

WASTE ACCEPTANCE PROCEDURE

General

This procedure details the steps to be taken to ensure compliance with the waste permit. The procedure follows the steps to be taken from waste enquiries (pre acceptance), to waste acceptance on site and on to unloading for treatment.

Key Responsibilities

The site manager has overall responsibility for the operation and running of the site. The acceptance of waste follows several stages and the staff involved at each stage will have responsibility to carry out the operating procedure. Any problems encountered will need to be referred to the site manager or their designated foreman.

Supporting Documents

- Permitted Waste Types List
- Environmental Permit
- SOP No2
- Duty of Care A Code of Practice
- WM3 Technical Guidance.

Waste Characterisation – Pre acceptance checks

Waste may be brought to the site by our own vehicles or may be brought by third parties.

No waste will be accepted at the site unless it has been pre-booked in by the site manager or office staff. At the enquiry stage details will be required to establish if the waste will be compliant with the requirements of the Permit. The customer should be asked for details of all wastes that they propose to have collected or that they wish to deliver to the site.

It is the waste producer's responsibility to correctly classify their waste and they should provide us with evidence of this assessment. We also have a responsibility and are bound by the permit and the Duty of Care, to ensure that the waste received has been accurately described and can be accepted.

For general waste skips from domestic premises the site staff taking the enquiry will go through a check list with the potential customer (see pre acceptance check list) to ascertain what the customer will be using the skip

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for. The customer will also be informed of common items which cannot be put in the skip.

Only those waste listed in the table 1 (below) are the permitted waste types and so are authorised for acceptance at the site. After discussion with the customer if the waste can be accepted then the skip booking can be made.

For enquiries from construction and demolition type sites, the Construction and Demolition Pre Acceptance checklist will be used. Only those waste listed in the table 1 (below) are the permitted waste types and so are authorised for acceptance at the site. **In addition, the following must be assessed.**

If the proposal is that soils will be included in the waste to be accepted, waste soil has a 'mirror entry' with two possible EWC codes:

- 17 05 03* soil and stones containing hazardous substances
- 17 05 04 soil and stones other than those mentioned in 17 05 03*

To determine which EWC code applies, producers must make an assessment as to whether any hazardous substances are present in the soil, their concentration and whether or not this is above the threshold to make it hazardous waste. The code 17 05 04 cannot be assigned to a waste soil until this assessment has been undertaken.

Therefore, if the proposal is that soils will be included in the waste to be accepted then the producer will be asked for an assessment which confirms :

- that the soil is not hazardous waste
- the nature of the process producing the waste, including the variability of this process
- the composition of the waste (chemicals present and individual concentrations) . This may need to involve sampling and analysis of the waste. The producer may have this information in the form of documents such as Site Investigation reports.
- It's handling requirements
- EWC code

Before it can be approved at pre-acceptance waste soil must be classified as being either hazardous or non-hazardous using the classification assessment and analysis described in WM3 Technical Guidance. The waste producer must be asked for this assessment document.

A common error is that WAC tests are used to determine if a soil is hazardous or non hazardous. The WAC test cannot be used as a hazardous waste assessment. The WAC test does not identify whether a waste is hazardous or non-hazardous.

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Any analytical suite used by the producer must be based on the hazardous substances that might be present in the waste. As well as using a lab's standard suites where appropriate, it is important to supplement the basic analysis and add tests for other substances where the assessment of the site's history or the process that created the waste has indicated the presence of one or more substances that are not in a lab's standard test suite(s). This may be supported by any site investigation report available.

If the soil is from a greenfield site and the source is either known by local knowledge to be greenfield or this is supported by the producer by documentation (such as a Site Investigation Report) then it is particularly important as part of this assessment to identify if the waste soil may contain any Persistent Organic Pollutants (POPs). POPs are commonly found on former farm land due to historical use of pesticides and/or herbicides. If the concentration of POPs is over a certain limit, as detailed in WM3, the waste soil will be classified as hazardous.

Verification of the written information provided by the producer may be required, and this may require a visit to the producer's site, as additional factors may become apparent when dealing with staff directly involved in the waste production. This is a matter for management to determine whether such a visit is appropriate based upon the information provided by the producer and commercial drivers regarding whether the enquiry is of interest to the company.

If not dealing directly with the waste producer, the site staff will carefully verify the information received at the pre-acceptance stage.

