

Overview

The control of wastes and the prevention of unsuitable wastes being bought and accepted on site is a key management requirement to ensure quality control of the processes at the Mekatek Waste Recovery and Recycling Facility. The uncontrolled acceptance of unsuitable or contaminated wastes can lead to adverse reactions, uncontrolled emissions or product liability issues resulting from their treatment and recovery.

This procedure defines the upstream screening of all incoming waste prior to its arrival on site and involves the provision of relevant information and representative samples of the waste, where appropriate. This is to ensure that Mekatek determine the suitability of the waste for the process, before arrangements are in place to accept the waste.

Once fully operational, all pre-acceptance and acceptance will be incorporated into Mekatek's electronic system for data capture and record keeping.

1. Pre-acceptance process

1.1 Initial Order/Enquiry

Prior to the delivery of any loads, the operator shall obtain and agree a written supply agreement for the input materials with each input material supplier. The written agreement shall provide the following;

- The waste type and specific source location(s) of the material;
- A brief description of the source type, physical form and the specific process producing the waste (usually defined by SIC Code);
- Chemical analysis of the waste (individual constituents and as a minimum their percentage compositions);
- Details of the suppliers quality management system and a statement from the supplier confirming their duty of care and commitment to quality control (consistency of waste type, source, handling requirements, presence of hazards within the materials etc);
- European Waste Catalogue (EWC) code.

Such information shall be obtained by issuing a Producer Declaration Form (provided at the back of this procedure). This process should occur for all new waste streams introduced to site.

Under the conditions of the site Environmental Permit **(REFERENCE TO BE INSERTED HERE)** the operator is only allowed to receive specific wastes. A list detailing all permitted waste codes is detailed in Table 1.1 below.

1.2 Long Term Supply Agreements

In the case of long-term supply arrangements with clients / suppliers, the above details are only required to be obtained once for each particular waste stream received, excepting quantity of waste which must be recorded in the Site Diary per individual load and the relevant Duty of Care documentation (Waste Transfer Notes).

However, different waste streams from the same supplier must be accompanied with the above information should they have a different composition or be derived from a different process to previous wastes received.

The Producer Declaration Form, upon receipt, is signed by the Site Manager (and / or their delegate).

No materials will be authorised for processing without sufficient / representative sampling data as appropriate to the nature of the waste.

1.3 Sampling

For appropriate waste types, unless sampling and analysis of the waste streams has already been completed by a third party and Mekatek have sufficient information regarding the waste, Mekatek will obtain representative samples of the waste used on site and compare it against the written description to ensure that it is consistent.

Mekatek will ensure that the sample is representative of the waste and that it has been obtained by a person who is technically competent to undertake the sampling process. The analysis will be carried out by a laboratory with robust quality assurance, quality control methods and record keeping. Results of the analysis of the waste will be kept within the waste tracking system.

The results will include the following;

- All hazardous characteristics of the waste;
- The physical appearance of the waste;
- The colour of the waste;
- Particle size and moisture content;
- If any odour present, a description and strength of the odour; and
- Whether the constituents declared by the waste producer match the sampling results to ensure permit compliance.

1.4 Inadequate Information

In the event of the receipt of a Producer Declaration Form with insufficient information (e.g. compositional details etc), all associated waste materials will not be accepted by Mekatek under the site waste rejection procedure (MK-E03).

Each individual Waste Stream must be allocated an individual reference number which can be re-used in future transactions.

This will allow for the technically competent person(s) to adequately prepare for acceptance / rejection of the waste (see Procedure MK-E02) as each reference number refers to a specific waste whose characteristics (composition, individual concentrations etc) must remain the same.

The information relating to each waste stream shall be filed under its individual reference number on the producer declaration form, detailing the information above and stored in the site office.

