

WOODCOTE WOOD LANDFILL AND WASTE TRANSFER STATION

WASTE ACCEPTANCE PROCEDURE

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APPENDICES

Appendix A: Waste List for the Landfill Site

Appendix B: Waste List for Recycling Plant

1.0 Introduction

1.1 Report Context

NRS Woodcote Aggregates Ltd has instructed Enviroarm Limited to prepare a Waste Acceptance Procedure (WAP) as part of an Environmental Permit (EP) application for Woodcote Wood Quarry Landfill in Woodcote, Sherriffhales, Shropshire under the Environmental Permitting (England and Wales) Regulations 2016.

The purpose of the WAP is to ensure that the site only accepts waste that is:

- Suitable for the activity;
- Is allowed by the EP; and
- Is appropriately considered by the environmental risk assessment. The WAP will also assist with:
 - Ensuring the activities do not cause pollution;
 - Assist in the waste sourcing decision making process; and
 - Prevent the receipt of non-permitted wastes.

This WAP is divided into the following sections for ease of use:

- Section A: Landfill WAP; and
- Section B: Waste Recycling Plant WAP.

SECTION A: Landfill Waste Acceptance Procedure

2.0 Landfill Waste Acceptance Procedure Overview

This WAP has been prepared with reference to the following guidance for waste acceptance at landfills:

- DEFRA: Environmental Permitting: Environmental Permitting Core Guidance, March 2008;
- Environment Agency (EA) (2008) Environmental Permitting Regulatory Guidance Series No. LFD1. Understanding the Landfill Directive for Environmental Permitting; and

2.1.1 Landfill Directive

The Landfill Directive places controls on all landfill site's accepting waste. These controls also include the requirements for WAP and waste acceptance criteria (WAC), that were previously agreed by the Council of the European Union¹.

Before a type of waste can be accepted at a landfill site, the landfill operator must be satisfied that the waste meets their permit conditions, the WAP's and WAC. If a waste producer decides to deposit at a landfill, they must also follow these procedures, or the operator can refuse to accept the waste.

2.1.2 Woodcote Wood Quarry Landfill Classification

The site will accept non-hazardous waste into a fully lined and engineered landfill site, split into the following types of waste;

- Inert waste;

As defined in the Landfill Directive, there are numerical WAC limits for landfills accepting inert waste. Therefore, this document provides details on the WAP for waste accepted, rather than criteria and limits.

The list of wastes for acceptance at the landfill are included as Appendix 02-1 of this WAP.

¹ Detailed in Council Decision 2003/33/EC.

3.0 Landfill Waste Acceptance Procedure

3.1 Level 1: Basic Characterisation

Level 1 basic characterisation of wastes constitutes a thorough determination, according to standardised analysis and behaviour testing methods, of the short and long term leaching behaviour and or characteristic properties of waste.

As a minimum, the following information about the characteristics of each waste stream will be obtained prior to receiving the waste at the site:

- a) The full address where the waste was produced;
- b) The identity of the producer;
- c) All the reasonably identifiable previous uses of the producer site (where the waste is excavation waste);
- d) The process giving rise to the waste;
- e) The physical appearance of the waste including colour, texture and smell;
- f) Its European Waste Catalogue (EWC) code;
- g) Where a weighbridge isn't used, a metric conversion factor for volume (cubic metres) to weight (tonnes) for each waste stream; and
- h) The quantity of waste to be imported.

Basic characterisation will focus on identifying key variables, of which there are two types:

- Those parameters which dictate that a waste will always be directed to a particular class of landfill; and
- Those parameters which vary in a waste stream such that the waste is sometimes suitable for one class of landfill, and sometimes another.

Basic characterisation will normally be required where:

- Wastes need to be analysed for a limited number of key variables, which may vary close to the landfill class limit values or the presence/absence of which affect the class of landfill; and
- A complete determination of composition and leaching is required, particularly if the waste is either a one-off, is from a very variable process, or has not undergone basic characterisation before.

In the event that there is suspicion of contamination, the waste will be tested.

3.2 Level 2: Compliance Testing

Level 2 compliance testing of waste is required for waste that is 'regularly arising'. Periodic checks on the waste will be carried out to ensure that the properties originally accepted on site have not changed.

Level 2 compliance testing constitutes periodical testing by standardised analysis and behaviour testing methods to determine whether the waste complies with the results of the basic characterisation, the acceptance criteria for the landfill class and the installation specific conditions of the permit. This test will focus on key variables and behaviour identified by basic characterisation and will be carried out at least once a year for each waste stream.

