	<p align="center">ENVIRONMENTAL MANAGEMENT SYSTEM</p> <p align="center">Waste Acceptance Procedures (WAP) & Sampling</p>	<p>EMS.S4.02</p> <p>Version: 1</p> <p>Effective: XXX</p>
<p>Authored by: WRAP Cymru</p>	<p>Reviewed by: VK</p>	<p>Approved by:</p>
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WASTE ACCEPTANCE PROCEDURES

1.0 PRINCIPLE

This document outlines the general procedures for the pre-acceptance and acceptance of waste at the Colomendy WTS. The purpose of this document is to ensure that site operatives working on site is aware of the procedures for the correct acceptance of waste.

2.0 SCOPE

This procedure covers the pre acceptance and acceptance of wastes at the facility.


3.0 RESPONSIBILITY

All site operatives are responsible for carrying out the procedure as detailed in Section 4 below. Any changes that may be required following issue of this document are the responsibility of the Site Manager to approve and update such that the document is re-issued in line with the procedures outlined in EMS.S2.04.

4.0 WASTE HIERARCHY

DCC will operate its waste transfer station in accordance with the principles of Waste Hierarchy, as set out in Article 4 of the revised Waste Framework (Directive 2008/98/EC)- it will rank each waste stream it takes in, in accordance with what is best for the environment. As this site will be taking in a variety of waste streams, the operator of the site will give priority to preparing the waste for re-use, then recycling and last of all disposal.

Materials will be separated to ensure they can maximise the options within the waste hierarchy for reuse, recycling, and recovery. DCC are working towards the Welsh Government's '*Blueprint for collections*', which has seen a change from a co-mingled recycling service to a kerbside-sort recycling service. The new WTS will accommodate the change in recycling collections to ensure that the materials are easily recyclable. The site is designed to sufficiently store separate materials ready for bulking and transferring. The whole process, including collections and operations of the transfer, directly link into the Welsh Government's statutory targets to ensure DCC meets its 70% recycling target by 2025. Where new markets or technologies become available to recycle and or recover other waste streams, DCC will endeavour to utilise the principles of the waste hierarchy to maximise the recycling, re-use, and recovery of all materials

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on site. Any offtaker contracts that the authority may enter will also be encouraged to include recycling/recovery targets.

DCC will continue to work with WRAP on Materials Marketing to ensure the Authority are utilising the best end markets, and ensuring prioritisation is given to prevention, re-use, recycling, and recovery prior to disposal, being the last resort. The Authority, as far as practicable, will always work towards a circular economy in any decision that it makes regarding recycling its materials. DCC are also receiving support with communications and behavioural change, which is aimed at changing the behaviours of the local residents towards better prevention and recycling practices (e.g. reducing household generated food waste; recycling of unavoidable food waste).

The design of the site has ensured that the layout will maximise the separation of all recyclable material onsite; it provides containment for the waste materials which in turn yield higher quality, and ultimately better recyclability at end markets. Additionally, the site design has also taken into account the possibility of new recyclable materials emerging in the future, when the technology and infrastructure is in place. The site was configured on a way that it allows some flexibility with the bay sizes, and spare bays can be factored in for this eventuality- therefore future proofing the site.

5.0 WASTE ACCEPTANCE PROCEDURE


The following procedures outline the pre-acceptance measures that will be followed at all times.

5.1 Pre-acceptance procedures to assess waste

5.1.1 *Origin of waste*

All waste brought to Colomendy WTS will originate either from DCC's kerbside segregated household waste collection, commercial collection, or collection of highways waste. No third party vehicles will be allowed on the site. The only exception to this is if Colomendy WTS is the nearest destination where waste can be directed to from another site during an emergency.

Household waste collection will include mixed plastic and cans, cardboard, paper, glass, small WEEE, textiles, household batteries, green waste, food, AHP and residual waste. Waste brought in from commercial origins will be of the same waste streams as household collection. Only the wastes referenced by the Environmental Permit will be accepted at the site. A copy of the list of wastes that can be accepted on site can be found in Section 5.5 of this document with reference to the European Waste Catalogue (EWC) Codes and the appropriate code number.

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5.1.2 Pre-acceptance checks

Householders and commercial sources have been informed and educated on the waste types accepted for kerbside collection through the Council's educational campaigns and various information outlets. This information is readily available at any time online or by contacting DCC.

