**Site: Meriden Area G EPR/CB3805HC**

**Approval Process**

An enquiry accompanied by a site investigation report is received by email and transferred to Consultancy Firm.

This will be compared against flow chart FC1 and Tables s.2.1 (Landfill) and s2.3 (Pre-treatment). If the site is deemed not to be hazardous, the materials will be deemed suitable for import and no further testing will be required.

If however, there is a suspicion of hazardous waste, leachate testing will be required to ensure the suitability of the material for our site.

Once the material is deemed acceptable, an email will be sent to the relevant party as accepted, and this shall be then sent back to the site weighbridge together with a completed WIF (Form MH10)

**Tipping Procedure**

On arrival at the site, all Lorries will report to the gatehouse and present a completed waste transfer note (WTN). The address on the WTN will be checked against the approved sites list, and if accepted a visual inspection of the load will be undertaken by the gateman to ensure that it does not contain visual or olfactory contamination. If material is suspect, the RST will be called to visually inspect sample and determine suitability or rejection (MH11). If the load is rejected for any reason, then all material from that location will be suspended until such times as the RST has visited the site loading point to understand why the material differs from that of the approval.

If the load is accepted a WTN will be taken from the haulier and input onto system ready for invoicing.

The approved lorry driver will then be given instructions as to tip face and any special instructions that may be required. The gateman will then advise the dozer operator that an approved lorry is on route.

If for any reason a suspect load is tipped at the tip face, it will become apparent to the machine driver who will immediately contact the weighbridge operative. The offending vehicle will be stopped from leaving site. The vehicle will be sent back for reloading of the spoil and its removal from site. This will be recorded by NRS personnel on form MH11.

The Gateman will then notify the RST for him to visit the site from where the material came so as to ascertain whether or not future materials can be imported into the site.

**Random Checks**

The RST will randomly follow trucks to ensure they are hauling from the approved site and indeed check excavation on site matches that of the site investigation approval.

Should material enter the site from an approved location but by its nature appear different from previous loads, this material shall we subject to random site testing or a site visit. The material will be tipped in an isolated position and tested by the RST if needed. The results of this testing will be entered onto the random site testing report (MH7) and if the material fails to comply, it shall be removed from the works.