

Ormonde Organics Limited

Waste Acceptance Procedures

1. PURPOSE

The purpose of this procedure is to ensure that sludge and biodegradable wastes are accepted in accordance with our Standard Operating Procedures. Also this procedure enables personnel to clearly understand their roles in the acceptance of waste.

2. SCOPE

- This procedure applies to all Ormonde Organics Ltd. staff.
- This procedure applies to any or all person(s) designated to operate in the compost facility.
- This procedure may also extend to any other person(s)/company appointed by management such as part time staff.

3. RESPONSIBILITIES

- Facility Manager has overall responsibility for the acceptance of waste and staff at Ormonde Organics Ltd.
- Operators are responsible for ensuring the plant is operated safely and maintained in a manner advised/ instructed by management.

4. PROCEDURE

The following sequences of events are those steps to be taken to ensure the sludge is accepted in accordance with our policy.

4.1. SLUDGE ACCEPTANCE CRITERIA

Ormonde Organics Ltd accepts non-hazardous sewage sludge from municipal Waste Water Treatment Plants (WWTP).

Sludge originating from any other source will not be accepted at the facility:

4.1.1. PRE-APPROVAL OF NEW SUPPLIERS

As part of any agreement to accept new waste streams, documentation relating to the customer and their sludge must be acquired. This pre-approval procedure for potential new suppliers of sewage sludge includes the following:

- Completed Customer information sheet - incorporating correct supplier waste classification (EWC) and signed declaration that sludge is non hazardous sewage sludge from municipal Waste Water Treatment Plants. This is filled-out in advance by the customer.
- Offsite Waste Inspection completed by Ormonde Organics Ltd or a person acting on its behalf
- Receipt of representative sample from customer for full analysis.
- Haulier – A copy of the relevant hauliers Waste Collection Permit is obtained and kept on file.

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The above documentation provides sufficient information to enable an informed decision on the acceptability or otherwise of the potential customers sludge. Ultimate acceptance of the waste is a decision taken by the Facility Manager.

4.2. CROSS CONTAMINATION

To avoid cross contamination of the sludge and biodegradable wastes, the materials will be processed in separate sections of the Compost Building. Sludges enter the building via the doors at the western side of the Building. Biodegradable waste enters via the door at the northern eastern side. Sludges is only be composted in Bays 1-9 only, with Biodegradable waste only treated in Bays 10, 11 and 12.

4.2.1. ONSITE SLUDGE ACCEPTANCE

- All loads are booked in advanced and the expected sludge delivery is posted on the WIMS weighbridge system.
- The booking is also recorded on the deliveries board located in the main admin and weighbridge offices.
- All sludge delivering vehicles approach the weighbridge gates.
- The Driver contacts the weighbridge operator or site staff via the gate intercom. The gate is then opened to known customers.
- The vehicle is driven on to the weighbridge for the 1st weighing. The weighbridge operator visually examines the vehicle and the sludge storage receptacle, to ensure that the load is secure. The weighbridge operator asks the driver a couple of brief questions, such as:
 - What material is being transported?
 - Source of Waste/ Generator
 - Who is the Haulier?
 - What is the Vehicle Registration?
- Where the Weighbridge Operator is content with the above response and has recorded the weight, he/she then directs the driver to the Sludge Reception Area, which is accessed by the roller shutter doors at the western end of the Compost Building,
- The weighbridge operator telephones the Plant Operator on duty and informs him/her that a delivery has arrived.
- The Plant Operator then proceeds to the vehicle and inspects the sludge to ensure that it is acceptable.
- If the Sludge at this stage is deemed as not acceptable the delivery is quarantined. At this point the Sludge Operator communicates his/her findings with the Facility Manager. The Facility Manager then contacts the customer and informs them that

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the waste cannot be accepted and is quarantined. If the load is deemed unacceptable the following steps take place:

- Customer is notified that the material is unacceptable.
 - The customer makes the necessary arrangements for the safe removal of the waste offsite.
 - The load is reweighed and marked 'load rejected'. A record of this rejection is kept onsite.
 - Send the sludge onwards to a suitable recovery/disposal site.
- The Plant Operator is responsible for ensuring that the doors to the building are opened for a minimum period of time and for ensuring that the contents of the vehicle skip is discharged directly into the reception area.
 - Once the vehicle has tipped the sludge, the driver then closes all doors/covers of the skip, trailer, etc. The Plant Operator then re-opens the doors of the building. The truck then proceeds to the Weighbridge for the 2nd weighing. The following events occur simultaneously:
 - The truck drives onto the weighbridge in line with the steps for him to exit off. The driver exits the vehicle and enters the offices. The driver hands all documentation to the Weighbridge Operator. The Weighbridge docket is printed and signed by both the Driver and Weighbridge Operator. Two photocopies of the signed weighbridge docket are printed; one is given to the driver and the other is kept onsite.

The sludge generator is issued with a Certificate of Recovery & invoice on a monthly basis.

4.2.2. MIXING AND BLENDING

The sludge is mixed with woodchip to achieve the correct Carbon/Nitrogen ratio and act as a bulking agent. This is then taken to Bays No 1-9 which are solely used for composting the sludge.

As the material is placed in a bay it is given a unique batch number ref number e.g.

- i. A- Jan- 1,2,3
- ii. B- Feb-1,2,3 etc.

