

## WASTE ACCEPTANCE PROCEDURES

Waste acceptance procedures which are currently being implemented at the existing permitted waste recovery facility at Halverstown are provided under cover of this Attachment.

It is envisaged that these procedures will be updated and revised in light of conditions attaching to any waste licence issued by the EPA in respect of expanded recovery operations at the application site.

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## Written Procedures

### 1. WASTE ARRIVAL – INSPECTION/ACCEPTANCE/REJECTION

**Hours of Operation** – Waste may only be accepted and processed between 08.00 & 18.00 Monday to Friday and 08.00 to 13.00 Saturdays. No waste shall be accepted or processed at any other time unless otherwise agreed in writing with Kildare County Council.

**Written Procedures** – Acceptance and handling of all wastes shall be in accordance with these written procedures – **PLEASE CONSULT THE CONDITIONS ATTACHED TO THE WASTE FACILITY PERMIT.**

**Weighbridge** – All waste arriving at the site shall be weighed in at the site weighbridge.

**Document Management System (DMS)** – Kilsaran has developed a computerised system to manage all aspects of its quarrying, concrete and blacktop businesses. The company has further developed a Waste Management Module of the DMS which is structured to comply with the recording and reporting requirements of the Waste Facility Permit. The system also facilitates the recording of complaints, incidents and training details. Both the DMS system and any written records should be kept up to date. Details of every load shall be entered into the DMS, before being directed to the Waste Recovery Facility.

**Visual INSPECTION** – An initial visual inspection of each load must be made prior to tipping, and again once the load has been tipped within the recovery facility (provided it is not rejected following initial inspection).

If materials outside the scope of this Permit are discovered during the visual inspection they must be **REJECTED** following the procedures stated below under Point 3.

Only loads of waste containing the categories of materials authorised by the Permit will be **ACCEPTED** (refer to Condition 4.1).

**Document** – Date of receipt, details of the carrier, source, waste type (EWC Code)/quantity and inspection personnel, rejection details etc. (refer to **Condition 3.3 and 4.4**) shall be entered on the Document Management System (DMS) for all loads attempting to utilise the recovery facility whether accepted or rejected.

**Record Keeping** – A printout copy of all accepted or rejected forms shall be retained in the folder provided at the weighbridge office at all times.

**Please refer to Schedule of Activities Registered of Waste Facility Permit WFP-KE-16-0085-01**

## Written Procedures

### 2. WASTE ACCEPTANCE & HANDLING

Only those waste categories as defined by the six digit EWC code listed in condition 4.1 of the Waste Facility Permit shall be accepted.

**Stockpile** – Wherever practicable different waste categories shall be stored in separate stockpiles at the facility under the direction of the Facility Manager. The total amount of soil and stone waste accepted at the facility shall not exceed 20,000 tonnes per annum as per Condition 1.3. A waste inspection area and quarantine area will be maintained and identified as per Condition 5.4.

**Crush** – Once sufficient quantities of waste have accumulated within the stockpiles a mobile crusher, fed by a wheeled loader will be employed to crush the raw feed material.

**Screen** – Crusher run material will pass over a screen to produce minus 100mm and a 100mm to 150mm product for sale as a general fill material.

**Dust Control** – The mobile processing plant must be fitted with spray bars.

**Stockpile** – Short-term stockpiling of the recovered material may occur prior to sale of these products.

**Wheelwash** – All haulage vehicles exiting the waste facility must pass through the wheelwash which must be maintained to the satisfaction of Kildare County Council.

**Weighbridge** – All loads of recovered material will be weighed and documented before leaving the Halverstown site using the existing docket management system.

## Written Procedures

### 3. WASTE REJECTION & NOTIFICATION

Only those waste categories as defined by the six digit EWC code listed in **Condition 4.1** of the Waste Facility Permit shall be accepted.

**Rejection of Waste** – All loads of waste arriving to the facility that, following the visual inspection have been found to contain any waste not specifically mentioned in the Waste Facility Permit shall be rejected.

Rejected waste will be forwarded to a facility with the appropriate Waste Facility Permit or licence as applicable.

Loads failing the initial visual inspection in-situ in the truck body should ideally be re-directed to the appropriate facility immediately.

**QUARANTINE** – Where this is not possible or where materials have been rejected following the second visual inspection of the tipped load, then this material shall be placed in the paved quarantine area.

All material temporarily stored in the quarantine area shall be covered by the rollover cover provided.

**Removal of Rejected Waste** – Materials other than those permitted by this Waste Facility Permit shall be submitted to an alternative appropriate facility and removed from the facility within 48 hours, except if accepted on a Saturday of a Public Holiday weekend when it shall be removed within 72 hours of arrival to the facility. All such incidents shall be recorded on the Register of Incidents (**Table 5**).

**Wheelwash** – All vehicles removing rejected waste from quarantine shall pass through the wheelwash before leaving the site.

**Document** – A record of the rejection/removal date, the type of waste involved, including the EWC code shall be made on the DMS. The name and licence/permit number of the transfer facility shall also be recorded on the form.

### 4. WEEKLY INSPECTION

An appropriate member of staff shall be appointed to carry out a weekly inspection of the facility and it's surroundings for nuisance caused by litter, vermin, birds, flies, mud, dust and odours. A record of each and every inspection shall be made on the Nuisance Inspection Record Form.

### 5. COMPLAINTS

A written record of ALL complaints relating to the operation of the activity must be made on the Complaints Form within the DMS and on **Table 6**.

After receipt of a complaint, Kildare County Council shall be notified in writing as soon as possible and in any event not later than five working days after receipt of the complaint. See Section 7 below 'Incident Notification'.

## Written Procedures

### 6. MONITORING

The detailed monitoring and reporting requirements of the Waste Facility Permit given under **Condition 6** shall be complied with in full, please refer to the Waste Facility Permit.

### 7. INCIDENT NOTIFICATION

Kildare County Council shall be notified immediately by telephone/fax/email of any incident occurring as a result of the activities of the facility which has the potential for environmental contamination of surface or groundwater; or poses an environmental threat to air or land; or requires an emergency response by Kildare County Council.

The contact telephone numbers for reporting these occurrences to the Senior Executive Officer (Waste Management Section), Kildare County Council are:-

Office Hours 045 980588

Full details as specified under **Condition 3.1** of any such incident shall be forwarded in writing on the next working day to:-

Senior Executive Officer  
Environment Section  
Kildare County Council  
Aras Chill Dara  
Devoy Park  
Naas  
Co. Kildare

Email communications: [environ@kildarecoco.ie](mailto:environ@kildarecoco.ie)

The cause of all occurrences shall be examined and corrective action taken without lay to ensure incident, exceedance or cause for complaint will not reoccur. The Manager of the facility shall be responsible for implementing corrective action.