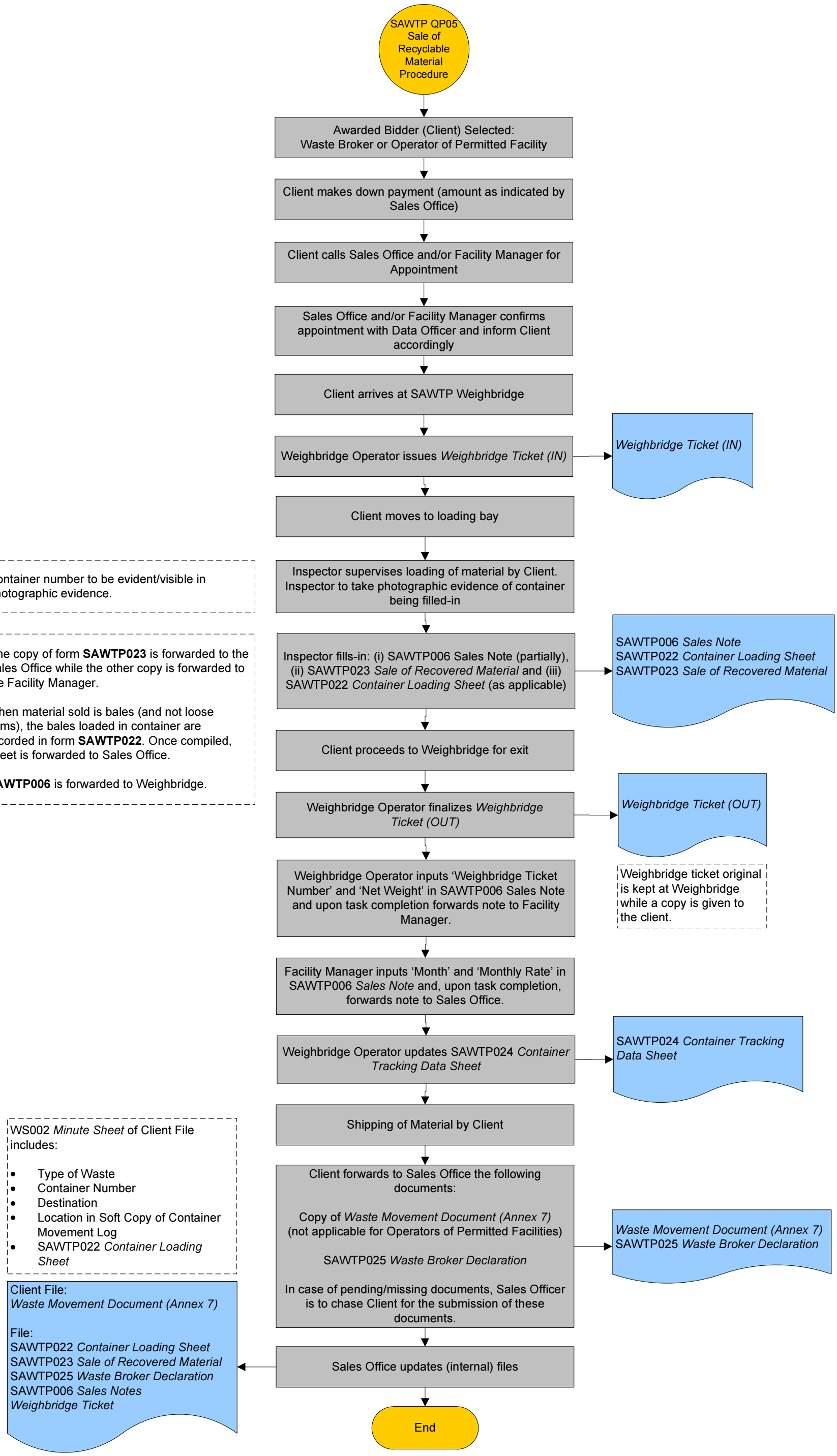
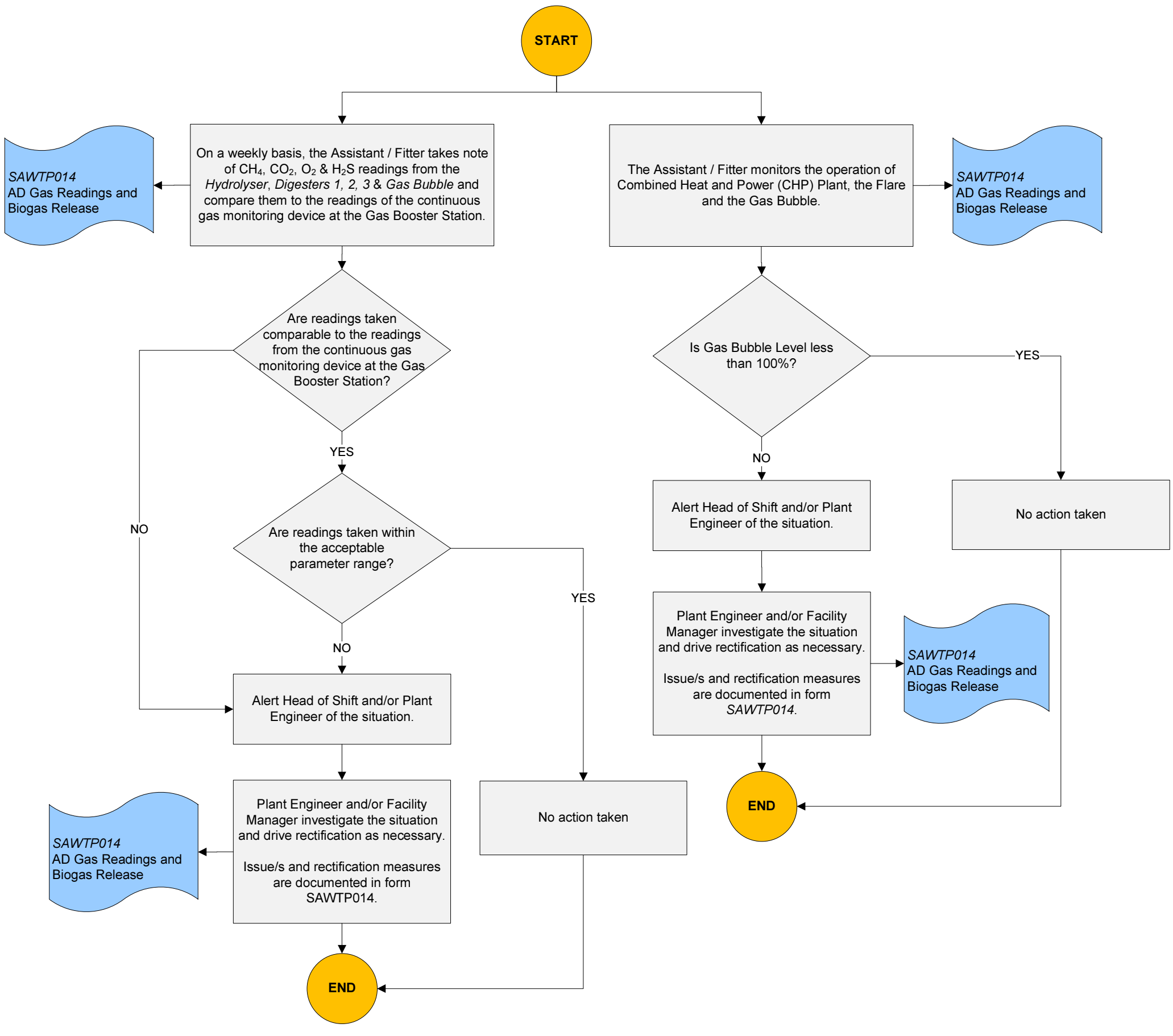
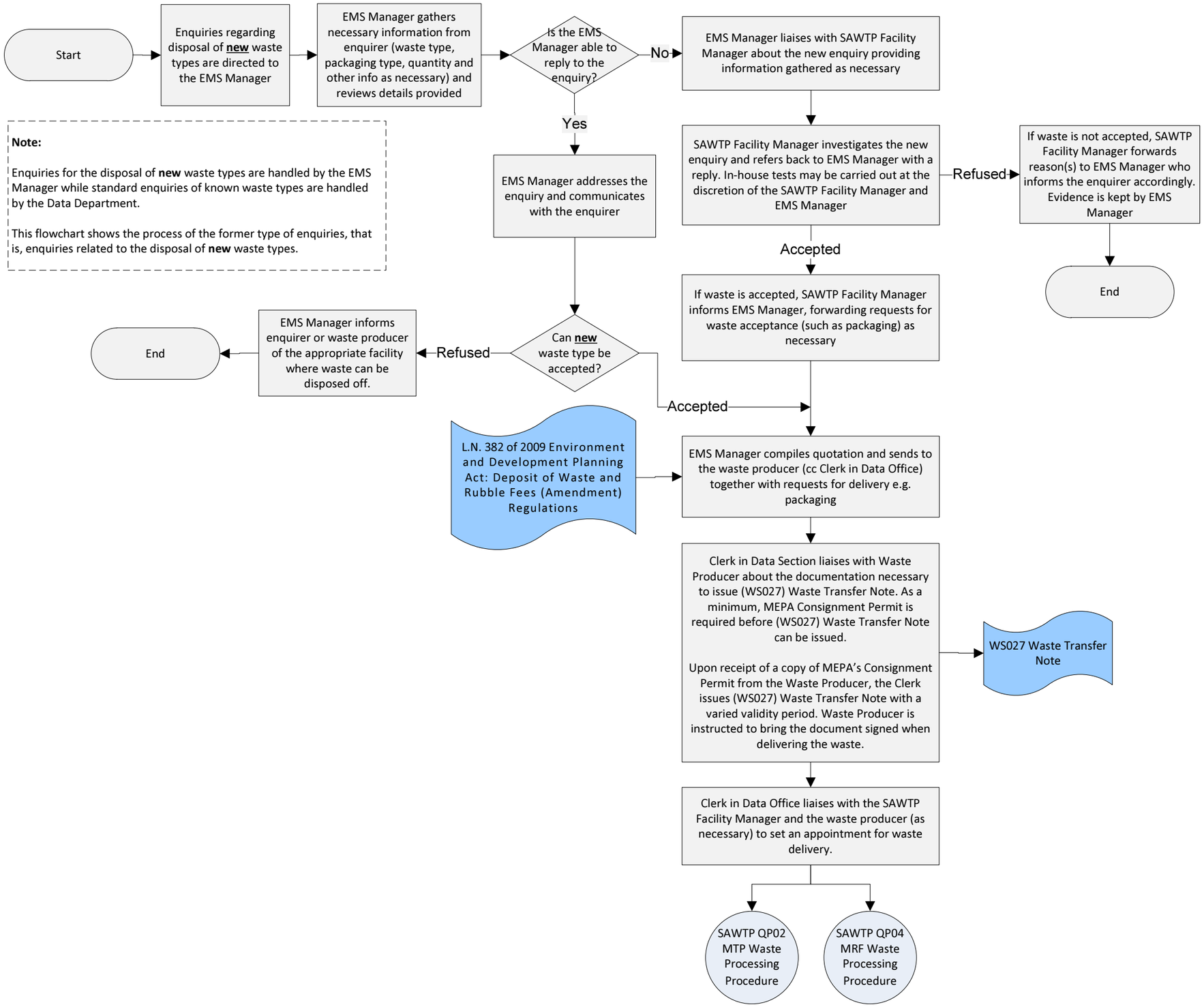
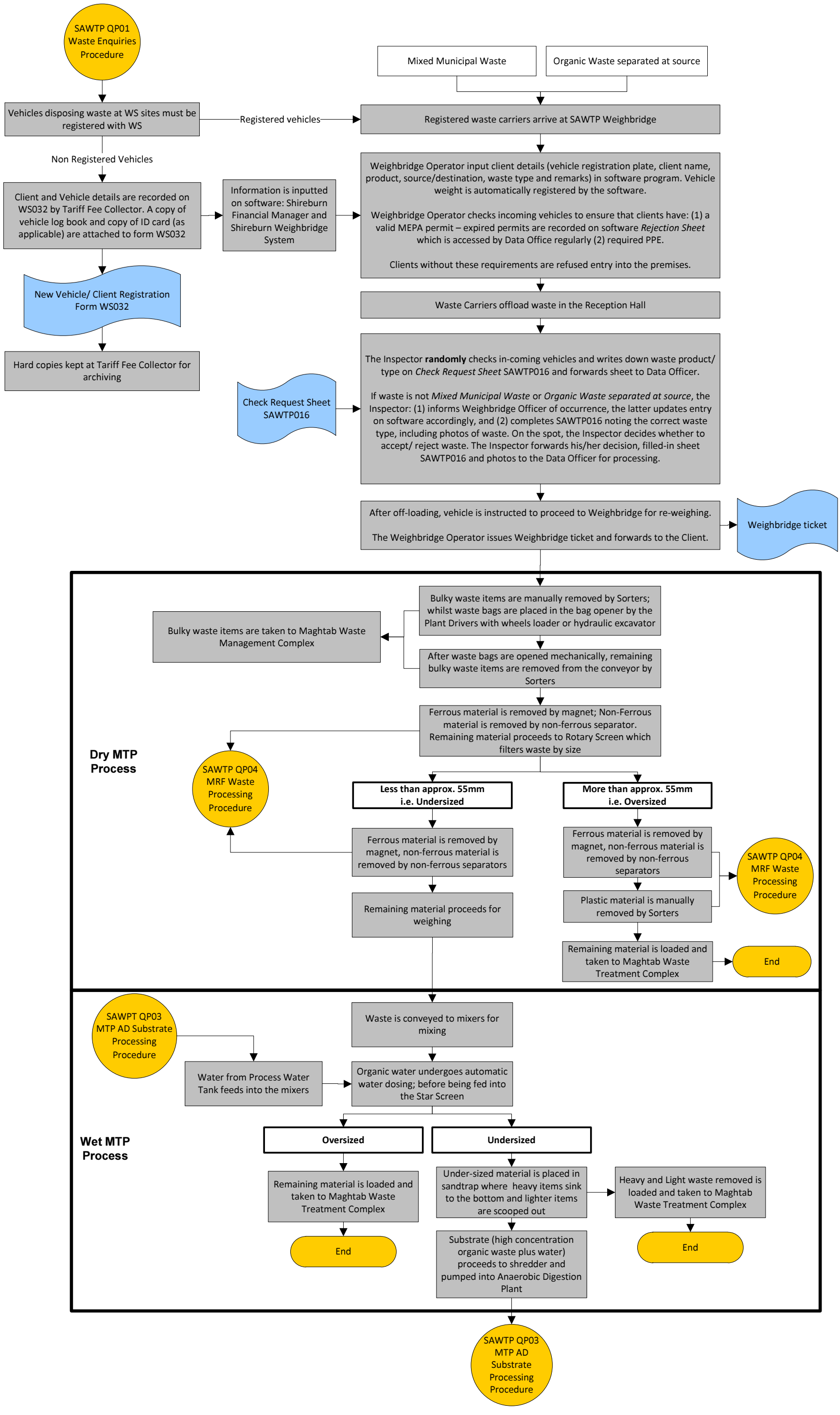
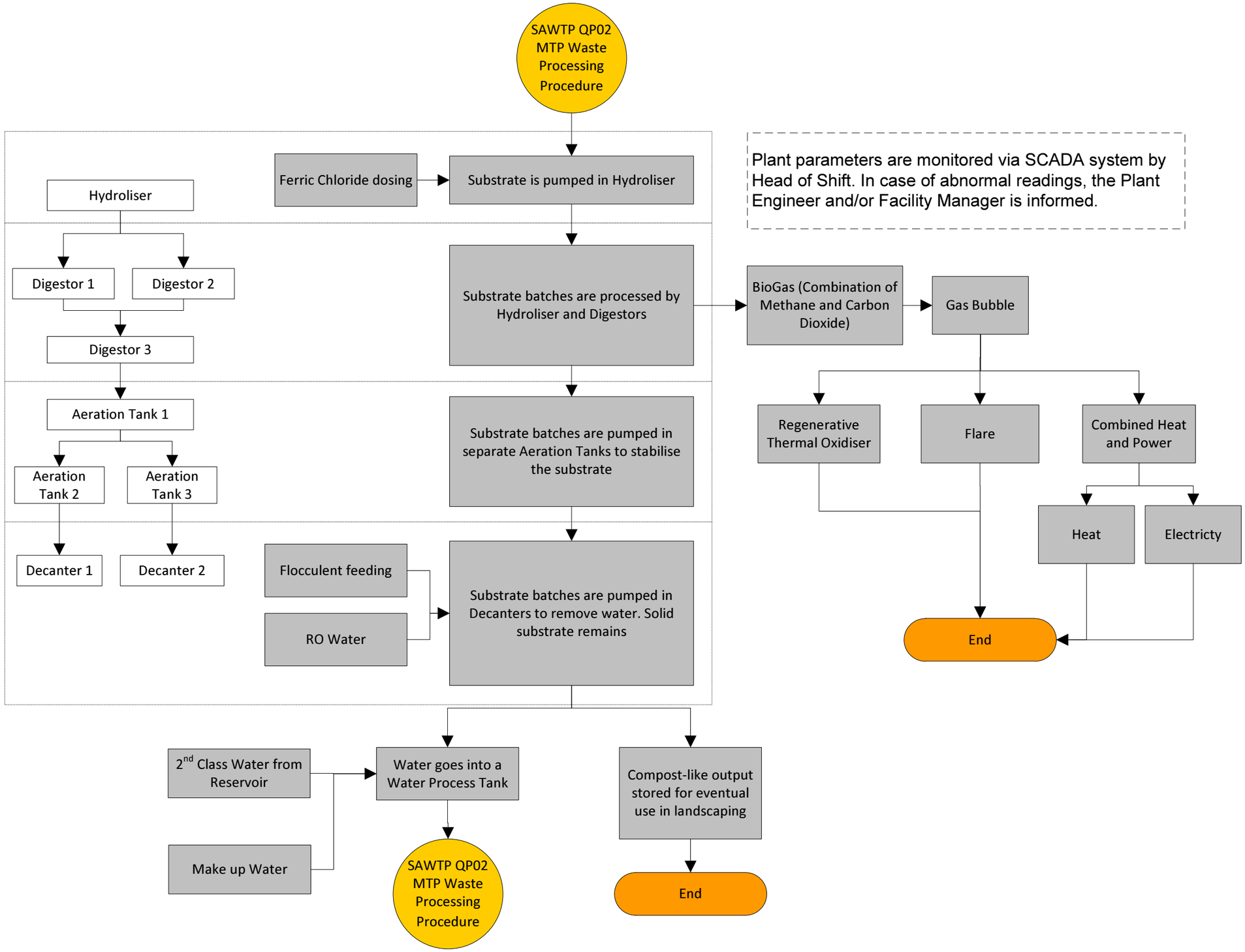
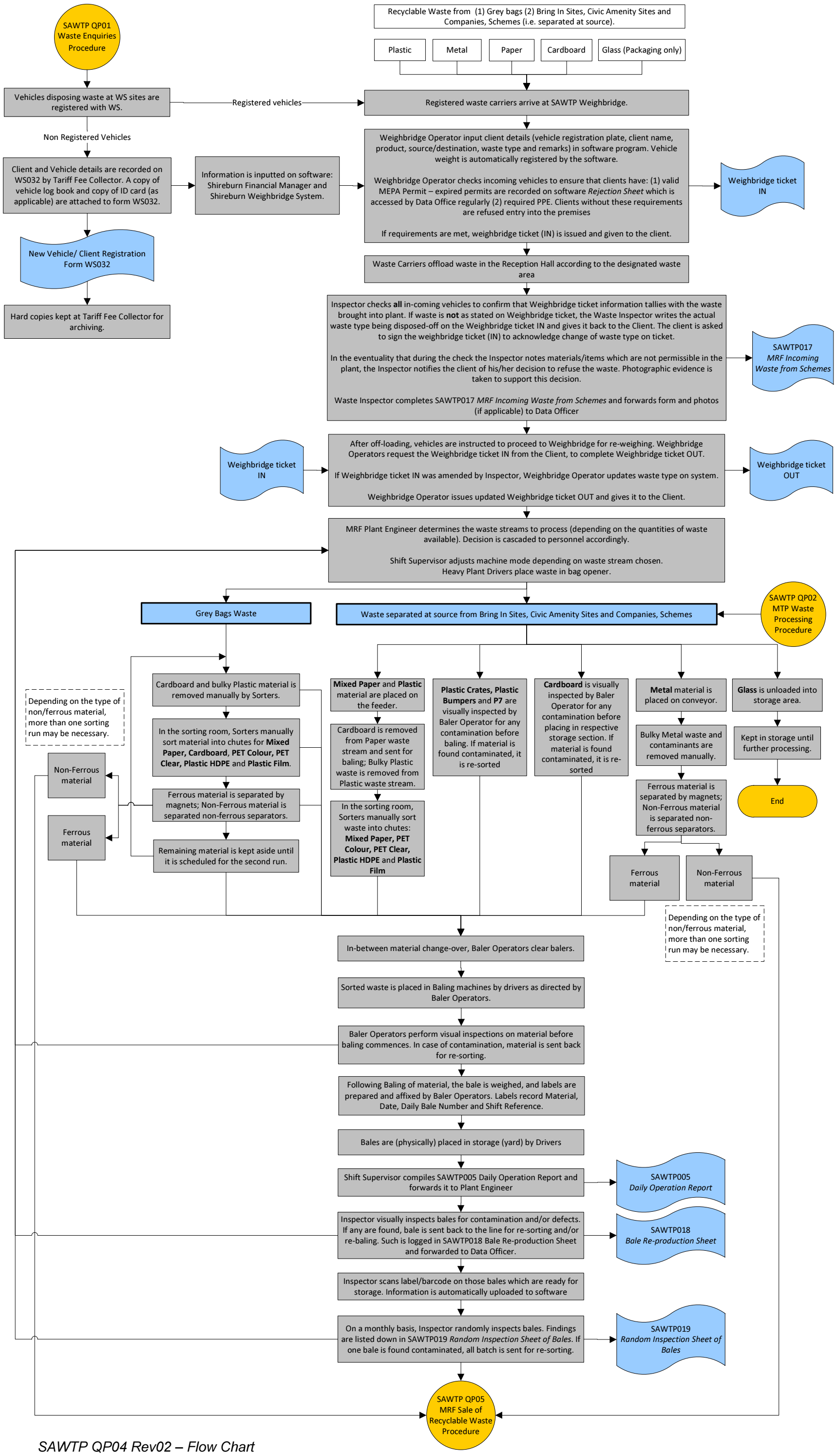

SAWTP QP05 Sale of Recyclable Material Procedure
Awarded Bidder (Client) Selected: Waste Broker or Operator of Permitted Facility
