

	WASTE OIL REJECTION PROCEDURE	EA-P 07
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1.0 Aim/Scope

This procedure defines the requirements and responsibilities for rejection procedure.

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
EA-R 16 Non-compliance register

4.0 References

Waste Permit (not yet issued)

5.0 Definitions

None.

6.0 Procedure

6.1 Reason for rejection – The current rejection procedure will be applied if at least one of the following is true:

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

6.2 Activities if the waste arrives with a partially filed or incorrect consignment note:

- 6.2.1** Part E of the consignment note should be completed
- 6.2.2** One copy of the note should be kept
- 6.2.3** One copy of the note should be given to the carrier
- 6.2.4** A copy of the note to be sent to the consignor, producer and holder (they may be the same) in a timely manner

6.3 Activities if the waste arrives without a consignment note

- 6.3.1** According to the document (*EA-I 10 - Instruction for establishing the reasons for the established non-compliances and taking corrective actions*) this non-compliance will be described in the record form (*EA-R 16 - Non-compliance register*), including:
 - the rejection reason.
 - waste description.
 - the names of the producer, holder, consignor and carrier.
 - a consignment note code in the format REJECT/XXXXX where 'XXXXX' is any 5 letters or numbers for unique code identification.
- 6.3.2** A copy of the record should be kept
- 6.3.3** A copy of the record should be given to the carrier
- 6.3.4** A copy of the record to be sent to the consignor, producer and holder (they may be the same) in a timely manner
- 6.3.5** This information must be used for the Consignee return to the Environment Agency and to the waste producer or holder.

6.4 Dealing with the rejected waste

- 6.4.1** The carrier must tell the Environment Agency and contact the producer or holder for further instructions. The producer or holder has the following three options: move the rejected waste to a new consignee; move the rejected waste back to their own premises or ask Enveo Aston to accept the already rejected waste.



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- 6.4.2** If the producer or holder picks options 1 or 2, they must arrange to remove the waste immediately.
- 6.4.3** If the producer or holder picks options 3, then the steps described below (6.5) should be followed.

6.5 Accepting the rejected waste

- 6.5.1** The rejected hazardous waste with a missing, incomplete or inaccurate consignment note could be accepted if:
- the reason for rejection has been explained.
 - the producer or holder has asked to get the rejected waste accepted
 - Enveo Aston's permit allows to do so.
- 6.5.2** Enveo Aston is not obligated to accept the rejected waste.
- 6.5.3** In case a decision is made to accept the rejected waste the producer/holder must first:
- produce a new consignment note that is complete and correct
 - address the reasons why the waste was rejected
- 6.5.4** The rejected waste must be reported on the Company's consignee return.
- 6.5.5** If the rejected waste is accepted, a separate consignment be entered on the Company's consignee return.

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.