

Nemo Link®

# Outline Waste Management Plan

February 2013

<b>Document Title:</b>	<b>Document No.</b>	<b>Rev:</b>
<b>Outline Site Waste Management Plan</b>	<b>2700.107</b>	<b>1</b>

**Outline Waste Management Plan for UK  
Onshore Construction of the Nemo Link**

(Doc Ref: TEP 2700.107)

**January 2013**

**Prepared by TEP**

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## 1.0 INTRODUCTION

The Nemo interconnector is a High Voltage Direct Current link which will connect the electricity systems of the United Kingdom and Belgium.

The site comprises land formerly used by the Richborough Power Station.

This proposed development will consist of the construction of a new converter station and substation and installation of underground electricity cables (the proposed development).

[Insert Principal Contractor] (PC) have been awarded a contract by [Insert Client Name] to design, procure equipment and materials and construct the development on the former power station site and along the proposed cable route. The contract has an estimated costing of [Insert value] GBP.

The Site Waste Management Plan Regulations 2008 are the primary driver for the Site Waste Management Plan (SWMP).

This document describes the control measures that will be implemented during the project to ensure compliance with the statutory requirements of the key legislation listed in Section 3.

### 1.1 Scope and Purpose

[Insert Client Name] has appointed [Insert Principal Contractor] to take primary responsibility for the production, implementation and management of the SWMP and overall responsibility for all wastes generated onsite throughout the life of the proposed works.

This procedure defines the requirements for control of waste produced during the construction phase of the converter station and substation, and the installation of the underground electricity cables. It applies to [Insert Principal Contractor] personnel and any Subcontractor or supplier involved in the proposed works. Waste data of Subcontractors will be incorporated into this SWMP.

The procedure sets out the management framework to ensure that legal and contractual requirements are met throughout the proposed works, including the legal requirements of the aforementioned regulations.

The SWMP will be held (as a legally required document) for two years after completion for Environment Agency audit.

The SWMP will be a 'live' document, updates to the plan may be necessary; any changes will be recorded along with 'lessons learnt'.

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## **2.0 KEY PARTIES, PERSONNEL AND RESPONSIBILITIES**

### **2.1 The Client/Principal Subcontractor**

[Insert Client Name] has appointed [Insert Principal Contractor] as the PC for the works. The Client and PC must, so far as is reasonably practicable, comply with a number of duties laid out in the regulations.

These include (but not limited to):

- Ensuring cooperation between contractors during the construction phase.
- Induction, information and training for every worker, with respect to the SWMP.
- Ensuring that waste produced is reused, recycled or recovered.

The Principal Contractor must also:

- Review the plan.
- Record quantities and types of waste produced.
- Record the types and quantities of waste that have been:
  - Re-used (on or off site).
  - Recycled (on or off site).
  - Sent to other forms of recovery (on or off site).
  - Sent to landfill.
  - Otherwise disposed of.
- Update the plan to reflect the progress of the proposed works.

### **2.2 Environmental Officer**

The Environmental Officer (PC and Subcontractor) is responsible for the following activities in relation to waste management:

- Maintaining and updating this procedure and carrying out regular inspections to ensure compliance with this procedure.
- Assessing waste streams and arranging appropriate disposal methods for each waste stream.
- Collect data from waste streams, such as quantity (weight/volume) & the type of waste.

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- Make waste data available to the Project Team to be used as KPI's (Key Performance Indicators) for both the PC (including Subcontractors) and the Client. This will be forwarded to the Project Team on a monthly basis.
- Ensuring that all waste (including Subcontractor waste) is dealt with in a safe, efficient and legal manner.
- Ensuring that all paperwork relating to waste management is retained on site.
- Advising the construction team on best practice and requirements for legal compliance.
- Identifying activities exempt from waste management licensing and registering them with the Environment Agency.
- Ensuring that relevant project personnel are provided training on the application of this procedure to their work.
- Transfer of the closed SWMP to the Client at the end of the proposed works.
- At the end of the proposed works (and within 3 months), the following items will be incorporated into the SWMP prior to transfer to the client:
  1. Confirmation that the plan has been monitored on a regular basis to ensure the work was progressing according to the plan and that the plan has been updated.
  2. Explanation to any deviation of the plan.
  3. An estimate of cost savings achieved by implementing the plan.
  4. A comparison of estimated waste quantities against actual waste quantities.

