Waste Acceptance Procedure

1.0 Purpose

This document outlines the procedure which must be followed by European Metal Recycling Ltd (hereon referred to as EMR) when receiving waste from third party companies.

2.0 Technical Guidance

This procedure has been created in line with the following sections of Sector Guidance Note IPPC

- S5.06 Guidance for the Recovery and Disposal of Hazardous and Non Hazardous Waste of the Integrated Pollution Prevention and Control (IPPC) and BREF document for waste treatment.

3.0 Procedure Overview

EMR will use the pre-acceptance procedure to help ensure type and quality of the wastes entering the site are in compliance with expectations and within the conditions of the environmental permit.

4.0 Pre-Acceptance

The control of recycled metals and the prevention of unsuitable material being bought and accepted on site is a key management requirement to ensure ongoing compliance, environmental protection and quality control of the processes at the EMR facility.

EMR communicate with suppliers to establish what material is acceptable and unacceptable, this is confirmed by sending acceptable feedstock information to each supplier and including the information in the purchase contracts. Incoming waste is visually checked by EMR staff prior to any deliveries being accepted.

Purchase contracts with suppliers are confirmed and accepted by both parties before any material is scheduled for delivery.

5.0 Acceptance of Waste at the Facility

When waste arrives at EMR, the following procedures are followed when accepting deliveries;

- The purchase contract is confirmed as raised and having an assigned a PCON number in EMR's WMS system (FRED).

- Waste coming to site is prebooked by the Logistics Manager and assigned an expected arrival date. This information is passed to the Logistics Coordinator, who is based in the weighbridge office.
- All vehicles delivering waste to site report to the weighbridge office on arrival, where they are weighed and checked against the delivery schedule.
- The site is checked to ensure that sufficient storage capacity exists and the site is adequately manned to receive the waste.
- If the waste is not expected, the vehicle will be parked off site and the supplier contacted. If the necessary arrangements cannot be made, the waste may be rejected.
- If the waste is expected, the vehicle is weighed in and recorded on the FRED system. Details include date, time, gross weight and material description.
- The waste is allocated a storage bay and tipped in accordance with SOP 62.
- After tipping, the vehicle is returned to the weighbridge to weigh out. The driver receives a tare weight ticket and the details are recorded in the FRED system.
- Two weigh tickets are produced; one for EMR records and one for the driver of the vehicle.
- The only wastes accepted on to site are those that conform to the following EWC Waste Codes.

Code	Description
16	**WASTES NOT OTHERWISE SPECIFIED IN THE LIST**
16 01	*end-of-life vehicles from different means of transport (including off-road machinery) and wastes from dismantling of end-of-life vehicles and vehicle maintenance*
16 01 17	ferrous metal
16 01 18	non-ferrous metal
16 01 21*	Hazardous components other than those mentioned in 16 01 07 to 16 01 11 and 16 01 13 and 16 01 14
16 01 22	discarded components not otherwise specified
17	**CONSTRUCTION AND DEMOLITION WASTES**
17 04	*metals (including their alloys)*
17 04 01	copper, bronze, brass
17 04 02	aluminium
17 04 06	tin
17 04 07	mixed metals
17 04 10*	Cables containing oil, coal tar and other hazardous substances
17 04 11	cables other than those mentioned in 17 04 10 (i.e., not containing oils, coal tar or other dangerous substances)
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 02	ferrous metal
19 12 03	non-ferrous metal
19 12 04	plastic and rubber
19 12 12	other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 19 12 11)
20	**MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL< INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS**
20 01	*separately collected fractions (except 15 01)*
20 01 40	metals

6.0 Waste Rejection & Quarantine

Any incoming loads that do not meet EMRs "Waste Acceptance Procedure" will not be granted permission to unload or will be reloaded and removed from site. If this is not possible then non-conforming material will be placed in quarantine until it can be loaded out.

Waste Rejection Triggers
a) No delivery booking or Waste Transfer Note
b) Material contamination
c) No current site capacity to process material
d) EWC codes do not match waste description or feature on allowable input list

- Prior to any load being rejected, the Site Manager or Logistics Manager **MUST** be notified to allow a management assessment of the situation and to provide confirmation.
- Details of any rejected loads are recorded in the site diary.
- If any load is to be rejected the relevant Management will contact the supplier to inform them of the problem with the load.
- If the load is rejected, the EMR Commercial Team will make further contact to resolve the issue and ensure no further occurrences.
- In the event that a load has been tipped and a decision is then made to reject the load, the load will be quarantined in the designated bay, and the supplier notified to arrange collection as early as possible.
- Quarantined loads are placed in the quarantine bay (bay 6 or bay 12) which has an impermeable surface. The load is covered to limit the risk from water runoff. The load will remain in the bay until the supplier arrives to re-load.
- If a load is found to have unauthorised hazardous material, the EA will also be informed.

Visual Inspection of Waste

Upon arrival at EMR site, all loads undergo a visual inspections to ensure that they meet the EWC Code definition as per the Waste transfer notes. The waste is also checked to ensure that it;

- Does not contain excessive irrelevant material.
- Contains only solid materials.
- Does not contain dusts, powders or loose fibres.

Any major non-conformance in the load will result in the load being loaded back onto the delivery vehicle and / or rejected.

Sampling of Waste

Each (feedstock) load is be sampled by the quality department prior to running through the plant to ensure the received material is in compliance with the expectations of the purchase contract.

7.0 Related Aspects

Traceability of Input Material

All incoming loads are recorded upon entry to site weighbridge where supplier details are inserted into our FRED system, recording the following.

- Date and time of entry to site
- Waste transfer note / ticket number
- Vehicle Registration number
- Gross weight / tare weight
- Supplier (EMR) number
- Bay number on site.
- Waste type and definition.

All waste is batch processed and retains the batch number throughout the process, allowing full traceability back to the supplier at any stage of the process.

Roles & Responsibilities

Relevant EMR staff are trained and mentored to recognise metal types, non-conformance materials and visually inspect documentation for content.

Logistics Coordinator

The Logistics Co-ordinator is responsible for;

- Ensuring each driver is in receipt of the current site rules.
- Gaining the correct documentation and details for the load.
- Maintaining the site diary.
- Ensuring that any non-conforming loads are identified at the earliest opportunity and carrying out the required actions.

Logistics Manager

The Logistics Manager is responsible for;

- Training of all logistics staff.
- Ensuring that site procedures remain current.
- Ensuring that all delivery and rejection records are current and accurate.

Version History			
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