

	<p align="center">ENVIRONMENTAL MANAGEMENT SYSTEM- UK</p>	<p align="center">EM 2.1</p>
<p align="center">Waste Acceptance</p>		
<p>LEGAL REQUIREMENT: Environmental permitting regulations 2016.</p>		
<p><i>Purpose: To ensure that all sites covered by this EMS only accept appropriate waste types and that all necessary checks are made prior to acceptance of the waste on site.</i></p>		
	<p align="center">RESPONSIBLE PERSON</p>	<p align="center">RECORD</p>
<p><u>Environmental Permits and Waste Codes</u></p>		
<p>1. The Environmental Permits contain the list of waste types that are permitted to be accepted at the sites.</p>	<p align="center">All</p>	
<p>2. Tables containing the codes and descriptions of waste types that are permitted to be accepted by Elis UK Ltd is included at the end of this procedure, see Table 2.1.1 Permitted Waste Types England, Table 2.1.2 Permitted Waste Types Wales, and Table 2.1.3 Permitted Waste Types Scotland.</p>		<p align="center">Table 2.1.1 Permitted Waste Types England</p> <p align="center">Table 2.1.2 Permitted Waste Types Wales</p> <p align="center">Table 2.1.3 Permitted Waste Types Scotland</p>
<p>3. Any items found within the waste that are not acceptable under the Environmental Permit are rejected in accordance with the Waste Rejection Procedure, see Procedure No. 2.3 Waste Rejection.</p>	<p align="center">Site Operative</p>	<p align="center">Procedure No. 2.2 Waste Rejection</p>
<p>4. The Environmental Permits allow no more than 1,000 tonnes of waste per annum to be accepted on to a site.</p>	<p align="center">Site Manager</p>	<p align="center">Appendix B.1 Environmental Permits</p>
<p><u>Collection from customer site</u></p>		
<p>5. Waste loads are determined whether they can be accepted upon collection from the customer premises.</p>		
<p>6. Visual inspections are made at the collection point by the driver arriving at a customer site to collect the waste.</p>		
<p>7. Bags containing washroom waste are visually inspected to confirm the description.</p>		
<p>8. Non-hazardous sharps and medicine waste is collected separately in individual colour coded containers. These containers are securely sealed making difficult to open each container to check the contents. In these instances, checks are made to confirm the waste is appropriate for storage based on its colour-coded packaging.</p>		
<p>Colour-coded packaging is visually inspected for damage.</p>		
<p>9. If waste bins containing sharps or medicine waste are damaged, they will not be accepted.</p>		
<p>10. If unsure whether to accept a load, consult the permitted waste types tables and then the sites Manager if necessary.</p>		<p align="center">Table 2.1.1 Permitted Waste Types England</p>

	RESPONSIBLE PERSON	RECORD
		Table 2.1.2 Permitted Waste Types Wales
		Table 2.1.3 Permitted Waste Types Scotland
11. If the driver suspects that unsuitable waste or malodorous odours are present, then you must: <ul style="list-style-type: none"> • Inform the site manager • Inform the customer • Not collect the waste • Issue a Waste Rejection Form 		Procedure No. 2.2 Waste Rejection
12. Before waste is collected it will be double bagged.		
13. Bags containing waste will be taken out of sanitary bins at customer sites and collectively placed into a larger bag. Only wastes from that customers site will be placed into a larger bag together.		
14. Before removing the waste from the customer, the driver will need to provide the customer with a Waste Transfer Note with a description matching the load.		Waste Transfer Note
15. A Seasonal Waste Transfer Note is a document that covers transfers for up to twelve months and may be given to customers who provide consistently generated waste.		Seasonal Waste Transfer Note
16. A copy of all Waste Transfer Notes given to customers will be kept on the relevant Elis site for their records.		
<u>Waste Transfer Notes</u>		
17. Drivers of vehicles collecting waste must ensure a completed Waste Transfer Note is provided to the client before leaving unless a Season Waste Transfer Note has been provided.	Site Operative	Waste Transfer Note
18. Primarily Seasonal Waste Transfer Notes will be provided as Elis UK Limited customers produce consistently generated waste of the same type.	Site Operative	Waste Transfer Note
19. Waste Transfer Notes must contain the following: <ul style="list-style-type: none"> • Vehicle registration and driver's name and signature. • Waste haulier name and valid waste carrier's registration number. • Name, address (of source site) and signature of the transferor. • Name, address (of destination site) and signature of the person receiving the waste (transferee). • Permit number or exemption reference of the site • Description of waste including waste type, waste source and waste containment. • Tonnages. • List of Waste (LoW) code. • Date and time of waste transfer. • Waste Transfer Note number. • Confirmation that the Waste Hierarchy has been considered. 		
20. No weighbridge is present on any of the permitted sites so the weight of the waste will be calculated from its volume.	Site Operative	
21. The volume of waste from each customer site will be logged for the completion of Seasonal Waste Transfer Notes at the end of the 12-month period.		