### **2.3 Facilities Manager**

The site Facilities Manager (Environmental Officer/Lead Environmental Personnel where there is no position of Facilities Manager) is responsible for the following activities in relation to waste management:

- Day to day monitoring of waste and scheduling of skip exchanges and tankers for waste removal on site when required.
- Ensure that each load of waste goes off site under its own waste transfer ticket containing the correct information complying with the duty of care.
- Monitor and ensure that all skips/waste receptacles are clearly signed/colour coded for the appropriate waste stream (i.e. general waste, metal, wood and COSHH (Control of Substances Hazardous to Health)).
- Monitor, and maintain COSHH management on site.
- Assist Project Environmental Officer with any further waste management issues.

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## 2.4 All Staff

- Minimise the generation of waste (for example, by not over-ordering, storing correctly to minimise spoilage).
- Handle, dispose and segregate all waste appropriately.
- Where in doubt, advice should be sought from the Construction Waste Management Plan, or direct from the Environmental Department.

## 3.0 KEY LEGISLATION

CHIP Regs (SI 2002/1689) (& amendments) 2002  
 Contaminated Land (England) Regulations 2006 SI 1380  
 Control of Asbestos Regulations 2006 SI 2739  
 Control of Pollution (Oil Storage) (England) Regulations 2001 SI 2954  
 Control of Pollution Act 1974  
 Control of Pollution (Amendment) Act 1989 c.14  
 Control of Substances Hazardous to Health Regulations 2002 SI 2677  
 Control of Substances Hazardous to Health (Amendment) Regulations 2003 SI 978  
 Control of Substances Hazardous to Health (Amendment) Regulations 2004 SI 3386  
 Controlled Waste Regulations 1992 & (Amendment) 1993 SI 566  
 Environment Act 1995  
 Environmental Permitting (England and Wales) Regulations 2010 SI 675  
 Environmental Permitting (England and Wales) (Amendment) Regulations 2010 SI 676  
 Environmental Permitting (England and Wales) (Amendment) (No. 2) 2010 SI 2172  
 Environmental Permitting (England and Wales) (Amendment) Regulations 2011 SI 2043  
 Environmental Protection (Duty of Care Regulations) 1991  
 Environmental Protection Act 1990  
 Hazardous Waste (England and Wales) Regulations 2005 SI 894  
 Hazardous Waste (England and Wales) (Amendment) Regulations 2009 SI 507  
 Landfill Regulations 2002 & 2005  
 Landfill Tax Regulations 1996  
 Site Waste Management Plans Regulations 2008 SI 314  
 Waste Electrical and Electronic Equipment Regulations 2006 SI 3289  
 Waste Electrical and Electronic Equipment (Amendment) Regulations 2007 SI 3454  
 Waste Electrical and Electronic Equipment (Amendment) Regulations 2009 SI 2957  
 Waste Electrical and Electronic Equipment (Amendment) (No. 2) Regulations 2009 SI 3216  
 Waste Electrical and Electronic Equipment (Amendment) Regulations 2010 SI 1155  
 Waste (England and Wales) Regulations 2011 SI 988  
 Waste Management (England and Wales) Regulations 2006 SI 937  
 Waste Management Licensing (Amendment) Regulations 1995 SI 288

## 4.0 DEFINITIONS

<u>Term</u>	<u>Definition</u>
Waste Carrier	Is a person or company registered as a carrier of controlled waste under Regulation 2 of the Control of Pollution (Amendment) Act 1989.
Hazardous Waste	Is as described by Regulation 6 of the

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Hazardous Waste (England and Wales) Regulations 2005. Hazardous wastes are listed as hazardous in the List of Wastes. It is waste that contains substances or has properties that might make it harmful to human health or the environment.

Waste Producer

Is anyone whose activities produce waste (“original producer”) and/or anyone who carries out pre-processing, mixing or other operations resulting in a change in the nature or composition of this waste.

Waste

Is any substance or object which the producer or person in possession of it discards, intends to discard or is required to discard.

European Waste Catalogue (EWC)

Is a catalogue of all wastes, grouped according to generic industry, process or waste type.

## 5.0 DUTY OF CARE

The PC and their Subcontractors will comply with Section 34 of the Environmental Protection Act 1990 which places a duty on any person who imports, produces, carries, keeps, treats or disposes of controlled waste or, as a broker, has control of such waste, to take measures to:

- Prevent the unauthorised or harmful deposition, treatment or disposal of waste.
- Prevent the escape of the waste from his control or that of any other person.
- On the transfer of the waste, ensure:
  - That the transfer is only to the authorised person or to a person for authorised transport purposes.
  - That there is a written description of the waste that will enable other persons to avoid a contravention of the EPA and to comply with the duty as respects the escape of waste.

