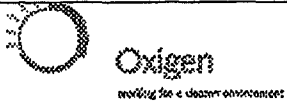


APPENDIX 4:
Waste Acceptance Procedure

For specific purposes only.
Consent of copyright owner required for any other use.

	Oxygen Environmental Ltd. Environmental Management System Operational, Control and Monitoring Procedures	1
Title	Waste Acceptance Procedure	Page 1 of 2

1 Purpose / Scope

The purpose of this document is to describe the methods involved in ensuring that all waste being received on the site is segregated into the appropriate waste streams for recovery/recycling and that any materials on the unacceptable waste list are quarantined in the correct manner.

2 References

Weight Bridge Docket
Unacceptable Waste List – Rev 00

3 Delivery of Skip to Customer

On delivery of skips to customers a list of unacceptable waste is attached.

These materials are as follows:

Waste Type	Description
Waste oil	Oil Liquids
Oil Filters	Vehicle/ machine types
Asbestos	Construction and Demolition industry types, house clearance etc.
Oil/ Sand mixtures and/ or mixtures of Oil and other materials	Oil spill clean ups and soak ups
Petroleum wastes	Petrol liquids and sludges
Chemical wastes	Drummed chemicals
Paints, Inks and Thinners	Solvent based liquids
Infectious Health Care wastes	From Hospitals and Industry
Lead Acid Batteries	Vehicle and machine types
Fluorescent Light Bulbs	Tubes and bulb types
Gas bottles/ cylinders	Empty metal types
CFC gases from refrigerators	Waste fridges
Large volumes of liquids	Volumes greater than 200 litres
Tyres	Vehicle and machine types


4 Collection of Skip

The driver arrives on site to collect a full skip.

He quickly inspects the skip to ensure that all the material is acceptable.

If the material is found to be acceptable, he will take it back to the transfer station.

If the material is unacceptable he will inform the customer that the materials must be removed before the skip is taken back to the yard.

 Oxygen <small>working for a cleaner environment</small>	Oxygen Environmental Ltd. Environmental Management System Operational, Control and Monitoring Procedures	1
Title	Waste Acceptance Procedure	Page 2 of 2

5 On Site Acceptance of the Waste

On entering the site it is again visually inspected. If the materials are acceptable, the driver moves to the weighbridge for a weight reading and where the character of the waste is recorded

He is then directed where to offload by the yard supervisor.

Commercial waste is directed to the segregation shed.

Construction and Demolition waste is directed to the Construction and Demolition waste recovery area.

The materials are emptied onto the inspection floor of the various sections.

6 Non Conforming Waste.

If the material presented is found to be unacceptable at any time after it has entered the site it is immediately loaded back into a skip and placed undercover in the waste quarantine area.

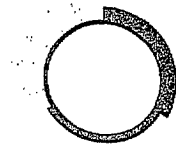
An appropriate facility for the recovery or disposal of the material will be identified immediately and the materials will be sent there to be properly dealt with.

The customer will be notified as to the offending material that has been found in the skip or bin.

For inspection purposes only. No other use.
Consent of copyright owner required for any other use.

Procedure for Baling Waste at Robinhood

Oxigen



1 Purpose / Scope

The purpose of this document is to describe the methods involved in the operation of the baling station and the traffic management at Robinhood.

2 References

Safety Statement
Accident Reporting Procedure ERP 02

3 Records

Weighbridge Dockets
Maintenance Checks

4 Procedure

4.1 Traffic Management

4.1.1 Traffic Management

All waste vehicles shall be weighed entering and exiting the site. This is the responsibility of the weighbridge operator. All waste vehicles either entering or exiting the site shall pass onto the weighbridge as long as it is clear using normal rules of traffic. Right of way shall be given to traffic already on the weighbridge or traffic entering the site from the public road.

