**Attachment E3**

**Waste Acceptance Procedures**

- General waste Acceptance Procedure

**Waste acceptance procedures**

E.3. (a) Waste Oil and Mixed Fuel acceptance.
E.3. (b) Soil acceptance Procedure.
E.3. (c) Oily rags, waste, filters, Antifreeze and Brakefluid collections.
E.3. (d) Sludge Acceptance.
E.3. (e) Solvent Acceptance.
E.3. (f) Acid/base acceptance for regeneration.

## E3 Waste acceptance procedures

* Note: At the time of application the EPA Waste Acceptance Manual was in draft form and was not available to use as a guide for waste acceptance procedures.

The following waste acceptance procedures indicate how the main process streams accepted on site.

(a) Waste oil and Mixed fuel acceptance.(See attached E.3.(a))
(b) Soil acceptance procedure. (See attached E.3. (b))
(c) Oily waste, rags, filters, Brakefluids and Antifreeze. (See attached E.3. (c))

## General waste acceptance procedures for Atlas

The following wastes will be collected using the procedure outlined below:

- Windscreen washer
- Tyres
- Glass
- Aerosols
- WEEE
- Batteries
- Fluorescent tubes
- ELVs



1. **1st point of verification.** Customer will contact the relevant division within Atlas for an enquiry to waste collection. At this point the customer may be accepted or rejected depending on the waste query.

2. If waste is acceptable at this point Atlas will fill out an approved waste collection form, this form will require the following information:

    - Docket number
    - Name of holder of waste
    - Description of waste
    - Hazardous status
    - Quantity, Weight/ number of packages
    - Documentation required

This information will be put on a database as part of our existing recording procedure.

3. The relevant waste co-ordinator form will then be completed. The following information will be filled in
    - Method of disposal
    - Method of storage
    - Anticipated date of shipment off-site

4. **2nd point of verification**. Once all the relevant information has been completed and complies with the requirements Atlas can proceed with collection

5. Atlas will confirm the date for collection in the same manner as existing waste collection systems.

6. A notification for specific document requirements (eg. C1 forms if required) for collection will also be included in this confirmation.

7. **3rd point of verification.** Upon collection the driver will carry out an inspection of the waste prior to transporting it. Waste again at this point can be accepted or rejected depending on the following:

    - condition of the waste & container,
    - the hazards in handling the waste and
    - any unacceptable conditions which the driver deems unsafe.



If the driver deems the waste unfit to be transported he/she may reject the waste and fill out an unsafe collection sheet. If waste is deemed safe for transport the relevant documentation is completed.

8. **4th point of verification**. The waste reception area will be at the indicated individual waste acceptance area or at the weighbridge where wastes may need to be weighed in if required. A designated operator and / or a member of the laboratory staff will carry out an inspection. If waste at this point is rejected or requires any further analysis/documentation it is sent for quarantine (See Site plan D4) to a designated area of the plant where it will be contained/mitigated/rejected.

9. The docket accompanying the waste will be signed off by the weighbridge operator.

10. Waste that is accepted will be stored in designated areas of the plant until such time as it ready for shipment off site.

**Note*** The acceptance procedure outlined above is subject to change according as waste streams develop, however the main criteria outlined above will be applied to each waste coming on site.

See attached E.3. (d), E.3. (e) and E.3. (f) for the following procedures

- Sludges (submitted on a case by case basis); (further details in Attachment D3) (See attached E.3.(d))
- Solvents)(compatibility testing) (See attached E.3. (e);
- Acids/Bases for regeneration (See attached E.3. (f);

**E.3. (a) Waste Oil and Mixed fuel acceptance**

**PURPOSE:**

To provide a procedure for the acceptance of waste oil and mixed fuels.

**RESPONSIBILITY:**

It is the responsibility of the plant operator/lab personnel/ to carry out this procedure

**PROCEDURE:**

**Normal Waste oil collection**

1. Collectors, Representatives or other company personnel inform the yard 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 waste oil division and made available to the yard and laboratory staff. (As per work instruction no. 4)
2. If the content is from an approved source it is accepted and pumped to a tank at the discretion of the yard personnel. The sources of waste oil that may be collected 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. When collecting waste oil from producers, our collectors will issue 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) Signature on behalf of the producer of waste oil confirming the accuracy of the details on the collection docket.

4. Waste oils are collected, handled, transported and stored in a manner so as to minimise the risks of contamination to all environmental media or endangerment to the general public and their health. All accidental spillages or discharges of waste oils which occur during the collection, transportation or storage shall be notified to the Local Authority in whose functional area the spillage or discharge has occurred and the Permit Local Authority. Atlas will comply with the requirements of a Local Authority in relation to such accidents.