The Environmental Protection (Duty of Care) Regulations 1991 require a Waste Transfer Note (WTN) to be provided on the transfer of waste between parties.

The WTN must:

- Contain a written description of the waste and the corresponding 6 digit EWC code.
- State the quantity of waste.

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- State whether the waste is loose or in a container and, if in a container, the type of container used.
- State the time and place of the transfer.
- State the name and address of the transferor and the transferee.
- State whether the transferor is the producer of the waste.
- State to which category of person the waste is transferred e.g. registered waste carrier, holder of a waste management licence.
- Provide details of any waste carrier's registration or any waste management licence where used.

To ensure that legislative requirements are met, the Project Environmental Officer (or Subcontractor equivalent) will ensure that the following actions are carried out for all transfers of waste from site:

- Confirm that the waste disposal contractor is a registered waste carrier, or exempt from registration.
- Confirm that the transfer station, recycling facility or disposal site is licensed to handle the type and quantity of waste removed from site.
- The Project Environmental Officer (or Subcontractor equivalent) will verify all waste carriers' licences and disposal facility waste management licences through the Environment Agency.
- Copies of waste carrier and management licences will be held by the Project Environmental Officer (or Subcontractor equivalent) and the information transferred to the Waste Carriers/Management Licence Register (an example is shown at Appendix 1 – method of information storage TBC upon appointment of PC and/or Subcontractor).
- Confirm Waste Transfer Notes are completed for all waste removed off site for disposal or recycling.
- Confirm that only authorised personnel who have received appropriate 'duty of care' training sign Waste Transfer Notes and Consignment Notes.
- Checks will be made to ensure that waste reaches its intended final destination.
- Checks will be made upon receipt of invoices to ensure a complete audit trail of duty of care (i.e. weighbridge tickets matching Waste Transfer Notes).

[Insert Principal Contractor] Subcontractors are required to abide by the requirements outlined within this document. The Subcontractor is the legal producer of the waste and must therefore comply with the duty of care requirements and ensure that the waste is legally transferred to an authorised party.

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## 6.0 HAZARDOUS WASTE

The Hazardous Waste (England and Wales) Regulations 2005 set out procedures that must be followed when disposing of hazardous waste. These regulations were amended on the 6<sup>th</sup> April 2009 stating that all types of premises that produce hazardous waste are exempt from registration if no more than 500kg of hazardous waste is produced in a year.

The main requirements of the legislation are that:

- Premises where hazardous waste is produced must register with the Environment Agency if more than 500kg hazardous waste produced a year.
- Mixing of different types of hazardous waste without a permit is prohibited.
- A 'consignment note' must accompany each transfer of hazardous waste.
- A producer of hazardous waste must maintain a register of hazardous waste transfers.

Site Hazardous Waste Premises code – (Insert reference to PC's site code/document here).

Subcontractors removing hazardous waste may use the PC's site hazardous waste producer's registration code upon request.

All disposal of hazardous waste from the Principal Contractor will be tracked through the Hazardous Waste Disposal Register (example in Appendix 2) maintained by the Environmental Officer.

## 7.0 AUDIT TRAIL

As well as supervising the 'duty of care' as described in Section 5, the Project Environmental Officer (or Subcontractor equivalent) is responsible for maintaining a record of all waste transferred from site.

All Waste Transfer Notes will be retained for a minimum period of 2 years. Consignment Notes for the transfer of hazardous waste will be retained for a minimum of 3 years.

All Waste Transfer Notes and Consignment Notes will be held on site during construction; all documentation will be handed over to the final site occupier(s) upon completion of the construction works.

The SWMP is considered a 'live' document and as such will be reviewed on a regular basis. The Environmental Officer will audit the PC onsite environmental procedures and subcontractor environmental procedures to ensure compliance. This will be carried out on a minimum 6 month basis.

Any relevant findings from the audit will be updated and/or recorded in the SWMP as necessary. Any deviations from the plan will be recorded and reviewed.

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Subcontractors shall be monitored periodically to ensure they are in compliance.

## **8.0 WASTE COLLECTION AND SEGREGATION AREAS**

Areas will be located at strategic positions around the site for collection and segregation of waste produced during construction works. These will be as close as reasonably practicable to the area where waste material is generated.

Containers will be selected to provide secure storage for each waste stream. Typically these will be:

- 12 cyd open and closed skips.
- 16 cyd closed skips.
- 40 cyd open skips.

