

# ATTACHMENT-4-3-3 WASTE ACCEPTANCE PROCEDURE

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## SAMPLING PROCEDURES

EMS 02a	Brownswood Waste Intake Sampling Procedure Brownswood Quarry Waste Licence (W0280-01)
EMS 02b	Brownswood Waste Inspection Procedure Brownswood Inert Waste Facility (W0280-01)
EMS 02c	Brownswood Waste Acceptance / Rejection Procedures Brownswood Inert Waste Recovery Facility (W0280-01)
EMS 02d	Brownswood Waste Site Pre-Approval Procedure Brownswood Inert Waste Facility (W0280-01)

# 1 INTRODUCTION

## 1.1 BACKGROUND

It is Roadstone policy that all waste accepted for recovery at Roadstone facilities is strictly controlled and managed in an appropriate manner with regard to all applicable legislation and regulation and in compliance with the waste authorisation held for the site.

The Waste Acceptance Procedures shall form part of the Environmental Management System. This shall include the following:

- **Waste Site Pre-Approval Procedure**
- **Waste Intake Sampling Procedure**
- **Waste Inspection Procedure**
- **Waste Acceptance / Rejection Procedure**

## 1.1 APPROACH TO WASTE ACCEPTANCE

### 1.1.1 Pre-Approval Stage

Material will only be accepted from pre-approved source sites from known customers to ensure no unsuitable contaminated material, or material containing invasive species is delivered to site.

Prospective customers shall be assessed (on a site by site basis) in accordance with Roadstone's **Pre-approval Procedure**. Sampling of waste shall be undertaken in accordance with Roadstone's **Waste intake Sampling Procedure**. If the material is deemed suitable for recovery at the facility, then written notification will be given to the customer along with Roadstone Chain of Custody booklets.

### 1.1.2 On-site Verification and Compliance Testing

All deliveries must be accompanied by the necessary paperwork including a completed Chain of Custody Form and evidence of written notification for onsite verification at the weighbridge.

All loads arriving at site shall be subject to inspection in accordance with Roadstone's **Waste Inspection Procedure**. The material will be inspected upon arriving at the facility and if approval is given to unload the material, it will be inspected again upon tipping. If the material is deemed unsuitable it will be rejected, immediately reloaded into the vehicle and removed off-site by the customer in line with the **Waste Acceptance / Rejection Procedure**.

Representative spot samples will also be taken on tipped loads and send for laboratory analysis for compliance testing in accordance with the **Waste Acceptance / Rejection Procedure** to ensure that material is line with the facility waste acceptance limits.

Site-specific Waste Acceptance Procedures shall be developed as part of the EMS for the facility to reflect the requirements of the licence and any updated EPA guidance. Sample Roadstone procedures for a separate facility have been included as an annex to this document.

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## SAMPLE PROCEDURES

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<b>Roadstone Ltd.</b>	
<b>EMS 02a Waste Intake Sampling Procedure Brownswood Quarry Waste License W0280-01</b>	Revision: 0
	Date: Oct 17
	Approved By: LG

## 1. Policy

To ensure that **ALL** waste accepted for recovery at the Brownswood facility is controlled and handled in an appropriate manner with regard to all applicable legislation and regulations, and in compliance with the facility waste licence W0280-01 issued by the EPA.

This procedure appeases the requirements of (but are not limited to) the following conditions of the facility Licence W0280-01:

Condition	Section	Sub-section	Part
<b>8. Materials Handling</b>	<b>8.4</b> Greenfield soil and stone	<b>8.4.1</b>	
		<b>8.4.2</b>	
		<b>8.4.3</b>	
	<b>8.5</b> Non-greenfield soil and stone	<b>8.5.1</b>	
		<b>8.5.2</b>	
	<b>8.6</b> Backfill	<b>8.6.1</b>	
		<b>8.6.2</b>	(i) (ii) (iii) (iv)
	<b>8.13</b> Waste Acceptance and Characterisation Procedures	<b>8.13.2</b>	
<b>8.13.6</b>			
<b>6. Control and Monitoring</b>	<b>6.1</b>	<b>6.1.1</b>	
		<b>6.1.2</b>	
		<b>6.1.3</b>	
		<b>6.1.4</b>	
	<b>6.2</b>		(i) and (ii)
	<b>6.3</b>		
	<b>6.4</b>		
	<b>6.5</b>		
<b>Schedule A.2</b>	<i>Waste Acceptance Criteria for Backfill Material</i>		
<b>Schedule A.3</b>	<i>Waste Characterisation for non-greenfield soil and stone</i>		

