

<b>Title</b>	Reception and Weighing of Incoming and Outgoing Waste.		
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<b>Personnel</b>	Business Manager, Director of Operations, Operations Manager, Environmental Manager, Shift Supervisors, Weigh Bridge Operators.		

## 1. Purpose

The purpose of this procedure is to outline the reception, removal and weighing of waste at the Dublin Waste to Energy facility for waste in to the site and waste leaving the site in compliance with condition 8.2.3 (c) and (e) of Industrial Emissions Licence W0232-01.

## 2. Definition

DWTE – Dublin Waste to Energy.

TFS – Trans frontier shipment form.

AMCS - Weighbridge Software

EWC – European Waste Code

## 3. Responsibilities.

It is the responsibility of the Director of Operations and the Operations Team to ensure this procedure is adhered to. The Environmental Manager is responsible for the updating of procedures.

## 4. References.

Industrial Emissions Licence W0232-01

Waste Acceptance Criteria Procedure Ref: COV-DUB-ENV-001

Commission Decision 2000/532 of 3<sup>rd</sup> May 2000

## 5. Procedure.

Waste shall be accepted/removed from the facility only by authorized or exempted carriers under national or European legislation. Copies of their waste collection permits will be stored on site.

The Director of Operations will consult with the Business Manager for the initial scheduling of waste deliveries at the facility. When a waste load needs to be removed from site the Director of Operations and the Operations Manager will contact the Environmental Manager in order to arrange for the removal of the load to the appropriate licensed facility for disposal.

## Waste Acceptance

### Arrival on Site

The approximate amount of daily loads from a customer will be agreed in advance. Many of the reporting requirements as per the licence will have been completed prior to the delivery. The information that is unique to the load such as the vehicle registration number, producer/collector information, carrier, origin of the waste, and EWC code and all other requirements as per the Industrial Emissions Licence number W0232-01 condition number 11.3.2 are stored on the AMCS weighbridge software system. This information will also be stored on a Radio Frequency Identification (RFID) tag, which will be attached to all regular customer vehicles.

There are 3 weighbridges at the DWTE facility. Two incoming and one outgoing. If required the middle weighbridge can be used for either incoming or outgoing loads.

The vehicle proceeds onto the weighbridge where the RFID tag will be read automatically by the RFID tag reader. The driver will input only certain information into the Data Acquisition Terminal (DAT). The required information from the driver will be as follows:

1. Driver Name (code 0102)
2. Customer Origin (Code 12345)
3. EWC Code of Waste (e.g. 20 03 01)

The weighing of the vehicle is initiated once the items 1-3 above are keyed in by the driver onto the DAT. Once the vehicle has been weighed (gross weight) and recorded on the AMCS weighbridge software system, a traffic light at the end of the weighbridge signals green and the barrier will raise, which indicates that the driver can proceed towards the tipping hall.

### Unloading of Vehicles

In the tipping hall, the driver follows the instructions of the Tipping Floor Manager. The Tipping Floor Manager also operates the front end loader vehicle in the tipping floor area. The Tipping Floor Manager will direct the waste vehicle to a designated tipping bay (from the loader vehicle via a tablet device) where the load will be discharged directly to the bunker. All waste vehicle drivers must adhere to the Rules of Entry (attached). After discharging the load to the waste bunker, the driver then returns to the weighbridge and weighs out before exiting facility. All waste vehicle drivers must complete Driver Induction Training provided by the Dublin Waste facility. If a waste vehicle driver has not completed this training, then entry into the facility will be prohibited.

### Exit - Tare Weighing

The empty vehicle proceeds to the weighbridge, where it will be weighed automatically using the RFID tag thus completing the transaction. A weighbridge ticket will be printed for the driver to retain for the records of the haulier. The vehicle can then exit the facility.

### Waste Inspection/ Quarantine

The Tipping Floor Manager will randomly select loads for inspection, which will be at a minimum one load daily from each operator when possible. Once a load is selected, the load will be tipped onto the tipping hall floor for inspection. A Waste Inspection Sheet (Appendix 1) will be kept on file and will be carried out by the Tipping Floor Manager. If the waste load is deemed acceptable (as per EWC codes in IE licence W0232-01) then the Tipping Floor Manager can use the front end loader vehicle to remove the load from the tipping hall floor and place it into the waste bunker. If the load is deemed unacceptable, the tipping hall floor attendant will place the load or part thereof into the quarantine bay area. The load will be appropriately stored and clearly labeled. The appropriate contractor will be contacted for the immediate removal of the quarantined load off site for proper disposal at the appropriate authorized facility. The Rejected Load Sheet (Appendix 2) will be completed for each rejected load. This will be completed by the Tipping Floor Manager. All quarantined loads will be weighed on the weighbridge when exiting the facility. For Refuse Collection Vehicles (RCV's) arriving to the facility directly from their collection routes, random inspections will also be carried out. Inspections of these vehicles has already taken place at waste transfer facilities.

