 <b>MBG</b> Mekatek Business Group	<b>DOCUMENT NO</b>		SOP 105 v4
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## Quality Management System

### SOP 105 - Preassessment of waste material - All group sites.

<b>Procedure</b>	
Pre-assessment of Waste Material	
<b>Scope</b>	
Applies to PRE-ASSESSMENT TEAM	
Associated Risk Assessment	Associated MS Forms
N/a	MS001B, MS001C
<b>Safety Requirements</b>	
<p>This document has been produced in accordance with the facility permits, Sector Guidance S5.06 and 'How to Comply with Your Environmental Permit' to ensure regulatory compliance is achieved at all times by carrying out a thorough pre-assessment of all waste materials as appropriate to the nature of the waste and the processes involved.</p> <p><b><u>Site Permit Reference</u></b></p> <p><b><u>Carmarthen</u></b>  YP3937SH (Installation Permit)  BP3098FC (Waste Permit)</p> <p><b><u>Rhymney</u></b>  AB3698ZE (Waste Permit)</p>	

<b>Method</b>	
1	<p>In accordance with 2.1.1 of SGN S5.06 2.1.1 for all new enquiries the following information is obtained in writing at the enquiry stage:</p> <ul style="list-style-type: none"> <li>➤ The type of process producing the waste (industry type)</li> <li>➤ The specific process from which the waste derives</li> <li>➤ The quantity of waste</li> <li>➤ The chemical analysis of the waste (as applicable)</li> <li>➤ The form the waste takes (solid, liquid, sludge etc)</li> <li>➤ Hazards associated with the waste</li> <li>➤ Sample storage and preservation techniques (as applicable)</li> </ul>
2	<p>Waste materials which are acceptable on the Group sites are identified by the EWC code list of permitted waste detailed on the appropriate Schedule of each individual permit. The schedule list is as below, an overview is included at the end of the procedure:</p> <p><b><u>Carmarthen</u></b>  YP3937SH (Installation Permit) - Schedule 3  BP3098FC (Waste Permit) – Schedule 2</p> <p><b><u>Rhymney</u></b>  AB3698ZE - Schedule 2</p> <p>For the purpose of carrying out a thorough pre-assessment of waste material, waste types have been broken down into a tier system. The level of pre-assessment required for each tier is proportional to the risk the material carries and the processes involved in the storage and treatment of the waste. This tier system also applies to the level of technical knowledge which the person carrying out the pre-assessment must have.</p>

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Waste Tier	Tier 1 Wastes (Waste Material which are being assessed for acceptance by an Installation process at the Carmarthen Facility - YP3937SH or BP3098FC indirectly and ADR designated waste for the Rhymney facility)	Tier 2 Wastes (Waste Material which are being assessed for treatment operations with minimal environmental impact)	Tier 3 Wastes (Waste Materials which are being assessed for operations which require no technical input of the processes but must be subject to assessment to ensure the correct details are provided – i.e. valid premises registration code, correct EWC code, correct SIC code)
<b>Example of waste types</b>	<ul style="list-style-type: none"> <li>➤ Biological Waste acceptable at the Carmarthen Facility for Treatment via the Biological Treatment Plant or High Strength Biodegradable Effluent Area. N.B. Wastes accepted under BP3098FC which are likely to produce arisings which are ultimately treated via the installation permit must be given consideration under tier 1 wastes</li> <li>➤ Waste acceptable at the Carmarthen Facility for treatment via the Oil Treatment Facilities.</li> <li>➤ Waste acceptable at the Carmarthen Facility for Treatment or transfer via the packaged waste Transfer Station</li> <li>➤ Nominally Empty Containers containing hazardous materials.</li> <li>➤ ADR designated wastes (except CA Site Paint) for Carmarthen or Rhymney</li> </ul>	<ul style="list-style-type: none"> <li>➤ Batteries for sorting</li> <li>➤ Re-sale materials subject to market changes e.g. swarfs, metals, plastic, cables etc.</li> <li>➤ Combustible Wastes</li> </ul>	<ul style="list-style-type: none"> <li>➤ Materials which do not fall into Tier 1 or Tier 2 categories.</li> </ul>
<b>Authorised persons to carryout pre-assessment and authorise for acceptance.</b>	<ul style="list-style-type: none"> <li>➤ Chemists</li> <li>➤ COTC Holder</li> </ul>	<ul style="list-style-type: none"> <li>➤ Tier 1 authorised persons.</li> <li>➤ Site and Production Managers</li> </ul>	<ul style="list-style-type: none"> <li>➤ Tier 1 and 2 authorised persons.</li> <li>➤ Trained technical Sales.</li> <li>➤ Trained administration staff.</li> </ul>

