

	Waste Acceptance and Control	SHE-OP-200
Classification: Internal	Uncontrolled if Printed	Rev: 4.2

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Definitions

Enquiry:	Written or verbal communication expressing a wish to dispose of a waste stream at a Company site.
Difficult Waste:	Wastes which by virtue of either their physical characteristics or their contents, have the potential to lead to nuisance or environmental harm if not handled correctly during tipping, e.g. odorous or dusty wastes, those that have the potential to be contaminated.
Technically Competent Person:	Person trained in Waste Assessment and Compliance Reporting.
Authorised Person	Person authorised for a task by senior management.
Fines	Any material which has been derived from a waste management process which includes an element of mechanical treatment, for which the lower rate of landfill tax has been applied.
Qualifying material	Wastes as defined in the Qualifying Materials order (2011), or schedule 1 of the Landfills Disposal Tax (Wales) Act (2017)
Weighbridge:	Device for measuring the weight of a vehicle using a metal plate set into the road.
Active Tipping Area:	The area of the site in which waste is currently being deposited.
Tip Face:	Waste is placed in layers (or lifts) typically 2m high, with each successive load tipped over the edge of the waste layer being placed. The tip face

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refers to the leading edge of the waste layer being placed that advances forward over previously deposited wastes.

Offensive Hygiene:	Wastes with the EWC code classification 18 01 04 or 20 01 99 which is typically contained in tiger bags (yellow with black stripe), e.g. incontinence and other waste produced from human hygiene; nappies; medical/veterinary items and equipment which do not pose a risk of infection, including gowns and soiled bedding.
Waste Solutions:	Department based at Stafford, responsible for waste assessments and quotations.
LOI	Loss on Ignition test as stipulated by HMRC / WRA
Activ:	Cloud based compliance system

Interfaces

- Environmental Protection Act 1990;
- Environmental Permit;
- IMS Manual;
- Quotation Database;
- Gatehouse Manual;
- Vehicle Log;
- Waste Disposal Quotation SHE-FO-202
- Waste Characterisation Summary Form SHE-FO-203
- Activ compliance system

References

- ISO 45001;
- OHSAS 18001;
- Landfill Directive;
- Council decision 2003/33/EC – Waste Acceptance at Landfills;
- Landfill (England and Wales) (Amendment) Regulations 2004;
- Duty of Care Regulation 1990;
- The Environmental Permitting (England and Wales) Regulations 2016
- BS EN14899:2005, Characterisation of waste, Sampling of waste materials, Framework for the preparation and application of a Sampling Plan;
- CEN/TR 15310-2:2006 – Characterisation of waste, Sampling of waste materials – Part 2: Guidance on sampling techniques;
- WM3 - Interpretation of the definition and classification of hazardous waste;
- Waste sampling and testing for Disposal to Landfill. (EBPRI 11507B) March 2013.
- Landfill Disposals Tax (Wales) Act 2017
- WRA NOTICE – MIXTURES OF MATERIALS CONSISTING ENTIRELY OF FINES

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- Excise Notice LFT1: a general guide to Landfill Tax;
- How to comply with Landfill Permit.

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1.0 Waste Disposal Enquiries

1 Waste Disposal Enquiries

1.1 Objective

To provide a waste disposal quotation efficiently, ensuring the waste is acceptable under the relevant site permit, legislation and Landfill tax is applied at the correct rate.

1.2 Scope

The enquiry procedure defines the necessary steps required to process waste disposal enquiries received from Customers at all Company operations.

1.3 Responsibility

The Waste Solutions Team will be accountable for ensuring the enquiry procedure is followed.

