

## Attachment 4.3.2.2 Waste Acceptance Procedure

### 1.1 Waste Acceptance Procedure

- Sancom Ltd shall implement the following Waste acceptance procedure to ensure that only the prescribed wastes are accepted on site:

Table 1: Waste to be accepted onsite

List of Waste Code	List of Waste Description	Waste Type	Waste Classification
17 05 04	Soil and Stones other than those mentioned in 17 05 03*	Sub-soil and overburden	Inert
		Topsoil	Inert
		Sand and gravel	Inert
17 01 01	Concrete	Various types of concrete and cement	Inert
20 02 01	Biodegradable wastes (from gardens and parks)	Green waste – hedgerows, vegetation, garden waste	Non-hazardous

### 1.2 Purpose

- The purpose of this procedure is to ensure that:
  - Only waste permitted by the waste licence is accepted onsite
  - Only waste that is suitable for waste processing is accepted on site, and
  - wastes accepted onsite do not cause environmental contamination or pollution.
- Waste that does not comply with the above criteria will be deemed unauthorised waste. Only inert waste belonging to List of Waste code 17 05 04 will be accepted onsite for the infilling activity.
- Waste acceptance procedures are in accordance with the provisions of the Landfill Directive and Council Decisions 2003/33/EC on waste acceptance criteria in landfills and the EPA's Guidance Document on '*Waste acceptance Criteria and Development of Soil Trigger Values for EPA Licenced Soil Recovery Facilities*'.

### 1.3 Prior Approval of Waste Producers/Collectors & Offsite Waste Classification

- Inert soil shall only be accepted from producers/collections who have been preapproved by Sancom Ltd. Approval to import soil and stones to the facility will only be issued to producers/collectors who can demonstrate that they have a valid waste collection permit and have a prove track record in the construction, waste management and /haulage sectors
- It is expected that Senior Management shall attend and conduct a visual inspection and site walkover of all client sites to identify whether sites are greenfield or brownfield and to assess whether there is an exception risk of contaminated soils arising at the site.

- Only uncontaminated soil and stone is accepted at the facility, the site operator will ensure strict compliance with guidelines on accepting soil for backfilling detailed in the EPA's Guidance Document on '*Waste Acceptance Criteria and Development of Soil Trigger Values for EPA Licensed Soil Recovery Facilities.*'

#### **1.4 Basic Characterisation**

- Soil and stones will be subjected to basic characterisation testing by the producer to confirm that the soil can be classified as inert. Basic characterisation shall be carried out in advance by the supplier of the inert soil and all certifications shall be provided in writing as part of acceptance of the imported inert soil at the facility. Records of the documentation and certificates supporting the classification of imported soil shall be maintained by Sancom Ltd.

Basic Characterisation of waste will detail the following information:

- i) Source and origin of the waste
- ii) Information on processes producing the waste (excavation, demolition etc.)
- iii) Composition and consistency of the waste
- iv) Physical appearance of the waste (smell, colour, physical form)
- v) List of Waste (LoW) code according to European waste list
- vi) The producer of the waste and/or the waste collector will be responsible for ensuring that the basic characterisation information provided is correct.

#### **1.5 Transport to the Facility**

- All waste will be visually inspected by personnel when being collected at the client's site. Any unsuitable waste materials identified will be required to be removed from the waste load and the load will not be taken until the unsuitable waste has been removed.
- If any unacceptable waste is identified by the driver, the driver will refuse the loading of the soil.
- If the driver is unsure whether a waste item is acceptable or not they will phone the Facility Manager or nominated Deputy for further guidance.
- Where the waste is delivered to site by a contractor or customer, visual inspection shall be completed at Sancom Ltd Facility prior to unloading as detailed below.
- All HGVs transporting waste to site will be covered to avoid dust generation during transit.

#### **1.6 Inspection of Waste upon entry to the Facility**

- Waste will only be accepted at the facility from authorised waste contractors (e.g. holders of valid waste collection permits, unless exempted or excluded). Copies of waste collection permits are maintained at the installation for all waste contractors consigning waste to and from the facility.
- All waste recovered to site shall be transferred to the site under chain of custody or waste dispatch dockets. A copy of these documents shall be provided to and inspected by an operative on arrival at the facility.
- An unmanned surface mounted weighbridge will be installed adjacent to the where site access road to the south meets the main body of the site (Gravitation Weighbridge

