

APPENDIX H : Waste Acceptance & Rejection

Dyfed Recycling, Pencoed Yard

Inappropriate/Rejection of Waste Report

SUPERVISOR NAME :	SUPERVISOR SIGNATURE :
DATE:	

Please complete in full

Where did the waste come from :

Consignment Note No :

Date collected :

Describe the waste: (why is it inappropriate or unsuitable)

Describe any damage caused by the waste to MRF plant or Equipment:

Has the waste caused any downtime: Yes/No

How long (hrs)

Have any photographs been taken: Yes/no

Attached : Yes/No

Signed : _____

Position : _____

Manager Follow up :

Has the waste been : (Please Circle the relevant below :)

1. Waste Quarantined
2. Customer notified
3. Waste returned to customer
4. Commercial Manager notified
5. Environment Agency informed
6. Waste Processed
7. Waste Transferred

Manager Sign Off : _____ Name : _____ Position : _____

Dyfed Recycling Services

Operating Procedures

OP1 Customer Enquiry and Waste Pre-characterisation Procedure

1. General

This procedure identifies the necessary practices and controls adopted at Dyfed Recycling Services, during the review and processing of customer enquiries relating to waste acceptance at the site.

Consideration is also given to the requirement for initial sampling of customer waste prior to acceptance.

2. Customer Enquiries

Customer enquiries may be received via phone, fax, e-mail or via face to face contact initiated via Dyfed's management, or initiated via a potential client. All enquiries will be logged on the 'Customer Enquiry Form' – Form 1. Each form carries a unique reference number, thereby providing traceability within the business. Dyfed's management will consider all enquiries as swiftly as possible.

3. Pre-characterisation of Waste

Before a waste producer is permitted to import waste to the site, the waste shall be characterised by the producer, and this information presented to Dyfed for entry onto the 'Customer Enquiry Form'. The waste shall then be assessed by Dyfed to ensure its suitability and compliance with the terms of the EP (ref. EMS Section 2). The basic characterisation provided by the producer shall include:

- a. a description of the waste, including its European Coding
- b. information on the process that produced the waste
- c. details of the origin of the waste
- d. if required by Dyfed, a representative sample of the waste.

4. Acceptance/Refusal of the Waste to the Client

Dyfed's management shall review the enquiry details, and in particular referencing against tables 1.1 of the permit (specified waste management operations), 1.2 (permitted quantities of waste) and 1.2.4 (excluded wastes). The potential client shall be notified if the waste is unacceptable. If the waste can be accepted at the site, a quotation shall be prepared. The decision shall be recorded on the 'Customer Enquiry Form'.

5. Customer Waste Amendments

Should, at any time following the agreement to accept the waste, the details of the waste change, then such details will be recorded on the 'Customer Enquiry Form' and checked to ensure continued compliance with EP.

Documents:

- Customer Enquiry Form
- Environmental Permit
- Environmental Management System

Dyfed Recycling Services Operating Procedures

OP 2 Waste Acceptance Procedure

1. General

This document identifies the formal waste acceptance procedures carried out at Dyfed Recycling Services, Materials Recycling Facility (MFR). These procedures must be strictly adhered to in order to ensure incoming waste is identified and recorded in a manner which satisfies the requirements of the Environmental Management System and the Environmental Permit.

2. Delivery of Customer Waste (ref. 2.2 EMS)

Prior to delivery of any waste, a pre-characterisation shall have been undertaken and client contract shall have been prepared in line with procedure OP1 (Customer Enquiry and Pre-Characterisation Procedure).

All vehicles used to deliver waste to site shall hold a valid registration certificate as required under the 'Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations'.

Each load arriving at site will be accompanied by a waste transfer note which denotes as a minimum:

- a. the source of the waste
- b. the waste description and the EWC code

On arrival at site, the driver shall pull onto the weighbridge, and then take the transfer note to the site office/cabin to enable the verification of the load to take place.

3. Waste Verification (ref. 2.2 EMS)

The Dyfed representative shall check:

- a. that the waste description and code on the transfer note match those within the specified contract
- b. that the carrier is on the Dyfed list of 'approved' carriers (ie. the carrier registration has been checked and in date).

The Dyfed representative shall then weigh the vehicle and record the weight, the nature and source of the waste, and the transfer note number.

The Dyfed representative will as far as possible check that the load is as described on the transfer note.

The Dyfed representative will then direct the vehicle to the required loading / tipping bay (see site plan).

