



ODOUR MANAGEMENT PLAN

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Mekatek Ltd
Maerdy Industrial Estate

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Sol Environment Ltd

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1 ODOUR MANAGEMENT PLAN

1.1 Introduction

This document has been prepared by Sol Environment Ltd on the behalf of Mekatek Ltd for the operation of a waste recovery and recycling facility located at Unit C, Maerdy Industrial Estate, Rhymney, NP22 5PY (Permit Number to be determined).

The document provides a structured framework and approach in effectively managing potential odour releases associated with the storage and processing of potentially odorous waste.

This Odour Management Plan document (referred hereafter as the 'OMP') has been produced in accordance with the following document:

- Natural Resources Wales Technical Horizontal Guidance Note '*H4: Odour Management: How to comply with your permit*'

The purpose of this document is to outline the management control measures that may be established to prevent and control odour emissions and associated impacts from the site, if required.

1.2 Structure of Odour Management Plan

The OMP has been structured in accordance with the NRW H4 Odour Management Plan Guidance.

This OMP has been developed to clearly define the measures by which odour emissions will be controlled and prevented, namely by;

- Receipt and Management of Odorous Materials;
- Odour Monitoring;
- Response to Complaints; and
- Accident Management Plan.

The OMP considers the following aspects of the waste management facility:

- Sources of odour and their release;
- Actions to mitigate the effect of odour release;
- Details of the monitoring regime;
- Details of responsible persons; and
- Potential outcomes of each failure scenario in respect to odour impact.

1.3 Status of the OMP

The OMP is a “live” document and will form part of the key environmental management document for the facility. All monitoring procedures, responsibilities and compliance actions will updated as and when required.

Any revisions in the OMP or associated Annexes will be updated and inserted accordingly.

2 DESCRIPTION OF WASTE ACTIVITIES

This OMP is being produced as part of the Bespoke Waste Operations permit application for a waste recovery and recycling facility.

This facility is located at Unit C, Maerdy Industrial Estate, Rhymney, NP22 5PY.

The application site is located within the south of the Maerdy Industrial Estate with industrial and commercial units to the north and west and residential dwellings of the town of Rhymney to the south and east. The site is roughly rectangular in shape and extends in area to 3ha. The site is bounded to the west by the Valley Railway Line.

The site comprises a steel frame building with tarmac, concrete and gravelled external areas. A vegetated railway siding is present to the east of the building and an old railway track and disused land in the west. The northern half of the main building is owned by Williams Medical Supplies.

The nearest residential development is located on Forge Crescent to the east and at a distance of 50m.

2.1 Process Overview

The waste recovery and recycling facility is designed to predominantly process waste electrical and electronic equipment (WEEE), selected source segregated packaging materials, plastics and metals. The site will accept 30,999 tonnes per annum and include the receipt, storage, segregation and mechanical processing into various grades of granular metals and plastics for sale as recovered product.

All recovered / processed materials are then stored within dedicated storage bays ready for offsite transfer and sale. Any waste materials that are not able to be recycled on site are stored pending off site transfer to other licensed waste management facilities for further processing or disposal.

All physical and mechanical processing takes place within the main processing building. The only external activities are the storage of wooden pallets which are stored before being collected and transferred off site and the occasional storage of surplus waste skips .

Materials will not be stored for a period exceeding 3 months, and will regularly be processed within 14 days.

A detailed list of European Waste Catalogue (EWC) codes of wastes that are accepted onsite is provided in Annex A. All wastes that are permitted will be in compliance with permit requirements.

2.2 Competent Operator

All personnel onsite are trained and competent and are both suitably qualified and experienced.

All personnel employed will be suitably trained and experienced at operating all plant and equipment associated with their particular role.

The Site Manager holds WAMITAB certification.

2.3 Odour Sources

Source Materials & Release

There will be no odorous materials accepted onto site and therefore there will be no odorous releases from the site.

In the unlikely event that any potentially odorous materials arrive on site, they will be inspected upon arrival and immediately rejected in accordance with *Working Plan Procedure MK-E03 – Waste Rejection*.

2.4 Nearest Sensitive Receptors

The Mekatek Ltd site is located in the south of Maerdy Industrial Estate on the edge of the town of Rhymney. The predominant surrounding land use is industrial, however residential developments are present to the south and east. The Valley Railway Line bounds the site to the west.

Sensitive receptors within 1 km of the site have been identified within Table 2.1 below.

