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Version Number – 1.0		
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Definitions

Enquiry:	Written or verbal communication expressing a wish to dispose of a waste stream at a Company site.
Difficult Waste:	Wastes which by virtue of either their physical characteristics or their contents, have the potential to lead to nuisance or environmental harm if not handled correctly during tipping, e.g. odorous or dusty wastes, those that have the potential to be contaminated.
Technically Competent Person:	Person trained in Waste Assessment and Compliance Reporting.
Weighbridge:	Device for measuring the weight of a vehicle using a metal plate set into the road.
Active Tipping Area:	The area of the site in which waste is currently being deposited.
Tip Face:	Waste is placed in layers (or lifts) typically 2-3m high, with each successive load tipped over the edge of the waste layer being placed. The tip face refers to the leading edge of the waste layer being placed that advances forward over previously deposited wastes.
Offensive Hygiene:	Wastes with the EWC code classification 18 01 04 or 20 01 99 which is typically contained in tiger bags (yellow with black stripe), e.g. incontinence and other waste produced from human hygiene; nappies; medical/veterinary items and equipment which do not pose a risk of infection, including gowns and soiled bedding.
Waste Solutions:	Department based at Stafford, responsible for waste assessments and quotations.

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Interfaces

- Environmental Protection Act 1990;
- Environmental Permit;
- IMS Manual;
- Quotation Database;
- Gatehouse Manual;
- Rejected Load Form CEML-RC-01;
- Vehicle Log;
- Waste Disposal Quotation CEML-F-001a
- Waste Characterisation Summary Form CEML-F-001b

References

- ISO 14001;
- OHSAS 18001;
- Landfill Regulations (England and Wales) 2002, as amended;
- Duty of Care Regulation 1990;
- Environmental Permitting Regulations (England & Wales) 2007;
- BS EN14899:2005, Characterisation of waste, Sampling of waste materials, Framework for the preparation and application of a Sampling Plan;
- CEN/TR 15310-2:2006 – Characterisation of waste, Sampling of waste materials – Part 2: Guidance on sampling techniques;
- WM3 - Interpretation of the definition and classification of hazardous waste;
- Waste sampling and testing for Disposal to Landfill. (EBPRI 11507B) March 2013.
- Waste Acceptance at Landfills

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1.0 Waste Disposal Enquiries

1.1 Objective

To provide a waste disposal quotation efficiently, ensuring the waste is acceptable under the relevant site permit and legislation.

1.2 Scope

The enquiry procedure defines the necessary steps required to process waste disposal enquiries received from Customers at all Company operations.

1.3 Responsibility

The Waste Solutions Team will be accountable for ensuring the enquiry procedure is followed.

1.4 Procedure

1.4.1 Enquiries:

- i) Once a customer enquiry is received, a technically competent person will review all the information and assess the disposal options available taking into account the relevant PPC Permit, current operational guidance, this procedure, and appropriate current legislation and guidance.
- ii) If laboratory analysis is required as part of the enquiry, the competent person will review and highlight any chemical variations within the waste.
- iii) The relevant details from each customer enquiry (including date, customer details, waste producer, waste description, quantity, frequency, etc.) will be recorded onto the Quotations Database.
- iv) Once a waste has been assessed, and is found to be acceptable for disposal, the Waste Solutions Team will generate and issue a Waste Disposal Quotation and Waste Characterisation Summary Form to the customer.
- v) The Waste Disposal Quotation and Summary Form can be issued to the customer either by email, fax or post. A record of issue will be entered on the Quotations Database.
- vi) The customer must fully complete and sign the Waste Characterisation Summary and return it to the Waste Compliance Department along with any other requested information prior to acceptance of the waste
- vii) Any unusual characteristics of the waste and/or special handling requirements highlighted by the Waste Characterisation Summary form will be recorded on the Quotations Database to enable visual confirmation of the waste at the tip face.
- viii) If the quotation is accepted by the customer, a unique Disposal Authorisation (DA) Number will be generated via Gatehouse and assigned to the specific waste stream.
- ix) A Disposal Authorisation Input Form will be emailed to the site and entered into Gatehouse by the Waste Solutions Team.