**Potential unsafe collection Procedure**

1. When a driver/collector feels that there is an increased safety/environmental risk associated with a particular collection the driver may fill in a 'Potential Unsafe Collection Sheet'. The Waste Oil Co-ordinator should then express the concerns of the driver to the customer and rearrange when the area has been made safe for collection. The Technical & Environmental Manager or the Sales and Services supervisor should be informed if appropriate.
2. If Collectors, Representatives or other company personnel are unsure of the source, content or the waste exhibits unusual characteristics (eg. may be evident by colour/odour or notice from customer) the yard personnel and the lab technician are informed. It is tested immediately or pumped to segregation and quarantined. The laboratory technician adheres to the prohibited substances document, and performs any relevant testing. (Appendix 1)

**New waste oil customer**

1. When a customer contacts Atlas they will be cross-referenced to the computer database. If the customer is not on the database then a 'New Customer Application form will be filled out for the customer.

2. The customer must first declare the type of waste oil, which is to be collected. If this is not within the scope of Automotive, Industrial, shipping or Maritime oils or other known oils to Atlas then an MSDS sheet or a sample must be obtained before the new customer can be approved as per new customer application form.
3. Once the customer is approved and signed off by the waste oil supervisor the information can be entered onto the database.

**Non-Atlas waste oil collections**

a) The lab technician is informed by the waste oil co-ordinator, that an external truck is coming on-site. Samples are taken and tested (Appendix 1) if accepted the documentation is completed accordingly. (Consignment notes etc.).

b) Where possible, MSDS's are requested from the customer or agent and checked against current holdings of MSDS's for approval.



**Reject batches**

1. If the sample indicates that a batch must be rejected then the consignor is advised and on agreement, we will arrange for appropriate disposal in accordance with our I.P.C Licence if the batch is on site. If the sample exceeds certain limits (e.g. PCB's), the Technical & Environmental Manager is immediately informed and he decides the appropriate regulatory authorities that need to be notified.

2. A record will be kept of waste oil consignments not accepted for processing on site. This will be recorded in the Waste Oil Rejection Register, which will

- Indicate the type of waste oil in question.
- Specify the origin of the waste oil.

**Mixed Fuels**

All mixed fuels must be accepted as per the new customer acceptance form attached. Collection of mixed fuels is routed every day by the waste oil co-ordinator who also issues a despatch note for each collection and the types of mixed fuel to be collected for purposes of segregation. Upon collection of the mixed fuel the driver notes the following

(a) Date

(b) Volume collected

(c) Name and Address of the customer are correct.

Collections for each day are returned to Atlas and placed in the designated under ground tank. Depending on the predetermined quality of the mixed fuel it may be pumped into three different compartments which is at the discretion of the laboratory personnel depending upon initial analysis findings. Poor quality fuels must be kept separate to good quality fuels.

**Drivers must adhere to unloading procedures at all times when unloading mixed fuels.**

**A driver must not collect mixed fuels in situations where he deems conditions to be hazardous to the nature of loading or transferring of fuels.**



**Certificates of disposal**

Certificates of disposal are issued by the waste oil co-ordinator upon request from the individual customer.

**RELATED RECORDS**

Daily route sheets

Laboratory Records

Waste Oil Rejection Register

Waste Oil Permit

Dispatch Notes

MSDS of Incoming Oil

New Customer Application form

Potential unsafe collection sheet

Certs of disposal

**Appendix 1**

| **Property** | **Units** | **Method** |
|---|---|---|
| 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 | ------ |

