Standard Operating Procedures		SOP Ref:	BKP SOP 013	
Approved & Issued by:	Lindsey Dryden		Written by:	Stuart McNish
Operational Area:	BKP Environmental Romsey			
Title:	**Waste Acceptance**			

1. Activity

This procedure describes the waste acceptance at BKP Waste and Recycling Ltd in Romsey. The document covers the receipt of waste materials into the site and completion of paperwork. This covers confirmation testing of pre-acceptance information gathered to ensure waste is conforming, properly and accurately assessed and described in suitable containers and inline with permit compliance. This operation is essential for permit compliance and safety of BKP staff and the environment and this should only be completed by suitably trained and qualified staff.

2. Persons at Risk

Chemists
Operators
Drivers
Customers
Visitors and contractors
General public

3. Hazards

Contact with unknown chemical waste causing fatality or injury
Non-compliance with the Permit
No appropriate disposal route for waste and out of date stock
Commercial impact of insufficient revenue charged for material
Potential environmental impact or emissions from incorrectly assessed materials
Potential fire from unidentified self-heating material or damaged batteries or wastes liable to cause fire

4. Reference Documents

WM3:Waste Classification – Guidance on the classification and assessment of waste
ADR 2023 – International Carriage of Dangerous Goods by Road (ADR)
Chemical Waste:appropriate measures for permitted facilities
HSG71 – Chemical Warehousing
BKP Waste and Recycling Environmental Permit
Pre-Acceptance Documents relating to consignment (Including acceptance checks sheet)
Material safety Data sheets for waste material

5. Procedures

Prior to Acceptance

Prior to waste materials being received onsite all the necessary preacceptance checks must be completed and signed booking forms received from customers. Road sweeper customers may deliver material with email / phone confirmation prior to receipt.
All hazardous wastes will be booked with full booking form and approval from the site management and technical team prior to receipt. EWC codes and material will be suitably assessed in line with site permit.
Emergency jobs / loads may be received with General Manager / Director approval and all materials would be sampled upon arrival and full analysis completed (depending on material and specific circumstances)

Arrival of material at site

All loads arriving at site should be booked and confirmed with site management and relevant department. Transfer station manager / General Manager / COTC holder are responsible for confirming bookings and the capacity for the site to accept material in accordance with the permit.

The sales administrator will only confirm bookings after their approval, full technical assessment and associated information prior to receipt being completed and a signed booking form. Once all approved the order can be converted into a ticket on the weighsoft system and this ticket number placed on the calendar. The system shows all info for quotation through to order and all associated documentation is stored on the public server by month and quotation reference and customer name.

Loads arriving at site should report to the weighbridge should be checked against the allocation (open calendar in Microsoft office visible to all site staff). The weighbridge administrator will inform the site operations staff (Chemists/Supervisors/Managers) of loads arriving to site and under direction.

Prior to loads being offloaded paperwork is checked to ensure the paperwork matches the waste the site are expecting. Paperwork should be fully completed;

Section A – Completed by Producer
Section B - Completed by Producer
Section C - Completed by Producer
Section D – Completed by Carrier
Section E – To be completed by BKP

Most consignment notes we receive will also have an attached list appended to the consignment notes. This will include additional information and detail if the consignment is a packages waste list consisting of multiple items.

Non Hazardous wastes are received on duty of care notes. These may only be used for non-hazardous materials and EWC codes so if hazardous wastes are received on non-hazardous notes please do not unload and speak to manager to revise with customer.

Note: site premise codes
Each consignment note number is unique and is specific to the country

England – starts with first 6 letter of company example **GREENW**/
Scotland – starts with **SA, SB** or **SC**
Wales –Start with **C** example **CAA000**

Waste acceptance information and chemist checks will be completed by the technical assessor prior to material being received onsite. This includes PPE required, the type of samples to be taken, analysis to be completed, onward disposal routes for the material, caveats for the consignment (such as weight, pumpability, halogens, pH etc). The information at the point of pre-acceptance is populated onto the acceptance tab of the **TS-SOP-27-Pre-Acceptance Sheet.** This information is also populated onto the weighsoft system within the process notes field. This ensures that the information is available to all the chemists on sheet they use for checking loads in.

The chemist check sheets and pre-acceptance sheets must be reviewed by chemists checking the loads <u>prior</u> to checks taking place. This is to ensure all appropriate PPE and control measures are in place. The chemist check sheet should be referenced when checking the load to ensure that all samples / checks are completed when the waste is received.

