



Appendix 5

Waste Acceptance Procedure

Procedure No. 2.1 Waste Acceptance**V.2, October 2025**

Purpose: To ensure that all waste imported on to the Site is acceptable under the conditions of the Environmental Permit.

	RESPONSIBLE PERSON	RECORD
<u>Environmental Permit and Waste Codes</u>		
1. The Environmental Permits contain the lists of waste types that are permitted to be accepted at the Site. Tables containing the codes and descriptions of waste types that are permitted on this site is included at the end of this procedure, see Tables 1-3 Permitted Waste Types: <ul style="list-style-type: none"> Table 1 Permitted Waste Types for Disposal at a Landfill for Non-Hazardous waste Table 2 Permitted Waste Types Accepted for Leachate Treatment Table 3 Permitted Waste Types for Restoration 	All	Tables 1-3 Permitted Waste Types Appendix B.1 Environmental Permit
2. This list of waste types should be consulted if you are unsure whether a load can be accepted, alternatively the Site manager should be consulted.		
3. The following annual waste inputs for Landfill should not be exceeded as stated in the Environmental Permit EPR/BM60261B: <ul style="list-style-type: none"> 750,000 tonnes of non-hazardous waste 100,000 tonnes of inert waste Waste for restoration as specified in the approved recovery plan. 		
4. If unsure whether to accept a load onto the Site, consult Tables 1-3, and then the Site Manager if necessary.		
5. Waste loads with a sulphur content of more than 10,000mg per kg will not be accepted at Site.		
6. Unsuitable wastes are rejected in accordance with the Waste Rejection Procedure.	Site Operative	Procedure No. 2.3 Waste Rejection
7. The Site does not typically experience seasonal variation in incoming waste material.		

Waste Pre-Acceptance

8. Following a customer enquiry, information about the waste is requested from the waste producer.	Site Manager	Form No. 2.1a Waste Information Forms
9. This information is recorded on the Waste Information Form and the information reviewed to assess if the waste is acceptable or not.		
10. Review of the information in the Waste Information Form will determine the need for sampling / testing / Hazardous Waste Assessment.	Site Manager	Procedure No. 2.2 Waste Classification Form No. 2.1a Waste

	RESPONSIBLE PERSON	RECORD
		Information Forms
11. A judgement should be made as to the necessity to obtain comprehensive information at this stage. If the source of the waste is not likely to be contaminated, then it may not be necessary to obtain further information or hazardous waste assessment on the waste. If the source of the waste is likely to be contaminated, then further information and/or a hazardous waste assessment should be requested.		
12. If required, a Hazardous Waste Assessment (based on WM3 Guidance) is completed in accordance with the Waste Classification Procedure.		Procedure No. 2.2 Waste Classification
13. The information requested from customers at the pre-acceptance stage is re-assessed on an annual basis to ensure it is preventing unsuitable wastes being sent to the Site.	Site Manager	
14. Pre-acceptance information requirements will be reviewed when: <ul style="list-style-type: none"> • There are changes in the waste. • There are changes in the process generating the waste. • Received waste does not conform to pre-acceptance information provided. 		

All Vehicles on Site

15. Third-party hauliers used for transporting waste must be an Upper Tier Waste Carrier registered with the Environment Agency.	Site Operative	Waste Transfer Note
16. Copies of third-party haulier registrations certifications will be retained in the Site office.	Site Operative	
17. Periodic checks should be completed on registration certificates of third-party hauliers to ensure they remain valid. If the registration has expired, a copy of the renewed registration will be obtained.	Site Operative	

Acceptance of Waste onto the Site

18. All incoming vehicles will provide the accompanying Waste Transfer Note to the Site Operative unless a Season Waste Transfer Note has been provided.	Site Operative	Waste Transfer Note
19. A season waste transfer note is a document that covers transfers for up to twelve months. Season waste transfer notes may be used for wastes from a given site if it is well characterised or a regularly generated waste.		
20. The Site Operative will complete the section relating to transfer of waste and will return the waste transfer note to the driver keeping a copy of the WTN for their own records.		
21. Unless a season WTN has been provided, a Waste Transfer Note for every load is obtained from the driver and the Waste Transfer Note is checked to ensure it contains the following: <ul style="list-style-type: none"> • Vehicle registration and driver's name and signature. • Waste haulier name and valid waste carrier's registration number. 	Site Operative	Waste Transfer Note

	RESPONSIBLE PERSON	RECORD
<ul style="list-style-type: none"> Name, address (of source site) and signature of the transferor. Name, address (of destination site) and signature of the person receiving the waste (transferee). Permit number or exemption reference of the Site Description of waste including waste type, waste source and waste containment. Amount of waste (tonnes). List of Waste (LoW) code. SIC Code of the waste holder using SIC Codes (2007). Date and time of waste transfer. Waste Transfer Note number. Confirmation that the Waste Hierarchy has been considered. 		
22. Loads will be visually checked by Site Operatives prior to offloading to ensure that an accurate written description and List of Waste code has been provided on the Waste Transfer Note.	Site Operative	Waste Transfer Note
23. After initial checks by the Site Operative, loads are then directed for tipping, inspection, and stockpiling in the offloading area.	Site Operative	
24. Each load is visually inspected during tipping by Site Operatives. Inspections are made to check the accuracy of the waste description provided on the Waste Transfer Note again and to identify any contravening waste types.	Site Operative	
25. The Site Manager shall be immediately informed if there are discrepancies with the load or its paperwork.	Site Operative	
26. If the load is not acceptable under the Environmental Permit, then, it should be rejected from site in accordance with the Waste Rejection Procedure.	Site Operative	Procedure No. 2.3 Waste Rejection
<u>Compliance Testing</u>		
27. Compliance testing will be carried out on waste accepted on to the Site.	Site Manager	Procedure No. 2.2 Waste Classification Procedure No. 2.2.1 Waste Sampling Pre-acceptance flow chart Waste Classification flow chart
28. The purpose of compliance testing is to ensure that the information provided during pre-acceptance was representative of the waste received and that the waste is acceptable.	Site Manager	
29. Samples taken from waste piles will be tested at a laboratory to determine the characteristics of the waste and to ensure that the waste is as described on the WTN.	Site Manager	

	RESPONSIBLE PERSON	RECORD
30. A Hazardous Waste Assessment, in accordance with WM3 Guidance, will be completed using the testing results received from the laboratory. This Hazardous Waste Assessment will classify the waste as non-hazardous or hazardous.	Site Operative	Procedure No. 2.2 Waste Classification Procedure No. 2.2.1 Waste Sampling
31. If a waste sample is found to be classified as hazardous waste, then the corresponding waste pile will be quarantined and removed from the Site in accordance with the Waste Rejection Procedure. The Hazardous Waste Classification Report will ensure that this waste is removed under the correct LoW code.	Site Operative	Pre-acceptance flow chart Waste Classification flow chart
32. Hazardous wastes will be sent to a suitably licensed facility and accompanied by a Hazardous Waste Consignment Note.	Site Operative	Procedure No. 2.2 Waste Classification Procedure No. 2.2.1 Waste Sampling

Records

33. Waste Transfer Notes will be stored for a minimum of two years.	Site Manager	Procedure No. 6.1 Waste Returns
34. Information from the waste transfer notes and any consignment notes will be used to provide the necessary data to complete the waste return as required by the Environment Agency.		

Consequences

35. The consequence of not following this procedure may result in unsuitable waste being accepted on to the Site. This may constitute a breach in the conditions of the Environmental Permit, in addition to causing potential contamination of the Site.