Skips bays will be provided with signage indicating the appropriate waste stream, typically metal, wood and general construction waste to ensure that waste is deposited in the correct container to enable efficient segregation.

Collections of waste by the waste disposal contractor will be on either a scheduled or 'call-off' basis scheduled by the Facilities Manager or Site Warden. Removal of waste will be monitored to ensure that waste is removed from site in a timely manner to prevent build up and escape of waste materials.

Hazardous waste will be segregated into closed skips (i.e. spill material and empty COSHH containers) and storage drums (i.e. aerosols or oil filters). COSHH storage boxes will also be located on site for hazardous waste segregation; these will be monitored and emptied into the main hazardous waste storage skips by nominated Environmental Personnel.

Pollution prevention measures will be considered before these areas are established. Specifically, they will be located away from watercourses, drains and other sensitive receptors and where required an impermeable hard standing will be provided. Emergency spillage clean up kit will be provided where appropriate e.g. where waste oils are stored.

## **9.0 WASTE STREAMS AND DISPOSAL PROCEDURES**

### **9.1 General**

General guidance for the disposal of specific waste streams is given below. The individual waste stream is based on the description and 6 digit code given in the European Waste Catalogue. Where a waste stream is asterisked it is likely to be hazardous, although this will depend on the exact composition of the material.

### **9.2 Solid Waste from Office and Welfare Areas**

20 01 01 Paper and cardboard

20 01 02 Glass

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20 03 01 Mixed municipal waste

Facilities for the segregation of paper, cardboard, toner cartridges, cans and glass for recycling will be provided where possible and where quantities of waste are sufficient to enable efficient disposal/recycling of a single waste stream.

Site offices and welfare areas will be provided with closed skips for the segregation and disposal of paper, cardboard and mixed municipal waste.

Containers will be stored on a hard surface away from drainage runs. They will be kept clean and closed skips provided for canteen waste to prevent odour and to avoid attracting vermin.

### **9.3 Liquid Waste from Office and Welfare Areas**

20 03 04 Septic tank sludge

Effluent from toilets and washing facilities will be collected in septic tanks for transfer to the onsite sewage treatment plant; Subcontractor waste will be taken offsite disposal to a sewage treatment works. A regular collection using a lorry mounted vacuum tanker will be established, frequency of collections will be monitored and revised as necessary throughout the works.

Effluent from 'portaloos' will be collected using a lorry mounted vacuum tanker provided by the toilet hire company. Disposal will be to a sewage treatment works.

### **9.4 Non-Hazardous Solid Waste**

17 01 01 Concrete

17 01 07 Mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06

17 05 04 Soil and stones other than those mentioned in 17 05 03

Concrete, bricks, tiles, ceramics, soil and stones from construction activities will be stockpiled, tested and reused in accordance with the Contaminated Land Method Statement (Insert document reference here). Materials which are uncontaminated and suitable for reuse may be re-used on site in accordance with the CL:AIRE (Contaminated Land: Applications in Real Environment) CoP (Code of Practice) agreed with the Environment Agency.

17 02 01 Wood

17 04 05 Iron and steel

17 04 07 Mixed metals

Where sufficient quantities of waste wood and metals are produced, these will be segregated into skips for offsite recycling.

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17 09 04 Mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03

Mixed construction and demolition waste will be collected in skips for offsite disposal by a licensed waste contractor to a waste sorting facility.

## **9.5 Miscellaneous Solid Hazardous Wastes**

15 01 10\* Packaging containing residues of or contaminated by dangerous substances

15 02 02\* Absorbents, filter materials (including oil filters not otherwise specified), wiping cloths, protective clothing contaminated by dangerous substances

16 01 07\* Oil filters

16 06 01\* Lead batteries

16 06 02\* Ni-Cad batteries

20 01 21\* Fluorescent tubes and other mercury-containing waste

Used containers contaminated with dangerous substances e.g. paints, resins, sealants and adhesives will be considered to be hazardous waste where the residual material does not 'go off' over time, where there is a significant residual quantity or where the properties of the material present a significant hazard.

Hazardous waste must be segregated from the non-hazardous waste streams prior to disposal by a licensed waste contractor.

Materials such as batteries, oil filters and fluorescent tubes will be generated during the maintenance of plant, equipment and buildings on site and are considered to be hazardous waste.

Facilities for the disposal of hazardous wastes will be provided (by the waste producer) as necessary throughout the project (as described in section 8).

