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Method Statement 5 – Operational Interface

5.1 – Waste Acceptance

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## Method Statement 5.1 - Waste Acceptance

### MS 5.1a - Waste Acceptance Process

The waste acceptance process at the Facilities will be broken down into the following protocols, which are further described below;

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[Redacted]

[Redacted]

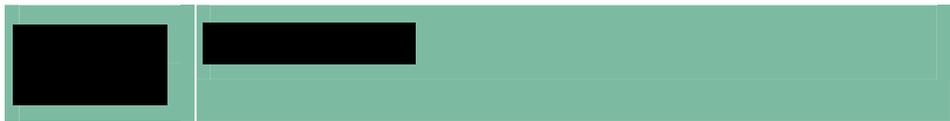
[Redacted]

[Redacted]

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Vehicles accepted on to the Sites, will be given clear instruction on delivery (or quarantine) arrangements by the weighbridge operator. Clear signage will be provided around the site to reinforce instruction. Traffic light systems will be employed at the Key Facility to assist in managing traffic flow.

[Redacted]



[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]

**MS 5.1b - Vehicle Acceptance Protocol.**

**a) Documentation and Registration Requirements**

Vehicles arriving at either of the Sites will be required to report to the weighbridge, for inspection of documentation, presentation of an access code and automatic reading of the vehicle registration.

All vehicles delivering Contract Waste to the Key Facility or the Waste Transfer Station will be required to have been previously registered to deliver waste and the driver will either have to be in possession of a valid Waste Transfer Note (WTN) for the load to be delivered, or the delivery will need to be covered by a season ticket WTN.

[Redacted]

[Redacted]

In the case that a delivery meets all the requirements of the VAP, save that the vehicle details are not registered, the Contractor may register the vehicle at the weighbridge. Registration will be undertaken when it is deemed by the Contractor that the process will not impact on Contract performance, and the Contractor reserves the right to deny access to either Site for unregistered vehicles.

In the case where a vehicle is registered for the first time at the weighbridge, the designated weighbridge operator will manually process the customer information, and register new data onto the database. This

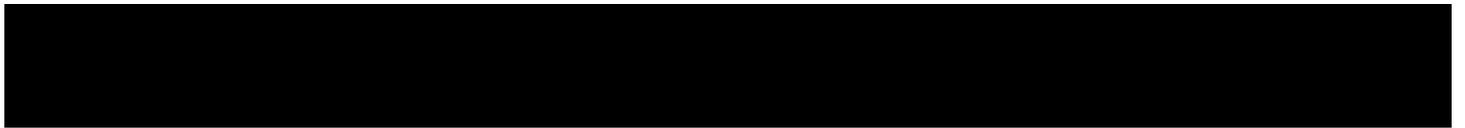
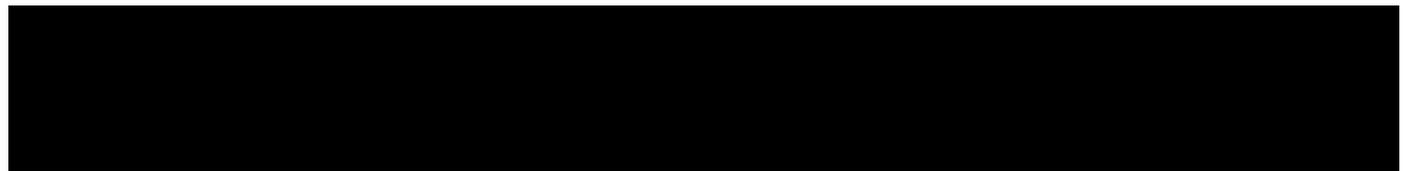
process will only proceed once the weighbridge operator has obtained confirmation from the Authority that the vehicle is a valid Partnership vehicle. Confirmation will be sought by telephone and confirmed by the Authority in writing by email.

Vehicles that do not comply with documentary requirements and cannot provide an access control code will be denied access to the Sites.

**b) *Timing Restrictions***



**c) *Waste Type Restrictions***






The weighbridge operator will select vehicles for safety inspection, as a sample of all vehicles entering a Site, and based on his judgement of the condition of the vehicle. In the case where a safety inspection is undertaken the weighbridge operator will use reasonable endeavours to determine that the vehicle is in a safe condition prior to entering the relevant Site. The inspection by the weighbridge operator will include inspection of security of doors, confirmation that the load is adequately sheeted, and confirmation that the vehicle is not overloaded. If the vehicle is found to be in an unsafe condition or overloaded this will be reported as soon as reasonably practicable to the Authority.

