

## WRAP Compliant 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 Managing Director is responsible for the contents of this procedure and the management of the recycling processes.

The Managing 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 each 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 Managing Director and Site Manager.

### **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**

Audits will be carried out by the Quality Manager every 6 months and 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 with 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
- 17.09.04. Mixed Utility Waste, not containing dangerous substances

A record of each load delivered and accepted shall be entered on WRAP Protocol Register – Live, 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.
- 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 dusk masks must be worn in line with the requirements of the COSHH data sheets for the material being used.
- The suitable material will first be screened and then enter the recycling process where the following will occur:
  - a. Material will be screened to <50mm.
  - b. Oversize material (50mm>) will be separated from the material and will either be crushed to <50mm 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 <50mm 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.
- 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**

- 150mm cube sample – 1 sample per production week (this will be stored for a period of 6 months for reference only – if no issues have been raised relating to the date of production after 6 months then the cube will be disposed of without testing)
- 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)
- **Cube Compressive Strength**

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)
- Batch data will be recorded on the WRAP Protocol Register – Live, which will include:
  - Week number
  - Date and time of production
  - Weights of aggregate and stabiliser per batch
  - Weather conditions
  - Grading test results **per production week**
  - Plasticity results **per production week**

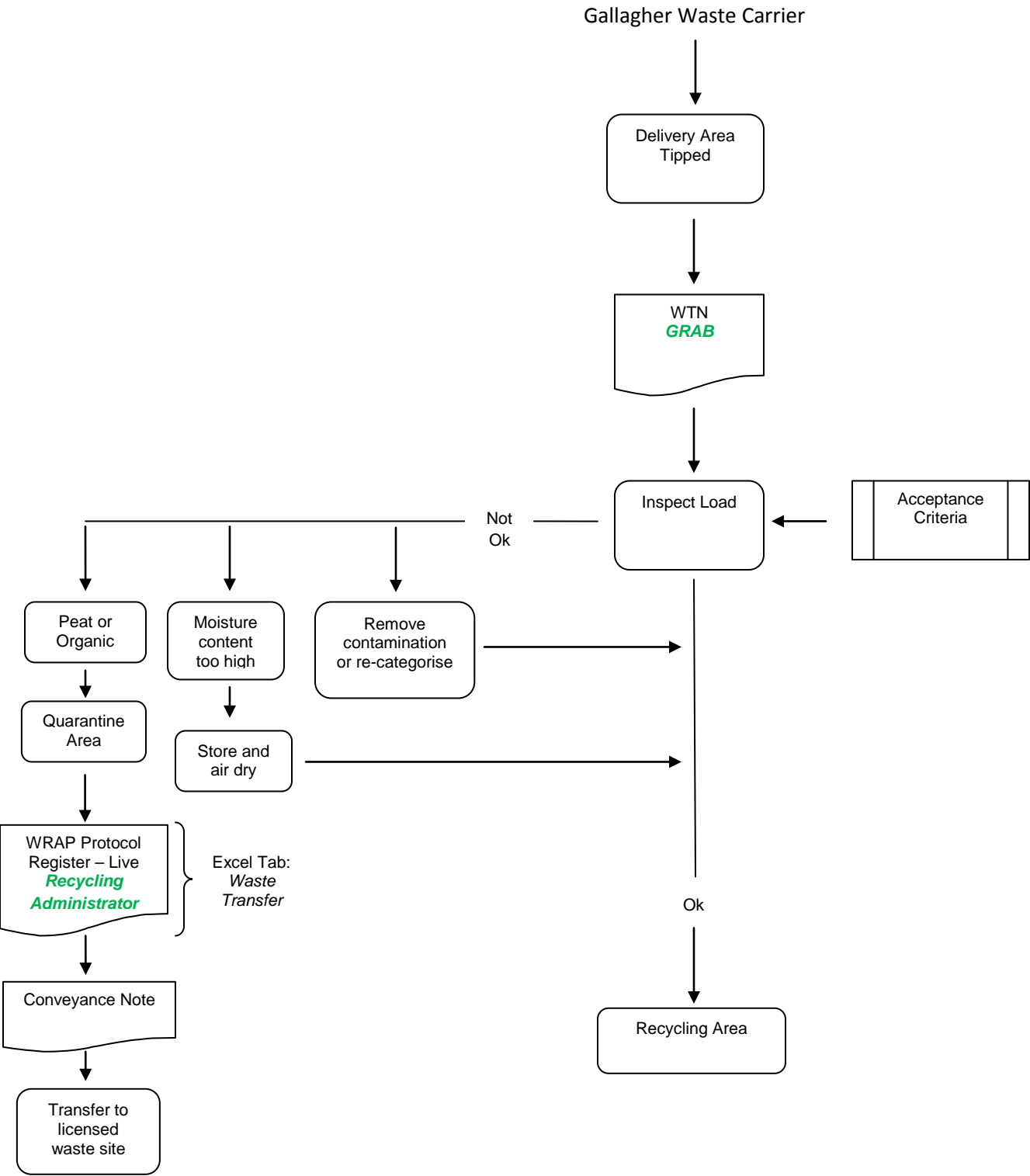
- Actions taken following a batch failure
- Copy of the Environmental Permit or Waste Management Licence Exemption
- Daily and weekly inspections completed.
- Corrective actions taken where constituents or mixture examined have not satisfied the requirements of this protocol.