As the circumstances of waste production may vary, sound professional judgement is required in ensuring the relevant questions are asked. The manager should ensure that technical appraisal is carried out by suitably qualified and experienced member of staff who understand the capabilities of the site. If the pre acceptance assessment is complex the manager may determine that outside and suitably qualified consultancy assistance should be obtained. This may be used on a case by case basis.

Due to the nature of the business and the types of waste accepted by the site a precautionary approach will be adopted during pre acceptance assessment. It is unlikely that the management will wish to take samples of the waste themselves. If this was deemed necessary, it is likely that the waste would be refused. If, however, the management wished to undertake sampling then suitably qualified consultancy assistance would be obtained to determine the scope of sampling and analysis.

NOTE : If the waste is classified as hazardous it must be refused at the pre acceptance stage.

If the waste is classified as non- hazardous then the pre acceptance checks can move on to the next stage.

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Once assessed as non hazardous, the non hazardous soils would still need to be assessed for any contamination and an assessment made of the levels of any contamination. This assessment will be based upon the information provided by the producer and, probably, already provided as detailed above. If not then further information must be sought from the producer. If the materials show acceptable levels of contamination which are lower than established guideline limits for relevant determinands (based upon history and use of site) then the material can be deemed suitable for acceptance at the site. Currently guideline limits will be in accordance with Generic Assessment Criteria – S4ULs. This assessment will be undertaken by a suitably competent and qualified person.

For the same waste, from the same site which has the potential to be variable in nature and is to be accepted in large quantities, the information must be regularly reviewed and kept up to date with any changes to the waste stream. In these circumstances confirmatory sampling and testing will be required of the producer. This will be confirmed to the customer at pre-acceptance approval.

The business customers must be asked to sign and return the Pre Acceptance Declaration form (No SOP 1 Form 1). Once returned take the booking for the waste.

All information must be recorded and referenced to the waste stream so that it is available. This information will be kept for at least 6 years.

Waste documentation at arrival for pre-approved wastes

The waste documentation checks at arrival ensure that the documentation for every load is checked and ensure that the waste carrier is a registered carrier or exempt from the provisions. The documentation checks also ensure that the waste delivered is as per the pre acceptance approval and so is permitted under the permit. The waste is also inspected and any non compliant loads are rejected.

Loads from third parties will need to undergo the following checks :

1) Registration of Carriers Check

Unless the person/ company delivering the waste is known by the weighbridge staff to be a registered carrier of waste, or exempt from the need to register, evidence must be provided by way of a certificate of registration or proof of exemption. If the driver fails to do so the load must be refused and the driver requested to return or to seek advice from the local NRW Office. A list of established carriers is maintained on site, which includes the expiry date for the registration and when a new carrier can prove they are registered then they will be added to the list.

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Proof will be determined by seeing a valid registration certificate or by checking on the NRW online public register or by contacting the local NRW office.

If it is found that the haulier is not a registered carrier then the vehicle will be turned away and a record kept of the vehicle registration number and driver/company name if known on the load rejection form.

2) Waste Transfer Note – All Loads

All waste carriers should be in possession of either :

- A waste transfer note specific to the load of waste being carried, in which case a copy must be attached to the conveyance note issued to the driver, or
- A season ticket relating to a particular waste category from the same producer, in which case, after careful checking, a record of the details must be made on the conveyance note.

A transfer note or season ticket will be provided by us if they do not have one.

Note: there is a requirement to use the European Waste Catalogue (EWC) codes when describing the waste. This should be checked again against the EWC list of permitted wastes.

3) Waste Reception

For each load of waste arriving at the site the following checks must be made

- Check the details on the waste transfer note (waste type (EWC Code), description, quantity, carrier and any waste characterisation information)
- Check vehicle load is sheeted on arrival and if not make a note and inform the driver that all loads arriving on site must be sheeted.
- Visual Inspection of the load where possible to check that the load matches the description on the transfer note and that it is allowed under the permit (see table 1 below).
- Clarify any details with the driver if necessary

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- The following details will be recorded for each load

1. Date
2. Time
3. Site Name
4. Site Permit Number
5. Haulier
6. Drivers Name
7. Vehicle Registration
8. Tonnage
9. Origin of the Waste
10. Transfer note copy kept

4) Wastes considered to by Not Permitted by the Waste Permit

Advise the driver to find an alternative site, or the waste producer should be contacted for clarification.

If the waste is then accepted the driver must be notified that if the waste when tipped is found to be unacceptable it will be reloaded and a handling charge made.

