

	WASTE OIL REJECTION PROCEDURE	EA-P 07
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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 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 road tanker used for waste oil transportation is visually compromised (i.e. corroded parts, corrupted valves, etc.) or is unwashed.



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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 Natural Resources Wales and to the waste producer or holder.

6.4 Dealing with the rejected waste

- 6.4.1** The carrier must tell the Natural Resources Wales 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.