

Overview

The control of wastes and the prevention of unsuitable wastes being bought and accepted on site is a key management requirement to ensure quality control of the processes at the WKE Pellet Production Facility. The uncontrolled acceptance of unsuitable or contaminated wastes can lead to adverse reactions, uncontrolled emissions or product liability issues resulting from their treatment.

This procedure defines the upstream screening of all incoming waste prior to its arrival on site and involves the provision of relevant information and representative samples of the waste. This is to ensure that WKE determines the suitability of the waste for the process, before arrangements are in place to accept the waste.

1. Pre-acceptance process

1.1 Initial Order/Enquiry

Prior to the delivery of any loads, the operator shall obtain and agree a written supply agreement for the input materials with each input material supplier. The written agreement shall provide the following;

- The waste type and specific source location(s) of the material;
- A brief description of the source type, physical form and the specific process producing the waste (usually defined by SIC Code)
- Details of the supplier's quality management system and a statement from the supplier confirming their duty of care and commitment to quality control (consistency of waste type, source, handling requirements, presence of hazards within the materials etc.);
- European Waste Catalogue (EWC) code.

Such information shall be obtained by issuing a "Producer Declaration Form". This process should occur for all new waste streams introduced to site.

Under the conditions of the site Environmental Permit (TBC) the operator is only allowed to receive specific wastes. Of these, only the permitted waste codes detailed in Table 1.1 overleaf will be accepted for the purposes of processing through the pellet production line.

1.2 Long Term Supply Agreements

In the case of long-term supply arrangements with clients / suppliers, the above details are only required to be obtained once for each particular waste stream received, excepting quantity of waste which must be recorded in the Site Diary per individual load and the relevant Duty of Care documentation (Waste Transfer Notes).

However, different waste streams from the same supplier must be accompanied with the above information should they have a different composition or be derived from a different process to previous wastes received.

The Producer Declaration Form, upon receipt, is signed by the Site Manager (and / or their delegate).

No materials will be authorised for processing without sufficient / representative information.

1.3 Sampling

Unless sampling and analysis has already been completed by a third party and WKE have sufficient information regarding the waste, WKE will obtain representative samples of the waste compare it against the provided written description to ensure that it is consistent.

WKE will ensure that the sample is representative of the waste and that it has been obtained by a person who is technically competent to undertake the sampling process. The analysis would be carried out by a laboratory with robust quality assurance, quality control methods and record keeping. Results of the analysis of the waste will be kept within the waste tracking system.

The results would include the following;

- All hazardous characteristics of the waste;
- The physical appearance of the waste;
- The colour of the waste;
- Particle size and moisture content;
- If any odour present, a description and strength of the odour; and
- Whether the constituents declared by the waste producer match the sampling results to ensure permit compliance.

1.4 Inadequate Information

In the event of the receipt of a Producer Declaration Form with insufficient information (e.g. compositional details etc.), all associated waste materials will not be accepted by WKE under the site waste rejection procedure (WKE-E03).

Each individual Waste Stream must be allocated an individual reference number which can be re-used in future transactions.

This will allow for the technically competent person(s) to adequately prepare for acceptance / rejection of the waste (see Procedure WKE-E02) as each reference number refers to a specific waste whose characteristics (composition, individual concentrations etc.) must remain the same.

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Environmental Procedure Waste Pre-Acceptance



The information relating to each waste stream shall be filed under its individual reference number on the producer declaration form, detailing the information above and stored in the site office.

Table 1: Feedstock EWC Codes and Types

Waste Code	Description
19	WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND THE PREPARATION OF WATER INTENDED FROM HUMAN CONSUMPTION AND WASTE FOR INDUSTRIAL USE
19 12	wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified
19 12 12	other wastes (including mixtures if materials) from mechanical treatment of waste other than those mentioned in 19 12 11*

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Process Owner / Department:
Site Manager

UNCONTROLLED WHEN PRINTED - MASTER COPIES HELD IN SITE OFFICE

2. Documentation and Records

All records relating to the pre-acceptance for each approved waste stream should be retained by the company secretary for a minimum of three years, or indefinitely for ongoing supply arrangements.