## **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

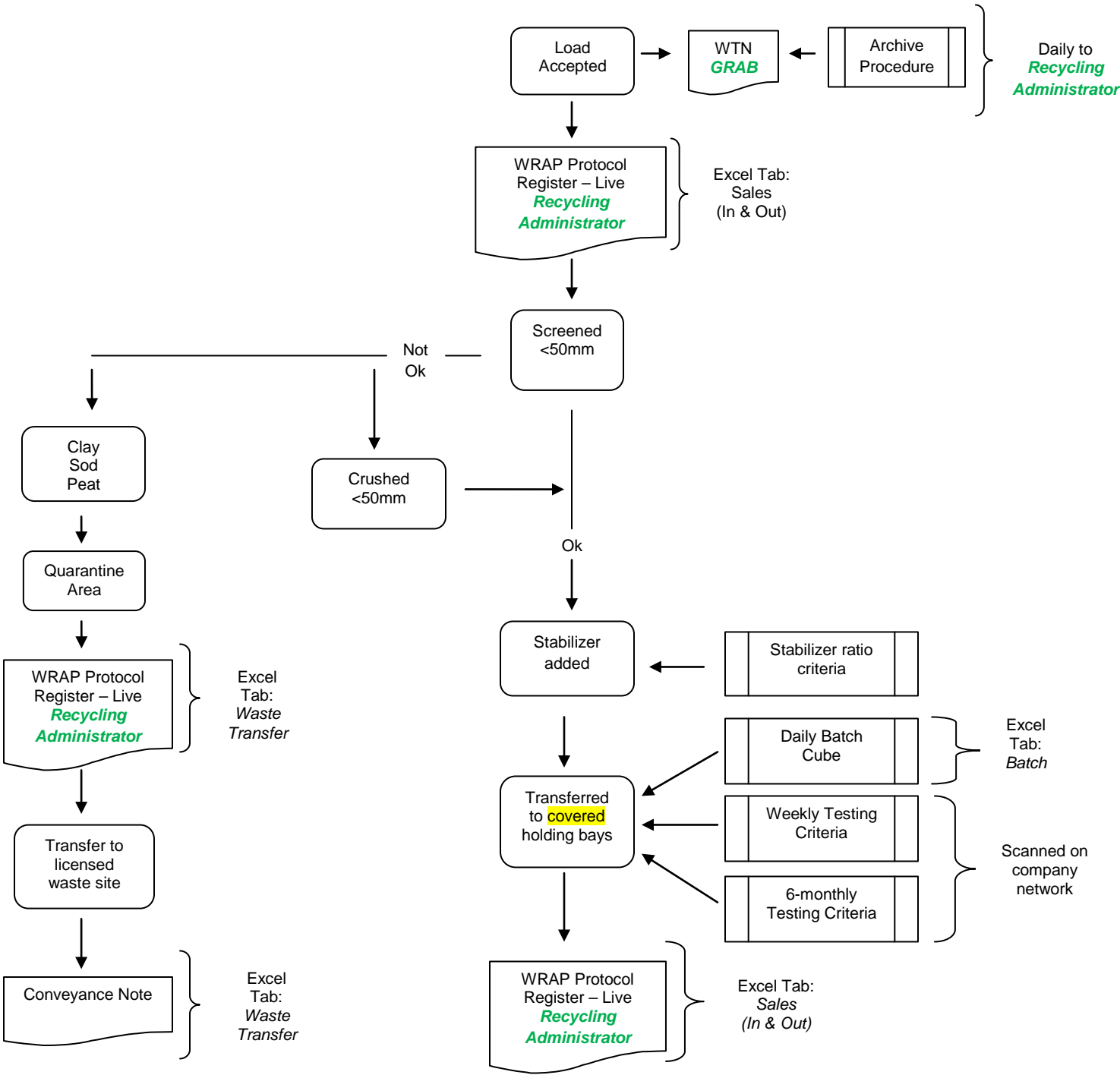
Appendix A

**Incoming Waste Flowchart**



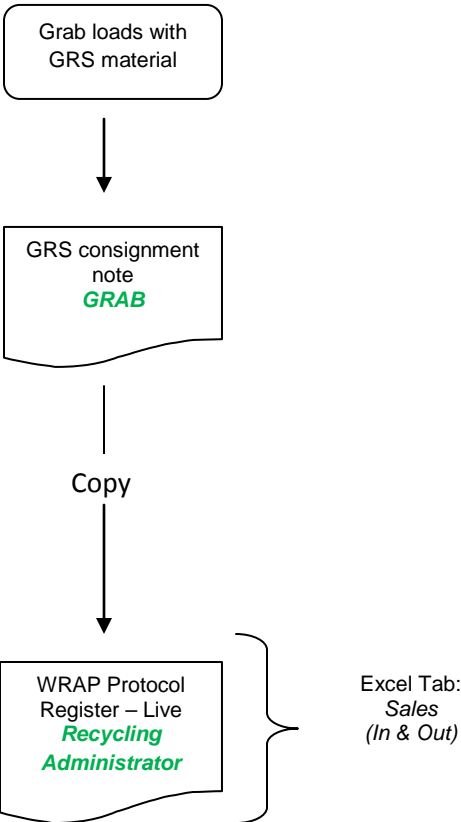
