**Site: Saredon Recycling EPR/FB3009HG**

**Tipping Procedure**

On arrival at the site, all Lorries will report to the gatehouse and present a completed waste transfer note (WTN), the information will be checked. 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 and to ensure the material is listed on table 2.3 of the permit. If material is suspect, the RST will be called to visually inspect sample and determine suitability or rejection (MH11).

If the load is accepted a WTN will be taken from the haulier and the record kept.

The approved lorry driver will then be given instructions on where to tip and any special instructions that may be required.

If for any reason a suspect load is tipped, it will become apparent to the machine driver who will immediately contact the gatehouse. The offending vehicle will be stopped from leaving site. The vehicle will be sent back for reloading of the material 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.