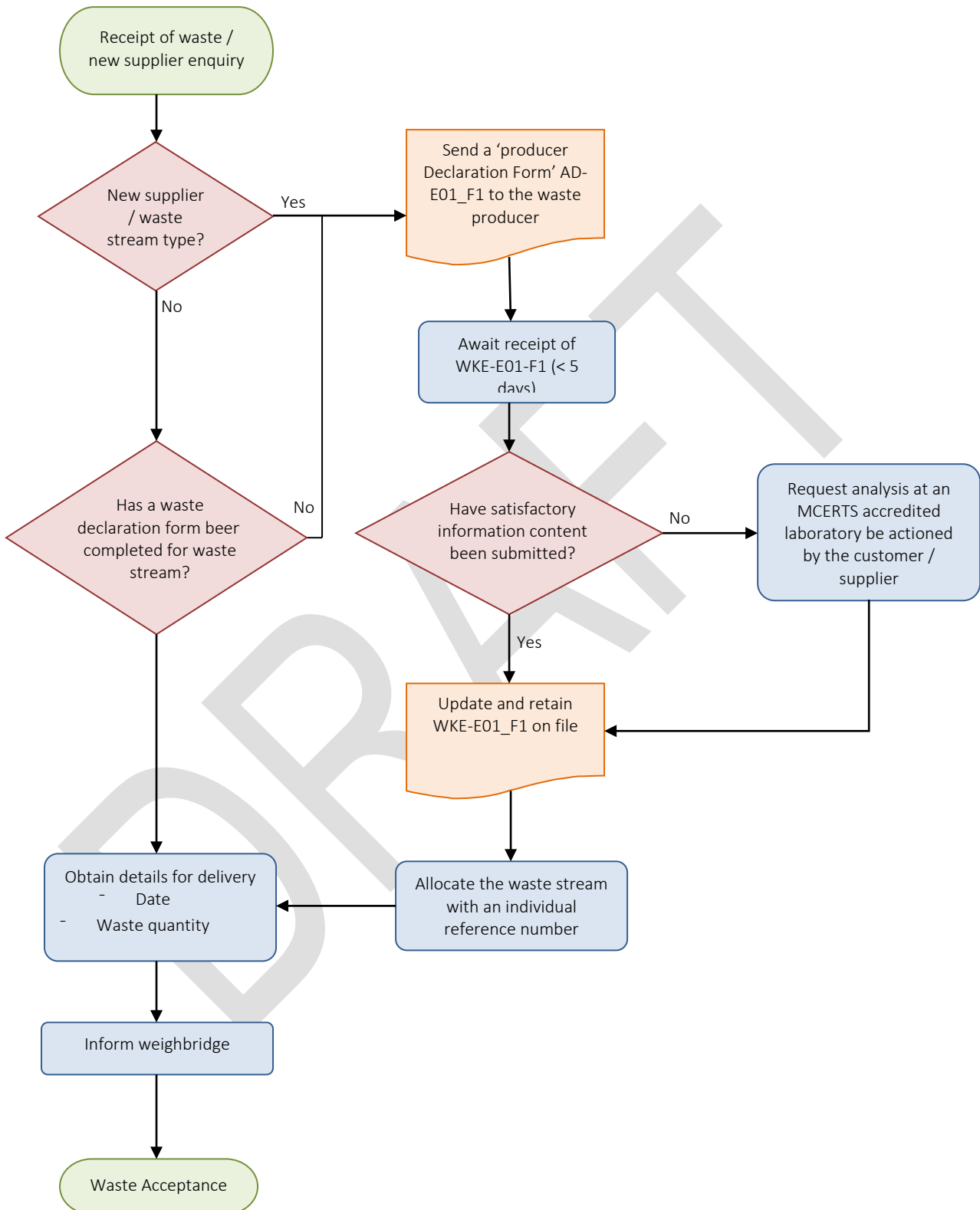
Hardcopies of the transferred waste will be kept in the site office as well as electronic files on the company computer system and will be available for inspection on request.

