

Waste Acceptance Procedure

Health and Safety Requirement

Packaging Laundry Ltd ensures the health, safety and wellbeing of all employees, Customers and visitors in so far as is reasonably practicable. The Company and Management Team are committed to providing and maintaining safe and healthy working conditions, safe systems of work, safe equipment and procedures in accordance with that set-out in the Safety, Health and Welfare at Work Act 2005 and all other relevant statutory provisions and codes of practice.

All waste consignments entering the facility must comply with the requirements set out in the company's Container Returns for Reconditioning document. The risk to personnel due to hazardous substances, fluids, contaminants or other types of dangerous wastes are negligible.

The processing of waste at the facility involves the use of machinery for cutting and crushing and the potential exposure to chemical residue, so the following health and safety measures are in-place:

- All works completed on-site is done so in accordance with the Company's Health & Safety Policy and activity-specific Risk Assessments.
- An Accident Prevention Procedure is in-place which addresses the hazards on-site, particularly in relation to the prevention of accidents with a possible impact on the environment.
- An Emergency Response Procedure is in-place to address an emergency situation which may arise (including the provision for minimising the effects of any emergency on the environment).
- Adequate fire extinguishers and emergency response equipment is maintained on-site.
- Instruction, training and supervision is provided as necessary to ensure the health and safety at work of all employees.
- Full supervision and instruction is provided to Customers and visitors on-site at all times.
- Staff are competent in respect of the responsibilities undertaken at the facility. Personnel performing specifically assigned tasks are qualified on the basis of appropriate training, education and experience.
- Machinery is regularly maintained and only operated by trained personnel. All forklift drivers are licenced to do so.
- Personal Protective Equipment (PPE) is provided to and worn by all staff on-site (including gloves, coveralls and protective footwear).
- Storage of waste at the facility is conducted in a manner which is in-line with all health and safety requirements.

- The facility is kept in a clean and tidy condition (floor of the indoor areas are swept regularly and cleared of all waste on a daily basis).
- Adequate steps are taken to prevent unauthorised entry to the facility (including locked warehouse and security alarms). There is no casual access to the public.

Waste Acceptance – Customer Requirements

Waste consignments are transported to the facility by licenced waste hauliers permitted to in advance by Packaging Laundry Limited. Only waste types identified in Table 1.1 below are accepted with no general wastes or wastes that may contain soils, dusts, fibres etc are accepted at the facility. Each consignment must be agreed upon in advance by Packaging Laundry and the Customer and must be accompanied by a signed “Container Returns for Reconditioning”, This document confirms that the Customer has agreed with the company’s waste acceptance procedures and no waste collection will be scheduled until the conditions have been agreed and the document is signed and returned by the customer.

Authorised Wastes at Packaging Laundry Ltd.

List of Waste Code	Description of Waste
15 01 02	Plastic Packaging
15 01 04	Metallic Packaging
15 01 05	Composite packaging
15 01 01	Paper and cardboard packaging
15 01 03	Wooden Packaging
15 01 10*	Packaging containing residues of or contaminated by dangerous substances

Waste Acceptance – Staff Requirements

All incoming wastes are inspected upon arrival by the Operations Manager (or a nominated, suitably qualified and experienced Deputy or Foreman). Any unauthorised waste types are immediately identified and returned. Packaging laundry Ltd. staff must only accept those waste types permitted in Waste Facility Permit (Ref No. No. WFP-WW-18-0043-01) and a signed “Container Returns for Reconditioning” document must be received in advance of any collections. Safety Data Sheets (SDS) must also be inspected and cross-referenced with each package received. Staff must also refer to the “Stop List” (list of unauthorised waste types/ list of chemicals that storage vessels once contained) which are not permitted to be received at the facility. In addition, if waste vessels do not conform to the conditions described in the agreed “Container Returns for Reconditioning” documents (ie-the vessel is not as empty as practically possible and free of external solidified product residues), the consignment is not accepted at the facility and returned.

In instances where consignments are returned for the above reasons, the Customer is issued with a non-conformance report within 24 hours. This report will identify the reason(s) a consignment was refused and will often be accompanied by photographic evidence to help educate the Customer of the reason(s) with the aim of ensuring compliance in future. Strict adherence to this procedure ensures that no unauthorised waste is accepted at the facility and ensures that any potential health and safety or ecological impacts are minimised.

Waste Acceptance – Checklist

The Operations Manager (or a nominated, suitably qualified and experienced Deputy or Foreman) must use the following checklists when a consignment is received:

Intermediate Bulk Containers (IBCs):

- Container Returns for Reconditioning document received, signed.
- IBCs must not be damaged, i.e. inner bottles, steel grids, pallets and other functional components may show no signs of damage or extreme oxidation.
- The container must be completely drained/empty uncleaned, i.e. drip and granule-free and scraped completely clean (as empty as practically possible) and also free of external solidified product residues.
- Label plates, previous product labels must be legible.
- The SDS of the filling product must be furnished in advance.
- The original UN labelling of the IBC must be visible and valid (IBC must not exceed 4 years of original date of manufacture).
- Discharge valves and/or other closure systems must be in place and operable. Every empty IBC must be as securely closed for transport as a full container.
- The IBC must not have been used for purposes other than intended or filled with other filling goods than mentioned on the labels.

Plastic Drums:

- Container Returns for Reconditioning documents received, signed.
- The SDS of the filling product must be furnished in advance.
- No signs of damage
- Not leaking
- Plastic not worn or brittle
- Not too many scratches
- Not discoloured
- Easy to open and close
- Bottom not convex
- Easily cleanable (interior and exterior)

Steel Drums:

- Container Returns for Reconditioning documents received, signed.
- The SDS of the filling product must be furnished in advance.
- May not show signs of damage
- Not leaking
- Not too rusty (interior and exterior)
- Not too heavily dented
- Easily cleanable (interior and exterior)
- For transport reasons, collection/delivery on pallets may be requested

Once all of the above criteria have been met, containers can be unloaded and warehoused in the incoming goods area to await Reconditioning for Re-use.

Waste Acceptance – Record Keeping

The Operations Manager must record all incoming, accepted waste on the site waste register.

Waste Rejection Procedure

Any container which falls outside the criteria above must be either;

- a) Returned to the supplier on the same truck if it is practical, legal and safe to do so, *or*;
- b) Quarantined in the banded “Quarantine Area” to await return to the supplier or collection by an appropriately licenced waste collection company (e.g. Indaver or Enva at the expense of the supplier).

The Customer must be issued with a non-conformance report within 24 hours. The report should identify in detail the reason(s) a consignment (or individual package) was refused. Photos should be taken and included in the report.