4.1.2 Waste In Vehicle Movements

Traffic entering the site shall pass onto the weighbridge via a barrier operated by the weighbridge operator this prevents any vehicles entering the site without any record of the transaction. The weighbridge operator shall record the vehicle registration, the direction of the waste, the type of waste, the origin of the waste and the gross weight of the vehicle, the date and time will be captured automatically by the system. Once the weighbridge operator has captured the relevant data it will then signal via a green traffic light that the driver may proceed into the yard.

The driver then proceeds to the queuing point. The driver waits their turn at the queuing point until a green light indicates which door he should proceed to for unloading. The driver then reverses in through the door and unloads the vehicle. The driver shall obey

Issued on:	Approved by: Operations Manager	Doc. No 37
01/06/04		Page 1 of 5

any instructions given by the yard supervisor with respect to vehicle movements. Once emptied the driver then proceeds to the weighbridge and the weighbridge operator captures the tare weight of the vehicle and correlates it to the incoming data. The weighbridge operator then prints out a weighbridge ticket for record keeping purposes and may also print a copy for the driver. Once the tare weight has been captured the weighbridge operator then opens the barrier to allow the vehicle to exit the site.

4.1.3 Waste Out Vehicle Movements.

The vehicle exiting the site shall enter onto the weighbridge. The weighbridge operator shall record the vehicle registration, the type of waste, the direction of the waste, the waste type and the gross weight of the vehicle, the date and time will be captured automatically by the system. Once the weighbridge operator has captured the relevant data it will then lift the barrier to allow the vehicle to exit the site. The tare weight for the vehicle with trailer and empty container shall be stored by the system and a net weight can be calculated alternatively a tare weight can be determined when the vehicle returns to the site.

4.1.4 Waste Records.

All waste movements shall be recorded on the GeneSys weighbridge system. As a minimum the vehicle registration, the waste type, the origin/destination, the gross weight, the tare weight and the date and time of the transaction shall be recorded on the system. If the system is not available then a written record shall be kept and updated onto the system at the earliest opportunity. At the end of each days operation a reconciliation of waste movements in and out shall be made and this shall be signed off by the Yard Supervisor. Any discrepancies in the weights in and out shall be investigated and resolved by the following day at the latest. Any unaccounted waste movements shall be reported to the Facility Manager.

In the event that the weighbridge system is unavailable then a manual record shall be taken either by the weighbridge operator or the yard supervisor. If the weight cannot be captured and no weight from the point of origin exists then a best estimate using previous averages shall be used. The weight records shall be updated on the system at the earliest available time and where weights have been estimated, this will be recorded in the comments section of the transaction.

4.2 Waste Handling

4.2.1 Waste Reception

Only waste from contractors with valid waste collection permits or waste collected by Local Authorities will be accepted for baling. Only waste in enclosed or covered containers will be accepted on site for processing

Only MSW waste will be accepted for baling, that includes household waste and light commercial packaging type waste. Heavy industrial skip type waste will not be accepted for baling as this type of material is beyond the scope of the baling machine.

All waste vehicles entering the site shall be directed to the appropriate bay for unloading by the yard supervisor. Any loads of waste entering the site which needs to be inspected shall be directed to the waste inspection bay for unloading. Any material found not suitable for baling during the baling process shall be placed in the Rejected Waste container for more appropriate disposal. Any waste material found that is not on our acceptable materials list shall be transferred to the Quarantine area for disposal at an appropriate facility as determined by the Facility Manager. The contractor delivering the non-conforming waste shall be notified of the non-conforming material received.

4.2.2 Waste Processing

Waste material deposited on the floor shall be loaded into the baler for baling by use of the grab machine. The grab machine may be fed by the loading shovel in order to minimise the movements of the grab machine. Any material found not suitable for baling during the baling process shall be placed in the Rejected Waste container for more appropriate disposal. Any waste material found that is not on our acceptable materials list shall be transferred to the Quarantine area for suitable disposal as determined by the Facility Manager.

The baler shall be operated by the baler operator in accordance with the instructions for baler operation as prescribed by the manufacturer.