Table 2.1: Sensitive Receptors				
ID	Receptor	Category	Distance (m)	Direction
1	Forge Crescent	Residential	50	E
2	River Rhymney	Water Body	200	N
			100	S
3	Williams Medical Supplies	Commercial & Industrial	Adjacent	N
4	Maerdy Industrial Estate Units	Commercial & Industrial	190 - 550	N
5	Capital Valley Industrial Park Units	Commercial & Industrial	50 - 260	W
6	Railway Line	Railway	20	W

7	St Clares	Residential	55	S
8	Allotment Gardens	Residential	240	E
9	Bryn Awel Primary School	Public	340	NE
10	Rhymney Comprehensive School	Public	660	S
11	Houses in Garden City	Residential	80 - 470	E
12	Houses in Pontllytyn	Residential	200 – 1000	S
13	Upper Rhymney Primary School	Public	730	N
14	Tredegar & Rhymney Golf Course	Recreational	880	SE
15	Hospital	Public	865	N
16	Pontllytyn Primary School	Public	725	S
17	Rhymney Sports Ground	Recreational	800	N
18	Allotment Gardens	Residential	635	S
19	Valley Manor Nursing Home	Residential / Public	810	S

3 CONTROL MEASURES

The waste recycling and recovery facility will have a number of measures in place to control odour.

An environmental management system and operational procedures have been developed in accordance with good practice to ensure that no odourous waste is accepted on site.

Working plan procedures ensure that good operational practices are employed. Effective management and control of the process minimises odour generation.

The following sections detail management techniques, procedures and odour control measures to minimise the potential for odour generation from the waste recovery and recycling facility.

3.1 Receipt and Management of Odorous Materials

The primary management of odour is the control of wastes accepted at the Mekatek facility. The Environmental Management System (EMS) includes acceptance procedures which detail the European Waste Codes (EWC) accepted at the site and outline the procedures for rejecting non-conforming wastes including visual inspection to determine whether any wastes have malodourous properties.

The waste acceptance procedures are provided within Annex B and consist of the following:

- MK-E01 – Waste Pre-Acceptance;
- MK-E02 – Waste Acceptance; and
- MK-E03 – Waste Rejection.

Notwithstanding the EWC's codes stipulated in Annex A, waste shall not be accepted at the site which has any of the following characteristics;

- Odourous waste;
- Biodegradable waste;
- Waste showing evidence of charring, elevated temperatures or fire damage; or
- Liquids.

It should be noted that although the site accepts some EWC codes that have the *potential* to be odorous (i.e. waste packaging), no such odorous materials shall be accepted at the site. All waste packaging shall arrive at the site in clean condition or will be sent elsewhere for cleaning and processing before arrival at the site.

In addition, no waste will be stored for a time period greater than 3 months.

All waste unloading, loading, treatment and storage will be undertaken within an enclosed building with roller shutter doors.

Good housekeeping practices are in place at the site, including an end of shift work station check.

The waste acceptance and control regime will result in there being no potential for odorous waste to be stored and processed at the site.

3.2 Response to Complaints

Receipt of an odour complaint will result in a prompt investigation and remedial action. The primary response to an odour complaint will be as detailed in accordance with the complaints procedure.

An Odour Complaint Report Form will be completed as soon as the complaint is received. A copy of the form is provided within Annex C.

An investigation shall be initiated into the cause of the complaint, this will involve as necessary:

- An olfactory survey following the procedure detailed in Section 4.2. The results of the survey will be recorded on the Odour Reporting Form provided within Annex C;
- An examination of the activities at the time of the complaint;
- An examination of the meteorological conditions at the time of the complaint; and
- A review of the effectiveness of operational and odour control procedures.

If the complaint is validated it will be treated as serious in nature and will trigger a review of the Odour Management Plan and its procedures.

3.3 Accident Management Plan

An accident management plan is incorporated into the environmental management system (MK-E09) as required by the Environmental Permitting Regulations.

The accident plan sets out the actions to be taken and measures required to prevent incidents and where an incident occurs the appropriate mitigation action to be taken.

The plan considers the following scenarios which could result in potential odour issues:

- Accidental acceptance of malodorous waste.

Please refer to Section 6 which provides more information on how any events which could cause odour emissions are managed.

4 MONITORING

The company will employ the following monitoring techniques to ensure that the Key Control Measures (Section 3) are maintained and effective, operational procedures are followed and that good practices are being implemented:

- Inspections by the Site Manager or delegated personnel; and
- Audits and inspections by Natural Resources Wales (if required).