TABLE 1

3	<p>The pre-assessment form is sent to bookings by the customer. The bookings co-ordinator is trained to identify if the waste material is classified as a tier 1, 2 or 3 waste material. Before passing the pre-assessment form over to the responsible person the booking co-ordinator carries out the following basic checks:</p> <ul style="list-style-type: none"> <li>• The customer to be invoiced section is completed.</li> <li>• The waste producer (if different) is completed.</li> <li>• A valid premises registration code has been completed (c/w expiry date) where applicable.</li> <li>• A valid SIC code conforming to the 2007 code list is present.</li> <li>• A valid unitary authority is present.</li> </ul> <p>If any of the information is missing the information is to be obtained from the customer before the form is passed for assessment.</p> <p>Note: The customer may be the producer of the waste, a broker or haulier or an internal customer (sales team or other group site).</p>
4	<p>The person carrying out the pre-assessment must initially check that the waste material is suitable for acceptance at the Group site which the assessment is being carried out for. This is performed by checking the following at the initial stage:</p> <ul style="list-style-type: none"> <li>• Does the EWC code appear on the list of acceptable wastes as detailed on the appropriate schedule or table within the site permit?</li> <li>• Does the waste description match the EWC code?</li> <li>• Does the composition of the waste material match the description and EWC Code?</li> </ul>

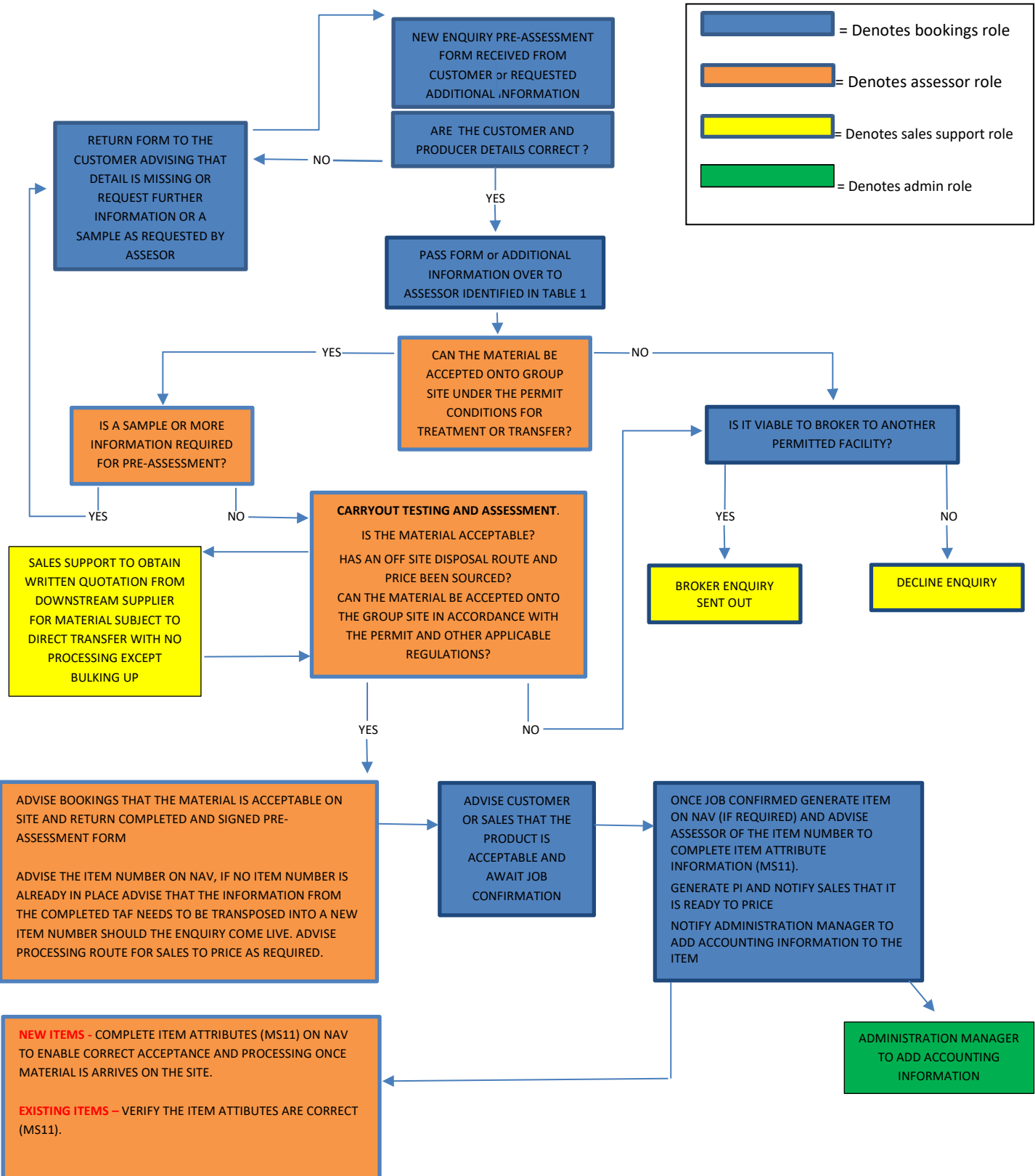
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	<ul style="list-style-type: none"> <li>Are the Hazardous Property codes suitable for acceptance for treatment or transfer?</li> <li>Are any odours declared which may need consideration if the material is accepted (Carmarthen site only as Rhymney is not permitted to accept odorous materials).</li> </ul> <p>If it is identified at this stage that the waste material is not suitable for acceptance at the Group site which the pre-assessment is being carried out, therefore the request for further information is not applicable the bookings co-ordinator is informed and only one of the following options is available.</p> <ul style="list-style-type: none"> <li>Decline the enquiry</li> <li>Send the enquiry out for brokering to another treatment or transfer facility</li> </ul>
5	<p>If the initial indication identify that the material has the potential to be accepted for treatment or transfer the assessor identifies if additional information is required which has not already been provided – MSDS or a sample of the material for example. NOTE the use of information from MSDS is to provide an indication of the waste composition and may not be relied upon to provide detailed information regarding the waste material – samples, analysis or further information from the producer may still be required.</p> <p>The request for additional information is channelled through the sales coordinator to liaise with the customer.</p>
6	<p>Once all required information is received the assessor must decide if the material can be accepted in accordance with the sampling and acceptance strategy for each site.</p>
7	<p>If it is identified at this stage that the waste material is not suitable for acceptance at the Group site which the pre-assessment is being carried out, therefore the request for further information is not applicable the bookings co-ordinator is informed and only one of the following options is available.</p> <ul style="list-style-type: none"> <li>Decline the enquiry with the customer</li> <li>Send the enquiry out for brokering to another treatment or transfer facility</li> </ul>
8	<p>Material which is subject to direct transfer must have the onward treatment / disposal route priced before the item can be accepted. If it is identified that there is no onward treatment / disposal route in place for an item which is being assessed the request is sent to Sales Support to obtain costings from downstream suppliers. The information which is provided on the MBG TAF can be copied onto the pre-assessment document for the downstream supplier as this is verified at this stage.</p>
9	<p>If it is identified that the material is suitable for acceptance at the Group site which the pre-assessment is being carried out the following must be completed to end the pre-assessment process.</p> <ul style="list-style-type: none"> <li>➤ Advise bookings co-ordinator that the material is acceptable on site and return completed and signed pre-assessment form for uploading to NAV – Technical Assessments</li> <li>➤ Complete item attributes (MS11) on NAV to enable correct acceptance and processing once material arrives on site (this can only be done on completion of new item being generated.</li> <li>➤ If the waste product is new or the process differs the MS29 information is obtained for costing purposes.</li> </ul>
10	<p>The simplified flow diagram on the following page provides a diagrammatic illustration of the pre-acceptance process.</p>

