

## **EMS OP03: Waste Management**

Version No: 1	Issued By: Operations Manager
Issue Date: 20 February 2022	

---

### **INTRODUCTION**

This procedure describes the method by which l'Anson Bros Ltd will store and dispose of its waste in accordance with UK waste management legislation. It relates to the handling and disposal of all waste arising at l'Anson Bros Ltd mill.

It sets out how waste is identified, how it is stored and handled and how it is disposed of so as to reduce both environmental and health and safety risks associated with these activities.

---

### **REFERENCES**

This Procedure is implemented by local Site Procedures & Work Instructions.

---

### **RESPONSIBILITY**

The Operations Manager is responsible for this procedure and its communication to the Production Manager. The Production Manager is responsible for its implementation on site.

---

### **HAZARDS**

Under UK legislation any business that produces, imports, carries, keeps, treats or disposes of controlled wastes must:

- Prevent the unauthorised disposal, treatment or keeping of that waste;
- Prevent the escape of waste;
- Ensure that waste is only transferred to authorised persons;
- Prepare and retain written descriptions of waste and Transfer Notes

---

### **DEFINITIONS \***

#### **WASTE**

Waste is any object or substance that l'Anson Bros Ltd discard, irrespective of its toxicity or quantity. Waste may represent a risk to personnel, external parties or the environment through its:

- Physical or chemical characteristics.
- Toxicity.
- Quantity.
- Method of storage, handling or disposal.

## EMS OP03: Waste Management

Version No:	1	Issued By:	Operations Manager
Issue Date:	20 February 2022		

### HAZARDOUS WASTE

Hazardous waste is those wastes which are considered hazardous to people and the environment through their physical and chemical properties i.e. any material which is toxic, corrosive, harmful, irritant, flammable, carcinogenic or mutagenic. This includes but is not limited to:

- Waste oils and oily rags
- Degreasers, paints and solvents (but not empty containers of these materials)
- Batteries
- WEEE – see below

### WASTE ELECTRICAL AND ELECTRONIC EQUIPMENT (WEEE)

The WEEE Regulations apply to electrical and electronic equipment (EEE) in the following categories with a voltage of up to 1000 volts AC or up to 1500 volts DC.

- Large and small household appliances
- IT and telecommunications equipment
- Consumer equipment, monitoring and control equipment,
- Automatic dispensers,
- Lighting equipment other than household or filament lighting,
- Electrical and electronic tools other than those permanently fixed at a given place in industrial machinery or an industrial location.

### GENERAL WASTE

All other waste, e.g. packaging, office waste, waste product and obsolete equipment not included in the above categories.

**Note:** If there is any doubt as to how a particular waste should be categorised – this should be discussed with A V Consultants.

**Production Manager should list the different types of waste on site detailing responsibility and method of disposal. Every opportunity should be taken to recycle or recover waste to minimise the effect on the environment.**

## EMS OP03: Waste Management

Version No:	1	Issued By:	Operations Manager
Issue Date:	20 February 2022		

---

### WASTE STORAGE AND HANDLING

---

1. It is the responsibility of the Production Manager to ensure that each waste storage area is checked weekly to ensure the area remains tidy and accessible, identify any leaks and any containment or storage issues.
2. Evidence of these checks is to be recorded. Production Manager is responsible for taking actions arising from any issues found.
3. Waste storage receptacles (skips, bins etc.) should be checked regularly to ensure they are secure and will prevent leakage, damage or escape through any means.
4. All waste receptacles are to be clearly labelled to enable easy identification of the waste and its main hazards should leakage or containment breach occur.
5. Waste chemicals and other hazardous material are to be stored in a marked storage receptacle in a specified area.
6. Waste must not be stored for more than one year.
7. Under no circumstances must any waste be burned on site or disposed illegally.

#### General waste

1. Solid general waste must be stored within specified containers and their location marked.
2. Waste streams should be categorised and receptacles clearly marked and appropriate instructions issued.
3. Waste drums, containers and pallets of waste material are not to be stocked higher than 2 metres to reduce risk of accident by falling objects and incorrect handling.
4. The site should be checked for any litter and where this is found it is to be removed and put in the appropriate bin.

#### Hazardous Waste

1. All hazardous waste types are to be listed and the receptacles they are to be stored in, identified. The method of disposal should also be identified, including the details of the person(s) responsible for arranging disposal.
2. Hazardous waste must not be mixed with general waste. Mixed loads of general and hazardous waste will be categorised as hazardous.
3. All hazardous waste disposals must be organised by a specialist waste handler.
4. Every movement of hazardous waste must be accompanied by completion of a waste transfer/consignment note and this must be retained on site for a minimum of 4 years.

