

## Overview

This procedure outlines the waste rejection process for all non-conforming wastes that cannot be processed on site.

Acceptance of non-conforming wastes is a direct breach of the permitted conditions of the sites Environmental Permit.

## 1. Rejection at the Weighbridge

Any waste coming across the weighbridge that does not meet the EWC code description below **MUST BE REFUSED ENTRY** to the site. The site can only accept materials that conform to the EWC Waste Codes provided in Table 1.1 overleaf.

If any waste arriving at site is observed to contain any of the following **IT MUST BE REFUSED ENTRY TO THE SITE.**

- Explosive Materials;
- Infectious materials;
- Animal Wastes (blood, faeces etc);
- Waste consisting solely or mainly of dusts or powders; and
- Wastes that are malodorous.

Any waste that is rejected or may be subject to rejection should be brought to the attention of the Site Manager.

The consignor of the waste must be contacted by the Site Manager and be made aware that the waste has been rejected.

The Site Manager holds the responsibility for the acceptance / rejection of all wastes onto site.

It is the responsibility of the weighbridge personnel to inform the Site Manager of any wastes that do not or potentially do not meet the above specification.

If a non-conforming waste has not entered the site i.e. identified at the weighbridge, the haulier is refused entry into the site and a Waste Rejection Form (provided at the back of this procedure) is completed.

All Waste Rejections shall be recorded in the Site Register.

Author / Function or Department:	Process Owner / Department: Site Manager

**Table 1: EWC Codes and Types**

Waste Codes	Description
<b>02</b>	<b>WASTES FROM AGRICULTURE, HORTICULTURE, AQUACULTURE, FORESTRY, HUNTING AND FISHING, FOOD PREPARATION AND PROCESSING</b>
<b>02 01</b>	<b>wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing</b>
02 01 04	waste plastics (except packaging)
02 01 10	waste metal
<b>07</b>	<b>WASTES FROM ORGANIC CHEMICAL PROCESSES</b>
<b>07 02</b>	<b>wastes from the MFSU of plastics, synthetic rubber and man-made fibres</b>
07 02 13	waste plastic
<b>09</b>	<b>WASTES FROM THE PHOTOGRAPHIC INDUSTRY</b>
<b>09 01</b>	<b>wastes from the photographic industry</b>
09 01 07	photographic film and paper containing silver or silver compounds
09 01 10	single-use cameras without batteries
09 01 11*	single-use cameras containing batteries included in 16 06 01, 16 06 02 or 16 06 03
09 01 12	single-use cameras containing batteries other than those mentioned in 09 01 11
<b>12</b>	<b>WASTES FROM SHAPING AND PHYSICAL AND MECHANICAL SURFACE TREATMENT OF METALS AND PLASTICS</b>
<b>12 01</b>	<b>wastes from shaping and physical and mechanical surface treatment of metals and plastics</b>
12 01 01	ferrous metal filings and turnings
12 01 02	ferrous metal dust and particles
12 01 03	non-ferrous metal filings and turnings
12 01 04	non-ferrous metal dust and particles
12 01 05	plastics shavings and turnings
12 01 17	waste blasting material other than those mentioned in 12 01 16
12 01 21	spent grinding bodies and grinding materials other than those mentioned in 12 01 20
<b>15</b>	<b>WASTE PACKAGING; ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED</b>
<b>15 01</b>	<b>packaging (including separately collected municipal packaging waste)</b>
15 01 01	paper and cardboard packaging
15 01 02	plastic packaging
15 01 04	metallic packaging
15 01 05	composite packaging
15 01 06	mixed packaging
<b>16</b>	<b>WASTES NOT OTHERWISE SPECIFIED IN THE LIST</b>
<b>16 01</b>	<b>end-of-life vehicles from different means of transport [including off-road machinery] and wastes from dismantling of end-of-life vehicles and vehicle maintenance (except 13,14, 16 06 and 16 08)</b>
16 01 03	end-of-life tyres
16 01 12	brake pads other than those mentioned in 16 01 11
16 01 17	ferrous metal
16 01 18	non-ferrous metal
16 01 19	plastic
16 01 22	components not otherwise specified
<b>16 02</b>	<b>wastes from electrical and electronic equipment</b>

