Standard Procedure

S-100 Issue: 11

Management of Controlled Waste

Notes	
Re-templated in NRS format. Minor amendments to Appendix G, addition of time limit on duration of Waste Supervisor Appointment and removal of requirements to record packaging data. Supersedes Issue 10.	
Impact of Revision	Low
Implementation Date	Immediate
Implementation Plan	N/A

This Standard Procedure provides compliance arrangements as defined in PD-026.

Before any changes are made the Process Owner shall be consulted to ensure compliance arrangements remain unaltered as required by PD-010.

Contents

1. PURPOSE

To ensure Controlled Waste produced by or on behalf of NRS Sites Delivery Business is compliant with relevant legislation, including NRS Sites Delivery Business's Duty of Care for Waste: which can be summarised as NRS Sites Delivery Business taking all reasonable steps to:

1. Prevent unauthorised or harmful deposit, treatment or disposal of waste.
2. Prevent a breach (failure) by any other person to meet the requirement to have an environmental permit, or a breach of a permit condition.
3. Prevent the escape of waste from your control.
4. Ensure that any person you transfer the waste to has the correct authorisation.
5. Provide an accurate description of the waste when it is transferred to another person.

The controls in this Standard are aimed at complying with these requirements. Separately, S-385 *Waste Management Facility Duty of Care Assessment Programme* is specifically aimed at ensuring waste is transferred to appropriately authorised disposal sites that are operating in compliance with their environmental permit (or exemption).

2. SCOPE

This document applies specifically to NRS Sites Delivery Business, excluding NRS Centre Hubs and excluding NRS Dounreay who follow alternative arrangements. Throughout this document, use of the terms “company”, “Company” and “NRS” refer to this Scope.

This Standard Procedure applies to all Controlled Wastes which are to be removed off-site for recovery or disposal, owned by NRS Sites Delivery Business and produced by or on behalf of NRS Sites Delivery Business, including:

- Hazardous[1], non-hazardous and inert waste, which is radiologically Clean, Out of Scope or Exempt under of the Radioactive Substances Legislation, as detailed in S-051 *Assessment, Control and Radiological Clearance of Material and Waste*
- Waste produced or managed by the Company’s sub-contractors, including projects managed under The Construction (Design and Management) Regulations 2015
- Wastes managed by the Company under tenancy agreements.

It also includes all associated record keeping requirements.

With regards to waste materials that are to be reused, recovered or disposed of on site, refer to the company guidance G-016 *‘Use and storage of non-radiological demolition and excavation wastes and materials on site*’. These may still be classified as Controlled Waste and case-by-case controls will apply. Ensure that both the Site waste teams and environment teams have been conferred with, prior to generation or planned re-use of any waste destined for on-site re-use.

The following are **excluded** from the Scope of this Standard Procedure:

- Discharges to atmosphere
- Assets that do not meet the definition of waste. These are managed by S-125 *Management of Redundant Assets*
- Waste waters discharged direct to sewer or the environment
- Radioactive waste other than *Out of Scope* waste.

Note: [1] *Hazardous Waste* is known and regulated as *Special Waste* in Scotland. For clarity, all references to *Hazardous Waste* in this Standard Procedure may be taken to read *Special Waste* in Scotland.

Note: England, Scotland and Wales each have their own agency responsible for environment protection. The agency in England is The Environment Agency, in Scotland is the Scottish Environment Protection Agency and Wales is Natural Resources Wales. For clarity, all references to the *Agency* may be taken to read as the appropriate agency for the country in which a Site resides.

2.1. COMPLIANCE TABLE

Compliance Type	Specific Requirement	Compliance Delivered
UK Legislation	Compliance with Duty of Care obligations, in particular: • Maintaining control of our waste (physical and procedural control) • Ensuring waste is transferred to an authorised person holding a permit or exemption • Ensuring waste is moved by a licensed waste carrier • Compliant use of waste Transfer and Consignment Notes.	The Environmental Protection Act 1990, Section 34
UK Legislation	Ensuring Waste Carriers license is renewed as applicable.	The Waste (England and Wales) Regulations 2011, part 8
UK Legislation	The producer of the waste must identify Controlled Waste and, as such, should treat it in compliance with all relevant Regulations regarding waste.	The Controlled Waste (England and Wales) Regulations 2012 In Scotland, the Controlled Waste Regulations 1992
UK Legislation	NRS has a duty to apply the waste hierarchy.	The Waste (England and Wales) Regulations 2011, regulation 12. The Waste (Scotland) Regulations 2011, regulation 2.
UK Legislation	Welsh sites must register as a Hazardous Waste Producer with Natural Resources Wales (NRW).	The Hazardous Waste (Wales) Regulations 2005
UK Legislation	A transfer of Special Waste is pre-notified to the Scottish Environment Protection Agency (SEPA) using an approved form except for consignments that fall under the regulatory position pre-notification rules.	The Special Waste Regulations 1996
UK Legislation	Consult an Asbestos Competent Person for work involving asbestos.	Control of Asbestos Regulations 2012.
UK Legislation	Consult a DGTO/DGSA to ensure hazardous waste consignments comply with ADR requirements	The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009

3. RESPONSIBILITIES

RACI (Responsible, Accountable, Consulted, and Inform)

R – Role responsible for the activity (may deliver under responsible person's delegation)
A – Role accountable for the activity
C – Consulted
I – Kept informed

Personnel carrying out the following roles have responsibilities or actions under this process, and must therefore be fully appraised of this document and its contents.

Roles	Process Section/Step					
	4.1	4.2	4.3	4.4	4.5	4.6
Programme Manager / Project Manager	R	R	-	-	-	-
Commercial Manager	-	R	-	-	-	-
Head of Waste / Waste Manager	R	R	R	R	R	R
ASQEP(W)	R	R	R	R	R	R

4. PROCEDURE

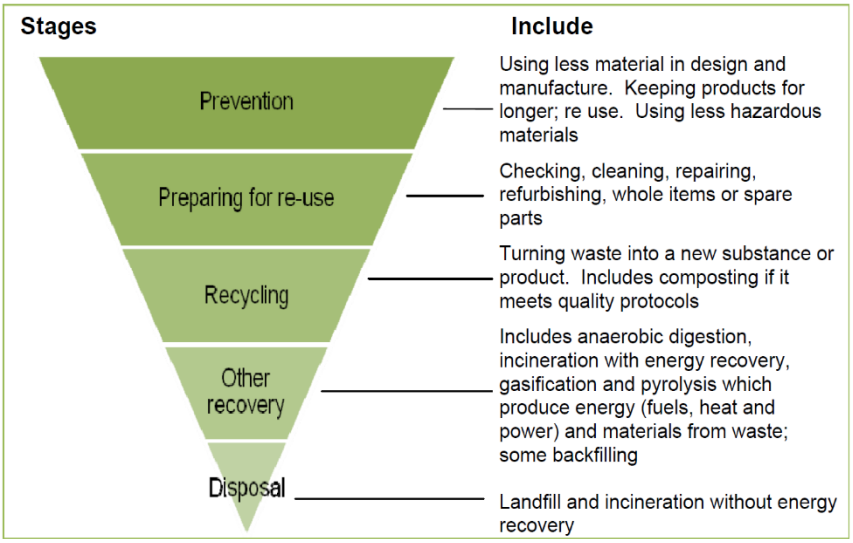
4.1. Pre- Waste Generation Planning

Step	Action	Responsibility
4.1.1	Ensure that due consideration has been given to assessing items under S-125 so that they may be dispatched as Assets not waste. For guidance on the Waste/Not Waste decision, see: https://www.gov.uk/guidance/check-if-your-material-is-waste (England/Wales) https://www.sepa.org.uk/media/154077/is_it_waste.pdf (Scotland). Note: any decision where there is not a published position statement/protocol should be made in consultation with an SME.	**All**
4.1.2	For Demolition & Excavation wastes, ensure that opportunities to use wastes on Site are maximised and check with the appropriate people prior to commencing any work to confirm requirements, see G-016 and G-003 *Designing for sustainability*.	**All**
4.1.3	Contracts and contractors shall be assessed including a review of their waste management arrangements and competencies. This includes projects managed under The Construction (Design and Management) Regulations.	**Programme Manager/ Project Manager**
4.1.4	NRS Sites Delivery Business will always be the Waste Producer, including where arisings of Controlled wastes are from a contractor's activities (for example as part of a project, maintenance contract, routine work or similar). This ownership, plus Duty of Care obligations and any handling requirements shall be defined in the contract with the Contractor. This includes projects managed under The Construction (Design and Management) Regulations.	**Commercial Manager**
4.1.5	The contract shall include requirements for periodic checks by the Company of a Contractor's waste management arrangements and processes including review and approval of waste consignment documentation. This includes projects managed under The Construction (Design and Management) Regulations.	**Commercial Manager**