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- x) Confirmation of disposal will be issued to the customer by fax, email or verbally stating the Disposal Authorisation Number and reaffirming the conditions of disposal.

Table 1.1: Waste Types, Authorisation of Quotes, Additional Information

Waste Type	Supporting Information Required (in addition to completed waste summary form)
TRANSFER - non-hazardous uncontaminated mixed waste from transfer stations	<ul style="list-style-type: none"> Subsoils and qualifying materials will need to be assessed as per separate fines procedure as detailed in Appendix F
DIRECT - non-hazardous uncontaminated mixed waste brought direct from the waste producer	
Hardcore/Bricks - for road building	
Sub Soil and Qualifying Material (also from Transfer Stations)	
Domestic waste	<ul style="list-style-type: none"> Waste Collection Authority waste will be from. Names, addresses and permit numbers of transfer station, CA sites, etc.
Contaminated & Restoration soil	<ul style="list-style-type: none"> Technical supporting information which provides the classification of the waste, e.g. chemical analysis, material safety data sheets (MSDS), waste production process, details of component and raw materials.
Difficult to handle waste	
All other waste types	

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2.0 Waste Acceptance at Weighbridge

2.1 Objective

To register all vehicles carrying waste for disposal and record details regarding the waste being delivered in accordance with duty of care requirements.

2.2 Scope

This procedure shall apply to all vehicles disposing of waste at all Company sites.

2.3 Responsibility

It is the overall responsibility of the Site Manager (or Deputy) to ensure that these procedures are followed.

2.4 Procedure

2.4.1 Weighbridge Acceptance:

Site staff should refer to Appendix A for flow diagram.

- i) The driver of the incoming waste carrying vehicle will submit to the Weighbridge Operator a Duty of Care Waste Transfer Note (WTN), delivery note or Hazardous Waste Consignment Note.
- ii) As a minimum, transfer notes for non-hazardous waste should contain the waste description, List of Wastes (EWC) code, Customer, producer, sic code and waste hierarchy statement. They should also detail the DA number, if required.
- iii) For hazardous waste, a consignment note will be required for every load with the exception of domestic waste delivered directly from the doorstep – e.g. fridges delivered directly from the householder, which has not gone via a transfer station/shop etc. **This exemption does not apply to asbestos, which will always require a consignment note.** For more detailed guidance on hazardous waste consignment notes, refer to Appendix D.
- iv) Where information is incorrect/absent, the load should not be accepted until all information has been received. In the case of hazardous waste consignment notes not being fully complete, please refer to additional guidance in Appendix D
- v) If any details on the waste transfer/consignment note does not match those in Gatehouse, the load(s) must not be accepted and the Site Manager or Waste Solutions Team should be contacted immediately.
- vi) Once on the weighbridge the weight of the vehicle will be recorded along with the relevant waste type and description, waste haulier details, customer name and List of Wastes Code within the weighbridge operating software, Gatehouse.
- vii) Where the waste is qualifying for Landfill tax purposes or has any specific handling requirements, Gatehouse will notify the Weighbridge Operator of the expected waste appearance and of any handling requirements.
- viii) If it's possible for the weighbridge operator to see into the vehicle, the appearance of the load will be inspected before the vehicle is processed. At

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this point, if the description doesn't match that on Gatehouse, the load should not be accepted.