4. Waste Rejection (ref. 2.3.2 EMS)

In the event that the inspection reveals that the load is unacceptable, the load will be rejected. The vehicle may be directed to the emergency holding area (see site plan).

The Dyfed representative may ring the producer, the carrier or if required the Environment Agency for advice on where the load may be discharged. The vehicle may then be directed to the advised site.

A record of every rejection will be made in the site diary log sheet, and will include:

- a. vehicle registration and driver
- b. weight
- c. carrier
- d. producer
- e. reason why the load was rejected.

If the load has failed to meet the specified contract requirements (refer to 'Customer Enquiry' Procedure, OP1), the client shall be informed. Repeated instances of rejected loads may require that the contract is revised or terminated. This decision would be taken by Dyfed management.

5. Unloading of Waste (ref. 2.6 - 2.7 EMS)

The vehicle will enter the building as directed (see site plan), and discharge onto the sorting floor. Dyfed staff will inspect the waste to further ensure that it meets the contract requirements, and hence is permitted to be received within the Environmental Permit.

Where wastes are of a type permitted by the Permit, they will then be subject to the sorting and recycling operation.

The vehicle will then return to the weighbridge for a second unloaded weight to be taken by the Dyfed representative. This second weight will be logged, and hence the weight of the delivered load calculated, logged and retained for reporting purposes.

6. Rejection and/or Quarantine of Waste (ref: 2.6 EMS)

If the waste is considered to be unacceptable, the waste will either be:

- a. rejected – in which case the vehicle will be reloaded in the primary sorting area, the waste will be removed from site on the same vehicle and the event logged in the site diary sheets. The vehicle will be re-weighed prior to leaving site to ensure, as far as possible, that all the reject waste has been removed.
- b. quarantined – in the event that an unacceptable waste is discovered during the primary sorting operation, then the whole load of waste will be quarantined into a designated quarantine skip (see site plan). This waste can then undergo relevant testing, re-processing or removal as required by the Environment Agency.

If the load has failed to meet the specified contract requirements (refer to 'Customer Enquiry' Procedure, OP1), the client shall be informed. Repeated instances of rejected loads may require that the contract is revised or terminated. This decision would be taken by Dyfed management.

Documents:

- Waste Transfer Note
- Weighbridge Ticket
- Site Diary
- Inappropriate/Rejection of Waste Report
- Environmental Permit
- Environmental Management System

Dyfed Recycling Services Operating Procedures

OP3 Waste Handling and Treatment

1. General

This document identifies the formal handling procedures carried out at Dyfed Recycling Services, Materials Recycling Facility (MFR). These procedures must be strictly adhered to in order to ensure incoming waste is stored, treated and controlled in a manner which satisfies the requirements of the Environmental Management System and the Environmental Permit.

2. Inspection and Sorting

Once the waste has been verified as per procedure OP2 and clause 2.6 of the Environmental Permit, the material which has been offloaded onto the concrete floor of the reception area. Bulk separation occurs with the excavator and then the remainder is sorted through by hand by experienced operatives. Separated items will be taken to the appropriate storage bins within the facility, or bulking areas. When full, the bins or bulked up materials will be removed to a suitable recycling, re-processing or disposal site as per procedure OP4, 'Wastes Removed from Site'.

3. Residual Material

All other materials which are not suitable for recycling will be stored within the building, pending off-site disposal. When there is enough residual material to constitute a full RORO load, it will be loaded into a 35yd bin and removed to landfill as per procedure OP4 'Waste Removed from Site'.

4. Waste Storage

All waste materials will be stored within the designated areas as defined in the Environmental Management System.

Dyfed Recycling Services Operating Procedures

OP4 Wastes Removed from Site

1. General

This document identifies the formal procedures carried out at Dyfed Recycling Services, Materials Recycling Facility (MFR), to remove any wastes or recyclates from site. These procedures must be strictly adhered to in order to ensure exported waste is controlled in a manner which satisfies the requirements of the Environmental Management System, the Environmental Permit and waste legislation.

2. Removal of Waste from Site

Every load of waste or recyclable material removed from site shall have a Dyfed Duty of Care/Waste Transfer Note containing:

- a. the origin of the load (ie. Dyfed Recycling Services)
- b. the description and EWC waste code
- c. the destination site
- d. the weight of the load

Every vehicle taking waste from site shall have a valid carrier's certificate of registration.