Step	Action	Responsibility
4.1.6	Ensure the Waste Authority Review Process (S-095) is followed, and Project Waste Management Plans are produced.	**Programme Manager/ Project Manager**
4.1.7	Ensure that local arrangements are in place to identify and plan for wastes generated by non-project work.	**Head of Waste/ Waste Manager**
4.1.8	Ensure sufficient numbers of personnel are authorised as ASQEP(W) under AI394/398 so as to be able to undertake their duties (see section 4.6). To gain ASQEP(W) status an interview needs to be held with the Controlled Waste SME.	**Head of Waste/ Waste Manager**
4.1.9	In conjunction with the ASQEP(W), ensure that those assigned duties relating to the dispatch of waste (for example signing Consignment or Transfer Notes) are SQEP to do so. For the purposes of this standard, these people will be known as *Waste Supervisors* (see 6 *Definitions*).	**Head of Waste/ Waste Manager**
4.1.10	Ensure that the minimum skill sets for a Waste Operations Team managing Controlled Waste listed, in Appendix F, have been met.	**Head of Waste/ Waste Manager**
4.1.11	Ensure that the minimum requirements for Waste Operations Facilities managing Controlled Waste, listed in Appendix F, have been met.	**Head of Waste/ Waste Manager**
4.1.12	Where wastes are being dispatched off-site, identify the waste management treatment facilities for the waste, ensuring they have been approved by the Company under the requirements of S-385 *Waste Management Facility Duty of Care Assessment Programme.* Wherever practicable, choose a facility which can help achieve the intent of the waste hierarchy (i.e. a facility which can re-use waste instead of recycling it or a facility which recycles instead of sending mixed wastes for energy recovery). A Project (or its Contractors) and Site Waste Teams **shall not** use a waste management facility for the management of any Controlled Waste which is not on the Company *Register of Approved Controlled Waste Facilities.*	**Head of Waste/ Waste Manager**

Step	Action	Responsibility
4.1.13	Ensure that all waste to be consigned is compliant with any waste acceptance criteria and the Environmental Permit for the disposal site it is planned to be consigned to. Check LOW codes against the disposal site's permit or exemption and ensure any relevant exemptions have not expired.	**Head of Waste/ Waste Manager**
4.1.14	Ensure that only Registered Waste Carriers are used for the transportation of wastes. Registrations of Waste Carriers must be checked on the Agency's Public Register prior to use.	**Head of Waste/ Waste Manager**
4.1.15	Characterise wastes as early as possible to ensure hazardous properties are identified and waste is managed appropriately. Guidance on waste assessment should be sought from *Guidance on the classification and assessment of waste – Technical Guidance WM3* and from Company Standard S-324 *Characterisation Management*.	**Head of Waste/ Waste Manager**
4.1.16	Ensure an Asbestos Competent Person is consulted if asbestos is identified.	**Head of Waste/ Waste Manager**
4.1.17	For hazardous waste, consult the Dangerous Goods Transport Officer to ensure ADR requirements are considered.	**Head of Waste/ Waste Manager**
4.1.18	Ensure the storage of waste is planned and appropriate. Wastes must not be stored for a period of greater than 12 months.	**Head of Waste/ Waste Manager**
4.1.19	Contact the Site Environment Team and refer to G-016 to ascertain whether proposed treatment, storage, disposition or use of waste or use of mobile waste treatment plant requires a permit or an exemption to operate.	**Head of Waste/ Waste Manager**
4.1.20	Ensure that, for Sites in Wales, the Site has registered with NRW as a Hazardous Waste Producer and has received a Premises Code.	**Head of Waste/ Waste Manager**
4.1.21	Ensure that, for Sites in Scotland, hazardous waste shipments are pre-notified where required in line with *Consigning Special Waste Guidance*. Check online for the current version at http://www.sepa.org.uk.	**Head of Waste/ Waste Manager**

4.2. The Waste Hierarchy

Step	Action	Responsibility
4.2.1	The Company ***has a legal obligation to apply the Waste Hierarchy*** to ensure that re-use and recycling is maximised and disposal to landfill is minimised. The waste hierarchy is a key tool in Sustainable working practices and should be a driver in decision making, both on site and via contracts, projects and off-site waste management facilities.  	**All**
4.2.2	Investigate the opportunities for re-use of all materials, referring to G-016 and/or following the requirements of S-125 so that items are prevented from becoming waste at all. Note that care must be taken to ensure any plans for re-use under S-125 do not constitute accidental disposal and always seek advice.	**All**
4.2.3	Segregate wastes wherever and whenever practicable to minimise contamination and maximise recycling. NRS Sites Delivery Business has a recycling target, via the Operating Plan Target, which is tracked Site-by-Site and company-wide via the Metrics spreadsheet located in the SharePoint community; and is used to update the NDA Controlled Waste Dashboard. *Requirements for uploading metrics data are included in Appendix E of this Standard.*	**All**
4.2.4	Provide facilities, such as recycling stations, with clear instructions and guidance to enable effective segregation of wastes.	**Head of Waste/ Waste Manager**

4.3. On-Site Waste Management

Step	Action	Responsibility
4.3.1	Ensure that the Site and Projects/Contractors have local arrangements in place to ensure that:	**Head of Waste/ Waste Manager**
a)	Waste is segregated in accordance with segregation requirements in 4.2 above;	
b)	The risks associated with on-Site storage, movement and handling of waste are assessed and managed;	
c)	Waste containers are inspected periodically to ensure they remain fit for purpose. This includes on-Site storage, loading/unloading to or from a transport vehicle and transportation by public road as applicable;	
d)	Waste storage areas, including temporary lay-down areas, prevent the risk of escape of waste to the environment, prevent cross contamination and are appropriate for the waste form;	
e)	Waste storage areas, including temporary lay-down areas, have an appropriate level of security;	
f)	Waste containers are labelled so as to be able to identify the waste, the provenance of the waste, the waste owner and the date the waste was packaged;	
g)	Waste destined for off-site disposal is stored for as short a period as possible and should not exceed 12 months. Where being used on site storage may only exceed 12 months in specific circumstances i.e. where a permit is in place. See G-016.	
h)	Liquid waste is stored and managed in accordance with S-468 *Management of Portable Liquid Containers*;	
i)	An inventory of all hazardous waste is kept and maintained, and that inventory is readily available to anyone wishing to enter a hazardous waste storage area. *Good Practice Guidelines for the storage of hazardous wastes are included in Appendix C of this Standard*	
j)	An Asbestos Competent Person has been consulted to support control of asbestos waste as specified in the Control of Asbestos Regulations 2012;	
k)	Radiological Clearance is being undertaken where applicable (S-051);	

Step	Action	Responsibility
l)	Waste Supervisors are authorised by the ASQEP(W) and Head of Waste;	
m)	Waste is not being generated or disposed of without oversight from an ASQEP(W);	
n)	Any segregation activities, or other activities to prepare waste for transfer off-site, do not constitute “waste treatment” which requires a permit or exemption. Should an exemption be required, ensure it is registered with the Agency prior to commencing work as per S-068. G-016 covers treatment exemptions/permits for Demolition and Excavation wastes being used on site. Some treatment exemptions in England & Wales require records to be kept (most notably T12 and T15). Ensure the requirement is understood and complied with;	
o)	Subject to q), the only Controlled Waste managed on Site is that which has been produced at the Site;	
p)	Where it is necessary to move Controlled Waste generated on one NRS Site to another NRS Site for the purposes of storage or treatment pending onward treatment or disposal, a suitable waste exemption or Environmental Permit will be needed for the receiving site (requirements vary according to the type and quantities of waste concerned) and a licensed waste carrier will be necessary to transport the waste. Waste Transfer Notes shall be used for all transfers between NRS Sites. In some instances, an S2 exemption or NFWD 3 exemption will cover these movements. Seek advice from the Environment Team as soon as practicable and in all cases, prior to any inter-site consignments of Controlled Waste commencing. Wastes produced by persons other than the NRS Sites Delivery Business **shall not be accepted into the Site from offsite** except in exceptional circumstances such as fly tipped waste or litter picking (RPS212).	
q)	Information Security is given due consideration during on-site storage and onward disposal. Guidance is given in S-064 *Information Security*. If unsure, Contact the CS&IA (Cyber Security & Information Assurance) SPOC mailbox.	

4.4. Off-Site Waste Transfer Documentation

Step	Action	Responsibility
4.4.1	Ensure that the ASQEP(W) and Waste Supervisors are notified, in sufficient time prior to any waste transfer, to be able to fulfil their responsibilities in this Standard.	**All**
4.4.2	Ensure that, prior to leaving Site, all wastes are classified in accordance with *Guidance on the classification and assessment of waste – Technical Guidance WM3* or other appropriate UK legislation. Where necessary, classification shall be based on sampling and analysis results.	**Head of Waste/ Waste Manager**
4.4.3	For all Sites, on both Transfer Notes and Hazardous Waste Consignment Notes, the SIC Code shall be recorded as 96090. Where the transfer note requests a written description of process giving rise to the waste, it must be recorded as "*Other personal services and activities not elsewhere classified*" (this may be written as "*Other personal services/activities N.E.C.*").	**Head of Waste/ Waste Manager**
4.4.4	Regardless of who has filled the waste container or is supervising its collection, the producer of the waste must be recorded as "NRS" and must include the full Site address.	**Head of Waste/ Waste Manager**
4.4.5	Report any rejected wastes as an Event, carry out a full investigation and ensure onward disposal is compliant.	**Head of Waste/ Waste Manager**
4.4.6	**Non-hazardous Waste Transfer Notes**	
a)	Transfer all non-hazardous waste only to a disposal site approved under S-385, using a suitable Waste Transfer Note (WTN). The WTN must be signed by an approved Waste Supervisor or ASQEP(W) and must contain all the information required by the Agency.	**Head of Waste/ Waste Manager**
b)	If a Transfer Note provided by a carrier is of poor quality, prepare a new Transfer Note. This can be achieved using Form F-798 which is a Microsoft Word/PDF version of the Environment Agency model Transfer Note.	**Head of Waste/ Waste Manager**
c)	Further guidance and an exemplar Transfer Note is given in Appendix A of this Standard.	

