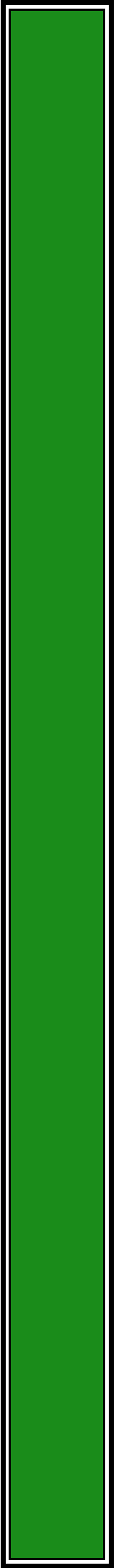


Attachment 3

Mixed Waste Receival Safe Operating Procedure



SAFE OPERATING PROCEDURE

SOP 9 – RECEIPT OF MIXED WASTE

PURPOSE AND SCOPE

This procedure is to ensure the correct identification of Mixed Waste received at ResourceCo sites.

RESPONSIBILITIES

Site Managers, Sales Staff, Weighbridge Staff and Inspection Officers have a direct responsibility to ensure they are familiar with this procedure.

PROCEDURE

RECEIPT OF PROCEDURE

Weighbridge Operators

1. When a customer arrives on the weighbridge, staff are to greet the driver and ask the following questions
 - a. *What type of material he is delivering?*
 - b. *Where has the load come from? (Suburb)*
 - c. *Is it industrial, commercial or residential?*

2. The weighbridge will then perform a visual inspection of the load to determine the type of waste. Operator should assess for inclusions i.e. oversize materials (greater than 100 mm in any direction). Also check for green waste and especially odours, (i.e. solvents gas and fuel).

If the material is classified as suitable , then:

- Weighbridge to advise driver the load will be inspected when tipped off.
- The driver will be issued with a docket and asked to proceed to the tip off area.

SAFE OPERATING PROCEDURE

<ul style="list-style-type: none">• Weighbridge to radio Inspection Officer of incoming truck.
<u>Inspection Officer</u>
1. Inspection Officer will direct the truck to the correct tip off area.
2. The load will be visually inspected both during and after the tipping off process.
3. The inspection officer will look for any obvious breaches in the material being delivered. This includes evidence of: <ul style="list-style-type: none">a. Liquidsb. Medical Waste (Syringes)c. Asbestosd. Odours (i.e. Solvents, Gas, and Fuel)
4. If any of the above are identified, the Inspection Officer will radio the Site Supervisor or Operations Manager to determine whether the load is to be reloaded, relocated or re charged. Materials containing Asbestos, Medical Waste and Odours will be rejected as they are a listed waste and are not covered in any of our licenses.
5. Weighbridge operator will need to ensure an incident report is completed for any load that is rejected and the offending company contacted
6. Incident Register to be completed for Board reporting purposes
Key Points <ul style="list-style-type: none">○ Ensure all fill delivered to site meets the definition of Clean Fill, as set by the Environment Protection Authority.○ Each load delivered to site must be checked for contaminants

RELATED FORMS

FORM 2 - Incident Form – Form 2, Incident Register – REG 2, AMP

RECORD KEEPING

(N:\documents\QA – ResourceCo Management System\Environment, Quality & Safety\4.0SafeOperatingProcedure)