In the case that a vehicle fails a safety inspection, and the weighbridge operator deems that it is unsafe for the vehicle to travel further, the vehicle will be held at the weighbridge until the vehicle can be made safe.

In the case where a vehicle fails a safety inspection, but it is deemed by the weighbridge operator, and agreed by the driver, that it is safe for the vehicle to proceed to a quarantine point, the vehicle will be weighed and the driver will be instructed to proceed to quarantine accordingly.

A vehicle that is deemed by the weighbridge operator to be in an unfit condition for the public highway will not be declined access to the relevant Site, but will be afforded quarantine, whether or not the vehicle meets other requirements of the VAP.

A record of all safety inspections will be made available to the Authority.

#### **MS 5.1c - Waste Acceptance Protocol**

A WAP has been developed and agreed with the Authority for implementation at both the Beddington Lane Site and Villiers Road Site. The WAP is Schedule 31 to the Contract.

##### **a) Validation and acceptance of Waste at the weighbridge**

Vehicles arriving at either Site will be required to report to the weighbridge. Drivers will be required to assist with facilitating any visual inspection undertaken at the weighbridge in accordance with the waste query procedure.

Deliveries that meet the requirements of the VAP and that pass visual inspection will be weighed and instructed to proceed to the appropriate discharge point. The recording of all information required for a transfer of waste will be carried out electronically and stored in an auditable format for future reference.

Deliveries that fail visual inspection will be weighed and instructed to proceed to the appropriate quarantine point.

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#### **5.1 – Waste Acceptance**

**Discharge points will be provided at the Facilities as tabled overleaf;**

Designated Discharge Point	
Key Facility waste reception hall – direct delivery to bunker	

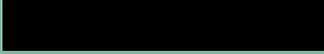
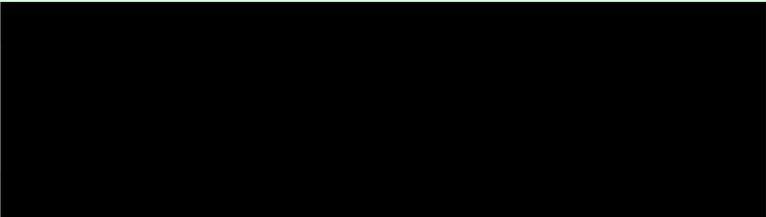
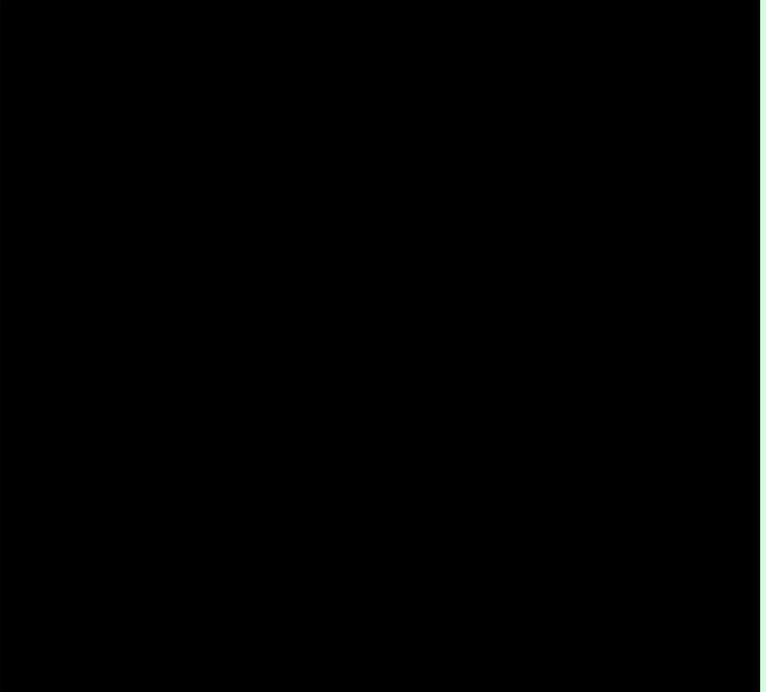
<b>Designated Discharge Point</b>	[Redacted]
	[Redacted]
Key Facility waste reception hall – delivery to bunker via shredder	[Redacted]
Key Facility waste reception hall – delivery to bunker via front loader	[Redacted]
Key Facility waste transfer station – designated sorting areas	[Redacted]
Key Facility waste transfer station – designated storage areas	[Redacted]