Date :	24/04/2023	**Waste Receipt Number (WRN) :**	
Ticket No.:	10647	**Chemist Checking Waste:**	
Customer :	BKP WASTE & RECYCLING LTD	**NCR Ref (if applicable)**	
Site Address :	BKP WASTE & RECYCLING LTD, CASBROOK PARK BUNNY LANE, TIMSBURY, ROMSEY, SO51 0PG		

Item	**---- Containers ----** **Qty.**	**Size**	**Kg.**	**Description**
1	24	TANKER ADR LIQ	24000	S2 Waste With Acetonitrile

Components	METHANOL 51.8%,ACETONITRILE 14.4%,WATER 27.75%,HEPTANE 0.7%,TOLUENE 5.4%,HEXANE <0.1%,		
H Statements	H225, H301, H311, H315, H336, H361, H373, H400, H410,	**HP Codes**	HP3, HP4, HP5, HP6, HP10, HP14,

EWC Code	**UN**	**Class**	**+ Class**	**PG**	**Form**	**Comah**	**Charge**	**UOM**	**Route**	**Cost**	**UOM**	**Caveat**
07 07 04*	1992	3.00	6.1	II			£6,360.00	T	STERLIN(	0.00	T	Must be as described, Max 30% Water, Nil Halogens, pH 5-9, Nil HP12, Nil Undeclared ecotoxic metals, Nil Polymers, Nil HP6 cat 1/2
Process Notes												

Drum No.	**Form**	**pH**	**Colour/ Odour**	**Oxi**	**Fpt**	**Water**	**COD**	**Cl**	**CV**	**Other Analysis**	**Bay No**	**Final Disposal**	**Disposal Code**
													R13
Chemist Notes												**NCR Y/N**	

Figure 1. Chemist Check Sheet from weighsoft to be printed for each load

	Waste Description	Specific PPE Required (Process Notes)	Specific Hazards when sampling (Process Notes)	Acceptance Analysis Required (Process Notes)	Type of Sampling Core/Composite (Process Notes)	Proposed Route (weighsoft)	COMAH	Caveats
1								
2								
3	Waste Description	Specific PPE Required (Process Notes)	Specific Hazards when sampling (Process Notes)	Acceptance Analysis Required (Process Notes)	Type of Sampling Core/Composite (Process Notes)	Proposed Route (weighsoft)	COMAH	Caveats
4	0							
5	0							
6	0							
7	0							
8	0							
9	0							
10	0							
11	0							
12	0							
13	0							
14	0							
15	0							
16	0							
17	0							
18	0							
19	0							
20	0							
21	0							
22	0							
23	0							
24	0							
25	0							
26	0							
27	0							
28	0							
29	0							
30	0							
31	0							
32	0							
33	0							
34	0							
35	0							
36	0							
37	0							
38	0							
39	0							

TA Sheet | Pre Acceptance Risk Assessment | Acceptance Sheet | Backing Sheet | COMAH | Generic Waste Tab | Exempt List

Ready Accessibility: Investigate

Figure 2. Acceptance Sheet from TS-SOP-27-Pre Acceptance Sheet

Once chemists and site staff are happy paperwork is as expected. They have familiarised themselves with the pre-acceptance information for the load and any specific requirements that may be required then the vehicle may be offloaded in the case of packaged vehicles into a dedicated reception area pending sampling. Whilst the vehicle is being offloaded standard practise it to weigh and record the weights of each pallet when offloading for mixed loads. For full loads of the same material the onsite weighbridge will be used to generate a weighbridge ticket before and after to allow the net weight of the waste received to be recorded.

Waste will only be received where there is capacity and COMAH levels are confirmed. The site is not registered under COMAH so high physical, toxic or environmental hazard materials should be checked against limits and stock by transfer station manager or general manager.

Bulk loads will only be accepted or offloaded after core sampling of the tanker where appropriate and completion of full analysis as denoted by pre-acceptance. Road sweepers sometimes cannot practically be sampled. Bulk dry solid loads such as soils or skips of material are not routinely received at the facility and their sampling will be denoted by the technical assessment completed prior. These loads will have a chemist check sheet and acceptance sampling tab for them and the same process will be followed as packaged loads except any non-conformances will be identified and addressed through the non-conformance process.

Any waste that is not permitted, unsafe or unknown must be rejected. Inform both the carrier and the producer. The original consignment paperwork must make reference to the rejected waste and reasons why. A new consignment note for the rejected waste will be provided for the carrier, the con note will use the same consignment note number as the original paperwork with the addition of an "R", i.e. SAMPLE/12345R.

