

1.0: Purpose

This document is part of the company Integrated Management System to facilitate the measures taken by DLS for the acceptance of waste materials for transportation, treatment or disposal. This document facilitates the required control to reduce environmental impacts as documented in the DLS Environmental Aspects Register for sites and operations based within Tata Steel Port Talbot Works, and to comply with current waste legislation.

It is a permit requirement to control the acceptance of wastes to ensure that all wastes can be treated and disposed correctly. All accepted wastes must be, where reasonably practical, inspected to ensure compliance and rejected if the criteria within this document are not met.

This document is linked to the commitments of the DLS environmental policy to manage and control waste treatment/disposal in a safe and responsible manner, to prevent pollution and to comply with legislative and permitted requirements.

2.0: Responsibilities

The Environmental/Waste Manager is responsible for ensuring that appropriate support, procedures and information (and waste classification if required) is provided to Contract and Site Managers to ensure the effective implementation of the Waste Acceptance Criteria (WAC) Management Plan. The Environmental/Waste Manager is also responsible for the review, subsequent changes and publication of this Management Plan.

The Site / Operation Manager is responsible for implementation of the Management Plan ensuring that all criteria for waste acceptance are met and documented. This includes the record keeping of all wastes that are transported and/or received.

3.0: Communication

The DLS Environmental Manager will communicate any changes to or new publications of the Waste Acceptance Criteria procedures outlined within this Management Plan or any special considerations required for specific waste types to the Contract/Site Managers.

The Contract/Site Manager will communicate any additional requirements or new provisions required within the Waste Acceptance Criteria Management Plan to the DLS Environmental Manager. All incidents or any compliance failures must be reported by the Site Manager to the Environmental Manager immediately.

The Environmental Manager will report any WAC breaches to the Client Environmental Department, Local Council and Natural Resources Wales within 24 hours of occurrence.

4.0: Waste Classification

All wastes requires basic classification to be carried out to determine waste type, EWC Code, Hazardous Properties, handling requirements and treatment/disposal requirements. This classification is to be carried out by an competently trained person (DLS/Client/Consultant) prior to waste being accepted for haulage and/or treatment/disposal.

All wastes are classified using the Guidance on Classification and Assessment of Waste Technical Guidance WM3 document and complaint with The Hazardous Waste Regulations and List of Waste Regulations.

To use the WM3 guidance, information about the waste must be obtained to correctly classify the waste. These are obtained from history/knowledge of the process which produces the Waste, Material Safety Data Sheets (MSDS), online harmonized values for known materials or though laboratory testing and analysis.

For waste treatment / disposal facilities operated on client sites, it is the responsibility of the client (waste producer) to produce the Basic Characterisation. For any waste produced by DLS, off client controlled sites, this process (and the previously described means of obtaining the data on the hazardous properties) is to be carried out, and documented by DLS.

When soils / excavated materials are considered for classification, the procedures and emails listed in section 8 must be used.

5.0: Waste Acceptance and Rejection Procedure

Waste acceptance / rejection is initially determined and classified through DLS' role in the waste transfer. DLS will either be the haulier and/or the transferee. In both situations there is a basic waste acceptance / rejection procedure that details what is required to happen if a waste is accepted or rejected. For treatment/disposal (transferee) and for haulier there is a flow chart to be followed at managerial level before waste is to be considered for acceptance (DLS-MP-28-F02 DLS 'Waste Acceptance Flow Chart'). Once these procedures have been followed and waste can be conditionally accepted there are site/service specific requirements and procedures to be carried out at operator level.

5.1: Overall Procedure for all Waste Acceptance.

1. All waste accepted at source (haulage service) or onsite (treatment/disposal facilities) will have a visual inspection prior to be accepted. This is to ensure that the waste:
 - a. Is acceptable at the facility / destination.
 - b. Matches the information on tipping note or season ticket.
 - c. Does not contain any visible contamination / banned substances
2. Operator will provide written acceptance of waste.
3. All records of waste accepted to site are kept in site office (time & date, origin, type, vehicle, originating department & waste carrier). These records are kept electronically and on paper format for a minimum of 2 years.

5.2: Overall Procedure for Dealing with all Non-conforming Waste.

If waste is not accepted the following procedures have to be adhered to by the operator rejecting the material:

1. A record will be kept by either the site control operator (treatment/disposal facilities) or the Services Manager (haulage). These records will include:
 - a. Date and time
 - b. Description of waste
 - c. Details of non-conformance
 - d. Details of action taken
 - e. Department name and address of waste producer
 - f. Vehicle type
 - g. Vehicle reg
 - h. Waste carrier name (if applicable)
 - i. Transfer note number (if applicable)
2. Sent back to the originator (treatment/disposal facilities) or left at source (haulage).

In the event that the non-conformity is discovered after being accepted at a waste treatment/disposal facility the following additional procedures must be followed:

3. Inform the environment department / environmental agency if waste has been rejected after it was accepted onto a treatment / disposal facility.
4. It will be loaded back onto haulier.
5. If this is not possible the waste will be quarantined and environment dept informed.
6. If waste has to be stored on site, a suitable container will be made available for waste to be stored safely and securely.

7. All waste sent off site will have transfer note non conformity section signed by tip operator. Records of non-conforming waste are kept in site office for 2 years minimum.

5.3: Treatment & Disposal Facilities

For each facility there may be additional requirements and different tolerances for wastes that can be accepted. These are highlighted in the Contract Plans / FPC documents.

5.4: Haulage Service

For each service there may be additional requirements and different tolerances for wastes that can be accepted. These are highlighted in the Contract Plans / JMS.

7.0 Documentation

All master documents / forms / registers listed in DLS-MP-28 are to be kept by the SHEQ department for control and review. Each site / service is required to keep copies of the relevant referenced forms / documents / registers for operational reference. Each site / service must retain copies of all Waste Transfer Notes for a minimum of 2 years (7years for landfills due to tax implications).

All wastes accepted for transportation / treatment / disposal must be recorded in the relevant digital reporting systems listed in the corresponding DLS department documentation by the site / service manager and saved to the DLS server. Where required, it is the responsibility of the service / site manager to report this information to the client upon request.

8.0: Other Documents

- Tata - Sampling and Classification Flow Chart
- Tata - Sampling and Classification of Excavated Material
- J Davis Email - HAA Soils Ground Excavations _ Rubble Testing Protocol
- HAA Soils Ground Excavations _ Rubble Testing Protocol