1.4 Procedure

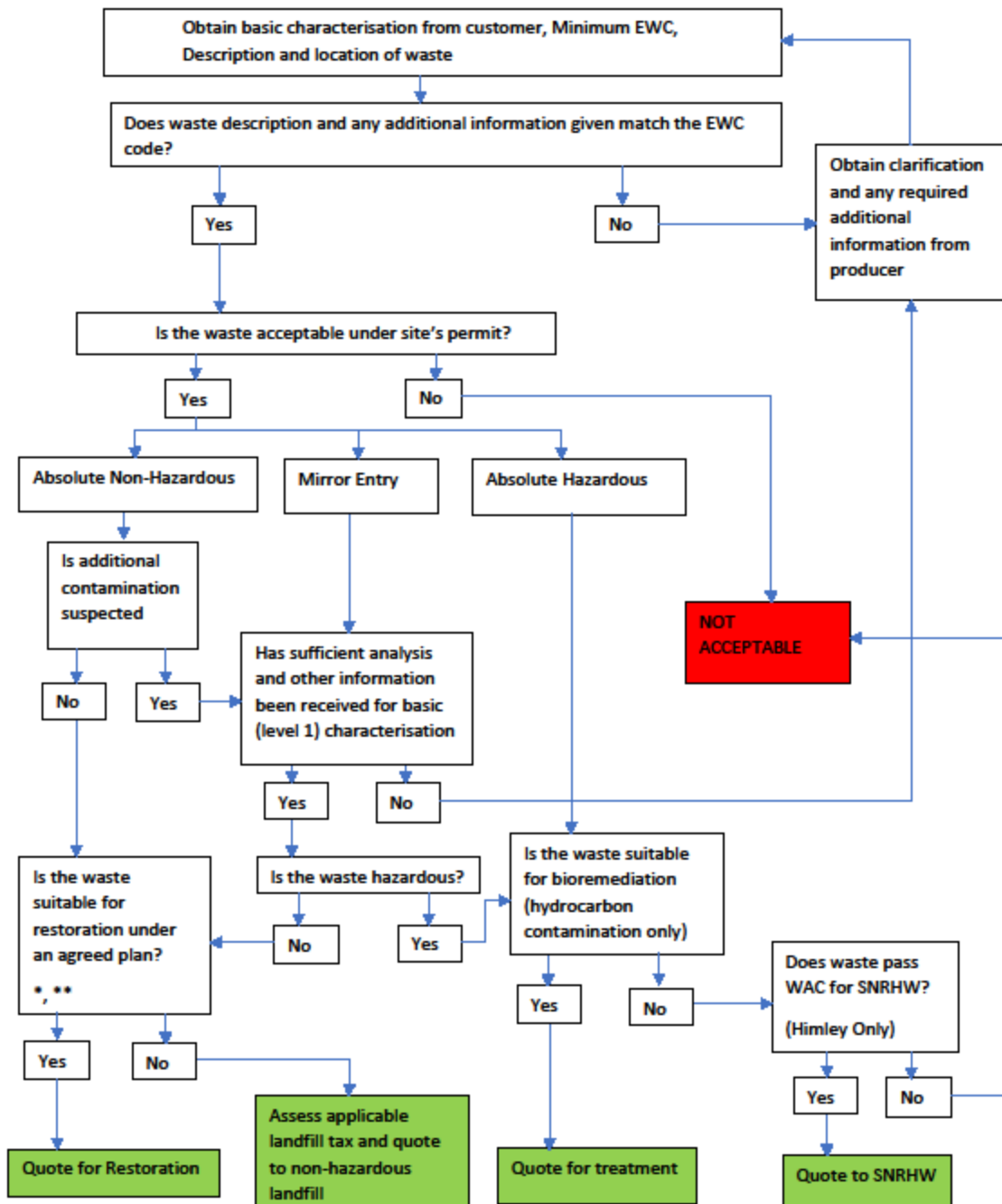
1.4.1 Waste enquiries

- Prior to a quotation being given, the customer will provide, by email, a description of the waste, including EWC code, the producer details and expected quantity.
- If sufficient information has been supplied to form level 1 (basic) characterisation, the waste will be assessed by a suitably qualified waste assessor against WM3 and any other current legislation to determine any hazardous properties and to ensure the waste does not contain any 'banned' items such as gypsum / plasterboard.
- The waste type will then be checked against the site's permit, operational constraints and restoration plan to check acceptability.
- If the waste is non-hazardous, it will be determined if it constitutes a qualifying material in line with the qualifying materials order (2011) or schedule 1 of the Landfill Disposals Tax (Wales) Act 2017 to determine the rate of landfill tax.
- NOTE: For Welsh sites, material suitable for restoration must also be qualifying for landfill tax.
- Mixtures of qualifying materials, ie, subsoils from a transfer station, are NOT acceptable for restoration at Welsh sites.
- 'Fines' which have been processed from biodegradable waste (i.e. general rubbish etc.) are NOT suitable for restoration at any sites
- Any qualifying material which has originated from a waste management facility is subject to HMRC's or WRA's LOI regime for fines. Broadly speaking, fines are defined as 'Any qualifying material, or mixtures of qualifying materials which have undergone an element of mechanical treatment.' Often these will have been given a '19' EWC code at the enquiry stage, however all supplied information needs to be reviewed as the customer may have coded the waste differently. In this instance refer to section 7 – Acceptance of qualifying fines.
- Once all the relevant information has been received, and a disposal route has been identified, then the information will be entered onto the quotes database, along with any special conditions, and issued to the customer.

