WASTE ACCEPTANCE

1.0 WASTE TYPES AND QUANTITIES

Wastes for Disposal

The wastes that will accepted

For each waste category, the following details are provided:-

- The full European Waste Catalogue (EWC) Code;
- Description including physical nature.

Wastes for Restoration

The waste types that will be used at the installation for capping, engineering and restoration.

For each waste category, the following details are provided:-

- The full European Waste Catalogue (EWC) Code;
- Description including physical nature; and
- Waste classification.

Waste Quantity

The maximum quantity of waste that will be deposited at the installation in any year is detailed in the permit.

2.0 WASTE ACCEPTANCE CRITERIA

Acceptance of waste at the installation will be subject to the following requirements.

2.1 General Requirements

Quantitative hydrogeological, landfill gas and stability risk assessments have been undertaken, taking account of the installation engineering, leachate and landfill gas management measures. Qualitative nuisance and health risk assessments have also been carried out. The risk assessments demonstrate that the acceptance of the wastes will meet the following criteria, in both the short and long term (post closure):

- There are no unacceptable emissions to groundwater and surface water and the surrounding environment;
- The environmental protection systems such as liners, leachate and gas collection and treatment systems at the site are not jeopardised;

- Waste stabilisation processes such as degradation or wash out within the landfill are not inhibited; and
- There is no unacceptable risk to human health.

2.2 Prohibited Waste

Notwithstanding the above, the following wastes will be specifically prohibited from disposal at the installation:-

- Hazardous wastes (from 16 July 2004);
- Liquid waste(from July 2006) ;
- Waste which in the conditions of a landfill is explosive, corrosive, oxidising, highly flammable or flammable;
- Hospital and other clinical waste arising from medical or veterinary establishments, which are infectious (from 16 July 2004);
- Chemical substances arising from research and development or teaching activities which are not identified and/or are new and whose effects on man and/or the environment are not known (e.g. laboratory residues); and
- Whole used tyres, excluding those used as engineering material;
- Shredded used tyres (other than bicycle tyres and tyres with an outside diameter of more than 1400mm) (from July 2006).

2.3 Hazardous Waste

The landfill site is classified as a landfill for non-hazardous waste unless otherwise dictated by the permit.

2.4 Non-Hazardous Waste

Non-hazardous waste will be accepted at the installation. Non-hazardous waste is defined as waste which is not covered by the Hazardous Waste Directive.

2.5 Non Hazardous Difficult Waste

Non-hazardous difficult waste will be accepted at the site.

2.6 Municipal Waste

Municipal waste can be accepted at landfills for non-hazardous waste without testing and will be accepted at the installation.

2.7 Inert Waste

Inert waste, as defined by the Landfill (England and Wales) Regulations 2002, will be accepted at the installation.

3.0 WASTE ACCEPTANCE PROCEDURES

Prior to the acceptance of waste at the installation, the following waste acceptance procedures will be followed as appropriate:-

3.1 Level 1 Basic Characterisation Testing

Level 1 basic characterisation of wastes constitutes a thorough determination, according to standardised analysis and behaviour testing methods of the short and long term leaching behaviour and or characteristic properties of waste.

Other than in the prescribed circumstances outlined below, all wastes accepted at the installation will undergo basic characterisation testing by, or on behalf of, the waste holder before landfilling. Basic characterisation testing will be used to determine the following:-

- Source and origin of the waste;
- Information on the process producing the waste (description, including SIC code, and characteristics of raw materials and products);
- Description of waste treatment applied to the waste or reasons why treatment is not considered necessary (this requirement will be implemented for existing landfills on a date yet to be specified by the Environment Agency);
- Data on composition of waste and leaching behaviour, where relevant;
- Appearance of the waste (smell, colour and physical form);
- Its European Waste Catalogue code;
- Confirmation that the waste is not prohibited from being landfilled;
- The landfill class at which the waste may be deposited; and
- Additional precautions to be taken at the landfill.

Key Variables

Basic characterisation will focus on identifying key variables, of which there are two types:

- Those parameters which dictate that a waste will always be directed to a particular class of landfill; and
- Those parameters which vary in a waste stream such that the waste is sometimes suitable for one class of landfill, and sometimes another.

