



**WAS-G-10**

**SEPA guidance: Code of practice on sampling and reporting at materials facilities**

Version 1.0 - April 2025

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# Aim of this guidance

This guidance provides general advice for anyone who requires to comply with the [Scottish Government’s statutory Code of Practice on Sampling and Reporting at Materials Facilities (“the Code”)](https://www.gov.scot/publications/code-practice-sampling-reporting-materials-facilities-june-2024/documents/). If you operate a material facility in England, Wales or Northern Ireland you must comply with the regulations or codes of practice in that country. The Code replaces the 2015 Code of Practice on Sampling and Reporting at Materials Recovery Facilities (“the 2015 Code”). From 1 April 2025, the 2015 Code, associated data return form and all accompanying guidance will be obsolete.

This guidance is intended to assist you with the interpretation of the Code and should be read in conjunction with the Code which, in the event of any conflict, supersedes the information provided in this guidance.

This guidance aims to:

* Help you determine your category of material facility (MF) whether your MF is in scope of the Code.
* Explain whether your category of MF needs to conduct only input sampling or input and output sampling.
* Help you understand the sampling, recording and reporting requirements that apply.

There is supporting SEPA guidance designed to help you complete SEPA’s Data Return Form for Sampling and Reporting at MFs (MF Data Return Form), and details:

* What you need to report to SEPA.
* How to complete and submit your quarterly data return.

## Defined terms

Many of the terms used in this guidance have a specific definition in the Code, these are: authorised MF operator, buyer, drink, drink container, dry recyclable waste, dry recyclable waste stream, EPR scheme administrator, fibre-based composite material, input material, material fragments, materials facility, mixed dry recyclable waste, non-recyclable material, non-target material, output material, packaging, PPC permit, recycling, reporting year, SEPA, separately collected waste, single stream, supplier, target material, waste management licence.

# Determining whether your material facility is in scope

## What is an in scope material facility?

The Code defines an MF as:

1. a facility where dry recyclable waste is treated to separate that waste into a dry waste stream or streams (a “materials recovery facility” or “MRF”), or
2. a facility where dry recyclable waste from more than one supplier is consolidated into bulk quantities (whether as a first point of consolidation or following the first consolidation of bulk quantities, transferred from other suppliers),

for the purpose of selling it or transferring it to other facilities or persons to enable that material to be prepared for reuse or recycling.”

However, not all MFs are in scope of the Code. Your MF is likely to be in scope if it:

1. receives, or is likely to receive, 1,000 tonnes or more of single stream or mixed dry recyclable waste (often referred to as DMR) in any reporting year, and
2. either receives dry recyclable waste from one or more suppliers and sorts it into output material, or
3. receives and consolidates dry recyclable waste from two or more suppliers.

The flowchart in Figure 1 is intended to help you understand whether you are an in-scope MF.

Figure 1: Flowchart graphic to help determine a facilities’ scope status



### Examples of an in-scope material facility

To help you determine if you are in scope, examples of common situations are set out below. This is not an exhaustive list but may help you determine the status of your own activities. If you are unsure whether your facility is in scope, email MFCode@sepa.org.uk.

#### Example A:

An MF accepts 1,000 tonnes or more per year of dry recyclable waste. In a year, 100 tonnes of this waste comes from a private business and the remainder comes from householders (all within the same local authority area). The private business waste is mixed with the local authority household waste. None of the waste is sorted on-site.

This facility would be in scope; the private business is a second supplier to the facility and the waste from multiple suppliers (the householders and private business) is being consolidated at the facility.

Example B:

An MF accepts household and commercial dry recyclable waste. This material is collected on behalf of the local authority, with both waste streams (household and commercial dry recyclable waste) collected in the same vehicles. None of the waste is sorted on-site.

This facility would not be in scope. The waste collection authority (local authority) counts as a single supplier.

Example C:

An MF which consolidates dry recyclable waste from a single supplier removes large or heavy items of contamination. No sorting takes place onsite.

This facility would not be in scope. Removal of contamination from dry recyclable waste would only be considered “sorting” for the purposes of the Code, if doing so produced a new output grade of material.

