



## 1. Introduction

This procedure describes the handling of waste and other activities associated with municipal solid waste and commercial waste Transfer Stations. Sites which have particular operating, regulatory or client requirements may require an additional procedure to support this procedure. In such cases that a site specific document is required, the procedure should be submitted to the appropriate content manager for publishing on the BMS.

## 2. Scope

This procedure applies to all solid Municipal and Commercial Waste Transfer Stations operated by Veolia.

## 3. References

All relevant BMS procedures, permits consents and legislation.

## 4. Definitions

None.

## 5. Procedure

5.1 The Transfer Station Manager has ultimate responsibility for the facility but in particular shall:

- Ensure the facility is operated in compliance with the Environmental Permit, Planning Consent, Discharge Consents, Management System requirements and applicable legislation.
- Ensure all staff are adequately trained and conduct annual refresher training and training reviews as per the training procedure.
- Liaise effectively with staff to ensure efficient operation of the transfer station.
- Action all findings related to the facility as identified by third party and internal inspections and audits.
- Ensure that site inspections are conducted in keeping with BMS procedure SYS/2/015
- Ensure that utility consumption data is recorded to aid the completion of the annual 'e-reporting' exercise.

The Facility Manager's duties may be delegated to site supervisory staff or Management where the company structure permits.

### 5.2 Incoming Loads

All vehicles entering the site must report to the weighbridge/reception for identification and site instructions. All Duty of Care documentation must be provided and checked as being in order before vehicles are directed to the tipping hall. Any overweight vehicles arriving on site must be held at the gate and the Transfer Station Manager/duty Supervisor made aware.

At some Transfer Stations the Weighbridge may be operated by a third party, or the Client. In such cases site staff must liaise closely with the Weighbridge Operator on issues related to Site Safety and Duty of Care compliance.

The Transfer Station staff must ensure:

- Only wastes as specified in the Environmental Permit and by the Environment Agency are deposited in the Transfer Station.
- If **non-conforming waste** is received, where possible, the haulier will be instructed to remove the waste from the site and the Facility Manager should inform the Environment Agency. Please see section below for the safe handling of Hazardous non-conforming waste.



- If non-conforming waste is identified in the tipping hall and it is not possible for the haulier to be identified and therefore remove the waste, the non-conforming waste must be moved to the quarantine area and the Environment Agency informed. The waste should be removed from site as per the guidance given by the Environment Agency.
- All drivers have received and obey the site rules. The receipt of site user rules is to be recorded on the appropriate form.
- All visitors to the Transfer Station wear the appropriate safety equipment and must be accompanied/ supervised during their visit.
- Vehicles are directed into the tipping hall or the recyclable area as appropriate by a Veolia member of staff. During this period of tipping the mobile plant will be at a safe distance from the tipping area and the operative will be aware of movements of vehicles within this area.
- Authorised staff will visually inspect all deposited loads for contamination prior to the driver leaving the tipping hall. Loads delivered may be the subject of input specifications which are themselves subject to separate documentation under the terms of the contractual arrangements between the Company and its clients e.g. green waste deliveries. In such circumstances the authorised member of staff will need to refer to the relevant Contract Manager and the input specifications.
- Loads which may show evidence of combustion are identified and dealt with as outlined in the Accident/Incident Management Plan.
- When vehicles are discharging their load only the driver leaves the vehicle cab and is wearing the specified protective equipment.

### **Non-Conforming Waste (Asbestos or other hazardous materials)**

#### **This applies to facilities which are not permitted to accept such waste streams under the site's Environmental Permit and such waste streams pose a risk to human health if not handled appropriately.**

- If you discover Asbestos or other hazardous materials in a vehicle \ container you should prevent the waste being tipped and contact the site manager \ supervisor for advice and instruction.
- Any waste that has been tipped and subsequently found to contain asbestos or other hazardous materials you must report this to the driver and the site manager \ supervisor immediately and to the Risk & Assurance manager.
- The area must be sealed off and quarantined immediately, do not move or disturb the hazardous materials (asbestos) before conducting a risk assessment to determine the risk priority and to identify remedial actions and the Repertory Protection Equipment \ PPE requirement for each incident.
- The non-compliant material must be managed in line with the requirements of the Site's Environmental Permit and the Environment Agency informed.
- Appropriate disposal of the non-conforming material must be organised as soon as possible and all parties informed of the transportation and disposal site. If the material is hazardous or poses a risk to human health it must not be unnecessarily moved or disturbed before removal from site.
- The non-conforming material must be transported under a correctly completed Waste Transfer Note/ Hazardous Waste Consignment Note.

### **5.3 Contamination of Dry Recyclables**

In the event of finding contamination:

- The delivery driver is to be informed and detail is to be recorded in the site diary.



- The incident is to be reported to the Facility Manager who will in turn, if appropriate, report to the Waste Collection Authority and Veolia Management.
- The contamination will, where possible, be removed and transferred to the waste bay for disposal. If contamination is significantly high the entire load shall be rejected and disposed of as waste.

