

Reference	SOP 13
Inception date	May 2015
Version	2
Last Reviewed	Oct 2016
Author	J Mannheim
Approved by	BPG

1. Aim

To ensure that asbestos waste arriving at the site is handled in such a manner so as to minimise the risk of exposure to all personnel working on the transfer station.

2. General

Asbestos waste can only be brought onto site following confirmation by the location manager or chemist that appropriate storage capacity is available.

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

3. Acceptance

- The FLT will unload the items from the delivery vehicle and place them into the reception area.
- The chemist will check the consignment note to determine the type and form of the asbestos and then ensure that it has been packaged in accordance with guidance note GNCT 18 Management of asbestos containing waste.
- The chemist will visually inspect the packages to ensure that drums, bags and/or wrapping are intact. **Under no circumstances should packages be opened and the waste sampled.**
- The chemist will check the labelling is correct and clearly visible. If necessary the chemist will apply the appropriate labels. Guidance note GNHW 18 details the labelling requirement.
- The asbestos waste is then transferred by FLT to the appropriate storage bay. It should be placed in an area where the packaging will not be degraded by adverse weather or FLT movements within the bay.

Transferring to skip storage

- The FLT will move the packages to the side of the skip.
- The area will be cordoned off to prevent unauthorised access.
- Personnel transferring the waste will enter the working area, remove their hi-vis vest and hard hat, place these outside of the work area and put on disposable overalls with hood Type 5 and disposable respirator EN149 (type FFP3 is suitable).

Note: individuals wearing RPE must be face fit tested and trained in its use. Respirators are not suitable for individuals with beards or respiratory disorders such as asthma.

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- The asbestos waste will be transferred manually into the skip; bags and wrapped items should be placed and not thrown into the skip.
- When the transfer is complete the dust suits, dust masks and gloves will be removed and placed into a plastic 'asbestos' bag which will be taped shut and this bag will then be placed inside a second clear bag which will also be taped shut. This bag will then be placed into the skip.
- The skip will be closed and locked.
- Hi-vis and hard hats will then be replaced and the cordon removed.

5. Damaged packaging/spillage

If packaging is damaged exposing the asbestos waste or a spillage occurs; stop operations, evacuate all personnel from the area and inform site management. The waste must be repackaged and any spillage cleaned.

The following PPE should be worn:

Overalls

- Disposable overalls. Type 5 is suitable. Cotton overalls should not be worn as these hold dust and require laundering. You may need waterproof overalls if it is raining.
- Wear one size too big as this will help to prevent ripping at the seams
- If cuffs are loose seal them with tape
- Wear the overall legs over footwear. Tucking them in lets dust into the footwear
- Wear the hood over the RPE straps

Gloves

- PVC gloves (EN 388 and 374 Complex Design) or equivalent. Ensure gloves have a smooth outer and are without knitted wrists – fibres can become trapped.

Footwear

- Standard site riggor boots should be worn. Never wear lace boots as fibres may become trapped in the laces.

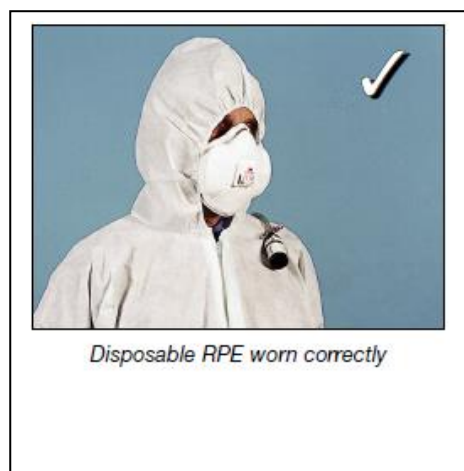
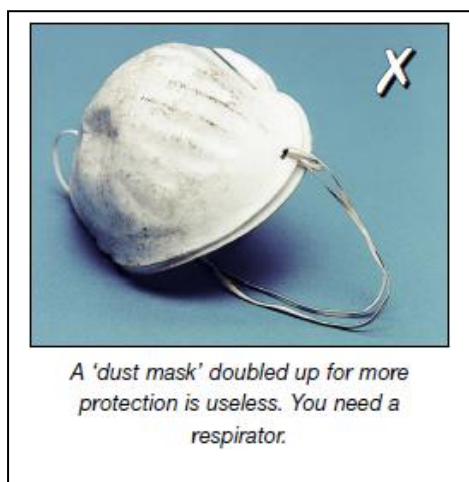
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Respiratory protective equipment (RPE)

- Use suitable RPE with an assigned protection factor of 20 or more
- Disposable respirator EN 149 type FFP3 or EN 1827 type FMP3 are suitable

Note: this equipment is not suitable for personnel with beards or respiratory disorders such as asthma, in those situations air fed equipment is required.

Any individuals wearing RPE must be face fit tested and trained in its use.



All PPE must be disposed of as asbestos waste once the task is complete.

Repacking

- Do not attempt to remove the damaged packaging.
- If the clear outer plastic bag is damaged place the whole package into an additional clear plastic bag. Seal with tape. Ensure that labels are clearly visible, if needed re-label.
- If the inner 'asbestos' bag is damaged place the original package into a new 'asbestos' bag, seal with tape and then place this into a second clear plastic bag. Seal with tape. Ensure labels are clearly visible, if needed re-label.

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- If the wrapping on bonded asbestos is damaged wrap the whole package with strong plastic sheeting (shrink wrap is not adequate) 1000 gauge polythene sheeting is suitable. Seal with tape and re-label as appropriate.

Spillage

- Dampen the exposed asbestos with a fine water spray (garden type sprayer is adequate)
- Double wrap any large pieces or articles of bonded asbestos in heavy gauge polythene sheeting and label appropriately.
- Using a shovel (do not sweep with a brush) collect the damp residues and placed them in a suitably labelled 'asbestos' bag.
- If needed clean the floor area with damp rags and place these into the asbestos bag.
- Clean the equipment with damp rags.
- Put used rags into the asbestos bag and seal with tape. Place this bag inside a clear plastic bag. Seal with tape.
- Wash down the area with water. Waste water contaminated with traces of asbestos can be discharged to the sewage system.
- Clean PPE with damp rags paying particular attention to your boots, place rags into an asbestos bag, peel of disposable overalls (they should end up inside out), place into the bag, remove gloves, place into the bag and finally remove you respirator and place it in the bag. Seal the bag with tape and place the bag into a clear plastic bag. Seal with tape.

Note: There are specific methods to be used when cleaning areas and PPE with rags these can be found in guidance note GNHW 18.

REMEMBER:-

- The main hazard from asbestos is inhalation of the fibres
- Do not attempt any repackaging or cleaning activities if you have not been trained to do so or do not have the appropriate PPE
- If in doubt ask