

Waste Acceptance

*Purpose: To ensure that all waste accepted is permitted under the conditions of the Environmental Permit
EPR/FB3009GX*

	RESPONSIBLE PERSON	RECORD
<p><u>Environmental Permit and waste codes</u></p>		
<p>1. The Environmental Permit contains the list of waste types that are permitted to be accepted at the Site for the disposal and pre-treatment of waste.</p> <p>A table containing the codes and descriptions of waste types that are permitted on this Site is included at the end of this procedure, see Table 1 Permitted Waste Types.</p> <p>This list of waste types shall be consulted if you are unsure whether a load can be accepted, alternatively the Technical and Compliance Team should be consulted.</p> <p><u>Please note the Permit will always contain the most up to date list of waste codes acceptable at the Site and should be consulted if in any doubt.</u></p>	<p>All</p>	<p><u>Table 1 Permitted Waste Types</u></p> <p><u>Environmental Permit</u></p>

Waste Acceptance

<p>2. Following a customer enquiry, the Technical and Compliance Team will follow the steps in the 'Pre- Acceptance Flowchart' to determine if further information is required.</p> <p>Such information could include; Site investigation reports/laboratory test reports/Assessments/Photos.</p> <p><u>EWC code 20 02 02</u></p> <p>In regards to this EWC code, waste is generally derived from residential properties that are excavating ground for footings/extensions, driveways, basement digs, garden digs etc. As this EWC code is an absolute non-hazardous waste not testing is required as this waste is seen to be uncontaminated, in order to ensure we only take suitable wastes prior to the company tipping at our facility they are required to sign the document "NRS Saredon Aggregates LTD – Waste Pre-Acceptance for Wastes Coded as 20 02 02 Soil and Stones". The main points to this document are:</p> <ul style="list-style-type: none"> • The waste shall only be loaded from residential properties, parks or cemeteries. • The carrier shall carry out a visual inspection to ensure unsuitable waste is not brought to our facility. • Correct information shall be listed on the waste transfer note. 	<p>Sales/Technical</p>	<p><u>Pre-Acceptance Flowchart</u></p>
<p>3. A judgement should be made as to the necessity to obtain comprehensive information at this stage. If the source of the waste is not likely to be contaminated, then it may not be necessary to obtain a full site investigation or laboratory testing under <i>COUNCIL DECISION of 19 December 2002 establishing criteria and procedures for the acceptance of waste at landfills pursuant to Article 16 of and Annex II to Directive 1999/31/EC</i>. However, in most cases a site investigation report including UKAS/MCERTS testing will be requested to review.</p>	<p>Technical and Compliance Team</p>	

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| <p>4. Classification of waste is the responsibility of the waste producer, however, NRS may carry out a technical assessment to highlight any potential hotspots from the site investigation/testing received.</p> <ul style="list-style-type: none"> • If the Waste is deemed acceptable, the technical team will email the client confirming this and request a Waste Information Form/Season Ticket to be completed and returned prior to bringing in any waste, this information is then checked by the technical team to ensure the waste is correctly described and the EWC is listed on the permit. If it is approved it will then be passed onto the weighbridge whom will create a unique job for that client and site address. • If the waste is acceptable in the main but there are hotspots which are not suitable, the technical team will request a method statement from the waste producer confirming the waste can be/will be kept separate and not come to our facility, in some cases a site visit may be required. Once the technical team have the necessary information the job may be approved. • If the waste is not suitable for whatever reason the client will be emailed to confirm this, the technical team will advise the weighbridge, transport and accounts the job cannot be tipped in order to stop any unsuitable waste being tipped. | <p>Technical and Compliance Team</p> | <p><u>Waste Classification Procedure</u></p> |
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| <p>5. All associated waste information records and waste transfer notes will be kept on record in a secure location. These records will be maintained for a minimum of two years</p> | <p>Technical and Compliance Team</p> |
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Acceptance of waste onto the Site