Each approved waste stream shall be documented under its individual reference number with the information detailed above.

Table 2.1; Internal Record Retention

Record	Retained by	Location	Hardcopy (✓/✗)	Electronic (✓/✗)	Retention Period
Form WKE-E01_F1	Site Manager	Site Office	✓	✓	3 years
Correspondence with EA/Consignors	Site Manager	Site Office	✓	✓	3 years

3. Process flow chart: WKE-E01 Pre-Acceptance



Overview

The control and acceptance of wastes when they arrive at site is a key process in avoiding potential contribution to system inefficiency through introduction of unsuitable waste streams.

This procedure outlines the onsite controls and considerations that need to be applied when waste materials arrive on site for processing.

1. Waste Acceptance

All vehicles delivering waste to site will report to the weighbridge office where it will be weighed and recorded on the necessary weighbridge forms. A check shall be made that the waste type and source has been Pre-Accepted in accordance with procedure WKE-E01 Pre-Acceptance.

Where a waste has not been Pre-Accepted the Site Manager shall be contacted and the waste assessed on specification. The decision of whether the waste can be accepted lies with the Site Manager.

Waste will not be accepted onsite unless sufficient storage capacity exists and the site is adequately manned to receive the waste.

The following details will be recorded for each individual load accepted on site: -

- Date and time of delivery of the load
- Details and description of the vehicle delivering the waste, the driver's name, and the operator of the vehicle; and
- A description of the waste including type and quantity.

Wastes will only be accepted for processing that conform to the following EWC Waste Codes detailed in Table 1.1 overleaf.

There will be an internal tracking system in place for all wastes which will be cross-referenced to the unique reference number which was given to the waste at the pre-acceptance stage. The tracking system will consist of all information generated during pre-acceptance, acceptance, storage and treatment and will be kept up to date on an ongoing basis.

Any wastes that do not meet with the above description and requirements should be refused entry to the site in accordance with procedure WKE-E03 Waste Rejection.

Rejected wastes shall be recorded in the site diary.

Author / Function or Department:	Process Owner / Department: Site Manager

It is the responsibility of the site personnel to inform the site manager of any wastes that do not or potentially do not meet the above specification.

Table 1: Feedstock EWC Codes and Types

Waste Code	Description
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
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19 12 12	other wastes (including mixtures of materials) from mechanical treatment of wastes other than that mentioned in 19 12 11*

2. Waste Reception

The Weighbridge personnel shall inform the site manager and respective staff of the vehicle arrival.

All vehicles will be directed from the weighbridge directly to the Reception Hall following the designated access. Drivers are instructed to wait for a site operative before discharging the waste.

Vehicles will offload into the designated storage bay in accordance with WKE-E05. There are 18 storage bays. Typically one load will be unloaded into a bay at a time (22 tonnes) to undergo verification testing prior to processing (typically within 12 hours).

To account for potential interruptions to supply such as public holidays, the storage bays are sized to have a capacity of up to 523 m³ each.

The waste will be checked to ensure compliance with the permitted wastes in accordance with the sites EPR Permit and as defined above.

Any non-conforming material will be segregated and disposed of in accordance with Procedure WKE-E03 Waste Rejection.


Once the delivery is complete vehicles will then be directed to leave the site via the weighbridge, having had their TARE weight recorded.

2.1 Load Inspection

All waste will undergo a visual inspection immediately upon offloading at site. All wastes will be visually inspected to ensure the following:

- Waste meets the EWC Code definition;

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- Waste does not contain excessive extraneous materials (metals, glass etc);
- Wastes do not exhibit malodorous properties;
- Wastes comprise of solid materials and not liquids; and
- Wastes do not consist of mainly dusts, powders or loose fibres.

Any major non-conformance in the load i.e. gross contamination, odourous, burnt, charred, damaged bales etc will either result in the load being loaded back onto the delivery vehicle or being transferred to the sites quarantine area in accordance with Procedure WKE-E03 Waste Rejection.

