

# **SAMPLE WOOD SPECIFICATION**

## **Clean Waste Wood Specification for Recycling**

### **General Requirements:**

#### **Acceptable Wood Wastes are typically:**

- All wood-based packaging such as pallets, packing crates, stillages, bearers and wooden boxes. (please note we cannot accept Blue Chep pallets).
- Wooden structures, can be recycled, provided that no coloured plastic laminates and plastic or large metal fittings are still attached. No Painted items are acceptable.
- Nailed items such as pallets and packing crates present no problems unless structures are greater than 1m<sup>3</sup> or have large metal attachments – Cable reels are unsuitable, but may be accepted for pre-crushing by arrangement at our XXXXX site.
- Demolition timber is acceptable, provided it meets the above criteria. No Window Frames or Doors with glass panels.

#### **All wood waste deliveries must be free of contaminants such as:**

- Glass, dirt, brick, concrete, stone, rubber, foam, polythene, plastics, paper, cardboard cloth, wire cable and rope which are all unacceptable in the wood recycling process..
- Burnt or charred material is not acceptable.
- Wood contaminated with felt, tar or oil-based preservatives (i.e. sleepers & telegraph poles) is not acceptable. No Creosote Treated or smelling material.

## **“Low Grade” Waste Wood Specification for Recycling**

### **General Requirements:**

#### **Acceptable Low Grade Wood Wastes are typically:**

- Wooden furniture, laminated kitchen worktops, drawers and cupboards can now be recycled, provided that no Non Ferrous (i.e. Aluminium, Brass, Copper, and Stainless Steel) fittings are still attached.
- All MDF Type Laminated Flooring can now be included in our Low Grade Specification.
- Chipboard in all forms is acceptable, including Laminated, Water Resistance and all Composite Structures.
- Wood-based panels such as Hardboard, Plywood, OSB and MDF are acceptable, including - Hardboard Doors, Cane Furniture & MDF/Hardboard Shop fitting type structures. Please note – all items will have the same Quality Criteria Applied as with our Clean Wood Specification – All Contraries and Non ferrous Attachments must be removed.
- Window Frames or Doors from Demolition Timber is acceptable, provided it meets the criteria for no Contraries, i.e. No with glass panels or Non Ferrous Attachments.

#### **All wood waste deliveries must be free of Contraries & Contaminants such as:**

- Glass, dirt, brick, concrete, stone, rubber, foam, polythene, plastics, paper, cardboard, cloth, wire cable and rope which are all unacceptable in all wood recycling.
- Burnt or charred material is not acceptable.
- Wood contaminated with felt, tar or oil-based preservatives (i.e. sleepers & telegraph poles) with Creosote is not acceptable.
- Any Structures coated with any CCA Treatment must be discarded as unsuitable feedstock to all Wood Recycling.
- Non ferrous (i.e. Aluminium, Brass, Copper, Stainless Steel) must be removed prior to acceptance for processing.

## **Incoming Acceptance/Rejection Procedure**

1. All vehicles delivering incoming waste wood have contents inspected prior to offloading.
2. If load is acceptable then driver is instructed to proceed off-loading to waste wood stockpile.
3. Once off-loaded the load is further examined in greater detail for any non-conforming material.
4. Any minor non-conforming material will then be picked & deposited in the waste container for disposal to landfill.
5. Any major non-conformance will then be re-loaded for landfill or returned to supplier for re-sorting.

Only then will material be accepted to the waste wood stockpile for reprocessing.

The *Packaging Percentage Content* is then noted on the delivery ticket for information to be updated at weighbridge for Packaging Waste Percentage Records.

At each stage our operators will communicate with the Site Manager who will communicate with the supplier. Photographs will be taken of any major non-conformance and emailed or faxed to the supplier. Records will be kept with the Site Manager for each supplier.

### **Major non-conformance on initial inspection**

- A. If there is a major non-conformance to incoming specification as detailed in standard specification sheet during the initial inspection, the load will be rejected to landfill or returned to supplier for re-sorting.
- B. If there is only a minor non-conformance then load is tipped in the quarantine area for further inspection.
- C. If load is found to contain only minor non-conformance then the supplier is notified and the load will be picked by site staff and items deposited into waste container for landfill. The load will then be taken to the accepted waste wood stockpile for reprocessing.

**Records of communications and photographs are kept on file for each supplier for a minimum of two years in line with current Duty of Care legislation.**