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<b>Designated Discharge Point</b>	
	
Key Facility waste transfer station – designated bulking areas	
Key Facility waste transfer station – designated container storage	

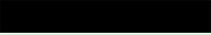
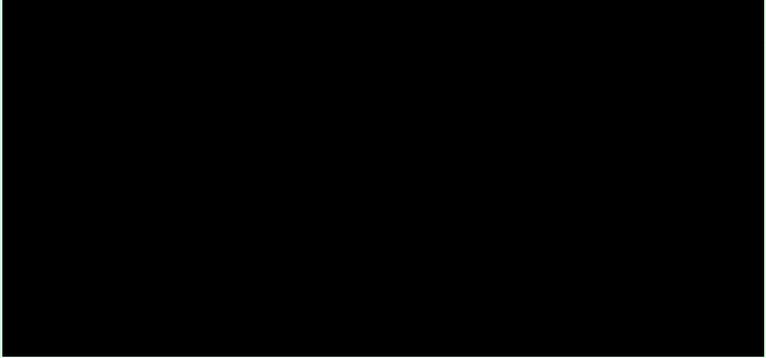
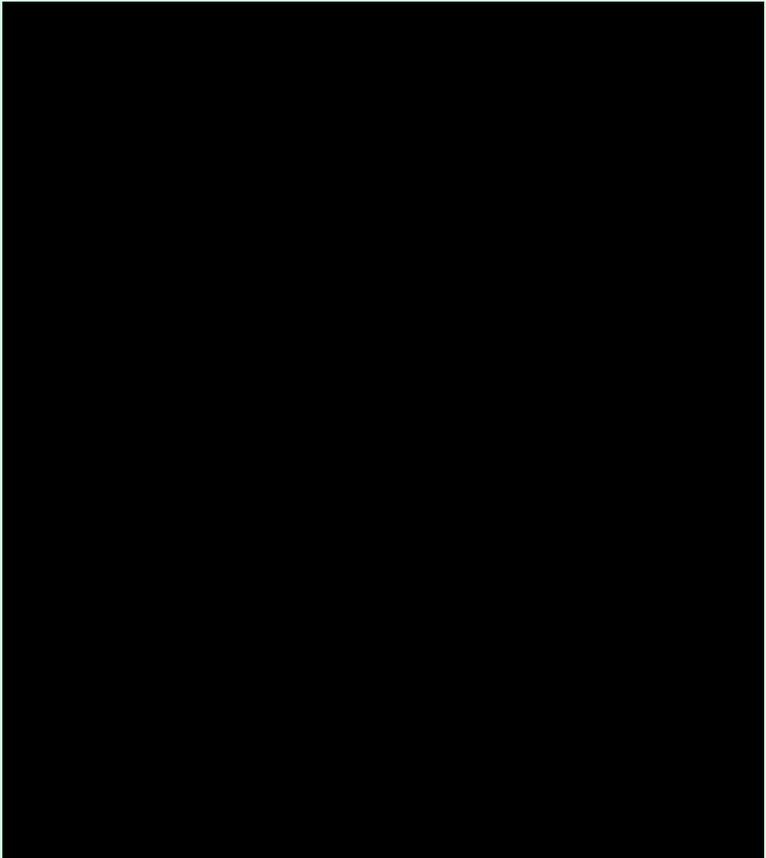
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**5.1 – Waste Acceptance**

