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HAZARDOUS WASTE MANAGEMENT PROCEDURES for Enviro Skip Hire Ltd, Norton Way Sandbach Cheshire CW11 3WL

Report No 161/7

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For

ENVIRO SKIP HIRE

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Appendix A – Drawing No 161/02B Site Layout Plan

1. WASTE ACCEPTANCE PROCEDURES

1.1 Pre-Acceptance

1.1.1 Pre-Acceptance waste enquiries shall include information on the origin of the waste, the nature of contamination and the concentration of hazardous substances present. Chemical analysis will be required to confirm the level of contamination. This information will be reviewed by the technical assessor who will decide if the waste is suitable for acceptance.

1.1.2 Material that is malodorous will not be accepted. Material that flows (sludges) or that which has free-phase contamination (e.g. petroleum products such as oil or diesel) will not be accepted.

1.1.3 The following information will be assessed at the pre-application stage:

- Source and origin of waste
- Chemical analysis data on the composition of the waste
- What the hazardous properties of the waste are, including the presence of Persistent Organic Pollutants (POPs)
- Information about the previous waste holder, i.e. organisation name, address and contact details, if they are a current / new customer, the nature of their business, the types of sites they operate and so on. This would include if they are the waste carrier and not the waste producer. In those circumstances, details of both parties are required.
- Information on the waste production process (description including characteristics of other raw materials and products and the variability of the process);
- European Waste Catalogue Code and description of the waste;
- Appearance of the waste (e.g. physical form, colour, odour etc).
- The wastes potential to self-heat, self-react or reactivity to moisture or the air. Any such wastes will not be accepted at the Site. Similarly no waste will be accepted which has the potential to react adversely with other waste or non-waste materials i.e. that could:
    - Explode
    - Cause corrosion
    - Uncontrolled reactions
    - Evolution of gases (other than those from the normal bioremediation process such as carbon dioxide)
- Quantity of waste to be supplied to the site and any packaging it is placed in (all waste accepted at the Site will be in the form of bulked soils and aggregates, therefore no packaging should be present).
- Confirmation the waste does not contain a radioactive source.

1.1.4 If the Operator has concerns or requires additional information about the waste to be brought to the Site, they will contact the producer directly to obtain the fullest understanding of the proposed material to their satisfaction.

1.1.5 It may be the case that the information provided against the list above gives insufficient certainty about the composition of the waste or if it is truly representative. In those circumstances the Operator will request a sample from the proposed supplier and subject that sample to testing at an accredited laboratory or their own laboratory. In most cases a representative of the Operator will visit the source site to take the sample themselves and be accompanied by a representative of the proposed supplier. However, it may be necessary to request the supplier take the sample for example health and safety reasons or availability of staff, in which case information about the sample location, description (including photographs) material type will be requested to the Operators satisfaction.

1.1.6 All relevant information provided by the supplier will be considered by the technical assessor for suitability for acceptance.

1.1.7 The waste codes will be compared against the list of permitted wastes to ensure it can be accepted at the site. The review will also confirm if the coding provided by the supplier is correct.

1.1.8 Table 1a below lists the hazardous waste codes that may be accepted in bulk for storage and onward transfer. These will be stored in the hazardous waste storage building shown on the site layout plan, Drawing No 161/02B.

Waste Code	Description
17 01 06*	mixtures of, or separate fractions of concrete, bricks tiles and ceramics containing hazardous substances
17 03 01*	bituminous mixtures containing coal tar
17 03 03*	coal tar and tarred products
17 04 10*	Cables containing oil, coal tar and other hazardous substances
17 05 03*	soil and stones containing hazardous substances
17 05 05*	dredging spoil containing hazardous substances
17 05 07*	track ballast containing hazardous substances
17 06 03*	other insulating materials consisting of or containing hazardous materials
17 08 01*	gypsum-based construction materials contaminated with hazardous substances
17 09 03*	other construction and demolition wastes (including mixed wastes) containing hazardous substances
19 12 11*	other wastes (including mixtures of materials) from mechanical treatment of waste containing hazardous substances
19 13 01*	solid wastes from soil remediation containing hazardous substances

Table 1a: Proposed Hazardous Waste for Storage

1.1.9 Table 1b lists hazardous waste codes for batteries, cables and WEEE that may come in as part of mixed skip waste as household waste. These will be segregated from incoming waste and stored separately in the WEEE container shown on the site layout plan. These are listed in Table 1b below.

