

SECTION H
MATERIALS HANDLING

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Section H.1 - Waste Types and Quantities - Existing & Proposed

Provide an estimation of the quantity of waste likely to be handled in relation to each class of activity applied for. This information should be indicated in Table H.1(a).

Table H.1 (a) Quantities of waste in relation to each class of activity applied for

Table H.1 (b) Annual quantities and Nature of waste

Section H.2 - Waste Acceptance Procedures

Waste acceptance procedures outlined in this section describe in principal the operational procedures to be implemented at the site to effectively accept waste at the proposed hazardous waste transfer station. All procedures generated and implemented will form part of the facility's integrated Environmental Management System (EMS). These procedures will evolve during the development and implementation of the EMS to reflect actual operational practice.

No unauthorised waste will be accepted at the facility. Deliveries of incoming waste will be scheduled to facilitate prompt unloading and storage of material. The Logistics/Sales Department maintains a schedule of all incoming waste. The incoming inspection operator checks this schedule prior to any waste arriving on-site. While at the facility all waste consignment vehicles come under the control of the site supervisor and are subject to his conditions.

All individual waste loads delivered to the facility will be visually inspected and all accompanying documentation will be checked to confirm it complies with the waste type delivered to the site. A visual inspection of the waste type will ensure that only waste types compliant with the site's waste licence are accepted at the facility. A Standard Operating Procedure (SOP) has been drafted that details waste types that are not to be accepted at the site. Plant SOP Number 032, 'Prohibited Substances' details a list of unacceptable materials. Non-compliant consignments may be returned to the customer or placed in on-site quarantine within the waste transfer station building until further action is taken.

If the waste consignment has been found to be compliant an 'incoming waste form' is then completed which records the drum number, the waste type, the drum type and the designated storage area waste. Every drum, box and container etc. is given an individual barcode, which is clearly attached to two sides of the container.

SOPs are in place to deal separately with bulk oil shipments and containerised (packaged) waste loads. Plant SOP Number 075, 'Incoming Waste Procedure' describes in detail the necessary steps to be followed by site staff when accepting packaged wastes (excluding bulk waste oils) into the Gleneden facility. Plant SOP Number 021, 'Waste Oil Acceptance' describes the corresponding steps to be followed by site staff when dealing with bulk oil intakes. SOPs detailing procedures to be followed when accepting waste on site have been included in Attachment H.2.

Attachment H.2
Standard Operating Procedures for Waste Accepted on site

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Document:	Standard Operating Procedure	Version No. 8c
Title:	Waste Oil Acceptance (Collections)	Issued: Sept '04
Section:	SOP No 21	
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PURPOSE:

To provide a procedure for the acceptance of waste oils for recovery.

RESPONSIBILITY:

It is the responsibility of the Logistics Manager and Cork Operations Manager to ensure this procedure is carried out.

PROCEDURE:

Normal Waste oil collection

1. Collectors, Representatives or other company personnel inform the operations personnel of the content and or source of the product in the truck. This is done by means of a daily route sheet issued by the relevant services personnel and made available to the operations and laboratory staff. (As per SOP 34.)
2. If the content is from an approved source it is accepted and pumped to a tank at the discretion of the operations personnel. The sources of waste oil that may be accepted in bulk are as follows
 - a) Spent motor lubricant, oily ship slops and waste fuel oils.
 - b) Oily wastes and oil sludges from oil tank bottoms and oily wastes from oil interceptors/separators.
 - c) Other oily wastes and oil mixtures including those arising from the use of turbine oil and lubricating oil.
 - d) Waste oils from industrial sources, tank and interceptor cleaning operations, bring stations and oil-spill clean up operations.
3. If the oil exhibits any properties which may indicated it is contaminated by incompatible or prohibited substances (for recovery) the oil should not be colleted but a sample should be taken for analysis and compared to the acceptance criteria. If the waste oil is from a new customer or is

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contaminated, a sample may be taken and analysed by the Atlas laboratory in Portlaoise prior to collection. Where possible, SDS's are requested from the customer for assessment.