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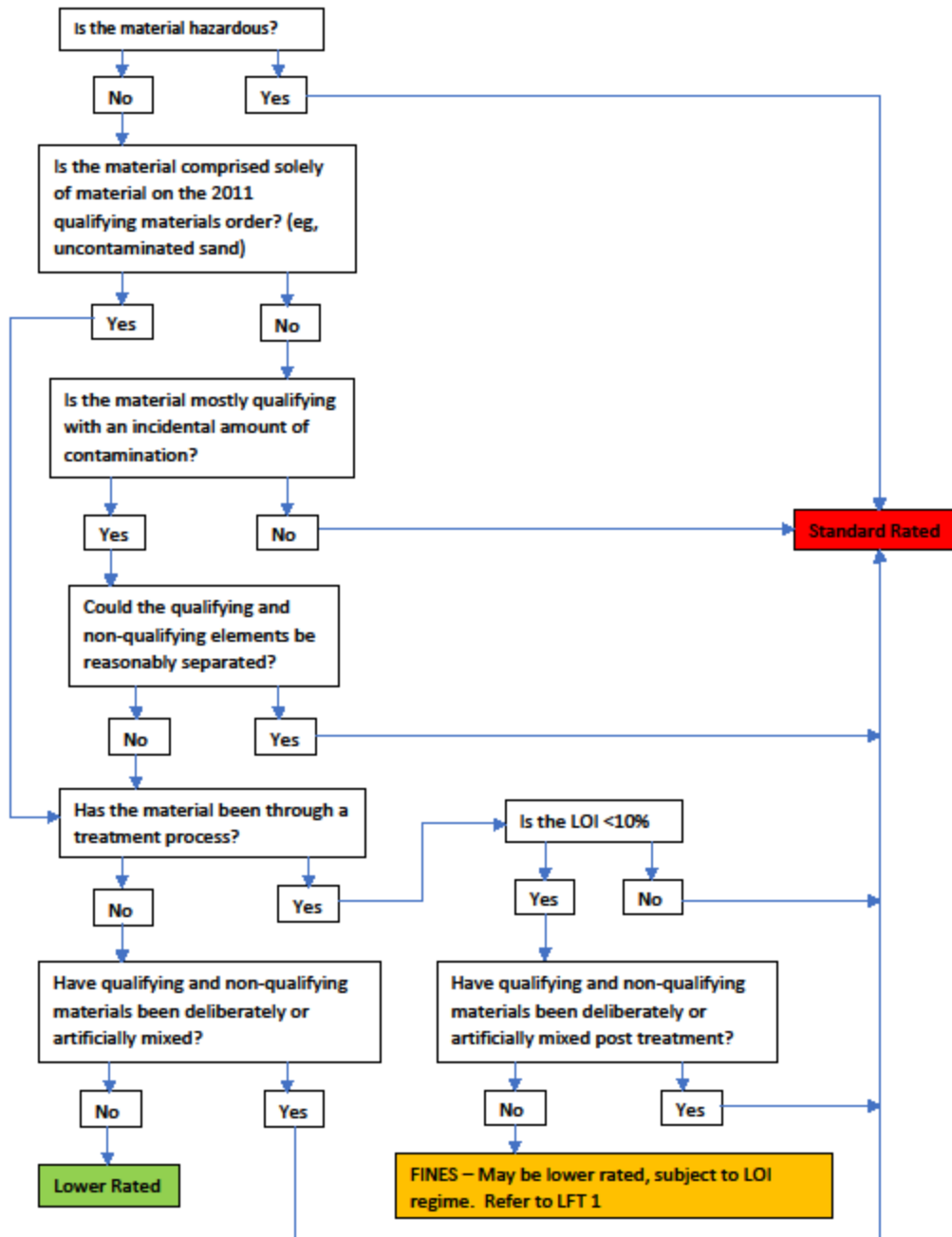
- If the customer accepts a quote, they will complete the declaration on the Waste Characterisation form. (SHE-OP-203)
- If, on this declaration the customer indicates the waste has originated from a waste management facility and is quoted at the lower rate of landfill tax, then a site visit will be required prior to acceptance and the enquiry will be dealt with as per qualifying fines.
- Any other inconsistencies, such as the waste containing gypsum or other banned items, between the quotation and the waste characterisation form will be addressed with the waste potentially requiring reassessment.
- When the suitable qualified person is satisfied the details on the waste characterisation form match the waste and is suitable for disposal the quote will be finalised on the quotes database, which generates the details to be entered on Gatehouse.
- When a new charge category is entered into Gatehouse, the 'appearance' box should include a brief description of the waste along with any other information which will be useful for site. If the waste is subject to the lower rate of landfill tax or is to be treated as fines, detail it here.
- In the event of substantial changes to a waste stream, (e.g. change of site, EWC code or description) the assessment will be reviewed and the material set up on a new DA number. The existing contract will be closed and comments will be added under the 'pricing' tab.
- Confirmation of the DA number and other relevant details will be emailed to the customer and to the receiving site.

Flowchart for Waste Assessment.



* - Soils and stones from greenfield sites, where no contamination is suspected, may be acceptable into restoration without analysis

** - In Wales, restoration material must be qualifying for landfill tax, unless it's topsoil which meets BS standards or equivalent.

Flowchart for determining the rate of landfill tax.¹

¹ Certain materials may be exempt from Landfill tax – Please refer to LFT1

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2.0 Waste Acceptance at Weighbridge

2.1 Objective

To register all vehicles carrying waste for disposal and record details regarding the waste being delivered in accordance with duty of care requirements.

2.2 Scope

This procedure shall apply to all vehicles disposing of waste at all Company sites.

2.3 Responsibility

It is the overall responsibility of the Site Manager (or Deputy) to ensure that these procedures are followed.

2.4 Procedure

2.4.1 Weighbridge Acceptance:

- The driver of the incoming waste carrying vehicle will submit to the Weighbridge Operator a Duty of Care Waste Transfer Note (WTN) or Hazardous Waste Consignment Note.
- As a minimum, transfer notes for non-hazardous waste should contain an accurate waste description, List of Wastes (EWC) code, customer, producer, sic code and waste hierarchy statement. They should also detail the DA number.
- For hazardous waste, a consignment note will be required for every load with the exception of domestic waste delivered directly from the doorstep – e.g. fridges delivered directly from the householder, which has **not** gone via a transfer station/shop etc. **This exemption does not apply to asbestos, which will always require a consignment note.** For more detailed guidance on hazardous waste consignment notes, refer to Appendix D.
- Where information is incorrect/absent, the load should not be accepted until all information has been received. In the case of hazardous waste consignment notes not being fully complete, please refer to additional guidance in Appendix D
- If any details on the waste transfer/consignment note does not match those in Gatehouse, the load(s) must not be accepted and the Site Manager or Waste Solutions Team should be contacted immediately.
- If it's possible for the weighbridge operator to see into the vehicle, the appearance of the load will be inspected before the vehicle is processed. At this point, if the description doesn't match that on Gatehouse, or banned items (such as plasterboard) are contained within the load then the waste will not be accepted and Waste Solutions informed.
- Once on the weighbridge the weight of the vehicle will be recorded along with the relevant waste type and description, waste haulier details, customer name and List of Wastes Code within the weighbridge operating software, Gatehouse.