## **9.6 Liquid Hazardous Wastes**

13 01 11\* Synthetic hydraulic oils

13 02 06\* Synthetic engine, gear and lubricating

13 05 01\* Solids from grit chambers and oil/water separators

13 05 02\* Sludge's from oil/water separators

13 05 07\* Oily water from oil/water separators

13 05 08\* Mixtures of wastes from grit chambers and oil/water separators

13 07 01\* Fuel oil and diesel

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20 01 13\* Solvents

Facilities will be provided for liquid hazardous wastes on an as needed basis. Where small quantities of hazardous liquid waste are produced, they may be decanted into a suitable drum or tank and stored on site until disposal. Storage methods will consider pollution prevention and legal requirements e.g. storage of waste oils will be in a bunded tank or drums stored within a bunded area.

## **9.7 Contaminated Land**

17 05 03\* Soil and stones containing dangerous substances

Material arising from excavation of contaminated land/structures will be identified and handled of in accordance with the (Insert document reference here) Contaminated Land Procedure. All arisings will be stockpiled, tested against the PB re-use criteria and if found suitable, the spoil will be used on site in accordance with CL:AIRE CoP.

## **9.8 Packaging Waste**

15 01 01 Paper and cardboard packaging

15 01 02 Plastic packaging

15 01 03 Wooden packaging

15 01 04 Metallic packaging

15 01 06 Mixed packaging

The Project Environmental Officer or Subcontractor equivalent will liaise with the Procurement Manager (PC and Subcontractor) to determine where packaging can be returned to a supplier (e.g. drums and containers). Where packaging cannot be returned to the supplier the most efficient method of disposal will be selected, with recycling being the preferred option.

A number of items of process equipment will be procured from outside the UK. In this case where the equipment is delivered packaged, the type and quantity of packaging will be recorded in the event that registration under the Producer Responsibility Obligations (Packaging Waste) Regulations 1997 is required i.e. where the Company produces more than 50 tonnes of obligated packaging waste.

Packaging waste will be recycled where possible.

## **9.9 Electrical and Electronic Equipment Waste**

16 02 10\* Discarded equipment containing or contaminated by PCBs such as refrigerators and other electrical appliances

16 05 15\* Hazardous components removed from discarded equipment such as electronic fixtures, electrical wire and electronic components

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16 02 16 Components removed from discarded equipment other than those mentioned in 16 02 15

16 02 13\* Discarded equipment containing hazardous components other than those mentioned in 16 02 09 to 16 02 12 such as computers, keyboards and screens

The Project Environmental Officer will ensure that electrical and electronic waste disposal complies with the Waste Electrical and Electronic Equipment Directive (WEEE). All waste that listed in the 10 product categories in the WEEE Directive shall be collected and disposed off-site.

## 10.0 EXEMPTIONS FROM WASTE MANAGEMENT LICENSING

Under Schedule 3 of the Waste Management Licensing Regulations 1994 there are 45 activities that are exempt from waste management licensing. This regulation was replaced by the Environmental Permitting (England and Wales) Regulations 2007 which came into force on the 6<sup>th</sup> April 2008. The Project Environmental Officer will review site activities to identify activities that require registration of an exemption with the Environment Agency.

## 11.0 FLY TIPPING

Fly tipping will be prevented by effective security procedures. However the Project Environmental Officer will make arrangements for appropriate, safe and legal disposal of waste in the event of any fly tipping on site. Security arrangements will be reviewed to prevent a recurrence.

## 12.0 WASTE MINIMISATION AND SUSTAINABILITY

Working methods will be reviewed to ensure that the principles of waste minimisation and sustainability are employed throughout the works.

Waste management actions that can be undertaken on site should follow the principles of the waste hierarchy:

**Eliminate** – Design phase of the proposed works.

**Reduce** – Minimise waste generation (i.e. store and handle materials safely, keep packaging on deliveries as long as possible).

**Reuse** – Reuse materials out on site wherever possible, examples include:

- Spoil reuse – managed through the PB Reuse criteria and the CL:AIRE CoP.
- Reuse concrete, brick and tile as recycled aggregate by processing the material through a concrete crusher.
- Shuttering, boarding and fencing can be re-used on numerous several times.

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**Recycle** – Reprocess materials for on site and off site use, examples include:

- Process mixed waste through a waste sorting facility.
- Segregate and sell scrap metal to salvage/scrap metal facility.
- Segregate wood and use waste contractor who recycles for chipboard.