- ix) The weighbridge operator will relay any relevant information, or special handling requirements to Site Operatives via radio. Site Operatives will then inform the weighbridge of where to direct the vehicle.
- x) Once the vehicle has been weighed, the weighbridge operative will ensure the driver has received the site's safety rules, is in possession of the correct PPE and the vehicle's beacons have been activated, before directing the driver to the correct tipping location.
- xi) On sites with both in and out weighbridges, the delivering driver will sign the signature pad and the weighbridge operator will produce the weighbridge ticket and complete the transfer/consignment note once the vehicle has weighed out. On sites with only one weighbridge, stored tares may be used, and the ticket produced when the vehicle enters the site. However, any hazardous waste consignment notes must not be signed until the waste is confirmed as acceptable.
- xii) Transfer / consignment notes will be scanned and the paper copies filed on site. Transfer notes will be retained for a minimum of six years, while hazardous waste consignment notes will be filed separately and retained for the life of the site.
- xiii) Where a vehicle passes over the weighbridge and no transaction is processed (e.g. non-waste delivery van, visitors, etc.), the Weighbridge Operator must record the date, time, vehicle registration number and reason for no transaction being processed on the Vehicle Log.

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3.0 Waste Acceptance at Tipping Location

3.1 Objective

To ensure that waste accepted is compliant and disposed of in accordance with the site permit.

3.2 Scope

This procedure shall apply to all vehicles disposing of waste at all Company sites.

3.3 Responsibility

It is the overall responsibility of the Site Manager (or Deputy) to ensure that these procedures are followed.

3.4 Procedure

3.4.1 Tip Face Acceptance:

Site staff should refer to Appendix B for flow diagram.

- i) The Weighbridge Operator will maintain radio contact with site operatives to announce the arrival of each load of qualifying material, to convey any special handling requirements or any other relevant information.
- ii) A designated Site Operative will ensure that the waste is acceptable under current weather conditions and advise the Weighbridge Operator as to where on site to direct the load.
- iii) The designated Site Operative will instruct the driver of each load as to how to position the vehicle to enable the load to be discharged. Difficult to handle wastes will usually be tipped at the base of the tip face and other wastes normally on top, just before the edge of the face.
- iv) Site Operatives will supervise load discharge and inspect the waste to ensure compliance with the original waste description.
- v) If the waste does not match the expected waste description, the load should be isolated and the Site Manager/Waste Solutions Team should be informed.
- vi) If the Weighbridge Operator requests that the waste stream is sampled, a Site Operative will take a sample of the waste in accordance with the protocol described in the waste Compliance Sampling and testing procedure (Section 4.0).
- vii) Following discharge, the waste will be pushed towards and over the tip face. A compactor will distribute waste over the immediate area of the tip face and compact it by repeated tracking backwards and forwards over the crest of the face.
- viii) Any difficult to handle wastes discharged will be covered by pushing other waste over the tip face.

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3.4.2 Offensive Hygiene Wastes:

- i) A container may be available on site for tiger bagged hygiene waste to be deposited in. The container will be emptied daily under the tip face. The container will be clearly marked as being for Offensive Hygiene wastes only.
- ii) Site operatives will inspect the discharge of the vehicles at the tip face. There will be no direct manual handling of the waste by Company staff.

3.4.3 Restoration Material:

- i) Restoration material may be exempt from landfill tax if an agreement is in place with HMRC.
- ii) All material must be tipped in the correct and agreed location. Visual inspection of the material should also be undertaken to ensure the material is physically suitable for restoration, i.e. no hardcore, brick or general waste.

3.4.4 Brick & Engineering Material:

- iii) All material must be tipped at locations previously approved by the Site Manager or Assistant Site Manager. All brick and hardcore to be used for temporary engineering purposes, e.g. haul roads, etc. must be free from any other waste.
- iv) Also refer to the procedure for lower rated material in Appendix E.

3.4.5 Non-conforming Loads:

- v) Where wastes are mis-described, or there is an issue with the paperwork then the load should not be accepted, and the Waste Solutions department informed. If the issue cannot be rectified, then the load must be rejected and the details recorded on the non-conforming & rejected loads form (CEML.RC.01)
- vi) In some instances, non-conforming or mis-described wastes might not be noticed until the vehicle is tipped. In this instance, the load must be quarantined and the site manager and waste solutions department informed. These should also be recorded on form CEML.RC.01.

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4.0 Compliance Sampling and Testing

4.1 Objective

To check that wastes entering the site are as described by the waste producer and are PPC compliant.

4.2 Scope

This procedure shall apply to waste streams into Company sites.

