

Site Waste Management Guidance Notes

Site address	
Client	
Principle Contractor	
Planning Supervisor	
Project Management	
Estimated Project Costs:	Floor Area
Project Start Date:	Project End Date:
Person Responsible Drafting Plan:	Person Responsible Implementing Plan:

SITE WASTE MANAGEMENT PLAN

Guidance Notes

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- 1. Legal Requirements of SWMP**
- 2. Waste Hierarchy**
- 3. Commonly used list of Waste**

1. The Legal Requirements of Site Waste Management Plan Regulations 2008

Before work commences on all projects, identify on the site waste management plan the:-

- Client
- Principal contractor
- Person drafting the site waste management plan
- Describe the construction works
 - Site previous use
 - Works to be carried out
 - Location of the site
 - Estimate the cost of the project

- Any decision taken on waste minimisation in relation to
 - Project nature
 - Design
 - Construction method
 - Materials employed

Include in the above a description and the estimated quantities of waste types produced during the project.

Identify the proposed waste management action for each waste type to include:-

- Re-use, recycling, recovery & disposal
- Declare that the client & principle contractor will take all responsible steps to ensure:-
 - All waste is dealt with under regulation 4 of the Environmental Protection (duty of care) Regulations 1991.
 - Materials will be handles efficiently and was managed appropriately.

- **Before work commences on all projects, identify on the site waste management plan the:-**

Projects between £300K & £500K

Whenever any waste is removed from site the principle contractor must:-

- Record and Identify the person removing the waste
- Record the type of waste removed
- Record the site the waste was taken to

Projects over £500K

Update the site waste management plan as often as required. You must ensure that the plan adequately reflects the progress of the project. Not less than every 6 months the principle contractor must:-

- Record and Identify the person removing the waste

- Keep records of waste carrier registration numbers
- Record the written description of the waste removed
- Check the permit or exemption of the site the waste is taken to, to ensure that the site is registered to accept the waste type

DURING CONSTRUCTION WORK

On all projects, the principle contractor must ensure that:-

The plan is kept at the Site Office. Alternatively if no site office is available, then the principle contractor must ensure that every contractor knows where it is kept and must make it available to any contractor carrying out work described in the plan.

Within three months – of completion of the project

Projects between £300K & £500 the principle contractor must add:-

- Confirmation that the plan had been monitored regularly, work was progressed to plan and that the plan was updated when necessary.
- Any deviations from plan must be explained.

Projects over £500K the principle contractor must add:-

- Confirmation that the plan had been monitored regularly, work was progressed to plan and that the plan was updated when necessary.
- Comparisons of actual waste quantities against estimated for each waste type.
- Any deviations from the plan must be explained.
- Estimate of cost savings that have been achieved from the site waste management plan.

Enforcement – Any of the following may enforce these regulations

- The Environment Agency
- In any local government area with a principal authority, that authority
 - Any district county council
- In the city of London
 - The common council

For the purpose of these Regulations as officer of a local authority authorised to enforce these Regulations has all the powers of an officer of the Environment Agency under section 108 of the Environment Protection Act 1995 (powers of entry)

SWMPs do not apply to project planned prior 6th April 2008 where construction work beginning before 1st July 2008.

A copy of the SWMP Regulation 2008 can be viewed at the following link

http://www.opsi.gov.uk/si/si2008/uksi_20080314_en_1

fact sheet



Duty of Care: Guidance for Hauliers

The Duty of Care applies to every business involved in handling waste, from the person who produces it, to the person who finally disposes of / recovers it.

As a waste transporter you are required by law to take all reasonable measures to:

- 1. Stop waste escaping by packaging them appropriately and robustly.**
- 2. Ensure that waste is transferred to a site authorised to accept and handle the particular type of waste.**
- 3. Ensure that when waste is transferred it is accompanied by a written description that will enable the sites receiving it to comply with the Duty of Care and their permit / licence / exemption.**

How can I comply with these requirements?

- All waste must be stored and transported safely and securely in suitable containers.
- Ensure light wastes cannot blow away (e.g. by netting/covering containers).
- Drivers should check that the waste they are collecting is properly described and matches the written description given. If a load of soil has plastic, wood and metal etc mixed within it this should be recorded on the transfer note.
- The waste must be described clearly for example Muck, Muck Away or M/A are not adequate descriptions for excavated soil and clay.
- If a load is described as soil and stones but has plastic, wood, paper and metal etc it should not be taken to an inert landfill or to an exemption e.g. a golf course.
- It is not a defence for a driver to say they were told to collect the waste and take it to a site by their employer.

If you are taking waste to a disposal or recovery facility you must check it is permitted to accept and handle the type of waste you are transferring.