4. When collecting waste oil from producers, our collectors will be issued with an individually numbered collection docket, which will give the following details;
 - a) Gross volume of waste oil collected
 - b) Date of collection
 - c) Name and address of company/person oil collected from
 - d) EWC code
 - e) Signature on behalf of the producer of waste oil confirming the accuracy of the details on the collection docket.
 - f) Vehicle registration of the collection vehicle

5. Waste oils must always be collected, handled, transported and stored in a manner so as to prevent the risks of contamination to all environmental media or endangerment to the general public and their health.

Procedure for Potential unsafe collections

1. When a driver/collector feels that there is an increased safety/environmental risk associated with a particular collection (eg unsafe access) the driver may fill in a 'Potential Unsafe Collection Sheet'. The Sales or Logistics manager should then express the concerns of the driver to the customer and rearrange when the area has been made safe for collection. The HSE manager or the HSE coordinator should be informed.

Note: *Prior to the transfer & collection of waste oil, Atlas personnel must ensure that the temperature of the oil is not greater than 60 ° C. Oil above 60 ° C must be allowed cool until there is a decline in temperature. Such a dangerous occurrence must be reported on the*

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"potential unsafe collection form" and submitted to the HSE manager/co-ordinator for review and follow up.

RELATED RECORDS

Daily route sheets

Laboratory Records

Dispatch Notes

● SDS of Incoming Oil

Potential unsafe collection sheet

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Appendix 1

Set of Waste Oil Parameters and Test

<u>Property</u>	<u>Units</u>	<u>Method</u>
Water	% v/v	IP 74 / Karl Fisher
Ash	% w/w	IP 4/96
Sulphur	% w/w	IP 373/86
PCB	ppm	ASTM D4059-96
Lead	ppm	A.A
Vanadium	ppm	A.A
Copper	ppm	A.A
Cadmium	ppm	A.A
Chromium	ppm	A.A
Nickel	ppm	A.A
Chlorine	ppm	IP PM-AK/81
Flash point	°C	IP 34
Asphaltenes	% m/m	IP 143/96
Viscosity @ 40°C	cSt	IP 71
Solubility in water	Yes/No	-----
Solubility in oil	Yes/No	-----

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POTENTIAL UNSAFE COLLECTION

DATE	DRIVER	COMPANY	DESCRIPTION	ACTION	SIGN

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Approved: **Section: SOP No:1** **Version No 6** **Issued: March '04**

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Atlas approval

_____	_____
HSE Manager Approval	Date
_____	_____
I&A Manager Approval	Date

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PURPOSE:

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RESPONSIBILITY:

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PROCEDURE:

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1. Collectors, Representatives or other company personnel inform the operations personnel of the content and or source of the product in the truck. This is done by means of a daily route sheet issued by the relevant services personnel and made available to the operations and laboratory staff. (As per SOP 34.)
2. If the content is from an approved source it is accepted and pumped to a tank at the discretion of the operations personnel. The sources of waste oil that may be accepted in bulk are as follows
 - a) Spent motor lubricant, oily ship slops and waste fuel oils.
 - b) Oily wastes and oil sludges from oil tank bottoms and oily wastes from oil interceptors/separators.
 - c) Other oily wastes and oil mixtures including those arising from the use of turbine oil and lubricating oil.
 - d) Waste oils from industrial sources, tank and interceptor cleaning operations, bring stations and oil-spill clean up operations.
3. If the oil exhibits any properties which may indicated it is contaminated by incompatible or prohibited substances (for recovery) the oil should not be colleted but a sample should be taken for analysis and compared to the acceptance criteria. If the waste oil is from a new customer or is

Document:	Work Instruction Manual	Version No. 5
Title:	Prohibited Substances	Issued: June 04
Section:	SOP 32	
Approved by		Page 1 of 2

PURPOSE:

To outline the products that may not be accepted as waste oil for recovery at the Atlas facility.

RESPONSIBILITY:

It is the responsibilities of the Operations Manager/Yard Staff/Truck Drivers and Laboratory to ensure prohibited substances are not accepted for onward recovery at the Atlas facility.

