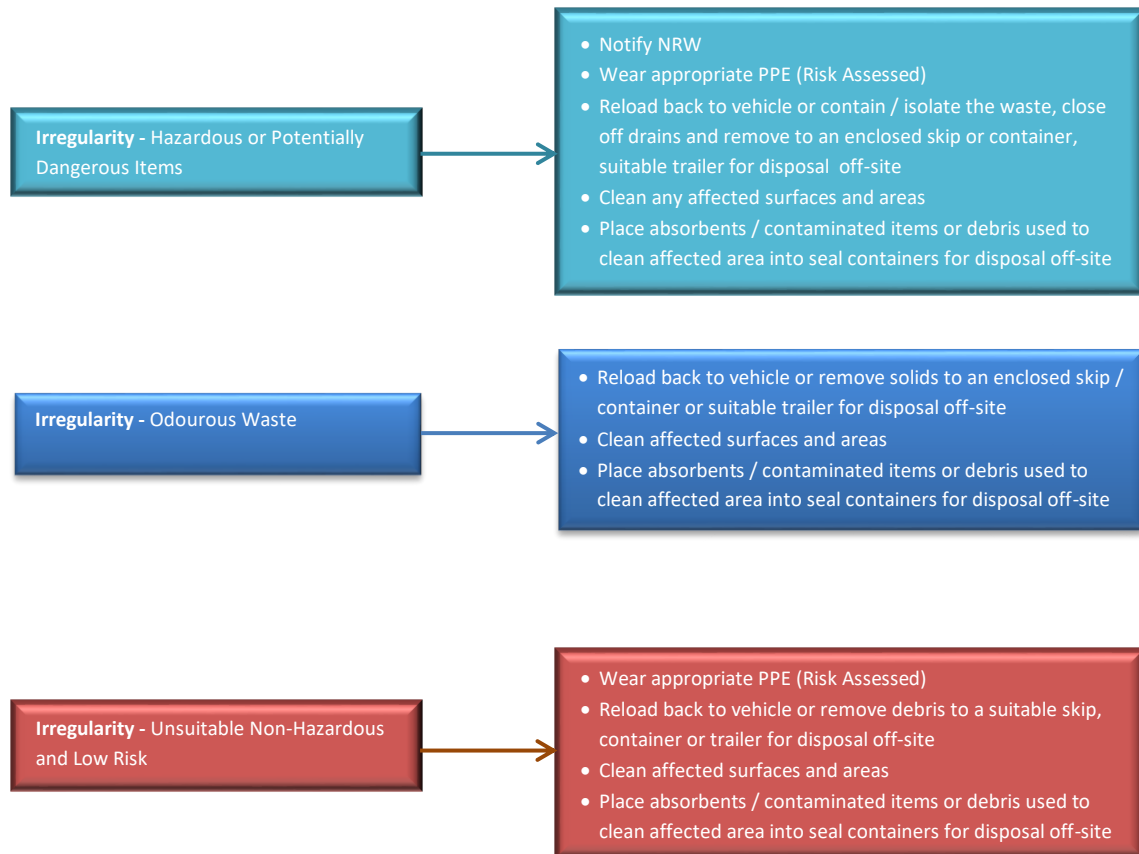


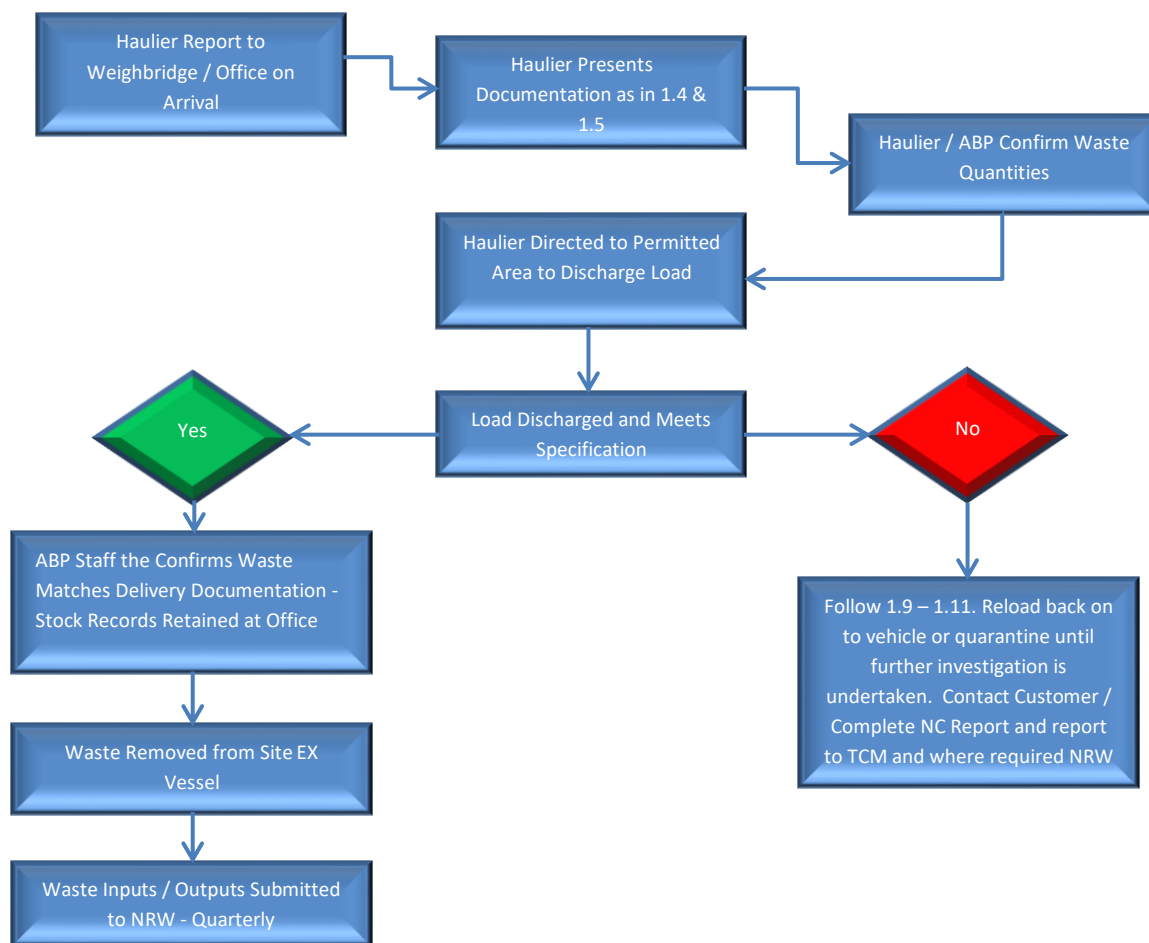
1.0 Waste Acceptance and Removal

- 1.1 Waste will only be accepted if it type and quantity listed in **Schedule 2 of the Permit Document** namely, '**Waste Types, Raw Materials and Fuels**' and conforms to the description in the documentation (Waste Transfer Note/s) supplied by the producer and holder.
- 1.2 Waste will only be accepted when it's accompanied by appropriate documentation as mentioned in 1.1. where there is no documentation accompanying waste transfers, it will be refused entry onto site.
- 1.3 The appropriate risk assessment and safe system of work will be followed by personnel at all times (e.g. bulk tipping / unloading baled waste etc.)
- 1.4 Hauliers must report to the weighbridge / office on arrival to site to receive appropriate safety information in relation to the site.
- 1.5 Hauliers must be registered to carry waste (Waste Carriers Licence). They must produce the Control of Waste Transfer Note for the waste material they are carrying. Note: This may also be covered by a seasonal Controlled Waste Transfer Note.
- 1.6 Documentation must state:-
 - Time / date
 - Name of the haulier, Vehicle Registration and Trailer Number
 - Producer details
 - Description of the waste material and waste code,
 - Physical nature / packaging e.g. solid, loose, bulk etc.
 - Waste carriers registration number,
 - Quantity of waste material
- 1.7 Where necessary vehicles will be weighed to confirm the quantity of waste material matches the quantity documented (in the case of baled RDF, packs / bales will also be counted by ABP staff to confirm quantity)
- 1.8 Hauliers are provided with directions to permitted area and await instruction / confirmation from the port operator prior to unloading the waste material - **Note:** Waste material must not be deposited outside the permitted area.