Basic characterisation will normally be required where:

- Wastes need to be analysed for a limited number of key variables, which may vary close to the landfill class limit values or the presence/absence of which affect the class of landfill;

- A complete determination of composition and leaching is required, particularly if the waste is either a one-off, is from a very variable process, or has not undergone basic characterisation before.

All wastes being accepted for disposal at the installation will be subject to basic characterisation and compliance testing apart from in the following circumstances:

1. In advance of any date prescribed by the Environment Agency when these requirements will not apply to existing or extended landfills;
2. Where the waste is on the list of wastes not requiring testing contained within the Environment Agency's 'Regulatory Guidance Note 2: Interim Waste Acceptance Criteria and Procedures' or its successor. (eg municipal waste, glass, glass based fibrous materials, concrete, bricks, tiles and ceramics, soils and stones including naturally occurring sand and clay). This exclusion would not apply where there is the possibility that the waste has been contaminated during previous use, production, storage or transport.
3. Where all necessary information required for the basic characterisation is already known. (This will usually only apply to wastes that are regularly generated by a consistent process at the same installation).
4. Where testing is impractical or where appropriate testing procedures and acceptance criteria are unavailable.

3.2 Level 2 Compliance Testing

Level 2 compliance testing constitutes periodical testing by simpler standardised analysis and behaviour testing methods to determine whether the waste complies with the results of the basic characterisation, the acceptance criteria for the landfill class and the installation specific conditions of the permit. This test will focus on key variables and behaviour identified by basic characterisation, and will be carried out at least once a year for each waste stream that requires Level 1 basic characterisation.

The relevant parameters to be checked will be determined from the results of the basic characterisation. The parameters, and reasons for their selection, will be documented, and the results of the tests will be maintained at the installation.

Compliance testing can be dispensed with in the following circumstances:

1. Where the waste is on the list of wastes not requiring testing contained within the Environment Agency's 'Regulatory Guidance Note 2 Interim Waste Acceptance Criteria and Procedures' or its successor.(eg municipal waste, glass, glass based fibrous materials, concrete, bricks, tiles and ceramics, soils and stones including naturally occurring sand and clay). This exclusion would not apply where there is the possibility that the waste has been contaminated during previous use, production, storage or transport;
2. Where it is known that the waste cannot contain contaminants of concern;

3. Where testing is impractical or where appropriate testing procedures and acceptance criteria are unavailable.

The reasons for dispensing with the compliance testing will be justified and documented and regular checks carried out to ensure that the waste complies with its description and documentation.

The requirements for Level 1 and Level 2 testing depend upon the type of waste. For wastes that are generated regularly in the same process, where the input materials, and the process are well defined, and changes to the process are notified to the landfill operator, initial analyses may show that there is little variability in the waste, and there may be no further requirement for characterisation testing. Further deliveries may then only be subject to compliance testing. For wastes that are not regularly generated in the same process and installation, each batch may require the basic characterisation testing and consequently no compliance testing is needed.

3.3 Level 3 On-Site Verification of Wastes

Level 3 on-site verification constitutes rapid check methods to confirm that a waste is the same as that which has been subjected to compliance testing and that which is described in the documentation accompanying the waste. It may consist merely of a visual inspection of the waste before and/or after unloading.

A visual inspection to satisfy the Level 3 on-site verification requirements will be carried out on all wastes deposited at the installation. Preliminary verification, including checking of the paperwork, and a visual inspection if possible, will take place before vehicles carrying waste are allowed to proceed to the disposal area and final checking is carried out at the point of discharge.

This visual inspection will have two purposes:

- To confirm that the waste is permitted for disposal at the installation;
- To confirm the waste is as described in the accompanying documentation.

In this respect, the person inspecting the waste will be looking for both visual and olfactory evidence of contaminants within the waste, which are either not declared on the Duty of Care transfer note, and/or are not permitted under the terms of the permit.

