

# **NORTHERN RESOURCE PARK - WEIGHBRIDGE OPERATORS PROCEDURE**

## **PURPOSE**

To ensure that weighbridge transactions are carried out in accordance with the Cumbria County Council Project Agreement and Shanks' management systems requirements.

## **RESPONSIBILITY**

It is the responsibility of the **Site Manager and all Weighbridge Operators** to ensure that the requirements of this document are adhered to.

## **TRAINING**

The **Site Manager** is responsible for organising training of the nominated staff on the aspects of this procedure as it relates to their job.

### **1. Recording Authorised Vehicle Turnarounds**

- 1.1 All Council vehicles must be weighed in and out using the TIM weighbridge system to automatically register the weight. **DO NOT** enter manual weights unless there is a problem with the weighbridge system.
- 1.2 If a Council vehicle breaks down on site it must be weighed out however long it is on site, **do not** cancel the ticket.
- 1.3 If a Council vehicle leaves site without weighing out, average weights must be used and the following entered into ticket notes:
  - ✓ reason why the average weight was used
  - ✓ initials of operator
  - ✓ time vehicle left siteUnder **no** circumstances should the ticket be cancelled.
- 1.4 If a Council vehicle goes over the 15-minute target turnaround, a delay form must be completed and signed off by the driver and weighbridge operator.
- 1.5 If there are mitigating circumstances that have caused the delay (for example vehicle breakdown) record the turnaround time delay on the Shanks Issues Log. If there are no mitigating circumstances, the turnaround time failure should be recorded on the ISMS (Performance Monitoring System).

### **2. Authorised and Unauthorised Vehicles**

- 2.1 Only loads from Authorised Vehicles may be deposited at the Northern Resource Park.
- 2.2 When a vehicle arrives on site carrying waste during the applicable opening hours it will be directed by signage to the weighbridge. The weighbridge operator must enter the vehicle registration number into the ISMS (TIM) to identify whether the vehicle is on the Authorised Vehicle List and confirmation must be obtained from the driver that the vehicle is carrying Contract Waste and enquire as to the type of waste being carried.

If the vehicle is an Authorised Vehicle, the weighbridge operator will check that the vehicle does not contain smouldering loads or would put the Contractor in breach of Health & Safety Law or the applicable consents (Planning and Environmental).

- 2.3 If the vehicle is not on the Authorised Vehicle List, but the driver confirms it is carrying Contract Waste, the vehicle should be directed by the weighbridge operator to the quarantine area and clarification should be sought from Cumbria County Council whether the vehicle is allowed to deposit its load. The weighbridge operator should record this incident in the Site Diary.

On receipt of written confirmation from the Authority that the vehicle is authorised to tip, the weighbridge operator will add the vehicle details to the ISMS and the process in 2.7 will be followed.

In the event that the Authority instructs the vehicle is not authorised, the weighbridge operator will direct the driver to exit the Resource Park and will record the incident in the Site Diary.

- 2.4 If the vehicle is not on the Authorised Vehicle List and the weighbridge operator believes it is not carrying Contract Waste, the vehicle should not be weighed and the weighbridge operator should advise the driver to exit the Resource Park site. This incident should be recorded in the Site Diary.

- ✓ **Do not** authorise the vehicle in TIM yourself,
- ✓ **Do not** let the vehicle tip and,
- ✓ **Do not** raise a manual ticket

- 2.5 If an Authorised vehicle is carrying waste that cannot be accepted at the facility under the terms of the planning/environmental consents or as set out in the Service Delivery Plan, the weighbridge operator will direct the driver to exit the Resource Park and to an alternative disposal point in accordance with the Contractor's Disposal Plan. The weighbridge operator will record this in the Site Diary.

- 2.6 If the weighbridge operator believes that an Authorised Vehicle is carrying non Contract Waste, they should contact the Site Manager who will advise whether the vehicle should be directed to the Quarantine Area. The vehicle should not be weighed.

- 2.6 If satisfied that a vehicle is approved to proceed, the gross weight, waste type, vehicle registration and time will be recorded in the ISMS by the weighbridge operator and the vehicle will be directed to a tipping area. The number of operatives in the vehicle should be noted by the weighbridge operator.

- 2.7 When the vehicle has discharged its load and returns to the weighbridge, the weighbridge operator should note that the number of operatives in the vehicle is the same as on entry. If the vehicle is delayed because the correct number of operatives are not on board this should be recorded by the weighbridge operator.

### **3. Control of Manual Ticket Books**

- 3.1 Requests for a Manual Ticket book must be made to the Administration Manager
- 3.2 The Weighbridge Operator requesting the book must sign for receipt of it.
- 3.3 Completed ticket books must be archived for a minimum of 6 years on site.