Step	Action	Responsibility
4.4.7	**Annual Waste Transfer Notes (or Season Tickets)** Some carriers or disposal sites prefer to use Season Tickets instead of a Transfer Note. Season Tickets are acceptable so long as the following will not change throughout the period of the Season Ticket *(Which should not last longer than 12 months)*: • Waste type • LOW Code • Waste container • Waste Carrier • Disposal Site The Season Ticket should contain the same information as a standard Transfer Note, the exception being the signature of the Carrier (usually the driver on Transfer Notes) is not needed on the Season Ticket, the Broker (Mitie for example) can sign instead. Take care to ensure the Waste Carrier's Licence of the Carrier AND the broker are in date. A record of the date, time and quantity collected must be kept. This can be via the Skip Register/sites version of F-835, collection receipts or invoices. The carrier may also require signature on a PDA. If using a Season Ticket, the checklist on F-837 can be ignored. Strike through and write "Season Ticket" across the checklist. Examples of scenarios where this would be used instead of a WTN can be found in Appendix A of this Standard.	**Head of Waste/Waste Manager/ ASQEP(W)**
4.4.8	**Hazardous Waste Consignment Notes**	
a)	Transfer all hazardous waste only to a disposal site approved under S-385, using a Hazardous Waste Consignment Note (England and Wales) or Special Waste Consignment Note or Carrier's Schedule (Scotland). The Consignment Note/Carrier's Schedule must be signed by an ASQEP(W) / approved Waste Supervisor and must contain all the information required by the Agency.	**Head of Waste/ Waste Manager**
b)	If the waste is classed as Dangerous Goods and in scope of ADR, a DGTO/DGSA must provide and sign the ADR Transport Document (Consignment Notes may, if they contain sufficient detail, also act as the Transport Document) and complete Quality Plans as directed by S-142 *Dangerous Goods (Including Radioactive Materials) Transport*.	**Head of Waste/ Waste Manager**

Step	Action	Responsibility
c)	**Unique Consignment Note codes.** In all countries, the Consignment Note Code must be unique. The regional differences are:	
	In Wales, the Consignment Note code is made up of the Premises Code (see 4.1.20 above) followed by a unique set of 5 letters or numbers generated by the Site (not the waste disposal Site or carrier).	
	In England the Consignment Note code is produced by the Site in the following format: Berkeley NUCLEA/21### Dungeness A NUCLEA /23### Harwell NUCLEA /12### Hinkley Point A NUCLEA /24### Oldbury NUCLEA /26### Sizewell A / Bradwell NUCLEA /27### Winfrith NUCLEA /16### ### represents a unique 3-digit number generated by Site (not by the waste disposal Site or carrier). All 3 digits must be used (i.e. NUCLEA/21001 not NUCLEA/211).	
	In Scotland the Consignment Note, including a unique code, is provided by SEPA. Special Waste Consignment Notes (and so the unique code) can be purchased directly from SEPA. Further guidance, including SEPA's regulatory position on pre-notification can be found in *Consigning Special Waste Guidance*. Check online at www.sepa.org.uk.	
d)	Further guidance and exemplar Consignment Notes and Carrier's Schedule are given in Appendix B of this Standard.	

Step	Action	Responsibility
e)	Ensure Quarterly Returns and deposit note submissions are completed in the required time frame: Copies of the fully completed Consignment Note(s), or a written summary of wastes received, must be provided to the Waste Manager/Head of Waste by the disposal site no later than 1 month after the end of the quarter in which the waste was disposed of. This is known as a Quarterly Return. In Scotland the consignee who receives the waste is required to send a copy of the completed deposit note (yellow copy of the SWCN) to SEPA by email only. This includes hazardous waste sent to England and Wales.	**Heads of Waste/ ASQEP(W)**

4.5. Waste Container Management

Step	Action	Responsibility
4.5.1	**Control of ordering and despatch of waste containers.** Local arrangements must provide instructions (including check-sheets where practical) to ensure that the ordering and dispatch of waste containers is controlled. These instructions shall include methods to ensure that:	**Head of Waste/ Waste Manager**
a)	The ordering of waste containers for delivery to Site/collection from Site is done in a controlled manner	
b)	Personnel involved in ordering, receiving and dispatching containers are SQEP to do so and are authorised to do so by the ASQEP(W) and are recorded as *Waste Supervisor* on Form F-296	
c)	LOW codes are correct for the waste being dispatched;	
d)	Only authorised disposal Sites are used (see S-385 *Waste Management Facility Duty of Care Assessment Programme*)	

Step	Action	Responsibility
e)	All hazardous waste is assessed against ADR requirements, as well as waste regulation requirements, and a DGTO/DGSA is aware of the proposed waste dispatch;	
f)	Waste containers undergo pre-use checks to ensure that they are fit for purpose and do not contain remnant wastes;	
g)	Containers are labelled and uniquely identifiable;	
h)	Containers are securely stored (either by storing in a lockable area or by locking the containers). Waste Containers including welfare units with effluent tanks which are not stored in a lockable area with access being under the control of the waste team, shall be fitted before use by the site, project or principal contractor with devices preventing the unauthorised uplift of the container/tank. Keys for these devices shall be held by the Waste Team or the allocated waste supervisor as is appropriate.	
i)	Incoming and outgoing weights are measured using a weighbridge where one is available;	
j)	Container contents are known and verified;	
k)	The correct container is collected;	
l)	Clearance and monitoring requirements for containers, and the vehicles which carry them, are met.	
m)	Dispatch of containers is compliant with applicable legislation by confirming the following are correct/in place ***before a container leaves Site:*** • A waste transfer note or Consignment note which is fully completed and signed (see guidance in Appendices) • Clearance documentation (in accordance with S-051) • Load, vehicle and paperwork which is compliant with ADR requirements	
n)	Hazardous waste consignments do not leave Site without permission from an ASQEP(W). If using F-837, or similar, this will be by signature in section D.	
	Note: Compliance with Step 4.5.1 can be achieved by using model checklist F-837.	

Step	Action	Responsibility
4.5.2	**Container Contents Log Sheet** Local arrangements must provide a record of contents of containers on a container specific log sheet. The number of entries in the log shall be sufficient to maintain traceability of the wastes deposited in the container. This log shall, as a minimum, record:	**Head of Waste/ Waste Manager**
a)	a description of the waste deposited in the container;	
b)	the quantity, volume or mass of the waste deposited in the container;	
c)	the date of deposition into the container;	
d)	the name of the person depositing the waste;	
e)	reference to any clearance monitoring undertaken;	
f)	the name of the person responsible for the container (e.g. a Site Engineer or NRWO);	
g)	A verification statement that the contents of the containers have been checked to a justifiable level.	
	Note: Compliance with Step 4.5.2 can be achieved using model container contents log F-834.	
4.5.3	**Waste Container Register** To ensure Sites have a record of waste containers on site and dispatches from site, local arrangements must provide a Controlled Waste container register. This register may be held electronically and shall be maintained as a live document so that it accurately reflects the waste containers currently on Site and the waste shipped from Site. Note that in Scotland this is a requirement of the Special Waste Regulations. The register must record the following information as a minimum:	**Head of Waste/ Waste Manager**
a)	the waste owner;	
b)	the unique identification of the container;	

Step	Action	Responsibility
c)	a description of the size and type of container (e.g. 35yd open skip);	
d)	the location of the container;	
e)	the contents of the container;	
f)	the carrier of the waste;	
g)	the disposal site;	
h)	The date the waste container was first filled	
i)	the disposal date;	
j)	the quantity of waste disposed;	
k)	the unique consignment note number (for hazardous waste shipments).	
l)	A means, such as Conditional Formatting in Excel, to highlight when waste has been stored on site for more than 12 months. This should include advance warnings at 10 months.	
	Where not controlled in a Waste Container Register, a system must be in place to ensure hazardous waste consignment note numbers are not duplicated.	
	Note: compliance with Step 4.5.3 can be achieved using model Waste Container Register F-835.	
4.5.4	**Metrics data generation - Actuals** Local arrangements must provide an accurate method for generating the information for the Controlled Waste Metrics Spreadsheet. This document may be held electronically and can be maintained as a live document so that it accurately assigns weights to each category within the dashboard. The document must record the following information as a minimum:	**Head of Waste/ Waste Manager**

Step	Action	Responsibility
a)	Description of the contents of the container	
b)	Weight of the container/skip	
c)	The quantity of waste disposed	
d)	The broad group description the waste falls into *(Bulk Inert Waste, Bulk Hazardous Wastes, Metallic Waste, Paper & Cardboard Waste, Food & Biodegradable Waste, Asbestos and ACM Waste, Plastic Waste, Chemical Waste, WEEE, Oils and Oily Wastes, Domestic/Office Waste, Gaseous & Pressurised Containers and Other Waste.)*	
e)	A breakdown of how much of each container/skip is sent down each treatment/disposal route (this should utilise descriptions from the waste hierarchy or similar). This should be in kg or Te.	
	Note: Compliance with step 4.5.4 can be achieved using the additional tabs on Model Waste Container Register F-835. See Appendix E for guidance on completing the metrics spreadsheet.	
4.5.5	**Metrics data generation - Forecast** Local arrangements should aim to provide an accurate method for generating a forecast to complete the Controlled Waste Metrics Spreadsheet - Forecast. This document may be held electronically and can be maintained as a live document so that it accurately assigns weights to each category within the spreadsheet. If significant changes are made in the PWMP reviews the forecasts should be updated at the next opportunity.	**Head of Waste/ Waste Manager**
4.5.6	**Metrics Entry** Ensure data is entered into the Controlled Waste Metrics Spreadsheet - Actuals regularly and in a timely manner, this can be found in a SharePoint community on the NRS intranet here Metrics Ensure forecasting data is entered into the Controlled Waste Metrics Spreadsheet – Forecasts each financial year. See Appendix E for guidance on completing the Metrics Spreadsheets.	**Head of Waste/ Waste Manager**

4.6. Role of the ASQEP(W)

Persons authorised to AI394 or AI398 (ASQEP(W)) are to oversee controlled waste disposals on behalf of the Head of Waste. Their role is to:

- Support the Head of Waste/Waste Manager in undertaking their responsibilities in this standard and in S-385 *Waste Management Facility Duty of Care Assessment Programme.*
- Take a considered, risk-based approach to day-to-day supervision of Controlled waste shipments.
- Specify (or approve if produced by others) local arrangements for compliance with this standard (in particular, sections 4.3, 4.4 and 4.5)
- Where clearly justifiable, authorise certain steps in Section 4.5 to be modified temporarily (e.g., for a specific project or waste stream)
- Ensure proper engagement between other disciplines (e.g., MTAC, Environment, Asset Management) and standards (S-385 *Duty of Care Assessment Programme*, S-142 *Dangerous Goods (Including Radioactive Materials) Transport*, S-051 *Assessment, Control and Radiological Clearance of Material and Waste* or S-468 *Management of Portable Liquid Containers*)
- Assist the Head of Waste/Waste Manager in assessing Waste Supervisors and others deemed SQEP for the purposes of this standard.
- Be the site technical expert for Controlled wastes.
- Ensure any decisions made in the role are consistent with the guidelines in Appendix D of this standard and that the intent of this Standard is met.