## Identifying a material facility supplier

The Code defines a supplier as follows:

“In relation to a batch of dry recyclable waste received at a MF:

1. Where that batch comprises material collected pursuant to arrangements made by a waste collection authority under section 45(1)(a) or (b) of the Environmental Protection Act 1990, that authority is the supplier.
2. Where that batch has been transferred from another MF, the operator of the MF from which that material was transferred is the supplier.
3. In any other case, the person or organisation who collected the material or, if that person or organisation is not known, the person or organisation responsible for delivering it to the MF is the supplier.

Where the batch comprises material from more than one supplier, and the proportion of that batch attributable to a particular supplier cannot accurately be ascertained, a reasonable estimate of the proportion is sufficient.”

### Examples of a material facility supplier

To help you determine who is a supplier under the definition in the Code, some examples are set out below:

Example 1:

Where a local authority collects household and/or commercial waste as part of a kerbside collection or where it collects public bin waste alongside household or commercial waste as part of a kerbside collection. The local authority is the single supplier.

Example 2:

Where a local authority outsources its kerbside collections to a third party, the local authority is still considered to be the supplier rather than the outsourced organisation. This is because the material is collected pursuant to arrangements made by a waste collection authority under section 45(1)(a) or (b) of the Environmental Protection Act 1990.

Example 3:

Where dry recyclable waste is collected by Company A and taken to Company A’s facility. Company A does not collect any dry recyclable waste on behalf of any local authority. In this instance, Company A would be the supplier.

## Notification

If you are authorised to operate an MF, it is your responsibility to notify SEPA if your operation falls in scope of the Code. You must do so as soon as you know that you are (or will become) in scope and begin sampling as soon as is reasonably practicable and in line with the timeline requirements of the Code. At the time of notification, you must also seek agreement from SEPA on the timescale for commencement of sampling and reporting.

It is also your responsibility to notify SEPA if your operation falls out of scope. You must notify SEPA by emailing MFCode@sepa.org.uk or by writing to SEPA, Angus Smith Building, Unit 6
4 Parklands Avenue, Eurocentral, Holytown, North Lanarkshire, ML1 4WQ.

## Compliance and enforcement

SEPA is responsible for regulating compliance with the Code. As well as assessing your data returns, SEPA may from time to time conduct audits to assess compliance. This may include independent sampling of input or output materials to compare the results with those you have reported to us. Not complying with the requirements under the Code could adversely affect your compliance category and may result in SEPA taking enforcement action in line with our Enforcement Policy and Guidance.

# Sampling requirements

All in-scope MFs are required to undertake sampling. However, if you do not carry out any sorting activities on dry recyclable waste then you are only required to carry out input sampling.

## Input sampling

Input sampling is relevant to in-scope MFs that sort dry recyclable waste into output material and in-scope MFs that consolidate or ‘bulk’ dry recyclable waste from two or more suppliers.

The number of samples you need to take depends on the overall weight of input material delivered by each supplier. To establish a robust sampling schedule, the weight of input material (by supplier) should be monitored and recorded.

#### Sample frequency

An input sample must be taken for every 75 tonnes of dry recyclable waste received from each supplier in each reporting period.

If a supplier is likely to take a long time to deliver the tonnage needed to trigger a sample being taken, more frequent sampling for that supplier should be considered to effectively monitor the quality of the dry recyclable waste received.

#### Sample weights

The average sample weight for all dry recyclable waste received in each reporting quarter must average 60kg, and each sample can be no less than 55kg. You can collect each sample in smaller parts as a control measure for manual handling risks, but each part must weigh no less than 20kg and be collected one after the other from the same batch.

#### Details to be recorded

The following data must be provided for each input sample:

* The total original weight in kilograms of the sample selected for analysis.
* The weight in kilograms of target material and non-target material of the following:
1. glass
2. paper
3. cardboard
4. steel
5. aluminium
6. plastic pots, tubs and trays
7. plastic bottles
8. plastic film and other flexible plastic
9. other plastic not falling within (f), (g) or (h)
10. fibre-based composite material

This material must also be broken down further to differentiate between packaging and non-packaging (except for glass) and then finally broken down into drinks containers and non-drinks containers. This should all be done in one sort/process for efficiency.