#### 4. Use of Manual Tickets

- 4.1 Manual tickets must only be used for official Shanks' business and filled out by a Shanks' member of staff.
- 4.2 Manual tickets must be completed in full, (as it may not be the same Weighbridge Operator back entering the ticket details onto TIM) this includes;
  - ✓ Consignment note or EA numbers for hazardous goods
  - ✓ Time in and out of site
  - ✓ Direction of the load i.e. Goods In or Goods Out
- 4.3 To aid in the writing of Manual Tickets the following should be kept in the weighbridge;
  - ✓ A list of frequently used EWC codes and descriptions
  - ✓ An up to date list of the Hauliers' Registered Waste Carriers numbers
- 4.4 The bottom two copies of the tickets must remain in the book and **not** be removed for any reason.
- 4.5 In the event of a manual ticket being cancelled **all four** copies of the ticket must remain in the book and a signature and explanation why the ticket has been cancelled written on the ticket.
- 4.6 All manual tickets must be back entered into TIM within **one working day**, with the following information;
  - ✓ Manual ticket number
  - ✓ Times in and out
  - ✓ Reason for manual ticket
- 4.7 Once entered into TIM, the following must be detailed on the manual ticket;
  - ✓ Signature of person entering the ticket
  - ✓ Date entered onto TIM
  - ✓ TIM ticket number
- 4.8 If the appropriate contract cannot be found, contact the Administration Manager on 01228 581000

#### 5. Change of Destination of Goods Out

- 5.1 If the final destination of loads leaving site changes, after the date of the original transaction, a manual ticket must be raised.
- 5.2 The manual ticket must be back entered into TIM with a cross-reference to original TIM ticket number.
- 5.3 The original ticket must be **cancelled**, stating the reason for cancellation (change of destination), and add a cross-reference to the new TIM ticket.

#### 6. Vehicle and Container Safety

- 6.1 Any instances of the following must be reported to the Site Manager
  - ✓ Un-roadworthy/non-conforming Council vehicles leaving or entering site
  - ✓ Un-roadworthy/non-conforming waste containers leaving or entering site
- 6.2 Weighbridge operators must not let any overweight vehicles leave site until waste has been removed to make the load legal.
- 6.3 Weighbridge operators must request that all relevant vehicles leaving site are adequately sheeted.

## **7. Litter Hazards**

- 7.1 The weighbridge operator shall inform drivers of Authorised Vehicles seeking entry to or exit from the Resource Park if they are depositing or are in danger of depositing any litter on to the site and direct them to the nearest available quarantine area.
- 7.2 If the driver refuses to comply with the weighbridge operators direction and is entering the site, the weighbridge operator must not weigh the vehicle and should instruct the vehicle to leave the Resource Park.
- 7.3 If the driver refuses to comply with the weighbridge operators direction and is leaving the site, the weighbridge operator must weigh the vehicle out.
- 7.4 The weighbridge operator should advise the Authority of the alleged breach of the Site Rules and should record this in accordance with the SDP.
- 7.5 The weighbridge operator should record all Litter Hazard events in the Site Diary.

## **11. Weighbridge Failure**

- 8.1 The following procedure is to be followed in the event of a weighbridge breaking down or becoming inoperable.
- 8.2 Notify site management **immediately** who will contact the Administration Manager to see if average weights can be used.
- 8.3 If average weights are not permitted to be used for Council vehicles, gross and tare weights must be taken.
- 8.4 Weighbridge operators must weigh all vehicles in and out on the one available bridge,
- 8.5 The information must be sent to the Administration Manager and Site Manager when the bridge is repaired.

## **9. Non-conforming Contract Waste Deliveries**

### ***Smouldering Loads***

- 9.1 In the event of a smouldering load being identified, the weighbridge operator should inform the Site Supervisor immediately and direct the vehicle to the area identified for smouldering loads, being in order of priority,
  - 1. The quarantine area if available or,
  - 2. The materials output area or,
  - 3. An area of the concrete apron

## **10. Hazardous Waste / Duty of Care / Registered Waste Carriers**

### ***Hazardous Waste***

- 10.1 No hazardous waste should be delivered to the site.

If the weighbridge operator is unsure as to whether a load is hazardous they should seek clarification from the Site Supervisor and Authority (where necessary).

Vehicles should be directed to the quarantine area until clarification is obtained.

Weighbridge operators must ensure that all Hazardous waste loads out from site have a consignment note.

10.2 The following wastes require Hazardous Waste Consignment notes

- ✓ Batteries – Car & Household
- ✓ Fridges
- ✓ Asbestos
- ✓ Waste Oil
- ✓ Fluorescent Tubes
- ✓ CRTs

10.3 Weighbridge operators must sign the “**Consignee’s**” section of the Hazardous Waste Consignment note having checked all the details are correct first before it leaves site.

10.4 The Premises Code and Consignment note number must be entered into TIM

10.5 The Premises Code for the Northern Resource Park is XXXXXX

***Duty of Care***

10.6 The Duty of Care requires that all waste transfers are accompanied by suitable paperwork to enable the next person in the chain to handle the waste appropriately.

10.7 The following are exempt from carrying duty of care documentation,

- ✓ Household Waste Collections e.g. RCV’s
- ✓ Householders

10.8 It is the responsibility of everyone in the chain to ensure that the waste is handled appropriately at all stages, e.g. using registered waste carriers and suitable licensed waste management facilities.