## POTENTIAL UNSAFE COLLECTION

| DATE | DRIVER | COMPANY | DESCRIPTION | ACTION | SIGN |
|---|---|---|---|---|---|
| | | | | | |
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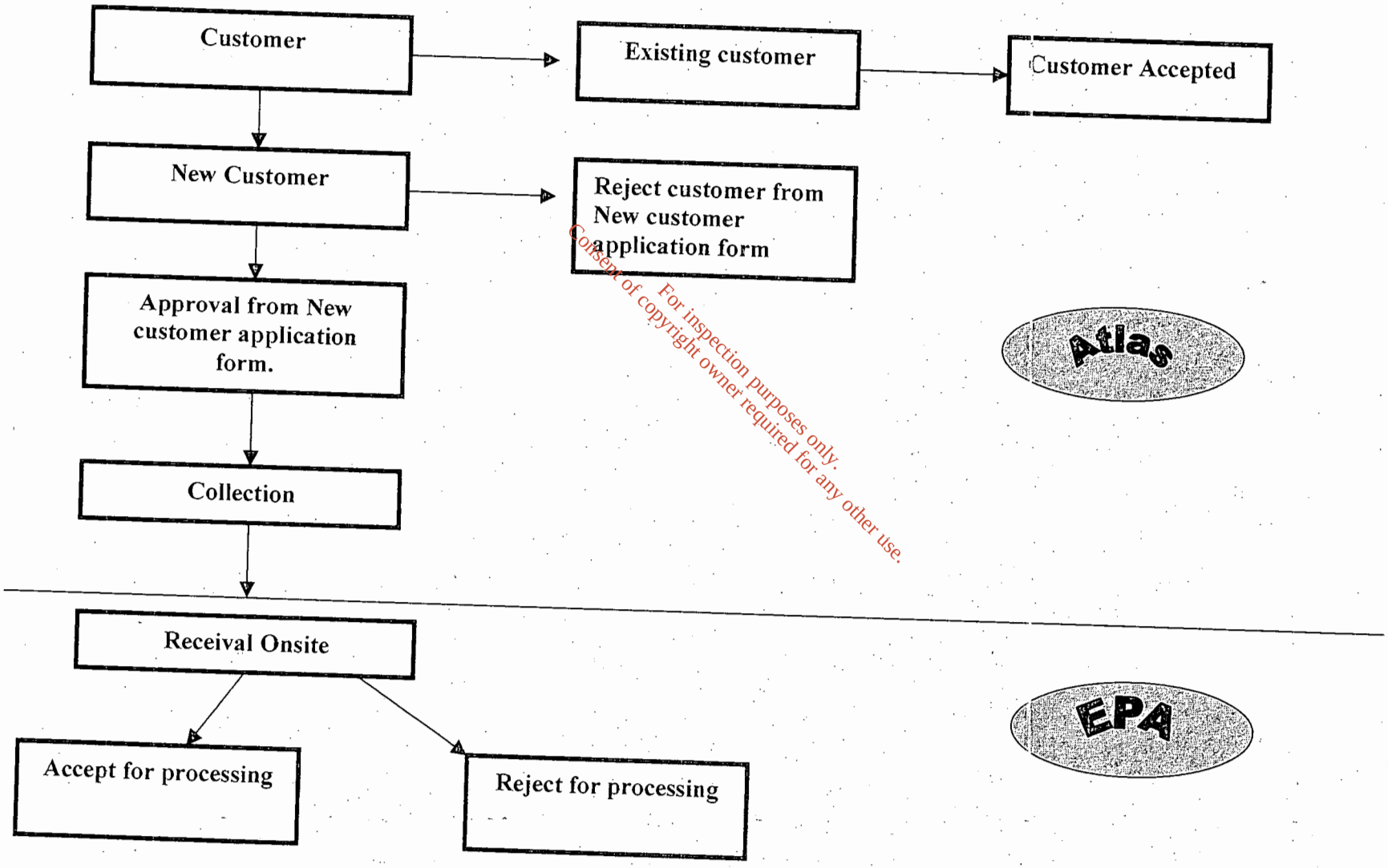
| Approved: | Section: WI No:1 | Version No | Issued: Uncontrolled |
|---|---|---|---|

Waste Acceptance Procedure



**New Customer Application Form**

Customer:_____ Date:_____

Address: _____ Contact:_____

**1.**Please indicate the type of waste to be collected:

Automotive oils: ☐ Industrial/Machinery oils: ☐

Shipping/Maritime oils: ☐ Other (please describe): _____

Mixed Fuels: ☐

**2.**Please confirm that waste is not contaminated with other products? _____

Signed: _____

4. Where a mixed fuel is to be accepted a sample must be received prior to acceptance on site. If sample is approved the lab personnel must sign off the approval section. (Point No. 5)

5. If oil is not from one of the sources above, an MSDS sheet must be obtained and must be approved by lab personnel for acceptance. If an MSDS is not available a sample must be supplied to the Atlas laboratory.