Packaging is broadly defined in the Code as “products made of any material of any nature to be used for the containment, protection, handling, delivery or presentation of goods”. If you are uncertain if an item is packaging refer to the full definition provided in the Code, if you are still unsure, contact MFCode@sepa.org.uk.

Non-recyclable material does not need to be broken down, but it could be helpful to record details of items that could have a negative effect on the percentage of target material in a sample i.e. a drinks container that contains liquid.

## Output sampling

Output sampling is relevant only to in-scope MFs that sort dry recyclable waste into output material.

The number of samples you need to take depends on how much output material you produce. To establish a robust sampling schedule, the weight of output material should be monitored and recorded.

#### Sampling weight and frequencies

Your sampling requirements for output materials, including minimum sample frequencies and weights by material grade, are as follows:

* Glass: 10kg to be sampled for every 50 tonnes produced.
* Paper and card: 50 kg to be sampled for every 60 tonnes produced.
* Metal (aluminium, steel or both): 10kg to be sampled for every 20 tonnes produced.
* Plastic: 20kg to be sampled for every 15 tonnes produced.
* Fibre-based composite material: 50kg to be sampled for every 60 tonnes produced.

#### Output sampling details to be recorded

An authorised MF operator with output sampling requirements must take samples of the output material leaving that facility in a reporting period and measure the composition of those samples. The following data must be provided for each sample:

* The total original weight in kilograms of the sample selected for analysis.
* The weight in kilograms of target material, broken down by the relevant grade of material using the following list as a minimum set of material grades. If you regularly report a grade not included in the list, you should email MFCode@sepa.org.uk.
	+ Cardboard.
	+ Newspapers and magazines.
	+ Mixed paper.
	+ High density polyethylene (HDPE) bottles.
	+ Natural HDPE bottles.
	+ Coloured HDPE bottles.
	+ Polyethylene terephthalate (PET).
	+ Clear and light blue PET bottles.
	+ Coloured PET bottles.
	+ Polypropylene (PP).
	+ Mixed plastic bottles.
	+ Pots, tubs and trays (PTT).
	+ Mixed rigid plastic.
	+ Mixed plastic.
	+ Plastic film.
	+ Aluminium.
	+ Steel.
	+ Mixed coloured glass (container / glass fibre).
	+ Mixed coloured glass (aggregate\* / glass sand).
	+ Green glass.
	+ Clear (flint) glass.
	+ Brown (amber) glass.
	+ Fibre-based cups.
	+ Fibre-based food containers.
	+ Fibre-based drinks cartons.
* The weight in kilograms of non-target material of the following:
	+ Card and paper.
	+ Plastic.
	+ Metal.
	+ Glass.
	+ Fibre-based composite material.

The target and non-target materials must also be broken down further to differentiate between packaging and non-packaging, (except glass) and then finally broken down into drinks containers and non-drinks containers. This should all be done in one sort/process for efficiency.

Only material(s) that fall into the specific material grade of output material should be reported as target material.

For example, where the output material grade selected is Natural HDPE bottles, any coloured HDPE bottles in the output material sample should be reported as non-target material. This is irrespective of any contractual agreements for that material which may allow for a proportion of contaminants. The target materials do not need to be broken down further into other grades. For example, where the output material grade is defined as mixed paper, the target material in that sample does not need to be categorised any further such as cardboard/newspapers and magazines.

As with input sampling, non-recyclable material does not need to be categorised, but it could be helpful to record details of items that could have a negative effect on the percentage of target material in a sample i.e. a drinks container that contains liquid, making it non-recyclable when it should be target.

# Developing a sampling methodology

To comply with the Code, you must ensure the data you record and subsequently report to SEPA is accurate. Failure to report accurate data may affect your facility’s compliance category.

This section is intended to help you adopt a sampling regime that helps ensure accurate data is reported to SEPA.

