

## ADM WA02 Waste Receipt Procedure

### Change History

Revision Number	Description of Change	Date
0	First issue	27.10.2016
1	Removed reference to ADM QP21 (now referred to in Controlled Document 025). Changed process for reporting rejected waste carriers. Included payment process and reference to ADM WA08 procedure.	09.05.2017
2	Included reference to sites waste processing procedure and included reference to sites storage of untreated waste procedures.	28.06.2019

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## 1 PURPOSE

This procedure documents the method by which waste is received at Wasteserv.

## 2 SCOPE

This procedure establishes the controls implemented at Wasteserv facilities/plants upon waste receipt.

## 3 REFERENCE DOCUMENTS

- Controlled Document 025 Duties of Weighbridge Officer
- Weighbridge Tickets
- WS079 Waste Carrier Rejection Logbook
- ADM WA01 Waste Enquiry Procedure
- ADM WA03 Waste Inspection Procedure
- ADM WA08 Payment using Cash Correction Log
- TTF QP03 Waste Storage Procedures
- TTF QP04 Incineration Procedure
- TTF QP05 Weighbridge Transaction Documentation Handling
- TTF QP07 Waste Receipt Procedure at Night
- MEC QP01 Waste Processing Procedure
- SAWTP QP01 Storage of Untreated Waste Procedure
- SAWTP QP02 MTP Waste Processing
- SAWTP QP03 Recyclable Waste Processing
- SAWTP QP04 Source Segregated Recyclables
- MN QP01 Storage of Untreated Waste Procedure
- MN QP02 MSW Processing
- MN QP03 Recyclable Waste Processing
- MN QP05 Manure Treatment Process
- KTS QP03 Waste Storage Procedure
- KTS QP02 Compaction of Mixed Municipal Solid Waste & Organic Waste
- KTS QP03 Shredding of Bulky Waste
- KTS QP04 Recovery & Baling of Recyclable Material

## 4 RESPONSIBILITIES

The personnel responsible for the procedure are identified in the list below. All responsibilities are clearly defined in **Section 5 Method** and the relevant flow chart.

- Waste Acceptance Officer
- Weighbridge Officer
- Inspector

## 5. METHOD

The flow chart attached offers further guidance on waste receipt process.

## 6 RECORDS

Reference Document	Person responsible for maintaining the Document	Document Storage Location	Duration of time Records are kept
Documents requested for waste disposal	Data Clerk	Data Department Office	All records are kept indefinitely.
Weighbridge Tickets			
WS079 Waste Carrier Rejection Logbook	Weighbridge Officer	Weighbridge folder on intranet	

