

Overview

This procedure provides the necessary information to enable the assessment and off site transfer of non-conforming or untreatable waste streams.

1. Off Site Waste Transfers

Once operational, this procedure will be updated to include the typical materials that are likely to be transferred from the Mekatek site on a regular basis.

All of the materials will be classified as wastes in accordance with The List of Wastes (LOW) Regulations 2005, which transpose the European Waste Catalogue (EWC) into domestic legislation, and provide codes for all hazardous and non-hazardous wastes.

All wastes being transferred on site must be consigned to an appropriately qualified carrier. This is legal under the Environmental Protection Act S34 and of the Environmental Protection (Duty of Care Regulations) 1991.

Prior to the offsite transfer of any wastes to a third party a check should be made to ensure that the carrier is appropriately licensed. The link to the national database is provided below:
(<https://www.gov.uk/access-the-public-register-for-environmental-information>).

Each consignment should be accompanied with an appropriately completed Waste Transfer Note.

The following details will be recorded for each individual load transferred from on site:-

- Date and time of transfer of the load;
- Details and description of the vehicle accepting the waste, the driver's name, and the operator of the vehicle; and
- A description of the waste including type, EWC code and quantity.

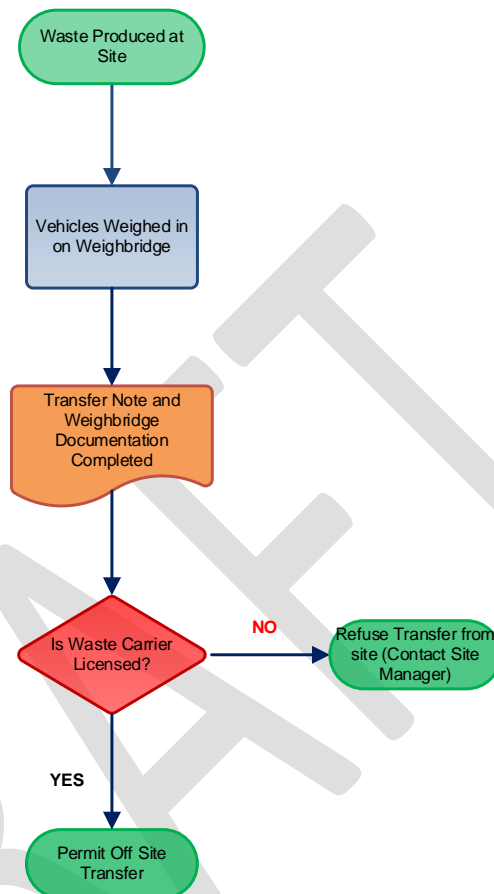
The Site Manager holds the responsibility for the correct description of all consigned wastes from site.

It is the responsibility of the weighbridge personnel to correctly log and record any waste transfers from site, ensure that the Carrier is appropriately licensed and that all relevant information is recorded.

All waste transfers should be recorded in the site diary by the Site Manager.

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

2. Flow Chart MK-E04 Off Site Waste Transfers



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

3. Training Record

The below signatories have received training and understand all aspects of procedure MK-E04.

Table 3.1: Training

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

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