



# WASTE ACCEPTANCE PROCEDURE

Allington Transfer Station

FOR MID KENT REFERENCE USE

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1.0	First Issue	13/09/2021	KG
1.1	Amends – C. Stannard email	27/10/2021	KG

## 1.0 Purpose of Document

This document aims to outline the procedures which must be followed by Waste Collection Authorities whilst depositing waste at Kent County Council's contracted Transfer Stations.

This document will summarise how Kent County Council will accept waste appropriately transferred at the facilities contracted to receive Household Waste.

Kent County Council shall ensure that the Contracted Facility Operators of the Transfer Station Facilities conform to the conditions of both the Environmental Permit and Planning Permission, and only accepts those waste types that are featured in those documents.

Hazardous wastes will only be accepted at facilities which state they are permitted to do so and will be rejected immediately on inspection at all other sites.

For ease of reference:

Kent County Council will be hereon known as 'KCC'

Waste Collection Authorities will be hereon known as 'WCAs'

Transfer Stations will be hereon known as 'WTS'

Contracted Facility Operators will be hereon known as 'Providers'

Final Disposal Outlets will be hereon known as 'FDOs'

**Note:** Every effort has been made to ensure that the contents of this document are correct at the time of publication; however where operations, contracts, or acceptance criteria change, or where an error has been identified, this document will be updated and redistributed where appropriate. Any ambiguities should be raised with KCC Waste Management in the first instance for clarification.

## 2.0 Procedure Overview

The Procedures have been split into General Site Operations which includes pre-acceptance procedures, as well as Acceptance Criteria of the specific waste stream for ease of reference; although both parts should be read in their entirety to fully understand the conditions of acceptance.

KCC contracts with Providers to supply WTS services to take receipt of Household waste material from Household Waste Recycling Centres and from residents via WCAs. The Contracts take into account delivery of quality material to meet the acceptance criteria of FDOs.

Legislation and Government initiatives drive the need for better recycling and higher standards of quality materials being delivered to the FDOs. KCC is the conduit between the WCAs and the FDOs and strives for contamination-free deliveries and no rejections.

The WTS are not treatment, sorting or processing facilities. The Transfer Station staff can only view the loads being delivered by WCAs, pick out any large contaminants and make an immediate judgement as to whether the load would be accepted at the FDO, or not.

The Provider endeavours to move all delivery vehicles through the facility as quickly as possible, whilst carrying out an inspection process and it is entirely reasonable that some loads will take longer to examine, particularly if they are on the cusp of acceptability, or are in the process of being rejected and photos/evidence need to be taken.

**Note:** No guarantee can be made as to a fixed turnaround time for WCA vehicles due to the day-to-day variables of the operation.

## 2.1 General Site Operations

<b>Allington WTS Opening Hours</b>		
Mon – Friday	Contractual 0700 – 18:00	(FCC permitted hours. 0700-1800)
Saturday	Contractual 0700 – 1300	(FCC permitted hours. 0600-1800)
Sunday	Closed	
<b><i>Please note: last presentation should be half an hour before closing time</i></b>		
<b><i>Requesting Additional Hours – Contact KCC for availability</i></b>		

Allington WTS is part of the Energy from Waste facility in Maidstone operated by FCC Environment Ltd, which KCC contracts with, to dispose of residual waste from across the County.

The WTS at Allington is a fundamental part of the waste network and is used to receive and transport DMR, Paper & Card and Food from Kent's WCA's and KCC's Transfer Stations and HWRCs, for onward haulage to Final Disposal Outlets.

It is a mercantile facility, which means that there are commercial customers that utilise the site, although KCC has priority as the main client.

On average, Allington receives in the region of 350 vehicles a day. KCC disposes of over 350,000 tonnes per annum of residual waste at the site, with the plant producing up to 325,000 MW of electricity per year, fed back into the national grid.

***Health and Safety:*** All drivers and/or crew must follow site rules, wear appropriate PPE, and be inducted before entering the site.

*It should be noted that FCC operates a stringent Health and Safety tipping protocol to safeguard all personnel on site, with a 5m safety zone around vehicles within the tipping hall.*

*When the vehicle arrives at the weighbridge to book in, the driver will be handed a Proximity Tag for the vehicle (this is the tag that ensures the 5m safety zone within the building), this tag must be handed back to the weighbridge operator when the vehicle goes back onto the weighbridge to leave the site.*

***Thermal Incidents onboard RCVs:*** in the event of a WCA becoming aware of a thermal incident onboard an RCV destined for Allington WTS, Kent Fire and Rescue services must be contacted in the first instance, where instruction will be given. The vehicle will be escorted/directed to the WTS and parked in the 'Hot Load' designated bay. KCC must be notified that the vehicle is being escorted to the facility **prior** to arrival to ensure staff are prepared to receive the hot load. The WCA crew must take direction from the Facility management during and after the load has been extinguished.