4.1 Responsible Persons

All personnel on site will be responsible for the assessment of odour during operations. The operations will be overseen by the Site Manager who will be deemed competent through qualification, including Level 4 WAMITAB.

4.2 Olfactory ('Sniff Test') Monitoring

Although odour will be monitored daily during the site walkover checks, formal odour monitoring will be recorded monthly and observations shall be noted on the odour report form provided within Annex C. Surveys shall be carried out in accordance with the monitoring protocol contained within Natural Resources Wales Technical Guidance Note H4.

Suitable locations downwind of the site but internal to the site boundary will be chosen to carry out the sniff test to clarify that the impact is not detectable at the site boundary and able to create an offsite impact.

In the event that odour is detectable at the site boundary, further investigation will be required in the direction of the prevailing wind and closest sensitive receptor. This will also be recorded on the odour report form provided within Annex C.

The odour assessor must not be subject to significant odour in the 30 minutes prior to the assessment and shall be compliant with the requirements laid down in the Olfactory Survey procedure (detailed in Annex C). This is to ensure that monitors are not suffering from odour fatigue and will be sensitive to odours.

If any detectable odour is identified at the site boundary and is judged to be moderate (Odour Intensity Rank 3) then the Site Manager will be notified immediately and the olfactory survey will continue to attempt to determine the scope and extent of the odour plume, as follows:

- A suitable location downwind of the site and potentially sensitive receptor at which the odour plume is likely to extend will be selected for assessment;
- Survey will continue toward the facility until a site-related odour is perceived; and
- Assessment points perpendicular to the plume axis and equidistant from the site will then be monitored, subject to access requirements.

Monitoring frequencies shall be as detailed in Table 4.1.

Table 4.1: Monitoring Frequencies		
Parameter	Monitoring Technique	Frequency
Odour	Olfactory monitoring	Monthly perimeter checks. Increased frequency in response to complaints.
	Complaint monitoring	Continuous
Complaints	Corrective action monitoring	Post-implementation of a corrective action

The following scales will be used:

Table 4.2: Odour Intensity Scale	
Score	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

Table 4.3: Hedonic Tone Scale	
Score	Intensity
+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

In the event that any detectable odour is identified at the nearest sensitive receptor that is judged to be distinct (Odour Intensity Rank 3 and above) and moderately unpleasant (Hedonic Rank -2 and above) then operations will cease and be postponed until further investigation.

4.3 Records

Monthly records shall be maintained during operations and include the following details:

- Results of equipment inspections and olfactory monitoring carried out by site personnel;
- Weather conditions including wind speed and wind direction;
- Operational problems including date, time, duration, prevailing weather conditions and cause of problem;
- Complaints received including address of complainant (if available);
- Details of corrective action taken, and any subsequent changes to operational procedures; and
- An evaluation of the effectiveness of control and abatement techniques used.

5 Compliance Action Plans

5.1 Control & Trigger Levels

Control trigger levels are presented below in Table 5.1.

Table 5.1: Control & Trigger Levels		
Parameter	Monitoring Technique	Control Levels
Odour	Routine olfactory monitoring	Odour Intensity ≥ 3 recorded at any monitoring location (persistent / transient nature noted and considered)
	Complaint monitoring	Receipt of complaint

5.2 Compliance Actions

A recording of Odour Intensity ≥ 3 during routine olfactory monitoring or the receipt of a complaint will necessitate further investigation into the causes and indicate whether further monitoring is required. Actions to be taken in the event of an exceedance will be dictated by the nature and extent of the exceedance(s) (e.g. by considering the magnitude of exceedance and whether it was event driven or on-going).

5.3 Detection of Strong Odour During Olfactory Survey

Detection of a strong odour, (i.e. 'bearable but offensive'), will initiate a more extensive olfactory survey to determine the extent of the odour plume (as described in Section 4.2). An investigation will be initiated into the cause of the odour. This shall involve as necessary:

- A review of the activities at the time of the olfactory survey; and
- A review of the meteorological conditions at the time of the olfactory survey.

5.4 Corrective Actions

The outcome of an investigation will determine the corrective actions to be implemented, they will consider, but not be limited to:

- Alteration to waste reception procedures and odour control measures employed;

- Review of all processes; and
- Update of OMP if new procedures are created.

5.5 Reporting

Exceedance of a control level will be investigated (as described above) and recorded. This includes recording the following:

- Nature of the incident;
- Date of occurrence(s);
- Results of the investigation;
- Details of responses/ action plans implemented;
- The event will be marked within the incident log; and
- The report of any exceedance will be made available to Natural Resources Wales on a quarterly basis.