The Site Manager will ensure that the waste delivered to the installation is accompanied by a written description of the waste which will describe the following:

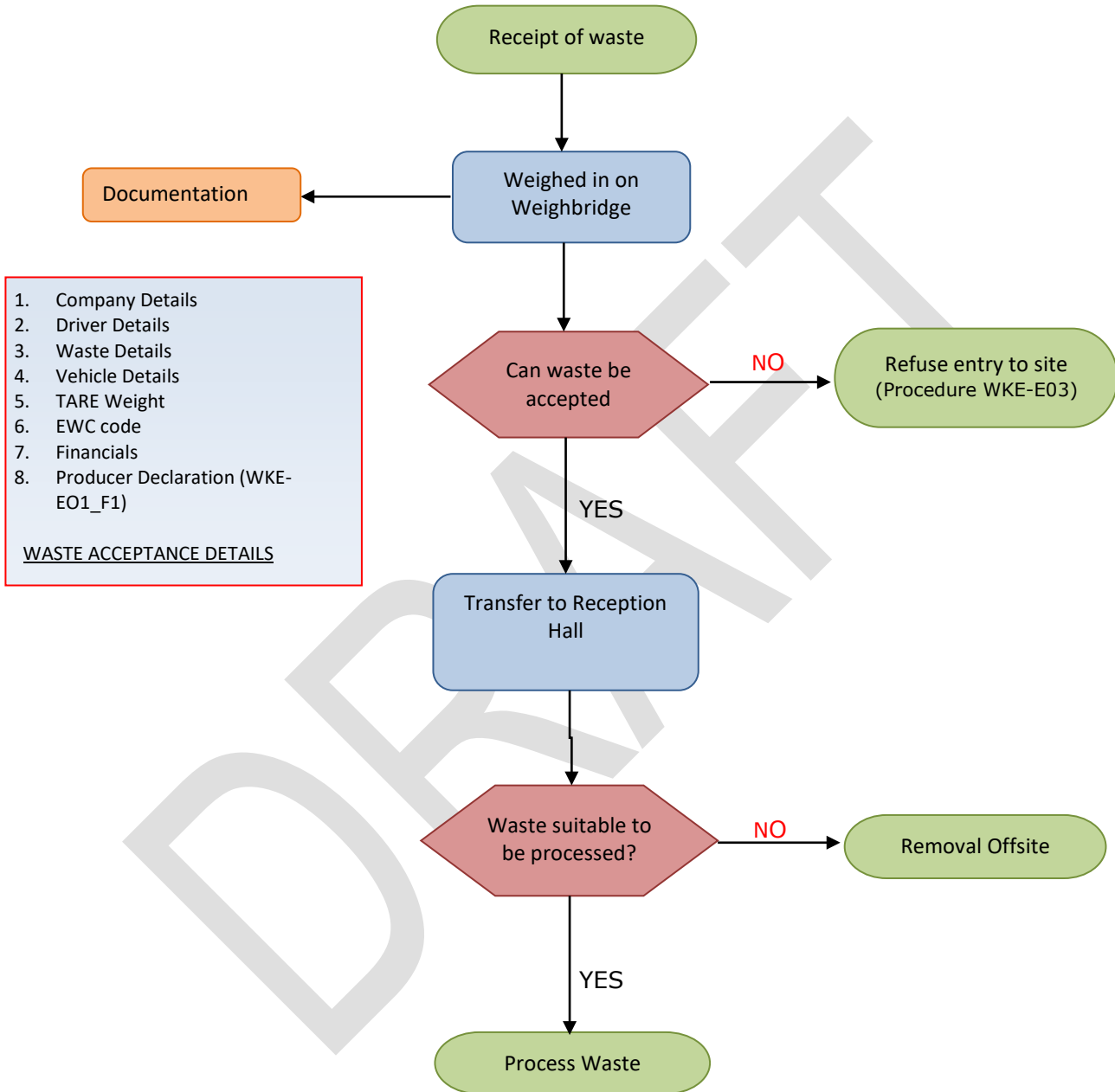
- The physical and chemical composition of the waste;
- Hazard characteristics and handling procedures;
- Compatibility issues; and
- Information specifying the original waste producer and process.

