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**Subject**                    WEEE Waste Acceptance Procedure Sustainable  
Precious Metals (EWP 8.1)

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**Date**                        April 2023

**Version**                    1

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# 1- Amendment Record

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## 2- Purpose

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This procedure specifies the requirements for the acceptance of WEEE waste feedstock deliveries within the Sustainable Precious Metals department as well as the use of the stock management system when allocating and using WEEE waste feedstock as part of the operational process.

## 3- Scope

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This procedure applies to all employees within the Sustainable Precious Metals Department who are responsible for sourcing and handling WEEE waste feedstock as well as those who manage deliveries at The Royal Mint site.

## 4- Definitions

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### 4.1 WEEE

WEEE stands for Waste Electronic and Electrical Equipment which is used as feedstock for the Sustainable Precious Metals process. WEEE waste can be defined as either hazardous or non-hazards depending on the makeup and quantity of the material.

### 4.2 EWC Code

An EWC code is a six-digit code used to identify waste as listed in the European Waste Catalogue. It identifies and classifies waste into categories according to their contents. EWC codes can be hazardous, non-hazardous mirrors of both.

### 4.3 A Waste Transfer Note

A waste transfer note or WTN is an official legal document which must be accompanied with any delivery or despatch of non-hazardous waste. This document must be completed by both the company handing over the waste i.e., the transferor as well as the company receiving it i.e., the transferee. All waste transfer notes must be retained for a minimum of 6 years as highlighted in The Royal Mint's environmental permit.

### 4.4 A Hazardous Waste Consignment Note

A consignment note or a hazardous waste consignment note is a legal document which must be accompanied with any delivery or despatch of hazardous waste. This document must be completed by the company who produced the waste i.e., the waste consignor, the company handing over the waste i.e., the waste carrier as well as the company receiving it i.e., the waste consignee. All waste transfer notes must be retained for a minimum of 6 years as highlighted in The Royal Mint's environmental permit.

### 4.5 Microsoft D365

D365 is an electronic cloud-based business applications platform owned by Microsoft which is used by The Royal Mint to manage business resources to enhance operational efficiency.

## 5- Roles and Responsibilities

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### 5.1 Sustainable Precious Metals Operations

The Sustainable Precious Metals Operations Department shall be responsible for:

- Sourcing WEEE waste feedstock and arranging for delivery in line with the agreed specifications

- Ensuring that there is sufficient space for the storage of WEEE waste feedstock in the Sustainable Precious Metals operational area
- Off-loading of delivery vehicles and transporting WEEE waste feedstock to the designated storage area where required
- Checking the WEEE waste feedstock prior to processing to ensure that it meets the requirements of the order e.g., it does not contain batteries or any other contamination
- Notifying the Sustainable Precious Metals Stock Controller of the stock number and quantity to be transported or processed

## 5.2 Security Department

The Security Department shall be responsible for:

- Checking deliveries upon entry to the Royal Mint site e.g., the presence of prohibited items, the delivery schedule, the presence of a waste transfer note, a hazardous waste consignment note and a delivery note
- Checking despatch vehicles upon exiting the site for any site valuables
- Informing incoming drivers of the site rules and instructing them on where to go during drop-off e.g., the weighbridge
- Informing the Sustainable Precious Metals Stock Controller or appointed nominee that a delivery has arrived at The Royal Mint site

## 5.3 Sustainable Precious Metals Stock Controller

The Sustainable Precious Metals Stock Controller or appointed nominee shall be responsible for:

- Meeting the delivery driver at the weighbridge and ensuring that the delivery vehicle is weighed in and out and a weight ticket is produced
- Checking the WEEE waste feedstock/delivery to ensure that it meets the requirements of the order e.g., it does not contain batteries or any other foreign objects
- Reviewing and completing any documentation for the acceptance or collection of WEEE waste feedstock e.g., the waste transfer note, waste consignment note, and the delivery note
- Rejecting and reporting any WEEE waste feedstock deliveries which do not meet the mandatory requirements
- Supporting with the off-loading of the delivery vehicle and transporting the WEEE waste feedstock to the designated storage area where required
- Populating the WEEE waste feedstock delivery tracker in line with all scheduled deliveries and notifying security of this
- Assigning product codes to WEEE waste feedstock deliveries on the D365 system, and producing a product ticket to be displayed on the feedstock
- Processing production notifications regarding the transportation or processing of WEEE waste feedstock within the D365 system

## 5.4 The Safety, Health & Environment Department

The Safety, Health and Environment Department shall be responsible for:

- Reporting details on the acceptance and despatch of all waste to Natural Resources Wales at the required interval
- Providing advice and guidance on waste management and its legal requirements
- Reporting any incidents or accidents regarding waste to the Natural Resources Wales or the Health and Safety Executive where required

## 6- Procedure

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### 6.1 Process Overview

Once sourced from a customer, all incoming WEEE waste feedstock deliveries should have a pre-booked delivery slot to ensure that the security department is aware of this prior to arrival.

Once arrived, all deliveries must then be checked before entering the site to ensure that there are no safety or security issues.

Thereafter, the Security Department must inform the Sustainable Precious Metals Stock Controller of the arrival of the delivery and direct the driver to the weigh bridge.

Once at the weighbridge, prior to weighing the delivery, the Sustainable Precious Metals Stock Controller must process the delivery documentation by ensuring that:

- The description of the delivery paperwork matches what is present e.g. the quantity, the container type, whether it is hazardous or non-hazardous etc.
- The waste delivered is authorised to be accepted at The Royal Mint site
- The EWC code is correct for the waste type listed in the paperwork description
- The paperwork is completed and signed by all relevant parties:
  - if on a (non-hazardous) waste transfer note: the transferor and the waste transferee
  - If on a (hazardous) waste consignment note: the carrier and the consignee

Once the documentation has been reviewed/completed and the delivery has been weighed with its accompanying weight ticket, the delivery vehicle must then be transported to the Sustainable Precious Metals Department to be offloaded. During off-loading, a visual check must be performed of the delivery to ensure that there are no prohibited items or contamination present (e.g., batteries).

Once off-loaded, the delivery driver must then be escorted back to the weighbridge so that the vehicle can be weighed post-delivery, and the weight ticket be updated prior to the vehicle exiting the site.

Once the delivery has been checked and stored in the Sustainable Precious Metals area, it must then be added to the D365 system as official feedstock and labelled with its corresponding stock ticket. If the stock is to be transported or processed, details of the stock batch number and quantity must be provided to the Sustainable Precious Metals Stock Controller so that it can be updated on the D365 system.

## 6.2 Delivery Documentation

### 6.2.1 The Delivery Note

A delivery note must be accompanied with any delivery of feedstock to the site and should contain the following details:

- The supplier details
- A brief description of the delivery
- The purchase order number
- The hub spot number
- The net weights
- The gross weight
- The number of lots/containers

### 6.2.2 Waste Transfer Notes WTN's

A waste transfer note is a legal document which must be accompanied with each non-hazardous WEEE waste delivery and must contain the following details:

- A description of the waste in words as well as an EWC code
- Details of how the waste is contained or packaged e.g., FIBC bags, boxes etc.
- The quantity of the waste
- The name, address, permit or exemption details of the business transferring the waste as well as their Standard Industry Code SIC code
- The name, address permit or exemption details of the business collecting the waste
- The date of and place where the waste transfer occurred
- The details of any waste broker or dealer who arranged the transfer

Once the waste transfer note has been populated by both the waste transferer and the waste transferee, each party must obtain a copy of this document for their records which must be kept for a minimum of 6 years.