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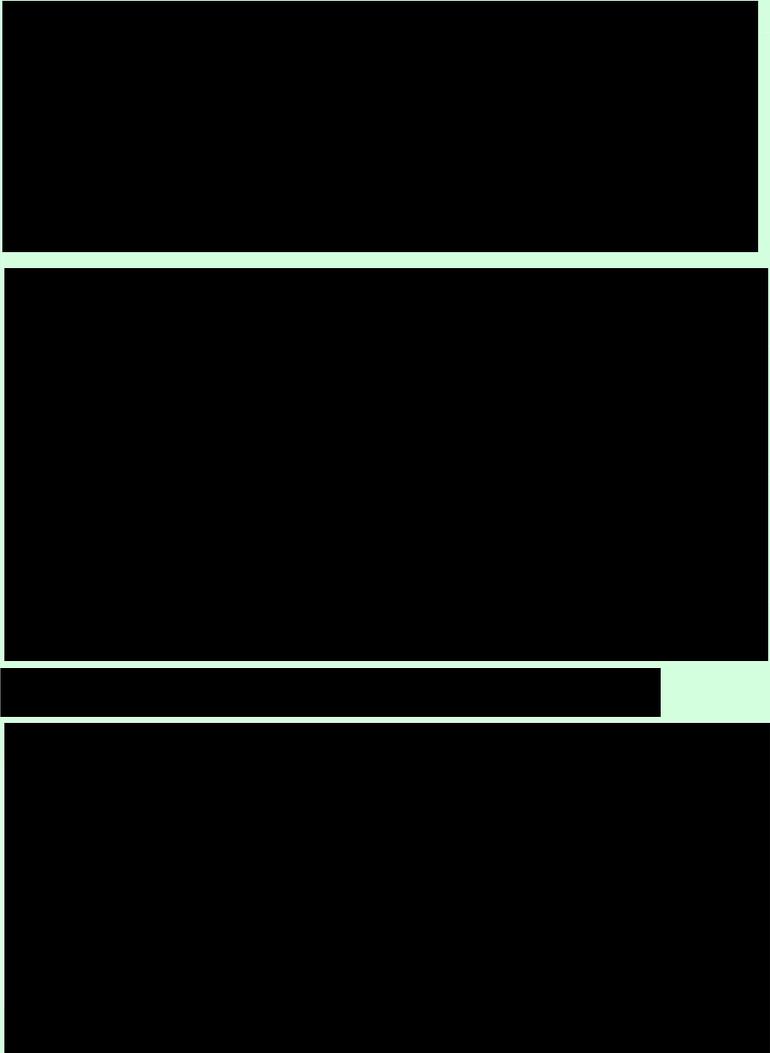
<b>Designated Discharge Point</b>	
	
Key Facility gully detritus bay	
Villiers Road Site Waste Transfer Station – designated bulking areas	

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**5.1 – Waste Acceptance**

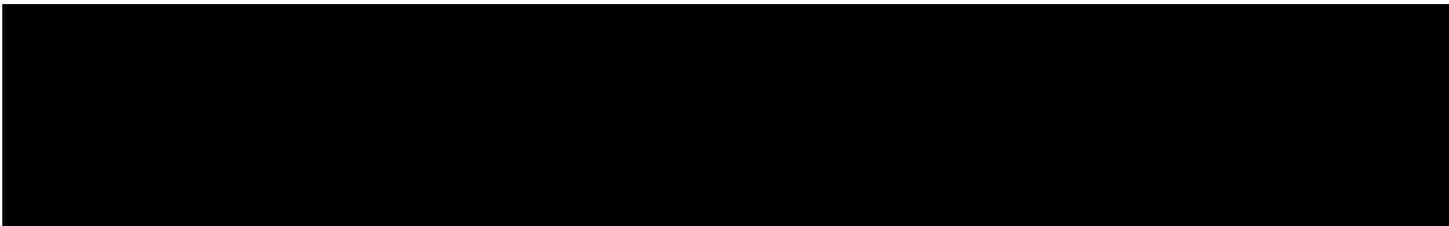
Designated Discharge Point	
	
Villiers Road Site Waste Transfer Station – designated container storage	

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<b>Designated Discharge Point</b>	



**b) Waste Query Procedure**

Any vehicle delivering waste to either the Beddington Lane Site or Villiers Road Site may be selected for inspection to demonstrate compliance with the WTN for the load, the conditions of the Environmental Permit or for confirming the Contract Waste category. Waste which does not meet the criteria for acceptance will be designated as Unacceptable Waste or non-conforming loads, as defined by Schedule 31 of the Contract.

The results of such inspections will be recorded against the unique number assigned to the WTN and retained for auditing purposes.

**b.i) Inspections at the weighbridge**

The weighbridge operator will use reasonable endeavours to identify loads for inspection, and to confirm that the waste is acceptable for disposal or treatment on-site.

In the event that the weighbridge operator is not satisfied that the load may be permitted on-site then the driver of the vehicle will be directed to leave the weighbridge with the vehicle, and report to the designated quarantine area for further investigation and instruction.