- 1.9 All waste materials are inspected following unloading and where any non-permitted materials, hot loads or, material not meeting the agreed specification is identified, the material is rejected / reloaded back onto the vehicle and the supplier informed or quarantined pending further enquiries. Any damaged RDF bales will be treated / re- wrapped on site at the supplier's expense or quarantined and returned to the supplier on the next available transport.
- 1.10 Where any of the above issues are identified a Non-Conformance Report will be completed and reported to TCM to 'close out'. In the case of any non-permitted materials being delivered NRW will be notified.
- 1.11 Where there are irregularities found (e.g. hazardous items, heavy contamination etc.) within the waste after unloading the following procedure is followed: -



- 1.12 When the haulier has discharged the waste material in the permitted area ABP staff will confirm the quantity matches the consignment / delivery / waste transfer note details and sign the necessary paperwork. Records of stock quantities are retained at weighbridge / site office.
- 1.13 All waste materials are removed from the permit site ex vessel. The supplier / customer will commission a vessel when the required quantity of waste material (in line with permit storage capacities) has been reached.
- 1.14 All waste material exported will be covered by a Controlled Waste Transfer Note or Transfrontier Shipment Documentation (TFS).
- 1.15 Waste material is loaded to the vessel by using suitable plant / equipment including (e.g. materials handler, mobile harbour crane and appropriate attachments)
- 1.16 Returns of site inputs and removals are completed and submitted to Natural Resources Wales on a quarterly basis.

Flowchart



This procedure will be reviewed on an annual basis as a minimum, as result of any issues identified or changes to the operation

Amendment Log

Version No:	Comments / Amendments	Author	Date	Approved By	Job Title	Date
1	Developed for Permit Operations	T Butler	16/05/18	C Christoforato	Operations Manager	16/05/18
2	Reference made to odorous waste 1.7 and to curtain side trailers in 1.9	T Butler	21/12/18	C Christoforato	Operations Manager	21/12/18
3	Reviewed and revised waste acceptance in 1.1 & 1.2 plus other amendments	T Butler	03/02/23	R Gray	Pot Manager	03/02/23