We understand that the composition and quality of your input material may vary depending on factors such as supplier, collection round and the time of year. These variations, combined with other operating factors like throughput speed and quality or sophistication of your sorting process can impact the end quality of your output materials. So, it is important that sampling of your materials is an ongoing process, and that the methodology used is as representative as possible of the variety of material you handle.

## Sampling options for input and/or output material

This section provides step by step guidance on suitable minimum methods for analysing a representative sample of input and output materials. You should choose the most suitable methodology to use based on the available equipment, space and presentation of your materials for example, loose, bagged and/or baled.

#### Planning a sampling schedule – input and/or output material

You should develop a quarterly plan for sampling input materials from different suppliers and for output materials, based on your specific obligations under the Code. Sampling should be scheduled to ensure that it is as representative as possible of the materials. To help achieve this you can schedule sampling so that:

* For each supplier, input material samples represent as many different collection routes as possible. You should work with individual suppliers to identify the source of all incoming loads, then arrange to sample at different times and on different days on this basis.
* Output material samples are taken at different times and on different days.
* Input and output material samples are taken from all shifts, including night and weekend shifts where applicable.

You should be able to demonstrate to SEPA that your sampling regime is robust, structured and able to provide results representative of all materials the facility handles.

#### Isolating the material to be sampled

You should always isolate any input or output materials for sampling. This should be done in an area that has been cleared of all other material or in the storage bay specifically designated for output materials. You should take care to prevent any cross contamination of the sample with any materials from other sources. Any exceptional items, e.g. very large or heavy items that might damage equipment or impact the sorting process and would ordinarily be removed, should be removed at this stage (these do not need to be weighed). No other picking of the waste should occur prior to the sample being taken.

#### Taking a sample

When collecting the material needed for each sample, its’ composition must be representative of the load it came from. Following one of the methods detailed below can help you achieve this.

When developing a sampling regime, you may find it helpful to choose a suitable container that is marked accordingly, so that when filled with a specific material, a mark on the container is used as a guide, as to what level to fill the container or that, when full, contains the right amount of material for sampling. This will help you avoid selectivity that can be introduced through collection of too little or too much material. When collecting samples in smaller parts, i.e. 3 x 20kg samples to make up the required 60kg sample for input material; each part must be collected at the same time. You should ensure each container is suitable for its purpose, in good condition and that enough containers are available for efficient sampling.

### Sampling input materials

#### Mixing the sample

An approach for input material would be to tip the load on the floor and mix it with a loading shovel or similar plant. You can do this by separating a proportion of the material (approximately four times greater than the required sample size) and mixing the proportion at least twice using a loading shovel. This will help mix in heavier items that have settled to the bottom of the load. A push wall will help with the mixing process.

#### Collecting the sample

The container should be weighed before taking the sample. If possible and safe to do so use the loading shovel or similar plant to fill your container with the sample. If it is not possible to use a plant vehicle, fill the containers using shovels and brooms to remove a section of waste, from each end of the sample. Shovel the sample into sample containers until the input weight is collected, the excess waste not sampled can be returned to the input bay/area.

#### Good practice in sampling

Staff undertaking sampling should be trained and competent. You should have more than one person trained to provide cover during periods of staff absence and allow sampling results carried out by different staff to be compared. The latter may highlight anomalies and the need for additional training.

Change the day and time that samples are taken from suppliers, so samples are not always taken from the same collection route, which may have unique quality characteristics. Likewise, change the day and time that output samples are taken to ensure variances in staffing, operations and input materials are reflected.

Correctly label and store your samples to protect them from cross contamination from other materials and weather.

Containers can be marked with the approximate level to obtain the required sample weight. This will vary depending on the material (and grade) and for example whether the material has been compacted or baled.

You should do regular spot checks to ensure sampling is being undertaken correctly.

