
Subject **WASTE MANAGEMENT (EMP 4.5)**

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Reviewer

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Version **9**

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1- Amendment Record

Issue No.	Revision Letter	Page No.	Amendment Details	Amended By	Issue Date
1	A	1 & 2	Approval and authorisation changed to 'Chief Executive'	A. Davey	Nov' 2004
1	B	5 - 13	Authorisation Statement amended to reflect new interim Chief Executive.	N. Davies	July 2006
2		2 & 3	Approval and authorisation changed to 'H.R. Director'. Change to new Corporate Style. Minor revisions including introduction of Routine Waste and removal of appendices.	M. Grant	April 2009
3		All	Removal of Master Revision Status, various changes updating procedure and addition of competent persons in waste classification.	M. Grant	September 2014
4			To include changes to WM3 guidance document.	M. Grant	October 2015
5		5, 6	Minor changes and changes to include current requirements of document control and including roles and responsibilities.	M. Grant	June 2016
6		5,6,7 and 8	Minor changes in roles and responsibilities and updating the current guidance on the classification and assessment of waste.	M. Grant	September 2019
7			Change to new format no material changes.	M. Grant	Jan 2021
8		5	Removal of reference to electronic duty of care (edoc) as this scheme was closed. Change in procedural reference due to implementation of Integrated Management Procedures	M. Grant	Jan 2022
9		4, 7 and 8	Changes to scope, the guidance on the classification and assessment of waste and introduction of waste segregation in line with legislation.	M. Grant	May 2024

2- Purpose

The procedure details the required practice for the management of all waste materials generated by activities at the Royal Mint and supervised contractors.

3- Scope

This procedure applies to the control of all waste generated at the Royal Mint Llantrisant site, including those that involve contractors.

[It does not apply to received waste in the form of Printed Circuit Boards or other waste streams.](#)

4- Definitions

Definitions or Abbreviations specific to this procedure are given below:

- 4.1 Waste**
Any substance or object, which the holder discards or intends or is, required to discard. Royal Mint waste may include spent chemicals, filter cake, redundant equipment, etc.
- 4.2 Controlled waste**
Controlled waste is all household, commercial or industrial waste. It includes, but is not limited to, both Inert Waste and Hazardous Waste.
- 4.3 Inert Waste**
Controlled Waste that has a low level of activity when disposed of or waste that presents no hazard – for example rocks and naturally occurring soils, ceramic or cemented materials and minerals. Where there is the potential for contamination to be present, waste may be classified as Hazardous Waste.
- 4.4 Hazardous Waste**
Controlled waste that is considered dangerous or difficult to keep, treat or dispose of based on its hazardous properties and thus requires identification on all waste documentation.
- 4.5 Waste Carrier**
The Carrier is the person who collects waste material for transportation to the waste disposal company.
- 4.6 Waste Transfer Note**
This document accompanies all waste transfer movements relating to controlled waste that is not Hazardous waste.
- 4.7 Consignment Note**
This document accompanies all hazardous waste transfer movements. There are three copies, one each for the Producer, Carrier and Consignee of the waste. The consignee makes a quarterly return to the Environment Agency / Natural Resources Wales, detailing the consignments and a record of the consignment is returned to the Royal Mint quarterly.
- 4.8 Environmental Permit (Formally Waste Management Licence)**
Certain waste storage, treatment or disposal operations are governed by legislation that identifies a number of requirements to be met in order to hold a license, which is regulated by the Environment Agency / Natural Resources Wales.

- 4.9 Hazardous Waste Producer Registration**
Premises in Wales where more than 500kg hazardous waste is produced in any 12-month period must register with Natural Resources Wales.
- 4.10 Competent Person for Waste Classification**
A competent person for waste classification will have undertaken prescribed training e.g., the Chartered Institute of Waste Management’s Hazardous waste classification and coding course and have knowledge of the processes generating the waste.

