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Waste Acceptance Criteria

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1. PURPOSE

This document has been prepared to give clear guidelines on the type of waste that can be accepted at Meath Waste-to-Energy and the checks that are required prior to setting up the waste on Indaver's systems. This procedure deals with the work done before a waste stream arrives on site.

2. SAFETY

Before any task is started, safety checks need to be done.

2.1. PRODUCTS

This is dependent on the waste that is required to be destroyed by the customer. Various types.

2.2. IMMEDIATE RISKS

Risk assessment Waste acceptance and Handling should be referred to.

2.3. SDS (SAFETY DATA SHEET)

N/A

2.4. PPE (PERSONAL PROTECTIVE EQUIPMENT)

N/A

3. PROCESS OVERVIEW

4. DEFINITIONS

4.1. DESCRIPTIONS

EWC - European Waste Catalogue

EPA- Environmental Protection Agency

LIMS - Laboratory Information Management System

MSW - Municipal Solid Waste

WAC – Waste Acceptance Criteria

QESH – Quality, Environmental Safety and Health

SAP – Management Software System

5. RESPONSIBILITIES

The Production Engineer and/or the Production Manager have responsibility to review and approve waste streams based on criteria outlined in this document below before it arrives on site. Waste treatment are responsible for gathering information on the waste in conjunction with sales and will then assign an EWC. Once EWC is assigned Waste treatment check that it is on the Meath licence and in the case of hazardous EWC that EPA have approved a trial of the code previously. A trained member of the technical team is responsible for assigning PPE.

Action	Responsible	Accountable	Consulted	Informed
Identification of potential waste stream	Sales	Account manager	Customer	Waste Treatment / Technical
Characterisation of stream (EWC)	Waste Treatment	Outlet manager	Sales	Technical
Classification of stream	Technical	Technical manager	Waste Treatment	Sales / ME1
Review of Stream Properties	Technical	Technical Manager	Waste Treatment	ME1
Approval of material to be accepted	Waste Treatment / Technical / ME1	ME1	Waste Treatment	Sales
Scheduling delivery	Planning Department	MSW Sales	ME1	Logistics/ Customer
Organise the paperwork/ documentation/haulier etc. for the load	Logistics	Logistics Manager	Customer	ME1
Accept the load	ME1 (Security/Tipping hall operator)	Production Manager	Logistics	Customer
Treat the load	ME1	Production Manager	ME1 Management	Logistics/Custom er
Issue proof of acceptance and treatment	SAP system	Logistics	ME1	Customer

Record keeping	SAP System/Production	Production	ME1/ QESH Department (archiving)	Customer

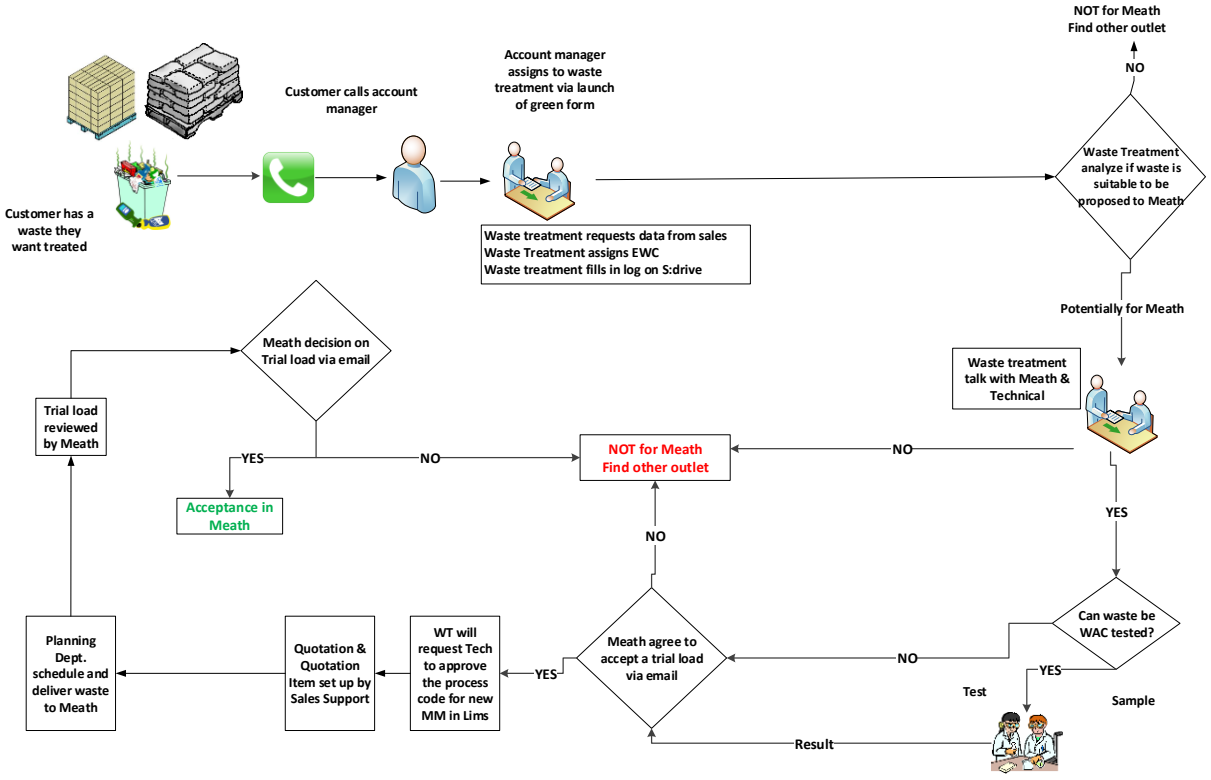
It is the responsibility of all teams mentioned in the table to ensure that this procedure is followed.

