

	STANDARD PROCEDURE		
	Date: March 2022	Issue: 1.2	Page: 1 of 2

PROCEDURE FOR WASTE ACCEPTANCE.

Purpose

To ensure that all appropriate incoming waste acceptance checks are undertaken on material received, and that all waste accepted is of the correct EWC code, waste description, and does not contain any putrescent or non-conforming material.

Scope

This procedure applies to Biffa Polymers HDPE3 facility.

Documentation

The following forms arise from this procedure:

- Waste Transfer Notes
- Delivery Notes
- Navision Weighbridge Tickets
- Incoming waste raw material inspection checklist.

Records arising from this procedure shall be retained as follows:

Record	Location	Duration	Disposal
Waste Transfer Notes	Site	6 Years	Shred
Delivery Notes	Site	6 Years	Shred
Navision Weighbridge Tickets	Site	6 years	Shred
Incoming inspection checklist	Site	6 years	Shred

Flowchart for incoming material waste acceptance.

