



**BioConstruct NewEnergy Ltd**

**Flintshire AD Plant  
Weighbridge Road  
Flintshire  
CH5 2LL**

**DOCUMENT TITLE: Feedstock Acceptance Procedure**

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## 1.0 Objective

To define the methods and principles that shall be adopted in order to ensure that only approved feed materials that comply with the relevant specifications are accepted onto site and fed into the AD plant.

## 2.0 Scope

This procedure relates to all materials arriving onto site with the intention of being fed into the Flintshire AD plant.

## 3.0 Responsibilities

The **Company Director** is responsible for signing off the **Approved Feedstock List** and associated specifications as presented by the **Owner or Owner's Representative**. The **Owner or Owner's Representative** is responsible for ensuring that the feedstock specifications and delivery requirements for the plant are understood by the feedstock suppliers and haulage companies. The **Operations Manager** is responsible for ensuring that this procedure is followed at all times.

## 4.0 Process

### 4.1 New Delivery Vehicle Arrives and Driver Reports to Reception

**4.1.1** The delivery driver parks up onsite and makes way to Reception. A trained employee will review the **Delivery Note** and **Waste Transfer Note**, confirming the details of the delivery with the **Driver**. If any of these documents are missing or fail to comply with requirements, or if the material description and EWC Code combination does not appear on the **Environmental Permit**, or the material does not qualify as Cat 3 complaint in respect to the **Declaration of Supply** the **Feedstock Rejection Procedure** must be followed. Good examples of **Waste Transfer Notes** and **Delivery Notes** can be found in Appendix 1 of this procedure.

**4.1.2** Confirm that the **Driver** has received **Site Induction** training within the past 12 months and is familiar with the **Transport Management Plan** by checking the **Driver Training Record** file located in Reception. Deliver the necessary training if required before permitting the **Driver** to return to his vehicle and access the site. Also confirm that the **Driver** has the required PPE for access to the site.

**4.1.3** Before allowing the vehicle to enter the Reception Area, confirm it is not contaminated or excessively dirty. If the vehicle is not clean

enough to enter the site, follow the **Feedstock Rejection Procedure** and escort the vehicle off site.

- 4.1.4 The vehicle and feedstock details are added to the weighbridge system so that the issuing of weighbridge tickets can be automatically entered into the system by the control program.
- 4.1.5 Direct the **Driver** to weighbridge for Feedstock deliveries.
- 4.1.6 **Driver** is directed to appropriate offload area, depending on the type of feedstock delivered there are 2 areas for offloading, Reception Hall 1 is liquid and high solids/wet material, Reception Hall 2 is for Solid Storage (dry feeds).
- 4.1.7 A **Banksman** is available to assist the **Driver** to reverse on to the site and access both Reception Halls.
- 4.1.8 Operator/Banksman opens the Reception Hall doors when vehicle is ready to enter the building and closes them immediately once vehicle is safely inside.
- 4.1.9 For new drivers, once in the hall check details from the waste transfer notes against the weighbridge terminal data.

#### 4.2 **Conduct Quality Checks and Take Samples**

- 4.2.1 Confirm with the **Driver** how best to obtain a representative sample from the load. Ensure all of the equipment is available at the discharge point before instructing the driver to connect to the correct valve or for high solids/wet material and dry feed material where to tip.
- 4.2.2 If required, follow the **Feedstock Sampling Procedure** to obtain a sample from the delivery. Hold it in a secure location until the delivery has been completed.
- 4.2.3 If possible, carry out an inspection of the material or sample to ensure the feed material looks and smells as it should.

*A sample is required to be referenced against the early pre- acceptance sample that has undergoing biological analysis by the **owner** to allow for contractual agreement of this feedstock.*

If there are any concerns relating to the quality of the material, including foreign bodies in solid materials, stop immediately and inform the **Site Manager**. Do not allow any further material to be offloaded. Follow the **Feedstock Rejection Procedure**.

#### 4.3 **Discharge Feed Materials**

##### 4.3.1 **Liquids**

Instruct the **Driver** to connect his vehicle to the appropriate pre storage tank or pit. If 3<sup>rd</sup> party pipework is being used for the delivery, conduct a visual check of the integrity and cleanliness of the pipes to

be used. Confirm that all connections and seals are secure before commencing to discharge.

- 4.3.2 Instruct the **Driver** to open his vent valve and discharge valve, operator opens plant valves and selects which Storage Tank to offload into, then start the offload pump. Monitor the process closely, paying particular attention to possible leaks or spillages, flowrates and tank levels, throughout the process. Also monitor the pressure the load is placing on the pump and alter the flow rate to reduce the pressure accordingly.
- 4.3.3 Once the entire load has been successfully discharged, reverse the connection process. Ensure that no leaks are evident from the vehicle or reception tank, and that no solid materials have been spilled. Should a spillage occur, follow the **Spillage Response Procedure** as soon as it is practicable and inform the **Site Manager**. Confirm that all valves, pipes and couplings are clean and returned to their correct storage location.
- 4.3.4 **Solids**
- 4.3.5 Instruct the Driver to reverse into the appropriate tipping area specific to the feedstock being transported – **Solid feeder or Depak area**. By doing so it prevents any cross contamination of materials that would impede the processing of this material.
- 4.3.6 It is a requirement that after the offloading process the vehicle must be cleaned of any material. Follow the **Vehicle Cleaning Procedure** before directing the vehicle, if required, back the weighbridge.
- 4.3.7 Allow vehicles to leave Reception Hall by opening the fast acting door, ensure this is closed immediately after the vehicle has left the area.
- 4.3.8 Confirm the completion of the **Weighbridge Operations Work Instruction** before allowing the vehicle to leave the Site.

#### 4.4 **Completion of Documentation**

- 4.4.1 Ensure that all of the required information is recorded accurately on the **Waste Transfer Note**, and that the information has been logged on the site Weighbridge system as required.
- 4.4.2 Sign the **Waste Transfer Note** and **Delivery Note** before allowing the **Driver** and vehicle to make way to weighbridge 2 for final weight,

follow vehicle to collect weighbridge ticket and copies of the necessary documentation.

#### **4.5 Delivery Vehicle Leaves Site**

**4.5.1** Witness the vehicle leaving site.

**4.5.2** When cleaning at the discharge point, inform the **Operator** to prevent any other vehicles accessing that point until the required cleaning has been carried out.

**4.5.3** Ensure any samples taken during the delivery are collected from the discharge location, clearly labeled, and stored in the correct location as per the ***Feedstock Sampling Procedure***.

#### **5.0 Records**

All records relating to waste transfers are required to be retained for a period of six years.

#### **6.0 Associated Documents**

***Approved Feedstock List***

***Declaration of Supply***

***Delivery Note***

***Waste Transfer Note***

***Feedstock Rejection Procedure***

***Site Induction***

***Traffic Management Plan***

***Weighbridge Operations Work Instruction***

***Feedstock Sampling Procedure***

***Spillage Response Procedure***

***Vehicle Cleaning Procedure***

***Driver Training Record***