Means of approval is MSDS / SAMPLE

Lab approval: Yes ☐ No ☐ Approved by: _____

7. If waste cannot be accepted and no other service can be provided to the customer then the customer must be **rejected.**

8. If the customer is **approved** from the information given above, then the following details can be received.

| **Services Required** | **Net amount (euro)** | **Details (volume etc.)** |
|---|---|---|
| | | |

Account Number: _____ Set up by _____

The customer has been accepted/rejected

Signed: _____

Waste Oil supervisor

| Approved by: | Section: W.I. 1 | Version No.: | Issued: Uncontrolled |
|---|---|---|---|

| Document: | Work Instruction Manual | Version No. |
|---|---|---|
| Title: | Soil Acceptance/Treatment | Issued Uncontrolled |
| Section: | W.I. No | |
| Approved By: | | Page 1 of 3 |

**E.3 (B) Soil acceptance procedure**

**PURPOSE:**

To provide a procedure for the acceptance and treatment of contaminated soil at Atlas Environmental Ireland Ltd.

**RESPONSIBILITY:**

It is the responsibility of the Engineering Manager/Yard Staff to carry out this procedure.

**PROCEDURE:**

1. Atlas Environmental Ireland Ltd must be pre-notified of all consignments of contaminated soil before they arrive to the yard.

2. No soil can be accepted at the Atlas facility unless a site assessment is received prior to acceptance including a site history of the site of origin and laboratory analysis of the soil. The soil is tested for Mineral Oil, Gasoline Range Organics and Polycyclic Aromatic Hydrocarbons. Levels of contamination accepted for treatment are pre-agreed with the EPA (see attached schedule).

3. The Engineering Manager is the only person who can decide which consignments of contaminated soil are accepted for treatment at Atlas Environmental Ireland Ltd. Each consignment should have a customer approval form filled out and signed by the Engineering Manager.

4. On arrival at the yard all consignments of contaminated soil should be accompanied with a C1 form with the appropriate section filled in. The ~~Engineering Manager~~ should be informed if this is not the case.

5. The soil is then weighed in on the Weighbridge and the weight recorded and printed on the weigh docket, along with Truck Registration Number and C1 reference number.

6. The truck then discharges the contaminated soil into the designated area as identified by the Stores supervisor. The empty truck is weighed and the net soil weight is recorded on the Weigh Docket.

7. Prior to treatment the material is stored in the designated storage area protected against spillage and leachate run-off, and may be segregated on the basis of type/level of

contamination.

8. The soil may be pre-treated (soil washing) prior to bioremediation if required and the recovered oil sent for processing. All recovered oil is tested prior to entering waste oil processing.

9. The soil is prepared for the remediation process by the addition of appropriate micro-organisms, nutrients, co-factors etc., the volumes and ratios of which are at the discretion of the Engineering Manager.

10. The bio-remediation process maintains an ideal nutrient, co-factor and oxygen levels. The parameters used to monitor the efficiency of the process include available gases ($O_2$, $CO_2$), moisture and C.N.P ratios. The detailed treatment programme and ideal conditions are considered proprietary and are therfore not documented.

11. After treatment the remediated soil is laboratory certified by independent consultants for the parameters listed in paragraph 2, in addition leachate analysis for the same parameters is also carried out. The certified results are provided to the EPA for approval. On receipt of approval the soils are released for re-use as agreed with the EPA.

12. The remediated soil is reused through the following routes:

    - Returned to originator
    - Alternative Use (fill/compost/top soil)
    - Landfill use

13. Disposal Certificates are issued to customers once the certified soil has been removed from site.

14. All records relating to each consignment of contaminated soil accepted for treatment are kept on file adjacent to the Engineering Managers Office.



**RELATED RECORDS**

C1 Forms
Weigh Documents
Customer for Approval
Contamination Records.

Disposal Certificates

Levels see attached?

**Levels of contamination acceptable for treatment are as follows:**

| CATEGORY | PARAMETER | LEVEL (mg/kg) |
|---|---|---|
| Petrol Range | Gasoline Range Organics | <20,000 |
| | Benzene | <2,500 |
| | Ethylbenzene | <5,000 |
| | Xylene | <5,000 |
| | Toluene | <10,000 |
| | Cresoles | <1,000 |
| | Phenol | <5,000 |
| Diesel Range Organics | DRO | <50,000 |
| PAH's | PAH Screen | 3,000 |
| Metals | Lead | 750 |
| | Zinc | 1,200 |
| | Nickel | 300 |
| | Cadmium | 12 |
| | Copper | 190 |
| | Mercury | 5.2 |
| Mineral Oils | TPH | 75,000 |
| Other Compounds | Poly Chlorinated Biphenyls | 200 (see note 1) |
| Other Compounds | Chlorinated Hydrocarbons | 100-2500 ( see note 2) |



**Note 1:** Where soils contain >50ppm of PCB's; these soils will be segregated from all other soils and no oil recovered to the process from soil washing. Instead leachate or runoff will be recirculated in a closed loop type system until the PCB and / or other levels are reduced to the permitted levels.