6. OPERATING / WORK INSTRUCTIONS

6.1. PROCEDURE

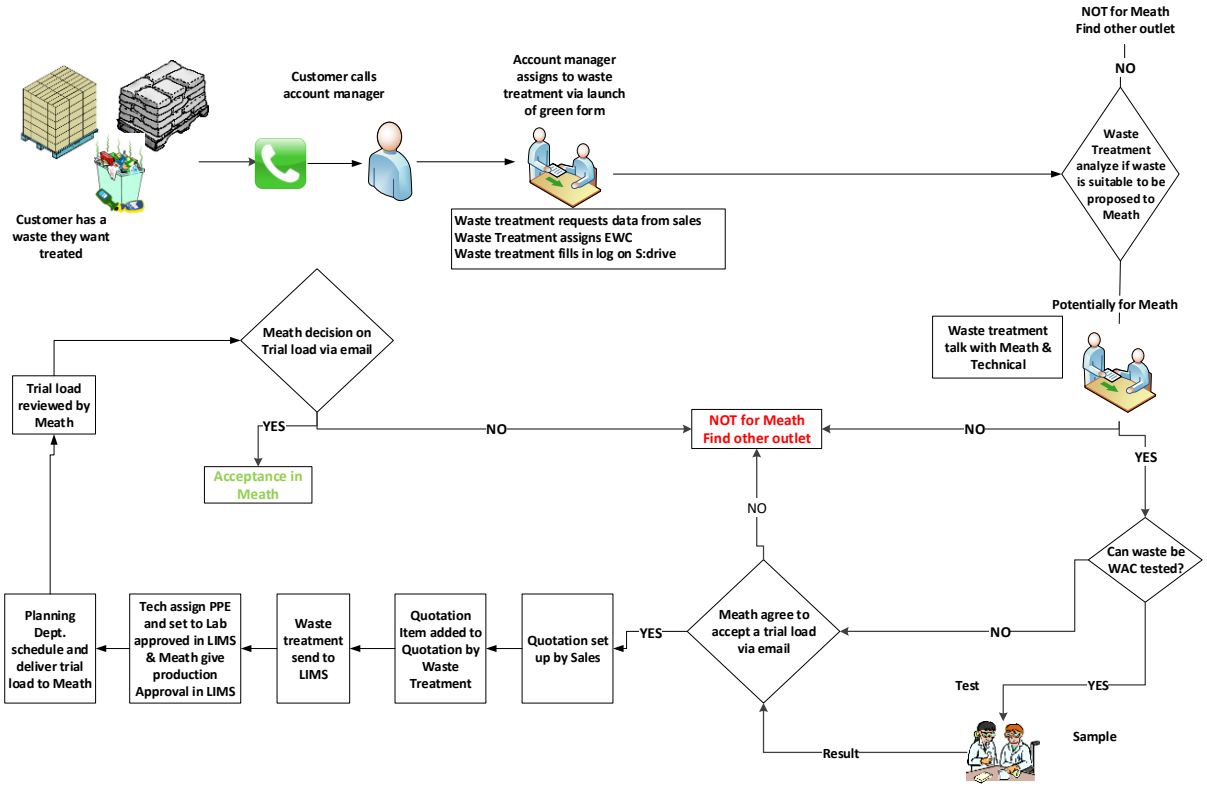
NON-Haz Waste

Flow chart from a customer request to acceptance in Meath for non-hazardous waste:



HAZ AND NON-HAZ LEVEL 2 FLOW

Flow chart from a customer request to acceptance in Meath for hazardous and non-hazardous level 2 waste:



6.2. Methodology for waste profiling & characterisation for new and existing customers

6.2.1 PRE-ACCEPTANCE

Information requested from potential customer:

- A meeting/discussion takes place between the Account Manager and customer contact.
- Licence conditions are made known to the customer such as waste acceptance criteria, source segregation, facility opening hours.
- Potential waste type(s) for acceptance are discussed and may be viewed in certain cases by the Production Manager or Production Engineer. The waste may also be inspected by the Account Manager or Waste Operations Leader in order to provide further information including photos to production.
- In addition to making all customers aware of the Meath WAC, Indaver must also profile the customer's waste streams prior to acceptance at the facility. Where necessary, agreement must be sought in advance of any formal proposal in an email with Waste Treatment, Technical Department and the plant production manager/engineer (or nominated other) to ensure the material is classified correctly and is acceptable to the plant.

