

## OP14 – Landfill and Recycling — Waste Reception, Inspection and Validation

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### What is this?

The purpose of this document is to outline procedures for the operational control of waste reception, inspection and validation.

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### What does the responsible manager need to do?

The responsible manager must ensure that:

- All company employees involved in the reception, inspection and validation of waste are familiar with the requirements of current legislation and the site permit/waste management licence exemption
  - Employees monitor and observe the contents of all loads as they are deposited at the landfill site or recycling reception area. If a load is identified as containing a 'non-conforming waste' then the appropriate emergency procedure will be followed
  - At set weekly intervals, employees will carry out a random waste audit, checking the contents of the load against the incoming transfer note details. This will be recorded on the Waste Audit Record form.
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### What does the weighbridge employee need to do?

The weighbridge employee must ensure that:

- The documentation relating to each load brought to the site is complete and acceptable. Such documentation includes waste carrier's registration certificate, waste transfer note (or season ticket transfer notes), and any other documentation required by the permit or waste management licence/exemption
- A surface inspection of the waste is undertaken using CCTV
- Any inconsistency between the waste description on the waste transfer note and the contents of the load is communicated to the driver immediately
- In the event where an inconsistency is identified, but the contents are acceptable within the terms of the permit or waste management licence/exemption, the incoming waste transfer note is altered by the delivery driver
- Once all documentation and the contents of the load are adequate, the delivery driver is directed to the appropriate area of the landfill site or recycling area
- They work with site employees to undertake random waste audits
- All loaded vehicles leaving the site are contained and sheeted
- A load rejection form is completed if an unacceptable load (or a load containing some non-conforming waste) is imported to site.



## Associated documentation

### EMS Section

- Operational Control

### Emergency Procedure

- EmP14 – Identification of Imported Non-Conforming Waste

### Forms

- EF03 – Internal Communication
- EF15 – Incident Investigation
- EF16 – Load Rejection Record
- EF17 – Waste Audit Record
- EF18 – Landfill Site Monitoring Checklist