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## 2. Background

- Waste intake sampling is undertaken to ensure only suitable material is recovered at the facility. Suitable material is that which is compliant with both the facility waste license W0280-01 and the waste acceptance and handling plan.
- The sampling protocol adopted by the facility will be defined by whether the material is sourced from a site greater than 2000 tonnes, or less than 2000 tonnes.
- All sampling and analysis is undertaken by competent staff in accordance with CEN and ISO standards as appropriate.

## 3. Sampling Protocol

### Sources of material >2000 tonnes

- An appropriate invasive species risk assessment will be carried out by a qualified person.
- Prior to site approval a Roadstone person will undertake a site visit and take a representative spot sample of the material for WAC analysis.
- Visual and olfactory data will be recorded on the field investigation sheet.
- For approved sites, representative spot samples are taken at the rate of 1 sample per 2000 tonnes of waste accepted.
- Visual and olfactory analysis is undertaken on all consignments arriving at the facility.

### Sources of material <2000 tonnes

- An appropriate invasive species risk assessment will be carried out by a qualified person.
- A representative sample of at least one sample every 2000 tonnes of waste from the collective of single sources each of which is less than 2000 tonnes
- Visual and olfactory analysis is undertaken on each consignment arriving at the facility.

## 4. Sampling Methodology

Sampling methodology has been devised to reduce the likelihood of cross contamination and to ensure confidence in the sample results.

- Four sample containers are required for each sample - 400ml plastic tub, 2 x 250g glass jar and 60g jar. The second 250g jar will be kept onsite as the duplicate sample.

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- Samples from individual consignments are collected according to the following sequential process:
  1. Inspect all new sample containers prior to each use:
 

A full suite of sample containers for one sampling location are unpackaged and inspected to ensure that they are free from damage, and are new and unused as expected.
  2. Label all containers prior to sampling:
 

**Prior to sampling**, mark each sample container within the suite with a permanent, water resistant marker to indicate the company name (Roadstone), sample number, the sample date, and the project site.
  3. Clean all sampling equipment prior to sampling:
 

Make sure all sampling equipment is free from dirt and soil. Rinse with tap water and dry with paper towels. Clean the sampling equipment between sampling different sources of material with the paper towel.
  4. Pack sampling tool box:
 

Put all the labelled sampling jars, the sampling gloves and the sampling equipment into the sampling tool box and proceed to the consignment which is intended to be sampled.
  5. Nitrile gloves for each sampling consignment:
 

Ensure new nitrile gloves are used for each soil sampling location.
  6. Consignment Preparation:
 

The four sample containers (1 x plastic tub, 2 x large glass jars and 1 x small glass jar) and the sampling tray are brought to the intended sampling consignment.
  7. Representative Sample Collection:
 

Use the sample scoop to take a small sub-sample from the consignment placing the sample on the mixing tray. Repeat this process approximately 10 times until enough quantity of soil is present on the mixing tray to fill all of the sample jars. Mix the soil on the tray thoroughly.
  8. Fill the sample containers completely:
 

Transfer the soil from the mixing tray to the sample jars. Compact the soil into the sample jars using your thumb and ensure headspace is minimised by

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filling the containers completely. Seal the containers tightly as soon as they are filled. Return all the containers to the sampling tool box.

9. Complete intended sampling of all consignments:  
Once all of the consignments which are intended to be sampled have been, return the sampling box to the sampling office.
10. Complete sampling register immediately:  
Fill out the sampling register completely to include the sample date, the project site, the haulage company and the registration of the vehicle the consignment arrived at the facility in and the proof of delivery docket number.
11. Package the sample containers together:  
The glass sample containers are placed into bubble wrap sleeves, and the three sample containers are taped together with fragile warning tape to reduce the likelihood of breakages. The duplicate sample jar is kept separately as this will not be transported to the laboratory.
12. Transfer the samples to the sample refrigerator immediately:  
The packages of sample containers which are taped together are transferred to the sample refrigeration unit where they remain until sample transportation to the laboratory is arranged. The single duplicate jars are placed in the sample fridge also.