The relevant parameters to be checked will be determined from the results of the basic characterisation. The parameters, and reasons for their selection, will be documented, and the results of the tests will be maintained at the installation.

The requirements for Level 1 and Level 2 testing will depend upon the type of waste. For wastes that are regularly generated in the same process, where the input materials, and the process are well defined, and changes to the process are notified to the landfill operator, initial analyses may show that there is little variability in the waste, and there may be no further requirement for characterisation testing. Further deliveries may then only be subject to compliance testing. For wastes that are not regularly generated in the same process and installation, each batch may require the basic characterisation testing and consequently no compliance testing is needed.

3.3 Level 3: On-site Verification

Level 3 on-site verification of waste is to ensure each delivery of waste is the expected waste and that it has not been contaminated in storage or transport to the site.

A visual inspection to satisfy the Level 3 on-site verification requirements will be carried out on all waste deposited at the site. Preliminary verification, including checking of the paperwork, and a visual inspection if possible, will take place before vehicles carrying the waste can proceed to the disposal area.

The visual inspection will have two purposes:

- To confirm that the waste is permitted for disposal at the site; and
- To confirm the waste is as described in the accompanying documentation.

3.4 Weighbridge Procedure

3.4.1 Weighbridge

The weighbridge is located near to the entrance of the site and on route from the site entrance to the landfilling area. All customers' vehicles will be weighed either before and after discharging their load, if the tare weight of the vehicle is not known, or before discharge if the tare weight is known.

3.4.2 Computerised Measurement System

The weighbridge measurement equipment will be linked to a digital display unit inside the weighbridge office, from which the weighbridge operator can read the gross weight of vehicles.

The waste recording process will be carried out by the weighbridge operator on a computerised system comprising a keyboard, disk drive unit, visual display monitor, and ticket printer. The system will be linked for communication with the master computer. Records will be held in NRS's administrative department and kept at an appropriate location. Manual copies will also be retained in case of breakdown.

3.4.3 Vehicle Details

If a new vehicle uses the site, its details including registration number, tare weight and vehicle type will be entered into the computer to complete the transaction. Vehicles to be used by the customer for some time will be set up on the computer system to allow the vehicle and

contract details to show automatically when the weighbridge enters the vehicle registration.

3.44 Waste Identification/Verification

The weighbridge operator will identify the type of waste from the following information:

- Duty of Care transfer note; or
- Verbal confirmation from the driver.

Where possible, the weighbridge operator will undertake a preliminary visual examination of the waste.

3.45 Waste Quantity

The waste quantity will be determined from the measurement of the gross weight of the vehicle (determined prior to waste deposit) minus the tare weight (determined following discharge). For suitable vehicles the tare weight will be stored to enable the computer to automatically calculate the net weight of the load.

3.46 Ticket Issue

The transaction will be regarded as complete when the weighbridge operator obtains the driver's signature on the weighbridge ticket.

In case of temporary computer failure, manual tickets will also be available at the weighbridge, for manually recording waste receipts.

3.47 Duty of Care Waste Transfer Notes (WTN)

The Environmental Protection (Duty of Care) Regulations 1991 (as amended) impose requirements to complete transfer notes recording details of waste transfers, and to keep the transfer notes and make copies available to the EA on request. The Regulations place these responsibilities on the person who provides and the person who receives the waste.

Although the layout and information contained on WTNs can vary widely, the following items must be stated on or attached to the transfer note:

Description of Waste

The description of the waste must include some or all the following:

- EWC code;
- The type of premise or business from which the waste comes;
- The name of the substance or substances;
- The process, which produced the substance;
- A chemical and physical analysis; and
- Any special problems.

Quantity of Waste

The amount in weight or volume, and how it is packaged.

Current Holder of the Waste

The current holder of the waste must be one of the following:

- Producer of the waste-name and full address;

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- A waste Collection Authority-Authority's name;
 - A registered waste carrier-registration number and issuing authority; and
 - Exempt from registration-state reason.

Details of the Transfer

The details of the transfer must include all of the following, and will be filled in by the manager or weighbridge operator:

- Full address of landfill site;
- Date and time of transfer (between dates may be shown for multiple loads); and
- Signature and full name in block capitals of current holder and person receiving waste, and the name of the company they represent.