In cases where basic characterisation has identified that a waste may vary outside the limits applicable to a particular installation or class of landfill, and the variation cannot be detected by visual means, it will be necessary to supplement the visual testing by additional tests such as pH or short leaching tests. If the necessary tests cannot be carried out at the installation, the tests will be undertaken prior to delivery, and the necessary results provided in advance of the deposit of the waste at the installation.

3.4 Pre-Treatment of Wastes

Waste destined for disposal at the installation, after a date to be notified by the Agency, will be subject to pre-treatment unless treatment of the waste would not reduce its quantity or the hazard it presents to human health or the environment. The treatment requirement will also not apply to types of inert waste for which treatment is not technically feasible.

The majority of waste to be accepted at the landfill will comprise of municipal waste or similar commercial /industrial waste. It is anticipated that the treatment of these wastes will be primarily through segregation or sorting at source, where at least one of the components will not be directly landfilled.

Prior to the acceptance of a specific waste stream at the installation after the designated date, the producer will be asked to confirm that either the requirement for pre-treatment does not apply or that the waste has been treated to an appropriate standard.

3.5 Technical Control and Assessment

Prior to the acceptance of any new or altered waste stream at the installation, the enquiry regarding waste acceptance will initially be assessed to determine the following:

- Whether the waste is on the list of permitted waste types authorised by the PPC permit;
- If the waste is permitted by the permit, whether the waste requires basic characterisation (Level 1) or compliance (Level 2) testing prior to acceptance at the installation.

In the event that the waste does not require testing, the waste enquiry will be passed to WRG's commercial staff for quotation.

For waste that requires testing, a technical assessment will be carried out, and the following information will be obtained and recorded for each individual waste stream:

- The waste category and European Waste Catalogue code;
- A detailed description of the waste including appearance (smell, colour and physical form);
- Source and origin of the waste;
- Information on the process producing the waste (description, including SIC code, and characteristics of raw materials and products);
- Description of waste treatment applied to the waste or reasons why treatment is not considered necessary. (This requirement will be implemented for existing landfills on a date yet to be specified by the Environment Agency);
- Chemical analytical data and characterisation testing on composition of waste and leaching behaviour, where relevant;

- Confirmation that the waste is not a prohibited waste;
- The landfill class at which the waste may be deposited;
- Additional precautions and handling methods to be taken at the landfill;
- Any additional determinands to be included in the leachate/groundwater monitoring regimes at the installation as a consequence of the deposit;
- Details of any additional checks or analyses to be carried out at the installation at the time of deposit;
- Frequency and quantity of arising; and
- Frequency of compliance (Level 2) testing.

In the event that initial information is insufficient to complete the assessment, the technical controller will gather additional information. This may include direct liaison with the waste producer with regard to the waste and method of production, reference to standard texts and to personal experience.

Final technical approval will be given when all necessary information has been obtained, and will take into account the following:-

- Analytical details, production processes, and materials handling data sheets, if available;
- Suitability for landfilling with reference to PPC permit conditions, current guidance, and good practice;
- Health and safety and operational issues and the need for special handling; and
- Current operating conditions at the installation.

The technical assessment records will be maintained under review to ensure that basic characterisation and compliance testing is carried out at the intervals identified in the initial technical assessment.

4.0 WEIGHBRIDGE PROCEDURE

4.1 Weighbridge

The weighbridge will be situated near to the entrance to the installation and on route from the installation entrance to the landfilling area.

All customers' vehicles will be weighed either before and after discharging their load, if the tare weight of the vehicle is not known, or before discharge if the tare weight is known.

4.2 Computerised Measurement System

The weighbridge measurement equipment will be linked to a digital display unit inside the weighbridge office, from which the weighbridge operator can read the gross weight of vehicles. The system will also be linked automatically to the GLADIS computer system.

The waste recording process will be carried out by the weighbridge operator on a computerised system. The system will be linked for communication with the master computer, kept in WRG's head office.

4.3 Customer Account and Waste Stream Numbers

Prior to acceptance of waste at the installation, the customer will be allocated a customer account number, and an account will be opened when the customer's details are entered into the master computer.

Each waste stream will also be allocated a unique reference number (Customer number) after its disposal has been authorised in accordance with procedures in Section 3.4.