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**SOP 105 - Preassessment of waste material - All group sites.****GROUP SITE PERMITTED OPERATIONS AND HAZARDOUS PROPERTIES (OVERVIEW PLEASE REFER TO PERMITS AND MANAGEMENT SYSTEM FOR DETAIL)****CARMARTHEN – YP3937SH (Installation Permit)**

- Waste Materials subject to any of the activities as specified in Schedule 1 – Operations may be accepted onto site for transfer or treatment.
- In accordance with Table 3.1A the following Hazardous Properties ONLY may be exhibited by the waste material –
  - HP2 – Oxidising
  - HP3 – Flammable
  - HP4 – Irritant
  - HP5 – Harmful (*Specific Target Organ Toxicity/Aspiration Toxicity*)
  - HP6 – Toxic (*Acute Toxicity*)
  - HP7 – Carcinogenic
  - HP8 – Corrosive
  - HP9 – Infectious
  - HP12 – Substances and preparations which release toxic or very toxic gases in contact with water, air or an acid (*Produces toxic gases in contact with water, air or acid*)
  - HP15 – Substances and preparations capable by any means, after disposal, of yielding another substance, e.g. a leachate, which possesses and of the characteristics listed above (*expressed as H13 in the permit*)
  - HP14 – Ecotoxic

**CARMARTHEN – BP3098FC (Waste Permit)**

- Waste Materials subject to any of the activities as specified in Schedule 1, Table S1.1 – Operations may be accepted onto site for transfer or treatment.
- Notwithstanding the waste types set out in schedule 2 (EWC code list) waste having any of the following characteristics shall not be accepted.
  - Consisting solely or mainly of dusts, powders or loose fibres
  - Sludges
  - Odourous or odour producing
  - Hazardous
  - Explosive
  - Highly Flammable
  - Substances which are oxidising which in contact with combustible material may cause
  - Substances which are explosive when mixed with combustible material

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#### RHYMNEY – AB3698ZE (Waste Permit)

- Waste Materials subject to any of the activities as specified in Schedule 1, Table S1.1. Operations may be accepted onto site for transfer or treatment.
- Permitted waste types as per EWC code list, Schedule 2, Table S2.1.

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