Client makes down payment (amount as indicated by Sales Office)
Client calls Sales Office and/or Facility Manager for Appointment
Sales Office and/or Facility Manager confirms appointment with Data Officer and inform Client accordingly
Client arrives at SAWTP Weighbridge
Weighbridge Operator issues Weighbridge Ticket (IN)
Weighbridge Ticket (IN)
Client moves to loading bay
Container number to be evident/visible in photographic evidence.
Inspector supervises loading of material by Client. Inspector to take photographic evidence of container being filled-in
One copy of form SAWTP023 is forwarded to the Sales Office while the other copy is forwarded to the Facility Manager.
When material sold is bales (and not loose items), the bales loaded in container are recorded in form SAWTP022. Once compiled, sheet is forwarded to Sales Office.
SAWTP006 is forwarded to Weighbridge.
Inspector fills-in: (i) SAWTP006 Sales Note (partially), (ii) SAWTP023 Sale of Recovered Material and (iii) SAWTP022 Container Loading Sheet (as applicable)
SAWTP006 Sales Note
SAWTP022 Container Loading Sheet
SAWTP023 Sale of Recovered Material
Client proceeds to Weighbridge for exit
Weighbridge Operator finalizes Weighbridge Ticket (OUT)
Weighbridge Ticket (OUT)
Weighbridge ticket original is kept at Weighbridge while a copy is given to the client.
Weighbridge Operator inputs 'Weighbridge Ticket Number' and 'Net Weight' in SAWTP006 Sales Note and upon task completion forwards note to Facility Manager.
Facility Manager inputs 'Month' and 'Monthly Rate' in SAWTP006 Sales Note and, upon task completion, forwards note to Sales Office.
