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Subject            EMP 4.5.3 Waste Management Responsibilities

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Reviewer

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## 1- Amendment Record

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Issue No.	Page No.	Amendment Details	Amended By	Issue Date
2	all	Revision to new corporate format and minor changes to document.	M. Grant	July 2021
3	4	Addition to section I purpose of "This procedure refers to outgoing waste not waste received as part of Precious Metals Recovery."	M. Grant	June 2024

## 2- Purpose

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This procedure is designed to detail specific responsibilities of Royal Mint personnel in the handling and disposal of waste.

This procedure refers to outgoing waste not waste received as part of Precious Metals Recovery.

## 3- Scope

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This covers all areas of the site.

## 4- Definitions

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### 4.1 Waste Transfer

A waste transfer note is a document that details the transfer of waste from one person to another. Every load of waste passed to others is covered by a waste transfer note.

Waste transfer notes ensure that there is a clear audit trail from when the waste is produced until it is disposed of. Copies of all waste transfer notes are to be kept for at least two years.

### 4.2 Consignment Notes

When hazardous waste is moved it must be accompanied by correctly completed paperwork called a consignment note.

## 5- Roles and Responsibilities

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### 5.1 Unit Manager

#### 5.1.1 Waste Production

The Unit Manager, where appropriate, shall be responsible for initiating the disposal action.

Notify the Purchasing Department and the Environmental Manager, or nominated deputy, that waste has been produced and requires disposal.

Arrange for analysis of the waste to be undertaken in order that the waste can be classified.

#### 5.1.2 Packaging of Waste

Ensure the waste material is suitably packaged and labelled for transportation.

Arrange suitable and temporary storage of waste, prior to the disposal collection date.

#### 5.1.3 Waste Operations

The Unit Managers shall have systems in place to produce Environmental Working Procedures for operations involving waste management.

### 5.2 Teamleader

#### 5.2.1 Waste Production

The Teamleader, where appropriate, shall be responsible for initiating the disposal action. This can include the following:

Notify the Purchasing Department and the Environmental Manager, or nominated deputy, that waste has been produced and requires disposal.

Arrange for analysis of the waste to be undertaken in order that the waste can be classified.

#### **5.2.2 Packaging of Waste**

Ensure the waste material is suitably packaged and labelled for transportation.

Arrange suitable and temporary storage of waste, prior to the disposal collection date.

### **5.3 Cleaning Team Supervisor**

#### **5.3.1 Waste Production**

The Cleaning Team Supervisor shall be responsible for initiating the disposal action for waste not specific to one area, e.g. general site waste. This can include the following:

Notify the Purchasing Department and the Environmental Manager, or nominated deputy, that waste has been produced and requires disposal.

Arrange for analysis of the waste to be undertaken in order that the waste can be classified.

#### **5.3.2 Packaging of Waste**

Ensure the waste material is suitably packaged and labelled for transportation.

Arrange suitable and temporary storage of waste, prior to the disposal collection date.

### **5.4 Environmental Manager**

#### **5.4.1 Classification of waste**

The Environmental Manager will categorise the waste, determining the waste's coding, classification and if applicable hazardous properties.

#### **5.4.2 Waste Registration**

The Environmental Manager shall be responsible for having systems in place for renewing the Royal Mint's registration as a Producer of Hazardous Waste.

#### **5.4.3 Waste Operations**

The Environmental Manager shall assist in producing Environmental Working Procedures for operations involving waste management.

#### **5.4.4 Waste Documentation and Records**

The Environmental Manager will ensure systems are in place such that all waste documentation that accompanies waste transfer (Waste Transfer Notes, Consignment Notes etc.) are completed correctly and returned to the SHE Department for retention.

The Environmental Manager shall maintain systems for archiving all waste management documentation pertaining to compliance with waste management legislation.

#### **5.4.5 Waste Contractor Auditing**

The Environmental Manager will set up systems to periodically check that waste management or carriage licences are current and that the waste is disposed of in the specified way.

## **5.5 Competent Person (Waste Classification)**

### **5.5.1 Classification of waste**

The Competent Person, as a deputy to the Environmental Manager, will categorise the waste, determining the waste's coding, classification and if applicable hazardous properties.

## **5.6 Laboratory Services Manager**

### **5.6.1 Classification of waste**

The Laboratory Services Manager will maintain and supervise a system that can provide the required analysis of waste to support the classification of waste.

## **5.7 Analysts**

### **5.7.1 Classification of waste**

The Analysts will provide assistance for disposal and provide analysis of waste when requested.

## **5.8 Buyer (Services)**

### **5.8.1 Removal of waste**

The Purchasing Department's Buyer (Services) will place a contract to undertake removal of the waste.

## **5.9 Category Manager - Indirect**

### **5.9.1 Approved contractor list**

The Purchasing Manager will ensure systems are in place for placing contracts and maintaining lists of approved suppliers.

## **5.10 Royal Mint Employees**

### **5.10.1 Waste Transfer and Consignment Notes**

Any Royal Mint employee supervising the removal of waste from the Royal Mint site should ensure that a Waste Transfer or Consignment Note exists that details the transfer of the waste.

The Royal Mint employee supervising should ensure that all the relevant sections of either document are completed. If advice is required, then he / she should contact a member of the SHE department.

## **5.11 Waste Contractors – Royal Mint Employees**

### **5.11.1 General Requirements**

All approved waste contractors involved in the carriage and disposal of waste; shall as a minimum requirement hold the following:

- Carrier's licence (contractors involved in the transport of waste).
- An Environmental Permit (Formally Waste Management licence), for the operation of a waste treatment facility (landfill or treatment site etc.).

## 5.11.2 Waste Transfer and Consignment Notes

### 5.11.2.1 Waste Transfer Note

The details on the Waste Transfer Note can be completed by the waste contractor but the information should be confirmed by the Royal Mint. A Royal Mint employee will sign as handing over the waste.

### 5.11.2.2 Consignment Note Part A – Notification details.

Details in this section can be completed by the waste contractor but the information should be confirmed by the Royal Mint.

### 5.11.2.3 Consignment Note Part B - Description of the waste.

Details in this section may be completed by the waste contractor or a Royal Mint employee but must be signed by a Royal Mint company signatory and the information should be confirmed by the Royal Mint.

### 5.11.2.4 Consignment Note Part C - Carrier's Certificate

The waste carrier completes this section.

### 5.11.2.5 Consignment Note Part D and E - Consignor's Certificate

The consignee completes all sections required in the consignment note and returns as per the legislative requirements.

## 5.12 Other Contractors

It shall be the responsibility of all contractors working on site (e.g. contractors carrying out civil work etc.) to dispose of their own waste unless authorised by the Head of SHE, SHE Manager, Environmental Manager or SHE Specialist.

## 6- Procedure

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Refer to other waste procedures for precise waste activities.