CUMBRIA WASTE GROUP

WI112: Procedure for hazardous Waste DTS & Non Haz Liquid Waste for Treatment Plant

Date: 01/05/24

Originator	Approved by	Authorised by
Transfer Station Manager	**Environment Manager**	**Director**

Issue: 11.0

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1.0 Objective

To ensure that waste arriving on site conform to the characteristics identified during pre-acceptance, and that the conditions of the relevant permit are complied with.

2.0 Responsibilities

Booking acceptance	Transfer Station manager
Load information	Technical Sales/ Transfer Station Manager
Load Checking and Sampling	Transfer Station Manager/ Site Chemist

3.0 Associated Documents

- E.A. Guidance SGN S5.06
- EA Guidance **Chemical waste: appropriate measures for permitted facilities**

- Waste Acceptance Analysis Form /LWTF Load Acceptance Form
- Customer Sample Submission and Analysis Form
- Transfer Station Permit QP3437SV
- Landfill Site Permit BV8725IT
- Waste Producer Declaration form
- WI115 Sampling Procedures
- WI104 Lab Chemicals: Quotation, Packaging, Transportation, Inspection and Storage.
- CWG Laboratory Handbook
- Waste rejection form. (See WI055 "Non-conforming Hazardous Waste loads)
- Booking form (for incoming loads)
- HSG 71
- The Hazardous Waste (England and Wales) Regulations 2005
- Golders' document entitled 'Waste Acceptance Procedure Distington Landfill Site Liquid Waste Acceptance Facility'

4.0 Training and Competence

Transfer Station Manager	HNC Chemistry or equivalent, COTC Transfer
Technical Sales	HNC Chemistry or Equivalent

In the event of a sales person not qualified to this level all enquiries/ quotations must be vetted by a suitably qualified member of CWG.

5.0 Procedure

5.1 Booking Acceptance

On acceptance of the quotation by the Customer, a fully completed Pre-acceptance form shall be e-mailed by the customer to the Transfer Station Office, with a complete list of all materials on the load and with a minimum of 48hrs notice. The unique quotation reference number shall be quoted in order that all the information appertaining to the load can be retrieved. Any discrepancies in the information, such as missing or incomplete data, will be notified immediately to the customer. Once the information is complete and all the data retrieved the Transfer Station Manager shall allocate a booking slot and enter the details on the booking in diary wallboard. The booking slot shall be allocated based upon the following criteria;

i. The material is suitable to be accepted under the relevant permit.
ii. There will be sufficient site storage capacity for the materials on the proposed delivery date.
iii. There will be a sufficient level of personnel present to assess and manage the load on the proposed delivery date.
iv. There are no relevant equipment breakdowns that will not have been repaired on the proposed delivery date.
v. In respect of liquid waste destined for the LWTF that there is sufficient treatment/storage capacity available.

5.2 Load Arrival

On arrival loads should:

i. Weigh in at the weighbridge.
ii. Only be accepted into site if sufficient storage/treatment capacity exists and site is adequately manned to receive waste
iii. Have all documents checked and approved, and any discrepancies resolved before the waste is accepted
iv. In respect of containerised waste have any labelling that does not relate to the contents of the container removed before acceptance on site.
v. Be received under the supervision of a suitably qualified person (HNC qualified chemist or equivalent approved by the EA (i.e. a qualification which demonstrates chemical knowledge to at least HNC/D standard e.g. BSc Biochemistry etc.) when hazardous.

5.3 Load inspection (containerised wastes – drums, IBC's etc.)

The load shall be inspected prior to offloading to ensure where possible that each container is clearly labelled with the description and primary hazard, that the quantities agree with the accompanying documentation and that all containers are secure with well fitting lids and bungs. If it is not possible inspect the load whilst still on the vehicle then the inspection should be carried during the offloading process. Any damaged or illegible labels will be replaced. Any damaged, corroded or unlabelled containers should be placed into the quarantine area for immediate attendance. The load shall be offloaded into the dedicated

sample/reception area of the Transfer Station (outer yard). The acceptance sheet for the booking will be completed noting any discrepancies and then passed to the chemist along with any samples required.

At this point each container shall be labelled with the below information
Transport number – the Consignment number or Duty of care number
Date the load was accepted
Primary Hazardous property
Item number (line number on the acceptance sheet- count of the container – number of containers)
Disposal code

Load information is inputted onto the electronic acceptance and analysis sheets.

5.4 Load Inspection (tankers)

Tanker loads will be directed to the sampling gantry where they will await acceptance sampling before either going to the LWTF or Transfer Station. Tanker loads will be sampled, checked and tested as noted in 5.6 below in line with section 2.3.2 of the Waste Acceptance Procedure for Distington Landfill Site Liquid Waste Acceptance Facility.