PROCEDURES:

1. It is the policy of Atlas Environmental to ensure that the substances listed in point No 6 may not be accepted as waste oil for re-processing and thus not bulked into the bulk storage tanks.
2. If collectors, representatives or other company personnel are unsure or concerned prior to collection and before loading on a customer's site about the content of waste oil, they must sample the waste oil and deliver a sample to the laboratory. Results are recorded in the laboratory diary. (Where waste is not to conformance or cannot be accepted at the facility, a non-conformance report must be completed.) Where waste is not accepted on site, an alternative route must be sought and waste must be placed in the relevant storage area.
3. Waste not acceptable for recovery may be accepted on site with the approval of the laboratory for onward movement to an appropriately licensed and approved facility.
4. It is important that all information concerning the origin and circumstances of the waste oil be communicated to the lab technician upon delivery of the sample, which is recorded in the laboratory diary.
5. Transformer oils cannot be collected with out permission of the laboratory technician after analysis or proper certification. Results are stored in the analysis results file.

The lab technician must either (i) test and confirm that the oil is not contaminated above 10 ppm PCB before collection or (ii) be satisfied that a certificate from a responsible body is issued for the oil indicating that it is not contaminated with PCBs.

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5. The products that cannot be accepted for recovery at the facility are as follows:

- a) Oils containing PCB greater than 10 ppm.
- b) Oils with flash point less than 55°C.
- c) White spirit or turpentine.
- d) Chemical solvents or thinners.
- e) Benzene, Toluene, Xylene or any mixtures known to contain chlorinated derivatives of these.
- f) Naphtha or petrol or derivatives.
- g) Coal tars
- h) Diluted soluble cutting oils or cooling agents (suds) i.e. other than undiluted form.
- i) Monoethylene-glycol or alcohol compounds to include print ink.
- j) Rope oil
- l) Other substances deemed by the laboratory not to be compatible with the Atlas process. (The lab will have regard to particular risks that may be presented by contaminants such as flammability, corrosivity, explosive mixes etc.)

6. Alternative licensed and approved disposal routes may be sourced for these wastes.

RELATED RECORDS

Waste Rejection Register

Laboratory Diary

Analysis Results Files

Potential Unsafe collection sheet

C1 forms

Schedule A Atlas Environmental waste management Licence 184-1

Atlas Approval

Health, Safety and Environmental Manager

Date

Laboratory Supervisor

Date

1.0 Purpose

To ensure that wastes, which arrives on-site is handled in accordance with the nature of the waste received.

2.0 Scope

This procedure relates to the acceptance of packaged wastes excluding bulk waste oils into the Gleneden facility.

3.0 Responsibility

The persons responsible for implementing this procedure are the Site Supervisor and the Operations Manager. This procedure applies to all employees involved in waste coming on-site.

4.0 Procedure

A schedule of all incoming waste is maintained by Logistics/Sales. The incoming operator checks this schedule prior to any waste arriving on-site

This may be divided into 5 stages:

1. Unloading trucks.
2. Filling out documentation.
3. Inspection
4. Recording Incoming Waste.
5. Waste Storage/Segregation.

1. Unloading trucks

- a) Ensure the driver has logged in appropriately.
- b) Ensure the driver wears personnel safety equipment.(Safety Helmut, safety boots, high vis clothing, safety glasses, long sleeved clothing).
- c) If the driver does not don the appropriate PPE, you must inform him of the current PPE policy and obtain necessary PPE, when he/she must return prior to exiting the site.
- d) Receive documentation from the driver and check the details on the C1 conform to the waste to be unloaded.
- e) Wastes that are **not** acceptable on site include:
 - Asbestos Waste
 - Radioactive
 - Explosives
- f) A list of acceptable Wastes and their EWC codes is appended to this procedure as appendix A.
- g) Unload the relevant wastes into the incoming waste bay. Where possible each consignment should be kept together for ease of handling

2. Filling out documentation

- a) Complete Section C of the C1-Form, ensuring the details carry over to all sheets in the form, or other consignment note if appropriate (cooking oils etc).
- b) Ensure that the driver has completed Section B correctly.
- c) Give the white copy of the C1 Form (top) to the driver.