Step	Action	Responsibility
4.6.1	In conjunction with the Head of Waste, assess a person's competence regarding waste management, particularly, those who will sign Transfer and Consignment Notes. These people will be known as Waste Supervisors (see Section 6 *Definitions* below). This decision must be recorded on form F-296 Waste Supervisor Record and retained by the Head of Waste.	**ASQEP(W)** **Head of Waste**
4.6.2	The ASQEP(W) must ensure any alternative arrangements, either onsite deviations or provided by Contractors working to CONSIs are equivalent to the quality and intent of S-100. Where the ASQEP(W) has allowed the omission of a step, it must be clearly justified. For any Contractors arrangements this should be detailed on an F-297 form	**ASQEP(W)**

Step	Action	Responsibility
4.6.3	The ASQEP(W) may modify some parts of Section 4.5 only (i.e. no other steps in S-100). ***However,*** The ASQEP(W) must always seek to work to S-100 as written – any alternative arrangements must be justifiable.	**ASQEP(W)**
4.6.4	Record alternative arrangements and justification for omission recorded on F-297 *Waste Management Arrangements Record.* Arrangements and instructions may be directly written onto the form or references to other documents may be listed (for example a Contractor's written arrangements).	**ASQEP(W)**
4.6.5	The Head of Waste and ASQEP(W) must undertake periodic checks to ensure arrangements are still appropriate and that alternative arrangements are not so numerous that S-100 becomes redundant by default.	**Head of Waste** **ASQEP(W)**
4.6.6	Anything outside of Section 4.5 must be applied in its entirety (or matched to an equivalent).	**ASQEP(W)**
4.6.7	The ASQEP(W) is not authorised to specify requirements for other Standards (e.g. S-385 *Duty of Care Assessment Programme*, S-142 *Dangerous Goods (Including Radioactive Materials) Transport*, S-051 *Assessment, Control and Radiological Clearance of Material and Waste* or S-468 *Management of Portable Liquid Containers*).	**ASQEP(W)**
4.6.8	Maintain a portfolio of involvement in Controlled Waste management and a record of any Continuous Professional Development (CPD) undertaken to support renewal of AI394 or AI398 (ASQEP(W)) every three years. This is to be provided at renewal interview with the SME for Controlled Waste.	**ASQEP(W)** **Head of Waste**

5. MONITORING AND MEASUREMENT

Records generated e.g. Waste Transfer Notes, shall be subject to the retention periods specified in F-620 Records Retention Schedule and relevant regulation. Hazardous (Special) Waste Consignment Notes must be kept for 3 years and Waste Transfer Notes for 2 years.

Where necessary, an Asbestos Competent Person will specify if waste records need to be copied for asbestos accounting purposes.

6. DEFINITIONS

Term used	Explanation
ADR	Shorthand term for *The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations* and *The European Agreement Concerning the International Carriage of Dangerous Goods by Road.*
Agency	For ease of reading, Agency should be taken to mean the Environment Agency in England, Natural Resources Wales in Wales, and the Scottish Environment Protection Agency in Scotland.
ASQEP(C)	Person authorised under AI603 *ASQEP for Clearance*
ASQEP(M)	Person authorised under AI604 *ASQEP for Clearance Monitoring Protocols*
ASQEP(W)	Person authorised under AI398/394 *Supervision of the Disposal of Controlled Waste*
Clearance Procedures	S-051 *Assessment, Control and Radiological Clearance of Materials and Waste*
Container	Any skip, drum, pallet box, tanker, vehicle etc. which holds waste. Note that where waste is loaded directly onto a vehicle (such as a flat-bed), the vehicle is also the container.

Term used	Explanation
Controlled Waste	The term used in regulation to describe what should be classed as household, commercial and industrial waste for the purposes of the Environmental Protection Act 1990. The Controlled Waste regulations refer to the European Waste Framework Directive for the definition of waste and for certain exclusions from Waste regulation. The key exclusion for NRS is that Radioactive waste is excluded from the scope of the regulations. Other exclusions are listed in Article 2 of the Waste Directive (they are also in Waste Technical Guidance WM3). There are a few terms used across the industry for Controlled waste. These are synonymous with “Controlled Waste”: • Non-radioactive Waste • Directive Waste • Conventional Waste It is important to highlight that *Out of Scope* is NOT synonymous with Controlled Waste. Out of Scope is a term from radiological regulation. It describes waste (or other items) which must regarded as radioactive but, following assessment, is deemed of low enough radiological risk to be out of scope of the regulations and can therefore be disposed of as Controlled Waste. Controlled waste includes all hazardous/special waste.
Disposal site	For clarity, disposal site also includes transfer stations, landfills, recycling and treatment sites etc.
DGSA	Dangerous Goods Safety Advisor
DGTO	Dangerous Goods Transport Officer
DMR	Dry Mixed Recycling
FEL	Front End Loader
LOW	List of Waste, these are the codes formerly known as EWC codes (European Waste Catalogue). These are classification codes for common types of waste from various processes including industrial and domestic.
Out of Scope	See definition under ‘Controlled Waste’.
PWMP	Project Waste Management Plan

Term used	Explanation
RAMS	Risk Assessment Method Statement
RMP (C)	Radiological Monitoring Person for Clearance
R & D codes	Waste related activities are classed as recovery (R) or disposal (D) as defined in the waste framework directive Annex I and II and should feature on consignment notes.
Site (where written with an uppercase S)	An NRS Sites Delivery Business site.
Te	Metric Tonne (1000 Kg).
Waste Owner	The person (a Project Manager, Contractor's Manager, Department Manager) who has current possession of the waste. Importantly, very different to Waste Producer which has specific meaning in a regulatory context.
Waste Producer	From a regulatory perspective, NRS Sites Delivery Business is the Waste Producer and is the entity legally responsible for the waste.
Waste Supervisor	A person assessed by the Head of Waste/Waste Manager and the ASQEP(W) as competent to undertake certain tasks in relation to overseeing filling and shipping of waste containers. This person need not be from a Site Waste Team. They could be a Contractor, a Site Engineer, Maintenance Team Leader etc. This is given to an individual person not a Contractor as a corporate body. Appointment of a Waste Supervisor, and limitations of their duties, is recorded on F-296 *Waste Supervisor Record.* A review/expiry date should be recorded on the F-296, which should be the length of the project or up to 1 year. Waste Supervisor Authorisations should not exceed 12 months without review.
WEEE	Waste Electrical and Electronic Equipment.
QMS	Quality Management System

APPENDIX A Guidance on Completing a Waste Transfer Note & Scenarios for use of Annual Transfer Notes (Season Tickets)

The regulations do not specify an exact format but simply state that the information below must be included.

1 **A description of the waste.** This should be a meaningful description. For example, “mixed soils, stones and concrete” as opposed to “demolition waste”

2 **The correct LOW number(s).** Six digits. Selecting the correct LOW is the responsibility of the waste producer.

3 **A description of how the waste is contained.** Often found as a tick box. If not, a simple one-word description will suffice - e.g. skip, sack, loose, drum.

4 **A record of the quantity of waste.** This does not need to be in kilogrammes. It can also describe the number of containers – e.g. 5 drums, 1 full skip.

5 **The Waste Hierarchy Declaration (England and Wales only).** Usually, a tick box next to a statement. The wording does not have to exactly match the following (taken from the Environment Agency model Transfer Note) but should be similar:

I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011.

6 **The waste producer’s name and address.** The waste producer/transferor recorded as “NRS”, Site name, full address and postcode. It is not sufficient to just write “NRS”. The waste producer will always be “NRS” so should not be recorded as “Contractor Name”.

7 **The SIC code and process giving rise to the waste.** SIC Code recorded as 96090 and process giving rise to the waste recorded as “Other personal services and activities not elsewhere classified” (this may be written as *“Other personal services/activities N.E.C.”*).

8 **Waste Carrier’s Licence number.** Often pre-printed on a Carrier’s own form. Check that it is still valid.

9 **Date and time of the transfer.** Time must be recorded in 24h clock format.

10 **Name and Signature of transferor.** Sometimes written as “Waste Producer” or similar. This should be the person’s name (SQEP person for NRS Sites Delivery Business) not the company name and should be legibly printed.