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- Where the waste is qualifying for Landfill tax purposes or has any specific handling requirements, Gatehouse will notify the Weighbridge Operator of the expected waste appearance and of any handling requirements.
- The weighbridge operator will relay any relevant information, or special handling requirements to Site Operatives via radio. Site Operatives will then inform the weighbridge of where to direct the vehicle.
- Once the vehicle has been weighed, the weighbridge operative will ensure the driver has received the site's safety rules, is in possession of the correct PPE and the vehicle's beacons have been activated, before directing the driver to the correct tipping location.
- On sites with both in and out weighbridges, the delivering driver will sign the signature pad and the weighbridge operator will produce the weighbridge ticket and complete the transfer/consignment note once the vehicle has weighed out. On sites with only one weighbridge, stored tares may be used, and the ticket produced when the vehicle enters the site. However, any hazardous waste consignment notes must not be signed until the waste is confirmed as acceptable.
- Transfer / consignment notes will be scanned and the paper copies filed on site. Transfer notes will be retained for a minimum of six years, while hazardous waste consignment notes will be filed separately and retained for the life of the site.
- Where a vehicle passes over the weighbridge and no transaction is processed (e.g. non-waste delivery van, visitors, etc.), the Weighbridge Operator must record the date, time, vehicle registration number and reason for no transaction being processed on the Vehicle Log.

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3.0 Waste Acceptance at Tipping Location

3.1 Objective

To ensure that waste accepted is compliant and disposed of in accordance with the site permit.

3.2 Scope

This procedure shall apply to all vehicles disposing of waste at all Company sites.

3.3 Responsibility

It is the overall responsibility of the Site Manager (or Deputy) to ensure that these procedures are followed.

3.4 Procedure

3.4.1 Tip Face Acceptance:

- The Weighbridge Operator will maintain radio contact with site operatives to announce the arrival of each load of qualifying material, to convey any special handling requirements and any other relevant information.
- A designated Site Operative will ensure that the waste is acceptable under current weather conditions and advise the Weighbridge Operator as to where on site to direct the load.
- The designated Site Operative will instruct the driver of each load as to how to position the vehicle to enable the load to be discharged. Difficult to handle wastes will usually be tipped at the base of the tipping face and other wastes normally on top, just before the edge of the face.
- Site Operatives will supervise load discharge and inspect the waste to ensure compliance with the original waste description.
- Particular care should be given to watch for 'banned items.' In non-hazardous landfills, some examples are listed below:

Examples of Unacceptable Wastes		
Plasterboard / Gypsum	Fluorescent light tubes	Liquids
Asbestos	Electrical equipment such as TV's, computer monitors and fridges	Tyres with a diameter <1.4m (excluding bicycle tyres)
Oily waste		

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Examples of <i>Potentially</i> Unacceptable Wastes where Specific approval & waste characterisation required			
Empty paint tins	Powder paints	Powders	Air & paint filters
Certain electrical & electronic equipment items	Insulation Board	Contaminated wastes, e.g. packaging	Soils

- If the waste does not match the expected waste description, or contains any of the above, without specific approval, as set on the waste description on Gatehouse, the load should be isolated and the Site Manager/Waste Solutions Team should be informed.
- If the Weighbridge Operator requests that the waste stream is sampled, a Site Operative will take a sample of the waste in accordance with the protocol described in the waste Compliance Sampling and testing procedure. (See section 4)
- Following discharge, the waste will be pushed towards and over the tip face. A compactor will distribute waste over the immediate area of the tip face and compact it by repeated tracking backwards and forwards over the crest of the face.
- Any difficult to handle or odorous wastes will be discharged beneath the working face and covered by pushing other waste over the tip face.

3.4.2 Offensive Hygiene Wastes:

- A container may be available on site for tiger bagged hygiene waste to be deposited in. The container will be emptied daily under the tip face. The container will be clearly marked as being for Offensive Hygiene wastes only.
- Site operatives will inspect the discharge of the vehicles at the tip face. There will be no direct manual handling of the waste by Company staff.
- Hygiene waste should not contain plaster casts or dental moulds

3.4.3 Restoration Material:

- Restoration material may be exempt from landfill tax if an agreement is in place with HMRC / WRA.
- **In Wales, all restoration material must be qualifying for landfill tax purposes. Please refer to the procedure for accepting lower landfill tax material. Note, in WRA areas, screened soils from mixed sources are not acceptable for restoration.**
- All material must be tipped in the correct and agreed location. Visual inspection of the material should also be undertaken to ensure the material is physically suitable for restoration, i.e. no hardcore, brick or general waste.

3.4.4 Brick & Engineering Material:

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- All material must be tipped at locations previously approved by the Site Manager or Assistant Site Manager. All brick and hardcore to be used for temporary engineering purposes, e.g. haul roads, etc. must be free from any other waste.
- Also refer to the procedure for lower rated material.

3.4.5 Non-conforming Loads:

- There are a number of circumstances whereby waste arriving at site may be considered to be non-conforming. Acceptance procedures at the weighbridge will ensure that most non-conforming waste loads are detected prior to tipping. However, non-conformances involving waste loads that have been mis-described may only be detected following tipping within the working area.
- Where a load arrives at site with no disposal authorisation number, the vehicle will not be allowed to tip. Waste Solutions will be contacted to establish whether sufficient basic characterisation has been received.
- Where there is an issue with the paperwork then the vehicle shall not tip and the Waste Solutions department informed. In this instance, a new transfer note will be requested from the producer and the basic characterisation checked to ensure compliance.
- Where the load contains waste without basic characterisation, is mis-described, isn't acceptable under the site's permit or contains banned items, (such as plasterboard, fridges, tyres) then the load will be rejected.
- In some instances, non-conforming or mis-described wastes might not be noticed until the vehicle is tipped. In this instance, the load must be quarantined in the site's designated area and the site manager and waste solutions department informed.
- Depending upon the severity of any non-conformance, acceptance of the waste stream may be immediately suspended pending investigation.
- The Waste Solutions department will record the non-conformance and coordinate an investigation with the customer / producer.
- Where a permit condition has been breached or there is a risk of significant environmental harm, the EA / NRW will be informed.
- All non-conforming and rejected loads will be recorded on Activ.

