

## Overview

The control and acceptance of wastes when they arrive at site is a key process in avoiding potential contribution to system inefficiency through introduction of unsuitable waste streams.

This procedure outlines the onsite controls and considerations that need to be applied when waste materials arrive on site for processing.

## 1. Waste Acceptance

All vehicles delivering waste to site will report to the weighbridge office where it will be weighed and recorded on the necessary weighbridge forms. A check shall be made that the waste type and source has been Pre-Accepted in accordance with procedure SOP-105 Pre-Acceptance.

Where a waste has not been Pre-Accepted the Site Manager shall be contacted and the waste assessed on specification. The decision of whether the waste can be accepted lies with the Site Manager.

Waste will not be accepted on site unless sufficient storage capacity exists and the site is adequately manned to receive the waste.

No odorous wastes will be accepted on the site.

The following details will be recorded for each individual load accepted on site:-

- Date and time of delivery of the load
- Details and description of the vehicle delivering the waste, the driver's name, and the operator of the vehicle; and
- A description of the waste including type and quantity.

Wastes will only be accepted on site that conform to the following EWC Waste Codes detailed in Table 1 overleaf.

There will be an internal tracking system in place for all wastes which will be cross-referenced to the unique reference number which was given to the waste at the pre-acceptance stage. The tracking system will consist of all information generated during pre-acceptance, acceptance, storage and treatment and will be kept up to date on an ongoing basis.

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	Site Manager

Any wastes that do not meet with the above description and requirements should be refused entry to the site in accordance with procedure MK-E03 Waste Rejection.

Rejected wastes shall be recorded in the site diary.

It is the responsibility of the weighbridge personnel to inform the site manager of any wastes that do not or potentially do not meet the above specification.

**Table 1: EWC Codes and Types**

Waste Codes	Description
<b>02</b>	<b>WASTES FROM AGRICULTURE, HORTICULTURE, AQUACULTURE, FORESTRY, HUNTING AND FISHING, FOOD PREPARATION AND PROCESSING</b>
<b>02 01</b>	<b>wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing</b>
02 01 04	waste plastics (except packaging)
02 01 10	waste metal
<b>07</b>	<b>WASTES FROM ORGANIC CHEMICAL PROCESSES</b>
<b>07 02</b>	<b>wastes from the MFSU of plastics, synthetic rubber and man-made fibres</b>
07 02 13	waste plastic
<b>09</b>	<b>WASTES FROM THE PHOTOGRAPHIC INDUSTRY</b>
<b>09 01</b>	<b>wastes from the photographic industry</b>
09 01 07	photographic film and paper containing silver or silver compounds
09 01 10	single-use cameras without batteries
09 01 11*	single-use cameras containing batteries included in 16 06 01, 16 06 02 or 16 06 03
09 01 12	single-use cameras containing batteries other than those mentioned in 09 01 11
<b>12</b>	<b>WASTES FROM SHAPING AND PHYSICAL AND MECHANICAL SURFACE TREATMENT OF METALS AND PLASTICS</b>
<b>12 01</b>	<b>wastes from shaping and physical and mechanical surface treatment of metals and plastics</b>
12 01 01	ferrous metal filings and turnings
12 01 02	ferrous metal dust and particles
12 01 03	non-ferrous metal filings and turnings
12 01 04	non-ferrous metal dust and particles
12 01 05	plastics shavings and turnings
12 01 17	waste blasting material other than those mentioned in 12 01 16
12 01 21	spent grinding bodies and grinding materials other than those mentioned in 12 01 20
<b>15</b>	<b>WASTE PACKAGING; ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED</b>
<b>15 01</b>	<b>packaging (including separately collected municipal packaging waste)</b>
15 01 01	paper and cardboard packaging
15 01 02	plastic packaging
15 01 03	wooden packaging
15 01 04	metallic packaging
15 01 05	composite packaging
15 01 06	mixed packaging
<b>16</b>	<b>WASTES NOT OTHERWISE SPECIFIED IN THE LIST</b>