#### Poor practice in sampling

Examples of poor practice include:

* Taking a sample from only the top or bottom of a pile of material – this will be inaccurate and not representative of the material as heavier items may have settled to the bottom, and lighter ones on the top.
* Including large, heavy items of contamination that would need to be removed manually prior to processing, e.g. items that might damage equipment such as bricks, large metal items, etc.
* Relying on built in scales on equipment such as loading shovels, tele handlers, mechanical grabs etc when assessing the sample size rather than using a calibrated bench or platform scale. Built in scales are designed for heavier loads, so tend not to be sufficiently accurate. Whilst these types of scales can be used for estimation all initial and final weights should be calculated using a calibrated bench or platform scale.
* Analysing more than one sample at a time so there is a risk of cross contamination.

### Sampling loose output material

The most representative, and often the easiest way of taking a sample of output material is to collect it directly from a conveyor at a point in the MF when all sorting processes are complete (i.e. the material is representative of that which would be delivered to the reprocessor).

You should take output material as it falls from the conveyor into the storage bay at a convenient time. Typically, after the bay has been emptied, a suitable container should be placed under the conveyor that feeds the storage bay, this container should be weighed before sample collection (as noted above) and the weight recorded.

The required sample weight should be taken before the container is removed. The sorting line should be turned off whilst the container is under the feed conveyor and when it is removed. Picking should stop when the conveyor is stationary to make sure the sample is representative.

When the sample is taken, you should check throughput rates are typical for the MF, because the sorting line speed can impact sorting efficiency and therefore output material quality.

Output sampling should be carried out at the last point possible in the MF to represent the output quality accurately.

Where sampling of output material is not possible directly from a conveyor, a sample can be taken from the storage bay. If you do this, the sample should be taken as follows:

#### Mixing the sample

An example approach for output material would be to mix the load in the bay (if suitable) with a loading shovel or similar plant. You should do this by mixing the proportion at least twice with a loading shovel. This will redistribute heavier items that have settled to the bottom of the load.

#### Collecting the sample

Make sure the container is weighed before the sample is collection. You may choose to use a loading shovel or similar plant to fill the container with the sample with the appropriate weight, taking care that all material fragments are captured. Alternatively, you may choose to use a plant vehicle, fill the containers using shovels and brooms to remove a section of waste from each end of the sample. Shovel the sample into sample containers with the appropriate weight taking care that all material fragments are captured.

### Sampling baled input or output material

Although most sampling will likely be of loose material, some suppliers may deliver baled material, or it may sometimes not be possible to safely sample loose output material. In these instances, you should adopt the following process:

Step 1: Choose a random bale of material after production and before it enters stock.

Step 2: Safely break open the bale and take a weight of material equivalent to four times the normal sample size (to be determined based on your knowledge of supplier and composition). This should include material from the middle as well as one random end of the bale.

Step 3: Mix the material to randomise it, mixing at least twice, you may choose to do this using a loading shovel. This helps redistribute heavier items that have settled to the bottom of the load. A push wall will help with the mixing process.

Step 4: Collect the sample, ensure the container is weighed before sample collection. If possible and safe to do so, use a loading shovel or similar plant to fill the container with the sample to the appropriate weight. Take care that all material fragments are captured. If it is not possible to use a plant vehicle, fill the containers using shovels and brooms to remove a section of waste from each end of the sample. Shovel the sample into sample containers to the appropriate weight, taking care that all material fragments are captured.

SEPA may compare sampling data submitted to us with both loose and baled stock held on site. Where sampling takes place before baling, you must make sure contamination is not introduced downstream of the sampling location and/or during the baling process so sample results are representative of the actual input/output materials entering/leaving your facility.

#### Labelling the sample

Once the sample has been taken, label it with the sample details, including date and time the sample was collected and sample weight. This information should also be recorded. Take care that samples are labelled securely to avoid labels being damaged and becoming illegible during transit or bad weather. If the material collected is not to be sampled immediately, it should be stored in manner that avoids any risk of cross contamination with other material. Materials collected for sampling should be sampled the day it is collected to prevent contamination, the samples being mixed up and to prevent any degradation.

#### Transporting the sample to your analysis area

Once labelled, move the sample to the sampling area. You may choose to do this with a pallet or forklift truck or pushed if the sample container has wheels.

