

Purpose

To ensure that all waste accepted at Ward Recycling facilities is suitable, safe, and compliant with environmental permits, legal requirements, and internal standards. The procedure prevents acceptance of prohibited, hazardous, radioactive, or contaminated materials and ensures full duty-of-care traceability.

Scope

Applies to all incoming waste streams received at Ward sites, including commercial, household, third-party and hazardous deliveries. Covers pre-acceptance, documentation, inspection, sampling, segregation, rejection, and recordkeeping.

Responsible Personnel

Management is responsible for:

- Ensuring all waste material received is inspected on arrival.
- Ensuring that any nonconforming material is dealt with in accordance with the Non-conformance Procedure
- Ensuring that all relevant staff adhere to Q005 Scrap Metal Purchasing procedure
- Directing all site staff as appropriate
- Undertaking all necessary actions as described in SOP Radiation Detection Procedure if the radiation detector is activated
- Rejecting loads in accordance with EP/243 Waste Rejection Procedure where appropriate.

The Weighbridge Attendant is responsible for:

- Ensuring vehicle drivers provide all the relevant information and the vehicle is correctly located on the weighbridge.
- Undertaking all necessary actions as described in SOP Radiation Detection Procedure if the radiation detector is activated
- Updating Enwis with all the relevant details and documentation.
- Ensuring the vehicle driver has the correct Personal Protective Equipment (PPE) when entering the site and issuing where necessary.
- Instructing the driver where to tip the load.
- Processing all paperwork relating to the waste material, including the Waste Transfer Note (Duty of Care).
- Visually inspecting all waste material, taking all the appropriate photographs using Enwis
- Rejecting loads in accordance with E-PRO-243 Waste Rejection Procedure where appropriate.

The Load Inspector is responsible for:

- Ensuring the vehicle driver tips and loads in the correct location
- Undertaking thorough inspections of loads
- Dealing with non-conforming material in accordance with the Non-conformation Procedure
- Taking photos of the tipped load and any nonconforming material and uploading on Enwis as appropriate.

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- Following the waste rejection procedure (E-PRO-243 Waste Rejection Procedure) in the event of a load that cannot be accepted by site.

The Vehicle Drivers are responsible for:

- Ensuring the vehicle is located correctly on the weighbridge
- Following directions from Load Inspectors/Weighbridge Attendants
- Handing in, signing and collecting any documentation as appropriate.

Radiation Protection Supervisor/Officer (RPS/RPO) are responsible for:

- Responds to alarms, coordinates radiological incidents.
- Liaises with the Radiation Protection Advisor.

Buyers are responsible for:

- Monitoring the amount of nonconforming material received as appropriate.
- Dealing with suppliers of nonconforming material.

Health and Safety Team are Responsible for:

- Develop and oversee safe systems of work for waste acceptance and inspection activities.
- Conduct and update risk assessments for yard operations, manual handling, inspection, and vehicle movements.
- Lead incident investigations related to load acceptance (injuries, near misses, fires, radiation events).
- Ensure PPE standards are appropriate and communicated to all staff and contractors.
- Monitor compliance with H&S legislation, safe loading/unloading practices, and equipment inspections (LOLER/PUWER).
- Support training programs for hazard awareness, manual handling, and emergency response.
- Report trends and improvements to senior management and Safety Committee.

Environment and Sustainability Team are Responsible for:

- Ensure all waste acceptance activities comply with the Environmental Permit and EMS.
- Maintain and update Site Environmental Risk Assessments and Aspects and Impacts Register.
- Oversee pollution prevention, including spill response, drainage integrity, and containment checks.
- Carry out regular environmental inspections (including stockpile limits, and housekeeping).
- Support teams during internal/external audits and Environment Agency visits.
- Investigate environmental incidents or near misses and develop corrective/preventive actions.
- Review and approve environmental training content for operational staff.

Pre- Waste Acceptance

Prior to arranging a collection, the waste producer must supply adequate evidence to verify the classification and provide an accurate description of the waste. This information is required to determine whether the material is suitable for acceptance at Ward facilities. In compliance with the Duty of Care Act and all applicable waste management regulations, customers are required to submit

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comprehensive supporting information for each waste stream, including the European Waste Catalogue (EWC) code, an accurate description of the waste, details of the process from which the waste arises, and all relevant supporting documentation (e.g. WM3 assessment, Safety Data Sheets for COSHH substances, Waste Acceptance Criteria (WAC) testing, etc.).