The weighbridge operator will check that any transfer notes arriving at the weighbridge are filled out correctly. Transfer notes can either relate to a one-off transaction or can be long term 'season tickets' which can remain valid for up to a year. The Site Manager or a delegated representative will check the status of long-term season tickets regularly, and customers advised of any pending renewal requirements. The results of such audits, together with action taken shall be recorded in the site log.

3.5 Quarantine and Rejection Procedures

The objectives of the quarantine and rejection procedures are to ensure that all non-conforming waste is removed from site and that the waste producer and carrier are informed so that appropriate action can be taken to prevent recurrence.

3.5.1 Non-Conforming Waste

Wastes that are identified at the weighbridge as non-conforming will be held in the waste reception area (within the waste transfer building) for inspection. If the inspection confirms that the waste is non-conforming, the waste carrier and/or producer, and internal company line management, will be informed. The vehicle will be invited to remain on site until an agreed course of action has been determined between all relevant parties.

3.5.2 Waste Authorisation

The weighbridge operator will consult the Site Manager (or Deputy) where the waste does not conform to the information stored on the computer.

The Site Manager will determine if the waste is acceptable for disposal under the terms of the permit, and whether all necessary pre-treatment and characterisation testing has been satisfied. If there is any doubt, the waste will not be accepted, and the weighbridge operator will advise the driver accordingly. Alternatively, if the Site Manager agrees to accept the waste, the weighbridge operator will arrange for the load to be observed during discharge at the tipping area.

3.5.3 Waste Rejection at the Weighbridge

Incoming waste will be rejected at the weighbridge for a number of reasons including:

- Incomplete or unsatisfactory documentation;
 - Physical appearance not fitting description on transfer note;
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- Burst sacks or inadequately contained load;
 - Presence of free liquid in the waste above the prescribed limits;
 - Waste not adequately pre-conditioned; and
 - Adverse weather conditions at tipping face.

The Site Manager (or Deputy) will be informed of any waste that is rejected at the weighbridge due to inaccurate documentation. They will then communicate with the customer, advising that the load has been rejected and the reasons why. The details will be entered on the waste rejection form.

If the site is unable to accept certain waste streams due to adverse weather conditions, customers will be notified by telephone or e-mail giving the period of closure, providing as much notice as possible.

3.5.4 Rejection at the Operational Area

A final visual inspection during placement of all loads will be carried out by a site operator, who will identify non-conforming within a waste deposit.

If non-conforming material is identified, the following action will be taken:

- The Site Manager (or Deputy) will be informed immediately by radio or telephone;
- Other waste and vehicles will be directed to another location on the working area, to ensure the suspect waste remains exposed;
- The Site Manager (or Deputy) will examine the WTN and any other documentation which provides details on the process or premises that produced the waste, to enable an appropriate assessment to be undertaken on inspection;
- The Site Manager (or Deputy) will inspect the non-conforming waste taking all necessary safety precautions;
- If the Site Manager (or Deputy) is satisfied that the description of the waste was appropriate, that there has been no contravention of the permit, or breach of contract, they will authorise the continuation of disposal; and
- The details of the incident will be recorded in the site log.

If the Site Manager (or Deputy) is not satisfied that the material conforms to the above requirements, the following action will be taken:

- The driver of the vehicle will be alerted, and the waste will be reloaded onto the vehicle where possible. The vehicle will then be redirected to the site entrance, issued with relevant paperwork and asked to leave the site;
- If the vehicle has left the operational area, the competent person will attempt to intercept the vehicle before leaving the site so that the waste can be reloaded, and relevant paperwork issued;
- If the vehicle has left the site before the presence of unauthorised waste is identified, the waste will be isolated or moved to a temporary 'quarantine' storage area;
- The waste carrier will then be contacted and asked to remove the waste from site. If the carrier is unable to remove the waste, it will be consigned to an alternative suitably authorised facility by a registered waste carrier. A duty of care WTN will be completed for all such transactions. In the event it is necessary to sample such waste to identify a suitable treatment facility, the necessary sampling will be carried out. The waste will be

stored in the quarantine area until a suitable alternative facility has been identified; and

- A skip will be maintained close to the operational area. This skip will be used for the storage of isolated contaminants identified within loads of waste which would not warrant rejection of the load. These minor inclusions will be removed from the load and placed in the skip prior to off-site removal.