Rejected waste procedure is detailed in **BKP SOP-05 Rejected Waste**

For packaged waste loads once paperwork checks the below procedure is followed;

- Material offloaded into dedicated reception area as denoted on site plan. If unusual / High hazard materials are to be unloaded this is done under the supervision of a chemist or additional PPE is work (E.g. may be strong acid IBCs where Acid resistant overalls may be required as a precautionary measure)
- Prior to offloading/during offloading FLT driver will check that drums are labelled, lids and clips are present, pallets are wrapped or banded and material is safe to move into reception area. Any damaged drums or those that are unsafe are to be immediately made safe by site staff and management are informed. If necessary spill response procedures followed. A non-conformance would then later be made as soon as reasonably practicable. All offload areas of the site are bunded with suitable sealed drainage systems. Loads are often collected by BKP drivers where they will supervise the loading and ensure all drums are safe for transport and wherte appropriate UN approved. All drivers are ADR trained and given specific additional training regarding loading and checking containers are UN certified.
- Pallets are offloaded into dedicated reception area to be checked by chemists, once offloaded the drivers paperwork can be completed with weights from pallets weighed and returned with part E completed so the driver can leave site. The load will be sampled and analysed within 24 hours and any non-conformances or rejected wastes reported.

<u>For Completion of Sampling and Analysis</u>

<u>Packages waste loads</u>

- All packages received must be sampled or inspected (excluding any denoted by technical assessor such as laboratory chemicals or gas cylinders or articles etc) so all drums must be opened, prior to opening any drums the chemists will check the chemist check sheet to ensure they are wearing appropriate PPE for completion of the task. Drums are typically opened by chemist whilst checking the loads.
- Prior to opening the drum the original label will be checked to see contents of the drum to check against the chemist check sheet. They will check the integrity of the drum before they open it. Any drums in very poor condition should not be opened without a suitable dynamic risk assessment. It may be prudent to wear additional PPE, move to bunded pallet, have stock of spillsorb or overdrum available to prevent any leaks etc. They will also check for pressurised containers or corroded containers.
- Samples or visual inspection of each drum will be completed against the chemist check sheet and recorded. Materials requiring XRF analysis, Fp, Karl Fisher, CV, COD etc will be sampled and labelled in accordance with the weighsoft ticket number (unique reference number) for each inbound load. **E.g. Mixed Solvent, 205L Ticket 1234**. If only a visual inspection of the contents of the drums is required as denoted by the chemist check sheet this can be recorded as the chemist is checking the load **E.g. Oil Filters – Articles that look like Oil filters, Unwashed containers, WEEE etc.**
- If a drum is to be sampled the chemist will follow the chemist check sheet and mark the drum with WAX crayon with the following;

1. *Date & their Initials E.g. 02-01-23, JB (Joe Bloggs)*
2. *Weighsoft Ticket number and material in drum (1234, Oily Rags)*
3. *If a sample has been taken or any prudent information relevant to the waste material E.g. pH taken, if it needs repacking, if the drum is damaged etc (Sampled, pH 1).*
4. Sample containers should be resealed prior to transport to the onsite laboratory. Sample containers used should be suitable for the material being put into them. Generally HDPE is used as it's compatible with most materials except some extremely volatile organic solvents where glass or Aluminium may be more appropriate.

- The samples once collected can then be analysed in the onsite laboratory. The testing required is detailed on the chemist check sheet and the acceptance tab on TS-SOP-27-Acceptance sheet. The lab analysis will determine if the waste is conforming and within the agreed specifications and suitable for processing onsite or 3rd party disposal route.
- Waste falling outside of agreed caveats based on lab analysis is non-conforming waste and a non-conformance will be completed **BKP SOP-04 Non-conforming waste**. The customer will be notified by the sales contact and full details with evidence will be sent through to the customer. The waste will either then be repriced for alternative disposal routes or in some instances returned to customer. If waste is not permitted it will be placed in the quarantine area if safe to do so and rejected.
- All packaged waste loads should be checked and sampled within 24 hours, ideally always same day of receipt
- Analysis for waste is recorded on chemist check sheets for each load. Any supporting analysis such as XRF or analysis sheets are saved on the central server by customer and date
- Labels for each load should be printed once the waste is confirmed as being conforming and as described with descriptions. Pallets should be broken down by hazard for storage in accordance with HSG71 and technical assessor guidance. I.e. All the acids should be palletised together for storage, all the flammable liquids etc prior to storage as often mixed pallets are received.
- Labels must be placed directly onto drums and old labels removed (particularly any non-relavant labels). If adhesive is required then this can be obtained from transfer station office, spray paint also available
- Chemists can then complete all paperwork and confirm R/D codes by line and add weights to the consignment note backing sheets for mixed loads. Some of the pre-accepted R/D codes may change upon receipt if material is slightly different or can be sent to alternative disposal routes. The chemist will focus upon where possible using the most environmentally and commercially effective disposal routes.
- All paperwork can be scanned and filed, the tickets returned on weighsoft and the jobs sent for invoicing approval. Once approved the technical data on completed tickets will form the quarterly returns data so it is essential all information on the weighsoft system is accurate. A final check by the general manager / transfer station manager is completed to ensure this and all information for invoicing each job is complete.

