

RILTA Environmental Ltd.			
EMS PROCEDURE MANUAL			
TITLE	Waste Battery Acceptance Procedure	REF	Warehouse
ISSUED BY		APPROVED BY	
DATE	2017	PAGE	1 of 2

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Revision	Description	By	Approved	Date
1	Procedure review	CH	EI	17/01/09
2	Procedure review	CH	EI	April 14
3	Procedure review	CH		June 2017

Relevant Documents

- *Battery LoW Code list*
- *Waste confirmation procedure*
- *Rejected Waste for Storage procedure*
- *Annex to Dublin City Council Waste Transfer Form.*

1.0 Purpose

To ensure all batteries accepted at the transfer station are suitable for safe storage prior to export from the site.

2.0 Scope

This procedure details the acceptance criteria of battery waste entering the Warehouse.

3.0 Responsibility

The Facility Manager is responsible for ensuring that this procedure is carried out. All relevant staff are responsible for following this procedure.

4.0 Procedure

- 4.1 On receipt of an enquiry from a new customer the 'Waste Notification and Acceptance Procedure' will be applied. In most cases, however, this is not required.
- 4.2 On approval, a convenient time and date will be organized between all stakeholders for delivery to site at Greenogue.
- 4.3 On arrival at Greenogue, the waste shall be weighed and booked in at the weighbridge as normal.
- 4.4 The waste, with all accompanying paperwork and hazardous waste notification form shall be directed to the Warehouse
- 4.5 Only LoW codes as on the 'Battery LoW Code List' are allowable for storage.

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- 4.6 All waste containers including pallets shall be inspected while still on the delivery vehicle. If safely packaged, waste shall then be unloaded and cross-referenced with the relevant paperwork. Waste containers shall be closely inspected when on the ground.. Only when the waste containers have been individually and comprehensively checked, is the paperwork returned to the driver for completion.
- 4.7 If there is any doubt as to the categorization of the waste, the ‘Waste Confirmation Procedure’ shall be applied.
- 4.8 In the event that the waste is unsuitable for acceptance, the ‘Rejected Waste For Storage’ shall apply

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EMS PROCEDURE MANUAL			
TITLE	Management of Waste Current Transformers (Ceramic)	REF	Cedar
ISSUED BY	Colm Hussey	APPROVED BY	
DATE	25/05/2015	PAGE	1 of 2

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Revision	Description	By	Approved	Date
000		C. Hussey		May 2015

1.0 Purpose

To ensure the safe processing of current transformers with ceramic components.

2.0 Scope

The procedure outlined in this document conforms to the guidelines laid out in the Management Plan for Polychlorinated Biphenyls (PCBs) in Ireland published by the EPA in August 2008.

3.0 Responsibility

Operations Manager

4.0 Procedure

- Current Transformers will be offloaded and stored in the relevant area for testing as per the normal OFE acceptance procedure.
- Samples of transformer oil will be obtained adhering to the sampling protocol laid down in ASTM Standard D-923.
- Oils sampled from transformers will be analysed as per ASTM Standard D-4059 (see annex 3).
- If PCB concentrations of >50mg/L are detected, the 'PCB Management procedure will apply.'

If PCBs are not detected, the following steps will apply:

- The current transformer will be placed in front of the mobile grab machine by means of a forklift.
- The mobile grab operator will lift the CT into the skip and break it into its constituent parts.
- The steel and ceramic elements are allowed to drip-dry before being put into separate skips

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- Oil released from the dismantling of the current transformers will be collected at the end of each day or more often if required.