If a waste type has passed the inspection, has been tipped into the waste bunker, incinerated, and has subsequently been found to be unsuitable for incineration, then that waste type will be deemed unacceptable. The waste will be added to the list of unacceptable wastes, the tipping floor operators advised and an updated waste acceptance criteria form given to all relevant personnel. That waste will no longer be accepted and the relevant waste contractor advised.

### Unplanned Deliveries.

In the case of unplanned deliveries, the DWTE personnel will confirm that the waste delivery is from an approved contracted customer and the waste type is acceptable for receipt at the facility. The details of the waste vehicle and customer details will be entered manually (if not RFID tagged) on the ACMS weighbridge software system. Once all details are entered and accepted, the load can proceed to the tipping floor.

## Incinerator Bottom Ash (IBA) and Flue Gas Treatment Residue (FGTR) Leaving Site

Waste for removal from site is notified by the Shift Leader to the Director of Operations or Operations Manager. The Environmental Manager will be contacted to arrange removal of the waste material from site. The loads will be removed off site by approved contractors only. All waste leaving site will be categorised by EWC code, weighed and recorded on the ACMS weighbridge software system. All IBA will leave the site for export under TFS notifications through Dublin City Council TFS Office. The IBA will be transported to South Wall Quay in Dublin Port (500 m from the facility) by approved permitted contractors and loaded onto ships for export abroad. All FGTR will leave the site under TFS notifications through the Dublin City Council TFS Office. A third party hazardous waste company will manage the export of this material to hazardous waste facilities abroad.

## FGTR Bagging Station

To enhance the contingency arrangements for the removal of FGTR from the DWTE facility, the plant will also have the capability to fill Flexible Intermediate Bulk Container (FIBC) bags to allow for transport of the FGTR in sealed containers. A mobile FGTR bagging station specifically designed for this purpose will be used on site. The bagging station will receive the same air tight flexible “elephant’s trunk” fitting and the FGTR can be placed into bags. Once a bag has been filled, it will be securely closed and placed into a 40ft sealed container for transport to a hazardous waste facility in Europe.

## Computer System Failure

In the event of computer failure, the weighing process will be executed manually and all data recorded and entered to a specified file or on paper copies. Once the system is running again this data can then be uploaded to the computer system. All weighbridge data will be backed up on a central server within the IT department.

## Recording Weight of each Category

All loads will be categorised by EWC code. This will apply to all incoming and outgoing loads. Daily, Weekly, Monthly, Quarterly and Annual tonnage reports will be compiled and stored on site. Quarterly and Annual tonnage reports will be submitted to the Agency as required by the licence requirements. In compliance with IE licence condition 8.2.3 (e) and Commission Decision 2000/532 of 3<sup>rd</sup> May 2000 all loads will be weighed and categorised by EWC code. All data will be stored on the AMCS weighbridge software system and data will be backed up by IT department.

## SCHEDULE 2 : WASTE ACCEPTANCE CRITERIA

### Introduction

The Dublin Waste to Energy Plant operates under a Waste Licence (W0232-01) issued by the Environmental Protection Agency. It is a condition of the licence that only certain non-hazardous waste types can be accepted at the facility for treatment. This documents details the waste types that can be accepted, including a description of the waste and the corresponding EWC Code.

### Acceptable Waste. (As per Schedule A of Waste Licence W0232-01)

#### **Non-hazardous Residual Waste.**

<u>Description</u>	<u>EWC Code</u>
Mixed municipal waste	20 03 01
Waste from markets	20 03 02
Street-cleaning residues	20 03 03
Bulky Waste <sup>Note 1</sup>	20 03 07
Waste from aerobic treatment of solid waste <sup>Note 2</sup>	19 05 01
Combustible Waste (refuse derived fuel) <sup>Note 2</sup>	19 12 10
Sludges from Treatment of urban waste water	19 08 05

Note 1. No mattresses.

Note 2. Derived from the treatment of the residual fraction of mixed municipal waste.

#### **Commercial & Industrial Wastes**

Commercial and Industrial wastes with the following EWC Codes can also be accepted at facility for treatment.

02 01 03, 02 01 04, 02 01 07.

02 02 02, 02 02 03.

02 03 02, 02 03 03, 02 03 05.

02 05 01.

02 06 01, 02 06 02.

