

GRS – Salford WRAP Quality Protocol

Purpose

To ensure that the business has a protocol and control system in place for the compliant production of Appendix 9 soil stabilisation product from utility arisings.

Responsibility

The GRS Director is responsible for the contents of this procedure and the management of the recycling processes.

The GRS Director will be responsible for ensuring the requirements of the protocol are implemented and maintained.

There will be a Chartered Institute of Wastes Management (CIWM/ WAMITAB) Site Manager in place, who is responsible for the day-to-day running of the production site.

Production operatives will be in place and will ensure that the work carried out is to the protocol and as instructed by the GRS Director and GRS Supervisor.

Procedure

Inspections

Regular inspections of the operation will be carried out, which will include health, safety, environmental and quality aspects, including the upkeep and maintenance of all plant and equipment.

Audits

An annual audit will be carried out by the Compliance team this will include scope for improvement observations as appropriate.

Management Review

This will be carried out annually or as appropriate with the introduction of new or amendment to existing legislation.

Sub-Contract Services

Any Sub-contract services employed by the company will be expected to adhere to this protocol and will be issued with a copy of this protocol prior to work commencing.

Training

All personnel involved in the process will be trained to conform to the protocol and other relevant legislation. Appropriate training records will be kept and maintained. Only suitably qualified personnel will be allocated assigned tasks in the protocol.

Acceptance Criteria: Incoming Waste (see flow chart - Appendix A)

The following controls will be in place to control the quality and use of incoming waste materials:

- Registered Waste Carrier enters the recycling facility and submits a legally compliant waste transfer note. Waste will only be accepted from approved and registered Waste Carriers.
- A visual inspection will be made on the load to ensure that it matches the waste transfer note and that the correct EWC code has been used to categorise the load.

- If the material does not match the description on the waste transfer note it will be rejected and the company delivering the load notified of this action.
- The material will be visually categorised by moisture content (dry, wet or normal). Wet materials may be stored and air dried to reduce moisture content prior to processing.
- Materials such as peat and organic will not be used and will be segregated and stored in a 'quarantine area' outside the production area to avoid contamination.
- The load will then be tipped in a delivery area where a second visual inspection will be made that the waste matches the description on the Waste Transfer Note. If it does not the load will be rejected and the company delivering the load notified of this action.
- All waste transfer notes will be stored and kept for 6 years (or longer in line with the Company Archive Procedure).
- The accepted load will be allowed to be introduced in to the recycling area for processing.

Only the following European Waste Codes can be accepted:

- 17.01.01. Clean Concrete
- 17.01.07. Mixed Concrete, brick, tiles and ceramics, not containing dangerous substances.
- 17.03.02. Bituminous Material not containing dangerous substances
- 17.05.04. Inert Soil & Stones, not containing dangerous substances
- 17.05.08. Track Ballast, not containing dangerous substances

A record of each load delivered and accepted shall be entered on WRAP Protocol Register; known as the GRS Database, and retained providing the following information as a minimum:

- a) Delivery date
- b) Delivery company
- c) Type of material (EWC code)
- d) Condition of material (wet, normal or dry)
- e) WTN number
- f) Quantity (by estimated weight)

Method Statement of Production (see flowchart – Appendix B)

The following method statement will be used to ensure the quality of material is maintained:

- All personnel will be trained to use the plant and equipment used in the production of this material, including the excavator, telehandler and screen.
- While the machines are in operation all personnel will be wearing, as a minimum, hi-visibility clothing, safety footwear, hardhats, gloves and eyewear. Whilst screening is being carried out it is a requirement for ear defenders to be worn. Whilst stabiliser material is being added dust masks must be worn in line with the requirements of the COSHH data sheets for the material being used.
- Suitable emission management plans will be in place at all times, including road sweepers, dust suppression, covered materials etc to minimise dust emissions. Noise will be restricted by limiting the production window to times included in the permit and planning permissions. No odour or vibration emissions are expected. Written confirmation of any actual or potential pollution incidents and breaches of emission limits shall be sent to the Environment Agency as required by the permit for the site.
- The suitable material will first be screened and then enter the recycling process where the following will occur:

- a. Material will be screened to <40mm.
 - b. Oversize material (>40mm) will be separated from the material and will either be crushed to <40mm and reintroduced to the start of the recycling process or removed from site by a licensed waste carrier to a licensed transfer station.
 - c. The <40mm material will then be passed through the recycling plant where the stabilising materials will be added at a ratio of 1:80 by weight (1 part stabilising material to 80 parts aggregate)
 - d. The finished product will then be transferred into covered holding bays and stored there for a minimum of 24/48 hours.
 - e. If the finished product has not been fully utilised 7 days, it will be removed from the holding bays and will be subject to the recycling process once again.
- The finished product in the covered holding bays will then be ready for dispatch and/ or samples to be taken for testing.
 - Product performance compliance testing will be carried out at varied frequencies depending on the test to be conducted.
 - The following test schedule will be adhered to at all times. Every production week will be assigned a week number to ensure traceability:

Weekly or per 1,000t whichever the sooner

- 3 cube samples per production week
 1. 1no – 7-day cube test: BS EN 12390-3: 2009
 2. 1no – 28-day cube test: BS EN 12390-3: 2009
 3. 1no – cube will be retained should the 28-day cube test not reach 1.5N/mm² otherwise it will be disposed of after 28 days.
- Particle Size Distribution: BS 1377-2:1990
- Plasticity Index: BS 1377-2:1990

6-monthly

- Clause 710: BS 8500-2
- Los Angeles Coefficient: BS EN 1097-2: 1998
- MDD: BS 1377-4:1990 clause 3.7
- OMC: BS 1377-4:1990 clause 3.7
- Magnesium Sulphate: BS EN 1367-2: 1998
- Frost Heave: BS 1377-5: 1990: Method 7
- TRL Report 447 (If required)

The testing detailed in this Quality Protocol is compliant with the WRAP Quality Protocol for the Production of Recycled Aggregates from Inert Waste. Should the Protocol change the above testing will need to be amended.

Record Keeping

The following records will be kept and available to the customer at any point in time upon request:

- Waste Transfer notes (retained for a minimum of 2 years)
- For incoming waste; all waste transfer notes will be stored and kept for 6 years
- Batch data will be recorded on the WRAP Protocol Register, known as the GRS Database, which will include:
 - Week number

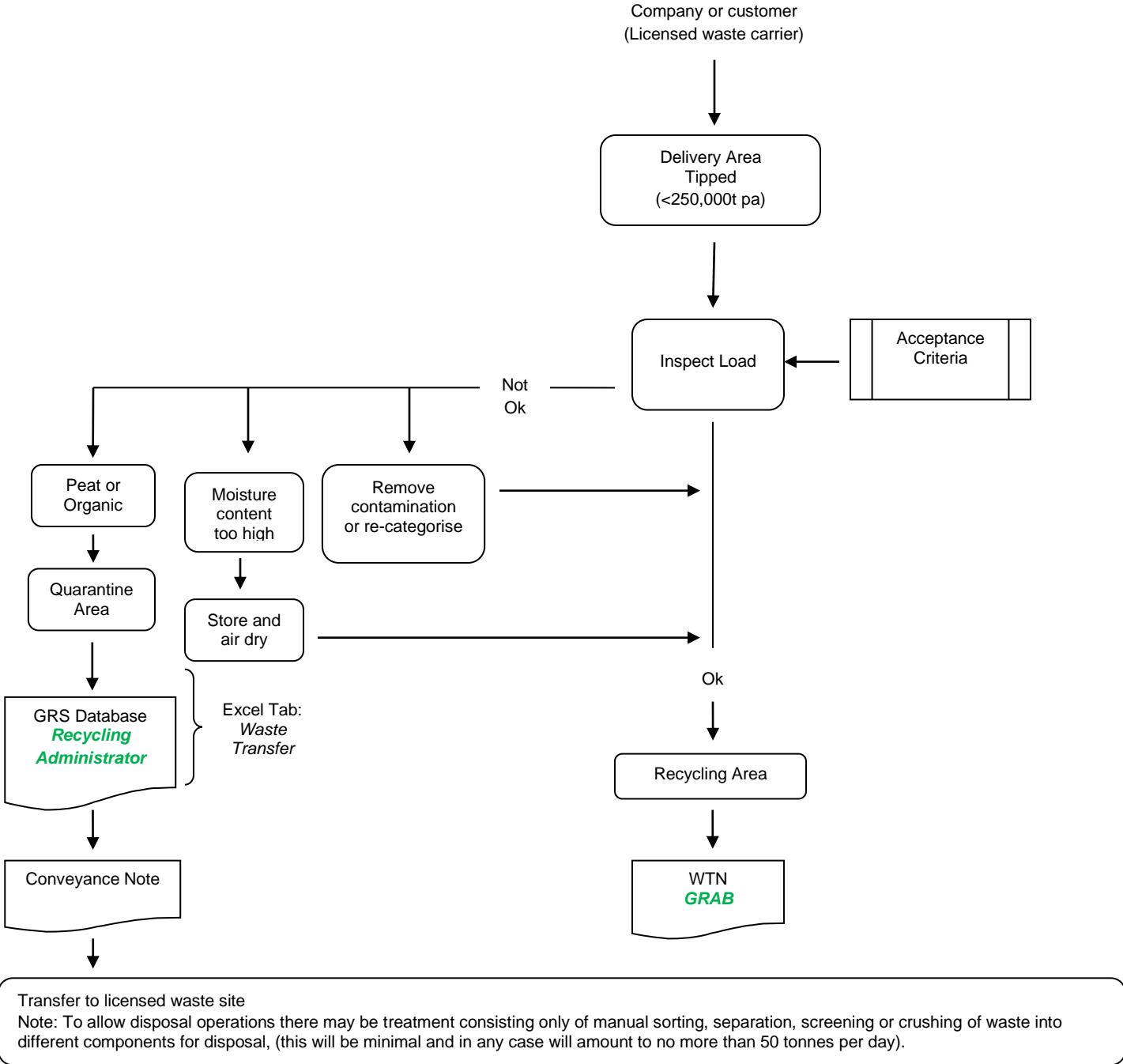
- Date and time of production
 - Weights of aggregate and stabiliser per batch
 - Weather conditions
-
- Record of weekly Clegg test (See Test Schedule) from 1 mixed batch on GRS Database – NFSMR mixture failure form to be completed if necessary with details of corrective action taken to be detailed (if necessary).
 - Copy of the Environmental Permit
 - Daily and weekly inspections completed
 - Corrective actions taken where constituents or mixture examined have not satisfied the requirements of this protocol.