The dismantling process will be will be carried out by appropriately trained personnel equipped with the follow PPE:

- Class 5 Cut Resistant Gloves which complies to standard EN388 and EN407
- Safety footwear with anti-slip soles, sole protection and toe guards
- Cut-proof Overalls
- Full face visor

Emergency Procedures will be put in place to deal with the following

- First Aid treatment following exposure to PCB containing oils
- Fire involving PCB containing oils
- Leak / Spill of PCB containing oils

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RILTA Environmental Ltd.			
EMS PROCEDURE MANUAL			
TITLE	Acceptance of Waste Fridges for Storage	REF	Cedar
ISSUED BY	Colin Lennon	APPROVED BY	
DATE	12/10/2010	PAGE	1 of 2

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Revision	Description	By	Approved	Date
000		C. Hussey		12/10/2010

1.0 Purpose

To document the procedure for the acceptance of waste fridges for storage at Rilta Environmental

2.0 Scope

The procedure outlined in this document relates to the acceptance and storage of waste fridges by TechRec NI

3.0 Responsibility

TechRec NI & Environmental Manager.

4.0 Procedure

- TechRec NI will email Rilta (Colm Hussey) when a fridge trailer is due with TFS details for the subsequent trip to TechRec NI.
- The maximum number of trailers allowed on site at any one time is 4 (Currently only 4 parking spaces)
- The loads will be inspected on arrival, but not unloaded.
- The load will stay on site for three days to fulfil the TFS regulations
- When the load does leave the site, it will be weighed at TechRec NI and the weights communicated to Rilta
- For convenience purposes, paperwork will be stored at the W0192-03 Rilta offices.

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EMS PROCEDURE MANUAL			
TITLE	Management of waste Oil Filled Equipment	REF	Ceder
ISSUED BY	Colin Lennon	APPROVED BY	
DATE	28/01/2011	PAGE	1 of 5

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Revision	Description	By	Approved	Date
000		C. Lennon		28/01/2011
24/02/12	Procedure review	CH	EI	

1.0 Purpose

To document the procedures for the acceptance, testing and disposal of obsolete & waste oil filled electrical equipment (OFE) including known and suspect PCB (Polychlorinated Biphenyls) holdings.

2.0 Scope

The procedure outlined in this document conforms to the guidelines laid out in the Management Plan for Polychlorinated Biphenyls (PCBs) in Ireland published by the EPA in August 2008.

3.0 Responsibility

Operations Director & Environmental Manager

4.0 Procedure

- Obsolete and waste transformers will be transported under C1 hazardous waste consignment note and delivered by appropriately licensed and permitted carriers to the Cedar Site covered by EPA waste licence no. W0185-01.
- Upon arrival of the load at the Cedar site
 - Complete the C1s by completing the following fields:
 - The net weight of the load
 - Ensure the delivery vehicle driver has properly completed Part B of the C1
 - Complete sections 16, 17 & 20
 - Count the number of units to ensure that the number of units on the ESB C1 annex match the actual number of units delivered
 - If the number of units match enter the Rilta Serial number using permanent marker on a prominent position on each unit.
 - If the numbers of units do not match make a note on the annex of the difference.
- Write the first 5 digits of the RILTA s/n on the top of each page of the ESB Annex (acts as a quick reference)
- Make a copy of the ESB annex to be used when de-polluting the units.
- OFE will be offloaded and stored in a quarantine area pending testing or decommissioning.
- OFE manufactured during or prior to 1989 will be assumed to contain PCBs. OFE with no identifiable date of manufacture will also be assumed to contain PCBs.

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These items of OFE will be quarantined pending testing as per Rilta Environmental EMS procedure on the Testing of PCB wastes.

- Subject to analysis results the following actions will be taken.
- Pre 1989 and unidentifiable OFE will not be decommissioned until laboratory testing has been completed.