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Sample Transport To Laboratory.

1. Bi-weekly schedule with the laboratory:
 

Each Wednesday and Friday morning, the laboratory is telephoned, and the pending samples are scheduled in for receipt. A courier reference number is required for the courier, and the lab. will return the telephone call shortly with this reference number. Additional sample containers as required for the following week are ordered also.
2. The use of insulated sample boxes for transportation is mandatory:
 

Frozen ice packs are inserted into the boxes to maintain an average temperature of 4°C or less. The samples are transferred from the fridge to the sample box.
3. Complete Chain Of Custody Form:
 

The COC form is completed in its entirety ensuring 'Roadstone Huntstown WAC' is highlighted as the intended suite of parameters to be tested. The COC is placed into a plastic sleeve to protect it from water or condensation and inserted into the sample box at the top of the samples.
4. Sample Box Sealing & Labelling:
 

The sample box is sealed using tape labelled with fragile warning. Stickers pre-printed with the laboratory address are placed on the top and sides of the sample box. The courier reference number is also labelled on the box.
5. Sample Box Transport:
 

The sample box is brought to the courier before 3pm each Friday where the courier will take over the custody of the box.

**5. Quality Control**

Routine quality control is undertaken on all soil samples sent for laboratory analysis.

- Duplicate samples will be sent to a secondary laboratory at a rate of 10 samples per 100 which are routinely analysed.

**6. Referenced Documents**

- Roadstone Limited. Brownswood Inert Waste Recovery Facility. EPA Waste Licence Number W0280-01.

<b>Roadstone Ltd.</b>	
<b>EMS 02b Brownswood Waste Inspection Procedure Brownswood Inert Waste Facility W0280-01</b>	Revision: 0
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## 1. Policy

To ensure that **ALL** waste accepted for recovery at the Brownswood facility is controlled and handled in an appropriate manner with regard to all applicable legislation and regulations, and in compliance with the facility waste licence W0280-01 issued by the EPA.

This procedure appeases the requirements of (but are not limited to) the following conditions of the facility Licence W0280-01: This procedure should be read in conjunction with other procedures for facility Licence W0280-01.

Condition	Section	Sub-section	Part
8. Materials Handling	8.4 Greenfield soil and stone	8.4.1	
		8.4.2	
		8.4.3	
	8.5 Non-greenfield soil and stone	8.5.1	
		8.5.2	
	8.6 Backfill	8.6.1	
		8.6.2	(i) (ii) (iii) (iv)
	8.7 Hazardous, liquid, vector material		
	8.13 Waste Acceptance and Characterisation Procedures	8.13.3	
		8.13.4	
		8.13.5	
		8.13.6	
		8.13.7	
8.13.8			
	8.13.9		
Schedule A.2	<i>Waste Acceptance Criteria for Backfill Material</i>		
Schedule A.3	<i>Waste Characterisation for non-greenfield soil and stone</i>		

## 2. Permitted Wastes

Roadstone will ensure that only suitable wastes are accepted and recovered at the facility. Suitable wastes are those that comply with;

- the facility licence No. W0280-01;
- the facility waste acceptance and handling plan and

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<b>EMS 02b Brownswood Waste Inspection Procedure Brownswood Inert Waste Facility W0280-01</b>	<b>Revision: 0</b>  <b>Date: Oct 17</b> <b>Approved By: LG</b>

- are EWC 17 05 04, 20 02 02 (400,000 tonnes per annum)
- are EWC 17 01 01, 17 01 02, 17 01 03, 17 01 07 (1,000 tonnes per annum) .

### 3. Basic Characterisation

Each consignment of material arriving at the facility is inspected at the point of entry by trained personnel to ensure it complies with what was agreed in the pre-approval stage.