6 Incidents and Emergencies

Consideration as been given to the types of abnormal events that have the potential to result in an odour impact. Abnormal events include the following:

- Acceptance of malodorous waste.

Acceptance of Malodorous Waste

All personnel onsite will be appropriately trained in the waste pre-acceptance, acceptance and rejection procedures. This should ensure that in the unlikely event that malodorous waste is accepted on site, it is immediately rejected. Mekatek owned HGV's are available to deploy the waste should the source of the waste not be available to collect.

Please refer to the sites waste acceptance producers provided in Annex B for more information.

ANNEX A: EWC CODES

Proposed Feedstock 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 04	metallic packaging
15 01 05	composite packaging
15 01 06	mixed packaging
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
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 39	plastics
20 01 40	metals
20 03	other municipal wastes

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>

ANNEX B: WORKING PLAN PROCEDURES

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.

Author / Function or Department:

Process Owner / Department:
Site Manager

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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 04	metallic packaging
15 01 05	composite packaging
15 01 06	mixed packaging
16	WASTES NOT OTHERWISE SPECIFIED IN THE LIST

Author / Function or Department:

Process Owner / Department:
 Site Manager

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Waste Pre-Acceptance



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
20	MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS

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Process Owner / Department:
 Site Manager

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Waste Pre-Acceptance



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 39	plastics
20 01 40	metals
20 03	other municipal wastes
20 03 07	bulky waste
Total	<i>Aggregate Quantity of all wastes listed above will be less than 30,999 tonnes per annum</i>

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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

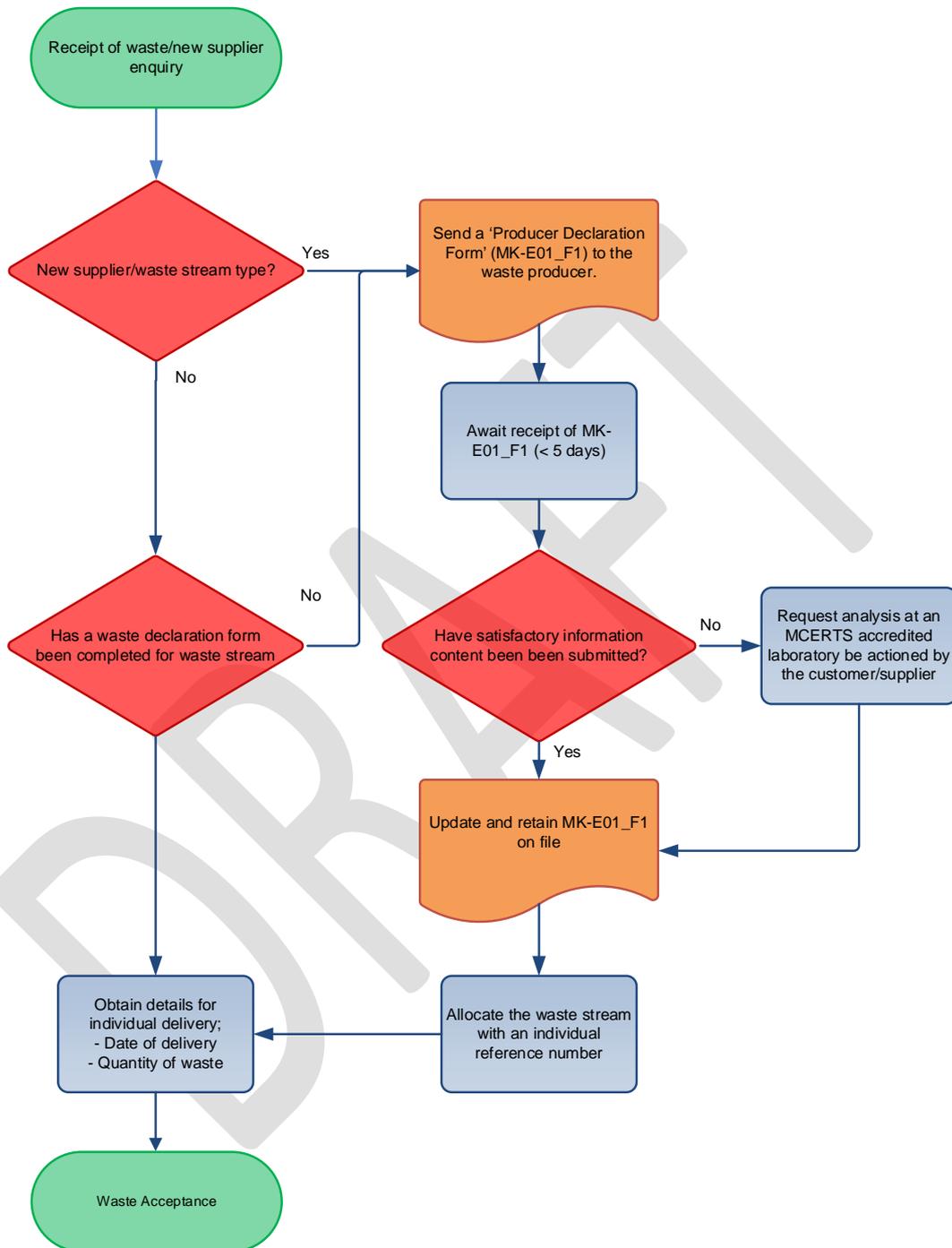
Record	Retained by	Location	Hardcopy (✓/✗)	Electronic (✓/✗)	Retention Period
Form MK-E01_F1	Site Manager	Site Office	✓	✓	3 years
Correspondence with EA/Consignors	Site Manager	Site Office	✓	✓	3 years

