

WASTE ACCEPTANCE AND CHARACTERISATION PROCEDURE

1. Objectives

- Ensure waste processed on site is suitable for composting and characterised correctly
Waste unsuitable for composting is identified, isolated, and controlled

2. Responsibility

- Facility Manager
- Weighbridge Operators

3. Procedure

- 3.1 Before new waste is proposed to enter the site, pre-clearance is sought from the customer which must include; description and origin of the waste, analysis (if requested). The Environmental/Technical manager will determine the EWC code for the waste and its ABP status. An internal Waste Classification form is filled out to classify the waste.
- 3.2 Any additional information (e.g. analysis) is retained along with the classification form for reference purposes.
- 3.3 Once preclearance is given, waste is allowed enter the site and is weighed in at the weighbridge.
- 3.4 All receptacles (trailers/tankers etc.) entering the site must be covered and sealed. Trucks are directed to the waste acceptance area. An operator then signals to the driver when it is clear to tip waste. The load is visually inspected to ensure that it is consistent with the details provided in the waste classification form and ,assuming is consistent, is cleared to process
- 3.5 If the waste is not cleared to process because of suspected non-conformity with the waste classification form the plant manager is informed immediately. Following an immediate assessment of the suspected non-conforming load the plant manager will either pass the load for processing or direct the load to be reloaded and removed from the site.
All plant and machinery that came in contact with the waste will be thoroughly cleaned.
- 3.6 Where a load is confirmed to be non-conforming, the non conformance and corrective action record sheet (RS MC07) is filled in and all details and actions taken recorded in same.
- 3.7 Once acceptance is complete the weighbridge operator directs the driver to the weighbridge. The truck is weighed out and a detailed receipt is given to the driver.

4. Reference Documents

- Waste License: W0270-01
- DAFM, APPROVAL AND OPERATION OF COMPOSTING PLANTS TRANSFORMING ANIMAL BY-PRODUCTS AND DERIVED PRODUCTS IN IRELAND issued the 8th May 2014
- Waste ABP Classification and Acceptance Form
- Process Flow Diagram