- The material undergoes both visual and olfactory analysis to ensure that it contains less than 2% contamination with non-natural solid materials.
- Non-natural materials comprise (but are not limited to) bricks, concrete, tar and plastic and are not permitted in quantities above 2%. Consignments not complying with this will be refused entry or removed from the facility.
- Material containing hydrocarbons are not permitted at the facility. These can be indicated by iridescence sheen on water, odour or discolouration.
- Sources of material containing organic carbon are not permitted at the facility – consignments containing roots, wood, grass sods etc will be refused entry.
- Material with a strong decomposing odour will be refused entry as this can indicate high levels of organic carbon in the consignment.
- If the personnel undertaking the basic characterisation is unsure if a consignment should be allowed to unload, the C&D manager or a person designated by them, will inspect the material and make a decision.
- The customer will be required to fill in the waste register which will be kept at the weighbridge; this will detail the type of waste, site of origin, vehicle license and waste permit no of the customer if applicable.
- The consignment will be weighted and a docket printed. The docket will detail the type of waste and tonnage; the customer must sign the docket confirming all details are correct and will be provided with a copy for their own records.
- Each consignment will then be directed to the correct area of the Licenced Facility.
- Basic characterisation will be undertaken a second time, upon tipping. Only after this second inspection will the waste be accepted.
- In the event that a consignment does not pass the second basic characterisation inspection, the consignment is deemed unsuitable and the material will be immediately reloaded into the vehicle and removed off site by the customer at their expense.

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- Any non-natural materials in the consignment will be manually removed where possible, and transferred to the appropriate waste skip for disposal at an appropriate facility.

**4. Referenced Documents**

- Roadstone Limited Brownswood Inert Waste Recovery Facility. EPA Waste Licence Number W0280-01.

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## Roadstone Ltd.

<b>EMS 02c Brownswood Waste Acceptance / Rejection Procedures</b> <b>Brownswood Inert Waste Recovery Facility</b> <b>W0280-01</b>	<b>Revision: 0</b>
	<b>Date: Oct 17</b>
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### 1. Policy

To ensure that **ALL** waste accepted for recovery at the Brownswood facility is controlled and handled in an appropriate manner with regard to all applicable legislation and regulations, and in compliance with the facility waste licence W0280-01 issued by the EPA.

This procedure appeases the requirements of (but are not limited to) the following conditions of the facility Licence W0280-01: This procedure should be read in conjunction with other relevant procedures.

Condition	Section	Sub-section	Part
<b>8. Materials Handling</b>	<b>8.4</b> Greenfield soil and stone	<b>8.4.1</b>	
		<b>8.4.2</b>	
		<b>8.4.3</b>	
	<b>8.5</b> Non-greenfield soil and stone	<b>8.5.1</b>	
		<b>8.5.2</b>	
	<b>8.6</b> Backfill	<b>8.6.1</b>	
		<b>8.6.2</b>	(i) (ii) (iii) (iv)
	<b>8.13</b> Waste Acceptance and Characterisation Procedures	<b>8.13.1</b>	
		<b>8.13.2</b>	
		<b>8.13.3</b>	
		<b>8.13.4</b>	
		<b>8.13.5</b>	
		<b>8.13.6</b>	
<b>8.13.7</b>			
<b>8.13.8</b>	<b>8.13.8</b>		
	<b>8.13.9</b>		
<b>11. Notification, Records and Reports</b>	<b>11.2</b> Telephone, email or webform		(i)
<b>Schedule A.2</b>	<i>Waste Acceptance Criteria for Backfill Material</i>		
<b>Schedule A.3</b>	<i>Waste Characterisation for non-greenfield soil and stone</i>		

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## 2. Waste Acceptance

- Only suitable material is permitted to be accepted in the facility. Suitable material is that which complies with both the facility waste licence W0280-01, and the facility waste acceptance and handling plan.
- Material not complying with these documents is not suitable for recovery at the facility and will be rejected either at the pre-approval stage, the onsite verification stage, or before recovery stage at the customers expense.
- Material is inspected before it is recovered, any waste deemed unsuitable for recovery or is in contravention of the licence shall be immediately reloaded onto the vehicle. Or if reloading cannot occur immediately, it will be separated and moved to the quarantine area. The recycling manager will be informed immediately.

