

## ADM WA01 Waste Enquiry

### Change History

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## 1 PURPOSE

This procedure documents the method by which enquiries (for waste disposal) are handled at Wasteserv.

## 2 SCOPE

This procedure concerns enquiries for the disposal of waste which necessitates prior enquiry and appointment. This procedure is applicable company wide.

## 3 REFERENCE DOCUMENTS

- Controlled Document 129 Waste Acceptance Register
- Controlled Document 130a Waste Acceptance Preliminary Questions
- Controlled Document 130b Waste Acceptance Further Details/ Questions
- Controlled Document 131 Waste Disposal Requirements
- Controlled Document 132 Waste Matrix
- Facility Permits (EP/IPPC)
- Controlled Document 11: L.N. 203 of 2011 Environment and Development Planning Act: Deposit of Waste and Rubble Fees (Amendment) Regulations
- TTF029 Declaration Form Pharma
- TTF047 Declaration Form Clinical
- TTF055 Declaration Form SDS
- WS069 Waste Disposal Sheet
- ADM WA02 Waste Receipt Procedure
- TTF QP01 TTF Waste Enquiry Procedure (Scientist Role)

## 4 RESPONSIBILITIES

**Waste Acceptance Officer** is responsible for:

- Receiving all waste disposal enquiries.
- Assigning a unique reference to the enquiry received and logging it on the Waste Acceptance Register.
- Determining and assigning EWC code for the waste to be disposed of.
- Asking preliminary questions to client in order to determine in which facility the waste may be directed.
- Identifying the Plant/ Facility where waste can be directed, using the information collected and in consultation with the referred documents.
- Asking additional question to client in order to collect further details, as applicable

- Reviewing and providing the details gathered to Facility Manager/ Plant Engineer/ Scientist, as applicable.
  - For waste which is directed to SAWTP, liaising with Plant Engineer about enquiries on recyclables and Scientist on enquiries related to Biodegradable waste.
- In case of waste refusal:
  - Updating Waste Acceptance Register with outcome and reason for waste refusal.
  - Informing Client of the decision to refuse waste, also giving reason for refusal.
  - Informing and directing Client towards a possible option on where waste can be disposed.
- In case of waste acceptance:
  - Updating Waste Acceptance Register with enquiry outcome
  - At TTF Only, asking client to submit the following documents as applicable (i) ERA Consignment, (ii) VPRD VET Permit, (iii) In case of pharmaceutical waste, filled-in and signed TTF029, (iv) In case of Clinical Waste, filled-in and signed TTF047, (vi) In case of Product, filled-in and signed TTF055
  - At TTF Only, ensuring that the documentation requested is submitted (Note: WAO cannot proceed if documentation is not received).
  - Liaising with Facility Manager/ Plant Engineer/ Scientist for an appointment/ preferred disposal dates/ time availability
  - Compiling WS069 Waste Disposal Sheet and forwarding it to client, copying the Facility Manager/Plant Engineer/ Scientist and Weighbridge Officer/s of the respective Facility/ Site

**SAWTP Plant Engineer/ Scientist** are responsible for:

- Investigating the enquiry received from the WAO.
- Reverting back to WAO with a reply on acceptance or rejection.
- For waste acceptance, informing WAO of waste delivery conditions and requirements, as necessary.

## 5 METHOD

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

## 6 QUALITY RECORDS

Reference Document	Person responsible for maintaining the Document	Document Storage Location	Duration of time Records are kept
Waste Acceptance Register	Waste Acceptance Officer	Waste Acceptance Office	All records are kept indefinitely.
WS069 Waste Disposal Sheet			
Signed Declaration Form Pharma TTF029	TTF Scientist	Scientist's Office at TTF	
Signed Declaration Form Clinical TTF047			
Signed Declaration Form SDS TTF055			