11 **Name and Signature of transferee.** Sometimes written as “Carrier” or “Driver”. This should be the person’s name not the company name and should be legibly printed.

The Transfer Note below is an example where the format is very different to the model Transfer Note from the Agencies' websites, but all the required information is recorded.

WASTE SKIP UK LTD

Ash Farm, Anytown
Countyshire
CS12 3BP

Tel: 01569 123456
Email: skips@wasteskipuk.co.uk
Carrier Reg No: CBDU156789
VAT No: 789 456 123

Number: 50400890
Date: 01/01/2017
Service Type: Empty & Return

Customer and Skip Address	Description of waste	
Magnox Ltd Oldbury Site, Oldbury Naite, Thornbury, South Glos BS35 1RQ SIC Code: 96090 Other Services N.E.C. Order No: MX175432	Skip Type: **30yd RoRo** Waste: **Mixed recyclables**	Quantity: **1 full skip** EWC: **20.03.01** Empty at: **Ash Farm (full address above)**

Service and Driver Notes:
****Return skip same day** Security check at site.**

Container must be level loaded. Dangerously loaded or overloaded skips will not be removed. A surcharge will be made if unauthorised waste types are found in the container.

NO PLASTERBOARD, FIRES, ASBESTOS, OILS, LIQUIDS, ACID, FRIDGES, FREEZERS, BATTERIES, ELECTRICAL ITEMS, GAS BOTTLES, TV SETS, PAINT TINS, FLUORESCENT TUBES, AEROSOL CANS

Controlled Waste Transfer Note. Keep for a minimum of 2 years.

Driver Sign and Print: Laurie Driver

Customer (transferor) Sign and Print: DAVE JONES

Is the waste type correct: Yes / No / Appears so

Time on site: 0920 Time Off Site: 0955

Customer Note: As transferor, I confirm we have discharged the duty detailed in Regulation 12 of the Waste (England and Wales) Regulations 2011 ☑

Operator WML NO: XP457888CT

Date of Transfer: 1/1/17

The scenarios below are intended as a coarse demonstration of when Annual Waste Transfer Notes should or should not be used.

Scenario A

Sewage from site is collected monthly and taken directly to the same facility each time using the same haulier. It is expected that this will continue with the only the quantity of waste collected each time varying. This means that an Annual Waste Transfer Note/Season Ticket could be used instead of a WTN per collection. A record should be kept including the date, time and quantity of waste collected.

Scenario B

The NRS Site has a 1100L wheelie bin of general waste collected on a local round every Thursday by a waste company using a FEL vehicle operated by the same haulier and is taken to the same sorting facility each week. An Annual Waste Transfer Note would normally be used by the waste company and is normally generated every financial year. The NRS Site needs to ensure that they have the most recent copy on file and a record is kept of date, time and quantity of waste collected. The quantity of waste can be recorded as the number 1100L wheelie bins emptied.

Scenario C

A DMR 12yrd skip is collected from an NRS Site every 2 weeks, the company who collects the waste have 2 possible facilities that they operate locally that they can take this waste to. The facility used changes regularly depending on availability. Even though the haulier, waste type, LOW code and container do not change an Annual Waste Transfer Note/Season Ticket should not be used for these collections, this is due to the disposal facility not being the same each time.

APPENDIX B Guidance on Completing Hazardous Waste Consignment Notes

A Consignment Note must contain the following (England and Wales):

1 **A unique consignment note number.** It must be in the correct format.

2 **The waste producer/transferor.** Must be recorded as “NRS Limited” and Site name, full address, postcode, email, telephone and fax number. If there is no fax number, enter N/A.

3 **The disposal site name, address and postcode.**

4 **SIC code process giving rise to the waste.** SIC recorded as 96090 and process giving rise to the waste recorded as *“Other service activities not elsewhere classified”* (this may be written as *“Other service activities N.E.C.”*).

5 **A description of the waste(s).** This should be a meaningful description for each waste. For example, *“mixed soils, stones and concrete”* as opposed to *“demolition waste”*. It is not acceptable to simply copy the LOW code description.

6 **The correct LOW number(s) for each waste.** (The asterisk does not need to be present providing a full description of the waste and correct hazard codes used).

7 **Waste quantity** recorded in kilogrammes for each waste.

8 **The chemical/biological components** of each waste and their concentrations.

9 **The physical form of the waste.** Gas, liquid, solid, powder, sludge or mixed.

10 **The hazard codes** for each waste (Hazard Properties from WM3 assessment)

11 **The container type, number of containers and their size.**

12 **ADR information in the correct order:** UN number, Proper Shipping Name, UN class, Packing Group and Special handling Requirements. This is an important requirement if the Consignment Note is also used as the ADR Transport Document.

13 **Name and Signature of the carrier.** This should be the person’s name not the company name and should be legibly printed.

14 **Carrier’s Licence number, Company name and address**

15 **Vehicle Registration number.**

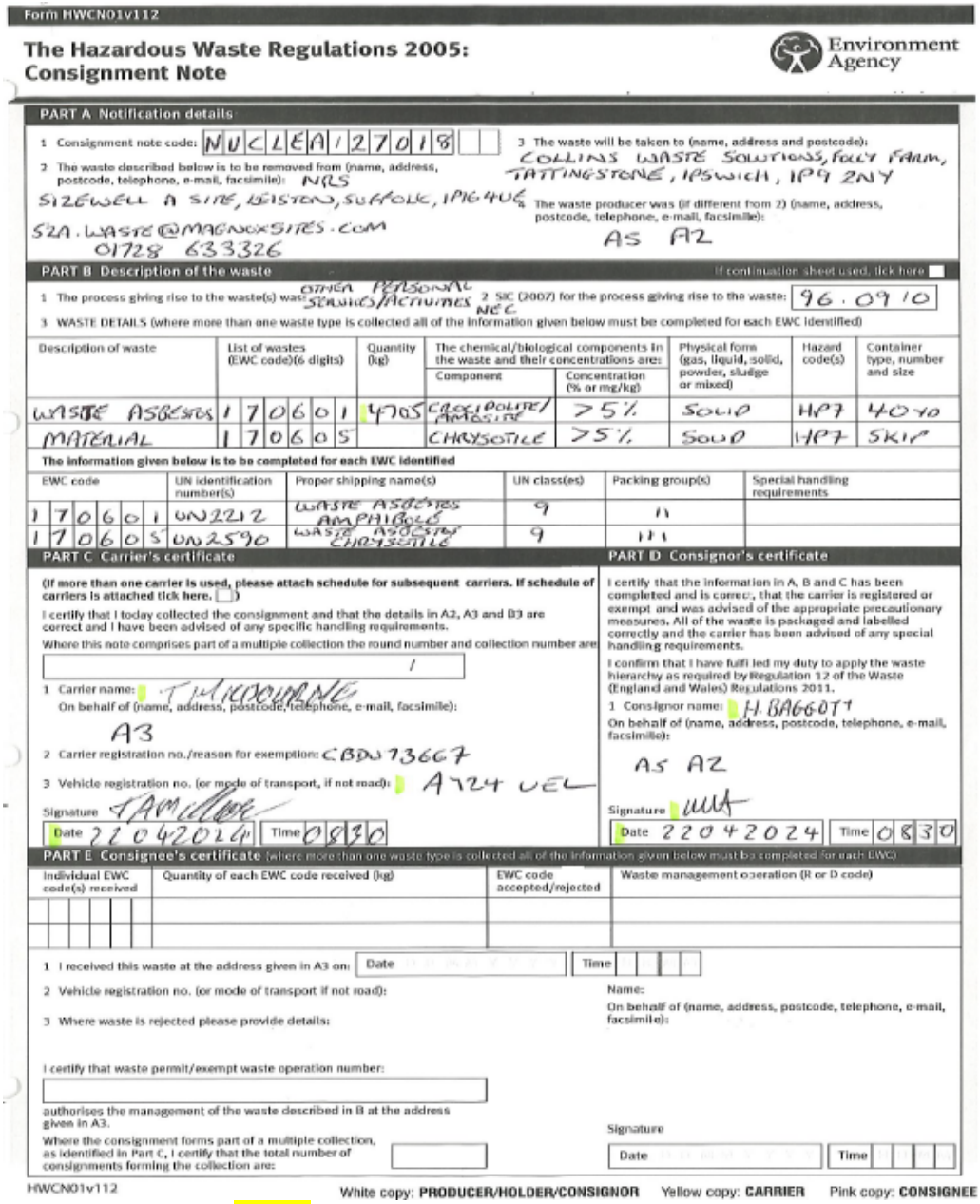
16 **Date and time of the transfer**. Time recorded in 24h clock format.

17 **Consignor Statement (Part D).** A statement to confirm that the information in parts A to C is correct, the carrier has been informed of any special precautionary measures, the carrier is registered as a waste carrier (or is exempt) and that the consignor has fulfilled the duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011.

18 **Name and signature of the Consignor:** a SQEP person for NRS Sites. This should be the person’s name not the company name and should be legibly printed.

19 **Name and Address of Consignor.** This can be filled in to read “As A2” because NRS Sites Delivery Business is the waste holder and consignor.

20 **Date and time of the transfer.** Time recorded in 24h clock format.