**Recover** – Recover energy from waste sent off site (i.e. waste contractor that sends waste destined for landfill to incinerators)

**Dispose** – Material to landfill.

When buying materials, it is important to ensure that they are from sustainable sources wherever possible, for example buying Forest Stewardship Council (FSC) certified timber and using recycled and secondary aggregate.

## 13.0 MONITORING AND INSPECTION

The Project Environmental Officer is responsible for carrying out regular inspections to ensure that waste produced on site is dealt with in a safe, efficient and legal manner.

Waste streams will be monitored and KPI's maintained for all waste taken on site, recording quantity (tonnage) of individual waste streams. Records will be maintained by the Project Environmental Officer.

## 14.0 TRAINING

Training will be provided as necessary to ensure that waste is dealt with in a safe, efficient and legal manner. The site induction delivered to all employees working on the proposed development will cover pertinent environmental issues including a section regarding waste management. 'Toolbox' talks will be provided as required and will cover 'Waste Minimisation', 'Segregation of Waste' and 'Duty of Care' as a minimum.

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## 15.0 APPENDICES

### 15.1 Appendix 1 – Example of Waste Carrier/Management Licence Register

Waste Carrier	Site User	Waste Stream	Registration No	Expiry of registration	EA confirmed (date)	Disposal Facility	Licence/Permit #	EA confirmed (date)
Insert name of carrier	Insert text e.g. welfare facilities	Insert description of waste e.g. Solid and liquid waste	Insert number	Insert date	Insert text	Insert name and location e.g. local commercial waste site	Insert text	???
		Scrap metal						
		Concrete and timber						
		Municipal waste						

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## 15.2 Appendix 2 – Hazardous Waste Disposal Register

Waste	Consignment note code	Company	Date	EWC	Quantity	Disposal Site
Insert description of waste	[Insert text	Insert name of company	Insert date	Insert code (see above)	Insert quantity e.g. 1 x 6cyd skip	Insert name of specialist disposal site
e.g. Hazardous Construction waste, batteries, oil filters, solvents	xxx	e.g. Pinden Ltd	xx xx xx	16 01 07 16 06 01 16 06 02	xx loads taken off site (xxx tonnes)	Ref. Kent waste Business Guide

## 15.3 Appendix 3 – Example of Contaminated Land Disposal Register

Folder	Doc Ref	Contamination/Source	Hazardous/Non-hazardous	Company	Date	Haulage Company	EWC	Quantity	Disposal Site
Insert reference	N/A	Insert description	Insert description of material	Insert name of company	Insert date	Insert name of haulage company	Insert code	Insert description of quantity	Insert name of disposal site
xxx	N/A	Insert text e.g. Hazardous excavated material	contaminated soil, asbestos	e.g. Pinden Ltd			17 05 03	xx loads taken off site (xxx tonnes)	Ref. Kent waste Business Guide

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#### 15.4 Appendix 4 – Environmental Aspects Showing Projected Waste Streams

Aspect Reference Number	Environmental Aspect	Principal Category of Impact	Environmental Impact	Legislation (including any project-specific or corporate consent conditions)	Significance Before Control Measure				Control Measures				Significance After Control Measure				
					Occurrence A (1-5)	Impact B (1-5)	Score ???	Significance (L/M/H)	Proposed Control Measure Monitoring Procedures	Document Reference	Required Action (By Responsible Discipline)	Action compl? (Y/N)	Occurrence A(1-5)	Impact B(1-5)	Score ???	Significance (L/M/H)	
	<b>OFFICE</b>																
1	Paper (not sorted)	Solid waste	Landfill (if not recycled)	Environmental Protection (Duty of Care) Regs (SI1991/2839) and amendments	4	2	8	L	All paper waste will be recycled through the Live Plant recycling facility		All staff – monitored by Environmental Officer		1	1	1	L	
2	Toner for printers, faxes, and copiers	Chemical waste	Landfill (if not recycled)	Environmental Protection (Duty of Care) Regs (SI1991/2839) and amendments	4	2	8	L	All toner cartridges are returned for recycling		Facilities Manager & IT – monitored by Environmental Officer		1	1	1	L	
3	Detergents	Chemical waste	Landfill (if not recycled)	COSHH Regulations 2002 (SI2002/2677) and amendments	3	3	9	M	Any detergents stored will be the minimum amount required. No wastage produced.		Office cleaner – monitored by Environmental Officer		1	1	1	L	
4	Batteries	Chemical waste	Landfill (if not recycled)	Batteries and Accumulators (Containing Dangerous Substances) Regs (SI1994/232)	1	2	2	L	Only rechargeable batteries kept on site – These will be disposed of responsibly at end of life		All staff – monitored by Environmental Officer		1	1	1	L	
5	Waste water (potable)	Depletion of Natural			5	2	10	M	Water dispenser in place for		All staff – monitored by		3	1	3	L	