***Staggering Arrival Times;*** To ensure an efficient visit, the WCA should ensure that tipping vehicles do not attend the site in 'clusters' and should have staggered arrival times. The waiting time will increase exponentially if vehicles arrive and queue together.

***Future Procurement Note:*** it should be noted that all tipping vehicles should have their controls within the cab, or on the side of the vehicle and not at the rear. This is due to Allington WTS requesting crews do not operate the controls near the bunker when the vehicle is within the Transfer Station tipping shed.

## 2.2 Pre-Acceptance Procedure for Waste Collection

The WCA must provide an annual Waste Transfer Note for each waste stream delivered to the WTS. These documents will cover the period 1<sup>st</sup> April to 31<sup>st</sup> March of each year.

The WCA must give advance notice to KCC of the registration of any new or hired vehicle that will be accessing the WTS in order for the weighbridge system to be updated in advance of the vehicle arriving at the site.

The Weighbridge operator may refuse entry for any vehicle not registered on the weighbridge system.

In order to provide an efficient means of identifying what material each vehicle is delivering to the transfer station, a card should be placed in the window of the vehicle cab denoting the following:

- DOM for Domestic waste.
- DMR or DRY for Recyclate waste

This will provide both the weighbridge operator and the Banksman at the reception door advance warning of the material to be deposited and appropriate direction and action can be prepared for. It is also noted that food waste is collected alongside either Domestic or Recyclate waste on a weekly basis and the weighbridge should be made aware of this at the time of presentation.

## 2.3 Acceptance of Waste at the Facility

All incoming vehicles will enter the site via the existing waste facility entrance in Laverstoke Road and approach the weighbridge.

Once on the weighbridge, the following information is required and recorded:

- Customer name for whom the load is being delivered on behalf of;
- Description of the load;
- Haulier's name; and
- Vehicle registration number.

This information is used to produce a weighbridge ticket, a copy of which is given to the driver of the vehicle.

Once the documentation has been produced, the vehicle will continue to the tipping shed where the waste will be tipped out of the vehicle as directed by the WTS staff.

A visual inspection of the waste may be carried out to ensure that the waste meets the description given at the weighbridge and to make sure that the site does not exceed permit conditions by accepting any wastes not stated in the permit.

Furthermore, at this moment, a judgement is also made as to the conformity to the waste acceptance criteria of the Transfer Station or the FDO – **see *Contaminated Load Management and Process***

The vehicle then returns to the site weighbridge where the weighbridge ticket (and waste transfer note if required), are completed and the vehicle is able to leave site.

## **Double tipping/Dual Waste streams**

Where an RCV is carrying two or more waste streams to weigh each material, there may be cause for the vehicle to return to the weighbridge and re-weigh the second load.

It should be noted that the layout of the access to the tipping hall denotes that the RCV will have to re-join the queue to access the 'in' door.

Where possible, the vehicle will be given priority in the queue, although it cannot be guaranteed.

Where an agreement between the WCA and KCC has been made where either an average load is taken as the weight or output weights are used to calculate tonnages for each material stream, the subsequent load can be tipped immediately as instructed.

## **Contaminated Load Management and Process**

The WCA's should always strive for no contamination within their loads. However, where a vehicle presents to the weighbridge and states which waste stream they have on board, then subsequently upon tipping that load, it is either wholly different to what has been stated or contains materials that are not deemed acceptable or as stated, the load will be deemed 'contaminated'.

The Transfer Station staff will make a judgement at the time of tipping as to the level of contamination and whether part of the load can be preserved for onward haulage or processing within the Allington Plant, or a whole load rejection is required.

The Transfer Station staff will endeavour to remove any large contaminants that are easily removable.

The Transfer Station staff will make a judgement on the likelihood that the load will be accepted at the FDO – it should be understood that this is not an exact science and is subjective based on each different waste stream, how long the material has been on the vehicle, the staff member's experience of viewing loads or their level of training and the time given to analyse the load whilst keeping the operation moving.

### **Contaminated Load Process**

Once the vehicle's load has been deemed 'contaminated' the following process applies:

The Transfer Station staff will attempt to remove the contaminated material from DMR or Food waste and transfer it to the Domestic waste bunker. However, if this is not possible, the whole load will be segregated, and the Full Rejection process is followed.

The load will be noted as a 'Full Rejection' and the data at the weighbridge will be altered accordingly; the load will be reassigned to an appropriate disposal method and moved to the main tipping hall in readiness for incineration.

If a small volume of contamination is removed, and the load is able to be accepted then there will be no change to the weighbridge ticket and the load is processed for onward haul to the FDO.

## Full Rejection

Where a full load rejection takes place, the load is moved to one side, photographed and a record is made of the contaminated content.