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| <p>6. A WTN shall be obtained from the driver and the WTN is checked.
A blank WTN may be given to the driver to complete if they do not produce one
In some cases, an annual season ticket may be used.</p> | <p>Site Operative</p> | <p>Waste Transfer Note</p> |
| <p>7. Loads will be checked to ensure that the load matches the description on the WTN and the EWC code is acceptable under the permit.</p> | <p>Site Operative</p> | <p><u>Table 1: Permitted Waste Types</u></p> |
| <p>8. Acceptable waste types are detailed in and in Table 1 below.
If the load does not match the description on the WTN. The driver may be given the chance to amend the WTN or it may be rejected in accordance with the Waste Rejection Procedure once the Technical Team/Site Manager has been informed.</p> | <p>Site Operative</p> | <p><u>Waste Rejection Procedure</u>
<u>Table 1: Permitted Waste Types</u></p> |
| <p>9. Every load is visually inspected prior to being off loaded.
If there is any doubt about the waste type delivered, then a message is relayed to the Technical Team/Site Manager.</p> | <p>Site Operative</p> | <p><u>Table 1 Permitted Waste Types</u></p> |
| <p>10. After checking the load and the associated paperwork to ensure the job is approved the vehicle is directed where to tip, as we consider the waste hierarchy, loads that can be recycled by way of screening and crushing will be stockpiled and waste that contains too much clay or subsoil it shall be directed to the quarry restoration scheme. A Site Operative on the excavator/dozer shall inspect tipped loads from their cab to ensure there is no gross deleterious waste hidden within the load I.E. Plastics, Wood, Metal, Roots etc. If the dozer operator suspects there to be visual or olfactory contamination they shall inspect the load further, if the waste is not suitable the rejection procedure will be followed.</p> | <p>Site Operative</p> | |

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| 11. | If there is a discrepancy with the load or its paperwork, then the Site Manager and Technical Team may be informed if required. If the load has been tipped and is not acceptable under the Environmental Permit, then, if possible, it should be re-loaded onto the vehicle and rejected from Site in accordance with the Waste Rejection Procedure. | Site Operative | <u>Waste Rejection Procedure</u> |
| 12. | If it is impossible to load a rejected load back onto the delivering vehicle the load will be put into the quarantine area and the company shall be contacted to collect the waste. Waste will be rejected from the Site in accordance with the Waste Rejection Procedure. | Site Operative | <u>Waste Rejection Procedure</u> |

Compliance Testing

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| 13. | Compliance testing may be carried out on waste accepted on to the Site, the load will be tipped in the quarantine area. Samples taken tested at a laboratory to determine the characteristics of the waste and to ensure that the waste is as described on the WTN. | Site Manager/
Technical and
Compliance Team | |
| 14. | For classification compliance testing, an 'Environmental Suite' should be requested from the laboratory for the sample of waste. | Technical and
Compliance Team | |
| 15. | A Technical Assessment may be completed using the testing results received from the laboratory. This Technical Assessment will classify the waste as non-hazardous or hazardous. | Technical Team | |
| 16. | If a waste sample is found to be hazardous in nature, then the corresponding waste pile will be quarantined and removed from the Site in accordance with the Waste Rejection Procedure. | Technical Team | <u>Waste Rejection Procedure</u> |

Records

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| 17. | A record is kept of all vehicles delivering waste to and from the Site, along with the type, quantity and source of waste delivered. | | |
| 18. | Waste Transfer Notes will be appropriately stored for a minimum of two years. | | <u>Waste Transfer Note</u> |
| 19. | Information from the Waste Transfer Notes will be used to provide the necessary information to complete the Waste Return as required by the Environmental Permit. | | |