The Dry Recyclables bay must at all times be kept separate from the waste bay ideally by physical barrier, but if necessary by close supervision and management of mobile plant and waste flows.

It is the responsibility of the Facility Manager to ensure that the delivery/storage bays are serviced prior to the bays becoming overfilled and causing potential for cross contamination.

#### 5.4 Outgoing Loads

Prior to loading the transfer vehicle the Mobile Plant Operator must:

- Undertake a visual inspection of the trailer or container to verify its cleanliness.
- The Mobile Plant Operator is to ensure that the loading bucket is free from contamination.
- If any contamination of recyclables is identified during the loading process it is, where possible, to be removed and transferred to the waste bay for disposal.
- Instruct the driver to park in an area ready to be loaded with material; this may be the loading weighbridge. Drivers of articulated vehicles can elect to stay in their cab during the operation, but must remain there throughout the entire procedure. If they leave the cab they must stay a safe distance (i.e. a distance agreed with the Facility Manager) from the loading area.
- Ensure that when the collection/transfer vehicle has been loaded, the driver safely clears the top of the trailer of debris and checks that the load is secured and netted. The driver shall not climb on his vehicle under any circumstance unless the driver is using and has been trained in the use of a fall arrestor.
- Direct the vehicle to the weighbridge if a loading bridge is not available. If the vehicle is overloaded it will return to the tipping hall where some of the load can be removed.
- No vehicle should be permitted to leave a site that is overweight.

#### 5.5 Hard Standing and Pushwalls

It is the responsibility of the Facility Manager to ensure that on a weekly basis or at a frequency stated within Environmental Permit that the visible areas of the loading bay and push wall and hard standing are inspected for cracks and deteriorations. Each bay should be emptied at least once per annum to allow for a full inspection of the full height of the bay and push wall and hard standing. Inspection results must be recorded in the site diary. Any deterioration or damage identified must be brought to the attention of the Regional or Area Manager.

#### 5.6 Odour Control

The Facility management will conduct odour checks on and around the site in keeping with Environmental Permit requirements and or Odour Management Plan or Tier 4 procedure where relevant. The extent of odour monitoring will also depend upon the likelihood of odour being generated by the facility and the proximity and sensitivity of receptors. All sites will as a minimum conduct an odour check in line with the daily facility check contained within procedure SYS/2/015.

#### 5.7 Litter Control

The Facility management will conduct checks for litter routinely and as a minimum once per day. These checks will ensure that any litter evident on or around the site is cleared as soon as possible and that all litter control measures are in place and effective.



### 5.8 Drainage Systems

The site Drainage system must be routinely inspected and cleared to maintain its effectiveness. Interceptors should be emptied when necessary and at least cleaned and thoroughly inspected at least bi-annually. A drainage plan must be available with surface and foul water channels clearly identified or marked (Surface = Blue and Foul = Red). These should be inspected as part of the VMR monthly site inspection

### 5.9 Fire

Site staff must remain vigilant at all times for waste which is showing signs of combustion. Any waste fire must be dealt with as outlined in the Emergency Management Plan. Care must be taken to encourage water used in a fire incident to not enter surface water drainage systems. At the end of each day if waste remains within the tipping hall, the site supervisor must inspect the waste pile for signs of combustion and record the inspection in the site diary. Smoking must be confined to the designated smoking area, which will be identified within the site specific Fire Risk Assessment.

### 5.10 Receipt of Large Waste Electrical and Electronic Equipment (WEEE)

Transfer Stations may, if authorized by the Environment Agency, accept large items of WEEE such as Fridges Cookers and Televisions. The accepted items must be clean and in particular fridges must be clear of food waste. The management, handling storage and transfer of these items must be done so in keeping with the requirements of the Environmental Permit and Planning Consent.

### 5.11 Transfer Area

Vehicles depositing waste may only enter the tipping area when instructed to do so by site staff. All necessary safety equipment must be worn at all times and only the driver of the vehicle is permitted to leave the cab to discharge the load.

After tipping, vehicles are to clear the transfer area immediately but must have bodies lowered and tail gates secured before being driven away from the point of discharge.

Sheeting and un-sheeting of vehicles fitted with sheeting devices must take place only in the designated location within the transfer area and without exception the fall arrestor system must be used when working at height.

### 5.12 Daily Machine Inspections

The Site Manager or Supervisor must ensure that vehicles and plant are adequately maintained and repaired. Each Facility Manager/Supervisor is responsible for arranging the maintenance and servicing of equipment and mobile plant.

Maintenance/service records must be held on site. A plant hours log shall be kept to determine the service programme for mobile plant.

All mobile plant and machinery must be maintained and inspected as per BMS procedure HS/02/045.

## 6. Variation

None.

## 7. Documentation

None.