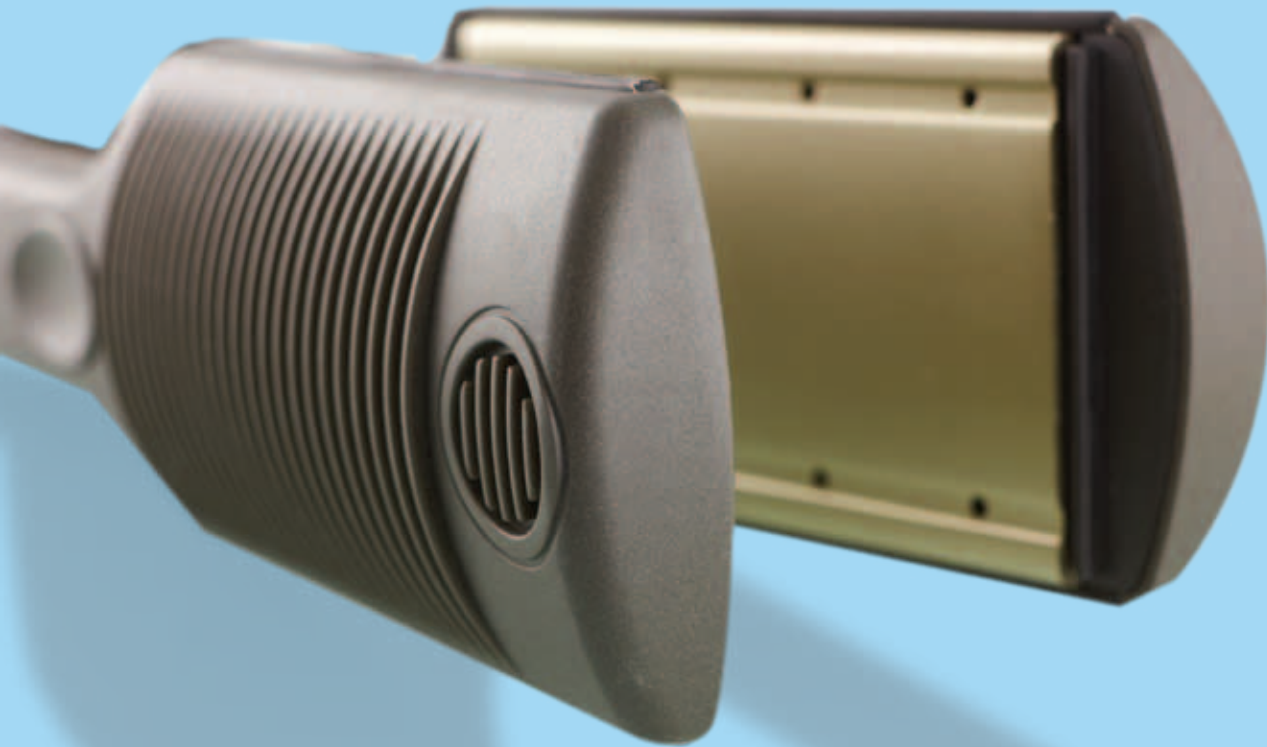


9.0 Treatment Facility Site Management



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Audience: This section of the guidance is aimed at all organisations involved in operating a WEEE treatment facility.

Benefits: The benefit of implementing the guidance outlined below is that it can improve site management and flow of WEEE / WEEE derived materials around their site. Increasing throughput, improving Health and Safety and helping to ensure the continuity of the operation.

Summary: For treatment facilities, the issue of site management is important for ensuring the collection, treatment and dispatching of WEEE (including items for reuse) is conducted in as smooth and efficient a manner as possible. The following section outlines initiatives regarding traffic management, site infrastructure and emergency contingency planning which encourage the smooth flow of material around treatment facilities.

9.1 Traffic management

Where possible, treatment facilities should schedule regular deliveries of WEEE to their facility to ensure a constant and manageable flow of input WEEE for treatment. A scheduling system also ensures that vehicles do not have to wait for long periods of time on site.