## 3. Pre-Approval Stage

The procedures involved in the pre-approval stage are documented in *02d Roadstone Ltd. Waste Site Pre-Approval Procedure*.

- Customers will be notified whether the material is suitable or unsuitable for recovery at the pre-approval stage.
- Material that is designated as suitable will be requested to be presented at the facility weighbridge for onsite verification.

## 4. Onsite Verification Stage

The procedures involved in the onsite verification stage are documented in Roadstone Ltd. Waste Inspection Procedure (EMS 02b).

- Any material that does not comply as was agreed in the Site Notification Document at the pre-approval stage will be rejected before entering the facility.
- The relevant customer will be notified by Roadstone as soon as possible and informed why the waste is being rejected. The customer will then be notified by the recycling manager that the load is being rejected detailing the reasons.
- Any loads which have been tipped and subsequently have been found to be unsuitable will be immediately reloaded onto the vehicle and directed offsite.
- In the event that the vehicle has left the facility, the material will be immediately transferred to the quarantine area pending collection by the customer at their expense.

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- The incident will be recorded in waste quarantine register by the weighbridge clerk, along with photographs and a detailed description of why the material was rejected.

### 5. Compliance Testing Stage

- Material accepted at the facility undergoes routine testing as detailed in the facility licence W0280-01 and as detailed in the Roadstone Waste Intake Sampling Procedure.
- Material which contains concentrations of parameters which exceed the facility waste acceptance limits is not suitable for recovery and will be removed offsite at the expense of the customer.
- The customer will be notified immediately and asked to remove the material.
- Intake of all material from the site will cease while a risk based assessment is carried out by Roadstone personnel.
- The duplicate 'B' sample held in storage at the facility will be sent to the laboratory for testing.
- A Roadstone personnel will undertake a site visit and take additional samples at source where necessary.
- If either / both the 'B' sample and the site sample return elevated concentrations of the parameter in question, all intake of material from that site will cease permanently.
- The consignment containing the elevated parameter will be excavated from the facility and returned to the customer.
- If both the 'B' sample and the site sample return concentrations of the parameter in question which are within the waste acceptance limits of the facility, then intake of the material will resume.
- Continued compliance sampling will be undertaken on all accepted material, with an additional site visit and increased soil sampling at the frequency of 1 soil sample each 1000 tonnes of material accepted from the site.
- In the event a second exceedance of any parameter is recorded from the site, all material acceptance from the site will cease permanently and the EPA will be notified via the EDEN online system as per condition 11.2 (i).

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	<b>Approved By: LG</b>

**6. Referenced Documents**

- Roadstone Limited. Brownswood Inert Waste Recovery Facility. EPA Waste Licence Number W0280 -01.
- 02d Roadstone Ltd. Waste Site Pre-Approval Procedure.
- 02b Roadstone Ltd. Waste Inspection Procedure.

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## 1. Policy

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This procedure appeases the requirements of (but are not limited to) the following conditions of the facility Licence W0280-01:

Condition	Section	Sub-section	Part
<b>8. Materials Handling</b>	<b>8.4</b> Greenfield Soil and Stone	<b>8.4.1</b>	
		<b>8.4.2</b>	
		<b>8.4.3</b>	
	<b>8.5</b> Non-greenfield soil and stone	<b>8.5.1</b>	
		<b>8.5.2</b>	
	<b>8.6</b> Backfill	<b>8.6.1</b>	
		<b>8.6.2</b>	(i) (ii) (iii) (iv)
	<b>8.13</b> Waste Acceptance and Characterisation Procedures	<b>8.13.1</b>	
		<b>8.13.2</b>	
		<b>8.13.3</b>	
		<b>8.13.4</b>	
		<b>8.13.5</b>	
		<b>8.13.6</b>	
		<b>8.13.7</b>	
		<b>8.13.8</b>	
	<b>8.13.9</b>		
<b>Schedule A.2</b>	<i>Waste Acceptance Criteria for Backfill Material</i>		
<b>Schedule A.3</b>	<i>Waste Characterisation for non-greenfield soil and stone</i>		

## 2. Approved Waste Recovery Contractors/ permitted customers

All hauliers bringing material on site **MUST** hold a valid waste collection permit as issued by the NWCPO, and this must be forwarded to the facility prior to bringing material onsite.

