

	Standard Operating Procedure	Reference	SOP 02
		Inception date	May 2012
	Waste Acceptance at Transfer Stations	Version	9
		Last Reviewed	Sept 2017
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		Approved by	BPG

## **1.0 Purpose**

To ensure that all waste arriving on site is correctly identified, that it conforms to the Pre-Acceptance Technical Assessment and to verify the arrangements in place for compliant storage, processing and onward transfer of the waste.

## **2.0 Responsibilities**

It is the responsibility of the site management to ensure that all waste arriving on their site has been assessed in accordance with this procedure.

It is the responsibility of the Chemist to assess all waste arriving on site in accordance with this procedure.

## **3.0 Health & Safety**

The following PPE must be worn when handling waste: -

- Safety Glasses (BS EN 166 1.F)
- Protective footwear (EN 345)
- PVC gloves (EN 388 and 374 Complex Design) or equivalent
- Kevlar Inners (EN 388) or integral inner
- Hard Hat (EN 397)
- High-visibility jackets /vest (EN 471 class 2)
- Overalls with long sleeves

Additional PPE must be worn as instructed by your supervisor or as indicated in your safe system of work. Divisional PPE matrix and GNHW 16 are in place to assist with selection of PPE.

## **4.0 Procedure**

### **General**

Waste can only be accepted at the site if the pre-acceptance procedure (SOP 01) has been followed.

Waste can only be brought onto site on days set by the chemist or by the location manager, on confirmation with the chemist that storage capacity is available and the COMAH threshold would not be exceeded.

Waste can only be accepted when there is a minimum of 2 members of staff on site one of which must be a chemist (minimum HNC qualified) and one of which must be able to drive a fork lift truck.

Waste can only be accepted if an approved disposal route has been identified.

Wastes are only to be accepted by a Chemist.

## **Waste Offloading Procedure**

In order to comply fully with this procedure, all waste delivered to the transfer station shall be off-loaded into the reception area (as marked on the site storage plan) in such a way that all containers, pallets etc are physically removed from the vehicle and placed into the reception area to allow a full and complete inspection by the site chemist. So as to prevent wastes that are being unloaded from being placed in the same immediate area as wastes that are being sampled/inspected, a 2m gap or physical demarcation (tape or barrier) shall separate the deliveries. It is not acceptable for waste (either full or part load) to remain on the vehicle for immediate transfer to a final disposal facility. Pallets containing boxes shrink-wrapped together must be broken down and inspected to ensure all materials are identified.

The chemist shall check that all relevant documentation is valid i.e. consignment note, controlled waste transfer note and contains information identifying hazardous characteristics, composition, etc. and that quantities match those documented. Issues or discrepancies must be resolved and a non-conformance report (QF659/028) completed prior to the load being accepted.

The chemist shall visually inspect the waste and its packaging to ensure as far as possible that it is safe to offload.

If it appears safe to offload and there is adequate space in the reception area, the chemist shall direct the operative to offload the waste with due care using forklift trucks or other suitable mechanical means. Smaller containers should be either transferred to a pallet for unloading or manually unloaded having first ensured that there is safe access to the vehicle bed and sufficient safe working space on the bed itself. Caution should be employed when working at height.

If the load is not safe to unload, the chemist shall notify the location manager and/or site SHEQ coach for further instructions. The chemist must ensure that both have subsequently been notified and a non-conformance report in accordance with SOP 04 has been raised.

## **Waste Acceptance**

**No waste other than laboratory smalls, air or water reactive and asbestos shall be accepted or processed at the installation without sampling, checking and testing being carried out. Reliance upon written information supplied is not acceptable, physical verification and analytical confirmation will be required. Any containers found to be leaking, damaged or corroded should be re-drummed/over drummed immediately. All containers must have well fitting lids and all closures in place.**

Each and every container greater than 5 litres in size should be opened using a spark resistant drum key (where required), this may be done by an operative under direction of the Chemist and a

representative sample obtained. All closures are replaced and secured immediately after any sampling operation.