Hot loads are not permitted and any loads deemed to be hot will be rejected.

Waste which are infested with vermin (eg flies or rats) will be rejected.

Wastes consisting of substances with significant offensive odour shall be rejected.

For any rejected loads, the Load Rejection Record must be completed

5) If satisfied that the Waste Is Permitted

Following the checks detailed above the vehicle is weighed and directed to the appropriate reception area for tipping (see tables 1 & 2 below).

Only those waste listed in the table 1 of the permitted waste types are authorised for acceptance at the site. Table 2 wastes are all contained in Table 1 but do not have to be treated on sealed drainage and can therefore be directed to the appropriate area on the hardstanding, following the actions below.

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Table 1 Permitted Waste types – All waste types permitted by the permit

Table 1. waste types and quantities	
Maximum quantities	
the total quantity of waste accepted at the site shall be less than 75,000 tonnes a year.	
Exclusions	
wastes having any of the following characteristics shall not be accepted:	
<ul style="list-style-type: none"> consisting solely or mainly of dusts, powders or loose fibres wastes that are in a form which is either sludge or liquid 	
Waste code	Description
01	WASTES RESULTING FROM EXPLORATION, MINING, QUARRYING, AND PHYSICAL AND CHEMICAL TREATMENT OF MINERALS
01 01	wastes from mineral excavation
01 01 01	wastes from mineral metalliferous excavation
01 01 02	wastes from mineral non-metalliferous excavation
01 04	wastes from physical and chemical processing of non-metalliferous minerals
01 04 08	waste gravel and crushed rocks other than those mentioned in 01 04 07
01 04 09	waste sand and clays
01 04 13	wastes from stone cutting and sawing other than those mentioned in 01 04 07
02	WASTES FROM AGRICULTURE, HORTICULTURE, AQUACULTURE, FORESTRY, HUNTING AND FISHING, FOOD PREPARATION AND PROCESSING
02 01	wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing
02 01 03	plant-tissue waste
02 01 04	waste plastics (except packaging)
02 01 07	wastes from forestry
02 01 10	waste metal
02 03	wastes from fruit, vegetables, cereals, edible oils, cocoa, coffee, tea and tobacco preparation and processing; conserve production; yeast and yeast extract production, molasses preparation and fermentation
02 03 04	materials unsuitable for consumption or processing
02 05	wastes from the dairy products industry
02 05 01	materials unsuitable for consumption or processing
02 06	wastes from the baking and confectionery industry
02 06 01	materials unsuitable for consumption or processing
02 07	wastes from the production of alcoholic and non-alcoholic beverages (except coffee, tea and cocoa)
02 07 01	wastes from washing, cleaning and mechanical reduction of raw materials
02 07 02	wastes from spirits distillation
02 07 04	materials unsuitable for consumption or processing
03	WASTES FROM WOOD PROCESSING AND THE PRODUCTION OF PANELS AND FURNITURE, PULP, PAPER AND CARDBOARD
03 01	wastes from wood processing and the production of panels and furniture
03 01 01	waste bark and cork

