Appendix D. Current Waste Pre-acceptance and Acceptance Procedures

Waste Pre-acceptance checks

Aim

This document aims to detail a methodology for the assessment of waste enquiries for delivery to YW sites for treatment through the full works flow. It classifies enquiries as either low risk or higher risk, based on their composition, origin and other factors, and puts in place a framework for their assessment, including the required level of sign off.

Audience

This document is aimed at members of the commercial and operations teams who receive waste enquiries and the tanker trade waste team responsible for agreeing imports.

Scope

As an operator of waste water treatment works, Yorkshire Water are approached by a range of organisations with liquid and / or easily pumpable sludges, who wish to transport these wastes to a suitable permitted waste water works by tanker, for them to be treated within the main flow.

Exclusions

This procedure does not apply to inter or intra company transfers from other waste water treatment works.

Yorkshire Water does not accept hazardous wastes. Any such enquiries should be rejected.

This procedure does not apply to enquiries relating to the delivery of wastes directly for anaerobic digestion. At present, Yorkshire Water does not hold suitable permits for such imports.

Definitions

This document refers to two types of waste which may be enquired about:

Low risk wastes are those which are well understood and although individual loads may be variable, the framework of typical value is understood. This classification will apply to sewage and sewage derived wastes (e.g. cess pit, chemical toilet, septic tank wastes); landfill leachates from landfills classified as either inert or non-hazardous, where there is a range of data available on leachate composition; liquids from the food and drink industry relating to off-spec inputs or process washings.

Higher risk wastes are those where the waste is less understood or has the potential to be more variable. Generally, it will apply to all wastes not classified as low risk. Some producers or carriers may be classified as higher risk due to compliance or commercial concerns.

Procedure

All waste pre-acceptance enquiries will require the enquirer to complete the waste pre-acceptance form, and for non-sewage derived wastes, provide a representative sample of the proposed waste stream.

Upon receipt of an enquiry, it should be logged and assigned to a member of the tanker trade waste team for assessment, including determination of the completeness of the application.

All enquiries are deemed to have sufficient information to assess, if they include the following:

- Producer name (originating site, not haulier name)
- Waste description

- Process giving rise to waste
- SIC code giving rise to waste
- EWC code
- Nature of producers business
- Haulier (if appropriate)
- Preferred delivery sites
- Tanker volume, frequency and variability
- Key chemical parameters

Assessment may continue prior to receipt of all information, but no acceptance can be granted until all relevant information is provided. If data is missing, including the provision of a suitable sample, the customer should be contacted within 2 working days. If data has not arrived within 10 working days, the case should be closed.

Initial screening should be undertaken to ensure that the proposed EWC code is correct based on the provided data and the description and that the code is on the list of permitted wastes. The proposed site should be screened to ensure it is permitted.

Analysis of the waste stream sample should be undertaken. This sample may either be provided by the producer, or from a Yorkshire Water sampling visit.

The sample should be subject to appropriate testing prior to acceptance:

All samples should be sampled for COD; ammonia; metals; pH; suspended solids and BOD.

For higher risk wastes, additional testing should be carried out dependent upon the provided data and the nature of the process giving rise to the waste. Specification of the testing should be agreed with the technical team, but may include biological inhibition testing as well as additional chemical parameters.

Where the customer provides analytical data, which must be from an accredited laboratory, for the assessment of their waste stream, a sample must be scheduled from the first delivered load.

The customers preferred site should be checked for any site specific input restrictions with regard to COD and ammonia, along with any proposed alternative sites.

Where the waste stream is a lower risk waste stream, a decision can be made by the commercial team manager as to the acceptance of the waste, subject to agreement from the commercial team.

Where a higher risk waste stream is requested, this will approval from the technical team, and potentially the technical manager depending on the nature of the waste stream.

Any queries or clarifications raised with regard to a waste enquiry must be recorded and retained.

Once an enquiry has been agreed, a sampling regime should be set for the waste stream, based around operational experience, variability of the waste stream and frequency of delivery. Higher risk waste streams should be sampled more often. The regime should be relayed to both operations staff at the site and the technical team. The commercial team should be informed of a new customer or waste stream.

The customer should be informed of the outcome. Where the waste stream is to be accepted, the customer should be issued with a written agreement of their movement, including site procedures for delivery and a keyfob / code for the logger. A site induction should be arranged for the customer and their driver prior to the first delivery.

Validity

All waste streams should be subject to reassessment every 3 years, or 6 months from the last delivery, whichever is sooner. If the waste stream is low risk, then renewal should be automatic unless there are concerns raised by the commercial team or operations.

Where waste streams are higher risk, sampling data from the previous deliveries should be assessed to determine variability from the original assessment. The technical team may need to recheck permission in the event that sampling shows the waste is more variable than expected. Prior to reauthorisation, confirmation should be sought from operations and the commercial team that there are no outstanding issues.

Timescales

Low risk enquiries should be determined within 2 working days of the receipt of the minimum information required.
Higher risk waste enquiries should be determined within 20 working days of the receipt of the minimum information required.

Emergency Loads

Where an enquiry is received relating to a request for emergency permission to deposit tanker wastes, these must be directed to the tanker trade wate manager or their nominated deputy for approval, where the emergency is genuine (e.g. flooding related; major spillage; road traffic accidents; failure of customer infrastructure).

Waste Acceptance

All deliveries should be booked in for the day of delivery.

Prior to visiting site the driver must complete the YW online site induction and wear the correct YW compliant site PPE

Upon arrival at site, the customers driver will visit the waste import facility, couple up and log on.

The driver will call the YW controller and confirm booking and arrival on site. The controller should check that the delivery has been booked in for the appropriate day, and that the booking matches the waste transfer note or documentation presented by the driver. If the driver or load have not been booked in, the non-conforming load procedure should be followed.

The following detail should be checked for completeness prior to allowing any deposit. The operator should ensure that the following information is complete and accurate on the form and or booking.

- Delivery organisation and full name of driver
- Address of delivery organisation (if third party)
- Waste carriers registration number
- Originating location and contact there
- EWC code
- Waste description and SIC code
- Total volume
- Delivery address
- Date

If data is missing, it is the drivers responsibility to find the missing information

CCTV coverage

All the offloading is to be supervised remotely, the booking should still be checked as being pre-booked load. The sample should be observed being taken by the driver, who should hold it up to the camera for a visual check. Provide the visual check is acceptable and the transfer note is appropriate, then the offloading may be allowed to proceed, by controller approval.

All samples will be left at the Import facilities sample storage point and collected and analysed in line with YW imported waste sampling policy. If approved for discharge the drivers log on to the system and begin discharge, All Loggers are fitted with PH probes and are restricted to PH 4- PH10

If the pH of the discharge is outside of the accepted YWS parameters (4pH – 10pH), a local alarm will be triggered (siren and flashing beacon) and the WaSP Logger Screen display details of the pH alarm. If this occurs, then the driver must end the transaction immediately as the actuated valve will shut after 20 seconds of warning.

In the event of a pH alarm and the transaction ending, the driver should contact Yorkshire Water for assistance and advise on safe disposal of the load.

Any occurrence of pH alarm's & follow up response will be recorded by YWS.