On-site verification testing of each load will take place including particle size and moisture content in order to confirm the waste meets strict specification.



Author / Function or Department:	Process Owner / Department: Site Manager

3. Process flow chart: WKE-E02 Waste Acceptance



Author / Function or Department:	Process Owner / Department: Site Manager

Overview

This procedure outlines the waste rejection process for all non-conforming wastes that cannot be processed on site.

Acceptance of non-conforming wastes is a direct breach of the permitted conditions of the sites Environmental Permit.

1. Rejection at the Weighbridge

Any waste coming across the neighbouring weighbridge that does not meet the EWC code description below **MUST BE REFUSED ENTRY** to the site. The site can only accept materials that conform to the EWC Waste Codes provided in Table 1.1 overleaf.

If any waste arriving at site is observed to contain any of the following **IT MUST BE REFUSED ENTRY TO THE SITE.**

- Hazardous Waste;
- Explosive Materials;
- Infectious materials;
- Animal Wastes (Blood, faeces etc.);
- Drummed waste;
- Waste consisting solely or mainly of dusts, powders or loose fibres;
- Wastes that are malodorous; and
- Liquids.

Any waste that is rejected or may be subject to rejection should be brought to the attention of the Site Manager.

The consignor of the waste must be contacted by the Site Manager and be made aware that the waste has been rejected.

The Site Manager holds the responsibility for the acceptance / rejection of all wastes onto site.

It is the responsibility of the site operatives to inform the Site Manager of any wastes that do not or potentially do not meet the above specification.

If a non-conforming waste has not entered the site i.e. identified at the weighbridge, the haulier is refused entry into the site and a waste rejection form (WKE-E03_F1) is completed.

Author / Function or Department:	Process Owner / Department: Site Manager

All Waste Rejections shall be recorded in the Site Register.

Table 1: Feedstock EWC Codes and Types

Waste Code	Description
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2. Rejection at the Reception Area

All wastes will undergo a visual inspection during offloading. All wastes will be visually inspected for the following:

- Material meets the EWC Code definition;
- Material is able to be processed;
- Wastes do not contain excessive extraneous materials;
- Wastes do not consist solely or mainly of dusts, powders or loose fibres;
- Wastes do not comprise liquid materials; and
- Wastes are not malodorous.

Any materials that do not meet the above requirements shall be rejected from site.

Any waste that is rejected or may be subject to rejection should be brought to the attention of the Site Manager.

The consignor of the waste must be contacted by the Site Manager and be made aware that the waste has been rejected.

The Site Manager holds the responsibility for the acceptance / rejection of all wastes onto site.

Trained site operatives will check each load visually as it is deposited to ensure that it does not contain any unacceptable waste(s). The waste load may be quarantined whilst investigations take place.

Any major non-conformance in the load will result in the load either being loaded back onto the delivery vehicle or being transferred to the sites maintained, contained and labelled waste quarantine area.

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Environmental Procedure Waste Rejection



The rejected load will be photographed. Photographs will be emailed to the supplier with details of the problem. Record of communications and photographs are kept on file for a minimum of two years in line with current Duty of Care legislation.

It is the responsibility of the site personnel to inform the site manager of any wastes that do not or potentially do not meet the specification.

If the non-conforming waste has entered the site, and is subsequently rejected, a waste rejection form, (WKE-E03_F1) is completed. However, if the non-conforming waste has not entered the site, i.e. identified at the weighbridge, the haulier is refused entry into the site.