4.4 Vehicle Details

If a new vehicle uses the installation, its details including registration number, tare weight and vehicle type will be entered into the computer to complete the transaction. Vehicles to be used by the customer for some time will be set up on the computer system to allow the vehicle and contract details to show automatically when the weighbridge enters the vehicle registration.

4.5 Waste Identification/Verification

The weighbridge operator will then identify the type of waste by reference to the following information:-

- Duty of Care transfer note;
- 6 digit waste code;
- The waste stream number stored in the computer; and
- Verbal confirmation from the driver.

Where possible, the weighbridge operator will undertake a preliminary visual examination of the waste.

Non-Conforming Waste

Wastes that are identified at the weighbridge as potentially non-conforming will either be refused access to the site or, if there is some doubt, will be directed to the waste quarantine area for inspection. If the inspection confirms that the waste is non-conforming, the Environment Agency, waste carrier, and/or producer, and internal company line management, illustrated in the SHE file, will be consulted.

The load will remain on site until an agreed course of action has been agreed with all relevant parties.

Difficult Waste

These wastes once processed for correct paperwork will be directed to the waste quarantine area for verification, testing and sampling purposes.

4.6 Waste Rejection at Weighbridge

Incoming waste may be rejected at the weighbridge for a number of reasons including:

- Incomplete or unsatisfactory documentation;
- Physical appearance not fitting description on transfer note;
- Burst sacks or inadequately contained load;
- Presence of free liquid in the waste;
- Waste not adequately pre-conditioned; and
- Adverse weather conditions at tipping face.

The site manager will be informed of any waste that is rejected at the weighbridge due to inaccurate documentation. He/she will then communicate with the sales team and the customer, advising that the load has been rejected and the reasons why. The details will be entered in the installation log book.

If the installation is unable to accept certain waste streams due to adverse weather conditions, the sales team and technical control will be notified immediately, and customers will be notified by telephone, facsimile or e-mail giving the period of closure, providing as much notice as possible. Copies of the message will be sent to the sales team and the regional manager. The regional manager will inform the sales team of what alternative installations are available to the customer.

4.7 Waste Quantity

The waste quantity will be determined from the measurement of the gross weight of the vehicle (determined prior to waste deposit) minus the tare weight (determined following discharge). For suitable vehicles the tare weight will be stored to enable the computer to automatically calculate the net weight of the load.

4.8 Ticket Issue

The transaction will be regarded as complete when the weighbridge operator obtains the driver's signature on the electronic signature pad. The weighbridge operator will then use the ticket printer to print the ticket. The ticket will then be passed to the driver for confirmation that the information produced is correct.

In case of temporary computer failure, manual tickets will also be available at the weighbridge, for manually recording waste receipts.

4.9 Waste Authorisation

Where the waste does not conform to the information stored on the computer, the weighbridge operator will consult the site manager. The site manager will determine if the waste is acceptable for disposal at the installation under the terms of the permit, and whether all necessary pre-treatment and characterisation testing has been satisfied. If there is any doubt, the waste will not be accepted and the weighbridge operator will advise the driver accordingly. Alternatively, if the site manager agrees to accept the waste, the weighbridge operator will arrange for the load to be observed during discharge at the tipping area, in accordance with Section 4.14.

4.10 Difficult Waste

Difficult waste is generally defined as any waste, which by virtue of its chemical composition, stability, concentration or physical characteristics is likely to cause harm to human health or pollution of the environment if it is not handled carefully during disposal. The term 'harm' includes offence to any of man's senses.

Difficult non-hazardous wastes that may be accepted at the installation may include, but are not limited to the following:-

- Non-infectious clinical waste;
- Malodorous waste;
- Drummed waste; and
- Dusty waste.

Wastes that may be difficult will only be accepted if they are specifically listed as permitted waste types in the permit.

Technical Assessment

All difficult waste will comply with the permit requirements with respect to maximum quantities and limiting factors. All difficult wastes will undergo technical assessment to determine their suitability for disposal at the installation, and a copy of the assessment will be provided to the site manager prior to any deposit.