3. Inspection

- a) Each drum/ IBC must be inspected by yard personnel to ensure the drums are labelled appropriately and in sound containers.
- b) Wastes not fully labelled or with redundant labels should be rectified by removing redundant labels and re-labelling if appropriate.
- c) Wastes in containers that are considered unsound or inappropriate must be redrummed prior to storage and relabelled as appropriate.

4. Recording the incoming waste

- a) Every drum / box / container etc is given an individual barcode which is clearly attached to two sides of the container. In the case of empty drums to be exported an individual bar-code is attached to the shrink-wrapped pallet of drums. Empties for washing/transfer to Shannon may be given an individual barcode but the consignment must be grouped together and a record kept of the total number of drums in the consignment.
- b) Check that the waste details on the Proposal Form conform with those received on site; The proposal form is obtained from accessing the incoming schedule. If there is a variation between details the waste tracking system automatically highlights this to the Logistics/Sales Departments who should notify the customer appropriately.
- c) An "Incoming Waste Form" is then completed which records the drum number; the waste type; the drum type; the storage area; the UN number; the condition of the drums, whether the contents are solid or liquid, and if necessary the weight. If re-drumming is required this should be noted and recorded in the waste variation form.
- d) Fill in the company name; the C1 number; the receiving date; sign and date it and attach it to the C1 Form. Completed forms are then forwarded to the Logistics Department for filing.

5. Storage of Wastes

- a) Drums are placed on pallets before transferring to storage.
- b) All drum lids are secured to avoid spillage during transfer to banded storage
- c) In the case of empty drums to be exported, the drums are to be shrink-wrapped and weighed prior to being transferred to storage.
- d) Wastes are to be stored on the basis of their hazard class and based on the ADR classes and rules of segregation.
- e) Operator should segregate incoming waste into one of the following storage categories:

Storage Area	Class of Wastes
Bund CK1	Quarantined wastes
Bund CK 2	Class 8 (corrosives – acidic) Batteries Non-regulated eg cooking oil,
Bund CK 3	Class 8 (Corrosive – Alkaline) -Photographic, Non-regulated eg Fluorescent Tubes,
Bund CK 4	Non regulated – Fluorescent Tubes, antifreeze, waste lubricating oils (non-flammable), Brake fluid, Windscreen Washer fluid; class 2 (gases/aerosols)
Bund CK5	Class 7 - Healthcare Wastes Non regulated wastes, cooking oils, used oil filters
Bund CK 6	Class 4.1 Solid Oily Waste Non regulated - Used Oil filters,
Bund CK 7	Class 3 Flammable liquids eg Mixed fuels, paint thinners etc Class 4.1 Solid Oily Waste Non Regulated – Used oil filters

Note: Non regulated relates to ADR/IMDG code for transportation where segregation rules are derived from.

- f) The palletised drums or IBCs are transferred to banded storage or the appropriate designated area.

- g) The Waste tracking System has to be updated, so as it reflects the new waste which has been accepted on-site.

5.0 Related Documents

- Incoming Proposal
- Incoming Waste Form
- Prohibited Substances
- Collection and Transport of waste

Operator PPE Requirement

- Overalls
- High Vis clothing
- Long sleeved clothing
- Safety helmet
- Safety boots
- Safety Glasses
- Gloves

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Approved By: _____ Date _____
 Operations Manager

Approved By: _____ Date _____
 Logistics Manager

Approved By: _____ Date _____
 EHS Director

j. Waste cooking oil	20 01 25	200 t
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Appendix A: list of acceptable wastes