3.5.5 Non-Conforming Waste Record

For all non-conforming waste, an incident report will be raised which will be cross referenced in the site log. This will include the following details:

- Date and time;
- Producer details;
- Carrier details;
- Duty of Care transfer note reference number;
- Description of waste;
- Volume of waste;
- EWC code;
- Non-conforming waste;
- Samples taken;
- Details of communication with NRW (time, name of officer); and
- Actions agreed and taken.

SECTION B: Waste Transfer Station (WTS) Waste Acceptance Procedure

4.0 Recycling Facility Waste Acceptance Procedure Overview

This WAP has been prepared with reference to the EA's 'Guidance for the Recovery and Disposal of Non-Hazardous Waste (Sector Guidance Note IPPC S5.06).

4.1.1 Cornets End Quarry Waste Transfer Station

The Recycling Facility will be operated as to [produce stone for recycling and sub soils for inert landfill. Type materials that are inert or are non- hazardous. The proposed activities comprise the storage and physical/manual treatment of waste by sorting, separation, screening, blending, into different components for recovery and disposal, (no more than 50 tonnes per day) or recovery.

5.0 Recycling Facility Waste Acceptance Procedure

5.1 Pre-Acceptance Procedures

5.1.1 Sampling of Waste from Suppliers

Sampling of waste will not be routinely undertaken to validate the waste type against the description on the WTN, due to the nature of the waste accepted on site.

However, the Site Manager will, on occasion (no less than once a quarter) request a spot sample from the waste producer to validate the waste type against the description on the WTN.

For waste, a sample will be requested from the waste producer coming to the Woodcote Wood Recycling Facility.

The spot samples will be analysed and validated against the WTN description. If the spot sample does not conform to the WTN the Site Manager will review the contract in place and agree measures with the waste producer to correctly describe the waste types.

5.2 Waste Transfer Note

All waste arriving on site will be accompanied by a WTN. Where multiple loads arrive under contract one note may cover all deliveries.

Waste will be described in the WTN with reference to the EWC Codes with the appropriate code number. A copy of the list of wastes that can be accepted on site can be found in the waste list included in Appendix 02-1 of this WAP.

The Site Manager and site operatives will be trained to identify a correctly completed WTN. They will also be trained to complete all sections of a WTN fully and accurately.

The Site Manager or a site operative will check that the WTN includes signed confirmations that the waste hierarchy has been applied correctly under the Environmental Permitting (England and Wales) Regulations 2016 (as amended). The waste hierarchy illustrates the most and least favoured options of disposal (1 being the most favoured);

1. Prevention;
2. Minimisation;
3. Reuse;
4. Recycling;
5. Recovery/energy recovery; and
6. Disposal.

All WTN's will be kept for no less than 3 months. All WTN's will be held electronically on site.

5.3 Means of Measurement

The quantity of waste accepted and despatched from the site will be measured via the weighbridge or calculated by recording the volume of waste entering the site and the application of standard conversion factor as appropriate.

All wastes entering the site will be recorded upon arrival and the waste and recyclable components removed from site for disposal, for further recovery or reuse, will also be recorded on exit.

5.4 Waste Acceptance Procedure

The following steps will be followed on a daily basis. The Site Manager and all site operatives will be trained to understand and implement the following waste acceptance procedures:

1. On arrival at the site's weighbridge, vehicles will supply the site office with the relevant paperwork (WTN and any sampling schedules/results) for initial checks. Any discrepancies will be resolved before the waste is officially accepted on site. The Site Manager will be directly responsible for ensuring that no non-conforming waste is accepted for processing on the site.
2. Checks on storage capacity will take place throughout the day to ensure that suitable space is available for all incoming wastes. The checks on capacity will be made by site operatives and will be visual only.
3. The load will be weighed and recorded on the WTN and weighbridge ticket. One copy will be held on site and the other given to the driver of the vehicle.
4. A visual load inspection will take place. This will be carried out before the waste is unloaded in the waste transfer building and will be undertaken by the weighbridge operative, to ensure consistency with the WTN.
5. If the load is rejected, the WTN will be completed with the reason for rejection, and the vehicle directed off site.
6. If it is not possible to inspect the waste prior to unloading, the waste will be inspected immediately after off-loading in the waste reception area, within the waste transfer building.
7. If after the off-loading of waste it is shown to be non-compliant, the load will be reloaded onto a vehicle or directed to the designated quarantine area immediately.
8. If after visual inspection the load is deemed to be compliant, the vehicle will then be directed to the waste reception building, where the waste will be unloaded or tipped in the relevant waste reception area.