**b.ii) Inspections in designated discharge point**

The Key Facility tipping hall and bays and the Waste Transfer Station will be monitored by CCTV. A visual inspection of the Waste as it is tipped or unloaded will be carried out, and any anomalies logged and reported

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to senior management for action. In addition random (physical) checks of Waste being discharged may be authorised.

**b.iii) Inspections in the designated quarantine area**

**b.iv) Timing of Inspections and Waste Ownership**

Contract Waste once delivered to the Site will be deemed to have been transferred to the ownership of the Contractor, if the Contractor does not identify the waste as unsuitable and notify the Authority within four (4) hours of receipt at the weighbridge.

**MS 5.1d - Vehicle Identification**

The Contractor will provide three automated weighbridges at the Beddington Lane Site, normally two for entry and one for exit. At the Villiers Road Site the existing two weighbridges will be retained, with normally one used for entry and one for exit.

The weighbridges will be fitted with swipe card operated automated terminals. CCTV footage of the vehicle with Automatic Number Plate Recognition (ANPR) will be recorded for dispute management purposes.

The Authority will be given read-only access to the vehicle database to ensure that vehicles are correctly registered.

**MS 5.1e - Weighbridge Tickets**

The automated weighbridge terminals will produce electronic tickets, and will be fully compliant with Environment Agency (EA), Duty of Care and Customs & Revenue requirements.

**MS 5.1f - Procedures**

**MS 5.1f.i - Smouldering loads presenting a risk of fire**

[Redacted]

**MS 5.1f.ii - Contract Waste Category C**

[Redacted]

**MS 5.1f.iii - Contaminated Loads**

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

**MS 5.1f.iv - Managing unauthorised vehicles;**

[Redacted]

[REDACTED]

MS 5.1f.v - *Ensuring a separate audit trail for unauthorised vehicles;*

[REDACTED]

MS 5.1f.vi - *Quarantine procedures.*

[REDACTED]

**MS 5.1g - *Handling and Storage***

**a) *Villiers Road Site Waste Transfer Station***

All Contract Waste will be delivered by Partnership vehicles and will be checked on arrival at the weighbridge in accordance with the WAP prior to being unloaded. Unloading activities will be completed undercover, with the exception of materials that require storage externally in ventilated containment.

Waste will be either placed in appropriate containers/storage, or sorting areas, or will be temporarily stored in stockpiles in designated storage areas surrounded on three sides by push walls.

For waste types stored in stockpiles, front loading shovels will be used to move the waste to the storage stockpile, and to load bulker lorries for onward transportation to treatment/disposal facilities.

Waste stored in containers or storage will be appropriately handled and transported to treatment/disposal facilities.

For all wastes that are stored within the building, loading operations will be completed within the covered building.

Bulker lorries will be sheeted prior to travelling on the public highway.

**b) *Key Facility***

Waste will be directly delivered by the Authority or by third party vehicles to the Key Facility tipping hall, the Key Facility waste transfer station or the gully detritus bay, dependent on EWC Code.

Waste delivered to the waste transfer station will either be placed in appropriate containers/storage, or sorting areas, or will be temporarily stored in stockpiles in designated storage areas surrounded on three sides by push walls. For waste types stored in stockpiles, front loading shovels will be used to move the waste to the storage stockpile, and to load bulker lorries for onward transportation to treatment/disposal facilities. Waste stored in containers or storage will be appropriately handled and transported to treatment/disposal facilities. For all wastes that are stored within the waste transfer station, unloading and loading operations will be completed within the covered building, and bulker lorries will be sheeted prior to travelling on the public highway.

Waste delivered to the Key Facility will be either tipped direct to the bunker or tipped within the waste reception hall, for shredding prior to further processing. All tipping will be completed undercover to minimise the risk of wind blown littering. The waste material will be extracted from the waste bunker by crane and placed in a hopper to feed the Key Facility where it will be burnt to generate energy. A load cell based weighing system for the grab will be provided to enable the operator to record the weight of each grab load before discharge into the feed chute.

Gully cleansing and street sweeper vehicles will discharge their loads in the gully detritus bay.

#### **MS 5.1h - *Quarantining of Wastes***

Each load placed in quarantine will be isolated and weighed. The Partnership will be notified and granted the right to inspect the load. Post inspection the waste may be bulk stored with other similar quarantined materials.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



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**5.1 – Waste Acceptance**