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The valid waste collection permit must have the following:

- Brownswood Facility W0280-01 must be listed in Appendix B; and
- The registration of all vehicles entering the facility must be listed in Appendix C;

A copy of the valid waste collection permit shall be kept in the waste register folder on site or will be accessed on line through the NWCPO web site, to verify.

### 3. Permitted Wastes and EWC Codes

Material must have been characterised with an EWC code by a competent person. Only the following EWC codes are licensed to be recovered:

- 17 05 04 Soil and Stones other than those mentioned in 17 05 03
- 20 02 02 Soil and Stone
- 17 01 01 Concrete
- 17 01 02 Bricks
- 17 01 03 Tiles and Ceramics
- 17 01 07 Mixture of concrete, bricks tiles and ceramics (other than those mentioned in 17 01 06)

(as per Licence No. W0280-01 as outlined on Table A.1 on page 25); any material deemed unsuitable for recovery will be either, turned away or removed from site at the customer's expense.

### 4. Source Site Pre-Approval

Only material from pre-approved sites can be recovered at the facility. Clients will be notified in writing if a site has been approved for facility use.

For sources of material greater than 2000 tonnes:

- An appropriate invasive species risk assessment will be carried out by a qualified person.
- Material must be characterised by a competent person.
- The WAC results of the material, and all site investigation reports and laboratory analyses must be forwarded to the facility for review prior to material acceptance.

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- Roadstone personnel will undertake a site visit and take soil samples for WAC testing.
- A Roadstone New Site Notification sheet must be completed by a competent person.
- If the material is suitable for recovery at the facility, written notification will be given to the customer to present the material for onsite verification.
- Roadstone chain of custody booklets will be issued to site.

For sources of material less than 2000 tonnes:

- An appropriate invasive species risk assessment will be carried out by a qualified person.
- Material must be characterised by a competent person.
- All available WAC results, site investigation reports and laboratory analyses must be forwarded to the facility.
- A Roadstone New Site Notification sheet must be completed by a competent person and reviewed by Roadstone for suitability for recovery at the facility.
- A risk based assessment, based on all available information will be undertaken by the facility personnel.
- If the material is suitable for recovery at the facility, written notification will be given to the customer to present the material for onsite verification.

## 5. Waste Acceptance

Each consignment arriving at the facility will be inspected to ensure it complies with what was agreed in the pre-approval stage.

- Waste arriving will be visually inspected by the weighbridge clerk before being accepted according to the Roadstone waste inspection procedure.
- All loads into and out of the licence area will be weighted and issued with a docket. The docket will list the type on waste, the customer's name; the customer will sign the docket confirming all details are correct and will be given a copy of the docket for their records.
- The customer must provide all the relevant information regarding the load. This information will be recorded in the Daily Waste Log.
- Any waste deemed unsuitable for recovery, does not comply as agreed in the pre-approval stage or is in contravention of the permit/licence, will be rejected. In the event a load is tipped it will immediately reloaded onto the vehicle.

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- If the vehicle has left the facility it will be moved to the quarantine area before being reloaded onto the vehicle when it returns.
- The weighbridge clerk will immediately inform the relevant manager and customer. The customer will have to remove the load at their own expense.
- The weighbridge clerk will record the incident in the quarantine folder and the recycling manager will inform the EPA on or before the next working day.

### **Preventing of fly tipping**

- The licence area is located within Brownswood Quarry, which has a fence around the perimeter.
- Outside of opening hours, gates on the access roads are locked preventing access to the site and security is present onsite at all times.
- Cameras with recording facilities are monitoring the site.

### **6. Waste Storage**

- The loading and tipping of waste will only occur in the designated areas and protected against spillage and run-off.
- Waste will only be stored in designated areas, protected as appropriate against spillage and leachate run-off.
- The licence area will not be used for the disposal of any liquid other than rain water or for the disposal of any other waste other than does outlined in the licence.

### **7. Referenced Documents**

- Roadstone Limited. Brownswood Inert Waste Recovery Facility. EPA Waste Licence Number W0280.