All sites that will be taking waste from Dyfed Recycling Services, will be required to provide one of the following documents prior to removal of any load from site:

- a. a Environmental Permit
- b. an exemption letter or certificate

A Dyfed representative will check that the site is suitable to receive the anticipated waste(s). In addition a person deemed competent (ie. the COTC holder or alternative trained person), shall perform occasional 'duty of care audits' on all sites to be used for disposal of wastes or recyclates.

The vehicle leaving site shall drive onto the weighbridge. (Empty vehicles shall have been weighed on arrival at site and the weights logged). The driver shall take all relevant paperwork to the Dyfed representative for checking prior to the vehicle leaving site. The Dyfed representative and the driver shall ensure that the vehicle appears roadworthy and will not transfer mud or debris to the highway. If this appears to be the case, the vehicle wheels shall be cleaned prior to the vehicle leaving site.

3. Removal of Hazardous Waste

Should there be a need to remove any loads of Hazardous waste from site, then a consignment note shall be raised by Dyfed prior to removal in line with the 'Hazardous Waste (England and Wales) Regulations. The Dyfed representative shall check all the relevant documents as above.

4. Waste Records

The weights and details as listed above shall be logged and retained in order that the reports required by the Environment Agency can be compiled. (See OP6 Reporting).

Dyfed Recycling Services Operating Procedures

OP10 Downgrading of Waste

1. General

This document identifies the formal handling procedures carried out at Dyfed Recycling Services, Materials Recycling Facility (MRF). These procedures must be strictly adhered to in order to ensure incoming waste is stored, treated and controlled in a manner which satisfies the requirements of the Environmental Management System and the Environmental Permit.

2. Inspection

Whilst the waste is being verified as per procedure OP2 and clause 2.6 of the EMS, it must also be inspected to ascertain that it corresponds with the agreed price for the material.

3. Downgrading

If the waste does not correspond with the agreed price, the customer must be immediately contacted to advise them of any price change, as this may affect whether the load remains on site or is taken to an alternative facility.

The vehicle may be directed to the holding area whilst awaiting a decision.

If the customer agrees to the price change, this will be recorded on the Weighbridge Ticket and the material can then be processed as per procedure OP3.

If the customer rejects the price change, the load will be rejected and this must be noted on the duty of care. An Inappropriate / Rejected Waste form must be completed and a note made in the site diary. The load will then be taken to alternative facilities.

DYFED RECYCLING

TOOLBOX TALK 1 – WASTE ACCEPTANCE

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- Make sure all visiting drivers have correct paperwork (e.g. Duty of Care) and that it is completed correctly
- Check that the driver/company is a registered waste carrier
- Inspect that the load matches the description of the waste on the Duty of Care
- Ensure that the site is licensed to accept the waste
- Any suspect materials must be redirected off site if found unacceptable prior to tipping on site.
- If suspect materials are found after tipping, then they should be isolated and placed in the quarantine area, until a suitable disposal point can be found
- All loads in and out must be weighed and have a weight ticket
- Suspect/Quarantined materials must be recorded in the site diary
- An Inappropriate / Rejection of Waste report must be completed for rejected loads and loads which have suspect materials in them.
- Inform management of any rejected or inappropriate loads and loads which contain suspect materials
- Management may need to inform the Environment Agency of suspect materials

Talk Provider: _____

Signature: _____

Date: _____

DYFED RECYCLING

TOOLBOX TALK 4 – WASTE REMOVED FROM SITE

NAME	SIGNATURE
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- Every load of waste or recyclable material removed from site shall have a Duty of Care (DOC) / Waste Transfer Note (WTN).
- The DOC or WTN must contain the origin of the load, description and EWC code, the destination and the weight as a minimum.
- The WTN or DOC must also contain the disclaimer that the Waste Hierarchy has been applied.
- Every vehicle taking waste from DRS must have a valid Waste Carriers Licence.
- All sites taking waste or recycling must hold a suitable licence or exemption and provide a copy for our records
- All waste leaving site must be weighed and have a weighbridge ticket.
- Weighbridge failure discussed as per OP5
- Vehicle wheels must be cleaned before leaving site, if they could transfer mud or debris to the highway.
- A consignment note must be raised to remove hazardous waste from site in line with the Hazardous Waste (England and Wales) Regulations. All hazardous waste must be transferred to a suitable licensed facility.
- All weights and details of out-going waste or recyclates shall be logged and retained in order that reports required by the Environment Agency can be compiled (See OP6)

Talk Provider:

Signature:

Date:

APPENDIX I : NRW Waste Returns

Guidance Notes for Submitting Combined Waste and Material Facility Returns

Introduction

This version of the combined waste and material facility return form was released in May 2015. You can use this form to submit both your quarterly waste return as required by your permit and the additional information required from sites that are notified under Schedule 9A of the Environmental Permitting Regulations (as amended) as Materials Facilities.