Form HWCN01v112

The Hazardous Waste Regulations 2005: Consignment Note

Environment Agency

PART A Notification details

1 Consignment note code: NUCLEA/27018

2 The waste described below is to be removed from (name, address, postcode, telephone, e-mail, facsimile): NRL SIZEWELL A SITE, LEISTON, SUFFOLK, IP16 4UG SZA.WASTE@MAGNOXSITES.COM 01728 633326

3 The waste will be taken to (name, address and postcode): COLLINS WASTE SOLUTIONS, FOLLY FARM, TATTINGSTONE, IPSWICH, IP9 2NY

4 The waste producer was (if different from 2) (name, address, postcode, telephone, e-mail, facsimile): AS A2

PART B Description of the waste If continuation sheet used, tick here ☐

1 The process giving rise to the waste(s) was: OTHER PERSONAL SERVICES/ACTIVITIES NEC

2 SIC (2007) for the process giving rise to the waste: 96.09/0

3 WASTE DETAILS (where more than one waste type is collected all of the information given below must be completed for each EWC identified)

Description of waste	List of wastes (EWC code)(6 digits)	Quantity (kg)	The chemical/biological components in the waste and their concentrations are: Component	Concentration (% or mg/kg)	Physical form (gas, liquid, solid, powder, sludge or mixed)	Hazard code(s)	Container type, number and size
WASTE ASBESTOS MATERIAL	170601	4705	CROCIDOLITE/ AMOSITE	>5%	SOLID	HP7	40YD
	170605		CHRYSOTILE	>5%	SOLID	HP7	SKIP

The information given below is to be completed for each EWC identified

EWC code	UN identification number(s)	Proper shipping name(s)	UN class(es)	Packing group(s)	Special handling requirements
170601	UN2212	WASTE ASBESTOS AMPHIBOLE	9	III	
170605	UN2590	WASTE ASBESTOS CHRYSOTILE	9	III	

PART C Carrier's certificate

(If more than one carrier is used, please attach schedule for subsequent carriers. If schedule of carriers is attached tick here. ☐)

I certify that I today collected the consignment and that the details in A2, A3 and B3 are correct and I have been advised of any specific handling requirements.

Where this note comprises part of a multiple collection the round number and collection number are: /

1 Carrier name: T H ROUNDING

On behalf of (name, address, postcode, telephone, e-mail, facsimile): A3

2 Carrier registration no./reason for exemption: CBDN73667

3 Vehicle registration no. (or mode of transport, if not road): A724 UEL

Signature: T A Rounding

Date 22042024 Time 0830

PART D Consignor's certificate

I certify that the information in A, B and C has been completed and is correct, that the carrier is registered or exempt and was advised of the appropriate precautionary measures. All of the waste is packaged and labelled correctly and the carrier has been advised of any special handling requirements.

I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011.

1 Consignor name: H BAGOT

On behalf of (name, address, postcode, telephone, e-mail, facsimile): AS A2

Signature: HBA

Date 22042024 Time 0830

PART E Consignee's certificate (where more than one waste type is collected all of the information given below must be completed for each EWC)

Individual EWC code(s) received	Quantity of each EWC code received (kg)	EWC code accepted/rejected	Waste management operation (R or D code)

1 I received this waste at the address given in A3 on: Date Time

2 Vehicle registration no. (or mode of transport if not road):

3 Where waste is rejected please provide details:

Name:

On behalf of (name, address, postcode, telephone, e-mail, facsimile):

I certify that waste permit/exempt waste operation number:

authorises the management of the waste described in B at the address given in A3.

Where the consignment forms part of a multiple collection, as identified in Part C, I certify that the total number of consignments forming the collection are:

Signature

Date Time

HWCN01v112 White copy: **PRODUCER/HOLDER/CONSIGNOR** Yellow copy: **CARRIER** Pink copy: **CONSIGNEE**

The Consignment Note above is an example of a correctly completed Consignment Note. The Hazardous Waste Regulations specify that although a Consignment Note does not have to be in the exact same format as the model in the regulations, but it must include all the information fields and be as near as possible to the model.

Key differences in Scotland:

The Special Waste Consignment Note (SWCN) is printed in a specified format and some detail varies (for example the weight may be recorded in units other than kilogrammes).

A Carrier's Schedule contains similar information to a SWCN. The Producer/Consignor's copy of the schedule is divided into strips. Each strip is used in place of part of Section C and all of Section D in the normal Consignment Note. The SWCN does not include ADR information so a separate transport document will be required to be compliant with road transport regulations for any Dangerous Goods carried.

APPENDIX C Hazardous Waste Store Good Practice Guidelines

Ventilation	• The storage area should be well ventilated. *It is not necessary to provide forced ventilation, but air must be allowed to circulate naturally – there should be at least two openings, preferably one in a high position and one low, to encourage air movement.*
Bunding	• The storage area should be appropriately bunded. Refer to HSG71 for minimum requirements.
Bulk Storage	Hazardous bulk material (e.g. wood or contaminated soil): • The storage area should be covered where possible or failing that hardstanding. • Every effort should be made to prevent contamination spread.
Separation	• Different waste/chemical types must be separated. *This can be achieved by permanently installed barriers or by using containers within containers.* • Each area within the store should be clearly signed to show the types of waste acceptable in that area. • Flammable wastes must be kept appropriately (e.g. in a purpose-built flammable cupboard)
Fire Extinguishers	• The type and number of extinguishers should be suitable for contents of the store. • The extinguishers should be available close to the entrance of the store.
Spill Kits	• The type and number of spill kits should be suitable for contents of the store. • The spill kits should be available close to the entrance of the store. Ideally, they should be located outside of the store.
Containers	• Should be in good condition. • appropriate for the waste contained within • clearly labelled.
Inventory	• An inventory detailing the contents of each individual store must be made and updated when waste is placed in storage or removed. *(Ensure that a copy is held externally to the store i.e. electronically)*
Access	• Minimise the need for lifting and for moving over uneven ground (e.g. ramps in place of steps) • Ensure lighting is adequate to allow safe access throughout standard operating hours.

Weather protection	• Be aware of prevailing weather – if using a portable store (such as a converted ISO container) doors and entranceways should face away from the prevailing wind. • Individual containers (e.g. drums) should not be left uncovered. Consider the use of covered bunds.
Training	• Chemical Awareness training • Use of spill kits.
External signage	The following should be immediately obvious upon approaching the store: • It is a hazardous waste store. • PPE requirements • Expected hazards. • Storage requirements (packaging, labelling) • The location of the Inventory • The location of spill kits and fire extinguishers • A contact telephone number for the Waste Team.
Security	• Accessible only to authorised personnel • Kept locked when unattended but allowing a means of access by emergency responders.
Risk Assessment	• Ensure all hazardous waste stores are included in Site processes for producing Environmental & Conventional safety risk assessments

APPENDIX D Guidance for Holders of Authorisations for the Disposal of Controlled Waste

(AI398 in Scotland, AI394 in England & Wales)

The role of ASQEP(W) is important to ensure a compliant and pragmatic approach to Controlled Waste management. Their key duty is to oversee waste management arrangements (both written and practical) to ensure they are compliant with this Standard and so with the regulations. The approach, and degree of oversight, should be risk-based to allow focus on appropriate projects or waste streams. The table below is intended to provide guidance on assessing this risk.

Considerations	Consideration	Notes
Type of Waste	Is it: • Hazardous? • Unusual? • Dangerous for transport?	If Yes to any, the ASQEP(W) must directly oversee the shipment. In practice this means verifying the Consignment Note, ensuring a DGTO is involved in accordance with S-142 and physically checking the load before allowing it to leave site. *(In limited circumstances a Waste Supervisor could be approved to sign a consignment note using F-296. However, this shall be used with strict limitations on what waste materials they can directly consign and documents shall be monitored closely by the ASQEP (W).)*
Type of Waste	Is it: • Homogenous • Easily and reliably characterised • Non-hazardous • Of low environmental risk	If yes, the ASQEP(W) may choose to have indirect oversight, perhaps by checking transfer notes and waste arrangements on a weekly basis. *(In this instance an Approved Waste Supervisor could be covering responsibilities including completing paperwork with the ASQEP(W) checking their work weekly.)*
Competence of those producing/packing waste	What level of knowledge can they demonstrate? Level of commitment to compliance.	Match level of knowledge and confidence that the person will comply to the tasks authorised on F-296 Waste Supervisor Record. E.g. if the person demonstrates limited, or zero, knowledge of WM3 and Duty of Care, they should not be allowed to sign transfer notes or verify skip contents.

Considerations	Consideration	Notes
Stage in the life of the project	Is there any reason to think level of risk will change?	At the beginning of a project, the levels of oversight may need to be higher until the ASQEP(W) is satisfied with performance. Near the end of a project, pressure to complete the work may mean focus on waste compliance will drop, increasing risk
History of work with a Contractor	Are they known to NRS Sites Delivery Business? Have they a proven track record of compliance whilst working on NRS Sites Delivery Business projects?	Contact other ASQEP(W) colleagues to ask about working history. If no history is available, begin with a cautious approach
Location of the waste/project	Is it in a part of Site that is visible? Does the location increase the likelihood of fly-tipping? Can non-compliances be easily seen by the ASQEP(W) or Waste Team?	If no, higher oversight should be considered given the heightened risk of mismanagement of waste going unnoticed.
Number of people/robustness of procedures	Does the contractor have enough people to fulfil the Waste Supervisor role?	Consider sickness/annual leave, other duties.

The scenarios below are intended as a coarse demonstration of some considerations.

Scenario A – Lower ASQEP(W) Oversight

A project will produce skips of bricks from the demolition of a wall. These bricks are known to be free from radioactive and other contamination and are inert. The project will only send shipments of these bricks (not any other waste) over a period of 8 weeks. The LOW code and waste description will be the same for every skip. The Contractor's Waste Supervisor is known to be competent and understands Duty of Care and waste assessment. The disposal site and carrier are agreed in both the PWMP and the contract.

