in the hot load bay located in building 3 labelled (mixing bay).
- Once the load is tipped, an assessment **MUST** be made as to whether the waste should be drenched with water by the jet wash situated 10 metres from this bay.
- The recycling supervisor **MUST** then arrange regular intervals of inspection to insure that the load is no longer active.
- This **MUST** be logged in the site diary.

POPS WASTE

PERSISTENT ORGANIC POLLUTANTS

All loads accepted into site **MUST** be checked for POPS (Persistent Organic Pollutants) these **MUST** be kept separate.

This **MUST** be highlighted to recycling at the point of reception.

Once highlighted the item should be stored in in the temporary, segregated area prior to shredding.

If there is any of the mentioned materials found within a load that has not been reported and is incidental waste then the load **MUST** be segregated as if it is containing hazardous waste so that the items can be extracted from the load and placed in the temporary hazardous waste storage area.

Pops are an item that requires further processing as they are not accepted at Landfill sites.

Pops are items that are upholstered such as **SOFAS, CHAIRS, BEANBAGS, FURNISHINGS** with **CUSHIONS/FOAM** etc.

Standard operation procedure is as below

1. Check with the carrier if the skip contains any of the mentioned items before tipping.
2. If the container is highlighted as being all of the above mentioned, or a single item arrange for the item to be taken to the oversized storage area.
3. After the container is tipped, if there is a presence of the mentioned within the contents then this **MUST** be segregated.
4. Pictures **MUST** be taken on the banksman tablet and reported back to the weighbridge along with ticket numbers so this issue can be reported back to the customer.
5. Pops recovered from any skip **MUST** be again placed in separate storage.
6. Be aware that the mentioned items can be stored in the skip and can be missed due to size or covering.
7. The picking station has a procedure in place to deal with items that are missed safely.



EXECUTIVE SUMMARY

All the contents in this manual are the standard operational procedures that Ace Liffaway Waste recycling **MUST** adhere to. The contents of this procedure are policed by a front-end pre-sort controller/banksman, equipped with a tablet, camera and emailing capacity.

There are three members of staff that are trained to undertake the task to cover sickness and holiday.

As well as this all-recycling machine drivers are trained to handle all situations in line with this procedure.

Additional manuals that are referred to in this procedure are as below

- Machine driver manual
- Picking station manual
- Front end pre-sort controller/Banksman training manual
- Hazardous waste manual
- Picking station procedures
- Picking station and machine driver training
- Face fitting certificates

All manuals are stored on the Ace Liffaway server and training sign offs are located in the Personnel files.