Advance Notification

Advance notification of delivery is required from the customer or carrier to enable special arrangements to be put in place for the receipt and disposal of difficult wastes. Normally one day's prior notification is required, although this requirement may be altered in special circumstances and subject to the Site Manager's approval.

Terms of Acceptance

The waste carrier shall be advised of the terms and conditions for acceptance of the difficult waste load, namely:

- The address and location of the designated disposal installation;
- The earliest date for the deposit and the requirement to book the waste in with the installation at least one day before;
- Conditions relating to the proposed method of disposal ie buried at the foot of the working face;
- Physical conditions for acceptance of the waste ie enclosed skip, waste contained in bags, dust to be pre-wetted; and
- A Duty of Care Transfer Note will need to be completed.

On receipt of advanced notification the weighbridge operator will:

- Obtain details of the waste delivery from the customer;
- Advise the site manager of the proposed delivery; and
- Record the details in the installation log.

The site manager will be responsible for controlling the acceptance of difficult waste, determining the requirement for any additional checks and authorising its disposal. No difficult waste will be accepted at the installation without the approval of the site manager.

4.11 Records

Records relating to the acceptance of waste at the weighbridge, and their retention arrangements are summarised below:-

- Weighbridge tickets and manual tickets/disposal record sheets. These will be retained at WRG's Head Office for 6 months.
- Duty of Care transfer notes. These will be retained for five years. For the first two years they will be retained at the installation to satisfy the requirements of the Duty of Care Regulations. Thereafter they will be retained for another three years at WRG's Head Office to satisfy the requirements of the Landfill Tax Regulations 1996, as amended.

4.12 Sampling Plan

Wastes that have been identified as requiring testing at 3.2.1 (Level 1) will be sampled by a suitably qualified person to comply with 3.2.3 (Level 3) in accordance with Environment Agency guidance on sampling. The samples will be retained for a period of 1 month, and the results of the analyses will be maintained at the installation.

4.13 Waste Storage and Handling Prior to Final Deposit

The drivers of all vehicles carrying wastes destined for disposal at the installation will report to the installation control or weighbridge office prior to disposal directly at the active landfilling area. Wastes for treatment at the Tax Free area will be directed to that area which will be clearly demarcated.

Restoration materials and engineering materials delivered to the installation which will not be immediately placed on the restored landform or within areas undergoing engineering will be stored within designated soil, clay or engineering materials storage locations prior to use.

Restoration materials will be stored and handled in accordance with the requirements of the planning consent, and engineering materials in accordance with the relevant Construction Quality Assurance Plan.

4.14 Final Inspection of Wastes at Working Face

On discharge of waste, a final visual inspection of all loads will be carried out by the installation operator, who will identify suspect or non-conforming materials which could have been hidden in the body of the waste container, a bulk vehicle or skip.

In the event that non-conforming material is identified in the load, the following action will be taken:

- The site manager or next available superior level of management will be informed immediately by radio;
- Other waste and vehicles will be directed to another location on the working area, such that the suspect waste remains exposed;
- The site manager will examine the waste transfer note and any other documentation which provides details on the process or premises that produced the waste, to enable an appropriate assessment to be undertaken on inspection;
- The Site Manager will inspect the suspect waste taking all necessary safety precautions;
- If the site manager is satisfied that the description of the waste was appropriate, that there has been no contravention of the permit, or breach of contract, he/she will authorise the continuation of disposal;
- The details of the incident will be recorded in the installation log;
- If however, the site manager is not satisfied that the material conforms to the above requirements, he/she will contact the Environment Agency, and if necessary seek assistance and advice from the Regional Environmental Manger; and
- The name of the Environment Agency officer, the time of the call, and the action taken will be recorded in the installation log.

4.15 Rejection and Quarantine Procedures

The course of action to be taken with non-conforming waste will be dependant upon specific circumstances and will be agreed with the Environment Agency.