10.9 A duty of care transfer note must accompany all loads leaving site.

***Registered Waste Carriers***

10.10 Weighbridge Operators are responsible for ensuring that they have the most up to date details of hauliers registered waste carriers certificate. See EA website link below.

(<http://www2.environment-agency.gov.uk/epr/search.asp?type=register>)

10.11 Weighbridge Operators are responsible for ensuring that the Haulier details in TIM contain up to date registered waste carriers details.

**FAILURE TO COMPLY WITH ANY PART OF THIS PROCEDURE MAY RESULT IN  
DISCIPLINARY ACTION.**

Prepared by: \_\_\_\_\_ **NAME  
REDACTED** **Site Supervisor**

Approved by: \_\_\_\_\_ **NAME  
REDACTED** **Regional Manager - Cumbria**

## SEL – Weighbridge Operations Procedure (BSA305 PROEL Issue 2): Induction Table

- ✓ This table is deemed to be an official training record and must be kept indefinitely.
- ✓ Please ensure that all relevant employees are made aware of the contents of the document within 4 weeks from receipt and sign the table.

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## **HESPIN WOOD MBT – WASTE ACCEPTANCE & INSPECTION**

### **PURPOSE**

To ensure that all wastes received at the Locharmoss MBT Plant are assessed for compliance with the permit when delivered to the waste reception area and prior to entering the waste treatment area. This document has been produced with reference to the sector guidance note IPPC S506, 'Guidance for the Recovery and Disposal of Hazardous and Non-Hazardous Waste'.

### **RESPONSIBILITY**

It is the responsibility of the MBT Manager to ensure that the requirements of this document are adhered to.

### **TRAINING**

The MBT Manager is responsible for training the nominated staff on the aspects of this procedure as it relates to their job. In addition, training on Duty of Care and Quarantining Waste may be necessary to support the requirements of this document.

### **BACKGROUND**

The MBT Facility shall only accept waste described as Municipal Household Waste. The following list of wastes shall not be permitted at the site and will be classed as non-conforming:

- ✗ Special (Hazardous) or Clinical Wastes e.g. Asbestos, lead acid batteries, drummed waste etc.
- ✗ Explosive or Flammable Materials
- ✗ Industrial Wastes
- ✗ Demolition Wastes
- ✗ Bulky Materials e.g. beds, sofas, wardrobes, shopping trolley's etc.
- ✗ Tyres
- ✗ Liquids

In the event that any of the wastes detailed below are discovered within a load delivered to the site, the Quarantine Procedure (RDH610 PRODG) shall be followed.

### **PROCEDURE**

#### **1 Waste Acceptance**

- 1.1 All vehicles carrying waste must report to the site weighbridge. The weighbridge operator will inspect the paperwork accompanying each load\* to ensure it can be accepted at the site and does not fall under one of the above non-conforming waste types. If there is any uncertainty about the waste to be accepted, **contact the Ecodeco Manager**.
- 1.2 Each vehicle shall be weighed both in and out of the site. The TIM system will allocate a unique reference number for each transaction. The weighbridge operator will instruct the driver to drive to the reception area and await one of the reception doors to open.

\*Waste movement by Council RCVs are carried out on an annual DoC therefore will not have Paperwork when arriving at site.

- 1.3 The control room operator / site operator will open the most suitable door (1-4) for the waste to be deposited in based on current waste levels in each of the bays.
- 1.4 Where possible, each load must be visually inspected prior to discharging by viewing from the control room via the CCTV. In the case of RCV or fully enclosed containers, this initial inspection will not be possible.
- 1.5 A visual inspection must be carried out of the load as it is discharged from the vehicle or container. This inspection will take place by viewing from the control room, via the CCTV or by the operative attending the waste reception area whilst the load is discharged. The result of the waste inspection shall be recorded.
- 1.6 Each waste inspection shall be recorded on the Daily Waste Inspection Log (RHD603 FRMDG).
- 1.7 Wastes shall also be inspected as they are collected from the reception pit for transfer to the shredder via the grab.
- 1.8 If any non-conforming waste is noted at either the initial deposit to the reception pit or on transfer from the reception pit to the shredder, the movements from this pit shall be suspended and the 'Quarantining Waste' (RDH610 PRODG) procedure instigated immediately.
- 1.9 The movements of waste via the grab are illustrated as follows:
- Reception Pit - > Shredder - > Shredded waste pit - > Bio-drying area
- 1.10 All waste movements via the grab are recorded in the MBT Control System by date order for traceability.

Prepared by: ..... NAME REDACTED MBT Production  
Manager

Approved by: ..... NAME REDACTED Regional Manager





# RHD603 PRODG ISSUE 2

## LOCHARMOSS MBT – WASTE ACCEPTANCE & INSPECTION INDUCTION TABLE

- ✓ This table is deemed to be an official training record and must be kept indefinitely.
- ✓ Please ensure that all relevant employees are made aware of the contents of the document within 6 weeks from receipt and sign the table.

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