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Aspect Reference Number	Environmental Aspect	Principal Category of Impact	Environmental Impact	Legislation (including any project-specific or corporate consent conditions)	Significance Before Control Measure				Control Measures	Significance After Control Measure						
					Occurrence A (1-5)	Impact B (1-5)	Score ???	Significance (L/M/H)		Proposed Control Measure Monitoring Procedures	Document Reference	Required Action (By Responsible Discipline)	Action compl? (Y/N)	Occurrence A(1-5)	Impact B(1-5)	Score ???
		Resources							drinking water. Methods to be implemented for reducing water used by toilets		Environmental Officer					
6	Electricity	Depletion of Natural Resources			5	3	15	M	Only use electric when necessary. Unplug items when not in use. Suggest possible fitting of movement sensors for lighting		All staff – monitored by Environmental Officer		3	2	6	L
7	Packaging materials	Solid waste	Landfill	Environmental Protection (Duty of Care) Regs (SI1991/2839) and amendments	4	2	8	L	All paper & plastic & metal waste will be recycled through the Live Plant recycling facility		All staff – monitored by Environmental Officer		1	1	1	L
8	PVC cups	Solid waste	Landfill	Environmental Protection (Duty of Care) Regs (SI1991/2839) and amendments	4	2	8	L	All paper & plastic & metal waste will be recycled through the Live Plant recycling facility – Remove plastic cups totally to eliminate problem		All staff – monitored by Environmental Officer		1	1	1	L
9	Furniture	Solid waste	Landfill		4	2	8	L	All furniture on hire – to be re-used on other		Facilities Manager & IT – monitored by		1	1	1	L

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Aspect Reference Number	Environmental Aspect	Principal Category of Impact	Environmental Impact	Legislation (including any project-specific or corporate consent conditions)	Significance Before Control Measure				Control Measures				Significance After Control Measure			
					Occurrence A (1-5)	Impact B (1-5)	Score ???	Significance (L/M/H)	Proposed Control Measure Monitoring Procedures	Document Reference	Required Action (By Responsible Discipline)	Action compl? (Y/N)	Occurrence A(1-5)	Impact B(1-5)	Score ???	Significance (L/M/H)
									jobs after use on site		Environmental Officer					
10	Telephones, fax machines, modems	Solid waste	Landfill		4	2	8	L	Transfer to other projects & end of use		Facilities Manager & IT – monitored by Environmental Officer		1	1	1	L
11	PC's	Solid waste	Landfill		4	2	8	L	Transfer to other projects & end of use		Facilities Manager & IT – monitored by Environmental Officer		1	1	1	L
12	Monitors (used with PC's)	Solid waste	Landfill		4	2	8	L	Transfer to other projects & end of use		Facilities Manager & IT – monitored by Environmental Officer		1	1	1	L
13	Drainage Parking Area	Storm water runoff	Reduction of water quality		5	1	5	L	All site surface water runs to onsite drainage system that is tested for quality prior to discharge		xxxx – Monitored by Environmental Officer		5	1	5	L
14	Drainage Landscape	Storm water runoff	Reduction of water quality						All site surface water runs to onsite drainage system that is tested for quality prior to discharge		xxxx – Monitored by Environmental Officer		5	1	5	L
15	Grass Clipping	Solid waste	Landfill		1	1	1	L	Site was stripped of vegetation within		Monitored by Environmental Officer		1	1	1	L