5.5 Non-Compliant Waste

All pre-acceptance checks will be carried out before any waste is accepted on site as detailed in Section 5.1. These checks shall significantly minimise the likelihood of non-conforming waste arriving on site.

If waste is found to be non-conforming the following procedure will be followed and must be organised by either the Site Manager or the Technically Competent Manager on site:

5.5.1 Waste Found to be Non-Compliant at the Weighbridge

Any waste found to be non-compliant at the weighbridge will be handled as follows:

1. The load will be rejected, the vehicle will not be allowed to enter the site; and
2. All rejection of loads will be recorded within the site log.

5.5.2 Waste Rejected after Deposition within the Waste Reception Area

Any waste found to be non-compliant following deposition within the waste reception area will be handled as follows:

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1. Reloaded on to the delivery vehicle; or
 2. Removed to a designated quarantine area as appropriate.

If it is possible to determine the origin of the waste, the Site Manager will arrange for the waste to be collected by the origin customer and they will arrange onward disposal or treatment.

If it is not possible to determine the origin of the waste, the Site Manager will arrange for onward disposal or treatment.

5.5.3 Non-Compliant Waste Record

The WTN will be completed and will be cross referenced in the site log. This will include the following details:

- Date and time;
- Producer details;
- Carrier details;
- WTN reference number;
- Description of waste;
- Volume of waste;
- EWC code;
- Non-conforming waste; and
- Actions agreed and taken.

**TABLE 1: WOODCOTE WOOD QUARRY LANDFILL.
INERT WASTE LIST FOR LANDFILL**

01	WASTES RESULTING FROM EXPLORATION, MINING, QUARRYING, AND PHYSICAL AND CHEMICAL TREATMENT OF MINERALS
01 01	wastes from mineral excavation
01 01 01	wastes from mineral metalliferous excavation
01 01 02	wastes from mineral non-metalliferous excavation
01 04	wastes from physical and chemical processing of non-metalliferous minerals
01 04 08	waste gravel and crushed rocks other than those mentioned in 01 04 07
01 04 09	waste sand and clays
17	CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)
17 01	concrete, bricks, tiles and ceramics
17 01 01	concrete
17 01 02	bricks
17 01 03	tiles and ceramics
17 01 07	mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06
17 05	soil (including excavated soil from contaminated sites), stones and dredging spoil
17 05 04	soil and stones other than those mentioned in 17 05 03
19	WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND THE PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION AND WATER FOR INDUSTRIAL USE
19 12	wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified
19 12 09	minerals (for example sand, stones)
20	MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS
20 02	garden and park wastes (including cemetery waste)
20 02 02	soil and stones

**TABLE 2: WOODCOTE WOOD QUARRY LANDFILL.
INERT WASTE LIST FOR MATERIAL RECYCLING FACILITY**

01	WASTES RESULTING FROM EXPLORATION, MINING, QUARRYING, AND PHYSICAL AND CHEMICAL TREATMENT OF MINERALS
01 04	wastes from physical and chemical processing of non-metalliferous minerals
01 04 08	waste gravel and crushed rocks other than those mentioned in 01 04 07
01 04 09	waste sand and clays
10	WASTE FROM THERMAL PROCESSING
10 12	waste from manufacture of ceramic goods, bricks tiles and construction products
10 12 08	waste ceramics, bricks, tiles and construction products (after thermal processing)
17	CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)
17 01	concrete, bricks, tiles and ceramics
17 01 01	concrete
17 01 02	bricks
17 01 03	tiles and ceramics
17 01 07	mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06
17 05	soil (including excavated soil from contaminated sites), stones and dredging spoil
17 05 04	soil and stones other than those mentioned in 17 05 03
17 05 06	dredging spoil other than those mentioned in 17 05 05
17 05 08	track ballast other than those mentioned in 17 05 07
19	WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND THE PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION AND WATER FOR INDUSTRIAL USE
19 08	waste from waste water treatment plants not otherwise specified
19 08 99	Stone filter media only (if cleaned to remove sewage contamination)

**TABLE 1: WOODCOTE WOOD QUARRY LANDFILL.
INERT WASTE LIST FOR MATERIAL RECYCLING FACILITY**

19 12 wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified

19 12 05 glass (excluding residual fines from mechanical treatment of mixed waste at transfer stations)

19 12 09 minerals (for example sand, stones)

20	MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS
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20 02 garden and park wastes (including cemetery waste)

20 02 02 soil and stones