KCC is notified and makes contact with the WCA, sending copies of the photographs and further details of the contaminated items to action with their contracted collector.

If a whole load is rejected, in the case of DMR or Food, it will be transferred to the Domestic waste bunker for incineration and the weighbridge will reclassify the load and its tonnage.

In the case of a Full Load rejection of Allington waste which has significant 'Excluded' waste and is deemed 'unacceptable', KCC would make arrangements for the waste to be reloaded and redirected to the most appropriate disposal FDO. There may be a cost for the WCA associated with this full rejection mitigating action.

Arrangements can be made for WCAs to view their DMR/Food Loads at the WTS should they wish to. Prior notification must be given to KCC to avoid interruptions to the operation.

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## 2.4 Specification of Materials

The following specifications must be adhered to in order that the material will be accepted at KCC's FDO. As mentioned previously, it must be a priority that all material collected and deposited at the WTS are contamination free.

### Acceptance Criteria

Loads will be inspected to check material conforms to the contract description and EWC coding so that every element of waste legislation is adhered to.

Controlled Waste collected by the WCA is pursuant to their functions and responsibilities as such under Parts II and IV of the Environment Protection Act 1990.

Controlled Waste is defined as "Household Waste" containing a proportion of "Commercial Waste". The proportion of which must not exceed 10% of the total tonnage delivered per annum.

The respective definitions of Household Waste and Commercial Waste are as defined in Section 75 of the Environmental Protection Act 1990, and Statutory Instrument 1992 No. 588 "The Controlled Waste Regulations 1992"

Household Waste includes, litter, fly-tipping and refuse collected by a WCA in their capacity as Principal Litter Authority under Part IV of the Environment Protection Act 1990.

## Kerbside Domestic – (Residual/Black bag waste)

### Accepted Waste

All Household Waste which can fit into a 240l wheelie bin, with the exception of those stated in 'Excluded Waste'.

### Excluded Waste

- Bulky items (any item too big for 240 a wheelie bin)
- Heavy Metal/Stone Items/Glass (These items in any form are not accepted)
- Clinical Waste
- Special Waste (as defined under the Special Waste Regulations 1996)
- Hazardous Waste (including metals containing nickel, copper, and lead)
- Very dusty Waste
- Malodorous Waste
- Liquid Waste
- Drummed Waste
- Batteries
- Tyres
- Plasterboard
- Fire Extinguishers
- Gas Bottles
- Concentrations of PVC
- Waste Electrical or Electronic Equipment
- Animal Carcasses
- Industrial sludges
- Dry recyclate in the form of plastics, packaging materials or paper
- Wood or wood derived products, excluding card or paper
- Plastic netting or packaging strapping
- Car parts including, but not limited to bodywork panelling, bumpers, clutch, engine, and drivetrain.
- Rope
- Plasterboard – over 1 metre squared

**Please note:** the above list is not exhaustive, there may be occasion when the operator of the facility, Kent Enviropower (FCC) may need to reject part or whole loads if, in their opinion, such a load can cause material or environmental damage to the plant or the surrounding area.

## Dry Recyclate Material (DMR) – Co-mingled

Co-mingled dry recyclate material is prone to have a higher level of contamination due to the multiple number of collected materials. KCC is however under intense pressure to deliver an acceptable level of clean recyclate material and ask the WCAs to strive to educate householders to comply with the list of acceptable materials below.

**'Target Materials'** are the preferred waste items that the Provider has designated as 'Acceptable'; **'Non-Target Materials'** are within scope but are not preferred, although will be accepted in small quantities. **'Prohibited Materials'** will not be accepted

**'Target'** materials which can be expected to be processed in accordance with the Final Disposal Outlet's requirements are as follows:

### ***Paper/ Card***

- Newspapers
- Magazines
- Pamphlets
- Sheet Paper
- Telephone Directories/ Yellow Pages
- Junk mail
- Non-waxed Cardboard
- Catalogues
- Boxes
- Envelopes
- Food Packaging sleeves
- Shredded Paper
- Kitchen/ toilet roll tubes
- Greetings cards
- Books

### ***Plastic***

- Plastic recyclable bags (if part of collection method)
- Yoghurt pots/ plastic tubs/ice cream tubs
- Margarine containers
- Fruit and vegetable punnets
- Plastic meat trays/ ready meal trays

### ***Plastic Bottles***

- Milk
- Soft drinks – coloured and clear
- Mineral water bottles with blue tint
- Juice drinks
- Hair care/ Bath and shower products
- Laundry products – coloured and clear detergent and fabric conditioners
- Cooking oil
- Bleach and Household cleaning products
- Automotive products
- Alcoholic beverage bottles



**Metal**

- Drink cans
- Food cans
- Kitchen foil
- Ready meal/ Take away containers
- Coffee/ tea tins
- Foil pet food containers
- Aluminium party platters
- Biscuit/ sweet tins
- Aerosol cans (empty) – *excl. paint cans and sprays/fertiliser or weed killer sprays*
- Metal jar lids

**Glass – all colours**

- Wine bottles
- Beer bottles
- Jam/condiment jars
- Coffee jars
- Sauce jars

The list below details the scope of **non-target** materials which can be processed in small quantities, in accordance with the Final Disposal Outlet's requirements but are classified as **objectionable** and are not desirable.

