

Standard Operating Procedures		SOP Ref:	BKP SOP 027	
Approved & Issued by:	Lindsey Dryden		Written by:	Stuart McNish
Operational Area:	BKP Environmental Romsey			
Title:	Pre-Acceptance Procedure			

1. Activity

This procedure describes the Pre-acceptance of waste process and the quotation and booking system in line with chemical waste appropriate measures guidance. It details the information that must be obtained prior to waste being received at the facility and the responsibilities of BKP employees for who will collect the information. Only waste that has been suitably assessed may be received at the facility.

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No appropriate disposal route for waste and out of date stock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

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
Material safety data sheets
European Chemicals Agency (ECHA)

5. Procedures

Initial Enquiry

Once the initial enquiry has been received the customer will be contacted, typically by a member of the Sales Team. A member of the team may supply indicative quotation to customers with caveats for simple materials such as Interceptors/Gully Wastes/Oil Filters/ Articles etc (Category A) wastes. Where the customer has supplied detailed information initially quotations may be supplied based on guidance from the technical assessor or

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technical sales manager based on disposal routes. For more complex wastes or those requiring pre-acceptance sampling quotations will only be supplied subject to sampling or further information being supplied.

For enquiries the sales team will aim to gather as much information as possible and populate the **TS-SOP-27-Pre-acceptance Sheet** tabs to enable the waste to be assessed fully. They will work with the producer or third party to obtain as much information as possible on the waste to enable accurate classification of the material.

Waste description
Specific process producing the waste
Producers address and primary business
Physical form of the waste
Detail on packaging, size and type
Qty
EWC Code
Technical information relating to the waste
Previous holders
Age of the waste
If it contains POPs
Reactivity or Odour
If it is Radioactive

Where the customer or sales person is unable to gather this information easily the technical assessor or technical sales manager may contact the customer to try and gather additional information or if required a site chemist or member of the operations team may attend site to speak to the producer or obtain samples of the waste for analysis.

The objective of the commercial / sales team is to obtain as much information initially from the waste producer or third party. If dealing with other waste management companies it is important to obtain all information directly from producer & if possible engage with them directly as a specialist hazardous waste service provider.

Quotation

For many common products, there are standard, internally agreed prices which are showed on the Master Customer Pricing spreadsheet, along with transport rates and packing supply prices.

For products not on the Master Customer Pricing spreadsheet, An agreed margin will be added to the disposal costs from the third party disposal facilities and any relevant caveats added, along with transport costs (if required) and administration fees after sufficient information is obtained from customer to enable formal quotation.

Indicative quotations may be supplied to customers whilst information is obtained to enable formal quotations to be issues. I.e. Quotations subject to receipt of samples or further information.

The technical assessor will create a quote on Weighsoft (GRG operating system), which has a unique reference number and this will be forwarded to the customer. If these quotes were to be likely to be converted this would form the basis of the formal pre-acceptance process and technical assessment where the necessary information is gather to enable acceptance and processing or onward transfer through the facility.

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Technical Assessment

The technical assessment will be carried out in line with WM3 – Waste classification technical guidance. Wastes will be suitable assessed inline with this document and the site permit. Material classifications are checked against ECHA for accurate Hazard statements and classification.

The pre-acceptance risk assessment matrix will be followed for each item by the technical assessor. Items that are exempt from pre-acceptance sampling will be assessed based on information supplied from customer or material safety datasheets.

TS-SOP-27-Pre-acceptance Sheet will be completed or updated for enquiries prior to acceptance. All information relating to any Pre-acceptance enquiries is held on the BKP server. In "Weighsoft technical assessment" on the Main E:Drive. Files are organised by date and by customer and all supporting information (emails/analysis/forms/msds/photos or other supporting information) are stored against each enquiry.

Each new enquiry has a quotation reference. This is where all the information is stored by date. For repeat customers rather than 1 off jobs information will be stored on a master document for each producer. This will be updated and refreshed each time material is requested and information refreshed at a minimum of annually for all producers.

Weighsoft quotations produce the booking form that is required for each load and acceptance into the site.

Each material line on weighsoft is checked by the technical assessor and marked with a date the material has been assessed and their name. This allows administrators to know if material has been checked and assessed and all the information is accurate and checked against the site permit and the pre-acceptance procedure.

The pre-acceptance sheet (excel document) captures all the additional information required that is not currently recorded on weighsoft for each enquiry. It complements the operating system (The operating system generates EA returns, Invoices, Quotes, Paperwork, Labels and stores all our waste data)

The pre-acceptance sheet TA tab will be completed for enquiries to ensure all necessary checks are completed and any justifications for material not being sampled prior recorded by the technical assessor.