4.3 Responsibility

It is the overall responsibility of the Site Manager (or Deputy) to ensure that these procedures are followed. The Waste Compliance Manager will be responsible for determining sample frequency and analytical suites.

4.4 Procedure

4.4.1 Compliance Sampling:

Site staff should refer to Appendix C for flow diagram.

- i) The sampling frequency of each waste stream issued with a Charge Category will be determined at the waste enquiry stage and entered into Gatehouse at the point of setting up the job.
- ii) At the determined frequency, Gatehouse will instruct the weighbridge operator that a sample needs to be taken and will assign a unique reference.
- iii) The weighbridge operator will affix the reference number to an empty sample pot, and give the pot to the driver, before radioing to the designated site operative that a sample is required for that load.
- iv) Upon tipping, the sampler will take the sample pot from the driver and take the sample as per the method outlined below:
 - 1) Mentally split the stockpile into six theoretical sections;
 - 2) At four of the six sections, excavate into the stockpile to approximately 0.3m depth and obtain a sample of the waste;
 - 3) place each sub-sample into a sampling pot and finally ensure that the pot is properly sealed.
- v) The following details shall be recorded on the sampling sheet:
 - 1) sample ID number;
 - 2) date of sample;
 - 3) name of sampler;
 - 4) description of material in the load (e.g. mixture of soil, concrete and bricks);
 - 5) percentage of materials in the waste (e.g. 50% concrete, 10% soil, 30% bricks, 10% wood);
 - 6) type of material actually sampled (e.g. soil only); and

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7) any other observations.

- vi) The sample and sample sheet will be returned to the Weighbridge Operator, who will record the details of the sample sheet onto the Sample Log.
- vii) The samples will be stored in a cool box in a cool place.
- viii) On a weekly basis, a competent person will arrange for samples to be sent to a laboratory for compliance testing.

4.4.2 Compliance Testing & Assessment:

- i) The technically competent person will assess each certificate of analysis in conjunction with the information recorded by the sampler on the Waste Sampling Log. These combined results will be assessed against Permit conditions and guidance/legislation in force at the time.