Waste Description	EWC Codes	Tonnage (per annum)
a. Waste oils/hydrocarbons (including interceptor wastes & tank bottoms), solvents and other flammable liquids.	12 01 06 / 12 01 07 / 12 01 08 / 12 01 09 / 12 01 10 13 01 01 / 13 01 04 / 13 01 05 / 13 01 09 / 13 01 10 / 13 01 12 / 13 01 13. 13 02 04 / 13 02 05 / 13 02 06 / 13 02 07 / 13 02 08. 13 03 01 / 13 03 06 / 13 03 07 / 13 03 08 / 13 03 09 / 13 03 10. 13 04 01 / 13 04 02 / 13 04 03. 13 05 01 / 13 05 02 / 13 05 03 / 13 05 06 / 13 05 07 / 13 05 08 13 07 01 / 13 07 02 / 13 07 03. 13 08 01 / 13 08 02 / 13 08 99 13 07 02 16 07 08 14 06 02 / 14 06 03	4,000
b. Used oil filters oily rags, greases and other flammable wastes;	05 01 03 / 05 01 03 / 05 01 05/ 05 01 17 13 08 99 / 13 08 01 15 01 10 15 02. 16 01 07, 16 07 08 19 08 09 17 03 01 / 17 03 02 / 17 03 03 17 05 03 / 17 05 05 / 17 05 07 19 13 01 / 19 13 03 / 19 13 05 / 19 13 07	500
c. Infectious healthcare waste (as per the present licence)	Insert original EWC codes as per application	1,600
d. Drummed flammable liquids eg fixed fuels –diesel & petrol, pain thinners	07 05 01/03/04; 16 03 05/ 12 01 07/ 12 01 08/ 11 01 13/ 11 01 14/	200 t
e. Fluorescent Tubes for bulking and transfer	20 01 21	10 t
f.		
g. Batteries for bulking and transfer	16 06 01 / 16 06 02 / 16 06 03 / 16 06 04 / 16 06 05 / 16 06 06/	240 t
h. Contaminated Soil	17 05 03 / 17 05 05 / 17 05 07 19 13 01 / 19 13 03 / 19 13 05 / 19 13 07	50 t
i. Other specified wastes and other wastes to be agreed with the Agency.	16 05 04 / 16 05 05 (Aerosols); 16 01: 16 01 13 / 16 01 14 / 16 01 15 (Brake fluids/ Antifreeze); 16 01 99 (Windscreen washer fluid); 09 01 01/02/ 03/04/ 05/06/07/08/09/10/11/12/13/99 (Photographic waste)	200 t

Section H.3 - Waste Handling

The three main unit operations include waste storage, bulking-up/repackaging and waste dispatch to other off-site licenced facilities.

There will be seven banded storage bays in total within the waste transfer station building. These will be marked clearly with signage as CK1 to CK7. CK1 will be a dedicated quarantine area for non-conforming waste material. Each bay will be 4.5 m by 9.5 m in area. Each of these bays will be banded and the entrance to each bay will be ramped. A corner sump on each bay will allow spillages to drain to a central retention/holding tank. This tank, when full, will be taken off site for treatment and safe disposal. All packaged waste will be stored on the basis of their hazard class. This will be decided upon by the ADR classes and rules of segregation. The Plant SOP No. 075 is the reference document in this case.

Site operators will segregate incoming waste into one of the following storage categories and store the waste in the appropriate banded storage bay.

Storage Area	Class of Waste
Bund CK1	Quarantined Wastes
Bund CK2	Class 8 (Corrosives - acidic) - Batteries, Non-regulated e.g. cooking oils
Bund CK3	Class 8 (Corrosives - alkaline) - Photographic, Non-regulated e.g. Fluorescent Tubes
Bund CK4	Non-regulated - Antifreeze, waste lubricating oils (non-flammable), brake fluid, windscreen washer fluid
Bund CK5	Class 7 - Healthcare Wastes. Non-regulated wastes, used oil filters
Bund CK6	Class 4.1 - Solid Oily Waste. Non-regulated
Bund CK7	Class 3 - Flammable liquids e.g. mixed fuels, paint thinners etc.