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					Occurrence A (1-5)	Impact B (1-5)	Score ???	Significance (L/M/H)	Proposed Control Measure Monitoring Procedures	Document Reference	Required Action (By Responsible Discipline)	Action compl? (Y/N)	Occurrence A(1-5)	Impact B(1-5)	Score ???	Significance (L/M/H)	
									CDM area prior to handover								
16	Botanical waste dry	Solid waste	Landfill		1	1	1	L	Site was stripped of all vegetation with CDM area prior to handover		Monitored by Environmental Officer		1	1	1	L	
	<b>Kitchen</b>																
17	Packaging materials	Solid waste	Landfill	Environmental Protection (Duty of Care) Regs (SI1991/2839) and amendments	5	2	10	M	All paper, plastic, glass & metal waste will be recycled through the [Insert text]		All staff – monitored by Environmental Officer		5	1	5	L	
18	Glass (bottles, kitchenware)	Solid waste	Landfill	Environmental Protection (Duty of Care) Regs (SI1991/2839) and amendments	4	2	8	L	All paper, plastic, glass & metal waste will be recycled through the [Insert text]		All staff – monitored by Environmental Officer		4	1	4	L	
19	Cafeteria waste dry	Solid waste	Landfill	Environmental Protection (Duty of Care) Regs (SI1991/2839) and amendments	3	2	6	L	Minimal waste created. All staff provide their own food. No wastage from 'unsold' foodstuffs.		All staff – monitored by Environmental Officer		2	1	2	L	
20	Cafeteria waste wet	Solid waste	Landfill	Environmental Protection (Duty of Care) Regs (SI1991/2839) and amendments	3	2	6	L	Minimal waste created. All staff provide their own food. No wastage from 'unsold' foodstuffs.		All staff – monitored by Environmental Officer		2	1	2	L	

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Aspect Reference Number	Environmental Aspect	Principal Category of Impact	Environmental Impact	Legislation (including any project-specific or corporate consent conditions)	Significance Before Control Measure				Control Measures	Significance After Control Measure						
					Occurrence A (1-5)	Impact B (1-5)	Score ???	Significance (L/M/H)		Proposed Control Measure Monitoring Procedures	Document Reference	Required Action (By Responsible Discipline)	Action compl? (Y/N)	Occurrence A(1-5)	Impact B(1-5)	Score ???
21	Electricity	Depletion of Natural Resources			5	3	15	M	Only use electric when necessary. Unplug items not in use. Suggest possible fitting of movement sensors for lighting		All staff – monitored by Environmental Officer		3	2	6	L
22	Disposal/ treatment of (other) solid waste	Solid waste	Landfill		5	3	15	M	Minimum wastage due to other materials being recycled		All staff – monitored by Environmental Officer		3	2	5	L
23	Detergents	Emissions to air	Reduce air quality.		3	3	9	M	Any detergents stored will be the minimum amount required. No wastage produced		Office cleaner – monitored by Environmental Officer		1	1	1	L
24	Waste water (potable)	Depletion of Natural Resources			5	2	10	M	Water dispenser in place for drinking water. Methods to be implemented for reducing water used by toilets		All staff – monitored by Environmental Officer		3	1	3	L
	<b>MAINTENANCE</b>															
25	Packaging materials	Solid waste	Landfill	Environmental Protection (Duty of Care) Regs (SI1991/2839) and amendments	4	2	8	L	All paper, plastic, glass & metal waste will be recycled through the [Insert text]		All staff – monitored by Environmental Officer		1	1	1	L

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					Occurrence A (1-5)	Impact B (1-5)	Score ???	Significance (L/M/H)		Proposed Control Measure Monitoring Procedures	Document Reference	Required Action (By Responsible Discipline)	Action compl? (Y/N)	Occurrence A(1-5)	Impact B(1-5)	Score ???
26	Light bulbs	Solid waste	Landfill		4	2	8	L	All paper, plastic & metal waste will be recycled through the Live Plant recycling facility		All staff – monitored by Environmental Officer		1	1	1	L
27	Electricity	Depletion of Natural Resources			5	3	15	M	Only use electric when necessary. Unplug items not in use.		All staff – monitored by Environmental Officer		3	2	6	L
28	Disposal/treatment of (other) solid waste	Solid waste	Landfill		5	3	15	M	Minimum wastage due to other materials being recycled		All staff – monitored by Environmental Officer		3	2	5	L

**NOTE: This Chart Will be Updated as [Insert Principal Contractor] Scope of Works Expands & More Waste Streams Are Applicable**

**15.5 Appendix 5 – Site Location Diagram**

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**15.6 Appendix 6 – [Insert Principal Contractor] Subcontractor Projected Waste Streams and Quantities**

Please refer to document – (Insert document reference)

**16.0 DECLARATION**

<p>The Client and Principal Contractor will take all reasonable steps to ensure that –</p> <p>(a) all waste from the site is dealt with in accordance with the waste duty of care in section 34 of the Environmental Protection Act 1990 and the Environmental Protection (Duty of Care) Regulations 1991; and</p> <p>(b) materials will be handled efficiently and waste managed appropriately.</p>			
Name	Signature	Company	Date