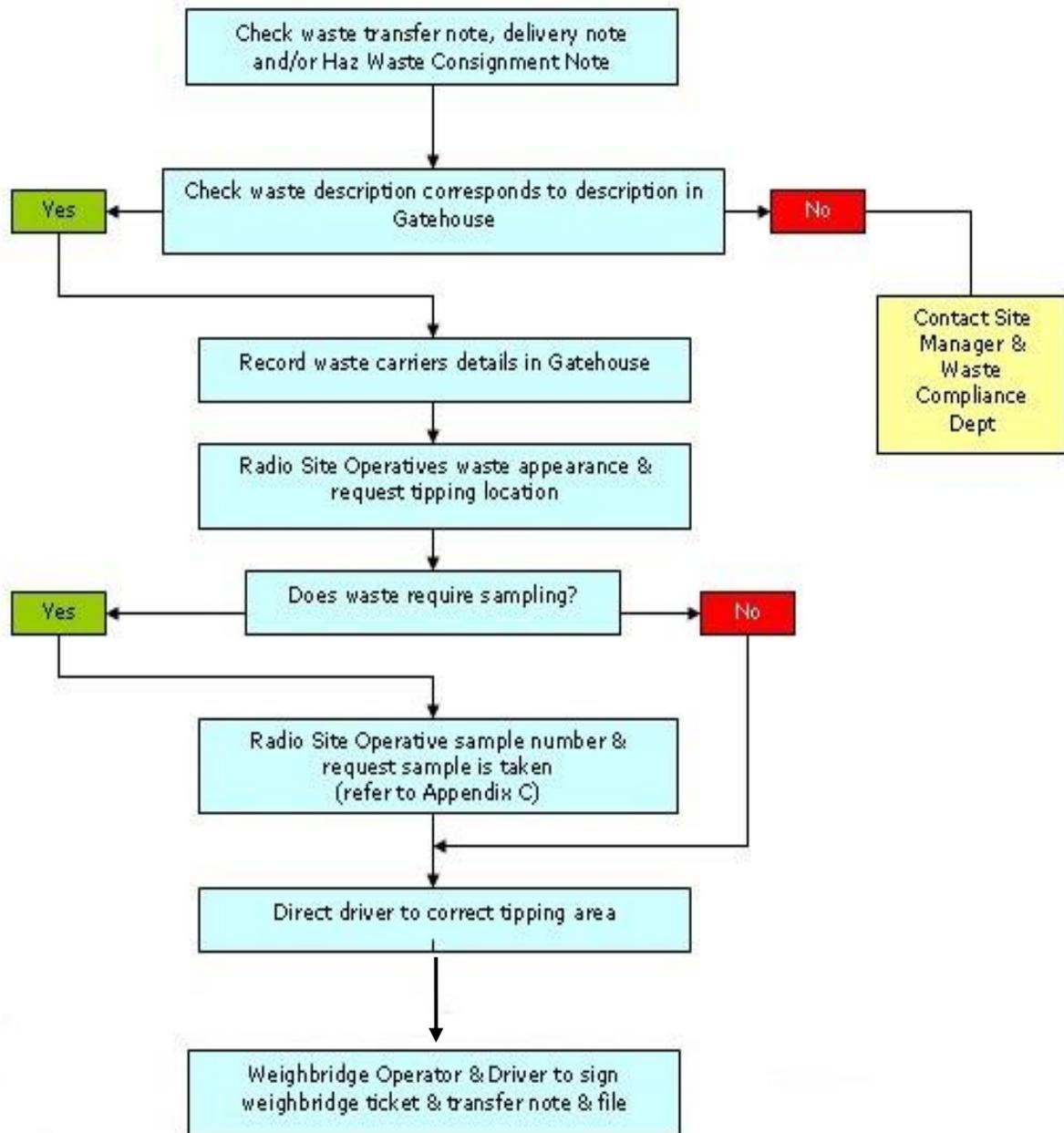
4.4.3 Compliance Testing Failure:

- i. If compliance testing shows any samples to fall outside the expected range, this may indicate that a waste may have become non-compliant. In this instance;
 - i. The compliance test data will be assessed, along with the data submitted prior to acceptance to determine whether the total waste population is acceptable at site.¹
 - ii. The waste will be risk assessed based upon tipping location, quantity and nature of waste.
- ii. If the above demonstrates the waste to be acceptable then in order to continue acceptance;
 - i. Additional characterisation of the waste could be requested from the producer, which may include additional analysis.
 - ii. Verification testing at site may be increased.
 - iii. A comment should be entered into the following year's annual report, detailing if the waste has had any impact on the site's leachate chemistry / surface emissions.
- iii. Where the waste is shown not to be acceptable using the approved statistical methods, then acceptance will be suspended until an investigation has been completed and an adequate re-characterisation has been received from the producer, including measures put in place to prevent a further breach.
- iv. If a non-conformance is discovered which the risk assessment shows the potential for significant pollution or environmental harm, then no further loads of the waste will be accepted and the Environment Agency or Natural Resources Wales informed.

¹Using methodology set out in *Waste Sampling and Testing for Disposal to Landfill. (EBPRI 11507B – March 2013)*

