



Hazardous Waste Acceptance: Non Conforming Wastes Instruction

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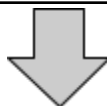
This instruction is for everyone working on a Hazardous Waste Site who has been inducted and trained

Key Risks

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| <ul style="list-style-type: none">• Slips, trips and falls• Injury from lifting and moving waste/equipment• Chemical exposure | <ul style="list-style-type: none">• Vehicle collision (RTA/FLT)• Struck by a moving Vehicle |
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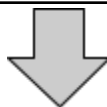
Step	At All Times
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| 1 | <ul style="list-style-type: none">• Log all non conforming waste / loads on AVA (EcoOnline) and the Customer operational system• Report non conformances to site management and agree appropriate action• Wear additional PPE as specified in the Activity Risk Assessment |
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Step	Waste Quarantine
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| 2 | <ul style="list-style-type: none">• Record storage location• Take photos & gather evidence• Transfer into designated quarantine area & deal with immediately and within a maximum 5 working days• Label non-compliant containers• Remove waste from site where a customer does not accept corrective actions• Update HAZMAT with all containers offloaded into quarantine area |
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Step	Rejecting Loads / Waste
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| 3 | <ul style="list-style-type: none">• Record all rejected loads• Provide written reasoning to the vehicle haulier / carrier for the rejection• Retain records of rejections & reasoning behind them• Report all rejections to the relevant agency (If required by role)• Record all dangerous loads e.g pressurised containers on AVA (EcoOnline)• Before moving rejected loads, generate a new consignment note |
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Non Conforming Wastes Actions Table

This table provides examples of typical non-conformities and the actions required to address them

Non Conforming Wastes / Actions	
Incorrect paperwork or missing signatures on paperwork	Rectified by getting the relevant authorisations via e mail
Dual UN numbers / labelling	Agreement will be reached with the customer and the relevant numbers / labels will be added, old labels will be removed.
Presence of old product labelling	This will be removed after logging its presence (photographs)
Poor pallet condition	Re-palletised after logging and photographs
Minor leakage	Immediately dealt with via the spillage procedure
Poor lists, issues of legibility	Corrected and the illegibility logged.
Differing quantities of waste to that expected	Log on AVA and rectify the lists, recording alterations
Non UN or damaged packing	Insecure packaging leading to leakage Immediately repack correctly
Incorrect packaging including lack of vermiculite or other inert packing media	Immediately repack correctly
Incorrect chemical analysis (versus that quoted)	For minor deviation, quarantine and reach agreement with the customer before charging. For gross differences technical control will be informed as the load may have to be rejected and the EA informed.
Presence of solids in liquid drums, not agreed at quotation stage	AVA and rectify the lists, recording alterations. Record the presence of solids on the drums.
Overfull or deformed drums	AVA. Remove any excess pressure or material, handle with care and remove the extra material to a suitable container, after discussions with the senior site chemist.
Anything not on the quotation, e.g. extra drums or presence of solvents not quoted for.	AVA and rectify the lists, recording alterations.