Weighbridge Operator updates SAWTP024 Container Tracking Data Sheet
SAWTP024 Container Tracking Data Sheet
Shipping of Material by Client
WS002 Minute Sheet of Client File includes:
• Type of Waste
• Container Number
• Destination
• Location in Soft Copy of Container Movement Log
• SAWTP022 Container Loading Sheet
Client forwards to Sales Office the following documents:
Copy of Waste Movement Document (Annex 7) (not applicable for Operators of Permitted Facilities)
SAWTP025 Waste Broker Declaration
In case of pending/missing documents, Sales Officer is to chase Client for the submission of these documents.
Waste Movement Document (Annex 7)
SAWTP025 Waste Broker Declaration
Client File:
Waste Movement Document (Annex 7)
File:
SAWTP022 Container Loading Sheet
SAWTP023 Sale of Recovered Material
SAWTP025 Waste Broker Declaration
SAWTP006 Sales Notes
Weighbridge Ticket
Sales Office updates (internal) files
End


START
On a weekly basis, the Assistant / Fitter takes note of CH_4, CO_2, O_2 & H_2S readings from the *Hydrolyser*, *Digesters 1, 2, 3* & *Gas Bubble* and compare them to the readings of the continuous gas monitoring device at the Gas Booster Station.
SAWTP014 AD Gas Readings and Biogas Release
Are readings taken comparable to the readings from the continuous gas monitoring device at the Gas Booster Station?
YES
NO
Are readings taken within the acceptable parameter range?
YES
NO
Alert Head of Shift and/or Plant Engineer of the situation.
Plant Engineer and/or Facility Manager investigate the situation and drive rectification as necessary.
Issue/s and rectification measures are documented in form SAWTP014.
SAWTP014 AD Gas Readings and Biogas Release
No action taken
END
The Assistant / Fitter monitors the operation of Combined Heat and Power (CHP) Plant, the Flare and the Gas Bubble.
SAWTP014 AD Gas Readings and Biogas Release
Is Gas Bubble Level less than 100%?
YES
NO
Alert Head of Shift and/or Plant Engineer of the situation.
No action taken
Plant Engineer and/or Facility Manager investigate the situation and drive rectification as necessary.
Issue/s and rectification measures are documented in form *SAWTP014*.
SAWTP014 AD Gas Readings and Biogas Release
END

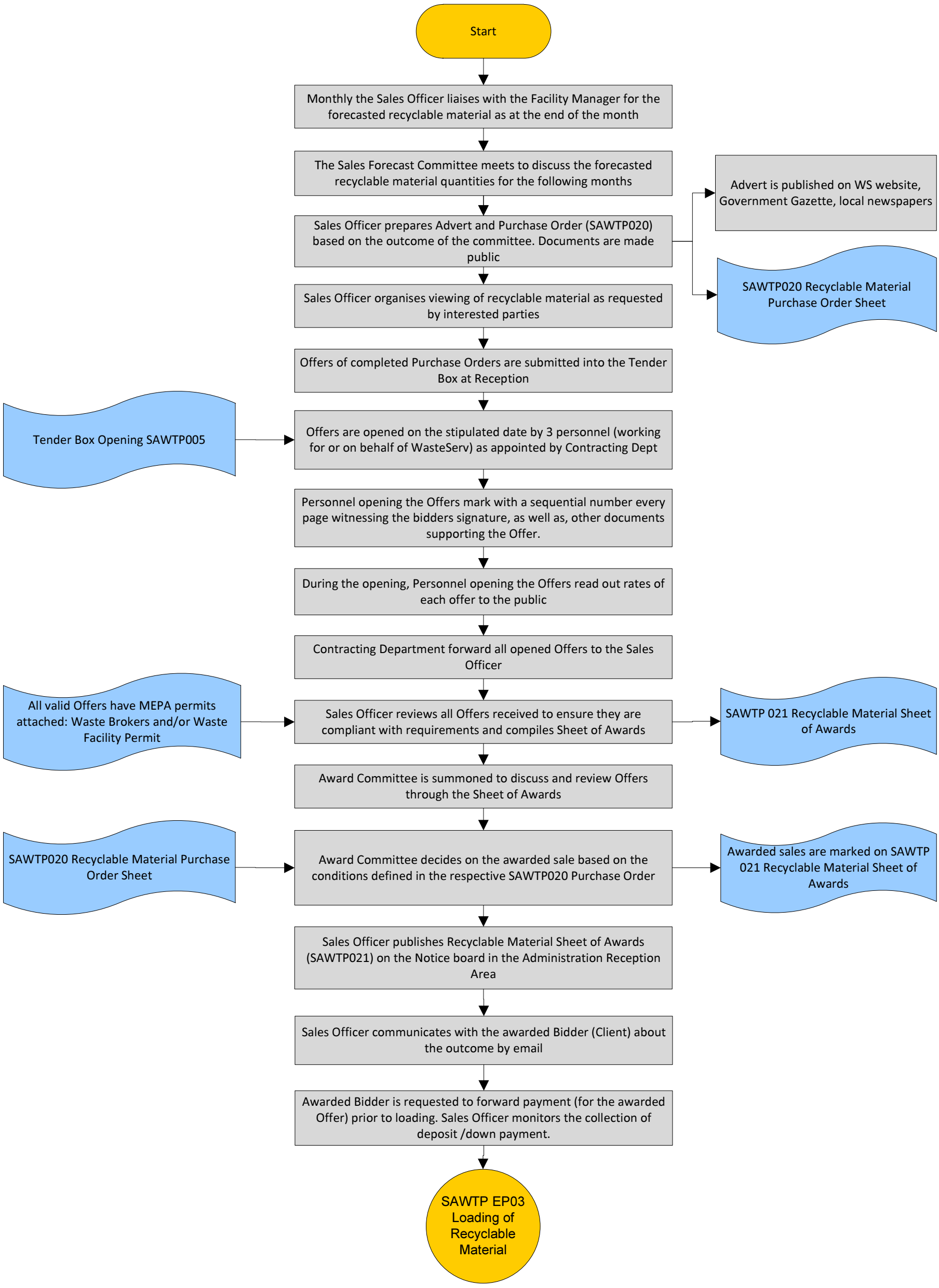

Start
Enquiries regarding disposal of new waste types are directed to the EMS Manager
EMS Manager gathers necessary information from enquirer (waste type, packaging type, quantity and other info as necessary) and reviews details provided
Is the EMS Manager able to reply to the enquiry?
