

Overview

The inspection of wastes and selecting the appropriate process for their treatment when they arrive at site is a key process in ensuring maximum yields for the processes, whilst minimising the potential contamination issues.

1. Waste Delivery and Inspection

Once waste is accepted on-site, in accordance with MK-E02 – Waste Acceptance, it shall be delivered to the Main Processing Building.

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.

Trained Site Operatives will be responsible for the inspection of all waste deliveries to ensure compliance with Waste Acceptance criteria (MK-E02 – Waste Acceptance).

All waste will be inspected to ensure that any non-conforming material (i.e. odourous waste etc) can either be removed or necessitate rejection of the load.

Rejected loads shall be managed in accordance with procedure MK-E03 – Waste Rejection.

Table 1.1 below details typical wastes accepted on-site and their characteristics.

Table 1.1: Typical Wastes accepted on site		
Nature	Description	Typical reception route
WEEE waste, galss, scrap metal, batteries etc	All waste materials will have been sourced from local industrial, waste management and municipal sources.	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.

Author / Function or Department:	Process Owner / Department: Site Manager

2. Waste Reception and Storage

All waste is stored and segregated to prevent incidents from incompatible substances and to prevent escalation should an incident occur.

In order to ensure that the correct storage areas are used, all unloading of wastes will be supervised by site staff.

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.

The site storage arrangements have been designed in accordance with Natural Resources Wales Fire Prevention Plan Guidance.

A record and updated site waste inventory shall be kept which details the following information for each storage bay.

- Batch code;
- The date of arrival;
- Relevant EWC codes;

The main processing building is on an impervious surface with no drainage system, to prevent any spillage escaping off-site.

The waste storage areas will be regularly inspected in accordance with procedure MK-E08 Infrastructure Management and Monitoring Programme.

No waste will be stored greater than 4m high. Access will be maintained for inspection.

Any uncontrolled spillages or leaks will be recorded in the site diary.

Author / Function or Department:	Process Owner / Department:
	Site Manager

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3. Traceability

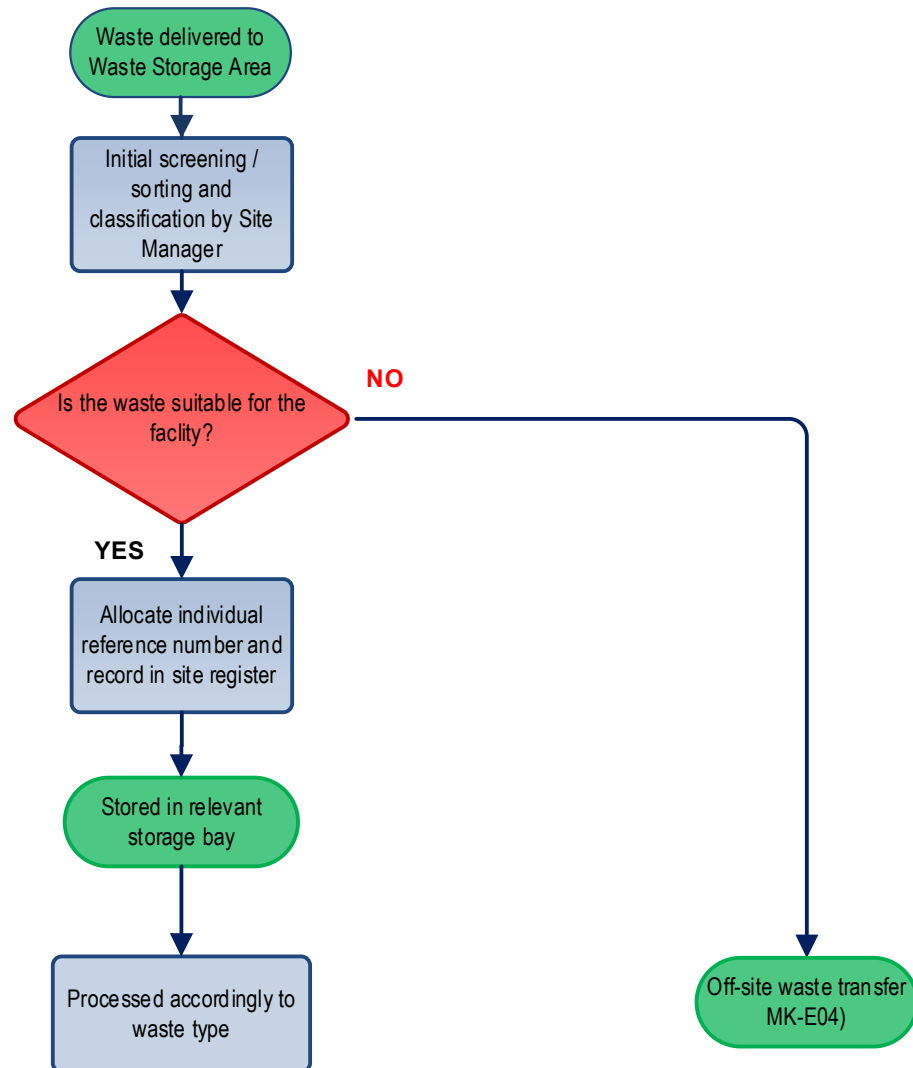
Each waste load will be tracked by the Sequential Number allocated to the load at the booking stage. This can be traced back on the system to the date, time, supplier, driver, weight, number of units etc which make up the consignment notes.

Material arriving at the facility will be processed and the date, time, quantity and supplier of waste material will be recorded.

ANY WASTE THAT IS CONSIDERED TO POSE A RISK TO THE FACILITY WILL NOT BE ACCEPTED ON SITE

Author / Function or Department:	Process Owner / Department: Site Manager

4. Process flow chart: MK-E05 Waste Reception



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Environmental Procedure
Waste Reception and Storage



5. Training Record

The below signatories have received training and understand all aspects of procedure MK-E05.

Table 5.1: Training

PRINT EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE	MANAGER INITIALS	UN-CONTROLLED COPY ISSUED (✓)

Author / Function or Department:	Process Owner / Department:
	Site Manager

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