

Waste transfer procedure manual (AR037) Wales

Please refer to the digital document for the most recent version.

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1.0 Site description

1.1 Location

Martin Road Hazardous Waste Transfer Station
11 Martin Road,
Tremorfa Ind Est,
Tremorfa,
Cardiff,
CF24 5SD

1.2 Specific waste management operation

Site type:

- D15 – Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where the waste is produced).
- D14 – Repackaging prior to submission to any of the operations numbered D1 to D13.

Maximum storage capacity on site: 50 tonnes

Maximum storage period on site: 4 months

1.3 Permitted waste

Only the following waste will be received, stored at and despatched from this site:

17 06 Insulation materials and asbestos-containing construction materials

17 06 01* insulation materials containing asbestos

17 06 05* construction materials containing asbestos

1.4 Hours of operation

The Transfer Station will normally be open for the receipt and removal of waste during the following hours:

07:00 – 17:00, Monday to Friday (excluding Bank Holidays)

At present, the station is only permitted to accept waste during these hours. In the future, we will be looking to apply for an extension to 24 hours per day during the week and 08:00 – 16:00 on Saturday, Sunday and Bank Holidays.

HGV access for container collection and delivery shall be limited to between 08:00 – 16:00, Monday to Friday. No such activities shall take place on Saturdays, Sundays or Bank Holidays at present.

1.5 Site Supervision

Site Manager: Jamie Arndell
Telephone: 01179 670875
Mobile: 07771 593154
Email: jamiearndell@shieldenvironmental.co.uk

Jamie Arndell is the WAMITAB holder and will be responsible for the operation of the transfer station, as outlined below. She will delegate day to day management and record keeping, including the Site Diary to suitably briefed site personnel: Mark Davies

In her absence, for example during holidays and short periods of sickness, supervision will be carried out by a suitably trained person, who fully understands this procedures manual (i.e. working plan), with particular emphasis on the acceptance and spillage procedures.

Furthermore, advice can be obtained from our dangerous goods safety advisors; in house Ian Hanley (Compliance Manager) or externally on an as needs basis: Ludgate's Consultancy and Training. This support would normally be provided via email or telephone.

2.0 Site construction and engineering for pollution prevention and control

2.1 Waste containment

Waste will be stored in sealed, metal containers placed on concrete, impermeable surface. Therefore, no contamination of groundwater can take place.

2.2 Surface water

Rain water on the concrete pad is directed into a tank that can be isolated from normal storm drains.

2.3 Site security

The premises are fenced, gated, alarmed and surveyed by Closed Circuit Television. The main gate is locked outside normal operational hours.

2.4 Container security

Containers will be padlocked shut at all times, other than during receipt and despatch of waste.

2.5 Signage

Signs will be displayed on all containers and transfer station fencing, warning of the hazardous nature of the contents. An asbestos zone sign will be displayed adjacent to the skips area.

A site identification board will be displayed, as required by the waste management license.

2.6 Miscellaneous pollution risk containment

2.6.1 Mud and debris

All access to and egress from the transfer station is via a concrete yard and tarmac road, thus eliminating the introduction or creation of mud and other debris.

Should a complaint of mud, dust or other debris be received, the cause will be investigated, the problem rectified and steps put in place to reduce the risk of recurrence. In the case of mud and debris it will probably be most appropriate to remove it to a skip on site. Dust would usually be dampened down with a water mist.

2.6.2 Odours

The transfer station is solely for the storage and eventual transfer of asbestos waste, which is odourless.

Should there be a complaint of odour, the cause will be investigated, the problem rectified and steps put in place to reduce the risk of recurrence.

2.6.3 Noise

The maximum large vehicle movements will be no more than one or two weekly (skip exchange). The mechanical operation of plant on site will be limited to the loading and unloading of roll on/off containers onto the above mentioned vehicles.

There will be daily vehicle movements from our operatives loading and unloading equipment on to their vehicles. The timings of these activities will be managed so as to not coincide.

There are significant vehicle movements around the industrial park from the neighbouring units.

2.6.4 Pest infestations and Scavengers

The transfer station is solely for the enclosed storage and eventual transfer of asbestos waste and is therefore highly unlikely to attract any pests or scavengers.