02 07 01, 02 07 02, 02 07 03, 02 07 04, 02 07 05.

03 01 01, 03 01 05

03 03 01, 03 03 07, 03 03 08.

04 02 09, 04 02 10, 04 02 15, 04 02 17, 04 02 21, 04 02 22.

06 05 03.

07 02 13.

08 01 12, 08 01 18, 08 01 20.

08 03 08, 08 03 13.

08 04 10, 08 04 16.

12 01 05.

15 01 09.

15 02 03.

16 01 03, 16 01 19, 16 01 22.

16 03 04, 16 03 06.

19 02 03, 19 02 10.

19 05 01, 19 05 02, 19 05 03

19 08 01, 19 08 05, 19 08 09.

## SCHEDULE 2 : WASTE ACCEPTANCE CRITERIA

19 10 04, 19 10 06.

19 12 01, 19 12 04, 19 12 07, 19 12 08, 19 12 10, 19 12 12

### Unacceptable Waste

No hazardous waste is permitted to be received at the facility.

No Radioactive waste is permitted to be received at the facility.

No waste that is harmful to the facility or to Covanta personnel will be accepted at the facility.

No source segregated recyclable materials.

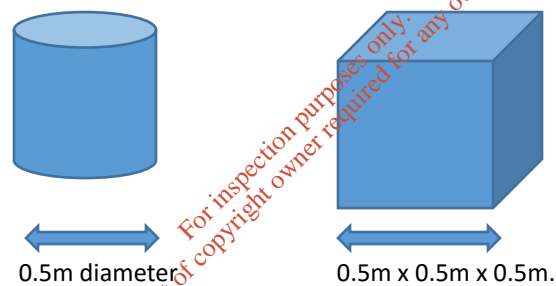
No source segregated biowaste from municipal collections.

No Polytetrafluoroethylene (PTFE) rolls, strings or in a format not agreeable with the DWTE facility

### Physical Limits

The plant has a limit to the physical dimensions of the waste that it can accept. The limits are outlined below.

No solid objects with a dimension greater than 0.5m diameter or cube of 0.5m x 0.5m x 0.5m.



No engine blocks can be accepted.

No trees/ timber greater than 1.2m long and/or 0.15m in diameter/ width can be accepted.

No mattresses of any type can be accepted.

No ropes, chords, cabling, etc greater than 5 metres in length can be accepted.

No waste/ liquid containers greater than 140l in size can be accepted. These must be drained of all liquids.

No compressed gas cylinders of any type can be accepted.

All baled waste can only be accepted upon prior written agreement with Dublin Waste to Energy Ltd.

### Contact Details

For more information on the Dublin Waste to Energy Plant contact us

On 01 603 2100 or through Web: [www.covantadublin.ie](http://www.covantadublin.ie)