## Material analysis procedures

This section advises on suitable minimum methods for analysing sampled materials. Sorting and weighing of materials should be carried out in a separate undercover area and away from moving equipment and vehicles, including forklift trucks, loading shovels, etc.

#### Preparing the area and equipment

Step 1: Make sure all required equipment is available, ready for use and free of contamination and/or any risk of contamination - a summary of the equipment required is provided in the sampling and analysis equipment section.

Step 2: Prepare sample record sheets. The name of the supplier (and source, e.g. the bulking point if applicable), grade of material, delivery vehicle registration, incoming weighbridge ticket number as well as the date and time the sample was taken should be recorded on the sheet. Details of who has taken the sample and who tests it should also be recorded.

Step 3: Make sure the area and containers to be used for sorting are clean, dry and free from any material that might cross contaminate the sample to be sorted.

Step 4: At the start of every day the balance is used for sampling, check the platform and/or bench scales for accuracy with 1kg and 5kg or 10kg weight, and record the results.

#### Weighing the entire sample

Weigh the entire sample before doing any sorting and enter the weight on the sample sheet. This is to check the weight meets the Code requirements and to allow the combined weight of sorted materials to be cross checked with the original sample weight i.e. the 5% check.

#### Sorting the sample

Step 1: Tip the sample onto a sorting screen ensuring no loss of material from the sides. A maximum size steel mesh of 55mm x 55mm should be used for all materials other than glass, where a maximum size steel mesh of 13mm x 13mm should be used.

Step 2: Any containers with liquid contents should be left intact, moved to the non-recyclable fraction and weighed accordingly. It is not recommended that liquids (either known or unknown) are removed and mixed due to the potential health and safety risks. SEPA advises any containers containing liquids should be managed in line with COSHH guidance.

Step 3: Any clumped materials should be broken apart into their component parts.

Step 4: Hand sort the materials that have not fallen through the screen into the correct containers based on the categories on the sampling sheet.

Step 5: Each hand-sorted category of waste should be weighed on scales with taring of the scales between each weighing. The weights should be recorded on the sampling sheet against the appropriate category.

Step 6: All materials that fall through the screen are classed as material fragments. The material fragments should be captured directly within a container, if possible.

Step 7: The total weight of material fragments is recorded and allocated as target, non-target and non-recyclable materials in the same proportions as the non-fragment fraction e.g. if the sample contained 80% target material, the fragments are estimated to contain 80% target material etc.

Step 8: The total weight of all the individual parts of the sample materials should be added and a check made that the combined weight of the three fractions equals the original weight of the sample. This is to make sure no errors have been made. A small difference in the two weights is normal, for example caused by rounding; but the weights should be within 5% of each other. If not, weights and calculations should be checked and if necessary reweighed, before deciding whether to re-sample. This is why we advise to keep all the separated components of the sample until after the analysis is completed and the 5% check passed.

#### Good practice in analysis

Make sure the ergonomics of the analysis area are optimal by locating containers for sorted materials close to the samplers, this will also increase sorting speed. Use a suitably sized table set at a height where sorting can be done comfortably.

Provide enough containers for each operative to sort the sample into all the required material categories. Larger containers for target material are also recommended.

Make sure the operatives doing the analysis are trained and competent and understand the different material categories.

Place full containers near the scales ready for weighing and do not overfill them.

Containers used for sorting and weighing different fractions should be clean and dry. They should be washed periodically to remove any residue that might affect sample weights.

**Poor practice in analysis**

Examples of poor practice include:

* Not clearing the containers and work area between sample tests.
* Using untrained staff.
* Not isolating the analysis from other activities on site leading to cross contamination of materials.
* Forcing or persuading materials to fall through the sorting mesh during analysis.
* Weighing samples in a windy area or where there are a lot of vehicle movements. This may introduce weighing errors and may make sampling more difficult e.g. material blown off sampling tables.

