WRG	SHANKS MUNICIPAL CONTRACT, PROCEDURE FOR DELIVERY OF WASTE INTO WRG'S WASTE MANAGEMENT FACILITIES	Issue Date 01/12/2008 Document No/ Issue No/01

PURPOSE

The purpose of this procedure is to ensure that the operation of delivering waste direct into, WRG's Waste Facilities is carried out with minimal environmental effect and in accordance with all relevant environmental and health & safety legislation such as the Health & Safety at Work Act 1974; The Environmental Protection Act 1990 and the Special Waste Regulations 1996.

This procedure covers the waste pre-acceptance and site acceptance of hazardous, non-hazardous and difficult waste streams to the following facilities.

- Lillyhall Landfill
- Lillyhall Waste Treatment Centre
- Lillyhall Materials Recycling Facility
- Bennett Bank Landfill
- Walney Road Transfer Station

OPERATION REQUIREMENTS

Pre-Acceptance Procedure

All hazardous/difficult waste must be pre-booked giving at least 24 hours notice,
WRG's Technical department will then complete an Enquiry Form, (TEF).
Each TEF will have a unique reference number and pre-fixed with Shanks reference/order number to ensure full auditable trail.

The Technical Enquiry Form contains the following information:

- Customers Details
- Waste collection Address
- Technical Information, Physical Nature
- Waste Characteristics
- Service Details
- Quantity
- Date of delivery of waste

The disposal facility identified to accept the waste material/s will be determined by WRG's technical department.
Their decision will be based on safety data sheets or analytical data supplied by Shanks.

Where there is a multiple of waste components a list will be attached to the TEF form, identifying product/waste, and relevant hazards.
All records of enquiry forms shall be kept for a minimum of three years.

If insufficient information regarding waste characteristics is not forthcoming or where further information is required, a Waste Control Form, (WCF), must be completed and where necessary one or more 500ml samples shall be taken and sent for analysis.
The WCF will contain the following details: -

- Enquiry Number
- Place of Collection
- Waste Description
- Hazardous Properties
- Quantity/Frequency
- Date Sample

Pre-Acceptance of Hazardous Waste

- Other than pure product chemicals and laboratory smalls, no waste shall be accepted without
- Sampling, checking and testing being carried out.

All samples shall be clearly labeled, containing the following information: -

- Enquiry Number (EN)
- Customer Producer Name
- Hazard Properties
- Quantity/Frequency
- Date sampled

Waste Acceptance at Weighbridge

The weighbridge operator shall check the authorization pre-booking form to ensure it has been pre-booked.
The weighbridge operator will then check either the Hazardous Waste Consignment Note with any relevant list attached, if a multiple load, or any Duty of Care Waste Transfer Note documentation.
A photocopy of these documents will be retained by the weighbridge operator.

The weighbridge operator will inform the waste facility supervisor or relevant trained personnel on its arrival.
The weighbridge operator will then direct the load to the relevant site.
Once the vehicle has been off-loaded it will be re-weighed to obtain the net weight a copy of the weighbridge tick will be given the Waste Carrier

Drums/Laboratory Smalls

All containerized waste shall be directed to the off loading bunded area to be visually inspected ensuring no spillage/damage has occurred during transit. It is then checked against the Consignment Note / Duty of Care Waste Transfer Note details to ensure they conform to the waste descriptions and the enquiry information. If the enquiry comes with an additional list, this will also be cross-referenced. Any deviation from this will be recorded on the Commercial Variance Form (CVF); Actions with regards to the variants to the load are also recorded on this form.

Any waste container that may be damaged during transit will be re-containerised and labeled, or if unclear in its identification will be sampled to assist its' true hazardous properties. All samples undertaken will be recorded.

Once the waste has been unloaded and verified, the site operative/supervisor shall sign off Waste Consignment Note / Duty of Care Waste Transfer Note. Relevant copies of these documents are retained with the relevant weighbridge ticket and recorded. These documents are then archived within the main office complex.

Any containerised waste identified as non-conformance, which will need to be rejected shall be recorded on the Waste Rejection Load Form, (WRJF), and the relevant actions recorded... The relevant contact at Shanks shall be notified via this document.

Containers shall be correctly labeled, with their waste properties, enquiry number and date received. The labels shall enable the tracking of the waste from production to acceptance at its final point of recovery or disposal.

Hazardous waste stored within IBC's shall be UN approved and should be no older than five years. The date of manufacture can be found on the container.

ASBESTOS WASTE

- Asbestos waste is to be double bagged.
- Only manufactured printed asbestos bags or clear plastic bags should be used, **No black plastic bags**.
- The bags should be taped up and should not be torn or ripped.
- Shanks operators would be responsible for transferring the asbestos from their vehicle into the designated container on the WRG site.
- All operators must wear the required PPE when handling asbestos. The minimum PPE requirements for working in the asbestos area are, boots, disposable overalls, gloves, hardhat, and P3 disposable facemask. This is a requirement of all operators and drivers.

PRE-BOOKING IS REQUIRED FOR SPECIFIC WASTE ITEMS

1. Animal Carcasses
2. Boats, Caravans, Trailers
3. Bonded Asbestos Waste
4. Clinical Waste (bags),(contaminated furniture and fittings)
5. Hazardous Waste not included in other categories (this includes, but is not limited to:- paints and solvents, household and garden chemicals, laboratory chemicals, fly-tipped hazardous waste)
6. Oily Beach Waste
7. Oils, Used Oils
8. Waste arising from the emptying and maintenance of highway gullies
9. Waste arising under WCA and WDA obligations arising from Emergency Planning Legislation
10. Pressurised containers;
11. Radioactive material
12. Petrol or other inflammable fuels
13. Fire works
14. Flares
15. Bombs and unexploded ordnance
16. Animal By-Products, (as defined in the Animal By Products Regulations 2005 (S12347)
17. Liquid waste not falling within the EP applicable to the relevant, Facilities and including slurry, waste water, cooking oil. Blood and other liquid waste from butchery:
18. Chemical waste not falling within the EP applicable to the relevant facilities and including pesticides and solvents

Note: All waste delivered into our Hazardous waste facilities must be segregated in accordance with The Carriage of Dangerous Goods and use of Transportable Pressure Equipment Regulations 2007 (SI 2007 No 1573). Waste accepted in accordance with the relevant site's prevailing Waste Management Licence / PPC Permit requirements.

SITE INSTRUCTIONS

CUSTOMER SAFETY INSTRUCTIONS FOR ALL SITE USERS.

These instructions form part of waste recycling group's existing terms and conditions of use. Before using the site user's must have read, understood and accept the above requirements for using wrg site's and agree to comply with these instructions and other relevant, reasonable instructions issued by the site supervisor/ manager or his representative
Copies of these instructions will be supplied to Shanks management prior to the commencement of the contract;
Shanks management would be responsible for issuing copies of the, Site Instructions to their operators.
Additional copies will be available in WRG's weighbridge office.