- Wax lined cartons, Tetrapak
- Foil Line, i.e. Juice cartons
- Hard Plastics
- Clear and Coloured Plastic Bags
- Clear Plastic Film or cling film
- Plastic laminates/Waxed Paper
- Scrap Metal

**Prohibited**

The load will be rejected if the following items cannot easily be removed from the load at the WTS.

- Food Waste
- Textiles
- Wet Paper
- Sanitary waste - nappies
- Green Garden Waste
- Waxed Coffee Cups (McDonalds or Costa etc.)
- Insulation and ceiling tiles, polystyrene packaging
- Wood
- Rubber
- Tyres
- Building materials and plastic strapping
- Black plastic sacks and their contents
- Ceramics or Pyrex
- All Hazardous waste, i.e. Clinical, WEEE, Chemicals, Pesticides etc.

## Food waste

### Acceptance Criteria

This material stream has very low tolerances of contamination and the WCAs must note that should objectionable material be delivered as part of the load; rejections are likely to occur.

### Accepted Waste

All discarded household food waste will be accepted, to include:

- cooked and uncooked collected food waste; including dairy,
- fish, fruit, and vegetables,
- meat and bones,
- bread and pastries,
- tea and coffee grounds,
- pasta and rice etc.;

*The FDO is able to accept both biodegradable and non-biodegradable liners, however plastic bags should not be recommended to residents for use as food liners.*

### Excluded Waste

- Paper/Cardboard
- Plastic
- Textiles
- Metal
- Glass
- Nappies
- Woody Garden Waste
- Other foreign objects

## Green Waste

- **Green Waste is not accepted at Allington WTS.**

*For ease of reference and to assist direct deliveries conform to the requirements of the FDO, the Acceptance Criteria is shown below for Green Waste.*

The Environment Agency are working towards a requirement at Final Disposal Outlets, both at Open Windrow and IVC Composting facilities, where the acceptance of green waste with contamination levels at less than 0.5% will be the standard. There is no requirement of this at present, but it may be introduced during the next 3 to 5 years and should be noted by any WCA collecting Green Waste.

**Acceptance Criteria** - The composting sites stipulate a set of acceptable green waste materials. Loads will be inspected to check material conforms to the contract description and EWC coding so that every element of waste legislation is adhered to.

**Accepted Waste:**

- Grass cuttings
- Leaves
- Hedge trimmings
- Shrubs
- Plants
- Flowers
- Brush wood (max 200mm diameter)
- House plants
- Christmas trees

**Excluded Waste:**

- Food
- Packaging waste
- Glass
- Cans
- Paper and cardboard
- Hardcore and DIY waste incl. Boulders, Bricks, Concrete, Tiles & Ceramics, Soil etc.
- Carpet
- Wire strapping
- Metals (incl. cans)
- Textiles
- Treated timber & logs over 200mm in diameter
- Plastics, incl. plant pots.
- Liquids
- Hazardous waste
- Animal waste or By-Product (Category 1, 2 or 3)

The following **prohibitive items** contain toxins that cannot be accepted:

- Yew, Rhododendron and Ragwort

**Litter**

WCAs usually deliver litter (bagged) into Allington , via a caged vehicle. The litter is tipped into the residual bay to be incinerated.

Dog waste is now collected together with the bagged litter and should not exceed the agreed 30/70 mix in favour of litter to ensure conformity with the offensive waste directive.

## Highways Mechanical Arisings/Sweepings

KCC has entered into a new contract to process Highway Mechanical Arisings (HMA), or street sweepings collected by a street sweeper vehicle.

Although HMA is not usually delivered directly to Allington for onward haul (except for a small proportion from Maidstone), for ease of reference the below FDO acceptance criteria relates to any HMA material which is collected by WCAs.

### Acceptance criteria

Contamination is usually minimal with this material; however we ask that WCAs note that the FDO will reject any arisings that contain the following materials:

### Excluded Waste

- WEEE
- Small gas bottles and batteries,
- Street litter swept on pedestrian walkways.
- Plastic and Polystyrene fast-food containers, etc.
- High levels of hydrocarbon impregnated sweepings that contain diesel or petrol.
- Large quantities of vegetation, branches or grass cuttings from verges, etc.

## Bulky Waste

- **Bulky Waste is not accepted at Allington WTS**

## Clinical Waste

- **Clinical Waste is not accepted at Allington WTS**

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