You can check what a site is allowed to accept your waste by:

- Asking to see a copy of the permit, waste management licence or exemption and ensure that it is permitted to accept and handle your waste.
- Ringing 08708 506 506;

Using the search facility at <http://environment-agency.gov.uk/publicregisters>



Waste Transfer Notes / Duty of Care Notes

You must give a waste transfer note or duty of care note to any site or person you pass waste to. **You must keep a copy of this transfer note for two years.**

Please note that by law the waste transfer note must contain the following information:

- **a written description of the waste;**
The description must be detailed and accurate enough for the person you pass the waste onto to be able to handle the waste safely and appropriately. It must be detailed enough to allow you to decide which sites are able to take the waste.
- **the correct 6 figure waste code*;**
For example mixed soil and stones 17 05 04 from construction and demolition sites
- **the quantity and what sort of containers it is in;**
For example 3 tonne in a skip
- **the time and date when the waste was transferred;**
- **the address where the transfer took place;**
- **the names and addresses of both persons involved in the transfer;**
- **The permit / licence / exemption number for the site; and**
- **the carrier registration number.**

We have issued guidance on the List of Waste (LOW) (the new name for the European Waste Catalogue). The guide provides information on how to interpret the List to help anyone producing, carrying or managing waste in England and Wales to code it correctly. We have also included an alphabetical list of commonly used waste descriptions and their related codes.

- The guide can be found at:- <http://www.environment-agency.gov.uk/business/444304/444641/595811/1397154/>

Further guidance on duty of care can be found at the following links:

<http://www.netregs.gov.uk/netregs/275207/275430/>

<http://www.defra.gov.uk/environment/waste/legislation/pdf/dutyofcare-summary.pdf>

http://www.defra.gov.uk/environment/waste/legislation/pdf/waste_man_duty_code.pdf

customer service line	incident hotline	floodline
08708 506 506	0800 80 70 60	0845 988 1188
www.environment-agency.gov.uk		

fact sheet



Driver

The Duty of Care applies to **you** even if you are driving or subcontracting for someone else. If **you** do not comply - **you** are breaking the law and could be prosecuted.

Drivers of lorries carrying waste must:

Make sure the load is secure

Make sure the waste is fully described in writing on the transfer note – muck or muck away is **NOT** acceptable for waste such as clay/soils or stones.

Check that the waste you pick up matches the description on the transfer note – if the waste is described as mixed soil and stone it **must not** have plastic wood metal or tarmac in it.

Loads of soils and stones with plastic wood metal or tarmac mixed in it are not inert and cannot go to an inert landfill or exempt site

Make sure you have filled out the transfer note properly – a waste transfer note must have the following information:

- ⇒ **Date and time you picked the waste up**
- ⇒ **Full address of the site where you picked up the waste**
- ⇒ **Full name and address of the person you collected the waste from**
- ⇒ **Your address and carrier registration number (or your company's address)**
- ⇒ **Quantity of waste**
- ⇒ **The waste code (e.g. mixed soil and stone is 17 05 04 or mixed concrete, bricks and tiles 17 01 07)**

If you are driving your own lorry and subcontracting you must have your own carrier registration. You cannot use a company or person's carrier registration number unless they directly employ you.

Duty of Care: information for waste producers

The Duty of Care applies to every business involved in handling waste, from the person who produces it, to the person who finally disposes of / recovers it.

As a waste producer you are required by law to take all reasonable measures to:

- 1. Stop waste escaping by packaging them appropriately and robustly.**
- 2. Ensure that waste is transferred to an authorised person. (e.g. they are a registered waste carrier or a site that can accept and handle your particular type of waste).**
- 3. Ensure that when waste is transferred it is accompanied by a written description that will enable anyone receiving to comply with the Duty of Care.**

How can I comply with these requirements?

- All your waste must be stored and transferred safely and securely in suitable containers for example skips, labelled drums or Intermediate Bulk Containers etc.
Make sure that any containers you use are in good condition and properly labelled.
Segregate inert, non-hazardous and hazardous waste and store so they cannot become mixed.
Ensure light waste cannot blow away (e.g. by netting/covering containers).
Ensure liquid wastes cannot escape into drains, watercourses or the ground.
Ensure that your storage facilities are secure against vandalism. You will be responsible for any pollution caused by materials that originated from your site.
Ensure employees and contractors on your premises know how each type of waste must be handled and disposed of.
Check that employees and contractors are following the instructions given to them about handling and disposing of wastes. Employers are responsible for the actions and oversights of their employees.

When transferring waste to another person/company you are required to ensure that they are authorised to transport or handle your waste.

You can check if they are a registered carrier by:

- Looking at their carrier registration certificate;
- Ringing 08708 506 506;
- Using the search facility at <http://www2.environment-agency.gov.uk/epr/?lang=e> or
- Emailing their details to dutyofcare@environment-agency.gov.uk

If you are taking your waste directly to a disposal or recovery facility you must check it is permitted to accept and handle the type of waste you are transferring. Ask to see a copy of the permit, waste management licence or exemption and ensure that it is permitted to accept and handle your waste.