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4.0 Compliance Sampling and Testing

4.1 Objective

To check that wastes entering the site are as described by the waste producer and are PPC compliant.

4.2 Scope

This procedure shall apply to waste streams into Company sites.

4.3 Responsibility

It is the overall responsibility of the Site Manager (or Deputy) to ensure that these procedures are followed. The Waste Compliance Manager will be responsible for determining sample frequency and analytical suites.

4.4 Procedure

4.4.1 Compliance Sampling:

- The sampling frequency of each waste stream will be determined at the waste enquiry stage and entered into Gatehouse at the point of setting up the job.
- At the determined frequency, Gatehouse will instruct the weighbridge operator that a sample needs to be taken and will assign a unique reference.
- If at any point, it is suspected the waste does not match the basic characterisation, or there's visual or olfactory evidence of increased contamination (eg, fuel odour, fragments of plasterboard) then additional samples may be taken for analysis.
- For these additional samples, or other ad hoc sampling of a waste stream, the sample number will be allocated by Waste Solutions. All other aspects of this procedure remain the same.
- The weighbridge operator will affix the reference number to an empty sample pot, and give the pot to the driver, before radioing to the designated site operative that a sample is required for that load.
- Upon tipping, the sampler will take the sample pot from the driver and take the sample as per the method outlined below:
 - 1) take samples from at least 6 different places within the load,
 - 2) ensure that the samples taken include samples from each part of the load, i.e. top, middle and bottom, and that the samples are selected at random in all other respects,
 - 3) ensure that the samples are thoroughly mixed, and
 - 4) produce a composite (or master) sample from this mixture of samples.
- The sampler will retain the sample and return it to the Weighbridge Operator by the end of the day, who will record the details of onto the Sample Log, along with any observations.
- The samples will be stored in a cool place ready for collection.

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- On a weekly basis, an authorised person will arrange for samples to be sent to a laboratory for compliance testing.

4.4.2 Compliance Testing & Assessment:

- i) A suitably qualified person in the waste solutions department will enter the results into the compliance database and assess the results against the waste description, permit conditions, WM3 and any other relevant information.

4.4.3 Compliance Testing Failure:

- If compliance testing shows any samples to fall outside the expected range, this may indicate that a waste may have become non-compliant. In this instance;
 - i. The compliance test data will be assessed, along with the data submitted prior to acceptance to determine whether the total waste population is acceptable at site.
 - ii. The waste will be risk assessed based upon tipping location, quantity and nature of waste.
- If the above demonstrates the waste to be acceptable then in order to continue acceptance;
 - i. Additional characterisation of the waste could be requested from the producer, which may include additional analysis.
 - ii. Verification testing at site may be increased.
 - iii. A comment should be entered into the following year's annual report, detailing if the waste has had any impact on the site's leachate chemistry / surface emissions.
- Where the waste is shown not to be acceptable using approved statistical methods, then acceptance will be suspended until an investigation has been completed and an adequate re-characterisation has been received from the producer, including measures put in place to prevent a further breach.
- If a non-conformance is discovered which the risk assessment shows the potential for significant environmental harm, or constitutes a breach of a permit condition then no further loads of the waste will be accepted and the Environment Agency or Natural Resources Wales informed.

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5.0 Acceptance of waste at the lower rate of landfill tax

**Also applies to restoration soils in Wales.*

5.1 Objective

To ensure Landfill Tax is applied at the correct rate.

5.2 Scope

This procedure shall apply to waste streams which are subject to the lower rate of landfill tax. It also applies to restoration soils accepted at sites in Wales. It does not apply to qualifying mixtures of material from a treatment process (Fines / screened soils)

5.3 Responsibility

It is the overall responsibility of the Site Manager (or Deputy) to ensure that these procedures are followed.

5.4 Procedure

Low Rate refers to the lower rate of landfill tax, set at the applicable rate by HMRC/WRA. This lower rate can only be applied to those materials which are listed in the Landfill Tax (Qualifying Material) Order 2011, or schedule 1 of LDTA (2017). For landfill cover this is therefore strictly limited to loads containing one or more of the materials listed below:

Group 1: subsoil, rock, clay, sand, gravel, sandstone, limestone, crushed stone, construction stone, stone from demolition of buildings, slate,

Group 2: glass, ceramics, bricks, bricks and mortar, tiles, concrete, concrete blocks, breeze blocks, aircrete blocks

The procedure below is to be followed on all occasions when accepting any low rate cover material:

- The applicable rate of landfill tax will be established at the enquiry stage by a suitably qualified person, using all available information from the customer / producer.
- Each consignment of low rate material is to be accompanied by a Transfer Note from the Customer which details fully the materials from the above lists which form the consignment. For example this may state 'subsoil, sand, bricks' or subsoil and stones etc. A description which simply states 'soil' or even 'muckaway' is not acceptable. The transfer note should also include any incidental inclusions of non-qualifying material.
- Radio contact is to be established between the weighbridge and the disposal area for every delivery of low rate material. The site staff within the disposal area must confirm via radio contact that they have viewed the material being tipped, and visually it is as described and that it contains no other waste materials.

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- If any loads contain biodegradable material, plastic, plasterboard etc. then the site manager and Waste Solutions must be immediately informed before any further waste is accepted.
- If it is discovered that any tipped material contains more than incidental amounts of non-qualifying material, then landfill tax will be applied at the standard rate.



6.0 Acceptance of Hazardous Waste

6.1 Objective

To ensure compliance when accepting hazardous waste.

6.2 Scope

This procedure shall apply to all sites which accept hazardous waste.