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03 01 05	sawdust, shavings, cuttings, wood, particle board and veneer other than those mentioned in 03 01 04
03 03	wastes from pulp, paper and cardboard production and processing
03 03 01	waste bark and wood
04	WASTES FROM THE LEATHER, FUR AND TEXTILE INDUSTRIES
04 02	wastes from the textile industry
04 02 21	wastes from unprocessed textile fibres
04 02 22	wastes from processed textile fibres
07	WASTES FROM ORGANIC CHEMICAL PROCESSES
07 02	wastes from the mfsu of plastics, synthetic rubber and man-made fibres
07 02 13	waste plastic
09	WASTES FROM THE PHOTOGRAPHIC INDUSTRY
09 01	wastes from the photographic industry
09 01 10	single-use cameras without batteries
09 01 12	single-use cameras containing batteries other than those mentioned in 09 01 11
10	WASTES FROM THERMAL PROCESSES
10 03	wastes from aluminium thermal metallurgy
10 03 02	anode scraps
10 04	wastes from lead thermal metallurgy
10 04 10	wastes from cooling-water treatment other than those mentioned in 10 04 09
10 09	wastes from casting of ferrous pieces
10 09 03	furnace slag
10 09 06	casting cores and moulds which have not undergone pouring other than those mentioned in 10 09 05
10 09 08	casting cores and moulds which have undergone pouring other than those mentioned in 10 09 07
10 09 16	waste crack-indicating agent other than those mentioned in 10 09 15
10 10	wastes from casting of non-ferrous pieces
10 10 06	casting cores and moulds which have not undergone pouring, other than those mentioned in 10 10 05
10 10 08	casting cores and moulds which have undergone pouring, other than those mentioned in 10 10 07
10 10 16	waste crack-indicating agent other than those mentioned in 10 10 15
10 11	wastes from manufacture of glass and glass products
10 11 03	waste glass-based fibrous materials
10 11 10	waste preparation mixture before thermal processing, other than those mentioned in 10 11 09
10 11 12	waste glass other than those mentioned in 10 11 11
10 12	wastes from manufacture of ceramic goods, bricks, tiles and construction products
10 12 01	waste preparation mixture before thermal processing
10 12 05	sludges and filter cakes from gas treatment (consisting of filter cakes only)
10 12 06	discarded moulds
10 12 08	waste ceramics, bricks, tiles and construction products (after thermal processing)
10 13	wastes from manufacture of cement, lime and plaster and articles and products made from them
10 13 01	waste preparation mixture before thermal processing
10 13 04	wastes from calcination and hydration of lime
10 13 07	sludges and filter cakes from gas treatment (consisting of filter cakes only)
10 13 10	wastes from asbestos-cement manufacture other than those mentioned in 10 13 09
10 13 11	wastes from cement-based composite materials other than those mentioned in 10 13 09 and 10 13 10
10 13 13	solid wastes from gas treatment other than those mentioned in 10 13 12
10 13 14	waste concrete and concrete sludge (consisting of waste concrete only)

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11	WASTES FROM CHEMICAL SURFACE TREATMENT AND COATING OF METALS AND
Table 2.2. waste types and quantities	
	OTHER MATERIALS; NON-FERROUS HYDRO METALLURGY
11 05	wastes from hot galvanising processes
11 05 01	hard zinc
11 05 02	zinc ash
12	WASTES FROM SHAPING AND PHYSICAL AND MECHANICAL SURFACE TREATMENT OF METALS AND PLASTICS
12 01	wastes from shaping and physical and mechanical surface treatment of metals and plastics
12 01 01	ferrous metal filings and turnings
12 01 03	non-ferrous metal filings and turnings
12 01 05	plastics shavings and turnings
12 01 13	welding wastes
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
15	WASTE PACKAGING; ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED
15 01	packaging (including separately collected municipal packaging waste)
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
15 01 07	glass packaging
15 01 09	textile packaging
15 02	absorbents, filter materials, wiping cloths and protective clothing
15 02 03	absorbents, filter materials, wiping cloths and protective clothing other than those mentioned in 15 02 02
16	WASTES NOT OTHERWISE SPECIFIED IN THE LIST
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 02	wastes from electrical and electronic equipment
16 02 14	discarded equipment other than those mentioned in 16 02 09 to 16 02 13
16 02 16	components removed from discarded equipment other than those mentioned in 16 02 15
16 03	off-specification batches and unused products
16 03 04	inorganic wastes other than those mentioned in 16 03 03
16 03 06	organic wastes other than those mentioned in 16 03 05
16 06	batteries and accumulators
16 06 04	alkaline batteries (except 16 06 03)
16 06 05	other batteries and accumulators
16 11	waste linings and refractories
16 11 02	carbon-based linings and refractories from metallurgical processes others than those mentioned in 16 11 01
16 11 04	other linings and refractories from metallurgical processes other than those mentioned in 16 11 03
16 11 06	linings and refractories from non-metallurgical processes others than those mentioned in 16 11 05
17	CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)