As already mentioned above one of the other unit operations for the site will be the bulking up or repackaging (if necessary) of hazardous waste. This unit operation will be governed by site specific SOPs which will detail step by step procedures for bulking-up. Selecting the correct packaging type will also be detailed in other SOPs. Bulking-up/repackaging will take place in a purpose-built Bulking-up/Repackaging area/compartment. This area will be banded. Operations in this area will be strictly controlled and tracked. A facility to pump from drum to bulk tankers (in the tank farm) will be provided. The tank farm will be isolated from all other areas by a perimeter banded wall. Specific SOPs will be generated for all activities carried out within this area. These SOPs will include assessing waste liquid suitability, labeling requirements, drum/storage requirements, special requirements, etc.

As the facility will not be used for waste treatment all wastes accepted on site will be shipped off-site to receive the relevant treatment process. The licensee will co-ordinate which material is sent for which type of treatment. All waste will be evaluated for possible reuse, recovery or recycling. The licensee will ensure that all waste material dispatched off-site will be properly packed/stored onto trucks and be accompanied by all the correct documentation.

Site specific SOPs detailing all of these procedures will be drafted prior to commencement of operation.

Table H.3.2 Waste types and typical management

Waste Type	Description	Typical Treatment
Waste Oil	Cooking Oil, motor oil, lubricating oil and hydraulic oil	Bulk-up and send for off-site recovery
Oil Filters	Element type and cartridge type	Filters sent off-site for disposal
Batteries & accumulators	Lead-acid & Ni-Cd	Bulk-up/repackage. Send off-site for recovery of metals
Fluorescent Tubes	Fluorescent Tubes	Bulk-up/repackage. Send off-site for disposal
Hydrocarbon waste	Contaminated hydrocarbons	Store for off-site removal
Contaminated Soil	Hydrocarbon, PCB, metal contaminated soil	Store for off-site removal
Contaminated Clothing	Clothing, protective gear	Bulk-up/repackage. Store for off-site dispatch to disposal facility
Paints, inks, adhesives and resins	Used & redundant paints, polymers adhesives from print industry	Bulk-up/repackage. Send for off-site disposal
Photographic processing	Used compounds	Bulk-up/repackage. Send for off-site recovery of silver
Infectious healthcare waste	Hospital waste and other laboratory waste	Store for off-site disposal.

Section H.4 - Waste Arisings

As already stated the site will only be used as a bulking/repackaging and storage facility. There will be no on-site processing of the waste. All waste will be dispatched onwards to other licenced facilities for recycling/recovery or safe disposal. Therefore all solid waste generated at the site will be restricted to office waste paper, cardboard and canteen waste. It is estimated that the quantity of this type of waste will not exceed 1.8 tonnes per annum. Approximately 85% of the paper and cardboard waste will be recycled.

The only liquid/solvent waste arisings will result from drum leakage/spillage, spillage clean-up solvents and general house cleaning detergents. All of these materials will drain to in-door sumps which will in turn feed into an appropriate tank. When this tank is full it will be taken off-site and the content will be treated and disposed in a safe manner.

All wastes stored on site will be dispatched off-site to fully licensed recovery, recycling or disposal facilities. Table H.4.1 shows intended destinations of waste leaving the site.

Table H.4.1: List of the licensed off-site disposal facilities to be used

Name of Company	Address of Facility	Proposed Waste Types
Atlas Environmental Ireland Limited	Clonminam Industrial Estate, Portlaoise, Co. Laois	Waste oils/hydrocarbons (including interceptor wastes and tank bottoms), solvents and other flammable liquids. Use oil filters, oily rags and other solid wastes. Aerosols, brake fluids, antifreeze, windscreen washer fluid, sludges, drummed solvents/flammable liquids, fluorescent tubes, batteries and contaminated soils
Shannon Environmental Services	Smithstown Industrial Estate, Shannon, Co. Clare	All waste listed in Table E2.2 excluding any potentially infectious material
Sterile Technologies Ireland (STI)	430 Beech Road Western Industrial Estate Naas Road, Dublin 12	Hazardous clinical waste treatment
HJ Enthoven & Sons	Darley Dale Smelter, South Darley, Matlock, Derbyshire DE4 2LP, United Kingdom	Lead Acid Batteries

Note: Or other facilities as agreed in advance with the Agency

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