Items that are exempt will not be sampled. These are category A materials – **See exempt list tab on TS-SOP-27-Pre-acceptance Sheet**

Unwashed packaging is assessed against the packaging acceptance criteria **BKP-PCK-01 - Packaging Treatment Acceptance Criteria**

Bulk Interceptors are assessed using the interceptor pre-acceptance form only and are exempt from full pre-acceptance unless deemed as higher risk (Boat yards, Scrap metal Merchants, Any other chemical contaminants) **BKP - WD03 - Interceptor Pre-Acceptance**

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Items risk assessed as low risk will not be subject to pre-acceptance samples if there is sufficient information from the waste producer and holder as deemed by the technical assessor to enable assessment and a costed onward disposal route. Where material is being transferred to a third party and not treated onsite then costed routes may be obtained in the form of quotations from treatment sites/incinerators. These quotations are then stored on the server with all the information relating to this enquiry for traceability.

Items with suitable information supplied in the form of detailed internal analysis, accredited analysis can be accepted if deemed appropriate for end treatment route to cost the disposal.

If the waste is a process waste & it's composition is unknown then a sample will be required to determine its characteristics. Wastes where suitably risk assessed with sufficient information supplied by the producer or holder will not be subject to pre-acceptance sampling as long as the technical assessor deems there is sufficient information to classify the waste fully in-line with WM3 technical guidance and compliantly for transport by road.

Wastes may be characterised on the onsite laboratory by XRF (elemental analysis), Water content, pH (probe), spectrophotometry (Chlorides, sulphides, cyanides, sulphates, aqueous metals, COD), flash point (closed cup), Calorific value if appropriate. This is to enable disposal but not identify specific organic contaminants.

Technical assessors will either hold DGSA qualifications in addition to a HNC or above in chemistry or related subject. If they do not hold a DGSA qualification then they will have a good understanding of dangerous goods classification and transportation and they have access to a number of members of the team at BKP who do have this qualification.

Where samples are required the technical assessor will request these from the sales contact or directly with the waste producer or holder. The sample will be accompanied by a Waste Declaration Form **BKP - WD01 - Waste Declaration** and be packaged in a suitable container. The technical assessor will advise the person sampling the waste on suitable methodology is required so the sample is representative. If the producer or customer is not competent to sample the material a BKP employee such as a site chemist will sample the material wearing appropriate PPE for the task.

Once the result of the analysis have been received the technical assessor will contact third party disposal parties and agree disposal rates and caveats for the waste. The material may be sent directly to an end treatment point after internal analysis (e.g. an acidic waste stream with unknown metals we would analyse through our lab to allow us to classify the waste but we would send a sample to end treatment to check suitability for treatment).

An Oily drilling mud sample BKP as an example may request a sample to check suitability for treatment through our own processes onsite (I.e. do mock centrifuge treatment to check it treats as well as ensure it's within our acceptance limits, check the odour etc) **LTP-OPLAB-08- Completion of Treatment Suitability Analysis, LTP-LAB08 - Suitability for Treatment Analysis , LTP-LAB06 - XRF Analysis Sheet.**

A formal quotation will not be raised, until a disposal facility has been identified and a quote from them received and the material cannot be accepted into the site without this. An indication of the rate may be offered to customer on email if this is indicated "subject to sample" by end treatment.

The technical assessor will complete the acceptance sheet tab on the pre-acceptance form to include all analysis to be completed upon acceptance and any PPE requirement / specific incompatibility to be aware of. Only material with this tab completed and confirmed onward disposal or treatment route may be accepted at the facility.

Booking

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If the customer wishes to go ahead with the quotation, they must complete a Booking Form which is at the bottom of the quotation and return it to BKP, accepting the quote and caveats and Terms and Conditions.

Once the Booking Form has been received, the Sales Administrator will co-ordinate the Transport, Disposal Slot and any requirements for extra packaging, any time restraints for collection etc. Only once the lists have been assessed and confirmed with site operational management independent of sales to confirm capacity and all information required is obtained and technical assessment completed will a slot be given.

Prior to the load being received / collected the technical assessor will ensure all checks are completed and all assessments are done and information on weighsoft is accurate. All technical assessor checks on all material will be completed where appropriate and time stamped with the individual who has completed the checks and the date (Materials that are exempt such as sewage tankers, dry waste skips etc do not require assessment)

The Sales Co-ordinator will convert the quote on Weighsoft into an order and then raise a ticket for the waste to be accepted.

The labels required for packaged waste will be printed from the ticket on Weighsoft by one of the Site Chemists and either provided to the driver with his paperwork if we are collecting the waste or kept in the Transfer Station office if the waste is delivered in.

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

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