Waste Code	Description
16 06 01*	Lead acid batteries
16 06 02*	Ni-Cd batteries
16 06 03*	Mercury containing batteries
17 04 10*	Cables containing oil, coal tar and other hazardous substances
20 01 33*	Batteries and accumulators included in 16 06 01*, 16 06 02* or 16 06 03* and unsorted batteries and accumulators containing these batteries
20 01 35*	Discarded electrical and electronic equipment other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components

Table 1b: Hazardous Waste Types for Storage

1.1.10 If the waste is assessed as suitable it will be scheduled for delivery after the site manager (SM) has confirmed if there is capacity to accept the material. If there is capacity, and it meets the other pre-acceptance requirements, it will be considered as being suitable for acceptance at this facility.

1.2 On-site Acceptance

1.2.1 Materials entering the site will undergo an initial visual check for compliance at the weighbridge using the camera, or at the reception area if this is not available.

1.2.2 The scheduled load will be weighed in at the weighbridge. The vehicle registration number will be logged by the Weighbridge Operator (WO) and the customer account details checked.

1.2.3 The WO will inspect the accompanying consignment note to ensure the waste is permitted and the relevant sections of the form have been completed in line with duty of care requirements.

1.2.4 If there is a breach of duty of care the WO will notify the SM who will record it in the site diary. The SM will decide whether the load should be rejected. In the case of hazardous waste the EA will be informed if the load is rejected.

1.2.5 If the consignment details are correct and the load is as expected, the WO will produce a weighbridge ticket and direct the load to meet an operator at the designated treatment area.

1.2.6 Waste will be deposited into a waste reception bay in the hazardous waste storage building. Deposit will be overseen by a site operative and the load will

be inspected and sampled to confirm the material meets the description. The bay will be labelled with a sign with the EWC code and waste description, quantity of material in tonnes and the date of arrival.

1.2.7 Waste types with different hazardous characteristics will not be mixed, even if it has the same EWC code.

1.2.8 A sample of each waste stream will be collected and for visual verification testing. The sample will be compared to the pre-acceptance information supplied.

1.2.9 Once the waste acceptance checks have been completed it will be approved for treatment. If the waste is not acceptable it will be rejected as described below.

1.3 Rejection and Quarantine

1.3.1 Waste will be rejected if the waste verification checks show that the waste is not as expected and is not suitable for storage. It will be rejected for the following reasons:

- Free-Phase Liquids – any waste observed to be saturated and / or issuing free-phase liquids at the point of transfer to the storage bay will not be accepted.
- Odour – at the first inspection or at the point of deposit in the storage bay. Odours of concern may include intense hydrocarbon odour, organic odours indicating biodegradable materials or hydrogen sulphide (rotten eggs) from waste degrading in anaerobic conditions. Such odours would indicate that the waste was not as expected.
- Visible plumes – plumes of dust may indicate very dry, dusty material unsuitable for treatment. Dusty soil will not be rejected, it will be hosed down during deposit. Whole loads of dust or powders will be rejected.
- Visual appearance of the waste – material at point of deposit that appears different to the description provided may be an indication that it contains other unsuitable materials.
- Visual presence of unexpected contaminants

1.3.2 On visual inspection should any waste not fall within that covered by the Permit, it will be immediately rejected and the waste removed from the site.

1.3.3 The SM will contact the customer and detail the reasons for rejection. Waste will be quarantined in its storage bay until it’s removal is arranged from site. The label on the bay will state ‘quarantine’. Removal from site will be in accordance with Duty of Care and the Hazardous Waste Regulations. Records of rejected waste will be maintained and discussed during management reviews.

1.3.4 In the event of waste being rejected, it is the responsibility of the carrier to inform the Agency and the Producer of the waste and await further instructions. Nevertheless, it will be the Operators requirement for the Producer to receive the waste back to their possession as soon as practicably possible.

1.3.5 The Operator will notify the Agency of the rejected loads via the consignee return system. It is the carriers responsibility to notify the Agency as soon as possible to provide the following:

- consignment note code (or advise if there was no note)
- consignee's name and address
- date and time of consignment rejection
- list of waste code(s), description and quantity in kg
- consignee's reasons for rejecting the waste
- producer or consignor details
- carriers details

1.3.6 The Operator will inform the Supplier directly that the waste has been rejected, but it is the carriers legal responsibility to do so formally. Once the supplier has decided what the fate of the rejected waste will be, they must inform the Agency and tell them the plan.

1.4 Recording

1.4.1 Information regarding pre-acceptance, on-site acceptance and rejection will be recorded. Records will be maintained for a minimum of 3 years.

2. WASTE STORAGE OPERATIONS

2.1 Hazardous waste listed in Table 1a will be stored inside in the hazardous waste storage building. The building will be a typical industrial enclosed building of solid structure with four walls, a roof and door. The base of the building will be engineered with an impermeable surface and sealed drainage.

2.2 As the storage operation will be undercover, the generation of contaminated surface water will be minimal, however a sump will be placed in the building to collect any water generated during storage. Water from the sump will be used to damp down waste during storage.