PCB concentration <50 mg/l

- Transformer oil will be drained from the transformer
- When de-polluting each item find the ESB s/n on the ESB annex and fill in the RILTA s/n and the date de-polluted in the columns provided
- The following data for each piece of OFE decommissioned will be recorded Transformer Decommissioning Log.
 - Date
 - Rilta s/n
 - Manufacturer
 - KV_a
 - Year of Manufacture
- The copies of the ESB annexes are to be kept on one clipboard
- The transformer decommissioning logs to be kept on another clipboard
- Recovered oil will be treated via the Rilta Environmental Oil treatment facility (W0192-03)
- Waste metals will be sent for recycling and recovery via the facilities listed in annex 4

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PCB concentration >50 mg/l

- The unit(s) will be safely moved using any necessary spill control measures such as drip trays or bunded containers to the designated storage area without removing the PCB oil content
- The client will be notified of the test results
- Each unit will be inspected to ensure its suitability for transport by sea. Particular attention will be paid to possible leaks and rusty/unsafe hinges and joints and overall integrity of the unit.
- If suitable for transport, the relevant TFS paperwork will be prepared and all authorities notified.
- The unit will be transported whole in a suitably bunded tray as per ADR & IMDG regulations and EPA guidelines.
- If the unit is deemed unsuitable for transport the following procedure will apply:
- The unit(s) will be safely moved to the designated storage area without removing the PCB oil content.
- It will be secured in place to ensure no spills take place.
- Transformer oil will be drained from the unit
- The oil will be transferred into UN approved drums and stored pending export for treatment and disposal via the facilities listed in annex 4
- The empty unit(s) will be packaged and labelled as per ADR and IMDG and exported for treatment and disposal via the facilities listed in annex 4

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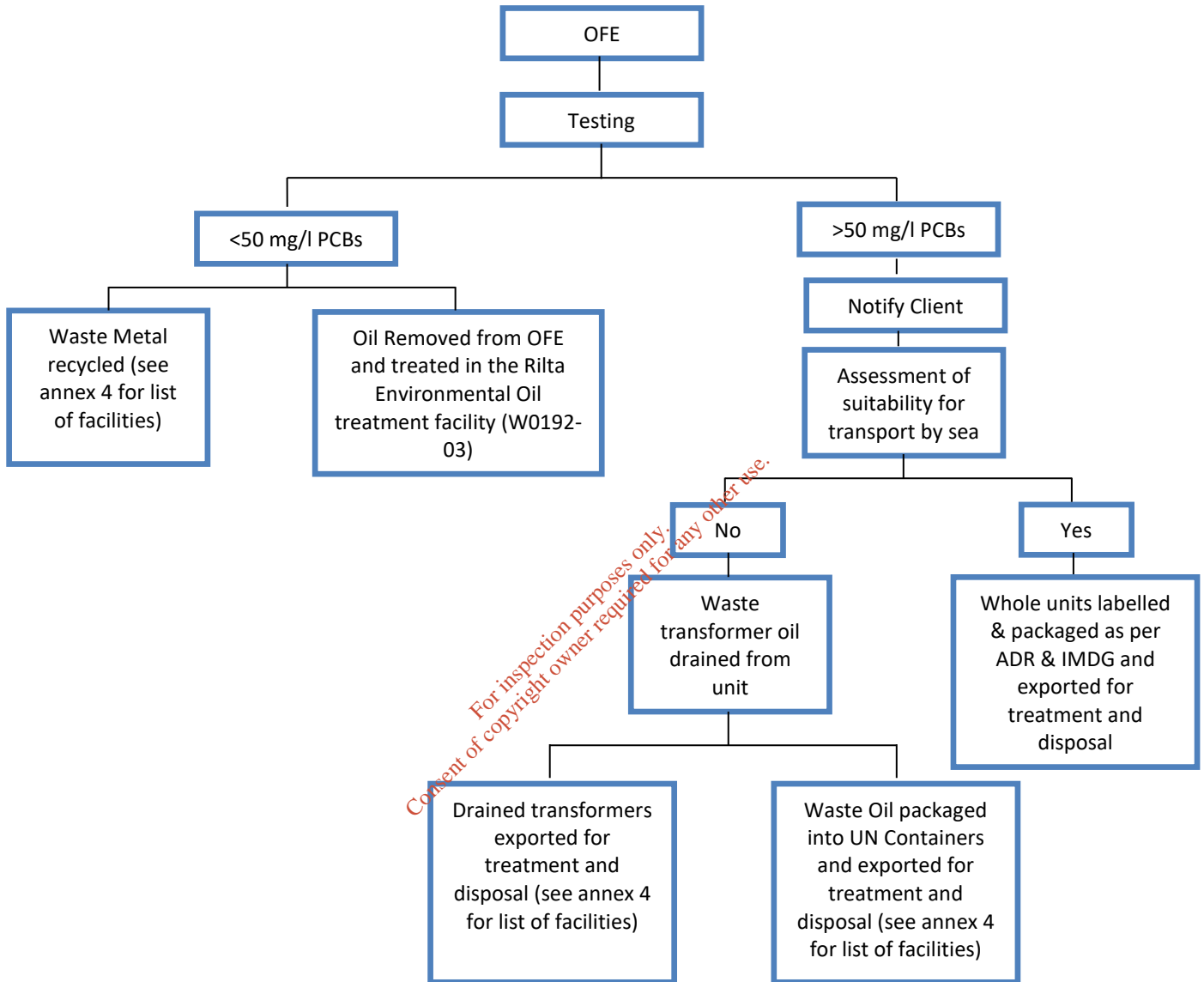