4.2.3. COMPOSTING

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It is moved to different bays through the shed by industrial loaders which turn the compost on a continual basis while moving them through the shed to allow the composting to take place. Each batch movement is recorded.

Temperatures of the compost are taken periodically. Once temperature is over 55 deg C for 3 consecutive days, the batch is approved for screening.

4.2.4. POST SCREENING

The screening process involves separating out the large particles of woodchip from the compost. When the compost is screened, the material is sent off-site. A record (Manual Docket) is completed for each load removed and each load is weighed on the weighbridge before it leaves the site.

4.3. BIODEGRADABLE WASTE ACCEPTANCE CRITERIA

4.3.1. PRE-APPROVAL OF NEW SUPPLIERS

As part of any agreement to accept new waste streams, documentation relating to the customer and their waste must be acquired. This pre-approval procedure for potential new suppliers of biodegradable waste includes the following:

- Completed Customer information sheet - incorporating correct supplier waste classification (EWC) is filled out in advance by the customer.
- Offsite Waste Inspection completed by Ormonde Organics Ltd or a person acting on its behalf
- Haulier – A copy of the relevant hauliers' Waste Collection Permit is obtained and kept on file.

The above documentation provides sufficient information to enable an informed decision on the acceptability or otherwise of the potential customers waste. Ultimate acceptance of the waste is a decision taken by the Facility Manager.

4.3.2. ONSITE WASTE ACCEPTANCE

- All loads are booked in advanced and the expected waste delivery is posted on the WIMS weighbridge system.
- The booking is also recorded on the deliveries board located in the main admin and weighbridge offices.
- All waste delivering vehicles approach the weighbridge gates.

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- The Driver contacts the weighbridge operator or site staff via the gate intercom. The gate is then opened to known customers.
- The vehicle is driven on to the weighbridge for the 1st weighing. The weighbridge operator visually examines the vehicle and the trailer, to ensure that the load is secure. The weighbridge operator asks the driver a couple of brief questions, such as:
 - What material is being transported?
 - Source of Waste/ Generator
 - Who is the Haulier?
 - What is the Vehicle Registration?
- Where the Weighbridge Operator is content with the above response and has recorded the weight, he/she then directs the driver to the biodegradable waste treatment area via the doors at the north eastern side of the Compost Building,
- The weighbridge operator telephones the Plant Operator on duty and informs him/her that a delivery has arrived.
- The Plant Operator then proceeds to the vehicle and inspects the waste to ensure that it is acceptable. The wastes are off-loaded in Bays 10, 11 and 12, which are solely used for the treatment of biodegradable waste
- If at this stage the waste is deemed as not acceptable the delivery is quarantined. At this point the Plant Operator communicates his/her findings with the Facility Manager. The Facility Manager then contacts the customer and informs them that the waste cannot be accepted and is quarantined. If the load is deemed unacceptable the following steps take place:
 - Customer is notified that the material is unacceptable.
 - The customer makes the necessary arrangements for the safe removal of the waste offsite.
 - The load is reweighed and marked 'load rejected'. A record of this rejection is kept onsite.
 - Send the waste onwards to a suitable recovery/disposal site.
- The Plant Operator is responsible for ensuring that the doors to the building are opened for a minimum period of time and for ensuring that the materials are placed directly into the designated Bay
- Once the vehicle has tipped the waste, the driver then closes all doors/covers of the skip, trailer, etc. The Plant Operator then re-opens the doors of the building. The truck then proceeds to the Weighbridge for the 2nd weighing. The following events occur simultaneously:
 - The truck drives onto the weighbridge in line with the steps for him to exit off. The driver exits the vehicle and enters the offices. The driver hands all documentation to the Weighbridge Operator. The Weighbridge docket is printed and signed by both the Driver and Weighbridge Operator. Two

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photocopies of the signed weighbridge docket are printed; one is given to the driver and the other is kept onsite.

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The waste generator is issued with a Certificate of Recovery & invoice on a monthly basis.

4.3.3. MIXING AND BLENDING

The kitchen/canteen waste may, depending on its composition, be initially manually screened to remove large non-compostable items and mixed with the green waste to act as a bulking agent. As the material is placed in a bay it is given a unique batch number ref number e.g.

A- Jan- 10,11,
B- Feb-10,11,

4.3.4. COMPOSTING

To comply with the Animal By-Product Regulations, the temperature of the compost is continuously monitored. Once a temperature of over 60 deg C has been achieved for 48 hours on two separate occasions, the materials are considered to be sanitised.

Maintaining the temperature at 60°C for the two separate time periods is done by composting the same batch in two different bays (10 and 11)-Twin Barrier Method. In the first bay, or Barrier 1, the process usually takes one week. When completed, the material is removed to a second bay-Barrier 2-where it is thoroughly mixed and again composted until the temperature requirements are met. To avoid cross contamination different buckets are used on the front end loader to move the materials into and out of the bays. The movement from bay to bay is recorded

Only after it has completed the two barrier stage, is the material is moved to bay 12 and then thoroughly mixed. Temperature, oxygen and moisture content are regularly monitored and the materials are regularly turned until the compost reaches the required level of maturity.

4.3.5. POST SCREENING

When the maturation stage is complete the compost may be screened to remove contaminants and woodchip. Following screening, the finished product is sent off-site. A record (Manual Docket) is completed for each load removed, and each load is weighed on the weighbridge before it leaves the site.

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