When completed attach this spreadsheet in an email to the Wales operator returns team at

waste_returns@cyfoethnaturiopolcymru.gov.uk

How to use this form

Please take time to familiarise yourself with the pages (also referred to as worksheets) within this spreadsheet and read these guidance notes before you start filling anything in. Please note that you may need to make more than one return if you have several different waste management type activities within your permit, e.g. landfill and windrow composting

If you need help and advice

We have made the form as straightforward as possible, but please get in touch with us if you need any advice on how to set out the information we need or have any other questions about the Waste and Material Facilities Returns form. Help line contact number: 0300 065 3000

How to fill in the form:

E-form Layout

The e-form is divided into three data entry worksheets to allow us to automatically transfer the data into our systems and much of the data entry is controlled by look-up tables

The first data entry sheet is named '[Site Information](#)' and asks for the period covered by the return, the permit number to which the return relates, for this you must use the EPR permit number and not the old WML number, your name and details about your site as well as a Declaration section where you confirm the information supplied is a true and accurate record.

If the return you are sending is for a landfill site in the first quarter of the year you must use the landfill capacity section on this page to report the remaining capacity of the landfill.

The second worksheet named '[Waste Received](#)', is where you supply data on wastes coming into your site. If you are not a materials facility you only need to complete the columns with the blue header.

The third worksheet named '[Waste Removed](#)', seeks information on wastes/materials leaving your site. If you are not a materials facility you only need to complete the columns with the blue header.

The latter two sheets both contain advice and instructions when you either hover your mouse over a column label or click into certain cells. In some cases there are also hyperlinks to further guidance which is held on line. Please take time to familiarise yourself with the information provided.

For Materials Facilities under schedule 9A of EPR 2014 please note that the samples taken:

For mixed waste inputs samples should be at least 55Kg individually and average 60Kg over the quarter and be taken for each supplier at 160 tonnes rolling input frequency until 1st October 2016 and after that date at 125 tonnes rolling input frequency.

For waste outputs samples should be at least 10Kg for glass, 50Kg for paper, 20Kg for plastic and 10Kg for metals and be taken every 50 tonnes rolling output frequency for glass, every 80 tonnes rolling output frequency for paper, every 20 tonnes rolling output frequency for metals and every 20 tonnes rolling output frequency for plastics until 1st October 2016 and after that date every 50 tonnes rolling output frequency for glass, every 60 tonnes rolling output frequency for paper, every 20 tonnes rolling output frequency for metals and every 15 tonnes rolling output frequency for plastics.

The composition data for samples of outputs require entry of data into the relevant columns for the materials; for example for glass outputs only complete the columns entitled No. of Samples of glass output; Weight of Samples (Kg); Avg % Glass; SD Glass and Total Target Materials %; Non Target %; Non Recyclable %.

Data Values

A tab has been provided called '[Look Up Values](#)'. This tab provides information on allowable values for certain cells within the Site Information, Waste Received and Waste Removed tabs. It also provides, in Column W, some information on data standards that must be adhered to.



Waste & Material Facility Return

The Environmental Permitting (England and Wales) Regulations 2007 and

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1 Return Period

Period name:

Year:

2 Operator and site details

Site Operator:

Permit Number:

Site Name:

2.2 Waste management facility/operation

2.3 Was a weighbridge used?

Yes/No

Percentage weighed

%

Mandatory fields are highlighted:

Optional fields are highlighted:

**If you need guidance in filling in this form please contact
the Natural Resources Wales Returns team on 0300 065
3000.**

When completed please email to:

waste.returns@naturalresourceswales.gov.uk

2.4 Landfill sites only this section must be completed by landfill sites in the January return

Remaining void space covered by this permit

Cubic metres

Method of calculating void space

Date last surveyed or estimated (DD/MM/YYYY)

3 Declaration

Please ensure you fill in the declaration below

I certify that the information in this return is correct to the best of my knowledge and belief.

Name

Position

Phone number

Null return

Date

5 Disclosure and data protection

The information you provide will be used by Natural Resources Wales to enable it to fulfil its regulatory and waste management planning responsibilities. For full information on how the data in this form will be used please see the waste return guidance notes.

E-Waste and MF Return Form Version 7.2

Version date: 7/7/2015

Official use only:

Date Received

Paper Return