1 PURPOSE

To ensure that wastes received are as expected and can be treated within our license and treated at the quoted price.

2 Risk Analysis (use Procedure 6.3 Risk Analysis)

2.1 Environmental Aspects and Impacts

INPUT	ASPECT	IMPACT	RISK		OUTPUT	ASPECT	IMPACT	RISK
Waste	Spill	Storm water/ ground contamination	3		Stored Waste	Leak	Storm water/ Ground contamination	3
	Fumes	Air pollution Odour	4					

2.2 Workplace Health and Safety Risks

Risk	Consequence	Residual Risk Score
Waste spill contact with skin/eyes	Chemical burns & irritation to the skin, Redness of eyes, Inhalation of vapours.	

2.3 Business & Quality

Risk	Consequence	Residual Risk Score
Accepting waste outside license requirements	Fines/ loss of license	
Accepting waste different to quoted material	More difficult and higher cost to treat	

2.4 Risk Control (Business, WH&S and Environmental)

Risks with ratings of High or Extreme (16+) require specific steps in the process to address the risk.

Tankers must be in the bunded area before any valves are opened.

All pipes and tanks are contained with a bunded area.

All bunds to be kept isolated unless actively discharging clean stormwater.

Storm water exit valve is by default closed and accumulated water is checked daily before release to the storm water system

2.4.1 PPE

Standard work uniform of long sleeve shirt, long pants, steel capped safety boots and high visibility must be worn.

Appropriate gloves are to worn when handling the valves, hoses and reducers

Safety glasses must be worn at all times.

Sun screen and a hat are recommended to protect against long term UV damage.

3 Process

1) Receive the truck as per WI08-04-01
2) Direct the driver to Main Bay and instruct them to park so the discharge point is adjacent to the appropriate discharge point.
3) While the driver is positioning the truck, collect 2 sample containers and the sampling jug from the Control Room. Different wastes require different types of sampling containers, so use the following table to decide which sample containers to use.

PRODUCT	MATERIAL OF JAR	QUANTITY
WASTE WATER	500 ml PLASTIC	1L (500mL for test) (500mL for storage)
OILY WASTE	500 ml GLASS	1L (500mL for test) (500mL for storage)
GLYCOL WASTE	500 ml BROWN GLASS	1L (500mL for test) (500mL for storage)

4) Label each jar with the following:
   - Your name
   - Date and Time
   - Job Number
   - Waste Transport Certificate number
   - Waste type
5) Return to the Main Bay and connect the truck to the appropriate discharge point as per Bulk Unloading Procedure
6) Instruct the driver to open the truck valve slightly (just crack it open) to slowly trickle approximately 5L of waste into the filter box.
7) Collect a sample in the jug as it flows from the pipe.
8) Pour half of this sample into each sample container.
9) Collect another sample in the jug and use this liquid to fill the sample containers.
10) When the jug is full; instruct the driver to shut the truck valve & get themselves a coffee from the Control Room while the pre-acceptance testing is completed.
11) Complete Pre-acceptance testing as per WI08-04-04
12) If the waste matches the Works Order specification, then follow the steps to unload the truck as per the appropriate Work Instruction.
13) If the waste does not match the works Order specification contact the Sales Director with the results

    Do not unload the truck until directed by the Sales Director

3.1 Skill Requirements

WI08-04-01– Bulk Truck Receival

WI08-04-05,06 & 07 – Bulk Truck unloading procedures

WI08-04-04 – Completing Waste Transport Certificates

4 Records

Record	Where Stored	Responsibility	Retention	Disposal
Sample labels (retained sample)	Laboratory	Operators	3 months	Remove and reuse jar
Works Orders	Site Admin office	Operators	7 years	Trash

5 Current Revision Status

Revision Level	Changes	Authorisation	Date
1.0	New	James Macdonald	10/8/17