6.3 Responsibility

It is the overall responsibility of the Site Manager (or Deputy) to ensure that these procedures are followed.

6.4 Procedure

- To be valid the consignment note must include all the information fields and be as near as possible to the format in the example note below.

[illegible]

- Do not accept the waste any note if information fields are missing or have been altered to reduce/change what is required – e.g. e-mail, phone or

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weight is missing, declarations are worded differently or the format is different – e.g. it does not have separate tables in Part B and E.

- The consignment note has 5 parts (A to E). Each part must be filled out in order, by the right person, at the right time. All parts (A-D) should be complete when the waste arrives at site. It is an offence to accept hazardous waste without a consignment note, or if the consignment note is incomplete or incorrect.
- The format for the consignment note number must be 'XXXXXX/YYYY', where the 'XXXXXX' is the first 6 letters/numbers (not symbols or spaces) of the name of the company entered in part A2 of the consignment note and 'YYYY' is exactly 5 numbers or letters, to create a unique code.
- If the company name has less than 6 letters/numbers the letter 'Q' must be assigned to remaining characters.
- For certain types of consignment, a letter is added to the end of the consignment number:
 - i. a 'V' to waste removed from ships - 'XXXXXX/YYYYV'
 - ii. an 'F' to fly-tipped waste - 'XXXXXX/YYYYF'
 - iii. a 'D' to waste moving under a consignee return derogation - 'XXXXXX/YYYYD'
- Do not accept the waste and contact Waste Solutions if:
 - i. the waste isn't accompanied by a consignment note - unless it's waste directly from the household (excluding asbestos).
 - ii. The site isn't identified as the destination site in part A3 of the consignment note.
 - iii. The site isn't authorised to accept the waste.
 - iv. the waste is inaccurately or incompletely classified or described.
 - v. the vehicle delivering the waste isn't the one identified in Part C of the note and there isn't a schedule of carriers form recording a transfer to it.
 - vi. the consignment note doesn't contain all the information fields required and isn't set out in substantially the same format.
 - vii. Part A to D of the consignment note have been amended in any way.
- Parts A, B, C or D of the note must not be amended in any way at site.
- If parts A to D are fully complete, and the waste is acceptable then all sections of part E of the consignment note should be completed. **Once part E has been signed, the waste cannot be rejected!**

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7.0 Acceptance of 'Fines' at the lower rate of landfill tax.

7.1 Objective

To ensure landfill tax is applied at the correct rate for 'fines' as defined by HMRC / WRA.

7.2 Scope

This procedure will apply to all wastes which have derived from a waste management facility which are subject to the lower rate of landfill tax. This includes subsoils from other facilities. Note: 'Fines' which have been derived from a mixture of qualifying and non-qualifying wastes (e.g. paper, plastic, general waste) are not suitable for restoration use.

7.3 Responsibility

It is the overall responsibility of the Site Manager (or Deputy) to ensure that these procedures are followed.

7.4 Procedure

7.4.1 Waste enquiry

- Prior to a quotation being given, the customer will provide a description, including EWC code, the producer details and expected quantity.
- Any qualifying material which has originated from a waste management facility is subject to HMRC's or WRA's LOI regime for fines. Broadly speaking, fines are defined as *'Any qualifying material, or mixtures of qualifying materials which have undergone an element of mechanical treatment.'* Often these will have been given a '19' EWC code at the enquiry stage, however all supplied information needs to be reviewed as the customer may have coded the waste differently.
- In this instance, the producing site will require a visit from an authorised person from Enovert to check suitability. This will also check that waste is adequately segregated on site, including how plasterboard is handled.
- If the customer accepts a quote, they will complete the declaration on the Waste Characterisation form.
- If, on this declaration the customer indicates the waste has originated from a waste management facility, then a site visit will be required prior to acceptance.
- For all fines, as defined above, the producer will need to complete the qualifying questionnaire prior to the material being accepted. The questionnaire will be reviewed to ensure compliance with HMRC or WRA's rules by an authorised person in the Waste Solutions department. This includes a declaration that plasterboard and other gypsum waste is kept separate from the 'fines.'
- Customers will be required to complete a 'qualifying agreement,' agreeing to pay the additional landfill tax for any non-qualifying material delivered.
- At the point of setting up the waste stream on Gatehouse, all the information will be accurately entered with an adequate description and correct EWC code as stated by the producer.

- All material which is subject to the LOI regime, as above, will be given the internal waste code J26L. This is to allow for clear tracing and auditing of waste streams which may be subject to the LOI regime.
- On a monthly basis, a Gatehouse report will be run to check the quantities, from each producer, which has been received under the waste codes J26L, which will then be checked against the number of samples taken and results received to ensure compliance for LFT purposes.
- On a quarterly basis, the quantity of each waste stream coded J26L and the number of samples for each producer, including failures, will be checked and recorded. For Welsh sites, this needs to be reported to WRA within one month of the end of the reporting period.
- In the event of an LOI failure the customer will be contacted and the load recharged at the standard rate of landfill tax.
- This will trigger a review of the questionnaire and previous results. If more than one result in the last twenty is failing, then every load will need to be sampled until twenty passing samples have been received. Details of failing loads and action taken (including a review of the questionnaire) will be recorded.

7.4.2 Waste Acceptance on site

- All loads will be accompanied by a valid waste transfer note, which adequately describes the waste as qualifying material. A transfer note which stated 'fines', or 'trommel fines' is not acceptable. Some examples are included in the table below.

