

	WASTE OIL ACCEPTANCE PROCEDURE	EA-P 06
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	Position	Name	Signature
Created by:	Consultant MENEX EOOD	Hristo Menzilev	
Validated by:	Director ENVEO ASTON Ltd.	Yoanna Devaney	

1.0 Aim/Scope

This procedure defines the requirements and responsibilities for acceptance procedure to secure the proper acceptance/rejection of waste oil on site.

2.0 Affected activities

- Collection and temporary storage of hazardous waste – used oils.

3.0 Records form

EA-R 23 – Waste oil pre-acceptance checklist

4.0 References

Waste Permit (not yet issued)

5.0 Definitions

None.

6.0 Procedure

6.1 Load arrival

- 6.1.1 On arrival the load will be weighed.
- 6.1.2 The Site Operational Manager will check to verify on site there is enough storage to accommodate the load and may reject the load if there is space deficiency.
- 6.1.3 The Site Operational Manager will check the accompanying documentation and will resolve any inconsistencies.
- 6.1.4 The process will be monitored by qualified personnel

6.2 Load inspection

- 6.2.1 Visual inspection will be carried out.
- 6.2.2 Check every container to confirm quantities against accompanying documentation. All containers should be



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clearly labelled and should be equipped with well-fitting lids, caps and valves secure and in place. Any damaged, corroded or unlabelled units should be dealt with appropriately. Following inspection, the waste should then be unloaded into the dedicated tank containers.

6.2.3 Ensure that waste delivered to the unit is accompanied by a written description of the waste describing:

- the physical and chemical composition
- hazard characteristics and handling precautions
- compatibility issues
- information specifying the original waste producer and process

These should all be available in the completed pre-acceptance check.

6.3 Load rejection – The rejection procedure (EA-P 07 WASTE OIL REJECTION PROCEDURE) will be applied if at least one of the following is true:

- 6.3.1** The load contains waste with EWC code which is not included in the Enveo Aston's Waste Permit.
- 6.3.2** The set of accompanying documents is not complete.
- 6.3.3** The load does not match the description in the accompanying documents.
- 6.3.4** The vessel (drum, tank, etc.) used for waste oil transportation is visually compromised (i.e. corroded parts, corrupted valves, etc.) or is unwashed.

7.0 Records

7.1 Type of Records – All records are kept electronically. They shall be printed out at the end of each year or upon request by the competent authority.

7.2 All the information received through the pre-acceptance procedures is kept for 3 years.

7.3 Compliance – The records must be stored in accordance with Procedure EA-P 04 – Documents management.