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16 01	end-of-life vehicles from different means of transport [including off-road machinery] and wastes from dismantling of end-of-life vehicles and vehicle maintenance (except 13,14, 16 06 and 16 08)
16 01 03	end-of-life tyres
16 01 12	brake pads other than those mentioned in 16 01 11
16 01 17	ferrous metal
16 01 18	non-ferrous metal
16 01 19	plastic
16 01 21*	hazardous components other than those mentioned in 16 01 07 to 16 01 11 and 16 01 13 and 16 01 14
16 01 22	components not otherwise specified
16 02	wastes from electrical and electronic equipment
16 02 11*	discarded equipment containing chlorofluorocarbons, HCFC, HFC
16 02 13*	discarded equipment containing hazardous components other than those mentioned in 16 02 09 to 16 02 12
16 02 14	discarded equipment other than those mentioned in 16 02 09 to 16 02 13
16 02 15*	hazardous components removed from removed from discarded equipment
16 02 16	components removed from discarded equipment other than those mentioned in 16 02 15
16 06	batteries and accumulators
16 06 01*	lead batteries
16 06 02*	Ni-Cad batteries
16 06 03*	mercury-containing batteries
16 06 04	alkaline batteries (except 16 06 03)
16 06 05	other batteries and accumulators
17	CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)
17 02	wood, glass and plastic
17 02 03	plastic
17 04	metals (including their alloys)
17 04 01	copper, bronze, brass
17 04 02	aluminium
17 04 03	lead
17 04 04	zinc
17 04 05	iron and steel
17 04 06	tin
17 04 07	mixed metals
17 04 10*	cables containing oil, coal tar and other hazardous substances
17 04 11	cables other than those mentioned in 17 04 10
19	WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION/INDUSTRIAL USE
19 01	incineration or pyrolysis of waste
19 01 11*	bottom ash and slag containing hazardous substances
19 01 12	bottom ash and slag other than those mentioned in 19 01 11
19 10	waste from shredding of metal containing wastes
19 10 01	iron and steel waste

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19 10 02	non-ferrous waste
19 10 03*	fluff-light fraction and dust containing hazardous substances
19 10 04	fluff-light fraction and dust other than those mentioned in 19 10 03
19 10 05*	other fractions containing hazardous substances
19 10 06	other fractions other than those mentioned in 19 10 05
<b>19 12</b>	<b>wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified</b>
19 12 01	paper and cardboard
19 12 02	ferrous metal
19 12 03	non-ferrous metal
19 12 04	plastic and rubber
19 12 11*	other wastes (including mixtures of materials) from mechanical treatment of waste containing hazardous substances
19 12 12	other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 19 12 11
<b>20</b>	<b>MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS</b>
<b>20 01</b>	<b>separately collected fractions (except 15 01)</b>
20 01 01	paper and cardboard
20 01 02	glass
20 01 21*	fluorescent tubes and other mercury-containing waste
20 01 23*	discarded equipment containing chlorofluorocarbons
20 01 33*	batteries and accumulators included in 16 06 01, 16 06 02 or 16 06 03 and unsorted batteries and accumulators containing these batteries
20 01 34	batteries and accumulators other than those mentioned in 20 01 33
20 01 35*	discarded electrical and electronic equipment other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components
20 01 36	discarded electrical and electronic equipment other than those mentioned in 20 01 21, 20 01 23 and 20 01 35
20 01 38	wood other than that mentioned in 20 01 37
20 01 39	plastics
20 01 40	metals
<b>20 03</b>	<b>other municipal wastes</b>
20 03 07	bulky waste
<b>Total</b>	<b>Maximum of 50,000 tonnes per annum</b>

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## 2. Waste Reception

The Weighbridge personnel shall inform the site manager and respective staff of the vehicle arrival.

All vehicles will be directed from the weighbridge to the Reception area of the Building. Drivers are instructed to wait for a Site Operative before discharging the waste.

Mixed waste will be received on site and placed within the waste storage area where it will be manually sorted into categories prior to being placed within the relevant storage bay.

Whilst the waste is being manually sorted, the load will be inspected by site staff for any non-compliant waste and to ensure that the waste meets the contracted specification. The waste will be checked to ensure compliance with the permitted wastes in accordance with the site EPR Permit and as defined above.

Any non-conforming material will be segregated and disposed of in accordance with Procedure MK-E03 Waste Rejection.

Once the delivery is complete vehicles will then be directed to leave the site via the weighbridge, having had their TARE weight recorded.

### 2.1 Load Inspection

As mentioned above, all waste will undergo a visual inspection during offloading. All wastes will be visually inspected to ensure the following:

- Waste meets the EWC Code definition;
- Waste does not contain excessive extraneous materials;
- Wastes do not exhibit malodorous properties;
- Wastes comprise of solid materials and not liquids; and
- Wastes do not consist of mainly dusts, powders or loose fibres.

Any major non-conformance in the load i.e. odorous waste will result in the load being transferred to the sites quarantine area in accordance with Procedure MK-E03 Waste Rejection.