Waste Transfer Notes / Duty of Care Notes

You must provide a written description of your waste that will enable anyone receiving it to dispose of it or handle it in accordance with their Duty of Care. The written description is called a waste transfer note or duty of care note. **Both parties must keep a copy of this transfer note for two years.**

By law the waste transfer note must contain the following information:

- a written description of the waste.** The description must be detailed and accurate enough for the person you pass the waste onto to be able to handle the waste safely and appropriately and to ensure that the waste is disposed or recovered at a site authorised to accept it.
- the correct 6 figure waste code*.**
- the quantity and what sort of containers it is in;**
- the time and date when the waste was transferred;**
- the address where the transfer took place;**
- the names and addresses of both persons involved in the transfer; and**
- the certificate number of the registered waste carrier (eg ABC/123456).**

*We have issued guidance on the List of Waste (LOW) (the new name for the European Waste Catalogue). The guide provides information on how to interpret the List to help anyone producing, carrying or managing waste in England and Wales to code it correctly. We have also included an alphabetical list of commonly used waste descriptions and their related codes. The guide can be found at:-
<http://www.environment-agency.gov.uk/business/444304/444641/595811/1397154/>

More than one type of waste can be listed on a Waste Transfer Note, so long as the different waste types and quantities are listed individually. When you have taken these steps and transferred the waste to the authorised carrier you have fulfilled your responsibilities. The waste then becomes the responsibility of the waste carrier.

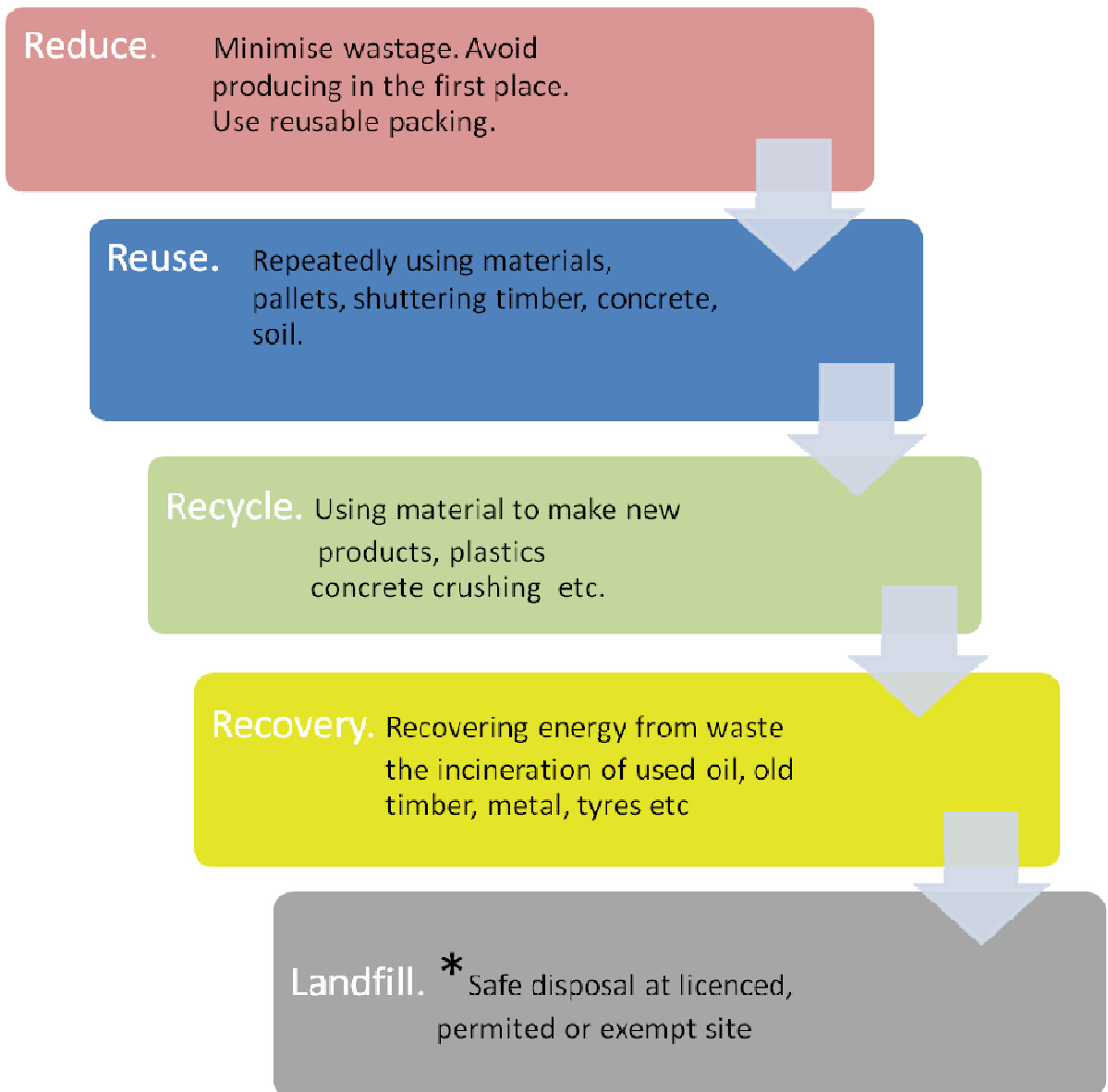
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<http://www.defra.gov.uk/environment/waste/legislation/pdf/waste> man duty code. pdf