## RULES OF ENTRY REQUIREMENTS

1. ALL DRIVERS SHALL ATTEND A SAFETY INDUCTION BEFORE ENTERING THE FACILITY
2. ONLY PRE-APPROVED WASTE IS ACCEPTABLE AT THE FACILITY
3. ALL WASTE VEHICLES ENTERING THE FACILITY SHALL BE COVERED
4. NO QUEUEING SHALL TAKE PLACE OUTSIDE THE FACILITY OR AT ANY LOCATION ON THE PUBLIC ROADS BY VEHICLES DESTINED FOR THE DUBLIN WASTE TO ENERGY FACILITY
5. ALL VEHICLES SHALL BE MECHANICALLY SOUND AND ROAD WORTHY
6. ALL NOISE REDUCING SILCENCERS /MUFFLERS SHALL BE FULLY OPERATIONAL
7. ALL REVERSING SIRENS / BEACONS SHALL BE FULLY OPERATIONAL AND BE MAINTAINED
8. ALL DRIVERS SHALL BE APPROPRIATLEY **CPC TRAINED** AND BE MADE AWARE OF THE LICENCE REQUIREMENTS OF THE FACILITY AND EWC CODES OF THE WASTE IN THE VEHICLE
9. NO DRIVER/PERSONS ARE ALLOWED TO ACCESS TOP OF VEHICLE/TRAILER UNIT UNDER ANY CIRCUMSTANCES
10. IN THE EVENT OF A MECHANICAL ISSUE WITH A HAULIERS VEHICLE, METHOD STATEMENTS AND RISK ASSESSMENTS AND ANY OTHER RELEVANT INFORMATION TO BE PREPARED AND APPROVED PRIOR TO ANY WORKS BEING CARRIED OUT, FOR EXAMPLE CHANGE OUT OF HYDRAULIC HOSE, PUNCTURE OR FAILURE OF TRACTOR UNIT OR TRAILER.
11. WATCH FOR TIPPING FLOOR HAZARDS. EXERCISE CAUTION AND GOOD JUDGEMENT.
12. DO NOT POSSESS, CONSUME OR BE UNDER THE INFLUENCE OF DRUGS OR ALCOHOL. DO NOT SMOKE
13. FOLLOW DIRECTIONS GIVEN BY THE FACILITY EMPLOYEES.
14. FOLLOW ALL PROCEDURES REQUIRED BY YOUR EMPLOYER
15. OBSERVE POSTED SPEED LIMITS. STOP AT ALL STOP SIGNS. FOLLOW FLOW OF TRAFFIC SIGNS. WASTE PROVIDERS ARE OBLIGATED TO REMOVE DISABLED TRUCKS FROM THE FACILITY. DWTE RESERVES THE RIGHT TO TOW A DISABLED VEHICLE IF CAUSING AN OBSTRUCTION
16. DO NOT LEAVE YOUR VEHICLE UNATTENDED. DO NOT BUMP VEHICLES OR ROLL INTO OR OVER THE PIT CURBS
17. ENSURE THE CRANE GRAPPLE IS CLEAR OF THE BAY AREA BEFORE BACKING INTO THE BAY TO TIP THE LOAD
18. SECURE WASTE VEHICLES SO LEAKING OR SPILLING WON'T HAPPEN
19. BEFORE TIPPING CAN COMMENCE, VEHICLE DOORS MUST BE OPENED ON THE MAIN TIPPING FLOOR AREA UNDER SUPERVISION OF THE TIPPING FLOOR MANAGER. **UNDER NO CIRCUMSTANCES CAN THIS BE DONE IN THE TIPPING BAY.** ONCE THE DOORS ARE OPEN, REVERSE THE VEHICLE INTO THE TIPPING BAY AND OFFLOAD. AFTER TIPPING, DRIVE FORWARD SO THE BACK OF THE TRUCK IS OUTSIDE OF THE TIPPING BAY AREA, CLOSE AND SECURE REAR DOORS AND PROCEED TO THE EXIT

20. DON'T JOG THE VEHICLE BACK AND FORTH TO JAR THE LOAD LOOSE WHEN THE TRUCK IS PACKED TOO TIGHTLY.
21. DON'T STAND BEHIND THE VEHICLE TO ATTEMPT TO LOOSEN THE LOAD.
22. FACILITY EMPLOYEES ARE NOT PERMITTED TO HELP YOU RELEASE OR FREE-UP YOUR LOAD.
23. IF SELECTED FOR INSPECTION YOU MAY BE ASKED TO TIP DIRECTLY ONTO THE TIPPING FLOOR AREA. FOLLOW THE TIPPING FLOOR MANAGER'S INSTRUCTIONS.
24. FACILITY MANAGEMENT WILL NOTIFY YOUR EMPLOYER IF YOU DO NOT FOLLOW THESE PROCEDURES. A BREACH IN OPERATING PROCEDURES MAY RESULT IN THE DRIVER FROM THE FACILITY BEING DISMISSED.
25. NO ONE SHALL CRAWL UNDERNEATH A TRUCK AND/OR TRAILER OR INSIDE THE HYDRAULIC RAM COMPARTMENT ON PACKER TRUCKS, WHILE ON THE TIPPING FLOOR.
26. ALL DRIVERS MUST HAVE FULL SPECIFIED PPE WITH THEM IN THEIR CAB PRIOR TO ARRIVING ON SITE I.E. HARD HATS, SAFETY GLASSES, HIGH VISIBILITY VESTS, SAFETY BOOTS AND GLOVES
27. ANY RESIDUAL WASTE REMAINING ON THE BACK OF THE TRAILER AFTER TIPPING IS TO BE REMOVED BY THE DRIVER PRIOR TO LEAVING THE TIPPING HALL.
28. IN THE EVENT OF WASTE JAMMING IN THE TRAILER, THE DRIVER IS NOT ALLOWED TO BUMP THE TRAILER OFF THE PLINTH BLOCK OF THE TIPPING GATE OR JOLT THE TRUCK TO FREE UP WASTE
29. NO SCAVENGING ON THE TIPPING FLOOR OR IN ANY AREA OF THE FACILITY
30. DRIVERS /ATTENDANTS ARE TO STAY WITHIN 1 METRE OF THEIR VEHICLE AT ALL TIMES
31. TOILET FACILITIES ARE PROVIDED FOR DRIVERS AT THE WEIGHBRIDGE

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APPENDIX 1 – Waste Inspection Sheet

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APPENDIX 2 – Rejected Load Sheet

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