For requirements relating to mirror EWC code classification and assessment, refer to **E-PRO-200 – Waste Pre-Acceptance, Classification and Assessment Procedure**.

Upon confirmation that the waste is permitted for receipt at a Ward facility, a collection will be arranged by Customer Services or the designated Account Manager. A unique order number will be generated, and all associated details — including transport arrangements and waste descriptions — will be recorded within the Enwis system under the corresponding reference.

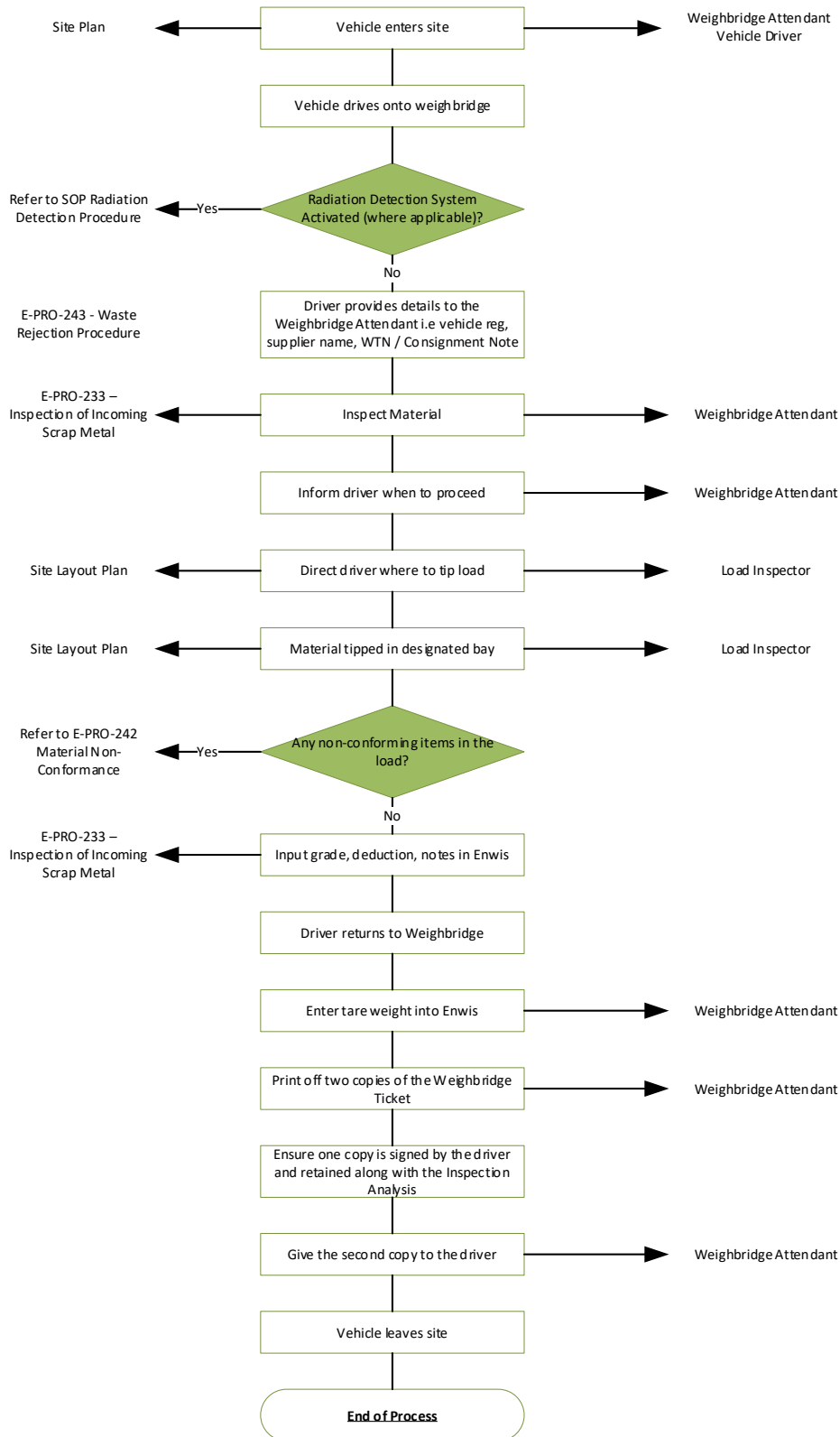
Waste Acceptance

Upon arrival at the site, the weighbridge operator retrieves the quoted data by matching the vehicle registration number and the Enwis reference. For door trade customers, the operator searches the customer’s account details on Enwis to log the collection. The following steps, as outlined in the process flow diagram, are then carried out:

1. **Initial Assessment:** A preliminary inspection of the waste load is conducted via CCTV to confirm that the material corresponds with the details recorded in the system.
2. **Radiation Checks:** When arriving at the weighbridge, all loads pass through the weighbridge radiation detection monitors to detect any radioactive material. In the event of radiation being detected, the Radiation Protection Supervisor is notified and the site local rules procedures are followed and the Radiation Detection SOP.
3. **Weighing:** The gross weight of the vehicle is recorded in Enwis, and the vehicle is directed to a designated tipping area.
4. **Detailed Inspection:** A thorough examination of the waste is performed, including the identification and documentation of waste types within the load, supported by photographic evidence.
5. **Data Logging:** The received weight, waste description, and corresponding List of Waste (LoW) Code are entered into Enwis.
6. **Non-Conformance Management:** Any non-conforming materials are identified, weighed, and photographed for upload to Enwis. The procedure **E-PRO-242 Material Non-Conformance** is followed.
7. **Net Weight Calculation:** The vehicle’s departure from the weighbridge is recorded to determine the net weight.
8. **Documentation:** Copies of the weighbridge tickets are provided to the driver, containing details recorded on Enwis, any non-conforming items, and applicable charges.

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Process Flow



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Acceptance and Storage of ELV's

Deliveries of waste End-of-Life Vehicles (ELVs) are managed through an approved online booking system to ensure compliance with site permit conditions. Customers are required to submit a preferred collection date, which is subsequently reviewed by the designated coordination team. The team liaises directly with the customer to confirm delivery arrangements — either for the vehicle to be delivered to site by the customer or collected by an authorised vehicle transporter. This procedure ensures effective control of vehicle intake, facilitates adherence to waste management regulations, and prevents exceedance of permitted daily throughput and storage limits.

Daily inspections conducted by the Site Manager shall ascertain the number of ELV's currently stored on site. The findings shall be communicated to the administrative team to determine the number of additional vehicles that may be lawfully accepted on that day. In the event that an exceedance of the permitted storage capacity is anticipated, the administrators shall make the necessary arrangements to reschedule incoming deliveries.

Waste Rejection

If waste cannot be accepted on site, the **E-PRO-243 Waste Rejection** procedure is implemented.

Records

All documentation related to waste movements are logged under the designated order number on Enwis and the company's SharePoint server. This includes:

- Inspection records
- Weighbridge tickets
- Waste documentation (waste transfer notes or waste consignment notes)
- Photos of loads
- Evidence of non-conforming items
- Sampling Records
- Other supporting evidence (e.g. comms, notification of non-conforming items etc).

Records are held on file for a minimum of 4 years.

Training and Awareness

All weighbridge operatives are trained and competent to inspect incoming waste and record relevant data and documentation in Enwis and SharePoint. Should there be any changes in legislation, waste classification, or permitted activities, staff will be briefed on any additional measures required.

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References

- E-PRO-242 Material Non-Conformance
- E-PRO-233 Inspection of Incoming Scrap Metal
- E-PRO-243 Waste Rejection
- SOP Radiation Detection Procedure
- Site Plans
- Site Fire Prevention Plans (FPP)
- Environmental Permits
- Site Environmental Management Systems (EMS)

Legislation/Regulatory Guidance

- Duty of Care Act 1991
- Environmental Permitting Regulations 2016
- Environmental Protection Act 1990
- Hazardous Waste Regulations
- Health and Safety at Work Act 1974
- POPs, WEEE, ELV, Batteries Regulations
- The Ionising Radiations Regulations 2017 (IRR17)
- Waste Regulations 2011
- WM3 Guidance (List of Waste codes, waste classification)

LIST OF FORMS

- Waste Transfer Note
- Self-Billing Agreement Form

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