

EPA Application Form

4. Activity and Capacity

4.3.2 – Waste Acceptance Procedure - Attachment

Organisation Name: *

Starrus Eco Holdings Limited

Application I.D.: *

LA005501

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Waste Acceptance Procedure

Should the proposed expansion go ahead, the waste acceptance procedure may be subject to modification. An updated waste acceptance procedure will be made available to the Agency upon request.

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WASTE ACCEPTANCE AND CHARACTERISATION PROCEDURE

1. Objectives

- Ensure waste processed on site is suitable for composting and characterised correctly and Waste unsuitable for composting is identified, isolated, and controlled
- Ensure compliance with Conditions 1.1, 3.9 and 8.1 of Waste Licence

2. Responsibility

- Plant Manager
- Site Operators
- Haulier Drivers

3. Procedure

3.1 Waste Preclearance

- 3.1.1 When new waste is proposed to enter the site, preclearance is sought from the customer which must include; description and origin of the waste, animal by-products characterisation, EWC code description etc. The customer must return a completed 'RS ARB01 Feedstock Acceptance Form' which details this information.
- 3.1.2 The Plant manager will examine the information provided in the feedstock acceptance form for suitability and sign off if the waste is deemed acceptable. A list of agreed waste types agreed with the agency along with specific conditions relating to specific waste types is consulted.
- 3.1.3 Confirmation that the haulier of the waste has a current valid waste collection permit to carry that waste type is received and kept on file.
- 3.1.4 Once preclearance is given by the Plant Manager, the details are inputted onto the weighbridge system.

3.2 Waste Acceptance

3.2.1 Hours of waste acceptance

Waste shall be accepted at the facility only between the hours of 8am to 7pm Monday to Friday and between 8am and 2pm on Saturday. Waste shall not be accepted at the facility on Sundays or on public holidays.

- 3.2.2 All receptacles (trailers/tankers etc.) entering the site must be covered and sealed entering the site.

- 3.2.3 An automatic weighbridge system is operational on the site. Trucks mount the weighbridge when the barrier lifts. The driver then makes his way to the weighbridge consol. Each approved haulier will be assigned a unique badge which will identify them. The driver will be then asked to enter a contract code. This code will identify all

the details with regard the load including the EWC code, animal by-product status etc. Each contract code is pre-programmed by the Plant manager and identifies all the required details relating to the waste. Without a badge and appropriate contract code the driver will not gain access to the facility. Once the driver has successfully weighed in they will receive a weigh in slip and proceed to the waste acceptance area.

- 3.2.4 All drivers delivering waste to site must be given an induction explaining the relevant site safety and environmental rules that relate to them. If a driver has not been inducted then the Plant Manager carries out the induction. Rules communicated in site induction include; hours of waste acceptance, 15km speed limit, all containers sealed and covered, No entering the site unaccompanied, PPE to be worn, compulsory vehicle cleaning prior to exit from building, and instructions on use of the automatic weighbridge system.
- 3.2.5 Before the load is tipped off a member of Acorn staff will check that all the details are correct on the weigh in slip and sign off on it. The Operator then signals to the driver when it is clear to tip waste.
- 3.2.6 The operator then signs/initials the weigh in slip. The operator makes a note of any additional information on the slip and records the batch number into which the load will go.
- 3.2.7 Where the incoming waste is an animal by-product other than 'catering waste' (such as milk, milk powder, whey powder, fish waste) a consignment note must be received with each load.
- 3.2.8 If the waste is not cleared to process because of suspected non-conformity with the waste supply agreement form, the Plant manager is informed immediately. The waste will be loaded directly back into the container/vehicle receptacle for removal off site. Where reloading the material into the vehicle that delivered it is not possible for whatever reason, as trailer is on standby that can be used to store/remove the non conforming waste. All plant and machinery that came in contact with the waste will be thoroughly cleaned, if required.
- 3.2.9 Where a load is confirmed to be non-conforming, the non conformance and corrective action record sheet (RS ARB 08) is filled in and all details and actions taken recorded in same.
- 3.2.10 The wheels and axels of all trucks will be washed prior to vehicle exiting the building and this is recorded on the vehicle and equipment cleaning record sheet (RS ARB13). The date, vehicle registration recorded on this record sheet by the site operator. The operators signs this confirming that they washed the truck and that the load complied with the requirements of CCP1 (i.e that no suspect material was observed during the visual inspection). The driver delivering waste then also signs the record sheet as a record of their presence on site under the supervision of the site operator. The drivers must sign their name only and not fill out any other information or tick any other boxes on this form.

- 3.2.11 Where the receptacle delivering the waste contains ABP material other than catering waste or manure, the receptacle must be cleaned thoroughly inside and out and this recorded in the vehicle and machinery cleaning record sheet
- 3.2.12 Once acceptance is complete the composting operator directs the driver to the weighbridge. The truck is weighed out and the driver leaves the site with the 'weigh out slip' for the haulier's records.
- 3.2.13 Once the vehicle delivering waste leave site, details relating to the load appear on the screen. The site manager must then input the batch number and any supplier reference where applicable. At this stage the site manager will also check the times of arrival for each load to ensure that they are within the hours of acceptance.

4. Reference Documents

- Waste Licence: W0249-01
- Conditions for approval and operation of composting plants treating ABP in Ireland
- RS ARB01 Feedstock Acceptance Form
- RS ARB06 Non conformance and corrective action record sheet
- RS ARB13 Vehicle and Equipment Cleaning record sheet

I hereby declare that I have read and understand the above procedure and commit to abide by it at all times.

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Print Name (Block Capitals)

Signature

Date