No
EMS Manager liaises with SAWTP Facility Manager about the new enquiry providing information gathered as necessary
SAWTP Facility Manager investigates the new enquiry and refers back to EMS Manager with a reply. In-house tests may be carried out at the discretion of the SAWTP Facility Manager and EMS Manager
Refused
If waste is not accepted, SAWTP Facility Manager forwards reason(s) to EMS Manager who informs the enquirer accordingly. Evidence is kept by EMS Manager
End
Accepted
If waste is accepted, SAWTP Facility Manager informs EMS Manager, forwarding requests for waste acceptance (such as packaging) as necessary
Yes
EMS Manager addresses the enquiry and communicates with the enquirer
Note:
Enquiries for the disposal of new waste types are handled by the EMS Manager while standard enquiries of known waste types are handled by the Data Department.
This flowchart shows the process of the former type of enquiries, that is, enquiries related to the disposal of new waste types.
Can new waste type be accepted?
Refused
EMS Manager informs enquirer or waste producer of the appropriate facility where waste can be disposed off.
End
Accepted
L.N. 382 of 2009 Environment and Development Planning Act: Deposit of Waste and Rubble Fees (Amendment) Regulations
EMS Manager compiles quotation and sends to the waste producer (cc Clerk in Data Office) together with requests for delivery e.g. packaging
Clerk in Data Section liaises with Waste Producer about the documentation necessary to issue (WS027) Waste Transfer Note. As a minimum, MEPA Consignment Permit is required before (WS027) Waste Transfer Note can be issued.
Upon receipt of a copy of MEPA's Consignment Permit from the Waste Producer, the Clerk issues (WS027) Waste Transfer Note with a varied validity period. Waste Producer is instructed to bring the document signed when delivering the waste.
WS027 Waste Transfer Note
Clerk in Data Office liaises with the SAWTP Facility Manager and the waste producer (as necessary) to set an appointment for waste delivery.
SAWTP QP02 MTP Waste Processing Procedure
SAWTP QP04 MRF Waste Processing Procedure


SAWTP QP01 Waste Enquiries Procedure
Vehicles disposing waste at WS sites must be registered with WS
Registered vehicles
Non Registered Vehicles
Client and Vehicle details are recorded on WS032 by Tariff Fee Collector. A copy of vehicle log book and copy of ID card (as applicable) are attached to form WS032
Information is inputted on software: Shireburn Financial Manager and Shireburn Weighbridge System
New Vehicle/ Client Registration Form WS032
Hard copies kept at Tariff Fee Collector for archiving
Mixed Municipal Waste
Organic Waste separated at source
Registered waste carriers arrive at SAWTP Weighbridge
Weighbridge Operator input client details (vehicle registration plate, client name, product, source/destination, waste type and remarks) in software program. Vehicle weight is automatically registered by the software.
Weighbridge Operator checks incoming vehicles to ensure that clients have: (1) a valid MEPA permit – expired permits are recorded on software Rejection Sheet which is accessed by Data Office regularly (2) required PPE.
Clients without these requirements are refused entry into the premises.
Waste Carriers offload waste in the Reception Hall
The Inspector randomly checks in-coming vehicles and writes down waste product/ type on Check Request Sheet SAWTP016 and forwards sheet to Data Officer.
If waste is not Mixed Municipal Waste or Organic Waste separated at source, the Inspector: (1) informs Weighbridge Officer of occurrence, the latter updates entry on software accordingly, and (2) completes SAWTP016 noting the correct waste type, including photos of waste. On the spot, the Inspector decides whether to accept/ reject waste. The Inspector forwards his/her decision, filled-in sheet SAWTP016 and photos to the Data Officer for processing.