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Process Owner / Department:

Site Manager

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



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Waste Pre-Acceptance



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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Waste Pre-Acceptance



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:

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Author / Function or Department:

Process Owner / Department:
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Overview

The control and acceptance of wastes when they arrive at site is a key process in avoiding potential contribution to system inefficiency through introduction of unsuitable waste streams.

This procedure outlines the onsite controls and considerations that need to be applied when waste materials arrive on site for processing.

1. Waste Acceptance

All vehicles delivering waste to site will report to the weighbridge office where it will be weighed and recorded on the necessary weighbridge forms. A check shall be made that the waste type and source has been Pre-Accepted in accordance with procedure MK-E01 Pre-Acceptance.

Where a waste has not been Pre-Accepted the Site Manager shall be contacted and the waste assessed on specification. The decision of whether the waste can be accepted lies with the Site Manager.

Waste will not be accepted on site unless sufficient storage capacity exists and the site is adequately manned to receive the waste.

No odorous wastes will be accepted on the site.

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

- Date and time of delivery of the load
- Details and description of the vehicle delivering the waste, the driver's name, and the operator of the vehicle; and
- A description of the waste including type and quantity.

Wastes will only be accepted on site that conform to the following EWC Waste Codes detailed in Table 1.1 overleaf.

There will be an internal tracking system in place for all wastes which will be cross-referenced to the unique reference number which was given to the waste at the pre-acceptance stage. The tracking system will consist of all information generated during pre-acceptance, acceptance, storage and treatment and will be kept up to date on an ongoing basis.

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Any wastes that do not meet with the above description and requirements should be refused entry to the site in accordance with procedure MK-E03 Waste Rejection.

Rejected wastes shall be recorded in the site diary.

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.

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 04	metallic packaging
15 01 05	composite packaging
15 01 06	mixed packaging
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

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	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 39	plastics
20 01 40	metals
20 03	other municipal wastes
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>

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

2. Waste Reception

The Weighbridge personnel shall inform the site manager and respective staff of the vehicle arrival.

All vehicles will be directed from the weighbridge to the Reception area of the Building. Drivers are instructed to wait for a Site Operative before discharging the waste.

Mixed waste will be received on site and placed within the waste storage area where it will be manually sorted into categories prior to being placed within the relevant storage bay.

Whilst the waste is being manually sorted, the load will be inspected by site staff for any non-compliant waste and to ensure that the waste meets the contracted specification. The waste will be checked to ensure compliance with the permitted wastes in accordance with the site EPR Permit and as defined above.

Any non-conforming material will be segregated and disposed of in accordance with Procedure MK-E03 Waste Rejection.

Once the delivery is complete vehicles will then be directed to leave the site via the weighbridge, having had their TARE weight recorded.

2.1 Load Inspection

As mentioned above, 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;
- Waste does not contain excessive extraneous materials;
- 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 major non-conformance in the load i.e. odorous waste will result in the load being transferred to the sites quarantine area in accordance with Procedure MK-E03 Waste Rejection.

The Site Manager or weighbridge operator will ensure that the waste delivered to the site is accompanied by a written description of the waste which will describe the following:

- The physical and chemical composition of the waste;
- Hazard characteristics and handling procedures;
- Compatibility issues; and

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- Information specifying the original waste producer and process.

