

WASTE DOCUMENTATION

Summary

The site operations must be operated at all times to ensure compliance with the Duty of Care Regulations and the conditions of the permit. The waste documentation checks ensure that the documentation for every load is checked and ensure that the waste carrier is a registered carrier or exempt from the provisions. The documentation checks are to ensure that the waste delivered is permitted under the permit and that the waste is inspected and any non compliant loads are rejected.

Key Responsibilities

The site manager has overall responsibility for the operation and running of the site. The acceptance of waste follows several stages and the staff involved at each stage will have responsibility to carry out the operating procedure. Any problems encountered will need to be referred to the site manager or their designated foreman.

1) Registration of Carriers Check

Unless the person/ company delivering the waste is known by the weighbridge staff to be a registered carrier of waste, or exempt from the need to register, evidence must be provided by way of a certificate of registration or proof of exemption. If the driver fails to do so the load must be refused and the driver requested to return once registered or to seek advice from their local Natural Resources Wales or Environment Agency Office.

2) Waste Transfer Note

All waste carriers should be in possession of either:

A waste transfer note specific to the load of waste being carried, in which case a copy must be attached to the conveyance note issued to the driver, or

A season ticket relating to a particular waste category from the same producer, in which case, after careful checking, a record of the details must be made on the conveyance note.

The European Waste Catalogue (EWC) code describes the waste and its source type. This should be checked against the EWC list of permitted wastes.

3) Waste Reception

For each load of waste arriving at the site the following checks must be made

- Check the details on the waste transfer note (waste type (EWC Code), description, quantity, carrier and any waste characterisation information)
- Clarify any details with the driver if necessary
- Inspect the waste in the vehicle as far as possible (level 3 testing)
- Determine if the waste is permitted under the permit
- Make a full record of the waste received

4) Wastes considered to be Not Permitted by the permit

- Advise the driver to find an alternative site, or
- The waste producer should be contacted for clarification
- If the waste is then accepted the driver must be notified that if the waste when unloaded is found to be unacceptable it will be reloaded and a handling charge made.
- Make a record of the event in the site diary.

5) If satisfied that the Waste Is Permitted

- Decide whether the material is WRAP protocol complaint or not as follows if this has not already been done at enquiry stage :
The waste will be WRAP appropriate material as follows :
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STANDARD OPERATING PROCEDURE No 02

Permitted Waste Categories	European Waste Catalogue Chapter
01 Wastes Resulting from Exploration, Mining, Quarrying and Physical and Chemical Treatment of Minerals	01 04 Wastes from the physical and chemical processing of non metalliferous minerals 01 04 08 waste gravel and crushed rocks other than those mentioned in 010407 01 04 09 waste sands and clays
17 Construction and Demolition Wastes (including Excavated Soil From Contaminated Sites)	17 01 Concrete, bricks, tiles and ceramics 17 01 01 concrete 17 01 02 bricks 17 01 03 tiles and ceramics 17 01 07 mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 170106 17 03 Bituminous mixtures, coal tar and tarred products 17 03 02 road base and road planings other than those containing coal tar Allowed only if : Bituminous mixtures from the repair and refurbishment of the asphalt layers of roads and other paved areas (excluding bituminous mixtures containing coal tars and classified as waste code 17 03 01) Must not include coal tars or tarred products. Must not include freshly mixed bituminous mixtures. 17 05 Soil (including excavated soil from contaminated sites) stones and dredging spoil 17 05 04 soil and stones other than those mentioned in 17 05 03 Must not contain any contaminated soil or stone from contaminated sites 17 05 06 dredging spoil other than those mentioned in 17 05 05 Allowed only if : inert aggregate from dredging. Must not contain contaminated dredgings. Must not contain fines. Must be dewatered prior to acceptance. 17 05 08 track ballast other that those mentioned in 17 05 07 Allowed only if does not contain soil and stones from contaminated sites. 17 09 Other construction and demolition wastes 17 09 04 mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03 Allowed only if : The waste is generated from utilities trenching The waste consists of sub base aggregates ie granular material