Author / Function or Department:	Process Owner / Department: Site Manager

DATE: August 2017  
 REVISION: 0  
 DOC #: MK-E03  
 PAGE: 3 of 9

## Environmental Procedure Waste Rejection



16 02 11*	discarded equipment containing chlorofluorocarbons, HCFC, HFC
16 02 13*	discarded equipment containing hazardous components other than those mentioned in 16 02 09 to 16 02 12
16 02 14	discarded equipment other than those mentioned in 16 02 09 to 16 02 13
16 02 15*	hazardous components removed from removed from discarded equipment
16 02 16	components removed from discarded equipment other than those mentioned in 16 02 15
<b>16 06</b>	<b>batteries and accumulators</b>
16 06 01*	lead batteries
16 06 02*	Ni-Cad batteries
16 06 03*	mercury-containing batteries
16 06 04	alkaline batteries (except 16 06 03)
16 06 05	other batteries and accumulators
<b>17</b>	<b>CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)</b>
<b>17 02</b>	<b>wood, glass and plastic</b>
17 02 03	plastic
<b>17 04</b>	<b>metals (including their alloys)</b>
17 04 01	copper, bronze, brass
17 04 02	aluminium
17 04 03	lead
17 04 04	zinc
17 04 05	iron and steel
17 04 06	tin
17 04 07	mixed metals
17 04 11	cables other than those mentioned in 17 04 10
<b>19</b>	<b>WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION/INDUSTRIAL USE</b>
<b>19 10</b>	<b>waste from shredding of metal containing wastes</b>
19 10 01	iron and steel waste
19 10 02	non-ferrous waste
19 10 04	fluff-light fraction and dust other than those mentioned in 19 10 03
19 10 06	other fractions other than those mentioned in 19 10 05
<b>19 12</b>	<b>wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified</b>
19 12 01	paper and cardboard
19 12 02	ferrous metal
19 12 03	non-ferrous metal
19 12 04	plastic and rubber
<b>20</b>	<b>MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS</b>
<b>20 01</b>	<b>separately collected fractions (except 15 01)</b>
20 01 01	paper and cardboard
20 01 02	glass
20 01 21*	fluorescent tubes and other mercury-containing waste
20 01 23*	discarded equipment containing chlorofluorocarbons
20 01 33*	batteries and accumulators included in 16 06 01, 16 06 02 or 16 06 03 and unsorted batteries and accumulators containing these batteries

Author / Function or Department:	Process Owner / Department: Site Manager

DATE: August 2017  
REVISION: 0  
DOC #: MK-E03  
PAGE: 4 of 9

## Environmental Procedure Waste Rejection



20 01 34	batteries and accumulators other than those mentioned in 20 01 33
20 01 35*	discarded electrical and electronic equipment other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components
20 01 36	discarded electrical and electronic equipment other than those mentioned in 20 01 21, 20 01 23 and 20 01 35
20 01 39	plastics
20 01 40	metals
<b>20 03</b>	<b>other municipal wastes</b>
20 03 07	bulky waste
<i>Total</i>	<i>Aggregate Quantity of all wastes listed above will be less than 30,999 tonnes per annum</i>

DRAFT

Author / Function or Department:	Process Owner / Department: Site Manager

## 2. Rejection at the Reception / Storage Area

All waste will undergo a visual inspection during offloading. All wastes will be visually inspected to ensure the following:

- Waste meets the EWC Code definition;
- Wastes do not exhibit malodorous properties;
- Wastes comprise of solid materials and not liquids; and
- Wastes do not consist of mainly dusts, powders or loose fibres.

Any materials that do not meet the above requirements shall be rejected from site.

Any waste that is rejected or may be subject to rejection should be brought to the attention of the Site Manager.

The consignor of the waste must be contacted by the Site Manager and be made aware that the waste has been rejected.

The Site Manager holds the responsibility for the acceptance / rejection of all wastes onto site.

Trained site staff will check each load visually as it is deposited to ensure that it does not contain any unacceptable waste(s). The waste may be quarantined whilst investigations take place.

Any major non-conformance in the load i.e. burnt, charred or waste obviously having a 'hot spot' of significantly elevated temperature beyond that of surrounding material in the load, will result in the load being transferred to the sites quarantine area.

If the load is rejected, it will be moved to the quarantine area and photographed. Photographs will be emailed or faxed to the supplier and details given of the problem. Rejected waste will be stored within the quarantine area for as short a period as practical, before being removed from site.

If any odourous waste is detected it will be rejected immediately from site. No odorous waste will be stored on site.

Rejected loads may be removed from site by the supplier or transportation organised for removal and return to the supplier.

Records of communications and photographs are kept on file for a minimum of two years in line with current Duty of Care legislation.

Author / Function or Department:	Process Owner / Department: Site Manager

DATE: August 2017  
REVISION: 0  
DOC #: MK-E03  
PAGE: 6 of 9

## Environmental Procedure Waste Rejection



It is the responsibility of the supervisor/site personnel to inform the site manager of any wastes that do not or potentially do not meet the specification.