Table 1: EWC Codes and Types

Waste Codes	Description
02	WASTES FROM AGRICULTURE, HORTICULTURE, AQUACULTURE, FORESTRY, HUNTING AND FISHING, FOOD PREPARATION AND PROCESSING
02 01	wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing
02 01 04	waste plastics (except packaging)
02 01 10	waste metal
07	WASTES FROM ORGANIC CHEMICAL PROCESSES
07 02	wastes from the MFSU of plastics, synthetic rubber and man-made fibres
07 02 13	waste plastic
09	WASTES FROM THE PHOTOGRAPHIC INDUSTRY
09 01	wastes from the photographic industry
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
12	WASTES FROM SHAPING AND PHYSICAL AND MECHANICAL SURFACE TREATMENT OF METALS AND PLASTICS
12 01	wastes from shaping and physical and mechanical surface treatment of metals and plastics
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
15	WASTE PACKAGING; ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED
15 01	packaging (including separately collected municipal packaging waste)
15 01 01	paper and cardboard packaging
15 01 02	plastic packaging
15 01 03	wooden packaging
15 01 04	metallic packaging
15 01 05	composite packaging
15 01 06	mixed packaging

Author / Function or Department:

Process Owner / Department:
 Site Manager

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16	WASTES NOT OTHERWISE SPECIFIED IN THE LIST
16 01	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)
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
16 02	wastes from electrical and electronic equipment
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
16 06	batteries and accumulators
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
17	CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)
17 02	wood, glass and plastic
17 02 03	plastic
17 04	metals (including their alloys)
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
19	WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION/INDUSTRIAL USE
19 10	waste from shredding of metal containing wastes
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
19 12	wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified
19 12 01	paper and cardboard
19 12 02	ferrous metal
19 12 03	non-ferrous metal
19 12 04	plastic and rubber

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20	MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS
20 01	separately collected fractions (except 15 01)
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
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 38	wood other than that mentioned in 20 01 37
20 01 39	plastics
20 01 40	metals
20 03	other municipal wastes
20 03 07	bulky waste
Total	Aggregate Quantity of all wastes listed above will be less than 30,999 tonnes per annum

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2. Documentation and Records

All records relating to the pre-acceptance for each approved waste stream should be retained by the company secretary for a minimum of three years, or indefinitely for ongoing supply arrangements.

Hardcopies of the transferred waste will be kept in the site office as well as electronic files on the company computer system and will be available for inspection on request.