Appendices

- Appendix A – Incoming Waste Flowchart
- Appendix B – Recycling Production Area Flowchart
- Appendix C – Collection of GRS Material
- Appendix D – Records Keeping
- Appendix E – Audits
- Appendix F – NFSMR Mixture Failure
- Appendix G – Environment Agency Quarterly Returns

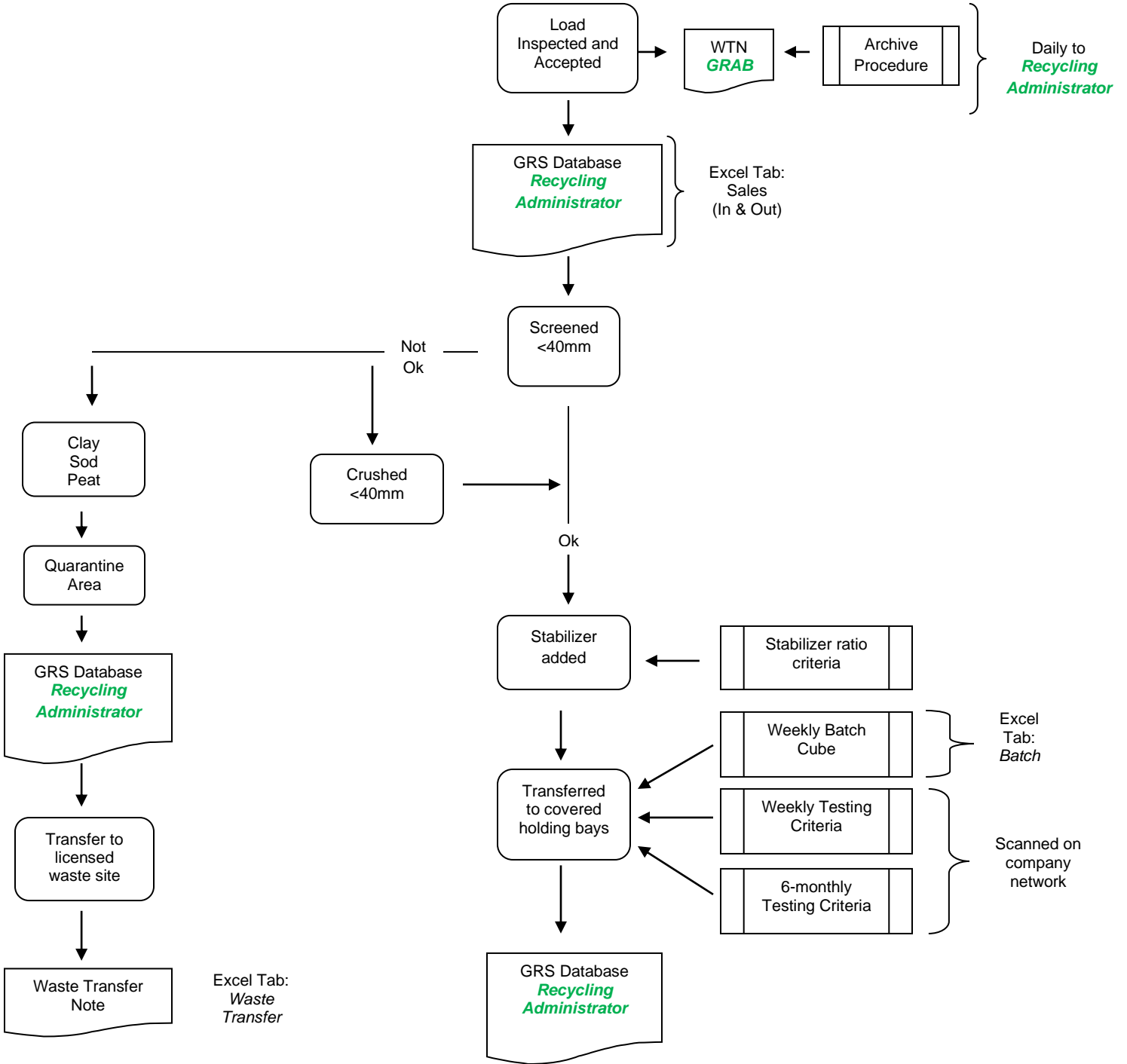
Appendix A

Incoming Waste Flowchart



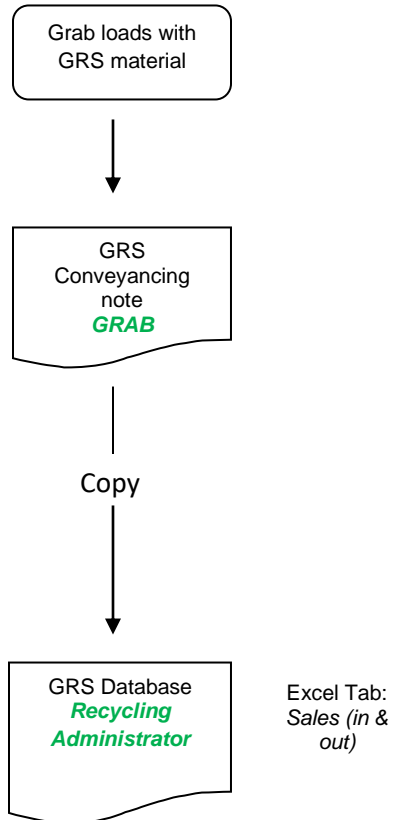
Appendix B

Recycling Production Area



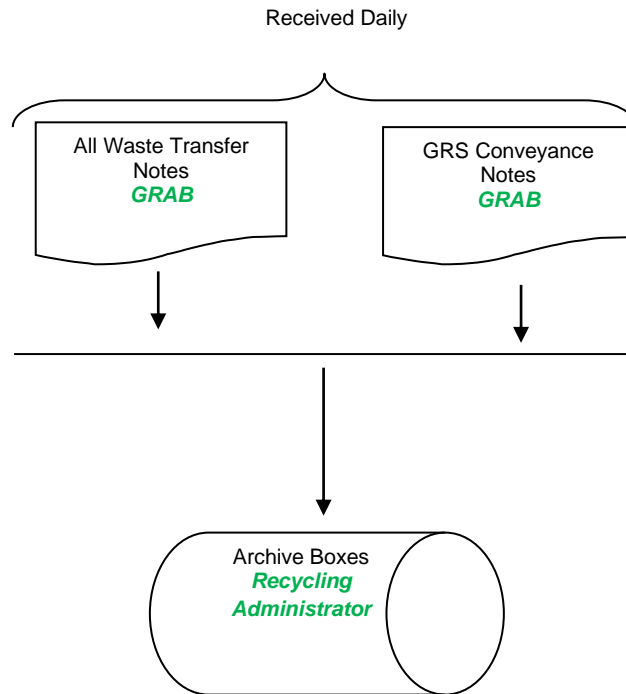
Appendix C

Collection of GRS Material



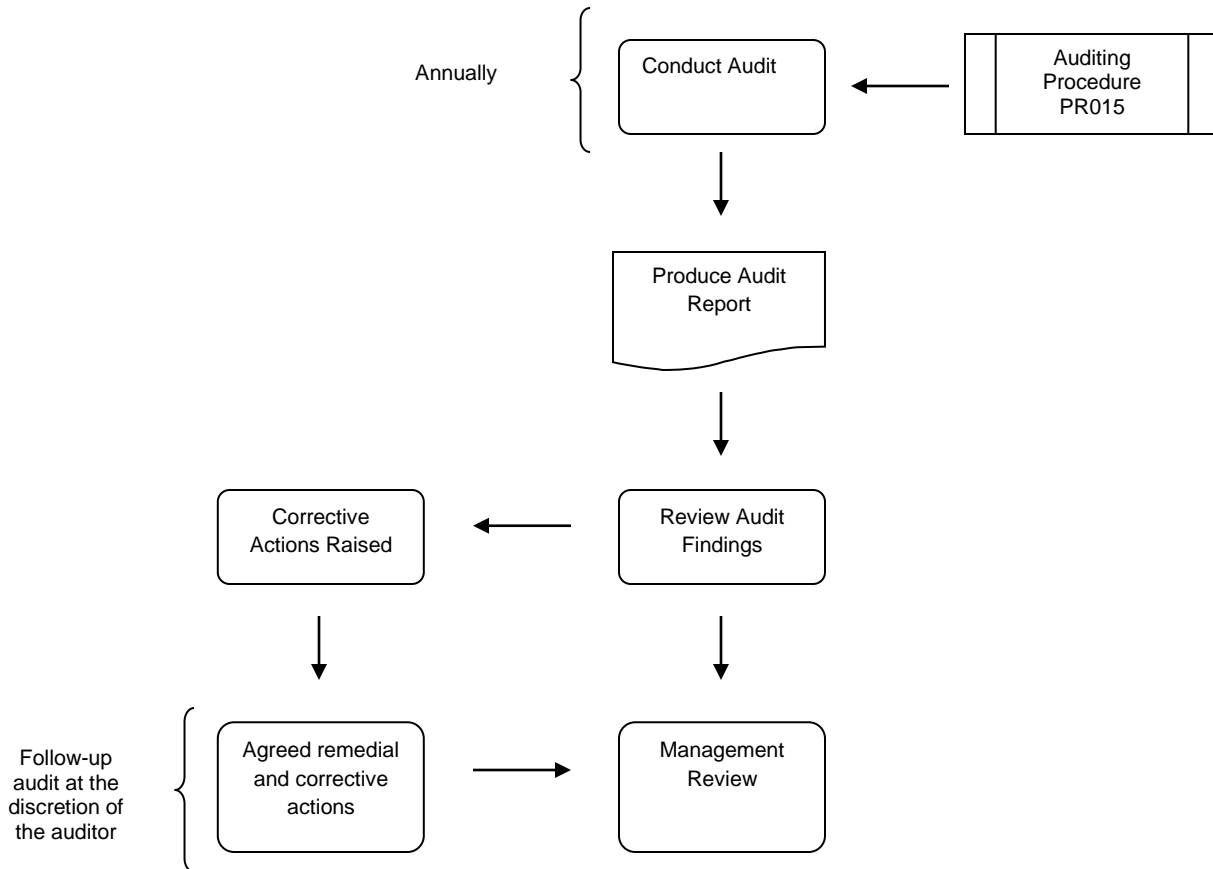
Appendix D

Records Keeping



Appendix E

Audits



Appendix F

<u>NFSMR Mixture Failure</u>
Address:
A mixture failure can be identified by achieving an unsatisfactory Clegg reading. As Impact Value (IV) of >17 must be achieved by Day 2.