- The Waste Profile Document (WPD) is a form which details the characteristics of the waste including waste type, EWC(LOW) code, site of generation and waste collection regime from which the waste arises e.g. two bin or three bin, amongst other information. The WPD must be

completed by (and preferably with) the customer and must be reviewed and approved by the Account Manager (AM), the Production Manager/Engineer. This completed document must include signatures of both the AM, Production Manager/Engineer and the customer. The completed WPD is included in the customer's commercial contract as an annex and the signature of the WPD must coincide with the signing of the customer contract with the customer. It is the AM's responsibility to ensure all of the above is placed within each of the appropriate folders (Waste Treatment, Plant Agreement, Tech and Waste profile Doc) within the customers file on the S Drive. A single WPD can be used to record wastes accepted from multiple facilities of a single customer, providing that the waste characteristics are the same for each facility.

- Each customer's Waste Profiling forms must be saved on our system for 10 years after they cease delivering waste to our facility as this is a requirement of the waste licence of the facility.

Classification of the waste by Indaver:

- Information is gathered from the customer and this information, such as waste type, source of waste including the process producing the waste, composition, physical state and appearance, packaging type is sent to the technical department for classification (see classification procedure P0057). Should there be insufficient information to classify the waste, a chemical analysis may be required.
- The EWC code is checked by Waste treatment against the Licence to ensure that the waste type can be accepted.

Confirmation by Indaver commercial/waste planner

- If the customer is the haulier for the waste, a letter of acceptance is created from Indaver (or this may have been completed in advance of the signing of the contract) and sent to the customer to ensure that their waste collection permit is updated with our facility. Then a copy of the updated waste collection permit is sent to our QESH department from the sales department to ensure a copy of the permit is kept on the system.
- The contract is then put in place with the customer.
- The contract is valid for the period stated in the contract.
- Based on the contract, deliveries are planned in advance. All loads and sales orders are stored on our SAP system. The classification is stored in the Laboratory Information Management System (LIMS) and reports can be produced at any time which shows the classification of the waste type.
- Hazardous wastes are approved in the LIMS system by production prior to acceptance. Hazardous waste streams have PPE assigned by our Chemical safety trainer specific to each stream and logged before LIMS approval is given.
- When a new waste stream from an MSW customer that requires approval is proposed, the acceptance details are logged in the following location S:\23_Region Ireland\Waste treatment\OUTLETS\G-L\Indaver Meath\Meath Log\MSW Meath Log.xlsx

- When waste originates from an IWS customer, the acceptance details are logged in the following location;
  S:\23_Region Ireland\Waste treatment\OUTLETS\G-L\Indaver Meath\Meath Log\IWS Meath Log.xlsx

All wastes from IWS customers including hazardous wastes are assessed for three specific criteria. The waste must fulfil the criteria of Licence, suitability for the plant and cause no additional health and safety concerns. The log will detail all the hazardous numbers if applicable and also the physical state of the waste e.g. solid/liquid.

6.2.1 HAZARDOUS WASTE

Certain hazardous wastes may be accepted under the current Licence. The acceptance procedure for these hazardous wastes is as outlined above. A 'Trial load inspection report for palletised waste' or a 'Trial load inspection report bulk liquid tanks' must be filled in for each new trial load when a trial is deemed necessary by the Production Manager/Engineer. The wastes must still conform with the Indaver WAC (see Annex 6.1.1 to this procedure) and the requirement for sampling is the same as for any other waste arriving at the facility. A list of permitted EWC codes is contained in the Licence. Before a hazardous EWC is used for the first time a test program must be completed and approved by the EPA. In some circumstances where a new stream is similar to an existing, already approved stream a request for approval without a test program can be made to the EPA. This type of approval must be received in writing from the EPA before the waste stream can be accepted.

6.2.2 SAMPLING AND ANALYSIS

Where a waste stream can be sampled representatively an analysis will be carried out. The following is the approach taken to ensure adequate sampling.

Number of analyses required:

- Number of analyses required will be decided on the basis of information received on the waste stream. In many cases one analysis is sufficient to accept the waste stream. All hazardous bulk liquid streams are WAC tested.
- In the case of municipal waste or where reliable and complete composition and information on the waste is received, analysis will not be required.