5.5 Sampling- checking- testing of wastes (containerised wastes – drums, IBC's etc)

5.5.1 Other than pure unused product chemical wastes, no waste should be accepted without checking visually, sampling and testing.

5.5.2 Each container must be opened and inspected visually to ensure compliance with pre-acceptance information.

5.5.3 Representative composite core samples will be taken in accordance with WI115 "Sampling Procedures"

5.5.4 Any containers contents which appear to deviate from the pre-acceptance information will be sampled and tested individually.

5.5.5 Containers must be closed immediately after inspection/ sampling.

5.5.6 On-site testing and verification will take place in the site laboratory which should confirm:-

- Identity of waste;
- Description of waste;
- Consistency with pre-acceptance information and proposed disposal/ treatment; and
- Compliance with relevant Environmental Permit or Waste Management Licence.

5.5.7 The results of this testing shall be recorded on the "Waste Acceptance Analysis Form" and signed by the testing chemist, prior to him/her handing it in to the Transfer Station Office.

5.5.8 The chemist will discuss any concerns, anomalies with the Transfer Station Manager who will decide on appropriate action.

5.5.9 Containers will normally be offloaded from the vehicle using a fork- lift truck and placed in the reception area on the outer yard. Any incompatible materials should be segregated by putting into a separate bunded area.

5.5.10 Should it be decided that any waste fails to meet the acceptance criteria, then it should be stored in the appropriate compatible area or in the quarantine store. It should be clearly marked with tape and labelled with a unique reference number preceded by the letter "Q".

5.5.11 If any waste is to be rejected it will be done in accordance with WI055 "Non-Conforming Waste Loads"

5.6 Sampling - checking - testing of wastes (Tankers)

Bulk tankers present a possible source of cross-contamination from the previous load. Hence, a "wash-out" certificate or a declaration of the previous load should accompany deliveries in bulk tankers, so that any contamination by this route can be checked.

In the case of bulk tankers, the tanker shall be directed to the designated tanker sampling area. A core sample shall always be taken from the top hatch of the tanker using a dip tube. The sample should be taken under supervision of or by personnel employed by CWG Ltd. Samples provided by the driver which have been taken prior to the vehicle arriving on site will not be acceptable.

A core sample will be obtained. The core sample will be taken in a plastic tube which is slowly immersed in the tank until it reaches the bottom. Downward pressure closes the valve and the tube is removed. As such a full cross section of the waste is obtained. Visual observation will note any immiscible layer. The waste will then be transferred to a sample bottle.

The sample shall be labelled and sent to the laboratory for analysis. The tanker will be obliged to wait until the analysis is complete before offloading will be authorized.

The results of the analysis shall be recorded on the Waste Acceptance Analysis Form (or LWTF Load Acceptance Form if the waste is destined directly for the LWTF.) All samples shall be retained for at least 2 days after removal from site or treatment...

5.7 Laboratory Smalls

Laboratory smalls shall be dealt with immediately on arrival at the site. All containers shall be opened to ensure that the materials are correctly packaged and none are damaged and segregated and that the list is present. The containers shall then be labelled, marked as checked and put into segregated storage.

Where the container has been packaged by the producer or a broker then the container shall be emptied and repackaged by the site chemist no later than one working day after it arrives. The repacked containers shall then be labelled, marked as checked as a containerised waste as noted in 5.5 above and put into segregated storage (See CWG

procedure WI104. Lab Chemicals: Quotation, Packaging, Transportation, Inspection and Storage.

5.8 Records and Traceability

5.8.1 The waste tracking system holds all the information generated during pre-acceptance, acceptance, storage and removal from site. Records are made and kept up to date on an ongoing basis to reflect deliveries, storage and despatches and acts as a stock control system.

5.8.2 Information available includes:

- Date of arrival on site;
- Producer details;
- Unique reference number;
- Pre-acceptance and acceptance analysis and results;
- Package type and size;
- Intended treatment/ disposal route;
- Where waste is located on site. (by hazardous category); and
- I.D. of any staff who have taken decisions relating to acceptance rejection, recovery and disposal options.

5.8.3 All information relating to a waste consignment must be readily available for cross reference and verification and kept for a minimum of 2 years after removal from site of the waste. Records are kept in the site office which is remote from the transfer station and can be accessed in the event of a site emergency.

5.8.4 The system is capable of reporting the following:-

- Total quantity of waste on site at any one time in 205 litre drum equivalents;
- Breakdown of haz. waste types on site by hazard classification;
- Indication of where waste is located on site by reference to a site plan;
- Comparison of quantities on site in relation to quantities permitted; and
- Comparison of time waste has been on site in relation to time permitted (6 months).

