



# Waste Handling Procedure (PAT-SOP-17)

## 1. Objective & Scope

This document details the process monitoring procedures which are followed by Pattermore's Transport (Crewkerne) Limited (Pattermore's) to ensure that controlled waste including hazardous waste is recovered or disposed of without endangering human health and without using processes or methods which could harm the environment.

## 2. Responsibilities

The following are the responsibility of the relevant **Department Managers** or **Nominated Competent Person (NCP)**:

1. Ensuring that all employees and contractors dispose of any waste generated on site appropriately and responsibly.
2. Ensuring bulky waste is sheeted or covered if there is any potential for wind-blown litter.
3. Ensuring any hazardous waste produced is segregated, stored and labelled in an appropriate, secure and sealed container prior to collection.
4. Notifying the Engineering, Facilities & Health & Safety Manager and the Environment Agency of any incident involving the failure in containment of waste.
5. Ensuring the disposal contractor supplies a completed duty of care transfer note or hazardous waste consignment note as appropriate and ensuring the details are correct.
6. Ensuring that Duty of Care transfer notes are filed correctly. The Transfer Note must be retained for 2 years.
7. Ensuring that the Hazardous Waste consignment notes are completed fully and signed by a member of the department upon dispatch of hazardous wastes. The hazardous waste consignment note must be retained for 3 years.
8. Ensuring disposal contractors provide Hazardous Waste consignee returns to the business.
9. Ensuring that Site Operatives have the appropriate training to follow the Waste Handling Procedure.

**Site Operatives** are responsible for:

1. Ensuring all general waste and recyclables are segregated and stored within the correct locations with recyclables kept separately within designated bins.
2. Ensuring all bulky waste generated on site due to construction or maintenance work to be placed into a skip which should be covered if there are any loose items that can be wind-blown.

3. Confirming that Waste contractors collecting waste generated on Site are registered waste carriers and ensuring that they provide a duty of care transfer note detailing where the waste will be taken for recycling and/or disposal.
4. Ensuring any waste oil, batteries, waste electrical and electronic equipment are stored separately to the general waste in a sealed container to contain any leaks. These waste streams are hazardous waste. If any doubt about whether a waste is hazardous or not, please speak with the Engineering, Facilities & Health & Safety Manager for advice.

### 3. Records

To be kept:

- Duty of Care transfer notes.
- Hazardous Waste Consignment Notes and Consignee Returns.

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