


## STANDARD OPERATING PROCEDURE

### Title: Wood Waste Acceptance & Rejection Procedure

Document Reference: MIL-SOP-02, Version 1, November 2025



#### PPE REQUIRED

HI-VIZ	BOOTS	HELMET						
								

#### THE PROCEDURE - STEP BY STEP WOOD WASTE ACCEPTANCE

For each vehicle that stops at the weighbridge, the **Weighbridge Operator** is responsible for:

1	<p>Asking the driver what is in the load and where it has come from. Acceptable materials for the Wood Waste Operation are Grade A wood only, namely:</p> <ul style="list-style-type: none"><li>• Packaging waste, scrap pallets, packing cases and cable drums.</li><li>• Process off-cuts from the manufacture of virgin/sawn timber and untreated board products.</li></ul>
2	<p>Check that the load is secure and fully contained. If the load is not secure make a note of this and inform the <b>Site Manager</b>.</p>
3	<p>Inspect the load for unacceptable contamination / anything that is not timber. If load is heavily contaminated then the load should be rejected, however if only lightly contaminated the contaminants can be removed from the timber. Typical acceptable non-wood content prior to processing are Nails and metal fixings. Minor amounts of non-hazardous surface coatings, such as water-soluble paint.</p>
4	<p>If load accepted then:</p> <ul style="list-style-type: none"><li>• weigh load</li><li>• issue delivery driver with top ticket.</li><li>• instruct the driver to proceed to the correct area and to await instructions before tipping /off-loading</li></ul> <p>Radio through to <b>Site Operatives</b> in storage area so that a second check can be made.</p>
5	<p>If load is contaminated then:</p> <ul style="list-style-type: none"><li>• Reject the load.</li></ul> <p>Notify the <b>Site Manager</b> who is responsible for logging the rejected load.</p>
6	<p>Record the tare weight of the vehicle as it exits site, logged on weighbridge.</p>

For each vehicle entering the waste storage or treatment area, the **Site Operative** is responsible for:

7	<p>Directing the driver to tip in correct storage area on impermeable surfacing.</p>
8	<p>If safe to do so, overseeing the tip of each load to check for the suitability of the load as it is discharged.</p>

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	<p>A load must be rejected if it is found to include any treated wood namely:</p> <ul style="list-style-type: none"><li>• External cladding</li><li>• Barge Boards, Fascias and Soffits</li><li>• External joinery</li><li>• External doors</li><li>• Decking</li><li>• Fence posts and panels</li><li>• Domestic furniture made from solid wood.</li><li>• Chipboard, MDF, Plywood</li><li>• Flat pack furniture made from board products</li><li>• Agricultural fencing</li><li>• Telegraph poles</li><li>• Railway sleepers</li></ul> <p>Follow Waste Rejection Steps 10 onwards</p>
9	<p>Follow Wood Waste Recycling Guidance<sup>1</sup> when identifying pallets as either Grade A (acceptable) or Grade D (hazardous and unacceptable). If in doubt Reject the load – Steps 10 onwards</p>

<sup>1</sup> Waste Wood Assessment Guidance for the UK Waste Wood Industry, Wood Recyclers Association, Version 4, November 2024

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#### THE PROCEDURE - STEP BY STEP WOOD WASTE ACCEPTANCE

##### 3.4.1 Pallets, Transport Boxes



Description	Pallets and wooden packaging.
Waste Code:	15 01 03 or 15 01 10*
Hazardous Properties	N/A or Methyl Bromide: HP4 Irritant, HP5 Specific target organ toxicity, HP6 Acute Toxicity, HP11 Mutagenic, HP14 Ecotoxic
Classification/ Grade	Clean, untreated or Treated and hazardous. Grade A or Grade D.
Guidance	<ul style="list-style-type: none"><li>• Wooden packaging and pallets manufactured in the EU are unlikely to have been subject to any form of non-visible treatment other than being kiln dried.</li><li>• However, pallets and packing cases arising from outside of the EU may have been treated for biosecurity purposes.</li><li>• The following codes are used alongside the IPPC logo (see inset) to identify the treatment used: DB – Debarked; HT – Heat Treated; MB – Methyl Bromide (Hazardous) – Being used less and less following the Montreal Protocol.</li><li>• It is highly unlikely that wooden packaging and pallets marked with DBHT, or without any markings, would have been treated with preservatives during manufacture, so these should be deemed Non-hazardous.</li><li>• Closed Loop Pallets – CHEP (Blue), LPR (Red) IPP (Brown) – The various paints are all water based. These pallets remain the property of the relevant company at all times. If a business accumulates these pallets they can advise the relevant pooling company and they will uplift and reimburse the company for the pallets.</li></ul>

#### THE PROCEDURE - STEP BY STEP WOOD WASTE REJECTION

The **Site Operative** overseeing the discharge of the load is responsible for the following steps.

10	<p>If unsuitable material is observed while the load is being tipped:</p> <ul style="list-style-type: none"><li>• Stop the discharge of the load and tell the driver that the load is unsuitable.</li><li>• Ensure that all unsuitable material is reloaded into the delivery vehicle.</li><li>• Notify the <b>Site Manager</b> or nominated competent <b>Site Operative</b>, who is responsible for making the final decision on if a load should be rejected.</li></ul>
11	<p>If unsuitable material is observed after the vehicle has left site, then:</p> <ul style="list-style-type: none"><li>• Use loader to separate the unsuitable material and to place it in a separate quarantine area away from any other waste storage.</li><li>• Ensure that the area is correctly signed using hazard tape and other staff members are notified.</li></ul>

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- Notify the **Site Manager** or Nominated Competent Person.

Responsibilities are:

<b>12</b>	To complete the Waste Rejection Form ( <b>MIL-FT-04</b> ).
<b>13</b>	To notify the waste broker / waste producer and instruct them to collect the rejected material / agree a procedure to ensure that future loads are transported securely and / or are suitable for acceptance at the site
<b>14</b>	If the collection of the rejected load cannot be agreed with the waste broker / waste producer, then arrange for removal of unsuitable waste as soon as practically possible but in all cases within 5 days
<b>15</b>	To ban waste producers / brokers that repeatedly send unsecure loads or non- permitted waste materials.

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BY SIGNING BELOW, I CONFIRM THAT I HAVE FULLY READ AND UNDERSTOOD THIS PROCEDURE

**If in Doubt Stop the job for Safety!**

NAME	SIGNED	DATE