The Chemist carries out a series of checks to ensure that the waste delivered conforms to the pre-acceptance characterisation as detailed on the transport documentation and enquiry system. These checks are a confirmatory inspection, and include but are not restricted or limited to appearance, odour and pH. Analysis of composite samples is acceptable for multiple containers of the same waste stream. Where appropriate, and safe to do so, samples are taken and additional analysis carried out by an appropriate laboratory.

The weight of the incoming waste is recorded. This weight is to be ascertained by either weighing individual containers or from a list of generic weights determined separately or from volumetric measurements linked to densities. A generic weights matrix is to be maintained by the site chemist.

All information is logged on the Incoming Waste Verification spreadsheet. This would include but is not restricted to the value of the pH, physical state, confirmation of and justification for the sampling regime i.e. core sample, homogeneous liquid, and where safe, an assessment and description of odour. If no odour present, this should be recorded. If additional analysis is required a sample is taken and submitted to a laboratory for analysis.

Samples are returned to the original container once analysis is complete or disposed of appropriately.

The container labelling is checked to ensure its presence and that the information relating to the waste description, chemical identity, associated hazards and other carriage notation is correct. In addition the container is checked to ensure that no extraneous (obsolete, historical, irrelevant) labelling or markings are present. If found they are removed or obscured. Where necessary the chemist will re-label the container with the most appropriate information for storage and waste compatibility.

Each drum is individually and clearly identified with the following information:

- An identification label linked to the enquiry.
- A unique tracking code which is derived from a code identifying the customer, a 4-digit number detailing the date of receipt and a container number.
- The number or description of the bay in which the container is stored.
- Whether the waste is accepted under the Waste Management Licence or the PPC Permit.

The Chemist identifies the most appropriate storage bay, based upon chemical composition and with due regard to compatibility with other materials stored in the bay. This is in accordance with HSE guidance note HSG71 (HSG51).

The tracking code and storage bay identification are logged onto the Incoming Waste Verification spreadsheet.

The Chemist directs the operative to transfer the container to the designated storage bay. The bay log sheets are updated daily.

If the waste does not match the description on the documentation or the waste falls outside of the Permit or there is insufficient space on site, the location manager shall be contacted. A non-conformance report will then be completed (QF659/028). The customer should be notified of the non-

conformance/rejection and the reports maintained on site for review by the Agency. In instances of repeated breaches, the Agency should be informed as soon as practicable.

If the non-conformance is due to incompatibility, then the wastes will be segregated immediately to remove any hazard. Once segregation is complete the non-conformance report will be compiled as above.

The site COMAH aggregate values are updated maintaining a value below 0.75 of the appropriate threshold limit. Management approval must be sought if this value is to be exceeded. This information must be updated on the site tracking system.

### **Storage of Waste in the Reception Area**

The reception area is not to be used as a storage area. Immediately after verification all containers are to be transferred to their appropriate storage bays or process area.

If for any reason the waste cannot be verified immediately upon arrival i.e. arrived on site too late, as a minimum any potentially incompatible materials i.e. oxidisers and flammables, water reactives must be removed from the reception area and placed in their appropriate storage bays. No potentially incompatible wastes are to be left in the reception area overnight.

### **Laboratory Smalls Acceptance**

Laboratory Smalls will only be accepted on site if packed by a Biffa / Hazpack Chemist, or by a third party who has packed the laboratory smalls in accordance with our procedure.

On arrival the containers of laboratory smalls will be opened and checked for any signs of damage.

Where laboratory smalls are accepted and it cannot be verified that they have been packed in accordance with the laboratory smalls packing procedure, they should be unpacked on the day of arrival (where practicable), segregated for compatibility and subsequently repacked.

Receipt of laboratory smalls is covered by a separate procedure – Lab Smalls Working Practice (SOP06).

## **5.0 Records**

The Consignment note or Duty of Care note is signed by the Chemist. All records are to be kept for the lifetime of the site.