2.3 The majority of the proposed waste types for bulk storage are Chapter 17 construction and demolition waste. Due to the nature of construction projects, waste often has to be moved quickly and if it is suspected to be hazardous it is classified as hazardous waste as a worst case scenario without representative testing. Hazardous waste that has been consigned in this way will be sampled and tested and classified according to EA guidance WM3.

2.4 Representative sampling will be undertaken by taking a minimum of 8 subsamples across the length and depth of the load. The 8 subsamples will be combined to form one composite sample which will submitted to an accredited laboratory for analysis. Results of analysis will be assessed by the technical assessor.

2.5 If the waste is confirmed as hazardous it will be dispatched off-site to a suitable facility. If it is found to be non-hazardous, it will be reclassified and moved to the appropriate treatment or storage area on site.

2.6 Hazardous waste listed in Table 1b will be segregated from mixed household skip waste and stored in small quantities in an enclosed container and bulked up for removal off site.

2.7 Asbestos containing waste is accepted for storage and transfer only and is stored in a dedicated secure skip and is not mixed with any other type of waste.

2.8 Maximum storage capacities of hazardous waste are:

Bulk waste stored in the hazardous waste building – 5,000 tonnes
Asbestos stored in secure skip - 10 tonnes
WEEE stored in enclosed container – 10 tonnes

2.9 The maximum storage time that hazardous waste will be kept on site is 6 months.

3. WASTE TRACKING AND REMOVAL

3.1 A storage log will be maintained detailing the quantity of hazardous waste stored on site, the location, the date of arrival and date of dispatch. Waste acceptance records will be linked to the storage inventory.

3.2 Removal of waste materials is carried out by a registered waste carrier. All materials removed from site are accompanied by a Waste Transfer Note for non-hazardous materials and Hazardous Waste Consignment Note for hazardous waste materials. Copies of these documents are retained.

3.3 Waste materials are only sent to permitted waste facilities which are allowed to accept the type of material which is being delivered. Permitted waste facilities must hold either an environmental permit or waste exemption. Duty of care audits are carried out on receiving sites. A copy of the permit for each facility where waste is transferred will be maintained in the site office, either electronically or on paper, in fulfilment of the Duty of Care requirements.

3.4 Where materials are removed from site a waste despatch is completed recording the unique identifier and disposal site. This information provides the basis for the outgoing consignment note. The consignment note code when raised is recorded on the waste despatch form.

3.5 When materials are despatched, the competent person signs the waste despatch to confirm it is correct. The waste is recorded as off site on the storage log by altering the storage location with the date off site, consignment note code, disposal site ID postcode. The log is updated within one working day of acceptance / despatch.

3.6 Records will be maintained for a minimum of 6 years after removal from site in accordance with permit requirements.

4. HOUSEKEEPING AND MAINTENANCE SCHEDULE

4.1 Housekeeping

4.1.1 The floor of the building will be scraped clean each day with the loading shovel to keep waste within the storage locations. Manual sweeping will also be carried out within the building.

4.1.2 The yard in front of the building will be monitored actively throughout the working day and any spillages swept up.

4.2 Maintenance

4.2.1 The concrete surface will be subject to a weekly inspection to assess for damage or wear. The surface will be repaired if breaks or cracks develop which would allow seepage of material through the concrete into the underlying ground.

4.2.2 Preventative maintenance of mobile plant will be carried out according to manufacturer recommendations eg. monthly, quarterly and 6 monthly servicing.

5. MONITORING

5.1 Odour

5.1.1 Odour monitoring is carried out at the waste acceptance stage, when the waste would be rejected if malodourous. Following acceptance, daily checks for odour are carried out within the building. Any malodours will be investigated, and waste will be removed from site if causing an odour nuisance.

5.2 Dust

5.2.1 Daily visual checks for dust are carried out in accordance with the DEMP, Report No 161/2A.

5.3 Drainage

5.3.1 The sump inside the hazardous waste storage building will be checked daily and the contents are pumped out before it becomes full. If suitable the water is used internally for dust suppression.