Site operatives will be trained to identify the various types of waste that can be collected from the kerbside. Training is detailed further in the EMS, Section 3, '*Training Plans and Requirements*'. Site staff will continue to receive 'on-the-job' supervision and training to ensure only those waste streams, in the formats specified within the permit are accepted and collected. Any visually identifiable waste presented at the kerbside which is not covered by the permit, will not be accepted and if practicable the relevant householder/producer will be notified why. If recycle receptacles are clearly filled with non-compliant waste these will not be collected. If residual waste receptacles are unusually heavy or are clearly filled with non-compliant waste these will not be collected.

Due to the following aspects of the operations the risk of contamination, or non-compliant waste being brought to site is greatly reduced:


- source segregated origins of the waste accepted at Colomendy WTS;
- visual checks carried out by operatives at the collection point; and
- the low-risk nature of the permitted wastes.

5.1.3 Sampling of waste from suppliers

Sampling of waste will not be routinely undertaken to validate the waste type against the description in the waste transfer note.

However, the Site Manager will, on occasion (no less than once a quarter) request a spot sample from the waste producer to validate the waste type against the description of the waste transfer note. For commercial wastes, a sample will be requested from the waste producer. For household municipal wastes, a sample will be taken by the Site Manager or designated site operative once the waste is delivered at the site.

The spot samples will be analysed and validated against the waste transfer note description. If the spot sample does not conform to the waste transfer note the Site Manager will review the contract in place and agree measures with the waste producer to correctly describe the waste types.

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The results of all spot sample analysis will be filed with the accompanying waste transfer note in the site office.

Sampling of waste is also required under the Materials Recycling Facility (MRF) Regulations¹. The sampling required under the MRF Regulations is detailed in Section 6.0.

5.1.4 Waste Transfer Note

All commercial waste arriving on site will be accompanied by a waste transfer note. Where multiple loads arrive under a contract, one note may cover all deliveries.

Waste will be described in the waste transfer note with reference to the European Waste Catalogue (EWC) Codes with the appropriate code number. A copy of the list of wastes that can be accepted on site can be found in Section 5.5 of this document.

The Site Manager and the site operatives will be trained to identify a correctly completed waste transfer note. The Site Manager and all site operatives will be trained to complete all sections of a waste transfer note fully and accurately.


Training is detailed further in the EMS, Section 3, 'Training Plans and Requirements'.

The Site Manager or a site operative will check that the waste transfer notes includes signed confirmations that the waste hierarchy has been applied correctly under the Environmental Permitting (England and Wales) Regulations 2010 (as amended). The waste hierarchy illustrates the most and least favoured options of disposal (1 being the most favoured);

1. prevention;
2. minimisation;
3. reuse;
4. recycling;
5. recovery/energy recovery; and
6. disposal.

All waste transfer notes will be kept at the site office for no less than 6 years.

¹ Environment Permitting (England and Wales)(Amendment) Regulation 2014. SI 2014 No 255.

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5.1.5 Waste Carrier Check

Every commercial vehicle that arrives on site will have a Waste Carriers license (as required). Before the waste vehicle arrives on site, a check will be made to ensure that the vehicle is properly licensed.

This will be checked by using one of the following methods:


- phoning Natural Resources Wales on 0300 065 3000 or checking the Natural Resources Wales waste carrier register online at <https://www.wastecarriersregistration.naturalresourceswales.gov.uk/en/registrations/search>; or
- phoning the Environment Agency on 08708 506506 and requesting an instant Waste Carrier Validation Check or checking the Environment Agency's waste carrier register online at <https://environment.data.gov.uk/public-register/view/search-waste-carriers-brokers>.

If vehicles are arriving from the same fleet / same contract the Waste Carrier Licence may cover the entire fleet.

5.2 Waste Acceptance Procedure

The following steps will be followed on a daily basis. The Site Manager and all site operatives will be trained to understand and implement the following waste acceptance procedures:

1. Vehicles will enter the facility from the entrance road and report to the automated weighbridge. The waste will be weighed at the weighbridge and directed to the appropriate waste unloading area. An operator will visually inspect the vehicle loads for any contaminants before allowing the vehicle to discharge their load prior to exiting the site.
2. Checks on storage capacity will take place throughout the day to ensure that suitable space is available for all incoming wastes. The checks on capacity will be made by site operatives and will be visual only.
3. A visual and olfactory load inspection will take place. This will be carried out before the waste is unloaded and will be undertaken by the technically competent site operative, to ensure consistency with the waste transfer note. If it is not possible to inspect the waste prior to unloading, the waste will be inspected immediately after off-loading in the waste reception area.