	RESPONSIBLE PERSON	RECORD
22. Waste Transfer Notes will be appropriately stored for a minimum of 2 years.		
<u>Waste Acceptance onto Elis UK Limited sites</u>		
23. If any bags have split during transit, they will be re bagged before being placed into secure storage bins.		
24. If any unsuitable waste is found after arriving onto a Elis UK Limited site, it will be placed in the quarantine area before transfer to a suitably licenced facility.		
25. Waste will be stored for a maximum of five working days in the Quarantine area unless it has the potential to cause significant risk of pollution in which case it will be removed in less than five working days.		
26. Once arrived on site the double bagged waste is transferred from the vehicle into secure storage bins.	Site Operative	
27. The site Manager shall be immediately informed if there are incidents e.g., loss of containment of the waste.	Site Operative	
28. If the volume of waste stored on any Elis UK Limited site is near to the capacity of the storage bins provided, then the operator may choose to not collect anymore waste until there is sufficient free storage capacity on site.		
<u>Tracking and Records</u>		
29. The Site has a system for waste inventory and stock control for incoming wastes. The system contains the following information as a minimum: <ul style="list-style-type: none"> • The date the waste arrived on Site. • The original producer's details (or unique identifier). • Waste Transfer Note number. • Waste pre acceptance and acceptance information • The intended disposal routes • The nature and quantity of wastes held on site • Where the waste is physically located on site • Details that link to relevant transfer notes • Details of any non-conformances and rejections. 	Site Manager	
<u>All Waste Collection Vehicles</u>		
30. Elis UK Ltd are a registered waste carrier and collect waste from their customers washrooms.		
31. All third-party hauliers used for transporting waste off site must be a registered waste carrier.	Site Operative	Waste Transfer Note
32. Details of third-party haulier waste carrier registrations will be retained in the Site office.	Site Operative	
33. Periodic checks should be completed on waste carrier registration certificates of third-party hauliers to ensure they remain valid. If the registration has expired, a copy of the renewed registration is requested.	Site Operative	
<u>Consequences</u>		
34. The consequence of not following this procedure may result in unsuitable waste being accepted on to the sites. This may constitute a breach in the conditions of the Environmental Permits, in addition to causing potential contamination of the sites		

Table 2.1.1 Permitted Waste Types England

Waste Code	Description
18	Healthcare waste
18 01	Natal care – diagnosis – treatment or prevention of disease in humans
18 01 01	Sharps (except 18 01 03)
18 01 04	Waste whose collection and disposal is not subject to special requirements in order to prevent infection (for example dressings, plaster casts, linen, disposable clothing, diapers)
18 01 09	Medicines other than those mentioned in 18 01 08
18 02 01	Sharps (except 18 02 02)
18 02 08	Medicines other than those mentioned in 18 02 07
20	Municipal and similar materials from commerce and industry
20 01	Separately collected fractions (except 15 01)
20 01 32	Medicines other than those mentioned in 20 01 31
20 01 99	Other fractions not otherwise specified