Check Request Sheet SAWTP016
After off-loading, vehicle is instructed to proceed to Weighbridge for re-weighing.
The Weighbridge Operator issues Weighbridge ticket and forwards to the Client.
Weighbridge ticket
Dry MTP Process
Bulky waste items are manually removed by Sorters; whilst waste bags are placed in the bag opener by the Plant Drivers with wheels loader or hydraulic excavator
Bulky waste items are taken to Maghtab Waste Management Complex
After waste bags are opened mechanically, remaining bulky waste items are removed from the conveyor by Sorters
Ferrous material is removed by magnet; Non-Ferrous material is removed by non-ferrous separator. Remaining material proceeds to Rotary Screen which filters waste by size
SAWTP QP04 MRF Waste Processing Procedure
Less than approx. 55mm i.e. Undersized
More than approx. 55mm i.e. Oversized
Ferrous material is removed by magnet, non-ferrous material is removed by non-ferrous separators
Remaining material proceeds for weighing
Ferrous material is removed by magnet, non-ferrous material is removed by non-ferrous separators
Plastic material is manually removed by Sorters
SAWTP QP04 MRF Waste Processing Procedure
Remaining material is loaded and taken to Maghtab Waste Treatment Complex
End
Wet MTP Process
SAWPT QP03 MTP AD Substrate Processing Procedure
Waste is conveyed to mixers for mixing
Water from Process Water Tank feeds into the mixers
Organic water undergoes automatic water dosing; before being fed into the Star Screen
Oversized
Undersized
Remaining material is loaded and taken to Maghtab Waste Treatment Complex
End
Under-sized material is placed in sandtrap where heavy items sink to the bottom and lighter items are scooped out
Heavy and Light waste removed is loaded and taken to Maghtab Waste Treatment Complex
End
Substrate (high concentration organic waste plus water) proceeds to shredder and pumped into Anaerobic Digestion Plant
SAWTP QP03 MTP AD Substrate Processing Procedure


SAWTP QP02 MTP Waste Processing Procedure
Ferric Chloride dosing
Substrate is pumped in Hydroliser
Plant parameters are monitored via SCADA system by Head of Shift. In case of abnormal readings, the Plant Engineer and/or Facility Manager is informed.
Hydroliser
Digestor 1
Digestor 2
Digestor 3
Substrate batches are processed by Hydroliser and Digestors
BioGas (Combination of Methane and Carbon Dioxide)
Gas Bubble
Aeration Tank 1
Aeration Tank 2
Aeration Tank 3
Substrate batches are pumped in separate Aeration Tanks to stabilise the substrate
Regenerative Thermal Oxidiser
Flare
Combined Heat and Power
Heat
Electricty
Decanter 1
Decanter 2
Flocculent feeding
RO Water
Substrate batches are pumped in Decanters to remove water. Solid substrate remains
End
2nd Class Water from Reservoir
Water goes into a Water Process Tank
Compost-like output stored for eventual use in landscaping
Make up Water
SAWTP QP02 MTP Waste Processing Procedure
End



SAWTP QP04 Rev02 – Flow Chart


Start
Monthly the Sales Officer liaises with the Facility Manager for the forecasted recyclable material as at the end of the month
The Sales Forecast Committee meets to discuss the forecasted recyclable material quantities for the following months
Sales Officer prepares Advert and Purchase Order (SAWTP020) based on the outcome of the committee. Documents are made public
Advert is published on WS website, Government Gazette, local newspapers
SAWTP020 Recyclable Material Purchase Order Sheet
Sales Officer organises viewing of recyclable material as requested by interested parties
Offers of completed Purchase Orders are submitted into the Tender Box at Reception
Tender Box Opening SAWTP005
Offers are opened on the stipulated date by 3 personnel (working for or on behalf of WasteServ) as appointed by Contracting Dept
Personnel opening the Offers mark with a sequential number every page witnessing the bidders signature, as well as, other documents supporting the Offer.
During the opening, Personnel opening the Offers read out rates of each offer to the public
Contracting Department forward all opened Offers to the Sales Officer
All valid Offers have MEPA permits attached: Waste Brokers and/or Waste Facility Permit
Sales Officer reviews all Offers received to ensure they are compliant with requirements and compiles Sheet of Awards
SAWTP 021 Recyclable Material Sheet of Awards
Award Committee is summoned to discuss and review Offers through the Sheet of Awards
SAWTP020 Recyclable Material Purchase Order Sheet
Award Committee decides on the awarded sale based on the conditions defined in the respective SAWTP020 Purchase Order
Awarded sales are marked on SAWTP 021 Recyclable Material Sheet of Awards
Sales Officer publishes Recyclable Material Sheet of Awards (SAWTP021) on the Notice board in the Administration Reception Area
Sales Officer communicates with the awarded Bidder (Client) about the outcome by email
Awarded Bidder is requested to forward payment (for the awarded Offer) prior to loading. Sales Officer monitors the collection of deposit /down payment.
SAWTP EP03 Loading of Recyclable Material