Waste Acceptance Procedure

Pre-Acceptance Flowchart

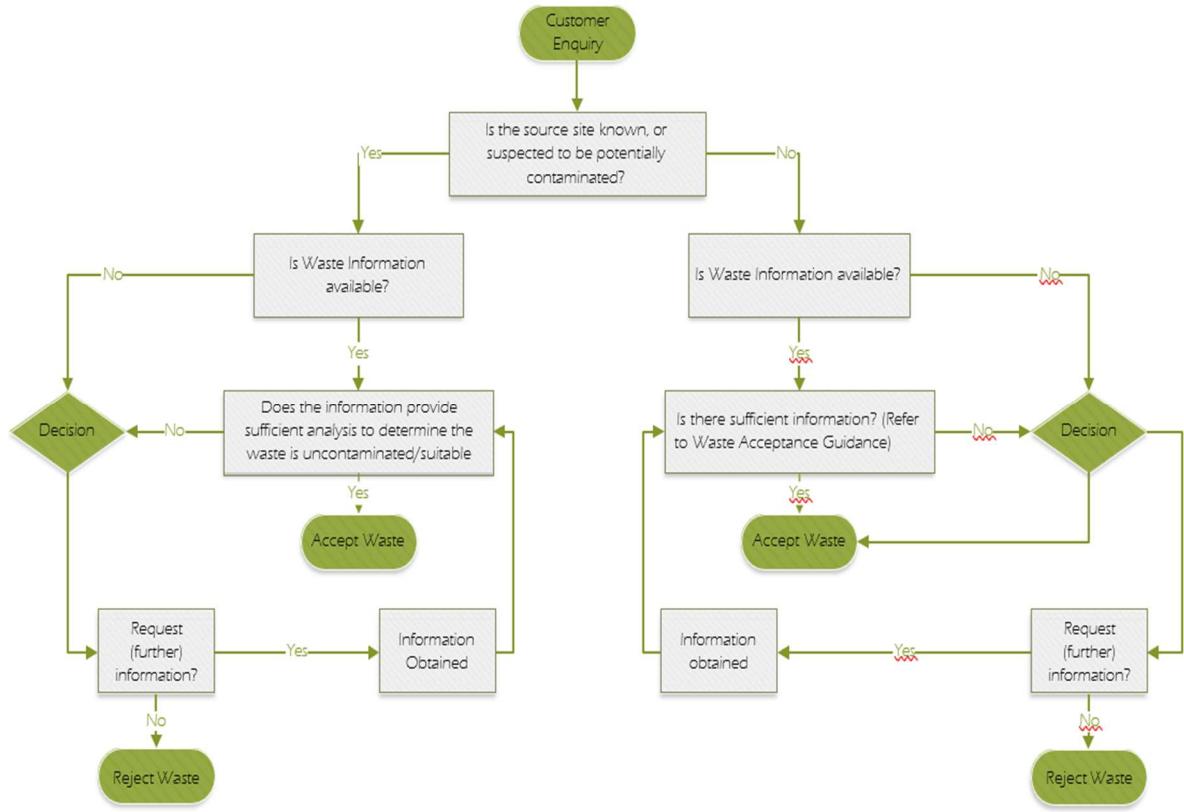


Table 1: Permitted waste types – Screening, Crushing, Blending and Washing

01 01 01 wastes from mineral metalliferous excavation	
01 01 02 wastes from mineral non-metalliferous excavation	
01 04 08 waste gravel and crushed rocks other than those mentioned in 01 04 07	
01 04 09 waste sand and clays	
10 12 08 waste ceramics, bricks, tiles and construction products(after thermal processing)	
10 13 14 waste concrete and concrete sludge	
17 01 01 Concrete	
17 01 02 Bricks	
17 01 03 Tiles and Ceramics	
17 01 07 Mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06	
17 03 02 bituminous mixtures other than those mentioned in 17 03 01	
17 05 04 soil and stones other than those mentioned in 17 05 03	
17 05 08 track ballast other than those mentioned in 17 05 07	
17 09 04 mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03	
19 08 02 waste from desanding	Free from sewage contamination only
19 12 09 minerals (for example sand, stones)	
19 12 12 other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 19 12 11	Granular waste suitable for screening/crushing/washing to recover sand and gravels
20 02 02 soil and stones	
19 12 05 glass (excluding residual fines from mechanical treatment of mixed waste at transfer stations)	

Permitted waste types - Landfill

01 01 01 wastes from mineral metalliferous excavation	
01 01 02 wastes from mineral non-metalliferous excavation	
01 04 08 waste gravel and crushed rocks other than those mentioned in 01 04 07	
01 04 09 waste sand and clays	
10 12 08 waste ceramics, bricks, tiles and construction products(after thermal processing)	
17 01 01 Concrete	
17 01 02 Bricks	
17 01 03 Tiles and Ceramics	
17 01 07 Mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06	
17 05 04 soil and stones other than those mentioned in 17 05 03	
17 05 06 dredging spoil other than those mentioned in 17 05 05	
17 05 08 track ballast other than those mentioned in 17 05 07	
17 09 04 mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03	
19 08 02 waste from desanding	Free from sewage contamination only
19 12 09 minerals (for example sand, stones)	
20 02 02 soil and stones	

Procedure: Waste Rejection

Purpose: To ensure non-compliant waste is rejected and that associated records of rejected loads are created.

