

Waste Acceptance

Introduction

The purpose of this procedure is to ensure that all deliveries are authorised and all waste arriving at Egan Waste Site match those authorised by the pre-acceptance procedure.

This procedure applies to all activities at Egan Waste Services Limited.

Egan Waste Services Limited is obliged to prevent the acceptance of unsuitable wastes which may lead to adverse reactions and uncontrolled emissions; therefore, systems and procedures must be in place to ensure that wastes are subject to appropriate technical consideration. This ensures the waste's suitability for acceptance. These checks must be carried out before any decision is made to accept a waste.

Procedure

1. Waste is only accepted if there is sufficient storage capacity and adequate manpower and if it is acceptable within the constraints of our permit.
2. Waste is either weighed or a volumetric calculation is carried out to determine weight of waste.
3. The total weight for each EWC Code must be recorded
4. There are two main carriage types received at Egan Waste which is Bulk Waste for separation / transfer or Containerised Waste for 'bulking-up' or transfer.

Acceptance of Bulk Waste for Treatment or Transfer

- Trained Egan Waste personnel can accept bulk waste for treatment but only the Site Manager / Director can authorise acceptance of hazardous waste.
- Egan Waste drivers have the responsibility of accepting the waste from the producer at their premises. If the waste description differs from the Duty of Care / Consignment Note, the driver shall not uplift the waste. He may consult with the above staff to see if a satisfactory outcome can be achieved.
- When bulk tankers / skip loaders arrive, the person receiving the waste, checks that the load is authorised and checks that the documents have been correctly completed. If there is any problem with authorisation or documentation, then the Site Manager / Director are notified. The person will communicate with the relevant parties and make a decision to accept or reject the load. All waste rejections must be carried out in accordance with the Waste Rejection procedure.
- Before the load can be accepted, the Site Manager and or Director will assess the waste for consistency with pre-acceptance information, proposed treatment method and conformance with the consignment note.
- The Site Supervisor directs the driver to take a sample in accordance with the Sampling Bulk Tankers procedure. The sample is then analysed to ensure compliance with the pre-acceptance criteria.
- All samples are retained on site for a minimum of two days after the waste has been stored.
- If there is a problem with the waste and it cannot be accepted, then the waste is quarantined in accordance with the Waste Quarantine procedure. The Site Manager / Director is informed immediately.

Authorised By: James Egan	Page 1 of 3	SHEQ-STD-PRO-012
Author: Gareth Jones	Date: June 2021	Version: 1

- The Yard Operative(s) are notified if the load is accepted or rejected, and of the designated holding tank or reception holding pit to be used.
- When the waste is approved for acceptance, the load paperwork is completed and signed by the Waste Administrator. The relevant sections are returned to the driver and the sections to be retained are passed to the Waste Administrator.

Acceptance of Containerised Waste

- Trained Egan Waste personnel can accept containerised wastes for storage / 'bulking up' and / or transfer but only the Site Manager / Director can authorise acceptance of hazardous waste.
- When a consignment of containerised waste arrives, the person receiving the waste, checks that the load is authorised and checks that the documents have been correctly completed. If there is any problem with authorisation or documentation, then the Site Manager / Director is notified. The person will communicate with the relevant parties and make a decision whether to accept or reject the load. All waste rejections must be carried out in accordance with the Waste Rejection procedure.
- Before waste may be unloaded to the waste reception area, the following visual checks are made to ensure consistency with pre-acceptance information and conformance with the consignment note: -
 - Check containers to confirm quantities against paperwork
 - Check waste types against paperwork and pre-acceptance.
 - Check containers are correctly labelled and that any labelling that does not relate to contents of container is removed before acceptance on site.
 - Check lids, bungs, caps and valves are secure and in place.
 - Any damaged, corroded or leaking drums should be put into quarantine and the Waste Quarantine procedure followed.
- If there is a problem with the waste and it cannot be accepted, then the waste is quarantined in accordance with the Waste Quarantine procedure. The Site / Office Manager(s) are informed immediately.
- The Yard Operative is informed if the load is accepted or rejected. If accepted they are instructed to unload the waste to the reception area, using a forklift truck, in accordance with safe working practices.
- Waste cannot be unloaded to the reception area if there is not adequate space or segregation of incompatible wastes.
- The Site Manager or Waste Administrator directs the appropriate segregation of waste in the storage area.
- When waste is offloaded, the load paperwork is completed and signed by the Site or Waste Administrator. The relevant sections are returned to the driver and the sections to be retained are passed to the Waste Administrator.

Emergency Acceptance of Waste:

- From time to time, Egan Waste deals with emergencies (e.g. the removal of spillages or fly tipped hazardous waste). This means that the pre-acceptance and acceptance procedures are inappropriate.
- In these instances, the waste is quarantined pending investigation and determining action to be taken. The quarantined waste is stored on the Tanker or Container(s) and the Quarantined Waste Procedure must be followed

Authorised By: James Egan	Page 2 of 3	SHEQ-STD-PRO-012
Author: Gareth Jones	Date: June 2021	Version: 1



Egan Waste Services

- A record of all incoming waste shall be maintained by Egan Waste until wastes are despatched from Site when they are reconciled and form compliance with the Environmental Permit condition Schedule 4 (a) Reporting Parameters.

Authorised By: James Egan	Page 3 of 3	SHEQ-STD-PRO-012
Author: Gareth Jones	Date: June 2021	Version: 1