2.6.5 Litter

The specialist storage of the hazardous waste eliminates the risk of litter. Operational procedures 3.1 (Opening the site) and 3.2 (closing the site) include twice-daily inspection for any litter.

3.0 Site operation

3.1 Opening of site

The building will be opened by an authorised key holder.

Immediately upon unlocking the security gates and prior to opening for business, staff will undertake a visual inspection of the site to identify any waste licence, pollution control, health, safety and/or security issues.

A daily site inspection form will be filled in and actions required will be recorded in the site diary.

Any breaches will require immediate action. This rectification will be initiated, monitored and upon completion a detailed update will be recorded in the site diary.

3.2 Closing of site

At the end of each day the site will be tidied and cleaned.

Staff will ensure that all containers are padlocked and then return the keys to a secure cabinet in the office.

3.3 Waste acceptance

At present, authorised waste will only be accepted when sourced from:

- Shield's own activities
- Other registered waste carriers

In the future, we plan on also sourcing it from:

- Waste transfer station carriers/collection round

3.3.1 During normal opening times the following procedure will apply:

- i. Delivery vehicles will park in the centre of the yard.
- ii. Staff will check the Hazardous Waste Consignment Note including consignment details, description of waste, etc. The consignment must be rejected if the waste is not asbestos.
- iii. When staff are satisfied that the documentation is in order, they will ensure that the waste is correctly packaged in double skinned polythene bags etc. The waste will be rejected if it is not asbestos and packaged correctly, in accordance with Regulations 42, 43 & 44 of the Hazardous Waste Regulations.
- iv. Subject to the above being satisfactory, then authority to unload will be given and staff will open the bay doors, unlock the container ready to receive the waste.
- v. At the time of unloading, staff will record quantities and weight.
- vi. When unloading is completed, then the storage container will be locked.
- vii. Staff will complete Section E of the Hazardous Waste Consignment Note and give a copy to the carrier.
- viii. The consignee copy will be retained by Shield and kept with the individual container records so that volume and weight data is collated, in accordance with Regulation's 42, 43 & 44 of the Hazardous Waste Regulations.
- ix. Site register and records shall be kept in compliance with Regulation 48 & 51 of the Hazardous Waste Regulations.

3.3.2 Waste acceptance outside of normal hours

At present, we will not be accepting waste outside of normal working hours.

3.4 Induction process

All carriers looking to use the Waste Transfer Station are required to sign in and out at the reception desk. The drivers will need to provide a copy of their company's hazardous waste carrier license. Also, if they are using a 7.5 tonne vehicle a copy of the drivers ADR training will need to be provided. They will be asked about where they have obtained their asbestos waste bags to determine if the bags are suitable and have been drop-tested.

If they are new to the facility they will be required to have a formal induction and sign that they understand and agree to our work practices. This will be conducted by the Site Manager or suitably trained representative. At present, this will be in the form of a flip chart. In the future, we wish to have a short video induction for people to watch.

3.5 Waste dispatch

Quantities of waste stored will be monitored and when container(s) become full and/or the 50 tonne site limit is approached staff will arrange for a Registered Waste Carrier to transport the waste to a licenced landfill site.

The registered waste carrier or Shield staff will provide the hazardous waste consignment note.

Upon dispatch, staff are to ensure that the Producer/Holder/Consignor copy of the consignment note is retained.

Evidence of disposal, in a form compliant with regulation 54 of the Hazardous Waste Regulations, must be obtained for the consignment and reconciled with data collated.

3.6 Waste returns

Data compiled from waste received will be collated and used in completion of the quarterly WMS1 Waste Return Form.

