



SOP # MPA2016		Waste Acceptance Procedure	Current Revision #	A
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SOP Number MPA2016

SOP Title Waste Acceptance Procedure.

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1. PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to describe the standard procedures to be followed during the acceptance of material into KWD facility. This document is a KWD controlled document and must be adhered to. Any changes deemed necessary to this procedure must be documented and must comply with the conditions outlined in the waste permit. This document is in place to ensure that the waste handled in KWD recovery facility is deemed suitable for disposal at the approved landfill sites and is in compliance with the waste licence permit.

2. INTRODUCTION

Killarney Waste Disposal Ltd recognises the requirement to ensure that waste handled at the facility is categorised as municipal or industrial waste and that no hazardous waste as specified in the Waste Management Act, 1996 is accepted at the facility.

3. ABBREVIATIONS:

- SOP: Standard Operating procedure.
- MPA: Material Production Area.
- PPE: Personal Protective Equipment / Clothing.
- KWD: Killarney Waste Disposal Ltd.
- MPAF8103: Waste Acceptance report.
- Non-conforming Material that does not meet the waste permit conditions.
- PPE: Personal Perfective equipment

4. SCOPE:

SOP MPA2016 applies to the control of all waste handled at the materials recovery facility at Aughnacureen, Killarney, Co. Kerry.

5. DEFINITIONS:

Hazardous Waste is any waste which is covered by the Council Directive 91/689/EEC on Hazardous Waste. The Waste Management Act, 1996 defines it as;

- (i) hazardous waste for the time being mentioned in the list prepared pursuant to Article 1(4) of Council Directive 91/689/EEC of 12 December, 1991, being either
- (ii) Category 1 waste that has any of the properties specified in Part II of the second schedule, or
- (iii) Category II waste that-



- Contains any of the constituents specified in part II of the second schedule and
 - Has any of the properties specified in Part III of the said schedule
- (iv) Such other waste, having any of the properties specified in Part III of the second schedule, as may be prescribed for the purposes of this definition

6. RESPONSIBILITIES:

Specification Responsibility: Manager / Supervisor.

Waste compliance/categorisation Responsibility: Customer.

7. PROCEDURE:

7.1 Operations:

7.1.1 All waste handled at the facility will be characterised using the procedure outlined in Fig.1 – Procedure for characterising waste.

7.1.2 Waste from each individual customer will then be categorised as either municipal or industrial waste and appropriate European Waste Catalogue Codes assigned to the waste.

7.1.3 Each load of waste will be verified on site to confirm that the waste is the same as;

- (a) that which has been subjected to compliance testing; and
- (b) that which is described in any accompanying documents that may be required.

On-site inspection will consist of a visual inspection of a load of waste before and after unloading at the facility. More detailed testing may be required if visual inspection does not enable the operator to make a conclusive verification.

7.1.4 A Municipal Waste characterisation survey will be carried out periodically.

7.1.5 Waste arriving on site will be checked as follows:



7.1.5.1 Documentation check to ascertain origin and nature of the waste.

7.1.5.2 Visual inspection as outlined above

7.1.5.3 Periodic compliance testing if required

7.1.5.4 Disposal in accordance with the waste permit.

7.2 Inspections:

7.2.1 Visual and documentation inspections shall be carried out on each load received at the facility.

7.2.2 Other more detailed inspections will be carried out in accordance with permit requirements.

7.3 Reporting:

7.3.1 Any waste not in conformance with the permit conditions will be held on site and Kerry County Council informed.

7.3.2 A senior member of staff to compile a special in depth report outlining the possible source and composition of such unapproved waste.

7.3.2 A disposal strategy for such waste will be agreed with Kerry County Council prior to disposal.

7.4 Communication:

7.4.1 All reports/documentation will be kept in the facility.

7.4.2 Kerry County Council will be informed of any proposed changes to this waste acceptance procedure.

7.5 Training:

7.5.1 Personnel involved in waste acceptance must have attended a training course on the implementation of this procedure.

7.6 Administration:

The activity file for this procedure shall reside in the office. Compliance with the procedures shall be confirmed through the presence of documentation for scheduled treatment inspections.



8. FORMS/TEMPLATES TO BE USED IF APPLICABLE

Personnel involved in waste acceptance will be trained to this SOP, namely SOP MPA2016 Waste Acceptance Procedure.

On completion of this training, you must complete the training form TR1002.

The training form is obtained from Document Control or your manager. The training form number is TR1002.

It is the responsibility of the supervisor or Manager to provide the training for this area.

The form will be signed and dated by the personal being trained (trainee).

The form will also be signed along with the date and time by the trainer.

This completed training form will then be forwarded to the manager who will document and file this in the appropriate location.

9. SAFETY

- a) Personal are only permitted on the premises with the correct PPE.
- b) Observe all safety labels, warning labels and information labels on and around this area.
- c) Only trained personal are permitted to operate any KWD mobile vehicles within the facility.
- d) Use good safe work practices when working in this area.
- e) Do not put any person at risk when working in any area.
- f) It is not permitted to tamper with any safety equipment or safety devices.
- g) Immediately report any unsafe area around machinery and surrounding area to your supervisor or maintenance personnel.
- h) Beware of mobile vehicles in this area and keep a safe distance from them.
- i) Wear appropriate PPE when entering into the facility.

10. QUALITY CONTROL LOG AND REFERANCES

MPAF8104	-	Waste Acceptance Report.
IN1001	-	Index for procedures and forms
MPA2016	-	Quality Control area SOP



- Appendix 1 - Waste Permit
- Appendix 2 - Landfill Manuals “waste acceptance”, EPA
- Appendix 3 - Waste Management Act, 1996

11. CHANGE HISTORY

Where the SOP is the initial version:

- SOP No: Record the SOP and version number
- Effective Date: Record effective date of the SOP or “see page 1”
- Significant Changes: State, “Initial version” or “new SOP”
- Previous SOP no.: State “NA”.
- SOP No: Record the SOP and new version number
- Effective Date: Record effective date of the SOP or “see page 1”

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MPA2016	A	Initial release REV A	27/05/2015	David Murphy