Description	Landfill tax liability
Qualifying fines	Lower rate
Fines with an LOI of 10% or less	Lower rate
Screened subsoil and particles of stones containing an incidental amount of paper and wood	Lower rate
Fines	Standard rated
Mixtures of materials from the mechanical treatment of waste	Standard rated

- Wherever possible, loads will be required to be un-sheeted on the weighbridge to enable a visual inspection to check the waste is as described.
- The vehicle will then be directed to the tipping area, and radio contact established with site operatives, who will check the waste when tipped.
- Any loads containing a more than incidental amount non-qualifying material (paper, plastic etc.) will be rejected as per the non-conforming loads procedure.
- If the load has already been tipped when mis-described waste is detected then Waste Solutions will be contacted by email, along with a photograph of the waste to enable the ticket to be changed to reflect the correct rate of landfill tax. A sample will also be taken, labelled with the DA and the date

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and the details of the sample also emailed to waste solutions to enable scheduling.

- Where a sample is requested from Gatehouse, the vehicle will be directed to a discreet part of the tipping area where an authorised Enovert operative will collect a sample as per the below:
 - Two sample pots will be required (a large 2L tub) and a 1L tub.
 - take samples from at least 6 different places within the load,
 - ensure that the samples taken include samples from each part of the load, i.e. top, middle and bottom, and that the samples are selected at random in all other respects,
 - ensure that the samples are thoroughly mixed, and
 - produce a composite (or master) sample from this mixture of samples. This composite (or master) sample is the representative sample which must be prepared for the LOI test.
- The sample number will be put onto both tubs, the large one will be sent to the laboratory along with other samples taken from the site and the smaller one will be retained on site for a minimum of six months.

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8.0 Acceptance of International Catering Waste.

8.1 Objective

International catering waste is classed as a category 1 animal by-product, and as such could pose a significant risk to the food chain if not handled correctly. As such, extra care should be taken to prevent contact and contamination of plant, people and the surrounding environment.

8.2 Scope

All loads of international catering waste will be dealt with as per this procedure.

8.3 Responsibility

It is the overall responsibility of the Site Manager (or Deputy) to ensure that these procedures are followed.

8.4 Procedure

- All enquiries for the disposal of international catering waste (ICW) will be assessed via the Waste Solutions department at Stafford Head Office.
- Each producer of ICW, if acceptable, will be assigned a unique disposal authorisation number and set up on the Gatehouse weighbridge system.
- Upon arrival to site, the weighbridge operative will check the details of the transfer note against the details on Gatehouse to ensure they match.
- If acceptable, the vehicle will be weighed and directed to the tipping face.
- At the tipping location, the vehicle will be directed under the working face, where the load will be tipped.
- Immediately upon tipping, the landfill compactor, or other suitable plant, will push non-hazardous waste over the load to ensure it's fully buried and can't be accessed by scavengers or vermin.
- All operatives will be excluded from the vicinity and at no point will plant run directly on the load of ICW.
- Bird scaring and pest control will routinely be carried out at site.
- All plant will be regularly washed and maintained.
- Site operatives will maintain good hygiene practices, including removing boots, gloves and washing hands before entering communal / canteen areas.
- Workwear will not be taken home.

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9.0 Acceptance of Fire damaged waste.

9.1 Pre-acceptance

In addition to standard waste acceptance procedures, for fire damaged waste Enovert will require from the producer:

- Details of materials have been burnt.
- When was the fire?
- What action was taken at the time? (eg, fire brigade)
- How the waste has been stored and for how long?
- Confirmation the waste is fully cooled?
- Temperature readings from the waste.
- How the waste is to be transported.
- The waste needs to be fully doused and left standing for at least a week, unless removal is directed by NRW / EA or the fire brigade.

9.2 Acceptance at site

- All loads must be booked in with site to ensure operational preparedness.
- Where possible, every load to be checked at the weighbridge for signs of hot material.
- Waste will be tipped on a non-combustible surface in the active cell.
- Waste will be spread out by one of the machines. (tractor and bowser would be available on the tip to damp down if needed)
- temperature readings will be taken with our infra-red temperature probe.
- If the temperature is acceptable the waste will be spread and left for a minimum of 4 hours.
- Temperature reading would be taken again.
- If all the above is acceptable then the waste will be moved to the tipping area and incorporated with the rest of the waste.

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Appendix 1 – Waste Characterisation form

WASTE CHARACTERISATION SUMMARY



All sections **must** be completed **fully** prior to disposal
Supporting information such as MSDS/analysis/site investigation report **must** be included

Customer Name & Address:		Quote Ref:	
Contact Name:		Signature:	
Mobile Number:		Email:	
Telephone Number:		Fax Number:	
Waste Carrier Registration Number:		Expiry Date:	
Waste Producer Name & Address (site address):		Standard Industry Category (SIC) Code: _ _ _ _ (as required by Waste Regs 2011)	
Producer Contact Name:		Contact Phone Number:	
Full Waste Description (continue on another sheet if required):			List of Wastes (EWC) code _ _ _ _ _
Excluded waste:			
Waste Production Process (i.e. how the waste is/was produced – if contaminated soil, site history):			Is this material coming from a Waste Transfer Station or Waste Treatment Process? ☐ YES ☐ NO
Waste Appearance (what does the waste look like?):		Describe any odours:	
Site Description (for soils only):		☐ BROWNFIELD ☐ GREENFIELD	
Describe the method of pre-treatment the waste has been subject to:	☐ Segregated from recyclables at source	☐ Inert waste	
	☐ Mechanically sorted (e.g. at transfer station)	☐ Other (specify)	
Start Date of Transfer:		Type of Vehicle/Container:	
QUANTITY (TONNES):	FREQUENCY:	LOADS PER DAY:	
Are POPs Suspected:	☐ YES ☐ NO		
Waste Type:	☐ NON-HAZARDOUS ☐ STABLE, NON-REACTIVE ☐ HAZARDOUS		
Hazard Code (if hazardous):	Hazardous Waste Premises Code:		
Do the ABP Regulations apply to this material?	☐ YES ☐ NO	If Yes then tick category:	☐ CAT3 Catering Waste ☐ CAT3
Enovert Receiving Disposal Site Name & Permit Number:			
ALL WASTE PRODUCERS MUST READ AND SIGN BELOW			
I confirm on behalf of the waste producer that the above and attached information is correct and accurate and should the waste characteristics alter, I will notify the landfill operator prior to disposal. I confirm also that the waste has been characterised and sampled in line with a sampling plan, written in accordance with any applicable guidance or legislation in force at the time of disposal. By signing below I confirm that I have fulfilled my duty to apply the waste management hierarchy as required by Regulation 12 of the Waste (England & Wales) Regulations 2011.			
Signed:		Company:	
Name:	Position:	Date:	