3.7 Spillage of asbestos waste

In the unlikely event of a spillage or contamination incident, staff will follow this procedure:

- i. An air horn will be used to signal that a spillage has taken place.
- ii. The nearest operative(s) to wear disposable protective clothing and respiratory device and proceed to the site of the spillage.
- iii. Clear the area of all personnel, except those dealing with the spillage.
- iv. Thoroughly dampen down the spillage using a fine water mist, not aimed directly at the material.
- v. In the case of a substantial spillage, using a shovel and scraper (not a broom), place the bulk of the material in new asbestos waste packaging. When this is half full, seal the packaging and then double bag it in the usual way. Place bags in the sealed lockable skip.
- vi. Vacuum the affected area using an approved type H vacuum cleaner to remove all visible dust.
- vii. If necessary, place absorbent material to absorb water / Astrip (or Prostrip) mixture
- viii. Vacuum to remove absorbent material – including water – and dispose as hazardous waste using appropriate packaging.
- ix. Carry out personal decontamination procedure, either through primary decontamination at designated area using a bucket of water, sponge, H-Vac and disposable towel; or, a full decontamination unit (DCU).
- x. Carry out a thorough visual examination of the affected area.
- xi. Re-open site.
- xii. Measure airborne asbestos fibre levels by taking air monitoring samples. The target will be a sample within 24 hours, and we will act on the recommendations of the UKAS accredited analysts.
- xiii. Record incident in site diary and investigate cause and instigate preventative action.

3.8 Site inspection

Monthly and daily checks will be carried out by the Transfer Station staff. Defaults are to be communicated to the Site Manager on a daily basis.

Planned maintenance will be scheduled to ensure that all fixed and mobile plant, electrical and mechanical equipment, fire alarm and dust suppression devices are in safe working order.

3.9 Emergency procedure

In the event of a significant failure which compromises the health and safety of customers, visitors and staff, and/or has the potential to cause a significant adverse environmental effect; the operation is to be suspended until Emergency Maintenance can be undertaken.

3.10 Fire and resultant risks

It is highly unlikely that a fire will affect the transfer station, as asbestos is a fire retardant material.

However, there is always a chance of a fire in the vicinity. There is a sealed drain in the secure area, so there is no significant risk of contamination of surface water systems by fire fighting foam, if there was a fire in the vicinity. The container(s) are enclosed, therefore would not be infiltrated by fire fighting foam or water.

In the event of a fire in the vicinity, the duty fire marshal will issue safety instructions for UN2212 and UN2590 to attending emergency services.

In the event of the fire alarm going off all people in the building must proceed quickly, leaving their personal belongings behind, to the designated muster point.

3.11 Personal protective equipment

- Blue Tyvek paper suits (category 3, type 5/6 – suitable to prevent dust and fibre exposure) will be worn for transfer of asbestos waste bags or sealed asbestos panels into the skip.
- Steel toe-capped boots are to be worn by all people, unless visiting the office and keeping to designated pedestrian routes.
- Half-face respirator masks (P3 – suitable to prevent dust and fibre exposure) will be worn during all waste transfer, emergency cleaning and bagging within the asbestos zone (i.e. around skips, waste compartments of vehicles).
- Site gloves are to be worn when handling waste.
- Safety glasses will be worn when handling waste, if needed.
- Hi-Vis vests or jackets will be worn by personnel when walking in yard, outside of normal pedestrian routes.

If carriers do not possess the correct PPE, SES will not allow the transfer to proceed. SES are able to supply the correct PPE at a cost.

Hi-Vis vest will be available in the office for everyone to use.

3.12 Fibre monitoring

Fibre air monitoring will take place periodically (every quarter) to evidence that fibre levels within the waste room remains below the control limit of <0.1 f/ml.