### 6.2.3 Waste Consignments Notes

A waste consignment note is a legal document which must be accompanied with each hazardous WEEE waste delivery and must contain the following details:

- The consignment note code
- The location where the hazardous waste is being removed from
- The premises code
- Where the waste will be taken
- Who the waste producer was
- The description of the waste as well as the EWD code
- The Standards Industry Classification (SIC) code for the process that created the waste

- The waste carriers, the waste consignors and the waste consignee's certificate

Once the waste consignment note has been populated by the waste consignor, waste carrier and the waste consignee each party must obtain a copy of this document for their records which must be kept for a minimum of 6 years.

#### 6.2.4 The Weight Ticket

A weight ticket must be produced for each delivery that arrives to The Royal Mint site. This is to ensure that the feedstock that is supplied correctly corresponds to the quantity of the order that has been placed. To achieve this, all deliveries must be weighed upon arrival to the Royal Mint site via the weighbridge (situated outside the MRB building on the West Road) and again at the same location once unloaded. Once populated, a copy of weight ticket paperwork must be provided to the courier. The original copy must be stored alongside the delivery note and the waste transfer note or waste consignment note within the Sustainable Precious Metals Deliveries folder situated in the MRB Team Leaders Office.

### 6.3 Rejection of WEEE Waste Delivery

All WEEE waste feedstock deliveries must be rejected if they do not meet the essential criteria. Listed below are the circumstances by which deliveries should be rejected:

- The delivery occurs outside of a scheduled delivery slot preventing access to the site
- The delivery has failed initial site entrance checks
- The delivery arrives to the site without any accompanying paperwork which is unable to be sourced via liaison with the consignor/carrier/transferor
- The delivery is incorrectly described on the accompanying paperwork or there is missing information which is unable to be corrected via liaison with the consignor/carrier/transferor
- The EWC code on the waste transfer note or hazardous waste consignment note is not categorised under The Royal Mints EWC approval list
- The delivery contains prohibited items or contamination (e.g., batteries)
- The delivery is packaged or damaged in such a way that it cannot be safely unloaded from the vehicle
- There is an ongoing incident on The Royal Mint site which does not permit acceptance of WEEE waste deliveries

If the delivery has been unable to enter the site due to the rejection, then the producer of delivery must be contacted to determine if alternative arrangements can be made to receive the delivery at a later date.