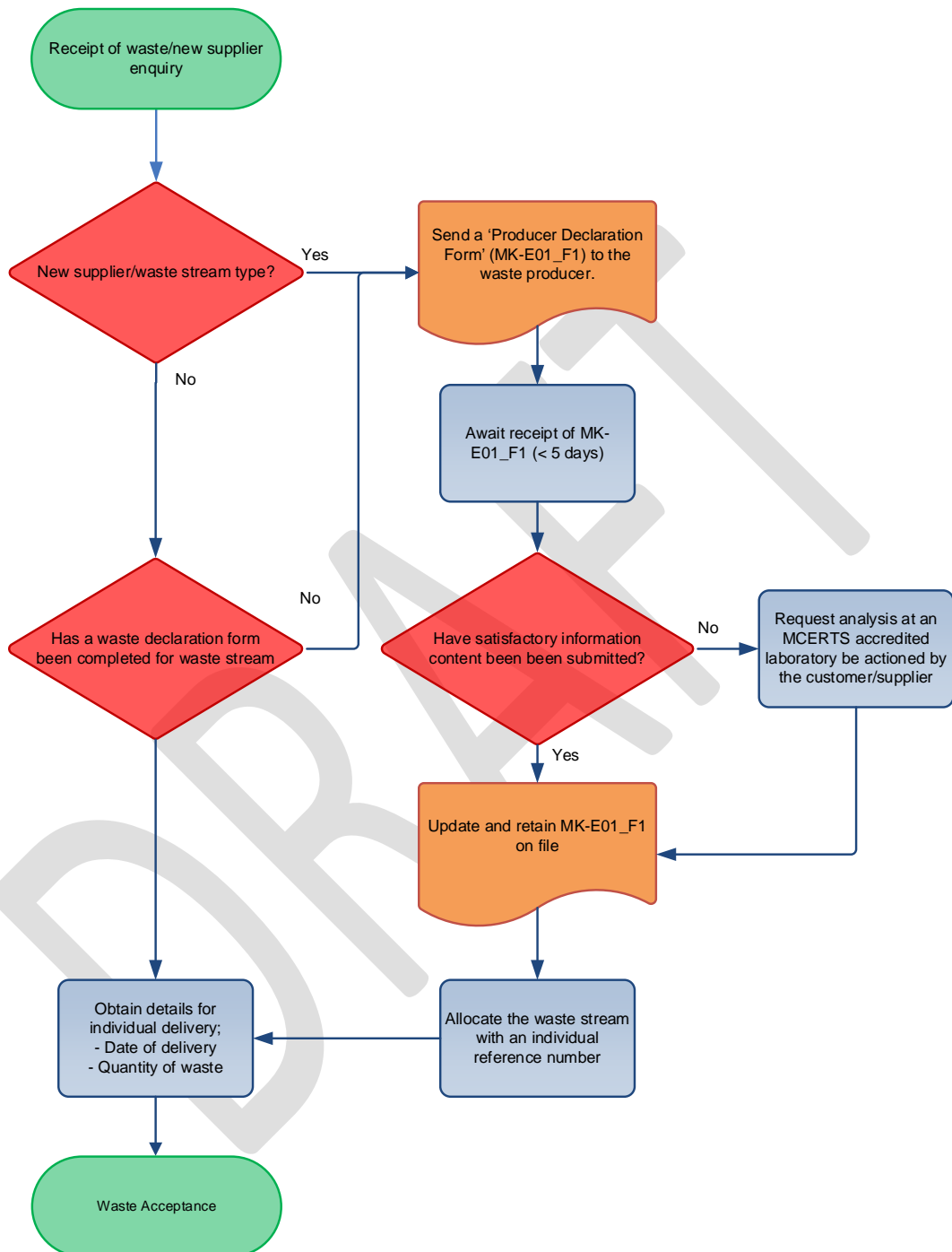
Each approved waste stream shall be documented under its individual reference number with the information detailed in Section 1.

Once fully operational, all pre-acceptance and acceptance will be incorporated into Mekatek's electronic system for data capture and record keeping.

Table 2.1: Internal record retention

Record	Retained by	Location	Hardcopy (✓/✗)	Electronic (✓/✗)	Retention Period
Form MK-E01_F1	Site Manager	Site Office	✓	✓	3 years
Correspondence with EA/Consignors	Site Manager	Site Office	✓	✓	3 years

3. Process flow chart: MK-E01 Pre-Acceptance



4. Training Record

The below signatories have received training and understand all aspects of procedure MK-E01.

Table 4.1: Training

PRINT EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE	MANAGER INITIALS	UN-CONTROLLED COPY ISSUED (✓)

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Producer Declaration Form Section 1 (to be completed by supplier)

Name of Supplier:

Address of Supplier:

Supplier Number
(if allocated):

Description of
Waste:

Waste Code:
(shown in Appendix
1)

Hazard Code:

Waste Analysis
Information:
(if not available a
sample MUST be
requested for
analysis)

Quantity:
(per batch)

Quantity:
(per annum)

Description of
Odour
Characteristics:

Odour Intensity Scale:

Intensity	Tick Relevant Intensity
0 – No Odour	
1 – Very Faint Odour	
2 – Faint Odour	
3 – Distinct Odour	
4 – Strong Odour	
5 – Very Strong Odour	
6 – Extremely Strong Odour	

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Hedonic Tone Scale:

Perceived Hedonic Scale	Tick Relevant Hedonic Tone
+4 – Very Pleasant	
+3 – Pleasant	
+2 – Moderately Pleasant	
+1 – Mildly Pleasant	
0 – Neutral Odour / No Odour	
-1 – Mildly Unpleasant	
-2 – Moderately Unpleasant	
-3 – Unpleasant	
-4 – Very Unpleasant	

Signed:

Date:

Author / Function or Department:

Process Owner / Department:
Site Manager

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