For this scenario, the ASQEP(W) could allow the Contractor to sign Transfer Notes and authorise despatch of the waste. The ASQEP(W) should perform quality checks of arrangements and proper completion of the Transfer Notes

Scenario B – higher ASQEP(W) oversight

A project will produce mixed materials from a project which includes excavating soil and rubble. There is potential for non-radioactive contamination and the details of the waste will not always be known until they are excavated. The contractor will also produce mixed Haz waste from paints and sealants. The waste description and LOW codes will need checking for each shipment. The Contractor's Waste Supervisor is unsure of the proper application of WM3 and has not familiarised themselves with the PWMP.

For this scenario, the ASQEP(W) should ensure the Site Waste Team are in close control of the waste, including ordering skips onto site, taking samples and authorising skips to leave site.

APPENDIX E Requirements for Generating Controlled Waste Metrics Information & Spreadsheet Completion – Actuals and Forecast

The Waste Ops Metrics Spreadsheet for recording can be found in the non-rad community in SharePoint Metrics. This should be completed early each quarter for the preceding quarter utilizing the information gathered in either F-835 or a similar Site-specific document.

The information generated shall be as accurate as is reasonably practicable and data entered shall represent the best information available from the waste management companies used. In order to apportion waste to the categories in the metric, Waste Teams shall confirm with the waste management supply chain the ultimate destination of controlled wastes consigned, either by contacting waste management companies directly or making use of Part E/Quarterly hazardous waste returns, as is appropriate.

Note: For wastes of a routine nature, mixing of similar wastes from different sources in the waste management chain make it impossible to ascertain the exact portion of the NRS Sites Delivery Business wastes reaching each end point (i.e. recycled, incinerated, landfilled etc.). In such circumstances it is acceptable to use average figures supplied by the waste management company. The averages should be kept under regular review. See Scenario A for an example.

Entries may be updated as more up to date information is provided by the disposal outlets e.g. if a report is received from a waste management company of a consignment of recycling from NRS business delivery site, found to be heavily contaminated with non-recyclable waste, leading to diversion to incineration/landfill routes. The metrics will be used to report recycling rate performance to stakeholders and the NDA to demonstrate performance against targets set internally and externally.

The broad categories to break the information into are.

- Bulk Inert Waste
- Bulk Hazardous Wastes
- Metallic Waste
- Paper & Cardboard Waste
- Food & Biodegradable Waste
- Asbestos and ACM Waste
- Plastic Waste
- Chemical Waste
- WEEE
- Oils and Oily Wastes
- Domestic/Office Waste
- Gaseous & Pressurised Container
- Other Waste.

Within each broad category there are more specific descriptions to break down the route for the waste generated on site. These can be broken into and explained in the following:

Re-Use

- Transferred for Re-Use (On-Site)
- Transferred for Re-Use (Off-Site, Nuclear)
- Transferred for Re-Use (Off-Site, Non Nuclear)

Recycled

- Routed for Composting/Digestion (On-Site)
- Routed for Composting/Digestion (Off-Site)
- Routed to a Material Processer (Raw)
- Routed to a Material Processer (Pre-treated)
- Processed/Managed On-Site

Recovery

- Incineration with energy recovery

Disposal

- Incineration
- Directly for Landfill (Raw)
- Directly for Landfill (Pre-treated)
- Sewage Waste Routed to a Sewage Treatment Works

Note: 'Raw' refers to waste that has not had any pre-treatment prior to sending off site, or if we know the facility that we are using is sending the waste onto its end destination as is. For example, mixed concrete and bricks is generated from the demolition of a building and is processed through a mobile plant before being sent off site. This would constitute as pre-treated under the individual category breakdowns.

The routing option for **'routed to a waste transfer station for onward routing'** is only to be used when the waste company used is unable to determine downstream use of the waste. Every effort should be made to avoid use of this option and to utilise the other options.

Examples of categorising:

A site sends 18Te of sewage waste to a Water Treatment Plant. The most appropriate category and routing option for this waste to be recorded against is 'Other Waste' and 'sewage waste routed to a Sewage treatment Works'.

A contractor removes F-gas from the site from the air conditioning system; this is taken back to a facility where it is stored prior to being sent back to the gas supplier for recycling. The most appropriate category for this waste would be 'Gaseous & Pressurised Containers', with the route being one of the options under recycling. In this case 'Routed to a material Processer (Raw)' would be the most fitting.

A FEL lorry has collected mixed general waste from 1100L wheelie bins on site. These are filled with waste that has come from bins located within site buildings and not from a project area. The Facility this waste goes to does a pre-sort to remove anything that can be recycled with the remainder going for incineration with energy recovery, currently they manage to remove 30% of what is processed to be recycled with 70% going for incineration. The most appropriate category for this waste is 'Domestic/Office Waste'. The total weight of this collection should then be split 30/70 into 'Routed to a material processor (pre-treated)' and 'Incineration with energy recovery' respectively.

The weights should be input into the spreadsheet in Te. If the F-835/Site document has generated the weights for Reuse, Recycle, Recovery and or Disposal in Kg this should be converted into Te by dividing the value by 1000.
Note: *Ensure that any recorded weights input have been converted into Te from Kg.*

An example of a populated metric is shown below.

		Units	Apr 2024	May 2024	Jun 2024
2					
3	***Bulk Inert Waste***				
4	Bulk Inert WasteTransferred for Re-Use (On-Site)	te			
5	Bulk Inert Waste Transferred for Re-Use (Off-Site, Nuclear)	te			
6	Bulk Inert Waste Transferred for Re-Use (Off-Site, Non-Nuclear)	te			
7	Bulk Inert Waste Routed for Incineration	te			
8	Bulk Inert Waste Routed for Incineration with Energy Recovery	te			
9	Bulk Inert Waste Routed for Composting / Digestion (On-Site)	te			
10	Bulk Inert Waste Routed for Composting / Digestion (Off-Site)	te			
11	Bulk Inert Waste Routed to a Material Processor (Raw)	te	120.62	118.80	46.10
12	Bulk Inert Waste Routed to a Material Processor (Pre-Treated)	te			
13	Bulk Inert Waste Processed / Managed On-Site	te			
14	Bulk Inert Waste Routed Directly to Landfill (Raw)	te			
15	Bulk Inert Waste Routed Directly to Landfill (Pre-Treated)	te			
16	Bulk Inert Waste Routed to a Waste Transfer Station for Onward Routing	te			
17	Bulk Inert Waste Managed Total	te	**120.62**	**118.80**	**46.10**
18					
19	***Bulk Hazardous Wastes***				
20	Bulk Hazardous WasteTransferred for Re-Use (On-Site)	te			
21	Bulk Hazardous Waste Transferred for Re-Use (Off-Site, Nuclear)	te			
22	Bulk Hazardous Waste Transferred for Re-Use (Off-Site, Non-Nuclear)	te			
23	Bulk Hazardous Waste Routed for Incineration	te	3.20		
24	Bulk Hazardous Waste Routed for Incineration with Energy Recovery	te			
25	Bulk Hazardous Waste Routed for Composting / Digestion (On-Site)	te			
26	Bulk Hazardous Waste Routed for Composting / Digestion (Off-Site)	te			
27	Bulk Hazardous Waste Routed to a Material Processor (Raw)	te		5.10	
28	Bulk Hazardous Waste Routed to a Material Processor (Pre-Treated)	te			
29	Bulk Hazardous Waste Processed / Managed On-Site	te			
30	Bulk Hazardous Waste Routed Directly to Landfill (Raw)	te	8.20		10.60
31	Bulk Hazardous Waste Routed Directly to Landfill (Pre-Treated)	te			
32	Bulk Hazardous Waste Routed to a Waste Transfer Station for Onward Routing	te			
33	Bulk Hazardous Waste Managed Total	te	**11.40**	**5.10**	**10.60**

The scenarios below are intended as a demonstration of some considerations.

Scenario A – Mixed DMR Skip

A 40yrd skip of Dry Mixed Recycling goes to a sorting facility (MRF), based off the contents log you can see that there is a split of 50/30/20 for plastic, metal and paper/cardboard. The skip weighed in at 2000kg and the facility has an average recycling rate of 83% and the remainder goes to an Energy from Waste Incinerator.

This means that 83% of 2000kg is recycled and 17% is sent for Incineration to generate energy, so 1660kg of this collection should be recorded under an appropriate recycling option and 340kg recorded under incineration with energy recovery. The weights should have the 50/30/20 split applied) to give you how many kilos should be recorded under each category (plastic, metal, paper/cardboard) and routing option.

Scenario B – Green Waste Bin

The green waste bins on site are emptied and taken to a licensed site, where they process the green waste on site to generate compost with a 100% recycling rate and no waste goes to landfill. The Site sent 200kg so it should be recorded on the Metrics Spreadsheet and in F-835/similar under the broad category *'food and Biodegradable waste' and routing option of 'routed for Composting/Digestion (off-site)'*.

Local arrangements for forecasting should utilise existing lines of data gathering where possible. Data can be gathered from PWMP's and utilising the options within S-095 for projects to provide forecast information as an example.

APPENDIX F Minimum Required Skill Set for a Waste Operations Team Managing Controlled Waste

Below are the minimum requirements for the skill sets that need to be available to a site-based Waste Operations team who are managing Controlled Waste.

There is a strong preference that these skill sets sit within the Waste Operations team reporting through the Waste Manager/ Head of Waste. Where technicians are provided via a Facilities Management (FM) Company, whilst necessary for the FM Company to formally set their staff to work, all technical direction and day to day technical management shall be performed by the Waste Operations line management.

Where it is not reasonably practical for some of the skill set to sit within the Waste Operations team, agreements shall be in place to allow the skill set to be available from other Site-based teams with minimal delay and in any case within 1 working day.