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17 01	concrete, bricks, tiles and ceramics
17 01 01	concrete
17 01 02	bricks
17 01 03	tiles and ceramics
17 01 07	mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06
17 02	wood, glass and plastic
17 02 01	wood
17 02 02	glass
17 02 03	plastic
17 03	bituminous mixtures, coal tar and tarred products
17 03 02	bituminous mixtures other than those mentioned in 17 03 01
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 11	cables other than those mentioned in 17 04 10
17 05	soil (including excavated soil from contaminated sites), stones and dredging spoil
17 05 04	soil and stones other than those mentioned in 17 05 03
17 05 08	track ballast other than those mentioned in 17 05 07
17 06	insulation materials and asbestos-containing construction materials
17 06 04	insulation materials other than those mentioned in 17 06 01 and 17 06 03
17 08	gypsum-based construction material
17 08 02	gypsum-based construction materials other than those mentioned in 17 08 01
17 09	other construction and demolition wastes
17 09 04	mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03
19	WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION/INDUSTRIAL USE
19 01	wastes from incineration or pyrolysis of waste
19 01 02	ferrous materials removed from bottom ash
19 01 12	bottom ash and slag other than those mentioned in 19 01 11
19 01 18	pyrolysis wastes other than those mentioned in 19 01 17
19 01 19	sands from fluidised beds
19 02	wastes from physico/chemical treatments of waste (including dechromatation, decyanidation, neutralisation)
19 02 03	premixed wastes composed only of non-hazardous wastes
19 02 10	combustible wastes other than those mentioned in 19 02 08 and 19 02 09
19 04	vitrified waste and wastes from vitrification
19 04 01	vitrified waste
19 05	wastes from aerobic treatment of solid wastes
19 05 01	non-composted fraction of municipal and similar wastes
19 05 02	non-composted fraction of animal and vegetable waste
19 05 03	off-specification compost
19 12	wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified
19 12 01	paper and cardboard
19 12 02	ferrous metal

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19 12 03	non-ferrous metal
19 12 04	plastic and rubber
19 12 05	glass
19 12 07	wood other than that mentioned in 19 12 06
19 12 08	textiles
19 12 09	minerals (for example sand, stones)
19 13	wastes from soil and groundwater remediation
19 13 02	solid wastes from soil remediation other than those mentioned in 19 13 01
20	MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS
20 01	separately collected fractions (except 15 01)
20 01 01	paper and cardboard
20 01 02	glass
20 01 08	biodegradable kitchen and canteen waste
20 01 10	clothes
20 01 11	textiles
20 01 34	batteries and accumulators other than those mentioned in 20 01 33
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
20 01 41	wastes from chimney sweeping
20 02	garden and park wastes (including cemetery waste)
20 02 01	biodegradable waste
20 02 02	soil and stones
20 03	other municipal wastes
20 03 01	mixed municipal waste
20 03 02	waste from markets
20 03 03	street-cleaning residues
20 03 07	bulky waste

Only those waste listed in the table 1 of the permitted waste types are authorised for acceptance at the site. Table 2 wastes are all contained in Table 1 but do not have to be treated on sealed drainage and can therefore be directed to the appropriate area on the hardstanding, following the actions below.

Table 2 Waste Types which do not have to be stored or processed on Sealed Drainage. All other wastes to be deposited within transfer building.

Table 2. waste types and quantities	
Waste code	Description
01	WASTES RESULTING FROM EXPLORATION, MINING, QUARRYING, AND PHYSICAL AND CHEMICAL TREATMENT OF MINERALS
01 01	wastes from mineral excavation
01 01 01	wastes from mineral metalliferous excavation
01 01 02	wastes from mineral non-metalliferous excavation
01 04	wastes from physical and chemical processing of non-metalliferous minerals

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01 04 08	waste gravel and crushed rocks other than those mentioned in 01 04 07
01 04 09	waste sand and clays
01 04 13	wastes from stone cutting and sawing other than those mentioned in 01 04 07
02	WASTES FROM AGRICULTURE, HORTICULTURE, AQUACULTURE, FORESTRY, HUNTING AND FISHING, FOOD PREPARATION AND PROCESSING
10	WASTES FROM THERMAL PROCESSES
10 11	wastes from manufacture of glass and glass products
10 11 12	waste glass other than those mentioned in 10 11 11
10 12	wastes from manufacture of ceramic goods, bricks, tiles and construction products
10 12 08	waste ceramics, bricks, tiles and construction products (after thermal processing)
10 13	wastes from manufacture of cement, lime and plaster and articles and products made from them
10 13 14	waste concrete and concrete sludge (consisting of waste concrete only)
15	WASTE PACKAGING; ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED
15 01	packaging (including separately collected municipal packaging waste)
15 01 07	glass packaging
17	CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)
17 01	concrete, bricks, tiles and ceramics
17 01 01	concrete
17 01 02	bricks
17 01 03	tiles and ceramics
17 01 07	mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06
17 02	wood, glass and plastic
17 02 02	glass
17 03	bituminous mixtures, coal tar and tarred products
17 03 02	bituminous mixtures other than those mentioned in 17 03 01
17 05	soil (including excavated soil from contaminated sites), stones and dredging spoil
17 05 04	soil and stones other than those mentioned in 17 05 03
17 05 08	track ballast other than those mentioned in 17 05 07
19	WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION/INDUSTRIAL USE
19 12	wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified
19 12 05	glass
19 12 09	minerals (for example sand, stones)
20	MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS
20 02	garden and park wastes (including cemetery waste)
20 02 02	soil and stones