**Note 2:** Where soil exceeds dutch intervention for Chlorinated solvents (as a minor contaminant) these will be segregated as with PCB's and an anaerobic / aerobic biodegredation system employed to reduce levels to below intervention levels.

**E.3. (C) Oily rags, waste, filters, Antifreeze and Brakefluid collections**

**PURPOSE:**
To provide a procedure for the collection and handling of incoming oily wastes, oily rags, and used filters.

**RESPONSIBILITY:**
It is the responsibility of the garage services co-ordinator, plant operator/drivers to ensure all aspects of this procedure are carried out.

**PROCEDURE:**

1. Each day premises to be visited by the collection vans are grouped together by the garage services co-ordinator from the computer database .The route sheet (as per W.I.4) for the next day is filled out by the fuel oil sales and tank cleaning co-ordinator and conveyed to the relevant people i.e. yard staff and lab staff.

2. Any calls from customers requiring urgent collection are 'fit into the collection programme.
   Such calls have the following details noted:

   a) Name of Company and Contact name.

   b) Address.

   c) Telephone no.

   d) Quantity of waste to be collected.

   e) Any other details.

3. Such details are logged onto the computer database by the garage services co-ordinator.
4. The relevant drivers are given a despatch note/collection docket for each customer. Drivers also receive the call back sheet for the relevant area for the next day.
5. For new customers a 'New Customer Application form' is completed and signed off by the Waste Oil Supervisor. (As per work instruction 1)
6. Drivers are required to follow the despatch sheet details (Unless exceptional circumstances occur). The number of barrels per customer are noted on the docket.
7. When the driver collects the waste the dispatch note is completed. A copy is retained by the customer and a copy is retained by the garage services co-ordinator.

8. All dockets are entered onto the database.

9. All despatch dockets are filed by number and held for a minimum of 7 years.

**Incoming filters.**

10. All precautions are taken to ensure that any accidental spillage of waste oil, either in transit of filters or on site, will be dealt with in a prompt and efficient manner.

11. The garage services representative off-loads filled filter bins for servicing from the garage services van and empties the contents into the filter crusher from the ramp of the garage services truck. The plant operators clean the emptied bins and place them in the filter bin storage area.

12. The filters are then crushed the following the day between the hours of 8.00a.m. and 6.00p.m.

13. The garage services representative gathers new wheelie bins from the filter bins storage area, and places the replacement bins in his truck.

**Incoming Oily waste, grease and sludge's.**

14. Oily waste received on site originates from Tank Cleaning, Garage Services, process waste and customers who want to dispose of their oily waste and sludges in a regulated manner. This oily waste can consist of oily sludge, lubricating grease, absorbant rags and booms etc.

15. Oily waste is not to enter plant unless it is in proper UN approved drums, otherwise it is a non-conformance. The exception being oily waste received from garage services in wheelie bins.

16. All such waste is put in to U.N approved 200litre drums or 1 tonne UN approved FIBC's bags and sealed. Note FIBC's are only used for the carriage of dry oily wastes.

17. Shipment of the oily solid waste and the used rags is done by means of transfrontier shipment of waste TFS records are maintained as per W.I. No. 36. The appropriate labels must be put on the barrels or the FI.BC's bags prior to shipping.

18. The following records are maintained on site

a) Daily records are kept of materials received on site outlining type, quantity and origin of the waste. These being the number of barrels generated from tank cleaning services and the number of barrels generated from garage services which all go for shipment by TFS.

b) Record of movements of baled metals off site to a licensed scrap metal processor indicating dates and weight.

**Brakefluid and Antifreeze collection**

19. Brakefluids and Antifreeze are collected in fully sealed 25 litre containers. Customers segregate antifreeze and brakefluids into the appropriate container and collection will be as part of the existing rounds carried out by Atlas.

20. The garage services operator is issued a despatch docket with details of collections to be made as per existing collection rounds.

21. The driver fills in the volume collected, the date, and signs off the docket when the collection is made.

22. The collections are returned to Atlas at the end of the day and bulked up for storage in the designated area for removal off site for disposal/recovery.



**RELATED RECORDS**

Garage Service Despatch Note/Collection Docket
Monthly report
TFS records.

## E.3. (e) Solvent Acceptance

## PURPOSE:

To provide a procedure for the acceptance and storage of waste solvents.