Please return to Enovert Waste Compliance Dept
Tel: +44 (0)1785 251 555 Email: wastesolutions@enovert.co.uk

Enovert North Limited, Registered in England No: 2773558
Enovert South Limited, Registered in England No: 2664840
Registered Office: 20 Old Broad Street, London EC2N 1DP

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Appendix 2 – Blank Quotation

Enovert North Limited
Enovert South Limited
TEL: +44 (0)1785 251 555



WASTE DISPOSAL QUOTATION

Tel: Fax: Date:		
Waste Description: Unacceptable samples: Landfill Site:	Waste Producer: Waste Classification: Analysis/MSDS?	
The assessment of the nature of this waste reflects our opinion only and is based on the information supplied to us at the time. It is the waste producers responsibility to ensure that their wastes are disposed of at suitably classed landfill sites.		
Disposal Price:	Minimum Load Charge:	Administration Fee:
Receipt of this waste is subject to the following conditions: Quotation Acceptance Please complete and return the attached Waste Characterisation Summary Form along with any other requested information. If acceptable, we will issue you with a unique Disposal Authorisation Number. This number must be quoted on all documentation including waste transfer notes. Failure to do so may result in the waste being rejected. Pre-Treatment All wastes entering the sites must have been pre-treated such that it is compliant with Environment Agency guidance. For more information visit www.netregs.gov.uk Waste Transfer Notes Each load delivered to landfill must be accompanied by a valid waste transfer note or hazardous waste consignment note. The note must include a full waste description, list of wastes (EWC) code, appropriate SIC code, containment type, anticipated volume and frequency. You will also have to declare that the waste management hierarchy has been applied as required by Regulation 12 of the Waste (England and Wales) Regulation 2011. Plasterboard & Gypsum Waste Plasterboard and other gypsum bearing wastes are banned from biodegradable landfills and must be separated from other wastes destined for Enovert landfill sites. Hlmley Quarry landfill may accept plasterboard in its non-biodegradable cell – please contact our waste compliance dept for disposal rates. The landfill tax rates applicable at the time this quotation was produced are: Any amounts due in respect of VAT and other taxes, levies and duties shall be paid by the customer in addition to these prices. Should waste delivered not be as described above, the disposal price will alter without notice. These prices are only valid until further notice and will expire automatically one week from the date of this quotation. It is important to note that this quotation is not an offer of acceptance: any order is only accepted at our entire discretion. Any contract between us will be upon Enovert's Conditions of Disposal that are available on request and any disposal will be subject to availability of suitable void at the site and the authorisation of all relevant licensing and regulatory authorities.		

Enovert North Limited, Registered in England No: 2773558
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Appendix 3 – ‘Fines’ Questionnaire

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All sections below must be completed to enable the site to confirm its acceptance		
1. Waste processor details:		Date of next review
Processor Name:		
Type of facility:		
Address		
Postcode:		
Tel Number:		
2. Details of waste handled		
Details of waste stream inputs:		
EWC Code:		
Details of waste production process:		
Are any of the input wastes hazardous?		
Can you confirm that gypsum (e.g. plasterboard) is not contained within the fines?		
Characterisation of output waste from production processes:		
Procedures for storing fines:		
Estimated tonnage of qualifying fines to be sent to the landfill site operator per month		
Details of blending and/or shredding processes		
WASTE PROCESSOR DECLARATION		
I declare that the above information is true and correct to the best of my knowledge and if any of the above information changes I will notify the landfill site operator accordingly. I understand that this information will be used to determine landfill tax liability and false declarations will result in the waste being liable to the standard rate of tax.		
Signature		Date
Name	Company	Position
For office use		
Authorised by Receiving Site Manager.....		
Print Name.....		
Date.....		

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Appendix 4 – Non-conforming load form

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Reference Number - SHE-RC-001	Non-Conforming or Rejected Load Form 
Version Number - 2.0	
Date of Issue - 07/06/2019	
Author - JD	
Authoriser - MS	
Page 1 of 1	

SITE NAME:

DATE:		TIME:	
D.A. No:	EWC:	Weight (te)	
HAULIER:			
PRODUCER:			
STATE REASONS WHY LOAD HAS BEEN REJECTED OR DEEMED NON-CONFORMING (E.G. NO PAPERWORK, WASTE UNSUITABLE):			

FURTHER ACTIONS

EA/NRW INFORMED?	YES/NO	CONTACT:
HAULIER INFORMED?	YES/NO	CONTACT:
PRODUCER INFORMED?	YES/NO	CONTACT:
WAS THE WASTE ACCEPTED ON SITE?	YES/NO	
REJECTED BY (IF APPLICABLE):		POSITION:
ACTION TAKEN:		

COMPANY REPRESENTATIVE

NAME:	POSITION:
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