Construction and Demolition Waste Pre-acceptance/booking in checklist

- Pre- booking check sheet for skips, C&D, industrial and commercial wastes :
- Is it domestic or commercial – if commercial discuss need for Waste Transfer Note and confirm waste codes and descriptions and any special handling requirements, if the waste is odorous or dusty
- What is going in the skip – advise if not acceptable
- For commercial, industrial and C&D waste discuss :
 - the type of process producing the waste
 - the specific process from which the waste derives
 - the quantity of waste;
 - chemical analysis of the waste (individual constituents and as a minimum their percentage compositions). Site Investigation reports may be of assist here.
 - the form the waste takes (solid, liquid, sludge etc)
 - hazards associated with the waste
 - sample storage and preservation techniques if applicable
 - ask for any proposed periodic sampling and testing

Pre acceptance declaration sheet

By signing this form you are confirming that all pre acceptance information you have provided is correct and truthful, as far as you are aware.

In addition you are confirming that the waste Williams Plant Hire Ltd is to accept is :

- **Not Hazardous**
- **There is no asbestos present**
- **No hydrocarbon odours**
- **No excessive offensive odours**
- **Not infested with vermin**
- **Contains no invasive plant species – such as Himalayan Balsam or Japanese Knotweed**
- **Will not be sent as a HOT Load**

If any of these are found once the waste is accepted at the site, you are confirming that you will pay the cost of removal.

Signed by client

On behalf of

Date

TIPPING OF WASTE

PURPOSE

The site operations must be operated at all times in accordance with the conditions of the waste permit. The waste deposit procedures are in two parts. The first part is an pre acceptance approval and inspection of wastes upon arrival and documentation completion as described in SOP No 01. The inspection at the acceptance stage is to ensure that the waste delivered and stored is as expected when the waste is booked in by the site operative. If the waste does not conform to the description the procedure deals with reloading and rejection of the load.

Key Responsibilities

The site manager has overall responsibility for the operation and running of the site. The deposit of waste follows several stages and the staff involved at each stage will have responsibility to carry out the operating procedure. Any problems encountered will need to be referred to the site manager or his designated foreman.

1) Waste Deposit – Operational Procedure

- Waste allowed under table 2 of SOP 1 can be tipped on the hardstanding area for inert wastes.
- All wastes other than those in table 2 shall be tipped into the appropriate bay within the building for recovery and sorting.
- For non mixed loads which will be sent off for specialist processing these will be stored in separate skips prior to removal off site either in the building or on hardstanding dependent on whether or not the waste type is listed in table 2.
- No tipping is permitted without a ticket from the weighbridge.
- The site staff shall visually inspection of the load, and for odour undertake an olfactory assessment (eg for hydrocarbons), before and during tipping looking for any substances or articles which do not comply with the conditions of the Environmental Permit.
- Malodourous waste would be loaded for removal off site within 24 hours

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- If as a result of any inspection (routine or periodic) a discrepancy is found then one of the following actions may be taken :
 - i) The material is not as described but falls within the permitted wastes for the site the waste shall be accepted but a note made on the recording sheet and the haulier informed, or
 - ii) The material is not permitted within the terms of the Environmental Permit the site staff will, where practical re load the waste onto the delivery vehicle and send it off site or take advice from the local NRW Office.
- Once material has been tipped and the haulier has left if any non compliant wastes are found during sorting or processing they shall be removed and isolated in the quarantine area prior to removal to a suitably permitted site. A note shall be made in the site diary. The haulier will be contacted and a charge made.

Hot or Smouldering Wastes Discovered on Tipping shall be moved out of the waste processing hall onto the quarantine area. If there is a risk of a fire spreading the Fire and Rescue Service shall be called on 999 and until they arrive, if safe to do so, the fire shall be fought with on site equipment. This shall be recorded on QA/05

For Waste Likely to be Dust Producing

- If necessary the material should be damped down using a bowser containing water. Dust suppression misting systems may also be deployed.

Appropriate PPE must be worn when waste is handled and may include protective gloves, safety boots, hard hats and overalls.