	RESPONSIBLE PERSON	RECORD
<u>Reasons for Rejection</u>		
1. A waste may be non-conforming and rejected from the Site for the following reasons: <ul style="list-style-type: none"> • Delivery vehicle is unsuitable for Site operations / conditions. • The waste is not acceptable at the Site under the Environmental Permit. • There is prohibited waste within the load. • The load is not accompanied by the correct documentation. • The waste does not match the description on the accompanying documentation. • The waste is unsuitable for treatment/disposal. • The waste contains unsuitable waste. • The job has not been approved. <p>The list is not exhaustive, if you are unsure speak to the Site Manager/Technical Team.</p>	Site Operative/Technical and Compliance Team/Site Manager	Waste Transfer Notes
2. If a waste is identified as being unacceptable at the Weighbridge or at the point of offloading the Site Manager is contacted and a Waste Rejection Form produced and kept onsite.	Site Operative/Technical and Compliance Team/Site Manager	Form No. 1.3a Waste Rejection
3. The driver of the load is informed of the load's rejection. The driver will be informed of the reasons for this and requested to leave the Site.	Site Operative/Technical and Compliance Team/Site Manager	
4. If the load is being rejected because the description of the waste on the transfer note is incorrect, the driver may be given the opportunity to correct the mistake so long as the waste is acceptable at the Site.	Site Manager	
5. If the load is not safe to be sent back onto the road, then the vehicle is requested to stay in the Quarantine Area until appropriate arrangements can be made for its removal.		
<u>Waste rejected after offloading of the vehicle</u>		
7. If appropriate, a rejected load should be reloaded onto the delivery vehicle.		
8. If waste cannot be reloaded onto the delivery vehicle, the waste will be stored in the quarantine area. The customer will be contacted, arrangements to remove the quarantined waste will be made and a copy of the rejection form containing reasons for the rejection will be supplied.		

9. If arrangements for the customer to remove the waste cannot be made, NRS Group of Companies will make these arrangements themselves. Waste material in the quarantine area will be exported off Site by a licensed waste carrier to an appropriately licensed facility.
10. Waste will be stored for a maximum of seven working days in the quarantine area.
11. Details of any unauthorised waste and its subsequent removal from Site is recorded and retained on Site.

Site
Manager/Technical
and
Compliance

Site
Manager/Technical
and
Compliance

Form No. 1.3a
Waste Rejection

Rejection Form



Waste Transfer Note Number	
Waste Producer and NRS Customer	
Site Address	
Haulier and Vehicle reg	
Time and Date	
Reason	

Name	
Signature	
Date	

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<u>Technical Assessment</u>		<u>NRS Group of Companies</u>	
Customer:		Tech Person	
Site Address:		Tonnage / loads:	
		Report Reference	
Contact:		Site History	
Phone:			
Email:			
Total Samples			
Waste description and EWC code		Proposed Disposal Site	
Hotspots/Areas to be segregated			
Assessment carried out in line with WM3 where required. Under the COUNCIL DECISION of 19 December 2002 establishing criteria and procedures for the acceptance of waste at landfills pursuant to Article 16 of and Annex II to Directive 1999/31/EC certain EWC do not require testing.			
Signed		Date:	
Name		Position:	



NRS WIF/Season Ticket

**This form shall be completed fully and signed by the waste carrier/broker and producer of the waste.
The season ticket shall last 1 year from the date of disposal so long as the details below do not change.**