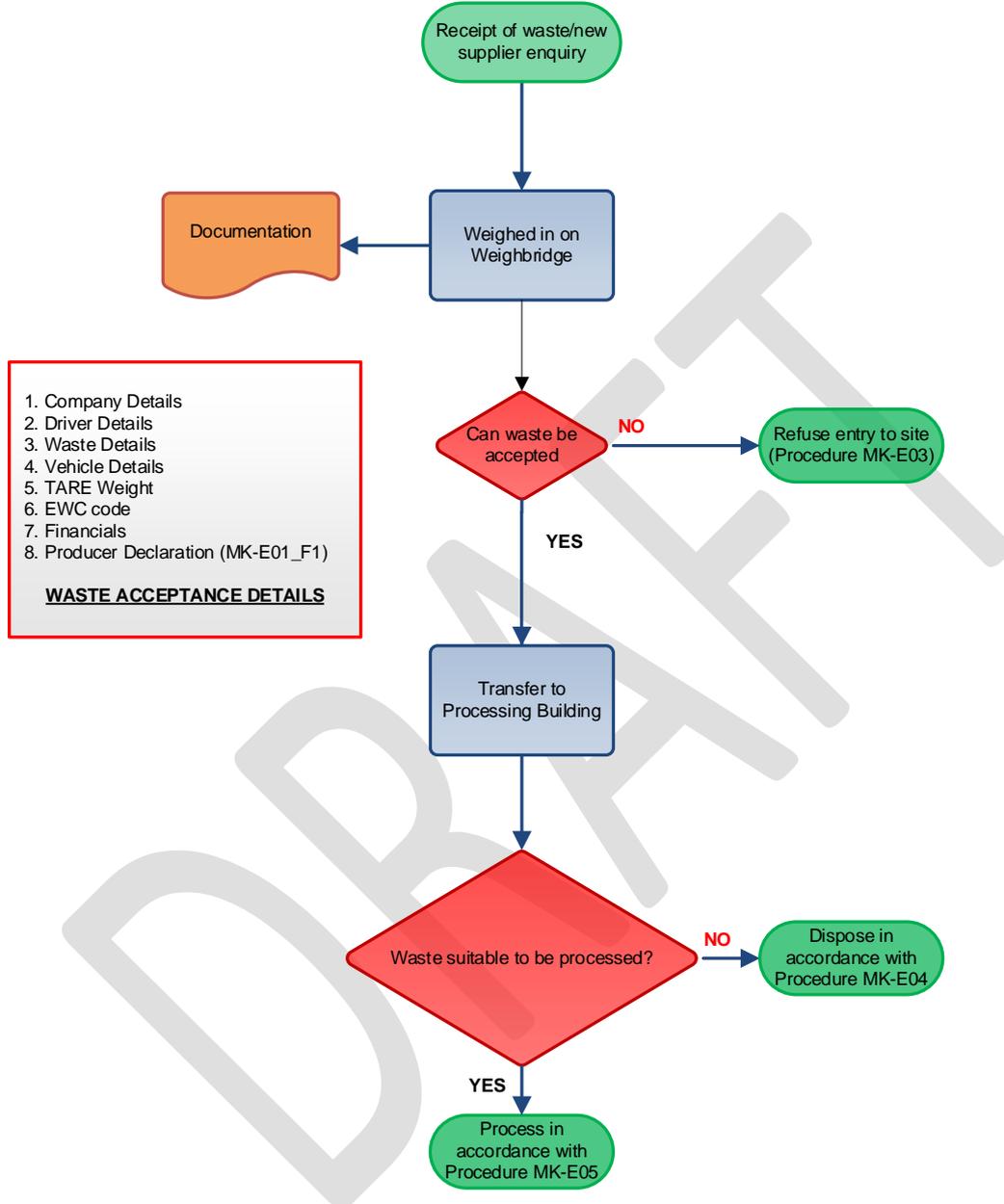
On-site verification and compliance testing will take place in order to confirm:

- The identity of the waste;
- The description of the waste;
- Consistency with the pre-acceptance information and sampling; and
- Compliance with the permit.

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

3. Process flow chart: MK-E02 Waste Acceptance



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

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
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 04	metallic packaging
15 01 05	composite packaging
15 01 06	mixed packaging
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

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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
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
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

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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
20 03	other municipal wastes
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>

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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.

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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.