2: The Waste Hierarchy



Identifying of waste types

Characterise the properties of the waste, e.g. physical – solid, sludge or liquid, if hazardous the hazardous properties e.g. corrosive, toxic, carcinogenetic etc.

Classify and describe the waste using the Environment Agency list of waste codes available on the link below:-

http://www.environment-agency.gov.uk/commodata/acrobat/low_guide_v1.2_1397222.pdf

3: List of commonly used codes and waste descriptions

Waste Code	Description of waste
13 01 10*	Used mineral hydraulic oil (non-chlorinated)
13 02 04*	Waste engine, gear or lube oil (chlorinated)
13 02 05*	Waste engine gear or lube oil (non-chlorinated)
13 02 08*	Other waste engine, gear or lube oil
13 08 99*	Other waste oils e.g. oily gully/drain sludge
15 01 10*	Packaging containing dangerous substances e.g. old paint & chemical tins
15 01 11*	Metallic packaging containing a dangerous solid porous matrix (e.g. asbestos)
15 02 02*	Absorbents, filter material, wiping cloths, clothing contaminated by dangerous substances
16 01 03	Tyres
16 01 07*	Oil filters
16 05 05	Gases in pressure containers i.e. gas cylinders
16 06 01*	Lead batteries
16 07 08	Oily Waste from transport and storage tanks
16 10 01*	Hazardous liquid waste to be treated of site
17 01 01	Concrete
17 01 02	Bricks
17 01 03	Tiles and ceramics
17 01 06*	Concrete, bricks, tiles & ceramics containing dangerous substances
17 01 07	Non hazardous mixture of concrete, bricks, tiles and ceramics e.g. mixed rubble
17 02 02	Glass from construction or demolition e.g. window panes
17 02 03	Plastic from construction or demolition e.g. UPVC plastic off-cuts
17 02 04*	Hazardous glass, plastic and wood e.g. telegraph poles
17 03 01*	Bituminous mixtures that contain coal tar
17 03 02	Bituminous mixtures that do not contain coal tar e.g. road planings, Tarmac
17 04 01	Copper, Bronze, Brass from construction or demolition e.g. used copper piping
17 04 02	Aluminium from construction or demolition e.g. off-cuts, aluminium guttering
17 04 03	Lead from construction or demolition e.g. lead flashing
17 04 05	Iron & steel from construction or demolition e.g. steel scaffolding poles, iron grating
17 04 07	Mixed metals from construction or demolition
17 04 11	Cables that do not contain dangerous substances e.g. electric cabling
17 05 03*	Soil & stones containing dangerous substances e.g. contaminated soil
17 05 04	Soil and stones that do not contain dangerous substances e.g. clean soil (inert)
17 05 04	Soil and stones contaminated with timber, plastic, paper etc (non hazardous)
17 06 01*	Insulation materials containing asbestos
17 06 04	Insulation waste that does not contain asbestos or other dangerous substances
17 06 05*	Construction materials containing asbestos e.g. bonded asbestos
17 08 02	Gypsum based construction material that do not contain dangerous substances e.g. plasterboard
17 09 03*	Other C & D wastes containing dangerous substances e.g. mix of oil/solvents/C&D waste
17 09 04	Mixed Construction & Demolition waste that is not hazardous
19 13 01*	Solid waste from soil remediation containing dangerous substances
20 01 13*	Solvents similar to that from households e.g. parts cleaners
20 01 21	Fluorescent tubes and other mercury containing waste
20 01 33*	Hazardous batteries & accumulators that are collected separately

20 02 01	Garden or park waste that is biodegradable e.g. green waste, wood and shrubs
20 03 03	Street cleaning residue e.g. gully waste
20 03 04	Septic tank sludge
20 03 06	Waste from sewage cleaning

Where item marked with * this indicates that the waste contains hazardous material and must be consigned as hazardous waste.