5- References

When using this procedure, reference shall be made to the latest revision of the following connected procedures, systems or legislation:

Document Type	Doc. No.	Document Title
Safety Procedure	SMP 1.2	Legal and Other Requirements and Evaluation of Compliance.
Environmental Procedure	EMP 3.1	Environmental Aspects Register
Integrated Procedure	IMP 7.5	Control of documented information.
Guidance on the classification and assessment of waste (1st Edition v1.1) May 2018		

6- Roles and Responsibilities

6.1 Managers

- Managers are responsible for ensuring waste collection facilities (bins, wastesafes, skips etc.) are located within their area.
- They should ensure that separation of waste of waste is undertaken, where facilities exist and where necessary ensure the waste material is suitably packaged and labelled for transportation.
It is important to note that legally hazardous and non-hazardous waste should not be mixed.
- Where necessary arrange suitable and temporary waste storage for waste, prior to the disposal collection date.
- Have in place procedures for their operations, including waste management.

6.2 Teamleaders

- Teamleaders will ensure persons under their control dispose of waste in line with standard operating procedures and use the appropriate container for disposal and where necessary ensure the waste material is suitably labelled for transportation.
- They should ensure any waste documentation is completed as required and passed to the SHE department for retention.

6.3 Environmental Manager

- Will determine and authorise contractors who can use the Royal Mint’s disposal routes.
- Renew annually the Royal Mint’s registration, via Natural Resources Wales, as a Producer of Hazardous Waste.
- Have in place systems for verifying contractors, waste disposal sites and for auditing waste documentation.

- Put in place a system for filing and retaining waste transfer documentation.
- Assist in the production of Procedures for waste management.

6.4 SHE Team Members

- Assist in the production of Procedures for waste management.
- Provide guidance on waste reduction, reuse, recycling and segregation.
- Audit waste disposal to ensure correct segregation is taking place.

6.5 Royal Mint Analysts

- Undertake analysis of waste, when requested, to provide information for determining its composition and hazardous properties.

6.6 Clean Team Personnel

- Undertake removal of non-hazardous bagged waste from specified bins in offices, laboratories, canteens, production and outside areas.
- Un-bagged waste, e.g. cardboard, will be removed at the clean team or clean team Supervisors discretion and if it does not create a hazard to remove. The removed waste is then placed it into the correct wheelie bin / skip (depending on its classification i.e. general or dry mixed recycled waste) for external contractor collection.

7- Procedure

7.1 Waste Disposal Initiation

7.1.1 Routine Waste

The Royal Mint has dedicated storage and containment procedures for regular waste streams. The principal waste contractor(s) are responsible for locating, maintaining and servicing a number of dedicated skips etc. around the Royal Mint site. The location of the skips etc. is identified on the site plan “Royal Mint Waste Storage & Skip Location”.

In addition to dedicated skips, use of dedicated containers (Drums, Wastesafes, IBCs and Tankers) will be used for disposal of certain routine hazardous and non-hazardous waste streams.

Chemical waste must be segregated according to compatibility and hazard classification. The objective is to keep substances with similar properties together as far as possible in order to avoid hazardous reactions should spillage or breakage occur, and to make the disposal easier.

If confusion on the correct container exists, the SHE department should be consulted to provide guidance.

7.1.2 Non-Routine Waste

Non routine waste streams require analysis by the Royal Mint Analysts’ to determine the contents of the waste prior to disposal. Once the waste material is analysed the waste will be categorised by a competent person to determine the waste’s coding, classification and if applicable hazardous properties.

There exists a hierarchy of competent personnel who can classify the waste, the current list of competent personnel can be accessed via:

EMP 4.5.1 List of Competent Waste Classification Personnel

Disposal of the coded, classified waste will be arranged by the Purchasing Department. The waste will be disposed of by either the principal waste contractor or a contractor determined by review of the appropriate contractor's documents, which must meet the legislative requirements associated with waste management. Where required this will be verified by the SHE Department.