In any event, the following action will be taken:

- The relevant Environment Agency officer(s) will be notified immediately;
- With the agreement of the Environment Agency, and if the carrier's vehicle is still present, the waste will wherever possible be reloaded back onto the carrier's vehicle;
- If the material is reloaded onto the carrier's vehicle, the office of the carrier will be notified by telephone, and the details including time of call and contact name will be recorded in the installation log;
- If the carrier has departed the installation, and if it is considered safe to do so, the waste will be loaded into a container and placed in the quarantine area pending the outcome of further investigations;
- If the waste is of unknown composition, it will be isolated at the operational area pending further investigations. This will be achieved by the placement of cones or other barriers around the waste. Landfilling operations will be moved to ensure no person comes within close proximity of the waste;
- Further investigations may include contact with the carrier and the producer to seek to determine the likely composition of the waste. It may also include taking samples in order to determine the chemical composition of the waste. These investigations will be undertaken by the site manager, or other suitably qualified person under the supervision of the site manager;
- Following further investigations, the acceptability of the waste may be confirmed, and with the agreement of the Environment Agency, the waste will be disposed of at the installation in accordance with the terms of the permit;
- If the waste is confirmed as not being permitted for disposal at the installation, the waste will be directed to an alternative facility. If necessary, the waste will be repackaged, and in the case of hazardous waste a Waste Consignment note (or equivalent) will be raised; and
- Wherever possible, rejected waste will be removed from the installation within 24 hours of the container becoming full, and within 5 days of receipt at the installation. However, sampling and analysis of wastes, identification of suitable disposal facilities, and the requirements of the Special Waste Regulations may result in the waste being stored for a longer period prior to removal from the installation, in which case the Environment Agency will be notified accordingly.

A record will be maintained in the installation log of the circumstances of the non-conformance, which will include the following details:

- Date and time;
- Producer details;
- Carrier details;
- Duty of Care transfer note reference number;
- Description of waste;
- Volume of waste;
- European Waste Catalogue (EWC) code;
- Non conforming waste;
- Samples taken;
- Details of communication with Environment Agency (time, name of Agency officer);
- Actions agreed and taken.

4.16 Rejection of Hazardous Waste

The Hazardous regulations require rejected loads to be included in the consignee hazardous waste returns. Implication and guidance for non-hazardous sites rejecting hazardous waste arriving without consignment notes:-

- If the waste has been identified as hazardous on the weighbridge before deposit, the load can be turned round and a consignee return will not need to be completed or sent but the local EA should be informed and the permit/wml conditions followed.

- If a waste load following deposit contains hazardous waste and the waste is then rejected from site via the carrier, a consignee hazardous waste return will need to be completed and sent to the EA. The EA have advised WRG to summit the return in paper form and to include a compliments slip stating that "we are a non-hazardous site that has rejected a hazardous waste consignment, and are only sending the return to satisfy the Hazardous Regulations requirement to send in a return for rejected hazardous wastes.

- If waste has deposited on site and the carrier cannot be identified we will be regarded as the producer of the waste and have to complete a consignment note, a consignee return will not be required. This situation is most likely to occur at transfer stations as landfill sites under the regulations/permit require waste loads to be inspected at entrance and at deposit.

It is important on rejecting hazardous waste that we follow the rejection procedures in the Hazardous waste regulation condition 42 to 44 and the EA's guide to consignment notes is also followed for creating a consignment note code. If any help or further guidance is needed please call Tony Rocca on 01302 303028

5.0 RECORDING METHODS

5.1 Individual Waste Records

For all wastes accepted at the installation a record will be maintained in the installation control office detailing the following:

- Date of delivery;
- Waste quantity;
- Waste description and EWC classification code;
- Waste producer and/or carrier;
- Results of basic characterisation and compliance testing; and
- Method of pre-treatment including written confirmation from waste producer.

5.2 Non-conforming Waste

A record will be maintained of all non-conforming waste.

References

- Guidance for waste destined for disposal in Landfill - http://www.environment-agency.gov.uk/commondata/acrobat/abetterplac_1112768.pdf

- Guidance On Sampling And Testing Of Wastes To Meet Landfill Waste Acceptance Procedures Version 1 April 2005 – http://www.environment-agency.gov.uk/commondata/acrobat/sampling_and_testing_1069398.pdf

Both documents can be accessed at the Environment Agency web page - http://www.environment-agency.gov.uk/subjects/waste/1030716/1121831/?lang=_e#