4.0 Site specific risk assessment

Hazard	Who might be harmed	Uncontrolled risk rating	Safety measure to manage the hazard and reduce the risk to an acceptable level	Controlled risk rating
Contact with moving vehicles	- Management, technical and admin staff - Operational staff - Drivers - Visitors - Contractors	High	- Hi-visibility vests will be worn by all persons when walking in the yard. - Pedestrian walkways will be painted on the ground. - All vehicle movements will be supervised by the Site Manager. - A banks man will direct all reversing vehicles. - All persons requested not to walk behind vehicles reversing during induction.	Low
Contact with lifting equipment	Drivers, operational staff	High	- Only skip drivers are allowed to use the vehicles lifting equipment. - We will ensure that all unloading and loading of skips is supervised and that the yard is cleared of pedestrians.	Low
Falls from height	Drivers, operational staff	High	- Falling from height will be covered in the induction process. - A competent first aider will be present at all times. - All contractors doing ancillary work on the site and building should obtain a permit to work from the Site Manager before starting.	Low
Crush	- Management, technical and admin staff - Operational staff - Drivers - Visitors - Contractors	High	- Pedestrian routes will be marked out. - Hi-visibility vest will be worn while walking within the yard. - All vehicles to have a banks-man when reversing. - We will ensure that all unloading and loading of skips is supervised and that the yard is cleared of pedestrians.	Low
Asbestos fibres	- Management, technical and admin staff - Operational staff - Drivers - Visitors - Contractors	High	- Only suitably trained people will be allowed to undertake waste transfer. - All visitors will be required to undertake an induction. - We will ensure the correct PPE and RPE is worn by all people in the vicinity of waste transfer. - Only carriers with a hazardous waste carrier's license will be allowed to use this facility. - Access to waste room is restricted to authorised persons. - Work will be undertaken in accordance with this procedure manual. - Correct decontamination of operatives, waste and equipment will be followed. - Fibre suppressing techniques will be used to minimise the spread of asbestos during emergency cleaning. - Emergency procedures for spillage of asbestos waste will be displayed on posters and is specified within this document. - Periodic air testing will be undertaken to ensure the cleanliness of the area.	Low
Fire	- Management, technical and admin staff - Operational staff - Drivers	High	All visitors to be made aware of the Fire precautions required on site through induction; for example, how to raise the Alarm, nearest Fire Call Point, location of nearest fire extinguisher, fire evacuation route, muster point.	Low

Hazard	Who might be harmed	Uncontrolled risk rating	Safety measure to manage the hazard and reduce the risk to an acceptable level	Controlled risk rating
	- Visitors - Contractors		A fire extinguisher will be situated close to the working area.	
Young persons	- Admin - Technical	Medium	No young person under the age of 18 will be allowed to be involved in waste transfer. As the site is used for storing scaffolding and documents, young people may be entering the premises to complete other works. These young people will be supervised at all times and possess asbestos awareness training.	Low
Vermin	- Operational staff - Drivers - Contractors	Low	- All food to be kept in kitchen and disposed of through waste bins. - Site to be kept tidy. - Visual inspection of site to be conducted on a regular basis. - Good hygiene is essential. This involves washing hands, covering cuts with a clean, waterproof dressing, not smoking or eating until hands have been washed. - Protective gloves should be worn to minimise contact.	Trivial

Risk ratings key		Severity:				
		Multiple Death	Single Death	Major Injury	Lost time Injury	Minor Injury
Likelihood:	Certain	High	High	High	High	Medium
	Very Likely	High	High	High	High	Medium
	Likely	High	High	High	Medium	Medium
	May Happen	High	High	Medium	Medium	Low
	Unlikely	Medium	Medium	Medium	Low	Low
	Very Unlikely	Medium	Low	Low	Low	Trivial

5.0 Accidents

All accidents, near misses and hazardous conditions are to be reported to the Site Manager. An entry will be made in the accident book. Also, an Incident report form (HS008) will be completed and reported to the group Health & Safety Manager. This report form will involve details of the local investigation.

If the accident is of a serious nature the H&S Manager (or equivalent position) will conduct a more detailed investigation. For all major injuries and dangerous occurrences a RIDDOR will be sent to the Health & Safety Executive.

All incidents require an immediate action and also a preventative action to stop the incident from reoccurring.

In the event of serious accident, please call the emergency services 999 and request an ambulance immediately.

For all minor injuries a first aid box will be stored within the office.

6.0 Training requirements

For waste carriers:

- ADR (If driving a 7.5 tonne lorry)
- Cat B – Non-licensed asbestos removal (intentionally disturbing asbestos)
- Safe systems of work induction

For Site Manager:

- Manual handling training
- Defect reporting
- Safe systems of work induction
- Working at height
- WAMITAB: Level 4 Managing Transfer – Hazardous Waste

For Site staff:

- Manual handling training
- Defect reporting
- Safe systems of work induction
- Working at height
- Cat. C – Licensed asbestos removal
- CITB – Health & Safety Awareness

7.0 Appendix – Posters:

(Please see below.)