It shall be the responsibility of the Manager or Teamleader to ensure the waste material is suitably packaged and labelled for transportation.

It shall be the responsibility of the departmental unit managers to arrange suitable and temporary waste storage of their departmental waste, prior to the disposal collection date. The SHE team can provide advice on suitable locations if required.

7.2 Waste Contractors

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.).

7.3 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, the Environmental Manager or a SHE team member.

It shall be the responsibility of the Royal Mint contract supervisors to ensure that the contractor(s) are briefed on their waste management responsibilities whilst on site and that the contractors detail the arrangements for waste disposal within their risk assessment / method statement.

7.4 Waste Classification

7.4.1 The Waste Framework Directive

The Waste Framework Directive (2008/98/EC) WFD sets out what is waste and how it should be managed. The WFD considers some waste to be hazardous.

A hazardous waste is defined as a waste that has one or more of the fifteen specified hazardous properties listed in annex III to the WFD. The application of this is determined by the List of Wastes Decision.

7.4.2 List of Wastes Decision

The List of Wastes Decision (2000/532/EC) LoWD provides:

A list of wastes (LOW) often called the European Waste Catalogue.

The rules for using the list.

The criteria used to assess is a waste on the list is hazardous.

The WFD and LoWD use the classification of product chemicals as the basis for the assessment of hazardous waste.

7.4.3 Chemicals Legislation

The Environment Agency / Natural Resources Wales provide further technical guidance in a document titled "[Guidance on the classification and assessment of](#)

Classification of waste as hazardous or non-hazardous is a multi-stage process. Classification should be undertaken by the Royal Mint employees and not waste contractors. When classifying waste, the determination will be made by personnel who are suitably trained and experienced. The list of Royal Mint trained personnel is retained by the SHE department.

EMP 4.5.1 List of Competent Waste Classification Personnel.

7.5 Waste Storage

Waste shall be segregated and stored within a designated area or containers i.e. skips, drums etc. (see Waste Storage and Skip Location Site Plan) and consideration shall be given to the following:

The waste will be stored in such a manner as to prevent its escape.

The waste container will be kept in good repair and worn / damaged / corroded containers will not be used.

In line with legislation, the following wastes need to be segregated to allow for separate collection and improvement of recycling rates:

- Food
- Paper and card
- Glass
- Metal, plastic, and cartons and other fibre-plastic composite packaging of a similar composition
- Small waste electrical and electronic equipment (WEEE)

Hazardous Waste (or Hazardous Wastes in containers) shall be stored in a bunded area or located on an impervious surface where appropriate away from ignition sources, watercourses and surface drains.

Careful consideration of the waste storage location.

Waste containers shall be clearly marked or labelled.

Non-Hazardous waste shall not be mixed with Hazardous Waste.

Regular checks shall be made to ensure that no unauthorised waste gets deposited into the designated waste skips, general waste bins or waste containers etc.

7.6 Waste Transfer and Disposal

The Royal Mint shall be registered with Natural Resources Wales as a Producer of Hazardous Waste. This registration shall be required to be renewed on an annual basis. The Environmental Manager shall be responsible for renewing the registration.

All waste shall be transferred and disposed of in accordance with all applicable waste management regulations as described in the register of Legal and Other Requirements.

All waste transfers and disposal shall require the completion of either Hazardous Waste Consignment Note or Controlled Waste (Non-Hazardous) transfer note paperwork.

Quarterly reports on the Royal Mint's Hazardous Waste consignments shall be sent to the Environment Agency (England) / Natural Resources Wales by the waste disposal sites that have received these consignments of waste. The disposal sites also send copies of the quarterly returns to the Royal Mint.

It is an offence to transport or carry Hazardous Waste or Controlled Waste (Non-Hazardous) without proper paperwork. The appropriate records shall be held, in the form of Waste Consignment Notes for Hazardous Wastes and Controlled Waste Transfer Notes for Non-Hazardous Wastes. (These records will be kept for a period of at least six years).