The skill set consists of the following:

- ASQEP(M)
- Dangerous Goods Transport Officer (DGTO)
- Holder of the Non-Radioactive Waste AI (ASQEP(W))
- A minimum of 80% of the technicians having the full range of Waste Technician skills including radiological monitoring and RMP(C) (i.e. ASQEP(C).)
- Rigging and Slinging (Basic) and preferably Intermediate.
- Ability to produce WOC (i.e. Passport trained and authorised)
- Asbestos Competent Person capability
- Ability to produce and maintain a robust QMS for the management of waste including ability to write RAMS.

Minimum Requirements for Waste Operations Facilities for Controlled Waste Management:

- Hazardous waste store taking account of the guidance within Appendix C
- In addition to a general waste store, all sites should have a suitable facility to store at least limited volumes of asbestos prior to disposal.
- Secure waste compound of a size to hold multiple waste skips and the space to safely manoeuvre vehicles. Such a facility should normally have flood lighting (or other suitable lighting) available to aid safe operations during poor light conditions.
- Internal facilities for performing “Out of Scope” monitoring (clearance monitoring) and limited waste segregation with sufficient space to store waste not suitable for external storage. This shall include a secure quarantine area to hold waste that may not be suitable for onward disposal without special precautions being adopted or additional information obtained.

The minimum equipment that should be available for use in these facilities includes:

- Bag monitor(s) or equivalent
- Scalers with appropriate probes (Alpha, Beta and Gamma) able to identify any fixed or non-fixed contamination that may be present
- Suitably-sized Fork Lift Trucks.
- Trollies and pallet trucks.
- Equipment to provide adequate securing of loads when moving around site.
- Equipment deemed appropriate in Appendix A-B of S-141

APPENDIX G Process for collection of Rebate Revenue (Scrap Metal)

This process should be completed on a regular timescale (E.g. Monthly or Quarterly) depending on the frequency of your Scrap Metal shipments. It is worth noting that the revenue generated from this process will be returning to each individual NRS Site from FY 24/25.

The process will differ slightly between sites that process waste through FM Finance and sites that do not.

No FM involvement

- Shipment of Scrap Metal waste sent from NRS Site to authorised Scrap Dealer and updated on F-835.
- An advice note returned to the NRS Site Waste Representative after receipt at Scrap Dealer.
- F-835 updated with the weights & value of rebate
- A sales order request (F-006) is raised and emailed to sales.order@nrservices.uk. *(Note: Please ensure that the customer details are correct for Corporate Finance to issue the invoice direct to the Scrap dealer)*
- An invoice will be raised and sent to the Site Waste Representative to send out to the Scrap Dealer or issued direct to the Scrap Dealer by Corporate Finance

FM Involvement

- Shipment of scrap metal waste sent from NRS Site to authorised Scrap Dealer and updated on F-835.
- An advice note returned to the NRS Site waste representative after receipt at Scrap dealer & F-835 updated with the weights & value of rebate
- FM Tech on-site team raise the rebate order in FM Waste System
- FM Waste bill the Waste vendor for the rebate
- FM Waste pass the rebate to FM Tech in their monthly application
- FM Tech raise a PO to NRS and send this to sales.order@nrservices.uk
- NRS bill FM Tech to recover the rebate

How to Fill out the F-006

Please see the worked example below for how to fill out F-006.

Originator: Person completing the form

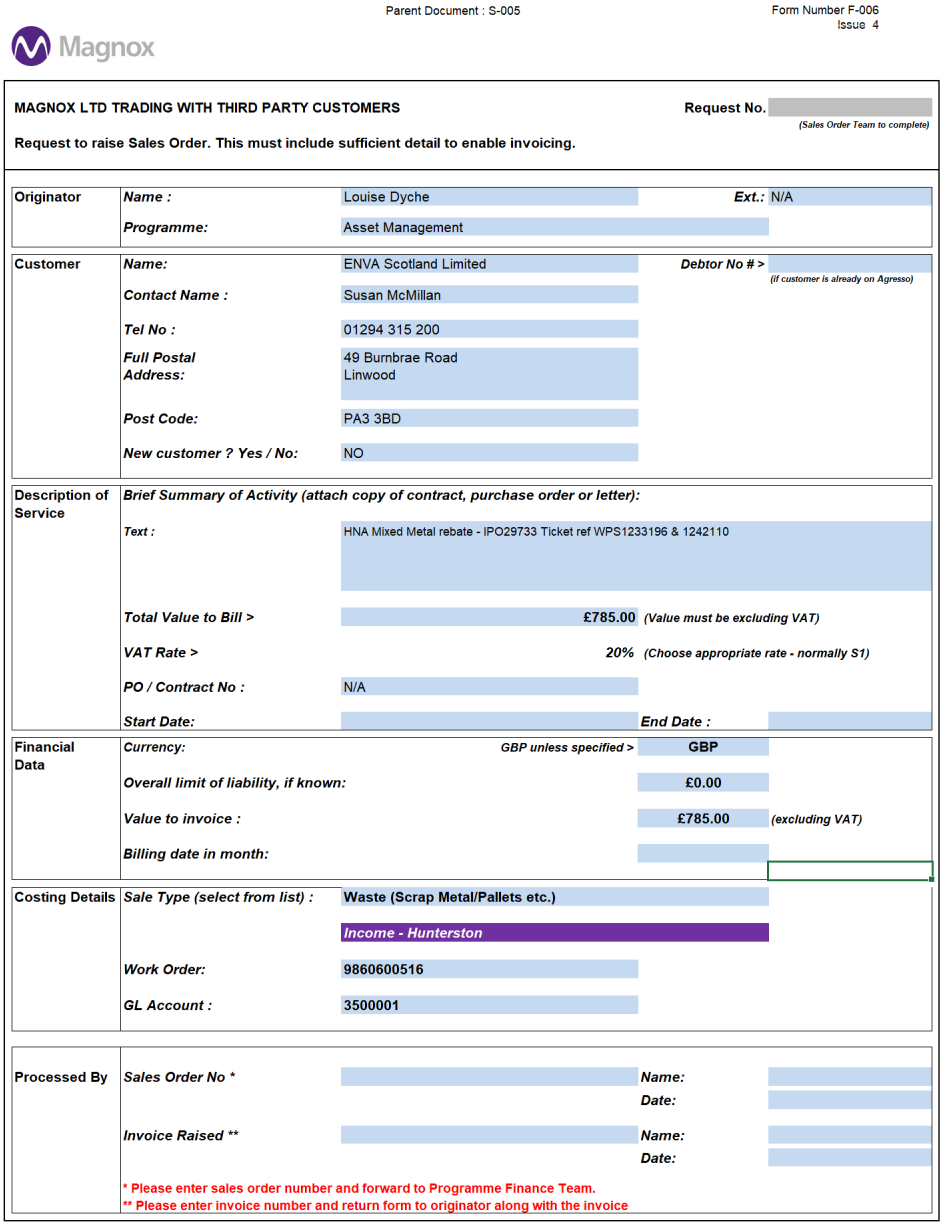
Customer: The Scrap Metal Merchant

Description: A description of what is being included in the sales order request i.e. 'Month' scrap metal rebate.

Note: include the Scrap dealers ticket references and the net value of the rebate in this field.

Costing details - Sale Type: Waste (Scrap Metal/Pallets etc.)

Then select the NRS Site that the sales order request is for.



Parent Document : S-005

Form Number F-006
Issue 4

Magnox

MAGNOX LTD TRADING WITH THIRD PARTY CUSTOMERS — **Request No.** *(Sales Order Team to complete)*

Request to raise Sales Order. This must include sufficient detail to enable invoicing.

Originator	***Name :***	Louise Dyche	***Ext.:***	N/A
	Programme:	Asset Management		
Customer	***Name:***	ENVA Scotland Limited	***Debtor No # >*** *(if customer is already on Agresso)*	
	Contact Name :	Susan McMillan		
	Tel No :	01294 315 200		
	Full Postal Address:	49 Burnbrae Road Linwood		
	Post Code:	PA3 3BD		
	New customer ? Yes / No:	NO		
Description of Service	***Brief Summary of Activity (attach copy of contract, purchase order or letter):***			
	Text :	HNA Mixed Metal rebate - IPO29733 Ticket ref WPS1233196 & 1242110		
	Total Value to Bill >	£785.00	*(Value must be excluding VAT)*	
	VAT Rate >	20%	*(Choose appropriate rate - normally S1)*	
	PO / Contract No :	N/A		
	Start Date:		***End Date :***	
Financial Data	***Currency:***	*GBP unless specified >*	GBP	
	Overall limit of liability, if known:		£0.00	
	Value to invoice :		£785.00	*(excluding VAT)*
	Billing date in month:			
Costing Details	***Sale Type (select from list) :***	Waste (Scrap Metal/Pallets etc.)		
		Income - Hunterston		
	Work Order:	9860600516		
	GL Account :	3500001		
Processed By	***Sales Order No ****		***Name:***	
			Date:	
	Invoice Raised **		***Name:***	
			Date:	

* Please enter sales order number and forward to Programme Finance Team.
** Please enter invoice number and return form to originator along with the invoice

APPROVAL SHEET

Approval		
Title: Management of Controlled Waste		
Document Number: S-100		**Issue No:** 11
Company Area: Waste Operations		
Document Type: Standard Procedure		
Parent Process: PD-026		
Author: Deanna Gillespie	**Senior Waste Consultant**	**Date:** 01/05/2025
Verifier: Ricky Muir	**Waste Consultant**	**Date:** 06/05/2025
Authoriser: Angela Carr	**HoP Waste**	**Date:** 07/05/2025