Appendix B

**Recycling Production Area**



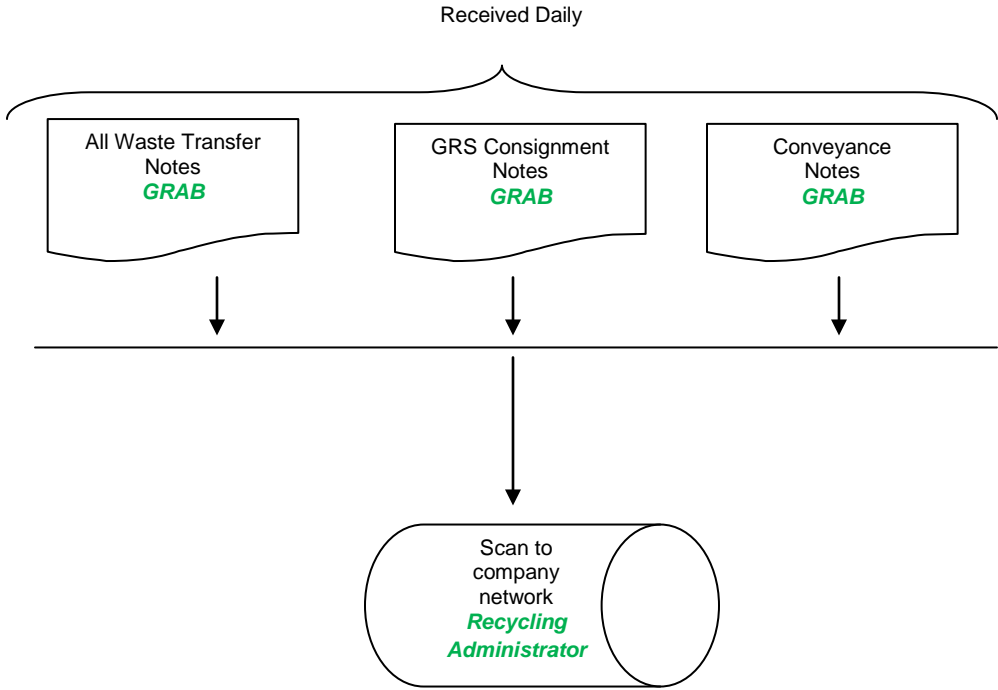
Appendix C

**Collection of GRS Material**



Appendix D

### Records Keeping



Appendix E

### Audits