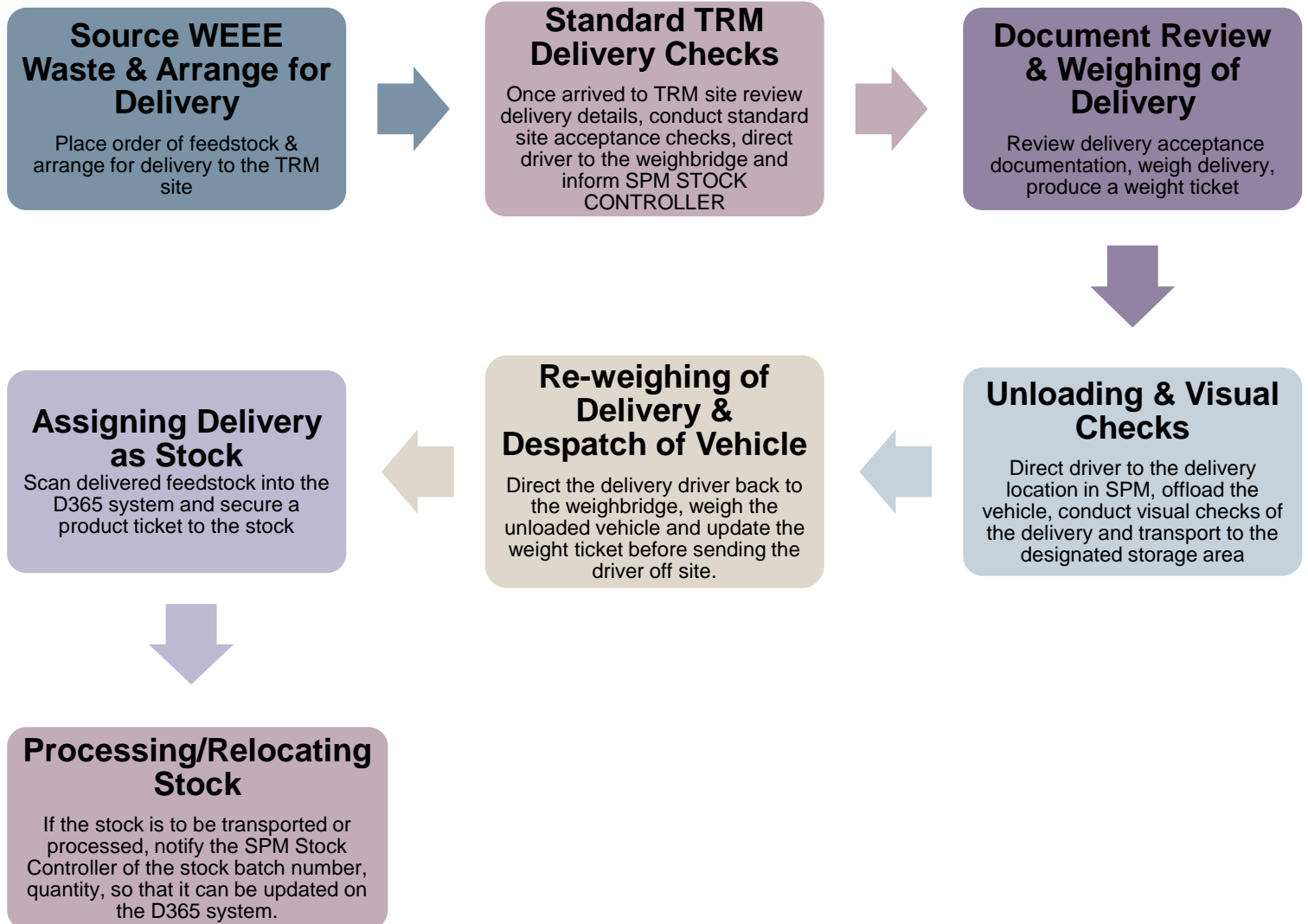
However, if the delivery has entered the site and is rejected, a written explanation for the rejection is required.

If non-hazardous or hazardous and rejected as a result of the delivery being made without a waste consignment note, a Royal Mint waste rejection form must be completed. This must be provided to the SHE department and the waste transferer.

If hazardous and rejected as a result of an incomplete or incorrect consignment note, part E of a waste consignment note must be completed and sent to the SHE department, the waste consignor, producer and the waste carrier.

## 7- Appendices

### 7.1 Process Map



### 7.2 List of Approved EWC Codes

**16 02 15\*** Hazardous components from discarded equipment

**16 02 16** Components removed from discarded equipment other than those mentioned in 16 02 15

**19 12 11\*** Other wastes (including mixtures of materials) from mechanical treatment of waste containing dangerous substances

### 7.3

#### D365 Product Descriptions/Codes

- SPM000001 High Grade PCB Toll Conversion
- SPM000002 High Grade PCB Tel Quel
- SPM000003 High Grade PCB Free of Charge
- SPM000004 Medium Grade PCB Toll Conversion
- SPM000005 Medium Grade PCB Tell Quel
- SPM000006 Medium Grade PCB Free of Charge
- SPM000007 Low Grade PCB Toll Conversion
- SPM000008 Low Grade PCB Tell Quel
- SPM000009 Low Grade PCB Free of Charge
- SPM000010 Mixed Grade PCB Toll Conversion
- SPM000011 Mixed Grade PCB Tell Quel
- SPM000012 Mixed Grade PCB Free of Charge
- SPM000067 High Grade Memory Toll Conversion
- SPM000068 High Grade Memory Tel Quel