Clegg Value Day 1:.....
Clegg Value Day 2:.....
Date:.....
Corrective Action Taken:
.....
.....
.....
.....
.....

Appendix G

Environment Agency Quarterly Return

Operators with an environmental permit must complete waste returns to tell the Environment Agency about the waste they have received or removed from their site.

The Environment Agency uses this information to:

- monitor a site's compliance with its environmental permit conditions;
- compile national statistics about waste:

The Quarterly return must be complete and submitted the month following that particular quarter. For example:-

Quarter Period 1st Jan – 31st Mar. This needs to be submitted by the 30th April.

The information to complete the spreadsheet can be found within the GRS Spreadsheet.

Waste Received

Tab to the Salford or Derby Sales spreadsheet and filter on the following:-

- Ticket dates (in this example 1st Jan – 31st Mar);
- Material Type (Inert Waste and/or Clay);

Waste Removed

Tab to the Materials In spreadsheet and filter on the following:-

- Ticket Date (in this example 1st Jan – 31st Mar);
- Carrier (choose muck away carrier particular to the depot);

Examples of previously completed Quarterly Returns can be found in Folder 20 - GRS.

Once completed, double check the information inputted is correct and then send to the following email address:-

- National-Operator>Returns national-operator-returns@environment-agency.gov.uk