4.2.3 Waste Despatch

The Shunter Driver is responsible for ensuring that the waste containers are positioned correctly against the baler diverter and secured properly to the anchor points and that the necessary safety interlocks are engaged prior to any loading of the container is allowed.

Once a waste container is full, the Shunter Driver is responsible for disabling the interlocks, unlocking the anchor points before attempting to remove the container from the baler diverter.

The full container can then be either temporarily parked in the yard in a space allocated, until a tractor unit is available to haul the waste container off site in accordance with paragraph 4.1.3. or shunted off site to the Ballymount site in accordance with paragraph 4.1.3 until a tractor unit is available to haul the waste container to the landfill site or taken out of the yard directly to the landfill site again in accordance with paragraph 4.1.3. The determination of the direction of the waste containers is the responsibility of the Yard Supervisor.

The operation hours of the Arthurstown landfill site are 8:30am to 4:30pm Monday to Friday and 8:30am to 12:30pm on Saturdays. Closed on Sundays and Public holidays. All drivers hauling containers to the Arthurstown site must follow the predetermined route set out by South Dublin County Council. That is down the Naas dual carriageway turning left for Killeel onto the Landfill Site back to the Naas dual carriageway the same way and then continue on to Naas turning around at the Naas M9 Motorway interchange. No travelling through Johnstown or crossing of the Naas dual carriageway is permitted.

4.3 Odour Management

4.3.1 Odour Minimisation Measures

All doors not being used are to be kept closed to minimise the movement of air from inside and outside the building. All waste containers are to be kept closed even when empty, unless they are being loaded or washed out.

Waste is to be processed on a first in first out basis. Waste containers are to be moved on a first in first out basis. An exception to this would be if an exceptionally odourous load arrived, then this load would receive priority processing and despatch.

4.3.2 Wash down

The baling machine shall be kept washed down during operation particularly around the baler eject door and the baler diverter area. Any spilled material shall be picked up on a continuous basis during processing. Waste containers when loaded shall be closed over and any material caught in the doors shall be removed.

4.3.3 Odour Inspection

A daily inspection shall be carried out to determine if there are any specific areas that can be identified as generating odours greater than the background. If there are any hot spots located these shall be actioned immediately. The odour inspection report is the responsibility of the Yard Supervisor. Any recurrent hot spots shall be notified to the facility manager.

4.3.4 Probe Units

The probe units use municipal water to generate a light mist over the waste reception and conveyor area of the facility. This mist is dosed with an active ingredient that attacks odour generating bacteria. These units shall be kept operational whilst there is waste material in the reception area or on the conveyor machine. Operational includes timed intermittent usage. The responsibility of the probe units is the Yard Supervisor. These units cannot be turned off during processing without the Facility Manager's authority.

4.4 Site Personnel

The site shall be operated by the following staff.

4.4.1 Facility Manager

The Facility Manager shall be responsible for the operation of the facility and ensure that it is operated in accordance with the requirements of the waste licence.

4.4.2 EPA Compliance Officer

The Facility Manager shall be responsible for the operation of the facility and ensure that it is operated in accordance with the requirements of the waste licence.

4.4.3 Yard Supervisor

The Facility Manager shall be responsible for the operation of the facility and ensure that it is operated in accordance with the requirements of the waste licence.

4.4.4 Weighbridge Operator

The Facility Manager shall be responsible for the operation of the facility and ensure that it is operated in accordance with the requirements of the waste licence.

4.4.5 Baler Operator

The Facility Manager shall be responsible for the operation of the facility and ensure that it is operated in accordance with the requirements of the waste licence.

4.4.6 Machine Operators

The Facility Manager shall be responsible for the operation of the facility and ensure that it is operated in accordance with the requirements of the waste licence.

4.4.7 Maintenance Supervisor

The Facility Manager shall be responsible for the operation of the facility and ensure that it is operated in accordance with the requirements of the waste licence.

5 Persons responsible

Operations Supervisor, Refuse Collection Vehicle Driver, Bin Operative, Waste Inspector, Quality Manager, Maintenance Manager