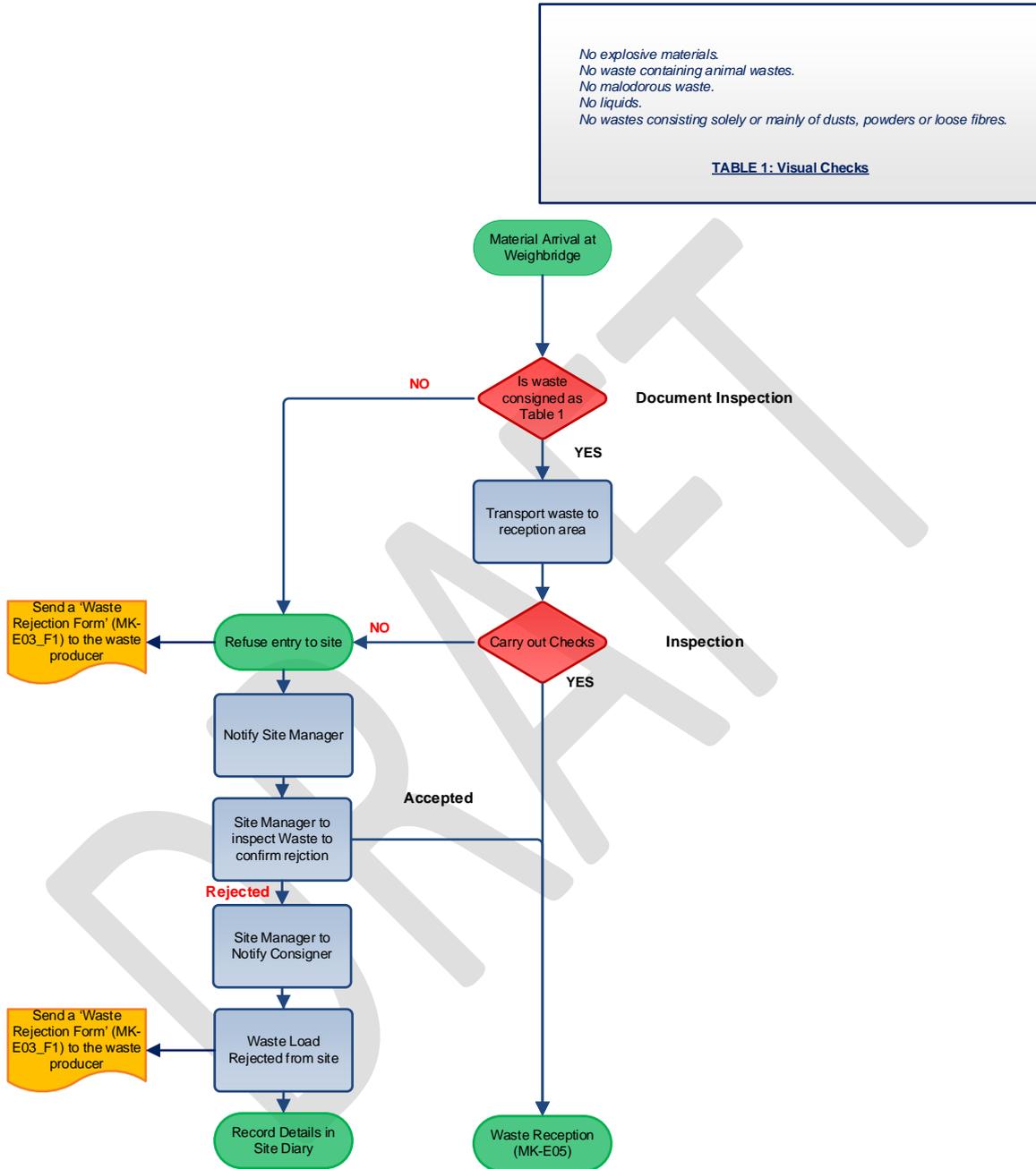
If the non-conforming waste has entered the site, and is subsequently rejected, a waste rejection form, (MK-E03_F1) is completed. However, if the non-conforming waste has not entered the site, i.e. identified at the weighbridge, the haulier is refused entry into the site.

All Waste Rejections shall be recorded in the Site Register.