Good practice

Good practice initiatives in traffic management at a treatment facility include:

- scheduling of vehicle deliveries to the treatment facility to manage the flow of vehicles on site and ensure the constant flow of material for the facility;
- notes to contractors – this can provide the contractors with onsite instructions and how the site would like the WEEE delivered;
- ensuring that turnaround time for offloading and collection is as quick as reasonably possible to maximise vehicle utilization;
- using appropriate vehicles for the size of site;
- signage – appropriate signage to direct the flow of vehicles efficiently around the site in a manner which does not interrupt any operational activities or hinder other vehicles; and
- speed restrictions – these can be used to improve health and safety onsite, whilst aiding the flow of vehicles around the site.

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9.2 Site infrastructure

Sites should be planned to have a sufficient area to allow vehicles access for unloading WEEE, and exiting the facility without disrupting other vehicle movements or site processes. This way they can ensure that no loading or unloading occurs on road or pavement as this could lead to breach of their waste management permits or licenses. This should also be addressed through health and safety planning

The site should also have sufficient room for storing WEEE (including for reuse) and WEEE derived materials. The WEEE and WEEE for reuse should be stored within a secure licensed premise, under cover (when required for local reasons such as site licence) and on hard standing.

The collection staff are the first to come into contact with the WEEE. It is the collection staff's responsibility to carry documentation, including waste transfer and consignment notes, in addition to loading and unloading the vehicles. When a member of the collection staff arrives back on site at the treatment facility they must submit the correct paperwork and unload the WEEE according to the processes in place for the handling of specific categories of WEEE.

Treatment facilities should have procedures in place to inform their drivers (haulage companies or any other subcontractors) and/or operatives of any relevant information that is required for them to be able to carry out their activities correctly.

These procedures could take the form of information packs to be provided to drivers, containing the following information:

- prior to arriving at the facility the driver should check the paperwork for any relevant unloading information, such as an allocated time slot in the schedule;
- on arrival at site, drivers must report to the designated site contact. They should also weigh and document the delivery, which is generally done via a weighbridge and weighbridge ticket;
- the driver should park the vehicle in the designated unloading area;
- unloading can be done manually or by using equipment that may be specified in the site procedures;
- items should be unloaded in a way that will prevent the potential release of any hazardous substances or cause injury; and
- staff should perform checks for contamination and potentially hazardous items. If any of these are found they should be removed and reported to the designated site contact, raising their awareness and encouraging the reporting of known contaminants.

The WEEE (including WEEE for reuse) will require sufficient storage space until treated or sent for reuse. However once treated and/or reused, storage space should be provided to store WEEE, WEEE for reuse and WEEE derived materials. Storage space must also be provided for storing waste and hazardous waste items.

Sites should have sufficient room on site to allow vehicles to load WEEE (including WEEE for reuse) and WEEE derived materials for delivery to AEs, AATFs or end markets. The materials should be weighed and booked out, which is typically done using a weighbridge. The vehicles for onward delivery of WEEE including WEEE for reuse and WEEE derived materials should be scheduled, to avoid causing congestion on site.



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9.3 Emergency contingency planning

Good practice

Examples considered good practice in contingency planning include:

- training staff in emergency procedures so that they are aware of what do in the case of an emergency;
- implementing and regularly updating contingency plans to incorporate any changes to the business or processes;
- testing the contingency plan against realistic conditions. Any lessons learned should be incorporated into a revised plan;
- ensuring that there is sufficient staff cover for dealing with staff absence;
- having systems in place for transferring operations and the treatment of WEEE to another treatment facility. Treatment facilities should ensure that the alternative nominated facility has sufficient capacity and the correct equipment on site to treat its WEEE; and
- having systems in place for contacting clients to inform them of any emergency or sudden change in operations which affects their service. The benefits of this are that it strengthens good client relations, whilst aiding the smooth transition to a revised service and operation.

Key benefit of taking action

Emergency contingency planning and training is important to ensure that staff are trained on what to do in the case of an emergency. This can help improve staff safety and ensure there are systems in place for dealing with the WEEE.

Treatment facilities should have contingency plans in place for dealing with emergencies such as the breakdown of equipment, as this could affect their ability to deal with incoming WEEE and meet any contractual obligations.

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