5.8.5 Computer records are backed up weekly onto the Head Office computer system.

5.9 Non-Conformance and Waste Rejection

5.9.1 During the inspection of a load whilst offloading or during sampling there may be a number of situations where some or all of the load does not conform with the relevant permit, WML or Environmental Permit or site requirements as follows;

1. The documentation accompanying the load does not compare with the waste quoted for;
2. The containers are leaking or damaged;
3. The quantities vary from the accompanying documentation;
4. The container label descriptions vary from the accompanying documentation;
5. The material does not conform to the pre-acceptance analysis.

Any hazardous waste load arriving on site without a consignment note, or with a consignment note that is incomplete or incorrect must be rejected. (For full details of consignee/consignor responsibilities see WI055 'Non-Conforming Hazardous Waste Loads').

5.9.2 A non-conformance report shall be raised by the chemist assessing the load and it shall be forwarded to the Transfer Station Manager.

5.9.3 The details of the non-conformance shall be logged and appropriate action taken (See procedure WI055 "Non-Conforming Hazardous Waste Loads").

5.9.4 The action may take one of the following forms:

1. Advise to the producer regarding non-compliance issues but load accepted at no extra cost;
2. Acceptance of the load with increased costs;
3. Redirection of all or part of the load to alternative disposal;
4. Rejection of all or part of the load

You must decide whether to accept or reject the waste before you sign part E of the consignment note. Once you have signed part E you can't change your decision, ie if you sign as accepting you can't later reject a waste - you became the holder of the waste at the point of signing.

The details of the actions and any associated communication shall be filed with the non-conformance. The Transfer Station Manager is responsible for informing CWG Management as appropriate. This may include the Director, Compliance Manager and Environment Manager.

5.9.5 Where it is decided to reject a load or part of a load and it is a containerised load, the containers shall be placed into quarantine, and a label attached marked "rejected".

5.9.6 If appropriate the container shall be relabelled with the correct primary hazard and description.

5.9.7 In all cases the Producer shall be advised in writing of the reasons for rejection

5.9.8 The rejected material shall be removed from site within 5 working days.

5.9.9 The Environment Agency will also be advised in writing the details of the rejection including the producer, the reasons for rejection and the destination if required by the relevant permit

5.10 Waste Acceptance into the transfer station.

If consideration of the results of the above sampling and testing and information provision given no grounds to reject or quarantine the waste than the load will be accepted into the appropriate area of the transfer station as dictated by the hazardous properties of the waste. This conclusion will be arrived at by either a Site Chemist or the Transfer Station Manager.

5.11 Waste Acceptance into the LWTF

In addition to the considerations noted in 5.1 above any waste which is destined to be treated in the LWTF will need to meet the following criteria:

- Have a pH of between 4 and 10 (*see note below for exception);
- Have an Ammoniacal Nitrogen content <500ppm;
- Have a Nitrate content <500ppm;
- Have a COD of <50,000ppm;
- Have a water content >90% except on individual assessment (i.e. non toxic readily degradable material);
- Have any Immiscible content (i.e. oil) <0.1% and be non hazardous; and
- Have a Strathkelvin Respirometer result indicting a toxicity < 5TU measured on a sample adjusted to a pH value between 6.7 and 8.5.

Any wastes with properties outside the limits given above will not be accepted unless an individual assessment has been prepared and the suitability of the waste agreed in advance with the EA.

* Sometimes non-hazardous liquid wastes delivered to the transfer station may on occasion have a pH less than 4 or greater than 10, if on sampling these wastes are found to have a pH less than 4 or greater than 10, then in addition to the usual suite of LWTF acceptance testing, the acid/alkali strength of the waste must also be determined using method 19.0 of the CWM Laboratory Handbook to confirm that the acid/alkali concentration is less than the hazardous waste threshold limit for the particular acid/alkali in question (obviously the chemical composition of the waste must be known to be able to calculate the acid/alkali concentration). Only if this condition is met, and the waste passes the other LWTF acceptance criteria, can the waste be treated via the LWTF.

In addition to the above no waste must be sent to the LWTF for treatment if that load would give rise to a total nitrogen load on the LWTF from all bulked non-hazardous liquids accepted in excess of 50 kg per day.

In addition to the above the requirements of the Waste Feed Protocol' document entitled 'Waste Acceptance Procedure Distington Landfill Site Liquid Waste Acceptance Facility' must be satisfied before waste is introduced into the LWTF, in particular sections 2.3.1 and section 2.4.

5.12 Emergency Acceptance

Waste will not be accepted into the LWTF as an emergency unless CWM are instructed to do so by the Police, Environment Agency or by legal Notice.

If a waste needs to be accepted as an emergency into the transfer station, for example waste from a road traffic accident, or fly tipped waste, them it may be impossible to undertake all the pre-acceptance procedures, this will mean some of the acceptance procedures noted above could also not be complied with if they were reliant on pre-acceptance information. If these situations happen all that is practical will be undertaken to ensure that the waste is accepted in a manner which will minimise any environmental impact maintain safety and the Environment Agency will be informed as soon as reasonable practicable.