III.2.1.1. Step 1.	
Open the residues (ash) pit in case there is a lid.	
III.2.1.2. Step 2.	
Open the ash (bottom) door and take all the residues out of the Drum Volume Reducer by means of a (metal) dustpan, a small broom and a (metal) recipient. Make sure the residues have cooled down enough to avoid injuries and not to damage the cleaning equipment. It might be necessary to sweep also above the grate if the residues haven't fallen through. Make sure the recipient is big enough to transport all the residues without spilling them.	
III.2.1.3. Step 3.	
Empty the recipient into the residues pit.	

III.2.1.4. Step 4.

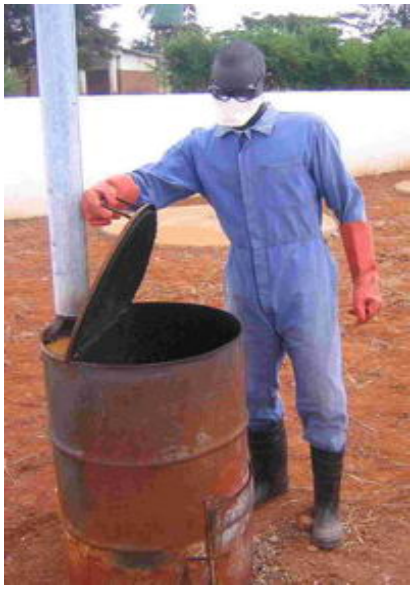
Close the lid of the residues pit, or cover the residues with a 10 cm thick soil layer if no lid is foreseen on the pit.

The covering is necessary to avoid odours of badly burnt residues, and that animals would be attracted to them. It also avoids that the ashes would be blown away by the wind, which could cause respiratory problems.

Be aware that covering each batch of residues with a 10 cm thick soil layer will fill up the pit very rapidly. Therefore is it strongly recommended to foresee a lid on the residues pit.

III.2.1.5. Step 5.

Open the loading (upper) door of the Drum Volume Reducer.



III.2.1.6. Step 6.

Choose a waste bin with plenty of paper and cardboard (e.g. from administration) and put some of this waste via the loading door into the Drum Volume Reducer.

Don't compact the paper and the cardboard waste as there need to be some openings to allow correct access to oxygen during the combustion process.

III.2.1.7. Step 7.

Add some dry firewood on top of the paper and cardboard.

The wood sticks should have a diameter of maximum 2 – 3 cm, and not be longer than the upper opening of the drum. Make sure that the wood is really dry. Dried coconut shells or wood shavings can be used as well.

III.2.1.8. Step 8.

Close the loading door.

III.2.1.9. Step 9.

Light the paper and/or cardboard through the ash door and let the fire take.

III.2.1.10. Step 10.

Close the ash door once the fire has taken off well.

It might be necessary to leave the ash door a little open to regulate the air flow.

III.2.1.11. Step 11.

Verify after a little while (couple of minutes) at the ash door if a good fire is still ongoing.

In case a good fire is noticed, also indicated by a roaring noise, prepare to start loading the soft waste. In the opposite case, add some more dry firewood.

III.2.1.12. Step 12.

Open the loading door.

Make sure to stand behind the loading door to protect yourself against the flames. Also be careful not to burn yourself at the hot metal chimney.

III.2.1.13. Step 13.

Fill the Drum Volume Reducer with soft waste or more dry firewood.

Don't overload the Drum Volume Reducer, and certainly don't compress the soft waste inside because this might suffocate the flames, with a bad combustion as a result.

III.2.1.14. Step 14.

Close the loading door immediately once the filling is completed, in order to avoid that too much heat is lost.

III.2.1.15. Step 15.

Verify shortly after at the ash door if flames are still visible.

Due to a high quantity of wet soft waste (to be noticed potentially by a typical sizzling noise), the temperature in the drum might reduce drastically with as result that the fire in the combustion chamber cannot be sustained. Adding good combustible material like dry firewood, dried coconut shells, wood shavings or a small quantity (about 10 ml) of diesel or kerosene re-establishes a good combustion. Petrol should certainly **not** be used because of the risk of getting burnt!

III.2.1.16. Step 16.	
Keep on repeating the filling procedure of the Drum Volume Reducer (steps 12 till 15) on a very regular basis until all the soft waste has been burnt. Experience will learn when new batches of waste will have to be added. It is important to stay nearby the Drum Volume Reducer and to fill it up regularly until all the waste has been burnt.	
III.2.1.17. Step 17.	
Put the waste that has fallen beside the loading hole into the Drum Volume Reducer by means of appropriate tools (e.g. dustpan and solid brush) after having filled the last batch of soft waste. Be careful not to injure yourself by burns, by cuts caused by exploding vials / ampoules, or by needle stick injuries (all sharps which could accidentally have slipped into the soft waste). The ashes should only be removed once they have completely cooled down, thus at the start of a new burning cycle (e.g. the next day).	

Remarks:

- During these activities, make sure to wear the appropriate Personal Protective Equipment: an overall, (multipurpose) heavy-duty gloves, safety boots, a respirator (or at least a dust mask), a face shield (or goggles) and preferably a leather apron.
- The removal of the (ash) residues before starting a new burning cycle is important because they may hinder a good combustion (e.g. due to blockage of the air flow).
- Once all the soft waste has been added to the Drum Volume Reducer and a good fire is noticed after the last batch, no particular actions have to be taken anymore. The fire will die out eventually, once all combustible material has been burnt.
- Once a waste bin is emptied, it can be moved towards the washing area of the Waste Zone for cleaning and disinfection.
- Hands should be washed with water and soap after the intervention.