Who completes the sampling and analysis:

- The sampling can be completed by either the customer or an Indaver representative.
- The analysis of the samples are to be completed by a contracted laboratory. The laboratory analysis will ensure that the properties of the stream proposed conform with our treatment requirements.
- Samples for hazardous liquid waste (where applicable) will be kept for at least 1 month after sampling by the contacted laboratory.

Approach to verification sampling and analysis by Indaver, during initial profiling and on an ongoing basis, including frequency of testing:

- After the results of the sample have shown compliance with the Indaver WAC a trial load can be organised. This is agreed with the Waste Planner and the Production Manager/Engineer.
- Should there be any changes to the process or composition then a new sample may be requested. It is the customer's responsibility to inform Indaver of these updates/changes to process.
- Specifically for blended aqueous wastes from Indaver's solvent blending facility in Dublin Port, WAC analysis will be carried out every 2 months after the initial WAC to ensure ongoing compliance.
- When the contract for a waste stream is renewed, the quotation is reviewed and updated as necessary on the SAP system.
- During the contract waste period any anomalies which mean the waste stream is no longer in line with our WAC (size, density, etc.) will be raised and corrective and preventative measures will be implemented. This could include a reclassification of the waste stream or update on the composition of the waste or analysis.

6.2.3 NON-CONFORMING WASTE

Actions in the event of a non-conformance with waste acceptance criteria:

- Should a waste stream be inspected and found to be non-conforming with the original, accepted composition then the Waste Planner/ Account Manager is informed and a non-conforming flow will be instigated. An investigation will then occur. The received waste type will be investigated as to whether it is possible to treat the waste under the Licence and operationally. Should the waste stream not be treatable under our Licence or operationally then the waste is moved to quarantine and is quarantined as per procedure P0363 for waste handling.
- Should the waste be outside tolerable limits and it is not possible treat the waste in the Meath waste to Energy plant then the waste will either be returned to the customer or forwarded to an appropriate treatment facility as per procedure P0363 for waste handling.

6.3. SPECIFIC WASTE ACCEPTANCE CRITERIA

See Indaver WAC in Annex 6.1.1. Waste acceptance criteria are designed to fulfil the requirements of:

- Licence and planning conditions
- Operational conditions such as size
- Safety procedures
- Chemical restrictions
- Practical experience of operating a waste to energy plant

6.3.1 LICENSE AND PLANNING CONDITIONS

- Waste will only be accepted from known customers or new customers subject to initial profiling and characterisation.
- Deliveries of waste will only be accepted from authorised or exempted carriers under national or European legislation.

- Deliveries must be booked in advance.
- Waste collectors must hold a valid waste collection permit and Indaver will hold copies of this in their internal system.
- Delivery of waste is allowed between 07.00 and 18.30 from Monday to Friday and 08.00 and 14.00 on Saturdays as per the Licence.
- All waste accepted at the plant will be characterised prior to planning the acceptance of the load.
- Loads must be covered when they arrive on site.

The full list of acceptable waste streams, by EWC code, is provided in Schedule A of the Licence. Only EWC codes listed on the Licence will be accepted.

The following categories will not be accepted;

- EWC codes not on the current Licence
- Source segregated recyclable material, unless by agreement with the EPA (i.e. due to contamination or a failure in the recycling market)

6.3.2 OPERATIONAL CONDITIONS SUCH AS SIZE

These are detailed in the attached annex 6.1.1

The list of approved EWC codes for Meath can be found on the EPA Industrial Emissions Licence linked below.

7. MONITORING AND EVALUATION

1.	Monitoring tool:	N/A
2.	Monitoring frequency	N/A
3.	Evaluation method	N/A

8. REFERENCES/ANNEX

8.1.1 Indaver WAC

Link

8.1.2 EPA Industrial Emissions Licence link

http://indanet.indaver.int/departments/QESHirl/Licences%20and%20Permits/Industrial%20Emissions%20Licence%20for%20Meath%20(ME%201)%20W0167-03.pdf

8.1.3 Waste handling procedure P0363 link

http://indanet.indaver.int/departments/QESHirl/Procedures%20and%20Instructions/Waste%20Handling.docx

8.1.4 Waste inspection checklist F0363-1

http://indanet.indaver.int/departments/QESHirl/Forms%20and%20Templates/Waste%20acceptance.doc

8.1.5 Waste inspection checklist F0363-1

http://indanet.indaver.int/departments/QESHirl/Forms%20and%20Templates/Trial%20load%20inspection%20report%20Palletised%20Waste.docx

8.1.6 Trial load inspection report bulk liquid tanks F0565-01

http://indanet.indaver.int/departments/QESHirl/Forms%20and%20Templates/Trial%20load%20inspection%20report%20LiquidsBulk%20tanks.docx