7.1 Site rules

The following procedures are for all vehicles using the site.

1. All people must act in a safe manner and follow these rules. We operate a tidy site, where cleanliness and hygiene are of the utmost importance. Any person not co-operating will be asked to leave site immediately.
2. Vehicles using the site must comply with relevant road traffic legislation. All drivers are to be suitably licensed and competent in the class of vehicle they are driving.
3. Drivers should be aware of the restricted space within the site and proceed with extreme care. (Caution – pedestrians and other vehicles may be present.) All reversing should be done with a banks-man.
4. All drivers must report to the office on arrival and sign-in.
5. All people in the yard should be wearing high visibility jackets and safety boots, unless they are following the pedestrian route straight into the office. Hi-vis vests can be borrowed from reception area, if needed.
6. Drivers, driver's mates and passengers are to remain in the cab when not in the process of unloading to minimise overcrowding of the working area.
7. All accidents and incidents should be reported to the office immediately.
8. If the fire alarm goes off please proceed immediately to the muster point in the corner of the yard, opposite to the office.

These rules are instigated in the interests of Health and Safety.

Any driver not complying with them will be asked to leave the site, and may be banned from using the site in the future.

7.2 Waste acceptance

The following procedure is for the Acceptance of asbestos waste at our facility.

- 1 All paperwork relevant to the transaction will be checked, this includes consignment notes and waste carrier's license. For vehicles above 3.5 tonne, the driver will require ADR (dangerous goods) training. We will need to be informed of which supplier supplies your asbestos waste sacks (e.g. AMS) – to determine that they are suitable for safe transfer.
- 2 If the paperwork is in order a visual inspection of the load will take place to confirm the description and composition of the waste, complies with the documentation. This will be carried out prior to any unloading instructions being given. Inspection will also take place at the time of unloading by the site manager, who will confirm the suitability or otherwise of the waste.
- 3 Clear instructions will be given to all customers on how and where waste will be unloaded.
- 4 In the event of non-conformities of waste detailed in the paperwork occurring, the vehicle will not be allowed to proceed until instruction is given by the owner.

7.3 Waste rejection procedure

The waste producer shall be contacted immediately and the following options will be considered and acted upon:

- Return waste to the producer.
- If a valid waste carrier's license is not present, a copy may be faxed or emailed over to proceed with transfer.
- A fully completed consignment note (stating the source, quantity, type of material and asbestos, etc.) will need to be produced in person.
- The waste will need to be re-bagged or sealed before acceptance.

Detailed guidance will be given by the Site Manager as to why the asbestos waste is not acceptable.

7.4 Waste transfer procedure

- The waste transfer has been approved by the Site Manager and a suitable skip has been identified.
- Under the supervision of the Site Manager, carefully reverse the transport vehicle as close to the skips to minimise the transit route. Please use a banks-man at all times.
- All operatives transferring waste need to put on the necessary protective equipment before handling it – i.e. Tyvek suits, half-face masks, gloves and (if needed) safety glasses.
- The designated skip is opened.
- One at a time, remove the waste bags off the vehicle carefully. Do not carry more than you can comfortably handle. The bags will need to be counted by the Site Manager as they are unloaded. For larger or heavier items, sealed in polythene, use more than one man to lift them into the skip. Never throw the bags into the skip or between people.
- All waste should be double bagged within UN approved asbestos waste bags. Fibrous material should be a red bag within clear bag; and bonded a clear bag within a clear bag. Large items need to be wrapped and sealed within 1000 gauge polythene.
- No asbestos waste must be left unattended unless it is secure.
- Once all the waste has been transferred, there will be a visual inspection to see if any dust or debris has been dropped during transit. If it has, emergency clean up processes should be used.
- The skip is closed. Please decontaminate in the facilities provided – either primary decontamination using buckets of water or by going through the Decontamination Unit (DCU). Tyvek suits, gloves, disposable masks (if required) are to be thrown away in the wheelie bins provided.
- Ensure the consignment note is fully completed and the necessary copies have been issued.