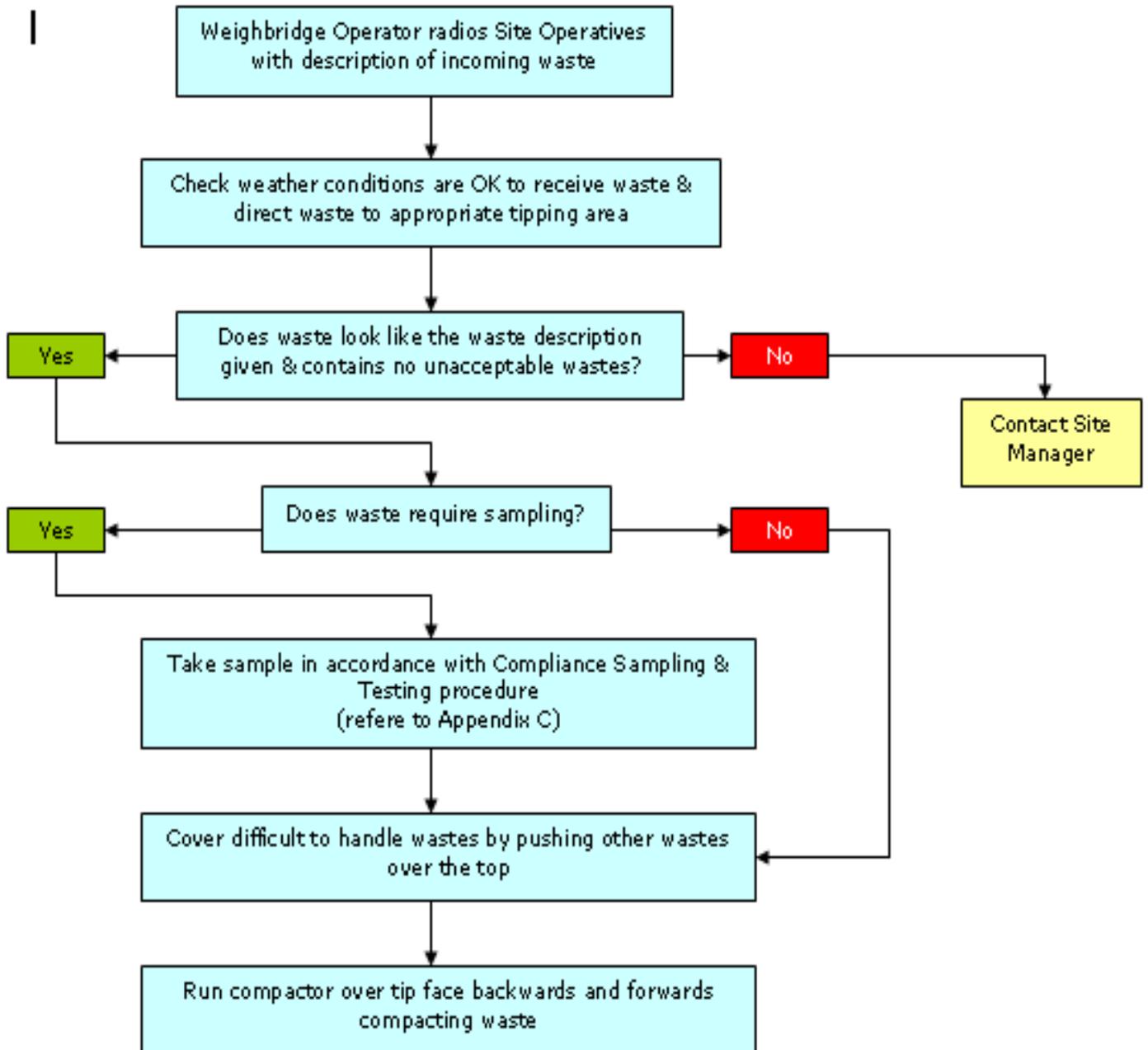
Appendix A

Waste Acceptance Procedure at Weighbridge



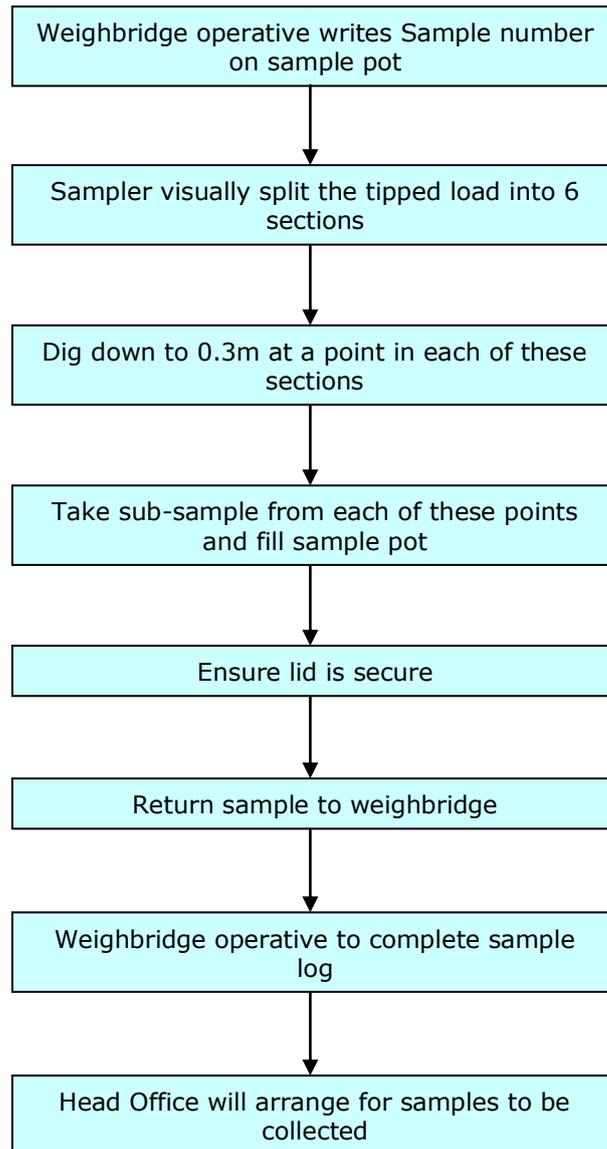
Appendix B

Waste Acceptance Procedure at Tip Face



Appendix C

Waste Compliance Sampling and Testing



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2. The consignment note has 5 parts (A to E). Each part must be filled out in order, by the right person, at the right time. All parts (A-D) should be complete when the waste arrives at site. It may be an offence to accept hazardous waste without a consignment note, or if the consignment note is incomplete or incorrect.
3. The format for the consignment note number must be 'XXXXXX/YYYYY', where the 'XXXXXX' is the first 6 letters/numbers (not symbols or spaces) of the name of the company entered in part A2 of the consignment note and 'YYYYY' is exactly 5 numbers or letters, to create a unique code.
4. If the company name has less than 6 letters/numbers the letter 'Q' must be assigned to remaining characters.
5. For certain types of consignment, a letter is added to the end of the consignment number:
 - i. a 'V' to waste removed from ships - 'XXXXXX/YYYYYV'
 - ii. an 'F' to fly-tipped waste - 'XXXXXX/YYYYYF'
 - iii. a 'D' to waste moving under a consignee return derogation - 'XXXXXX/YYYYYD'
6. Do not accept the waste and contact Waste Solutions if:
 - i. the waste isn't accompanied by a consignment note - unless it's waste directly from the household (excluding asbestos).
 - ii. The site isn't identified as the destination site in part A3 of the consignment note.
 - iii. The site isn't authorised to accept the waste.
 - iv. the waste is inaccurately or incompletely classified or described.
 - v. the vehicle delivering the waste isn't the one identified in Part C of the note and there isn't a schedule of carriers form recording a transfer to it.
 - vi. the consignment note doesn't contain all the information fields required and isn't set out in substantially the same format.
 - vii. Part A to D of the consignment note have been amended in any way.
7. Parts A, B, C or D of the note must not be amended in any way at site.
8. If parts A to D are fully complete, and the waste is acceptable then all sections of part E of the consignment note should be completed. **Once part E has been signed, the waste cannot be rejected!**

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Appendix E

Low Rate Landfill Tax Procedure

Materials described as 'inactive' on Gatehouse, along with hardcore, bricks, tiles, concrete etc. may be set up at the lower rate of landfill tax, and therefore subject to this procedure. Low Rate refers to the lower rate of landfill tax, set at the applicable rate by HMRC. This lower rate can only be applied to those materials which are listed in the Landfill Tax (Qualifying Material) Order 2011. For landfill cover this is therefore strictly limited to loads containing one or more of the materials listed below:

Group 1: subsoil, rock, clay, sand, gravel, sandstone, limestone, crushed stone, construction stone, stone from demolition of buildings, slate,

Group 2: glass, ceramics, bricks, bricks and mortar, tiles, concrete, concrete blocks, breeze blocks, aircrete blocks

The procedure below is to be followed on all occasions when accepting any low rate cover material:

1. Each consignment of low rate material is to be accompanied by a Transfer Note from the Customer which details fully the materials from the above lists which form the consignment. As an example therefore this may state 'subsoil, sand, bricks' or subsoil and stones etc. A description which simply states 'soil' or even 'muckaway' is not acceptable.
2. Radio contact is to be established between the weighbridge and the disposal area for every delivery of low rate material. The site staff within the disposal area must confirm via radio contact that they have viewed the material being tipped, and visually it is as described and that it contains no other waste materials.
3. If any loads contain biodegradable material, plastic, etc. then the site manager and Waste Solutions must be immediately informed before any further waste is accepted.
4. If it is discovered that any tipped material contains more than incidental amounts of non-qualifying material, then landfill tax will be applied at the standard rate.

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Appendix F

Procedure for the Acceptance of Transfer Station 'Fines' at the Lower Rate of Landfill Tax.

1. Before any waste is accepted, a competent member of Company staff will visit the producer's site to assess the management of wastes, inspect the fines and take a sample.
2. When the results are received for the above sample, and if the waste is deemed acceptable, (in line with HMRC's guidance LFT1) the customer must complete a qualifying materials questionnaire and declaration. (Example questionnaire attached)
3. Sampling frequencies will be determined by the requirements set out in the tables included in the guidance document LFT1 and set up on Gatehouse prior to acceptance of the waste.
4. On arrival at the weighbridge, the transfer note will be checked to ensure the description states that the material will be from a qualifying source. (see examples in table)

Description	Landfill tax liability
Qualifying fines	Lower rate
Fines with an LOI of 10% or less	Lower rate
Screened subsoil and particles of stones containing an incidental amount of paper and wood	Lower rate
Fines	Standard rated
Mixtures of materials from the mechanical treatment of waste	Standard rated

5. The load must also be inspected, preferably at the weighbridge prior to tipping. Any discrepancies must be recorded in the site's daily record.
6. When gatehouse requests a sample, the sampling procedure will be followed, although three tubs will be needed; 2kg need to be sent to the laboratory and one sample is required to be retained on site.
7. In case of a sample failure
 - Complete the form from LFT1 and return to HMRC.
 - Charge standard tax on quantity above the threshold.
 - Review pre-acceptance conditions and questionnaire

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- Increase sampling frequency as per the guidance in LFT1.

Example Subsoil and Qualifying materials Questionnaire

sections below **must** be completed to enable the site to confirm its acceptance

1. Waste processor details:	Date of next review
------------------------------------	---------------------

Processor Name	
Type of facility	
Address	
Postcode	
Tel Number	

2. Details of waste handled

Details of waste stream inputs	
EWC Code	
Details of waste production process	
Are any of the input wastes hazardous?	
Can you confirm that gypsum (e.g. plasterboard) is not contained within the fines?	
Characterisation of output waste from production processes	
Procedures for storing fines	
Estimated tonnage of qualifying fines to be sent to the landfill site operator per month	
Details of blending and/or shredding processes	

WASTE PROCESSOR DECLARATION

I declare that the above information is true and correct to the best of my knowledge and if any of the above information changes I will notify the landfill site operator accordingly. I understand that this information will be used to determine landfill tax liability and false declarations will result in the waste being liable to the standard rate of tax.

Signature:	Date:	
Name:	Company:	Position:

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Authorised by EML..... Print Name..... Date.....
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FAILURE TO FOLLOW THIS PROCEDURE WILL RESULT IN ALL FINES BEING SUBJECT TO STANDARD RATE TAX

Failure to retain the additional sample will result in a £250 fixed penalty