## RESPONSIBILITY:

It is the responsibility of the laboratory personnel and the HSE Co-ordinator and the waste co-ordinator to ensure this procedure is carried out

## PROCEDURE:

1. A waste solvent check sheet is filled out by the waste co-ordinator upon contact with the customer.
2. On form 1 (attached) the waste co-ordinator records the name, address, waste description, volume and whether a sample or an MSDS was received prior to acceptance. Either an MSDS or a sample **must** be sought prior to acceptance. Acceptance of the solvent must then be signed off by laboratory personnel.
3. A despatch note will be issued by the waste co-ordinator. The customer will sign off the despatch note and the appropriate C1 form upon collection.
4. Waste will be collected by Atlas or other approved carriers depending on the volumes to be collected.
5. All C1 forms will be stored by the laboratory personnel
6. Once the waste is received on site it will be inspected. Where solvents are to be bulk stored compatability testing is carried out as per attached laboratory procedure.
7. When there is sufficient volume, solvent will be moved off site in accordance with TFS Regulations.



## RELATED RECORDS:

Waste solvent acceptance check sheet
Laboratory compatibility tests

8. All dockets are entered onto the database.
9. All despatch dockets are filed by number and held for a minimum of 7 years.

**Incoming filters.**

10. All precautions are taken to ensure that any accidental spillage of waste oil, either in transit of filters or on site, will be dealt with in a prompt and efficient manner.
11. The garage services representative off-loads filled filter bins for servicing from the garage services van and empties the contents into the filter crusher from the ramp of the garage services truck. The plant operators clean the emptied bins and place them in the filter bin storage area.
12. The filters are then crushed the following the day between the hours of 8.00a.m. and 6.00p.m.
13. The garage services representative gathers new wheelie bins from the filter bins storage area, and places the replacement bins in his truck.

**Incoming Oily waste, grease and sludge's.**

14. Oily waste received on site originates from Tank Cleaning, Garage Services, process waste and customers who want to dispose of their oily waste and sludges in a regulated manner. This oily waste can consist of oily sludge, lubricating grease, absorbant rags and booms etc.
15. Oily waste is not to enter plant unless it is in proper UN approved drums, otherwise it is a non-conformance. The exception being oily waste received from garage services in wheelie bins.
16. All such waste is put in to U.N approved 200litre drums or 1 tonne UN approved FIBC's bags and sealed. Note FIBC's are only used for the carriage of dry oily wastes.
17. Shipment of the oily solid waste and the used rags is done by means of transfrontier shipment of waste TFS records are maintained as per W.I. No. 36. The appropriate labels must be put on the barrels or the FI.BC's bags prior to shipping.

18. The following records are maintained on site

a) Daily records are kept of materials received on site outlining type, quantity and origin of the waste. These being the number of barrels generated from tank cleaning services and the number of barrels generated from garage services which all go for shipment by TFS.

b) Record of movements of baled metals off site to a licensed scrap metal processor indicating dates and weight.

**Brakefluid and Antifreeze collection**

19. Brakefluids and Antifreeze are collected in fully sealed 25 litre containers. Customers segregate antifreeze and brakefluids into the appropriate container and collection will be as part of the existing rounds carried out by Atlas.

20. The garage services operator is issued a despatch docket with details of collections to be made as per existing collection rounds.

21. The driver fills in the volume collected, the date, and signs off the docket when the collection is made.

22. The collections are returned to Atlas at the end of the day and bulked up for storage in the designated area for removal off site for disposal/recovery.



**RELATED RECORDS**

Garage Service Despatch Note/Collection Docket
Monthly report
TFS records.

## E.3. (e) Solvent Acceptance

## PURPOSE:

To provide a procedure for the acceptance and storage of waste solvents.

## RESPONSIBILITY:

It is the responsibility of the laboratory personnel and the HSE Co-ordinator and the waste co-ordinator to ensure this procedure is carried out

## PROCEDURE:

1. A waste solvent check sheet is filled out by the waste co-ordinator upon contact with the customer.
2. On form 1 (attached) the waste co-ordinator records the name, address, waste description, volume and whether a sample or an MSDS was received prior to acceptance. Either an MSDS or a sample **must** be sought prior to acceptance. Acceptance of the solvent must then be signed off by laboratory personnel.
3. A despatch note will be issued by the waste co-ordinator. The customer will sign off the despatch note and the appropriate C1 form upon collection.
4. Waste will be collected by Atlas or other approved carriers depending on the volumes to be collected.
5. All C1 forms will be stored by the laboratory personnel
6. Once the waste is received on site it will be inspected. Where solvents are to be bulk stored compatability testing is carried out as per attached laboratory procedure.
7. When there is sufficient volume, solvent will be moved off site in accordance with TFS Regulations.



