

	WASTE OIL PRE-ACCEPTANCE PROCEDURE	EA-P 05
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1.0 Aim/Scope

This procedure defines the requirements and responsibilities for pre-acceptance procedures to secure the proper follow-up 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 Upon reception of a query for delivery of waste oil at the site, the following information must be submitted by the customer in writing:

6.1.1 Details of the waste oil producer/holder

6.1.2 Source of the waste oil

6.1.3 Description of the waste oil, including EWC code, additional hazardous properties if any, odour, type of packaging and expected annual quantity.

6.2 If deemed necessary, the producer may be contacted and/or visited in order to verify the pre-acceptance information.

6.3 A representative sample should be taken and analysed in the following cases:

6.3.1 The true nature of the waste is unclear from the information provided by the customer

6.3.2 If demanded in a writing by the receiving refinery for final R9 treatment

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6.3.3 The analysis must contain at least the following:

- Polychlorinated biphenyls (PCBs)
- Chlorine
- Sulphur
- Water content
- Flash point
- Boiling point
- Density

6.3.4 The receiving refinery must send a consent/rejection report on the technological suitability assessment of the waste oil based on the provided analysis.

6.4 The Site Operational Manager assures the following:

6.4.1 No unnecessary accumulation will occur after the acceptance of the waste oil

6.4.2 There is enough storage space for the acceptance of the waste oil.

6.5 All analyses will be made in laboratories that have EN ISO 17025 accreditation.

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