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4. If the load is rejected, the waste transfer note will be completed with the reason for rejection, and the vehicle directed off site.
5. The potential to receive a rejected or non-compliant load via the recycle collections is extremely low since the waste is 'hand collected' from the kerbside and source segregated by operatives in-situ. Therefore full rejected loads are unlikely to occur on site. If after the off-loading of waste it is shown to be non-compliant, the load will be moved to the designated quarantine area by site staff immediately, and will be taken offsite to a suitably licensed facility as soon as practicable or within 24 hours. The designated quarantine area is shown on the site layout plan (EMS 9.02);
6. The vehicle will then be directed to the appropriate Waste Storage Shed or external storage area, where the waste will be unloaded or tipped in the appropriate bay, as illustrated on the site layout plan included in Section 9 of the EMS.

5.3 Batteries in waste deposits

Batteries will be collected separately to the residual waste. In addition to national awareness campaigns, DCC clearly communicate to residents and commercial clients on the collection methods and correct presentation of wastes, clearly instructing them not to put batteries in residual waste, to minimise the risk of them entering other waste streams. The waste acceptance procedure is undertaken on all waste streams as far as is practicable.

Residual waste loads received at site will be visually inspected. If batteries are identified, and cannot be safely removed, the load will be rejected. Batteries that can be safely removed, will be segregated to the QA. DCC communicate with commercial waste producers following any identified non-conforming items or rejected loads to prevent recurrence.

Further mitigation measures of a fire risk from batteries include short onsite storage times of residual waste, no treatment and minimal handling of the waste to prevent agitation, and a fire detection and incident response plan both during and out of operational hours.

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5.4 Non-compliant waste

As detailed above, if waste is found to be non-compliant prior to being off-loaded from the vehicle, then details will be recorded and the vehicle turned away. Should wastes be found to be non-compliant following tipping on the Waste Operations Building floor or within waste bays then the waste will be:

- reloaded on to the delivery vehicle for onward transport off-site to a suitably permitted facility; or
- removed to the designated quarantine area, pending removal off-site to a suitably permitted facility.


All records of non-compliant waste received at the site will include the following details:

- the quantity;
- characteristics;
- origin;
- delivery date and time; and
- the identity of the producer and carrier.


This record will be made in the site diary, or other alternative recording system on site.

5.5 List of Wastes for Acceptance

Table 3- Permitted waste types and quantities	
Maximum quantities	The maximum quantity for waste to be accepted on site shall not exceed 55,000 tonnes per year
Exclusions	Wastes having any of the following characteristic shall not be accepted: <ul style="list-style-type: none"> • Consisting solely or mainly of dusts, powders or loose fibres • Wastes that are in a form which is either sludge or liquid
Waste Code	Description
15	WASTE PACKAGING; ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED

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15 01	Packaging (including separately collected municipal packaging wastes)
15 01 01	paper and cardboard packaging
15 01 02	plastic packaging
15 01 04	metallic packaging
15 01 05	composite packaging
15 01 06	mixed packaging
15 01 07	glass packaging
15 02	absorbents, filter materials, wiping cloths and protective clothing
15 02 03	absorbents, filter materials, wiping cloths and protective clothing other than those mentioned in 15 02 02
16	WASTES NOT OTHERWISE SPECIFIED IN THE LIST
16 02	Wastes from electrical and electronic equipment
16 02 14	discarded equipment other than those mentioned in 16 02 09 to 16 02 13
16 02 16	components removed from discarded equipment other than those mentioned in 16 02 15
16 06	Batteries and accumulators
16 06 02*	Ni-Cd batteries
16 06 03*	Mercury-containing batteries
16 06 04	alkaline batteries (except 16 06 03)
16 06 05	other batteries and accumulators
17	CONSTRUCTION AND DEMOLITION WASTES
17 05	soil (including excavated soil from contaminated sites), stones and dredging spoil
17 05 03*	Soil and stones containing hazardous substances
17 05 04	Soil and stones
20	MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES)

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	INCLUDING SEPARATELY COLLECTED FRACTIONS
20 01	Separately collected fractions (except 15 01)
20 01 01	paper and cardboard
20 01 02	Glass
20 01 08	biodegradable kitchen and canteen waste
20 01 10	Clothes
20 01 11	Textiles
20 01 23*	discarded equipment containing chlorofluorocarbons
20 01 34	batteries and accumulators other than those mentioned in 20 01 33
20 01 35*	discarded electrical and electronic equipment other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components
20 01 36	discarded electrical and electronic equipment other than those mentioned in 20 01 21, 20 01 23 and 20 01 35
20 01 39	Plastics
20 01 40	Metals
20 01 99	Separately collected fractions of municipal waste (AHPs comprising nappies and AHPs)
20 02	Garden and park waste (including cemetery waste)
20 02 01	Biodegradable waste
20 03	Other municipal wastes
20 03 01	Mixed municipal waste
20 03 03	Street-cleaning residues
20 03 07	Bulky waste