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3. FLOW CHART: MK-E03 WASTE REJECTION



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

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Environmental Procedure
Waste Rejection



**MEKATEK
BUSINESS GROUP**

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:

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

ANNEX C: ODOUR REPORTING FORM

ODOUR REPORTING FORM				
Name of Assessor:				
Confirm Compliance with Reference Table 1:				
Survey Timings	Date			
	Start Time			
	Finish			
Location of Sniff Test :				
Weather Conditions (dry, rain, fog, snow etc)				
Wind Direction (e.g from the SW)				
Wind Strength (none, light, steady, strong, gusting)				
Cloud Cover (%)				
Temperature (°C)				
Precipitation				
Location ¹	Odour Intensity ²	Odour Extent ³	Odour Description ⁴	Receptor Sensitivity ⁵
<p>Sketch Provide a sketch of test and source locations</p>				
<p>¹What site boundary points / sensitive receptor? ²Refer to Reference Table 2 ³Refer to Reference Table 3 ⁴Describe the character of the odour (e.g. rotten eggs, musty, earthy, drains etc) ⁵Refer to Reference Table 5</p>				

Notes;

If odour intensity is judged as 3 or above at any external location on site boundary the Site Manager must be immediately notified

The extent of the plume should be investigated as follows:

Suitable locations downwind of the site on the site boundary will be chosen to clarify that the impact is not detectable at the site boundary and able to create an offsite impact.

In the event that the odour is detectable at the site boundary, an offsite investigation will be required in the direction of the prevailing wind and closest sensitive receptor. Continue toward the site until a faint odour is detectable.

Select further assessment points at right angles to the plume axis and equidistant from the facility to determine extent of plume.

REFERENCE TABLE 1

Requirements for Assessor

Assessor has not been exposed to waste related odours for previous 30 minutes

Assessor has not smoked or consumed strongly flavoured food or drink in previous 30 minutes

Scented toiletries should not be applied immediately before or during assessment.

Vehicle used for assessment should not contain deodoriser and care should be taken concerning odour in windscreen wash.

REFERENCE TABLE 2

Odour Intensity	Description
1	No detectable odour
2	Faint odour (barely detectable, need to stand still and inhale facing into wind.
3	Moderate odour (odour easily detectable while walking and breathing normally, possibly offensive)
4	Strong odour (bearable, but offensive odour – will my clothes hair/smell?)
5	Very strong odour (malodorous)

REFERENCE TABLE 3

Odour Extent	Description
1	Local and transient (only detected during brief periods when wind drops or blows)
2	Transient as above, but detected away from site boundary
3	Persistent but fairly localised
4	Persistent and pervasive up to 50m from site boundary
5	Persistent and widespread (odour detected > 50m from site boundary)

REFERENCE TABLE 4

Receptor Sensitivity	Description
1	Low (e.g. footpath, road)
2	Medium (e.g. industrial or commercial workplaces)

3	High (e.g. housing, pub/hotel etc)
---	------------------------------------

ANNEX D: ODOUR COMPLAINT REPORT FORM

ODOUR COMPLAINT REPORT FORM	
Time and date of complaint:	
Name and address of complainant:	
Telephone number of complainant:	

Date of odour:	
Time of odour:	
Location of odour, if not at above address:	
Weather conditions (i.e., dry, rain, fog, snow):	
Temperature (very warm, warm, mild, cold or degrees if known):	
Wind strength (none, light, steady, strong, gusting):	
Wind direction (e.g. from NE):	
Complainant's description of odour:	
<input type="checkbox"/> What does it smell like?	
<input type="checkbox"/> Intensity (see Reference Table 1):	
<input type="checkbox"/> Duration (time):	
<input type="checkbox"/> Constant or intermittent in this period:	
<input type="checkbox"/> Does the complainant have any other comments about the odour?	
Are there any other complaints relating to the installation, or to that location? (either previously or relating to the same exposure):	
Any other relevant information:	
Do you accept that odour likely to be from your activities?	
What was happening on site at the time the odour occurred?	
Operating conditions at time the odour occurred (e.g. flow rate, pressure at inlet and pressure at outlet):	
Actions taken:	
Form completed by:	Date: Signed;

REFERENCE TABLE 1	
Odour Intensity	Description
1	No detectable odour
2	Faint odour (barely detectable, need to stand still and inhale facing into wind.
3	Moderate odour (odour easily detectable while walking and breathing normally, possibly offensive)

4	Strong odour (bearable, but offensive odour – will my clothes hair/smell?)
5	Very strong odour (malodorous)

ANNEX E: RESPONSIBLE PERSONS

Annex E: Responsible Persons		
Control Measure	Responsible Persons	
	Implementation on-site	Overall Manager
Receipt and Management of Odorous Materials		
Response to Complaints		
Meteorological Conditions		
Olfactory Monitoring		
Record Keeping		
Complaint and Corrective Action Monitoring		