

## Process: Disposal of waste or raw material



### General information for drivers

- The purchaser is responsible for providing the schedule, contact information and address of the location of RetourMatras and the location of the weighbridge to the driver.
- Does the driver have any questions? If so, call the purchaser.
- Drivers are not allowed to stay overnight on the company's site. Or empty their own waste on it!
- Loading at RetourMatras can take place from 07.00 – 13.30. The vehicle must have already been weighed.
- Important: drivers must NOT be present in the trailer when the lift truck is in the trailer or entering the trailer.
- RetourMatras is not responsible for waiting hours.

### Instruction for drivers

- Driver comes from the weighbridge with the CMR waybill.
- Driver arrives at the RetourMatras location and must comply with the rules for RetourMatras' company site.
- Driver adheres to the Covid-19 measures.
- Driver reports to Retourmatras' site manager.
- RetourMatras' site manager informs the driver where loading is to take place. (place container / at the loading ramp). Loading takes approximately 2 hours.
- RetourMatras connects the loading ramp and the container is sealed by the site manager. Trailers are not sealed.

#### The site manager takes 6 photos (situation: loading the container)

1. At the beginning of the loading with two bales
2. Halfway through the loading
3. With 2 doors open
4. When fully loaded: right-hand door shut with all information / left-hand door open
5. Close-up of 2 doors closed with seal
6. Overall picture of the back of the container with seal (sealed load)

#### Site manager takes 2 photos (situation: loading trailer)

1. Halfway through the loading
  2. Overall picture after loading, including number plates of the truck **and** trailer
- Site manager completes two forms: CMR and the Annex.
  - The driver goes to the weighbridge and has the truck weighed again (receives a weight docket).
  - After the weighing, the driver returns to the RetourMatras location with the weight docket.
  - The site manager fills in the weight on the CMR and Annex, scans the documents (including the weight docket) before the driver departs and sends these to Planning RetourMatras.
  - The driver can then depart with the truck.