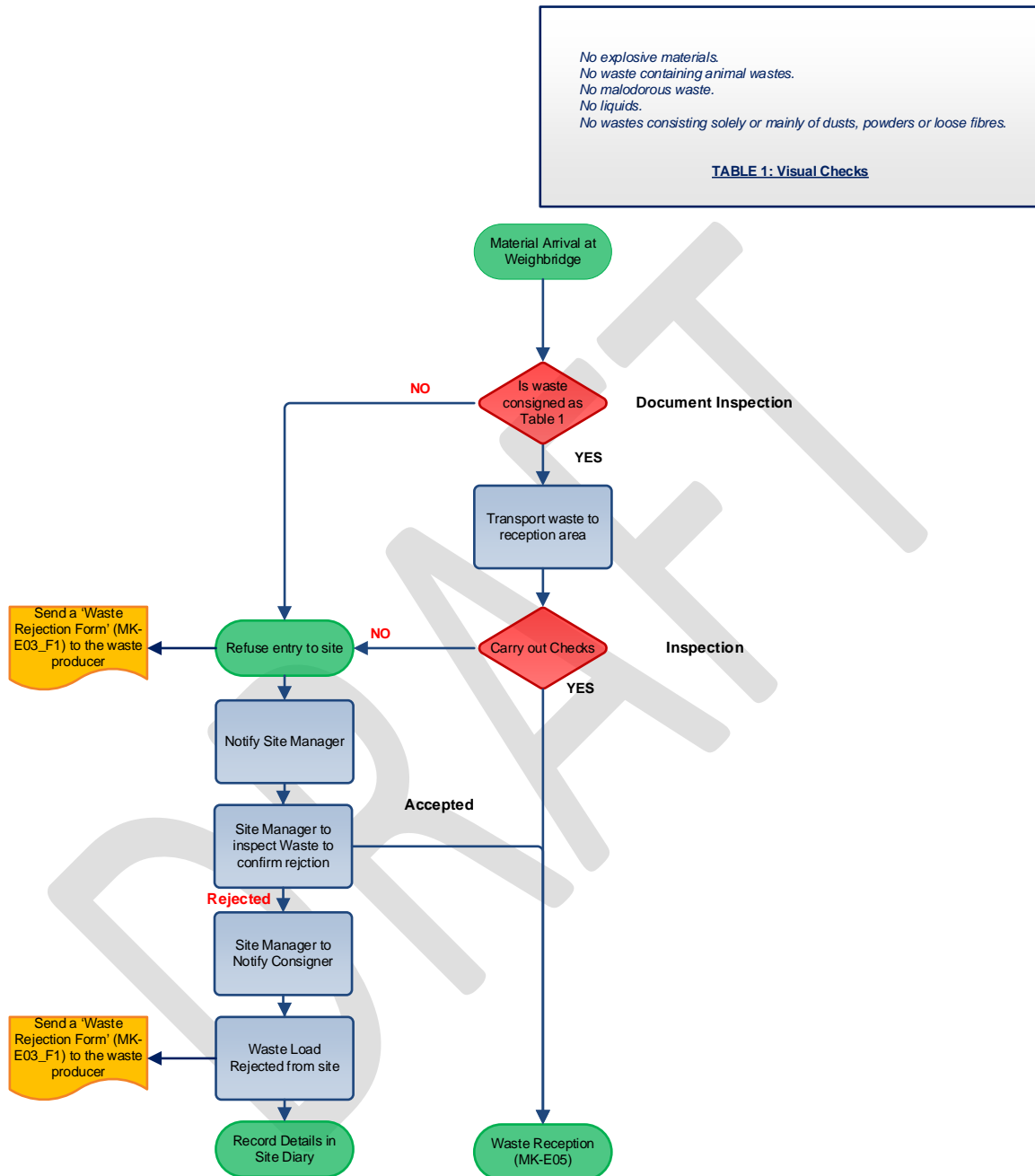
If the non-conforming waste has entered the site, and is subsequently rejected, a waste rejection form, (MK-E03\_F1) is completed. However, if the non-conforming waste has not entered the site, i.e. identified at the weighbridge, the haulier is refused entry into the site.

All Waste Rejections shall be recorded in the Site Register.

DRAFT

Author / Function or Department:	Process Owner / Department: Site Manager

### 3. FLOW CHART: MK-E03 WASTE REJECTION



Author / Function or Department:	Process Owner / Department:
	Site Manager

## 4. Training Record

The below signatories have received training and understand all aspects of procedure MK-E03.

Table 4.1: Training				
PRINT EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE	MANAGER INITIALS	UN-CONTROLLED COPY ISSUED (✓)

Author / Function or Department:	Process Owner / Department:
	Site Manager



DATE: August 2017  
REVISION: 0  
DOC #: MK-E03  
PAGE: 9 of 9

Environmental Procedure  
Waste Rejection



Waste Rejection Form

Delivered On:

Delivered By:

Consignment  
Batch Identity /  
Waste Transfer  
Note Number:

Reason for  
Rejection /  
Quarantine:

Date to be  
Removed from  
Site:

Arranged by:

Contact Details:

Further Action:

Author / Function or Department:

Process Owner / Department:  
Site Manager