Table 1.0 PCB management flow chart

OFE will be stored and all processing will be carried out in a remotely bunded area (see annex 1).

To avoid cross contamination of equipment two separate sets of pumping equipment and piping will be provided, one for PCB concentrations <50mg/l and the other for PCB concentrations >50mg/l.

Two separate decanting areas will be set up for the decanting of the transformer oil. Decanting will be carried out on steel fabricated drip trays with rear and side splash guards similar in design to that photographed on page 32 of the EPA management plan for PCBs.

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All processing will be carried out by appropriately trained personnel equipped with the follow PPE:

- Class 5 Cut Resistant Gloves which complies to standard EN388 and EN407
- Safety footwear with antislip soles, sole protection and toe guards
- Overalls
- Safety Glasses

If PCB concentration is greater than 50ppm the following will also be worn:

- Nitrile or butyl rubber gloves – do not use Latex gloves
- Eye protection
- Coveralls impervious to PCBs such as Tychem F
- Respiratory protective devices with a full face mask fitted with a class P3 cartridge/canister suitable for use with PCBs is required when handling PCB liquids at temperatures >55°C, where there is a significant amount of PCB liquid exposed to the air, or where adequate ventilation is not possible.

Emergency Procedures will be put in place to deal with the following

- First Aid treatment following exposure to PCB containing oils
- Fire involving PCB containing oils
- Leak / Spill of PCB containing oils

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Revision	Description	By	Approved	Date
000		C. Lennon		28/01/2011
24/02/12	Procedure review	CH	EI	

1.0 Purpose

To document the procedures for the acceptance criteria for OFE at the W0185-01 site.

2.0 Scope

The procedure outlined in this document conforms to the guidelines laid out in the Management Plan for Polychlorinated Biphenyls (PCBs) in Ireland published by the EPA in August 2008.

3.0 Responsibility

Operations Director & Environmental Manager

4.0 Procedure

- Transformer loads to be accepted at Rilta will be notified at least 24 hours in advance.
- A description of the transformers (size and weight) will be submitted along with the relevant paperwork, to allow for crane hire if required.
- Any transformers with confirmed PCB contamination will be identified and isolated to allow for separated bunding.
- Obsolete and waste transformers will be transported under the Dublin CC 'WTF' hazardous waste consignment note and delivered by appropriately licensed and permitted carriers to the Cedar Site covered by EPA waste licence no. W0185-01.
- Upon arrival of the load at the Cedar site
 - Count the number of units to ensure that the number of units on the ESB annex match the actual number of units delivered
 - If the number of units match enter the Rilta Serial number using permanent marker on a prominent position on each unit.
 - If the numbers of units do not match make a note on the annex of the difference.
- OFE will be offloaded and stored in a quarantine area pending testing prior to decommissioning.