## **EMS OP03: Waste Management**

Version No:	1	Issued By:	Operations Manager
Issue Date:	20 February 2022		

---

### **Waste Electrical and Electronic Equipment (WEEE)**

1. All waste electrical and electronic equipment is hazardous
2. All WEEE must be stored, recycled and disposed of separately from other waste.
3. WEEE can be returned free of charge if it was sold after 13.08.2005 and/or it is being replaced with new equivalent EEE. In this case the EEE supplier should be contacted for details of the relevant compliance scheme.
4. WEEE must be disposed of to an approved authorised treatment facility if:
  - a. It was purchased before 13.08.2005 and is not being replaced by equivalent EEE.
  - b. The producer or their compliance scheme cannot be traced.
  - c. New EEE is purchased and it is decided through negotiation with the producer to accept the future costs of treating and disposing of it.

---

### **CONTRACTORS**

1. The Production Manager is responsible for ensuring that contractors are aware of site emergency procedures, waste disposal arrangements and the location of spill kits and first aid points. Any incident or near miss involving a contractor should be reported to the Production Manager as laid down in the Site Emergency Procedure.
2. Only licensed waste carriers are permitted to remove waste from l'Anson Bros Ltd site and a copy of their licence (authorisation) or exemption certificate to carry and or dispose of waste should be obtained prior to any waste removal. Records of these licences are to be kept.

---

### **RECORDS**

1. Waste consignment notes are to be kept for all waste removed from site as required by legislation.
2. The Production Manager is responsible for ensuring that the type, quantity and destination of the waste being disposed of is recorded and total amounts are reported and discussed at the Site EMS meeting.
3. Waste produced must have a written description including the European Waste Catalogue 6-digit codes. See below.
4. The Standard Industry Classification (SIC) or NACE code for animal feed plants is 15.71.
5. The NASE code for the main polluting process on site is 105.03

## EMS OP03: Waste Management

Version No:	1	Issued By:	Operations Manager
Issue Date:	20 February 2022		

---

### WASTE DISPOSAL SITE VISITS

---

1. I'Anson Bros Ltd arranges for the safe disposal of site wastes and are responsible for ensuring that waste is disposed of legally and that disposal does not present a risk to the environment, contractors or local population, either by its method of disposal or ongoing presence.
2. The implications of waste disposal include :
  - a. Waste disposal sites to be audited:
    - Prior to commissioning a new waste management contract;
    - Where our site waste changes significantly;
    - The disposal site is modified or the location changes;
    - If changes to legislation require it.
  - b. When disposing of hazardous waste, copies of their certification evidencing permission to dispose of our hazardous waste are checked and copies taken.
3. The mill manager must obtain confirmation that the receiver is registered to accept the specific waste.

---

### WASTE DESCRIPTION AND CATEGORIES

---

The tables on the following page describe the wastes produced by I'Anson Bros Ltd site. In the event that a site produces a waste not covered by this list, guidance on disposal must be obtained.

---

### DOCUMENTATION

---

1. Ensure that all checks referred to above are documented.

---

### LEGISLATION

---

Details of the legislation relating to this procedure are contained in the Register of Legislation held on the computer system.

---

### OTHER USEFUL REFERENCES

---

Waste Management the Duty of Care - A Code of Practice available from:

[www.defra.gov.uk/environment/waste/management/doc/pdf/waste\\_man\\_duty\\_code.pdf](http://www.defra.gov.uk/environment/waste/management/doc/pdf/waste_man_duty_code.pdf)

## EMS OP03: Waste Management

Version No:	1	Issued By:	Operations Manager
Issue Date:	20 February 2022		

<u>Waste Categorisation</u>			
<u>Waste Description</u>	<u>Hazardous</u>	<u>European Waste Catalogue</u>	<u>WFD Codes</u>
Waste Oil & Lubricants	Yes	13.02.08	D15/R9 Reuse of Oil
Absorbents containing Hazardous Materials	Yes	15.02.02	D10 Incineration on Land
Electrical & Electronic Equipment containing harmful materials.	Yes	16.02.13	R5 Recycling of other inorganic materials
Interceptor Contents	Yes	13.05.03	D8 Biological Treatment
Solvents	Yes	20.01.13	R2 Solvent Reclamation
Fluorescent Tubes & Other Mercury containing Substances	Yes	20.01.21	R4 Recycling of metals
Paints & Adhesives which contain dangerous substances	Yes	20.01.27	R2 Solvent Reclamation
Batteries	Yes	20.01.33	R5 Recycling of other inorganic materials
Construction Materials containing Asbestos	No	17.06.05	D1 Landfill
Paints & Adhesives which do not contain dangerous substances	No	20.01.28	R2 Solvent Reclamation
Prescription Medicines	No	20.01.32	D10 Incineration on Land
Plant Tissue Waste (Process Materials)	No	02.01.03	R3 Recycling of organic substances not used as solvents
Paper & Cardboard	No	20.01.01	R3 Recycling of organic substances not used as solvents
Vegetable Oils & Fats	No	02.03.04	R3 Recycling of organic substances not used as solvents
Pallets	No	20.01.38	R3 Recycling of organic substances not used as solvents
Plastic Bags & Wrapping	No	20.01.39	R5 Recycling of other inorganic materials
Scrap Metal	No	20.01.40	R4 Recycling of metals
General Waste including non hazardous waste not segregated or process material.	No	20.03.01	D1 Landfill