6.0 WASTE SAMPLING

In accordance with Environmental Permitting (England and Wales) (Amendment) 2016 Schedule 9A; Measurement and Reporting Requirements for Materials Facilities, the site will carry out the following sampling:

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Input material


1. Measurements of the total weight in tonnes of mixed waste material received, from each supplier, during each reporting period will be taken and recorded.
2. Samples of the mixed waste material received at the site, from each supplier, during each reporting period will be taken and composition measured (using the methodology outlined in Section 4.0), except where that material is to be transferred to another materials facility for the purpose of separating it into specified output material.
3. One sample will be taken for every 125 tonnes of mixed waste material received from each supplier.
4. The total weight of all the samples taken must provide an average weight of 60 kilograms or more per sample, and each sample taken must not weigh less than 55 kilograms.
5. Measuring the composition of a sample taken means identifying the materials comprising that sample by reference to:
 - (a) the types of target material, non-target material and non-recyclable material that is contained in the sample; and
 - (b) the weight in kilograms of each type of target material, non-target material and non-recyclable material that is so identified.

Target material that is identified in a sample will, as a minimum, be separately identified by reference to the following materials:

- (a) glass;
- (b) metal;
- (c) paper;
- (d) plastic.

If the sample taken contains material particles, they are deemed to comprise the proportions of target materials, non-target materials and non-recyclable materials already identified as making up the other contents of that sample, and the weight of the material particles will be apportioned according to the proportions for that particular sample.

Where the batch comprises material from more than one supplier, and the proportion of that batch attributable to a particular supplier cannot reasonably be ascertained, an estimate of the proportion will be made.

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Output material

The total weight in tonnes of all waste material leaving the site will be recorded in each reporting period, in terms of:

1. The total weight in tonnes of all mixed waste material that leaves the facility in each reporting period to be transferred to another materials facility for the purpose of separating that material into specified output material.
2. The total weight in tonnes of specified output material that leaves the facility in each reporting period.

Samples of the specified output material produced on site within a reporting period will be taken and measurement of the composition of those samples will be recorded.


Where relevant, the specified output material will, as a minimum, be identified by reference to the grade of glass, metal, or paper material making up each batch of specified output material. The grade of a material means a description of that kind of material by reference to its particular material specification. Mixed plastics will not be graded.

Measuring the composition of a sample taken by the operator means identifying the materials comprising that sample, by reference to:

- (a) the type of target material, non-target material and non-recyclable material that is contained in the sample; and
- (b) the weight in kilograms of each type of target material, non-target material and non-recyclable material that is so identified.

Samples will be taken at a minimum frequency of once per the amount in tonnes that is specified in the second column of the following table, in relation to the type of target material that is mentioned in the first column, for any sample taken on or after 1st October 2016.

Target material	Amount
Glass	50 tonnes
Paper	60 tonnes
Metal	20 tonnes
Plastic	15 tonnes

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The minimum weight of any sample taken will be:

- (a) 10 kg in relation to glass target material;
- (b) 50 kg in relation to paper target material;
- (c) 20 kg in relation to plastic target material; and
- (d) 10 kg in relation to metal target material.

If the sample taken contains material particles, they are deemed to comprise the proportions of target materials, non-target materials and non-recyclable materials already identified as making up the other contents of that sample, and the weight of the material particles will be apportioned according to those proportions for that particular sample.

Sampling Records

The following information, as a minimum, will be recorded:

- (a) the total weight in tonnes of mixed waste material entering site;
- (b) details of all the samples taken including the weight of each sample and its composition;
- (c) the measurements and details of where the other waste material that leaves the facility in each reporting period is sent to;
- (d) the measurements and details of where the mixed waste material that leaves the facility in each reporting period is sent to;
- (e) the measurements and details of where the specified output material that leaves the facility in each reporting period is sent to;
- (f) details of all the samples including the weight of each sample and its composition;
- (g) details of the amount in tonnes of specified output material that is produced on site within a reporting period, by reference to the grade of glass, metal, paper and plastic target material that makes up that batch of material.

The information recorded will be retained for a minimum of four years from the date that it is first recorded and will be produced for inspection by the regulator if required during those four years.

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