STANDARD OPERATING PROCEDURE No 02

Permitted Waste Categories	European Waste Catalogue Chapter
	The waste contains only materials that would be described by entries 17 01 01 , 17 03 02 and 17 05 04 if the waste was not mixed
19 Wastes from Waste Management Facilities, Off-Site waste Water Treatment Plants and Preparation of Water intended for Human use	19 12 Wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) 19 12 09 minerals (for example sand, stones) Must not contain contaminated concrete, bricks, tiles, sand, stone or gypsum from recovered plasterboard.
20 Municipal Wastes (Household Waste and Similar Commercial, Industrial and Institutional Wastes) including separately	20 02 Garden and park wastes (including cemetery waste) 20 02 02 soil and stones Must not contain contaminated stones from garden and parks waste.

If WRAP compliant direct the driver to the appropriate unloading area of the site.

The following waste types are ***not acceptable*** under the WRAP protocol and must be segregated from WRAP protocol material to designated area at the site. 17 08 02 gypsum based construction materials must be placed directly within the designated covered skip for plasterboard.

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STANDARD OPERATING PROCEDURE No 02

Permitted Waste Categories	European Waste Catalogue Chapter
01 Wastes Resulting from Exploration, Mining, Quarrying and Physical and Chemical Treatment of Minerals	01 01 Wastes from mineral excavations 01 01 01 waste from mineral metalliferous excavations 01 01 02 waste from mineral non-metalliferous excavations
02 Wastes from Agriculture, Horticulture, Aquaculture, Forestry, Hunting and Fishing, Food Preparation and Processing	02 04 Wastes from sugar processing 02 04 01 soil from the cleaning and washing of beet
10 Wastes from Thermal Processes	10 12 Wastes from manufacture of ceramic goods, bricks, tiles and construction products 10 12 08 waste ceramics, bricks, tiles and construction products (after thermal processing) 10 13 waste from the manufacture of cement, lime and plaster and articles and products made from them 10 13 14 waste concrete Only allowed if does not contain concrete sludge
17 Construction and Demolition Wastes (including Excavated Soil From Contaminated Sites)	17 08 Gypsum based construction materials 17 08 02 gypsum based construction materials other than those mentioned in 170901
19 Wastes from Waste Management Facilities, Off-Site waste Water Treatment Plants and Preparation of Water intended for Human use	19 13 Wastes from soil and groundwater remediation 19 13 02 solid wastes from soil remediation other than those mentioned in 19 13 01 ⁵

6) On return of a Vehicle from the unloading Area

- Providing that the waste has been deemed acceptable upon unloading the site operative should sign the transfer note and/or ticket and hand a copy to the driver. A copy should be retained for filing.

7) If upon unloading the Waste Appears to be unacceptable (Level 3 testing - visual inspection)

- The material should be reloaded into a skip and the site operator must make a record on the ticket that the load has been quarantined.
- The waste should be isolated and the site manager or his nominated deputy contacted for further instructions.
- Any odorous waste should be removed from site as soon as is practicable.
- Make a record of the event and actions taken in the site diary.

8) If upon unloading the Waste Appears to be Hazardous in Nature

- Contact the site manager or his nominated deputy for further instructions.
- Prevent any other vehicles from going to the area for unloading unless there is an alternative area to unload and the vehicles are not likely to go near the potentially hazardous waste.

9) Actions for the Site manger in the Event of 7 and 8 above

- In any instance where waste is turned away as unacceptable, especially if it appears that a deliberate attempt has been made to knowingly deposit non-permitted waste, inform the Environment Agency by telephone and subsequently in writing.
 - If there is doubt as to the precise nature of the waste the site manager should take a representative sample of the waste and arrange for an appropriate analysis ie Test in accordance with level 2 testing outlined in SOP No. 1.
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The waste acceptance procedure can be summarised as :