- Model No. E1530CLC-OG). All waste material entering site will be weighed upon arrival at this weighbridge. This weighbridge will be calibrated and serviced periodically in accordance with manufacture specification.
- On entry to the facility, the driver will drive onto the automatic facility weighbridge. The driver shall manually enter the vehicle registration onto the weighbridge computer system and then the vehicle shall be weighed and produce a weighbridge docket. This will automatically save the weight and other entered details electronically which will then be available to facility operatives of Sancom Ltd portable electronic devices.
  - Following weighing at the weighbridge the driver shall proceed along the access road to the quarry and report to a facility operative.
  - The facility operative or nominated person will carry out an inspection of the material prior to allowing unloading and check associated documentation.
  - No waste other than inert soil and stone will be accepted at the facility except. Any waste identified to contain physical contamination shall not be permitted to be unloaded and the waste shall be rejected.
  - Once the load details and gross weight has been recorded, the facility operative will direct the driver to the relevant unloading area.
  - The soil shall be unloaded under the direction of a facility operative.
  - Unloaded soil will be visually inspected by suitably experienced site personnel to ensure that there is no evidence of contamination (physical or odour) within the inert soil that would make it unacceptable for use in the restoration/ filling of the quarry.
  - If the material is classed as unacceptable waste, the load will be rejected from the facility (see section 1.9).
  - Where the waste is deemed acceptable, the unloaded truck will be re-directed to weighbridge for second weighing.
  - The tare weight will be automatically recorded on the weighbridge software. This will automatically generate the net weight of the waste accepted.
  - A weighbridge docket will be printed containing all load details which will be taken by the driver before exiting the Facility.
  - Electronic copies of the docket will be kept for record keeping and invoicing purposes.
  - The facility operative will record all details of the load including:
    - Vehicle registration;
    - Name of Driver;
    - Name of Haulier & waste collection permit number;
    - Source of waste (customer name / route number);
    - Description of waste;
    - LoW code;
    - Gross weight;
    - Tare weight;
    - Date and time of load;
    - Details of visual inspections; and,

- Whether the waste is deemed acceptable or whether it has been rejected and reasons there for.

An Annual Environmental Report (AER) summarizing the above information for the calendar year, detailing the management and staffing of the facility, and detailing any environmental incidents or complaints will be prepared and submitted to EPA.

### 1.7 Waste Rejection

- Unacceptable waste should not enter the Facility as waste inspections and classifications are conducted offsite prior to collection of waste. In addition to this, all loads of waste are inspected upon entry where possible. However, there is a possibility that unacceptable waste may enter the Facility that was not initially visible during on vehicle load inspections upon entry to the Facility.
- Any waste deemed unsuitable for processing at the installation shall be immediately reloaded onto the delivery vehicle and returned to the customer. Where this is not feasible, the waste shall be separated and stored temporarily on site and subsequently removed from the installation at the earliest possible time.
- Temporary storage of such wastes shall be in the designated waste quarantine area (Location indicated in Attachment-3.2.18 Proposed Site Layout Plan. Waste shall be stored under appropriate conditions in the quarantine area to avoid any other nuisance (i.e. in skips and/or on protected surfaces and covered).
- The customer will be notified as soon as practicable of the unacceptability of their material.
- The non-conforming waste will be held in the designated waste quarantine areas until consignment to an appropriately authorised waste facility can be arranged.
- Disposal records for all non-conforming wastes will be maintained.
- If records indicate that consignments from a particular waste producer and/or waste collector are being repeatedly rejected, Sancom Ltd will review whether or not to withdraw approval for its continued use of the facility. If contamination is identified the waste producer/collector will be advised that material from the relevant source will no longer be accepted at the facility.
- Regardless of basic characterisation information provided to Sancom Ltd, periodic Waste Acceptance Criteria compliance testing shall be carried out to for every 2,000 tonnes of non-greenfield soil and stone received at the facility for backfilling in order to verify that soil and stone waste brought on-site is inert, complies with established EPA Soil Trigger Values and is appropriate for infilling. An increase in WAC testing frequency may be necessary if accepting waste from higher risk source sites.

### 1.8 Onsite Verification

- Waste will then be manually and mechanically sorted and stockpiled as needed, and throughout this process it will be re-inspected by site personnel. If contamination or unauthorized waste is identified at this stage, the unacceptable waste will be re-loaded onto a lorry and transferred to the waste quarantine area on-site, prior to being returned to the producer in the case of serious non-compliance, or dispatch to an appropriately authorized waste facility.

- Should minor quantities of non-inert waste (principally metal, timber, PVC pipes and plastic) be inadvertently imported amongst the soil and stones destined for infilling, it shall be separated out (mechanically or by hand, as appropriate) and temporarily stored in skips at the waste quarantine area prior to removal off-site to an appropriately authorized waste facility.
- In the unlikely event that waste contamination or unauthorized wastes are identified at a later stage during the carrying out of site processing methods, this waste will be separated and stored in the waste quarantine area prior to removal off-site to an appropriately authorized waste facility .

### **1.9 Waste Inspection/Quarantine Area**

Any suspect or unauthorised waste identified during waste sorting, stockpiling or processing will be re-loaded onto trucks and re-directed to the waste inspection area for closer examination and inspection. Detailed records of all such inspections will be kept. Should examinations identify waste material which cannot be accepted and processed on-site, the waste in question will be segregated and stored in containers in the quarantine area pending removal off-site by authorised waste collectors to an authorized waste disposal or recovery facility within 24 hours

### **1.10 Adequate Storage**

- The Facility Manager (or Deputy) shall at all times ensure there is adequate storage for incoming material. If there is insufficient storage to receive material, then acceptance of that material will cease until storage space is available.