## Sampling and analysis equipment

Typical equipment used to undertake the sampling and analysis of materials includes:

* Platform scales with a calibration certificate and a minimum accuracy of +/- 500g.
* Bench scales with a calibration certificate and an accuracy of +/- 10g.
* 1kg and 5 or 10kg weights to check calibration of scales and perform daily checks on the scales.
* Shovels, brooms and containers for mixing samples, cleaning areas of spillages and sweeping up material fragments for measurement.
* Containers, boxes, wheelie bins or other containers suitable for storing, transporting and weighing materials.
* Sharps bins for safely disposing of sharps.
* Forklift truck or hydraulic trolleys for transporting material from the sampling area to the analysis area.
* Loading shovel/tele handler for mixing samples and loading containers.
* Waterproof labels and pens for labelling samples.
* Screens with a maximum 55mm and 13mm mesh sizes.
* Sorting table either with built in mesh or trestle legs to support screens. The table should be solidly constructed and easy to clean (e.g. stainless steel topped) and big enough for a full input sample.
* Flat table for containers and bench scales.
* Mini sort conveyors may be used to aid the sorting process.
* Automated bin lift for emptying samples collected in wheeled bins onto the sorting area or forklift truck.
* Sample sheets to record the outcomes of the analysis.
* Personal protective equipment (PPE).
* Overalls, hi-visibility jacket, puncture resistant gloves, boots (steel sole and toe), ballistic trousers, hard hat, ear protection, eye protection, dust masks.
* Safety equipment fire extinguisher and spill kit.

In addition to equipment, suitable areas for sampling and analysis are required.

#### Sampling area

The area used to take and mix samples should be big enough to allow materials to be isolated to avoid cross contamination. Ideally a pushing wall will be available so samples can be more easily mixed with a loading shovel. The area should be protected from the elements.

#### Analysis area

The area used to analyse the sample should be covered and protected from the elements with good lighting (ideally a cabin) and the sample should be protected from cross contamination. Where possible and safe to do so, it would improve the efficiency of the sampling if the sample could be placed directly onto the sampling table from the container, using a bin lifter, forklift or other plant. A flat area or table for the balances should be provided where vibration does not interfere with the balances.

### Visual detection and recognition technologies

If you use visual detection and recognition technology to meet your obligations in the Code, you must meet the same sampling and reporting requirements to the same level of accuracy as would be expected if the work was done by hand. You should also include details of the technology used in your sampling methodology, including contingency measures in the event of any downtime.

Compliance remains your responsibility as the authorised MF operator, irrespective of any third-party contractual arrangements which may be in place regarding the technologies used.

SEPA may advise you to cease reliance on any such technology, if it is deemed to be inadequate for the purposes of compliance with the Code.

### Offsite sampling

You may undertake offsite sampling if onsite sampling is not practical, for example, you are a small MF with inadequate space to conduct sampling.

You must develop an offsite sampling methodology that meets the sampling and reporting requirements in the Code, you may also want to consider the following while developing an off-site sampling methodology:

* Provision of appropriate equipment to measure the sample weight before it is removed from site.
* Labelling or identifying containers to ensure the correct results are allocated to each supplier.
* Preventing cross-contamination by sealing or covering containers.
* Avoiding a delay between sample gathering and testing at the offsite location to prevent material degradation.

Compliance remains your responsibility as the authorised MF operator, irrespective of any third-party contractual arrangements which may be in place for offsite sampling. SEPA may advise you to cease offsite sampling if it is deemed to be inadequate for the purposes of compliance with the Code.

If you would like to undertake offsite sampling, email MFCode@sepa.org.uk outlining the reason(s) why onsite sampling is not possible and details of the offsite sampling location.

# Other recording and reporting requirements

As well as sampling requirements there is information that you must record and report to SEPA. This includes information on all transferred and rejected loads and on the next or end destination of materials leaving your facility.

Transferred waste and rejected waste should be taken in the context of your MF. This is waste that is rejected from your MF and sent either offsite or to another part of your site for treatment or disposal.

Next or end destination refers to the specific site where the waste has gone to, this could be another MF, paper mill, RDF plant, a glass or plastic reprocessor.

The recording and reporting requirements are set out in the Code.

## Disclaimer

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