TO BE COMPLETED BY WASTE PRODUCER AND/OR WASTE CARRIER/BROKER	General Information	(A1) Waste Producer: Producer Address: Please tick box if person completing the form <input type="checkbox"/>		(A2) Waste Carrier Company Name: Waste Carrier Address: Waste Carriers Licence: Please tick box if person completing the form <input type="checkbox"/>		
	(A3) NRS Customer: Address: Please tick box if person completing the form <input type="checkbox"/>					
Information Required for Waste Characterisation		Anticipated Volume of Waste:	8w Tipper		Date of Disposal:	
		Waste Contained and Transported				
Declaration		Full Address of Source of Waste: (Including Postcode)				
		Process from which waste arises				
		SIC Code for process giving rise to the waste	43	12	Type of Waste	Inert <input type="checkbox"/> Non-Hazardous <input type="checkbox"/> Hazardous <input type="checkbox"/>
		Description and/or composition of Waste (as detailed as possible):				
		EWC Code 17 05 04 Soil and Stones other than those mentioned in 17 05 03				
		Details of Existing and/or Previous Use of Site (if known): (Identify any known previous potentially polluting uses. As per Site Investigation				
Declaration		Is waste being generated from a contaminated site? YES/ NO				
		Does waste contain any biodegradable material? (e.g. Wood, paper, grass, etc.) YES/ NO				
		Has a Site Investigation/Chemical Analyses been carried out and submitted to NRS to review? YES /NO				
		Proposed Disposal Site: Meriden EPR/CB3805HC Saredon EPR/FB3009GX & EPR/FB3009HG				
Declaration		I/we confirm that the information given above and the chemical analyses provided with this form are: a) representative of the material to be disposed of and b) the analyses were carried out by a MCERT/UKAS accredited laboratory using accredited analytical methods. c) I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011. d) NIL grass, wood, paper, metal, tyres, general waste, builders waste, any hazardous waste or substances within the loads to be disposed of. e) Waste must be suitable for treatment or disposal under permit EPR/CB3805HC, EPR/FB3009GX (Saredon) and/or EPR/FB3009HG (Saredon)				
		Producer Name and Signature..... Carrier/Broker Name and Signature				
Declaration		N.B. Any liability incurred by NRS Group of Companies LTD that arises from the provision of false or misleading information on this form will be directed at the Producer of the waste, as it is his/her responsibility to properly characterise the waste.				

NRS Approval - Name:	Signature:	Date:
Disposal Site: Birmingham Road, Meriden CV7 7JS EPR/CB3805HC Saredon Road, Great Saredon WV10 7LL		



NRS Saredon Aggregates LTD – Waste Pre-Acceptance for Wastes Coded as 20 02 02 Soil and Stones.

I confirm that the waste to be tipped at NRS Saredon Aggregates LTD Great Saredon Road, Saredon WV10 7LL Permit number EPR/FB3009GX (Landfill) and/or EPR/FB3009HG (Recycling) under EWC code 20 02 02 will be soil and stones derived from parks, cemetery waste or residential properties having works carried out such as footings, basement digs, driveways, garden digs etc. The waste mentioned will be visually checked by the carrier to ensure no unsuitable waste is loaded and tipped at NRS Saredon, this would include but not be limited to waste that has an odour, roots, grass, wood, plastic, metal and any other deleterious waste that would not be suitable for treatment or disposal under the permits.

Waste transfer notes shall be used for each load and include but not be limited to the following information.

- Description and EWC code – 20 02 02 Soil and Stones.
- The date, time and full collection address – Must include house number/name.
- SIC code - SIC code means a code included in the UK Standard Industrial Classification of Industrial Activities 2007 (SIC 2007) published by the Office for National Statistics on 14th December 2007.
- Vehicle Registration.
- Driver name and signature.
- Waste Carrier License Number.
- The kind of container used to transport the waste – 8w tipper, 8w grab wagon etc.
- Waste hierarchy declaration - I confirm that I have fulfilled my duty to apply the waste hierarchy as required by regulation 12 of the Waste (England and Wales) Regulations 2011.
- Destined disposal site and permit number – NRS Saredon Aggregates LTD Great Saredon Road, Saredon WV10 7LL Permit number EPR/FB3009GX (Landfill) and/or EPR/FB3009HG (Recycling)

This information will be checked at the gatehouse, if information is missing the driver will be given the chance to amend the transfer note, however in some cases the load may be rejected.

Name

Company.....

Signature.....

Date.....