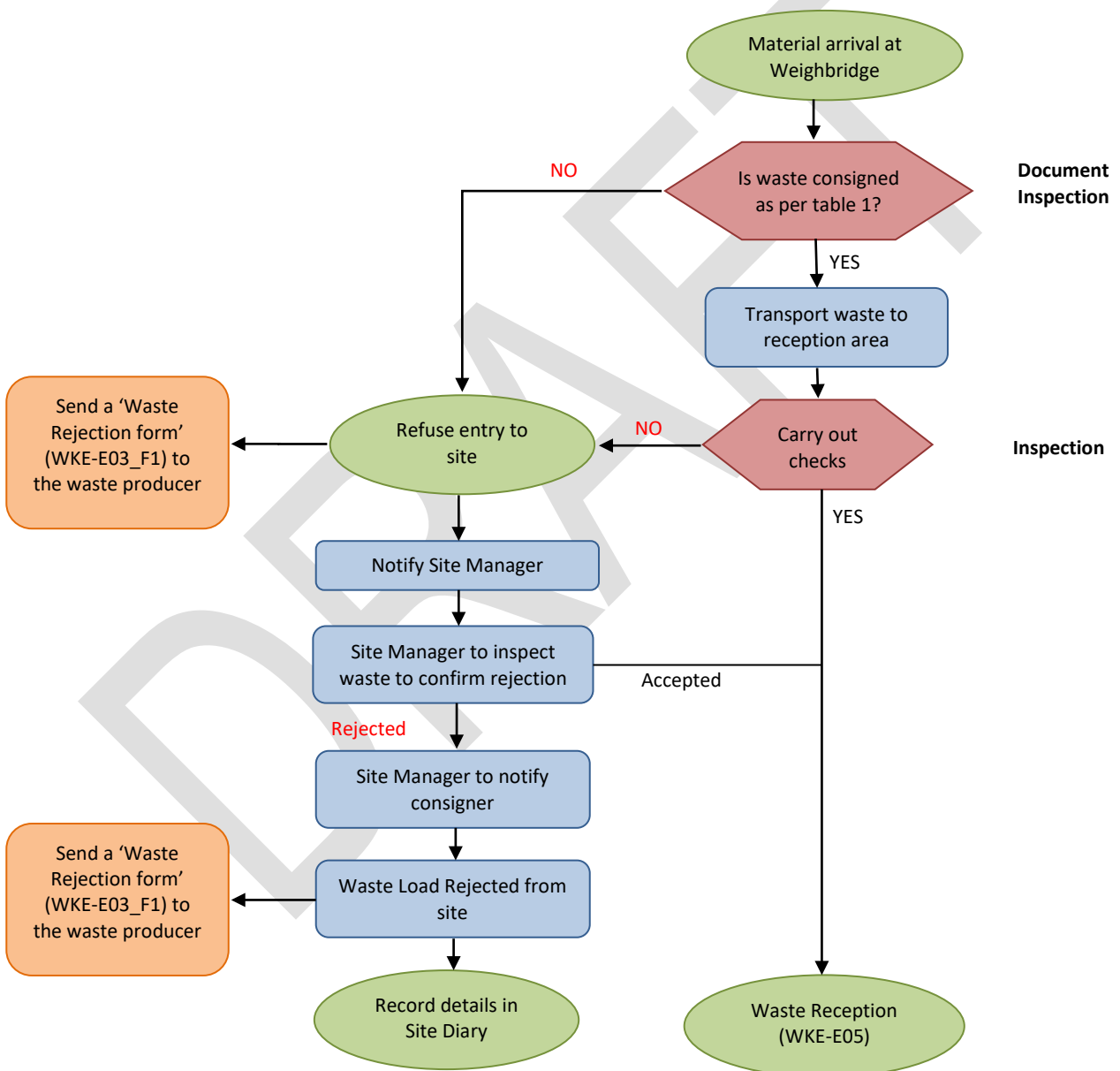
All Waste Rejections shall be recorded in the Site Register.

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3. Flow Chart: WKE-E03 Waste Rejection

No explosive materials
No waste containing animal wastes
No malodourous waste
No liquids
No wastes consisting solely or mainly of dusts, powders or loose fibres
Table 1: Visual Checks



Author / Function or Department:	Process Owner / Department: Site Manager