## RELATED RECORDS:

Waste solvent acceptance check sheet
Laboratory compatibility tests

| **Form 1 Waste solvent acceptance check sheet** | | |
|---|---|---|
| Name of Customer: | | |
| Address: | | |
| Date: | | |
| Waste Description: | | |
| Volume: | | |
| Sample received: | Yes | No. |
| MSDS available: | Yes | No. |
| Laboratory personnel sign-off: | : | |

| | | |
|---|---|---|
| **Document:** | **Laboratory Manual** | **Version No. 1** |
| **Title:** | **incoming waste solvents** | **Issued: Uncontrolled** |
| **Section:** | **DRAFT** | |
| **Approved by** | | **Page 1of 1** |

**PURPOSE:**

To issue guidelines to outline the procedure for acceptance for waste solvents

**RESPONSIBILITY:**

It is the Yard Staff/Truck Drivers and Laboratory to ensure the waste is properly segregated and tested in accordance with these procedures.

**PROCEDURES:**

1. The incoming waste barrels/ IBC's are placed in the incoming area
2. The identification on the barrel is placed in a logbook along with a unique identifier
3. A sample is obtained from each container and storage tanks
4. A water test is performed as per lab procedure LP 8
5. A calorific Value is calculated as per relevant Lab Procedure
6. Laboratory compatibility is performed as per relevant Lab Procedure
7. The Halogen content is calculated as per relevant Lab Procedure
8. The polymerization test is performed as per relevant Lab Procedure
9. The results for each container or group of containers is placed on the form- comparability sheet along with the unique identifier
10. From the compatibility test sheet the lab technician places the sticker for the appropriate location the container is deemed to go.



**RELATED RECORDS**

Compatability test sheet
Analysis Results Files

**E. 3. (d) Sludge acceptance**

**PURPOSE:**

To provide a procedure for the characterisation and acceptance of sludge on site

**RESPONSIBILITY:**

It is the responsibility of the laboratory personnel and the engineering manager to carry out this procedure.

**PROCEDURE:**



**Waste acceptance**

1. Prior to acceptance a sludge characterisation is carried out(See attached form 1 for range of sludge characterisations which may be carried out on individual sludges to be accepted on site. Additional parameters may be carried out on a sludge sample depending on the source of sludge).
2. Dry Solids content **must** be between 20-35% for processing.
3. Sludge can only be processed upon approval of the sludge characterisation by the EPA. Once it has been approved by the EPA the Laboratory supervisor can approve the acceptance of the and sign off Form 1.
4. Once sludge has been accepted it can be received on site and the weight recorded at the waste reception area.
5. C1 documentation will be stored by the laboratory personnel upon receival on site.

**Processing**

6. Sludge is pumped into the 50,000litre hopper holding area where it is held until ready for processing.
7. The operation of the sludge dryer is fully automated and is controlled by a designated operator as per procedure.
8. Once sludge is ready for discharge it will be tested for the required parameters
9. Volumes of sludge generated will be recorded by the operator.

**Removal off site**

10. Once the sludge has been dried it will be fed into covered skips or IBCs
11. Finished product is stored in the designated storage area until such time as it is removed off site.
12. Removal can be either in bulk or in individual IBC bags.