The Site Manager or weighbridge operator will ensure that the waste delivered to the site is accompanied by a written description of the waste which will describe the following:

- The physical and chemical composition of the waste;
- Hazard characteristics and handling procedures;
- Compatibility issues; and

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- Information specifying the original waste producer and process.

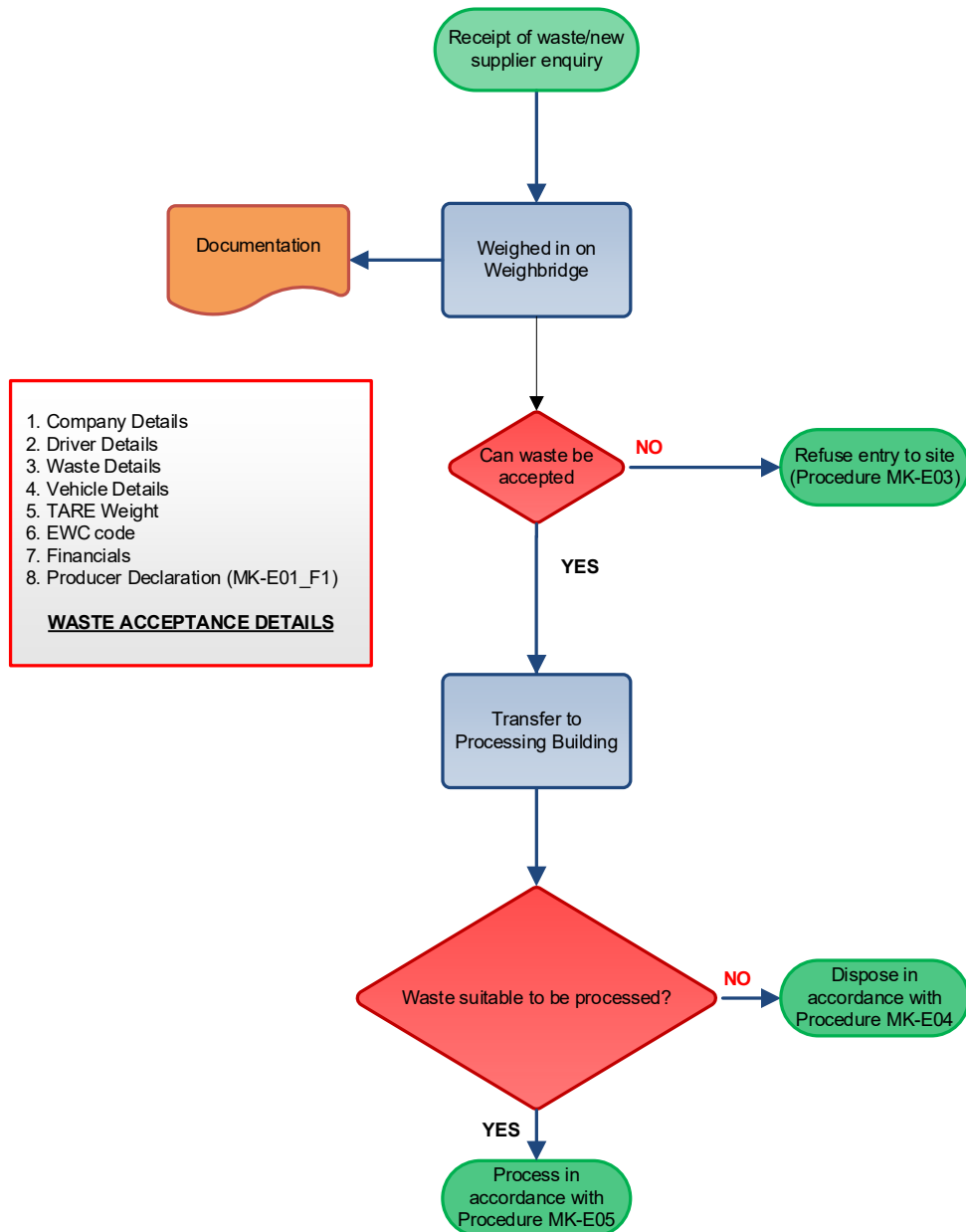
On-site verification and compliance testing will take place in order to confirm:

- The identity of the waste;
- The description of the waste;
- Consistency with the pre-acceptance information and sampling; and
- Compliance with the permit.

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### 3. Process flow chart: MK-E02 Waste Acceptance



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### 4. Training Record

The below signatories have received training and understand all aspects of procedure MK-E02.

Table 4.1: Training				
PRINT EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE	MANAGER INITIALS	UN-CONTROLLED COPY ISSUED (✓)

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	Site Manager

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