Packaged wastes that are not sampled

- Asbestos or refractory ceramic fibres or any other fibrous material that is carcinogenic / may release hazardous material upon sampling
- Laboratory chemicals 5L or Less
- Pure product chemicals (if chemist confirms their physical properties have not changed, sometimes materials may solidify due to age so require sampling)
- Packaged Articles
- Gas Cylinders
- Nominally empty containers where previous contents are known

<u>Bulk waste loads</u>

- Bulk waste loads are typically received for the liquid treatment plant area of the site. They are predominantly drainage / oil water type wastes.
- Bulk solid wastes will be composite sampled across the load where safe to do so from the vehicle. Loads may be tipped into a dedicated bay and then quarantined and a representative sample of the material taken if required. This will be denoted on the pre-acceptance sampling requirements. Typically accredited analysis for soils or other streams received will be obtained at the point of pre-acceptance depending upon the risks profile of the material
- Prior to acceptance and offloading all tankers are sampled **LTP-OP01- BulkTanker Sampling**. This ensures a representative sample of the contents of the tanker are taken prior to being offloaded. This is

then analysed through the onsite laboratory by a site chemist. The pre-acceptance sheet will determine any specific analysis required but the typical analysis suite consists of;

- COD, Flash point, pH, Chlorides, Ammonia, Sulphides, XRF, Solids by Centrifuge
- Mock treatment analysis of the waste will be completed and any necessary compatibility testing if the material is being placed straight into a bulk tank prior to offloading **LTP-LAB08 - Suitability for Treatment Analysis**
- **Tankers should be received knowing nature of previous contents on the barrel or washout certificate provided. This can be obtained from tanker driver on arrival**
- If material is as expected and within the caveats the material can be offloaded into dedicated process vessel or storage tank as directed by member of management team or LTP Supervisor or site chemist ensuring there is capacity in the vessel to receive the volume. If for any reason there are issues with a bulk storage vessel clean IBC containers may be used for offloading waste material into (it also may be more suitable for treatment in IBCs).
- Bulk solid wastes will be composite sampled across the load where safe to do so from the vehicle. Loads may be tipped into a dedicated bay and then quarantined and a representative sample of the material taken if required. This will be denoted on the pre-acceptance sampling requirements
- If waste is outside of caveated quotation but still acceptable for treatment then non-conformance will be raised and send to customer via sales contact prior to offloading. Waste is only offloaded once non-conformance has been agreed with producer/customer in writing.
- If waste is unsuitable for treatment but unsuitable for transfer a prior for transfer based on the analysis may be offered subject to agreement in writing from producer of composition of the waste and agreement with technical assessor / general manager / transfer station manager of suitability for disposal via alternative supplier.
- If waste is unacceptable and unsuitable to receive under the site permit the rejection procedure will be followed.
- If waste is received and is on unsuitable barrel then a decision will be made by general manager / transfer station manger / director regarding next steps. If this cannot be put back on the road compliantly then the load will be quarantined pending next steps to resolve the issue and safely manage. The environment agency will be notified in writing should this occur.

Analysis for bulk waste loads will be recorded on the LTP inbound sheet.
Analysis sheets for each load will be completed and recorded by weighbridge administrator
Any analysis will be recorded/saved on the central server

- All wastes are weighed on and off the weighbridge by the weighbridge operator after approval for acceptance by site chemist.
- Paperwork will be signed and completed with part E by site chemist or trained supervisor once waste is offloaded into dedicated storage area

<u>Retained samples</u>

Samples for bulk loads will be retained for 1 month after disposal unless otherwise agreed with site. There is a sample store above the weighbridge office. Samples should be labelled with their inbound date, any associated technical information and the customer name and inbound ticket number.

Packaged waste samples for transfer can be retained as necessarily deemed by chemists onsite. Typically they will be retained for 1-2 weeks until after the material is sent offsite for disposal / recovery. As a minimum for 2 days after the load leaves the site.

All samples should be labelled and stored in appropriate containers for the material. I.e. Plastic for Acids etc.

NB: You must not proceed to sign this form if you feel you do not fully understand the methods and procedures outlined in this Standard Operating Procedure

Name:	Signature:	Date:

Signed off by:

.... Director / Manager / Supervisor