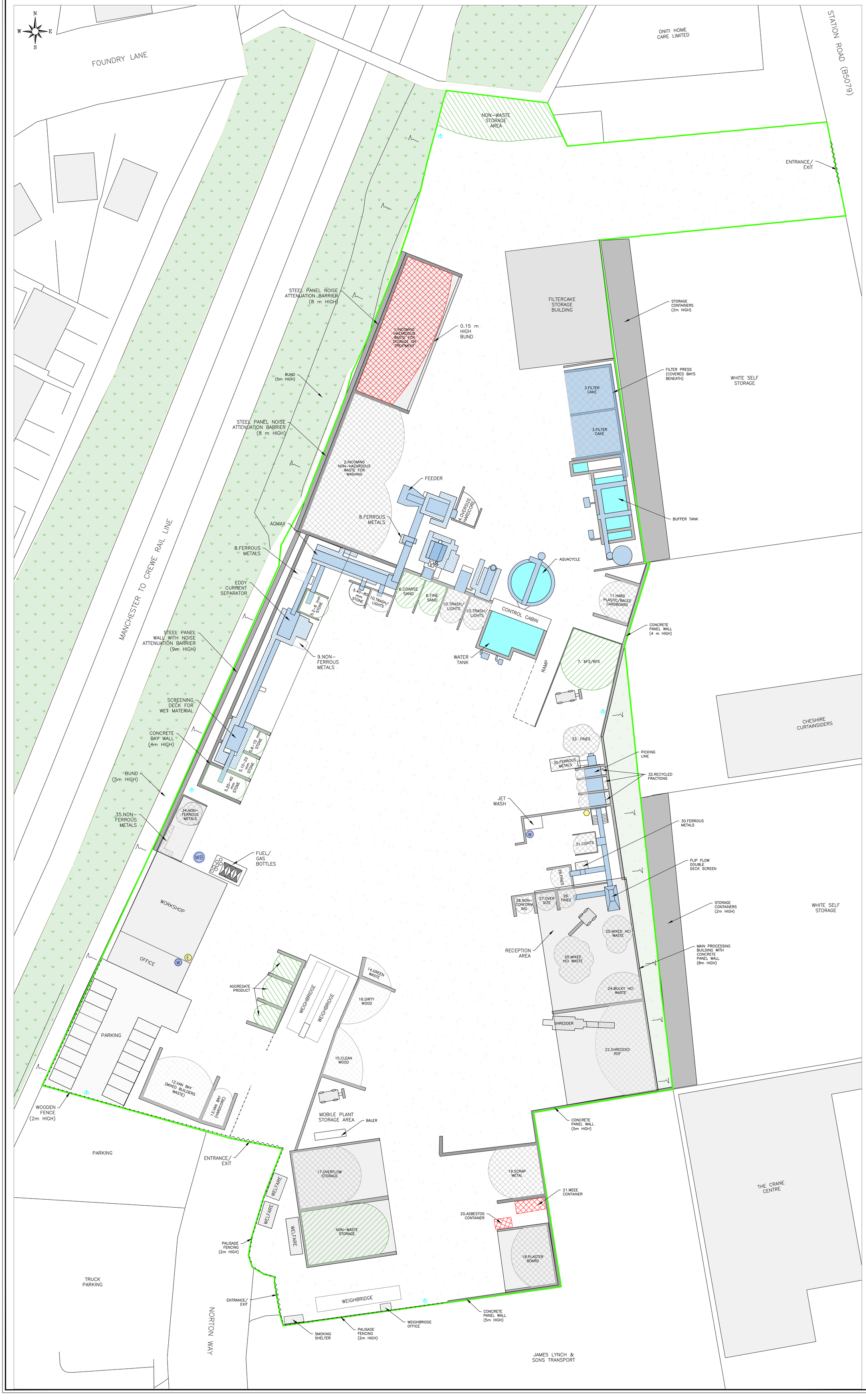
5.3.3 The sump will be emptied and cleaned out annually so that the integrity of the sump can be checked and any repair made if required.

5.4 Structural Integrity

5.4.1 Weekly checks will be caried out on the integrity of the building and the concrete surface. Any repairs required will be instigated by the SM.

APPENDIX A

Site Layout Plan



Legend

- PERMIT BOUNDARY
- CONCRETE SURFACE
- TARMACK SURFACE
- BUILDING
- WOODLAND
- NON-HAZARDOUS WASTE STORAGE
- HAZARDOUS WASTE STORAGE
- NON-WASTE STORAGE OR PRODUCT
- GATES
- BOUNDARY FENCING
- (W) MAINS WATER
- (WB) MOBILE DUST SUPPRESSION EQUIPMENT
- FUEL/OIL STORAGE
- DUST/ODOUR MONITORING POINT
- (E) ELECTRICITY MAINS

REV.	DESCRIPTION	DATE	BY
B	MINOR MODIFICATIONS	21/5/26	MYB
A	MINOR MODIFICATIONS	30/3/26	MYB

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CLIENT.
ENVIRO SKIPS HIRE LIMITED

JOB TITLE.
ENVIRO SKIPS HIRE LIMITED
SANDBACH
TRANSFER STATION

DRAWING TITLE.
SITE LAYOUT PLAN

DRAWN BY.	APPROVED BY.	DRAWING No.
M.Y.B	C.G	161/02B
DATE. 08/08/25	SCALE. 1:250	



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