## RELATED RECORDS:

Sludge characterisation
Sludge analysis records

## Form 1 Sludge Characterisation

**Material Producer:**

**Material Description:**

**EWC Code:**

**Batch No:**

| Parameter | | Analysis Method | | Result |
|---|---|---|---|---|
| **Major Oxides** | | | | |
| $Al_2O_3$ | | RFA - XRF | % DS | |
| CaO | | RFA - XRF | % DS | |
| $Fe_2O_3$ | | RFA - XRF | % DS | |
| $SiO_2$ | | RFA - XRF | % DS | |
| **Minor Oxides** | | | | |
| $K_2O$ | | RFA - XRF | % DS | |
| MgO | | RFA - XRF | % DS | |
| MnO | | RFA - XRF | % DS | |
| $Na_2O$ | | RFA - XRF | % DS | |
| SrO | | RFA - XRF | % DS | |
| $TiO_2$ | | RFA - XRF | % DS | |
| $Na_2O + 0.67\ K_2O$ | | RFA - XRF | % DS | |
| **Contaminants** | | | | |
| Class I | | | | |
| | Hg | ICP-MS | mg/kg DS | |
| Class II | | | | |
| | Cd | ICP-MS | mg/kg DS | |
| | Tl | ICP-MS | mg/kg DS | |
| Class III | | | | |
| | As | RFA - XRF | mg/kg DS | |
| | B | ICP-MS | mg/kg DS | |
| | Be | ICP-MS | mg/kg DS | |
| | Co | RFA - XRF | mg/kg DS | |
| | Cr | RFA - XRF | mg/kg DS | |
| | Cu | RFA - XRF | mg/kg DS | |
| | Mn | RFA - XRF | mg/kg DS | |
| | Ni | RFA - XRF | mg/kg DS | |
| | Pb | RFA - XRF | mg/kg DS | |
| | Sb | RFA - XRF | mg/kg DS | |
| | Se | ICP-MS | mg/kg DS | |
| | Sn | RFA - XRF | mg/kg DS | |
| | Te | ICP-MS | mg/kg DS | |
| | Ti | RFA - XRF | mg/kg DS | |
| | V | RFA - XRF | mg/kg DS | |
| | Zn | RFA - XRF | mg/kg DS | |

| Parameter | | Analysis Method | | Result |
|---|---|---|---|---|
| **ORGANICS** | | | | |
| Phenol | | R2.21.2 | mg/kg DS | |
| Σ PAHC $_{EPA}$ | | 38407/8 | mg/kg DS | |
| Σ PCB | | 38414/20 | mg/kg DS | |
| AOX | | | mg/kg DS | |
| EOX | | | mg/kg DS | |
| BTEX | | | mg/kg DS | |
| Mineral Oil | | | mg/kg DS | |
| TOC = Total Organic Carbon | | | mg/kg DS | |
| VOC $_{(200-400°C)}$ | | GC-MS | mg/kg DS | |
| HC | | 38409/18 IR | mg/kg DS | |
| **OTHER CONSTITUENTS** | | | | |
| Chlorine $_{total}$ | | RFA - XRF | mg/kg DS | |
| CN $_{total}$ | | R2.5.1 | mg/kg DS | |
| Fluor | | RFA - XRF | mg/kg DS | |
| P $_{total}$ | | RFA - XRF | mg/kg DS | |
| N $_{total}$ | | RFA - XRF | mg/kg DS | |
| $SO_3$ (total) | | RFA - XRF | % DS | |
| S as Sulphur | | RFA - XRF | mg/kg DS | |
| **PHYSICAL PARAMETER** | | | | |
| Dry Substance (at 105°C) | | | % | |
| Loss of Ignition (2 h at 1050 °C) | | | % DS | |

**Additional parameters requested**

| | | | | |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

**Additional comments:**

**Signature:**

**Date:**

**Attachment 3(f)**

## PURPOSE:

To ensure that there are guidelines for the acceptance and storage of waste Acids and Bases on site.

## RESPONSIBILITY:

It is the responsibility of the yard staff and the laboratory staff to carry out this procedure.

## PROCEDURE:

1. New customers are logged on the database when they contact Atlas. The name of the contact, company, address, acid/base volume to be collected is recorded. A description of the waste is given to the waste co-ordinator in order to confirm the type of waste to be collected. The waste co-ordinator will request a sample or an MSDS sheet prior to accepting the customer in order to allow collection to take place.

2. The appropriate labels are sent to the customer for collection. **Acids and bases must not to be collected together.**

3. Waste to be collected is logged on the system and a despatch docket is issued by the waste co-ordinator on the day prior to collection. The despatch docket details the name, address, date, description of waste and volume. The driver is also issued with the appropriate trem cards for collection and transportation.

4. Upon collection the containers are checked for damages and appropriate labelling. C1 documentation is checked by the driver and signed off. The despatch docket is signed off by the customer and the top copy retained by the customer.

5. Waste is returned to Atlas and inspected upon receival on site at the waste inspection area. All containers are inspected for damage. If a container is found to be damaged it is quarantined and contained. Waste is sampled and bulk stored

6. Acids and bases are stored in the designated area. It is the responsibility of the yard supervisor to ensure that these wastes are stored in the designated areas. Acids and Bases are at all times to be stored at least 6 metres apart from each other.

7. Acids and bases will be moved off site in accordance with Transfrontier Shipment regulations 259/93 and S.I. 121 of 1994.

**RELATED DOCUMENTS**

Despatch Dockets

Attachment 3 (f)

## PURPOSE:

To ensure that there are guidelines for the acceptance and storage of waste Acids and Bases on site.

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## PROCEDURE:

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**RELATED DOCUMENTS**

Despatch Dockets