



Waste Tracking

Introduction

This purpose of this procedure is to ensure that the waste can be tracked from cradle to grave to ensure Duty of Care to All Egan Waste Customers and to ensure that we comply with the Legislation placed upon us.

Procedure

Waste Enquiry Tracking

- When an enquiry is raised all relevant details are placed on the Enquiry Data Form.
- Waste and job details are tracked through the enquiry stage.

Waste Transport Tracking

- When a quote is accepted by both parties and becomes live, a job is created on the computerised ISYS waste management system. Each job has a unique job number and Waste Transfer Ticket Number / Consignment Note Number allocated to it.
- This links the enquiry to the movement of waste.

Waste Storage

- When waste is screened for storage on site pending transfer, each consignment is kept together within an allocated area and the Waste Transfer.
- The reference number is linked to the transport and enquiry stage by the consignment note number.

Waste Destination Tracking

- When the waste is to be transported to its destination, a transfer note is raised recording the details of the destination and waste.
- The transfer note (outbound) for the movement of waste from Egan Waste Services is used to track the waste to its destination.
- The outbound transfer note is linked to the waste storage by the reference number and to the incoming transfer note number.