The Waste Transfer Note shall be signed by the Waste Company. Controlled Waste Transfer Notes must NOT be used for Hazardous Wastes, which are subject to a different documentation control system. The Waste Transfer Note should include the following information:

The quantity of waste transferred – i.e. skip size.

How it is packaged, i.e. whether loose or in a container – including the type of container e.g. skip.

A description of the waste, including any information, advice or instruction about the handling or disposal of the waste and details of any special problems identified with the disposal of the waste.

For the transfer of Hazardous Waste materials, a similar but more rigorous system of Waste Consignment Notes and registration with the Environment Agency / Natural Resources Wales shall be adhered to. More information on Hazardous Waste Consignment notes is available in EWP 4.5.2 Consignment Notes.

In the case of weekly or daily collections of Non-Hazardous wastes, a single transfer note to cover multiple consignments of waste transferred over a period (not exceeding a year) can be used. This is provided the description and all other details on the transfer note do not change.

The Waste Transfer Note and Hazardous Waste Consignment Note should be held by the following parties:

The person producing the waste, i.e. Royal Mint (Consignor).

The skip company transporting the waste (Carrier).

The Waste Broker if skip ordered through them.

The waste destination, i.e. landfill site, etc. (Consignee).

The SHE Department shall keep records of all Waste Transfer Notes, Hazardous Waste Consignment Notes, and Quarterly reports on the Royal Mint's Hazardous Waste consignments from the waste disposal sites issued and document them in the project file to demonstrate appropriate disposal route. This shall include all wastes generated from the site.

All Royal Mint copies of waste transfer notes shall be returned to the Environmental Manager for filing.

7.7 Waste Types and Destination

The waste destination shall be licensed to receive the type or nature of waste being sent, in accordance with the relevant waste legislation, which will comprise typically a waste transfer station, landfill site or waste treatment facility.

Liquid wastes (e.g. waste product, spent chemicals, contaminated etc.) shall where appropriate be tankered offsite for disposal to a licensed treatment facility.

Solid wastes (e.g. chemicals, filter cake, empty containers, contaminated scrap metal, contaminated builder's rubble, etc.) shall be disposed to a licensed treatment facility, landfill site or recycling facility where appropriate.

Scrap metal waste from decommissioning tanks (oil, fuel or chemical) or general site clearance / excavation works, shall be de-contaminated prior to disposal to a licensed scrap yard.

A full description of the waste disposal specification for all the Royal Mint waste streams can be found in the Purchasing Total Waste Management Contract agreement.

It shall be the responsibility of Departmental Unit Managers in consultation with the Environmental Manager to produce Environmental Working Procedures for their operations involving waste management.

7.8 Waste Documentation and Records

All waste management documentation pertaining to the compliance of waste management legislation shall be maintained and archived by the SHE department Environmental Manager.

The following waste management documents shall be obtained and maintained:

Copies of all Controlled Waste Transfer Notes (transfer of Non-Hazardous waste materials) to be held for six years &

Copies of all Hazardous Waste Consignment Notes (transfer of Hazardous Waste materials) to be held for six years.

Quarterly reports on the Royal Mint's Hazardous Waste consignments from the waste disposal sites to be held for six years.

7.9 Waste Contractor Auditing

The Royal Mint as a producer of the waste has a responsibility to ensure that the waste is disposed of in an appropriate manner that complies with the Duty of Care.

The Royal Mint will periodically, via the SHE department, check that waste management or carriage licences are current and that the waste is disposed in the specified way.

The checks are conducted as a desk top exercise using the Environment Agency / Natural Resources Wales web site for data on the waste management or carriage licences.

Where possible an annual visit to a contractor facility, will be undertaken, to see that the waste is disposed of appropriately for Duty of Care.