

1	<p>Purpose</p> <p>Waste management procedure We are committed to minimising the environmental impacts from waste produced during our operations as stated in the Lancer Scott Waste Policy. This procedure defines the way in which we work to reduce this impact. Further definitions and guidance are provided at the end of this procedure.</p> <p>Waste hierarchy Waste prevention offers the best outcomes for the environment and is the top priority. If this is not possible the waste should be reduced or reused. Any resulting waste should then be recycled. If it cannot be recycled it should be sent for recovery where energy is produced from disposal (i.e. energy from incineration). As a last resort resulting waste must be disposed of responsibly.</p> <p>Definition of waste Waste is a legal term. Once a material becomes waste – it remains waste – until something happens to alter its status. The flowchart provided in the Guidance section of this procedure can assist you in making the correct decision as to whether a material or object is waste. If in doubt, please consult your HSQE Advisor or Sustainability Manager.</p> <ul style="list-style-type: none"> ▪ Waste means any substance or object which the holder discards, intends to discard or is required to discard. ▪ Reuse means any operation by which products or components that are not waste are used again for the same purpose for which they were conceived. ▪ Recycle means any operation to convert a material back into a usable product <p>Storage, movement and disposal We have a duty of care to ensure waste is:</p> <ul style="list-style-type: none"> ▪ stored safely and securely; ▪ removed from site ONLY by a person or business holding a valid 'Certificate of Registration' (also referred to as a Waste Carriers Licence) issued by the regulator; and ▪ the site which it is taken to holds a valid 'Waste Management Licence' or Exemption <p>Use of Waste in Construction Certain uses of waste are permitted in construction through the registration of a permit or exemption. Contact your HSQE Advisor or Sustainability Manager. The Environment Agency and SEPA can provide further information on these.</p>
2	<p>Stage</p> <p>Winning Work, Bid Handover, Mobilisation, Construction, Completion and Handover</p>
3	<p>Responsibility</p> <p>Bid Management Planning Management Estimating Site Management Project / Contracts Management</p>
4	<p>Key References</p> <ul style="list-style-type: none"> ▪ environmental protection act 1990 (Duty of Care) (England) as amended ▪ waste management licensing (Scotland) Regulations 2011 as amended ▪ waste (England & Wales) regulations 2011 as amended ▪ waste (Scotland) regulations 2011 ▪ CDM 2015 ▪ control of pollution (amendment) act 1989 ▪ hazardous waste (England & Wales) regulations 2005 as amended ▪ list of wastes (England) regulations 2005

	<ul style="list-style-type: none"> ▪ special waste regulations 1996 as amended ▪ waste electrical and electronic equipment (WEEE) regulations 2006 as amended ▪ landfill: waste acceptance criteria ▪ landfill (Scotland) regulations 2003 ▪ site waste management plans regulations 2008 ▪ environmental permitting regulations (England & Wales) 2010
5	Procedure
5.1	<p>Winning Work</p> <p>The Bid Manager shall:</p> <ul style="list-style-type: none"> ▪ Review tender documents and planning conditions to determine any waste demolition or non-traditional waste which will require disposal. Alternative reuse or disposal options should be explored as early as possible. ▪ Complete the PQQ/Bid Sustainability Checklist ▪ Plan to ensure the work will adhere to requirements and conditions for the duration of the project, e.g. obtaining consents or permits for reuse of waste. <p>The Estimator shall:</p> <ul style="list-style-type: none"> ▪ Price for any activities required to meet the requirements of the project. <p>The Planner shall:</p> <ul style="list-style-type: none"> ▪ Ensure the proposed programme accounts for the timescales to obtain relevant consents or to close out any conditions before starting work.
5.2	<p>Bid Handover</p> <p>The Bid Manager shall:</p> <ul style="list-style-type: none"> ▪ Review and update the PQQ/Bid Sustainability Checklist and provide a copy of this to the Project Manager. ▪ Use the Bid Handover Agenda Proforma to: <ul style="list-style-type: none"> ▪ Communicate the status of planning or other requirements to the Project Manager, and; ▪ Communicate special working arrangements or requirements assumed at Winning Work stage to the Project Manager.
5.3	<p>Mobilisation</p> <p>The Project/Nominated Manager shall:</p> <ul style="list-style-type: none"> ▪ Prepare the Site Waste Management Plan <ul style="list-style-type: none"> ▪ Estimate the type of wastes that will be generated on site during the execution of the project. <i>Waste workshops with designers and subcontractors may be appropriate. See www.wrap.org.uk for guidance on holding a designing out waste workshop.</i> ▪ Determine segregation potential and disposal routes for waste and identify waste contractors (from Lancer Scott approved waste services suppliers list) and/or subcontractor carriers. ▪ Obtain duty of care documentation from all waste contractors and/or subcontractor carriers and record in SWMP. ▪ Ensure that the site is registered as a Hazardous Waste Producer with the Environment Agency (England & Wales only). Local arrangements will apply to ensure this occurs. <p>Buying shall:</p> <ul style="list-style-type: none"> ▪ Include SIC codes on orders with waste contractors and/or subcontractor carriers. <p>The Quantity Surveyor shall:</p> <ul style="list-style-type: none"> ▪ Ensure reporting requirements are included in subcontractor orders. ▪ Include SIC codes on orders with waste contractors and/or subcontractor carriers.

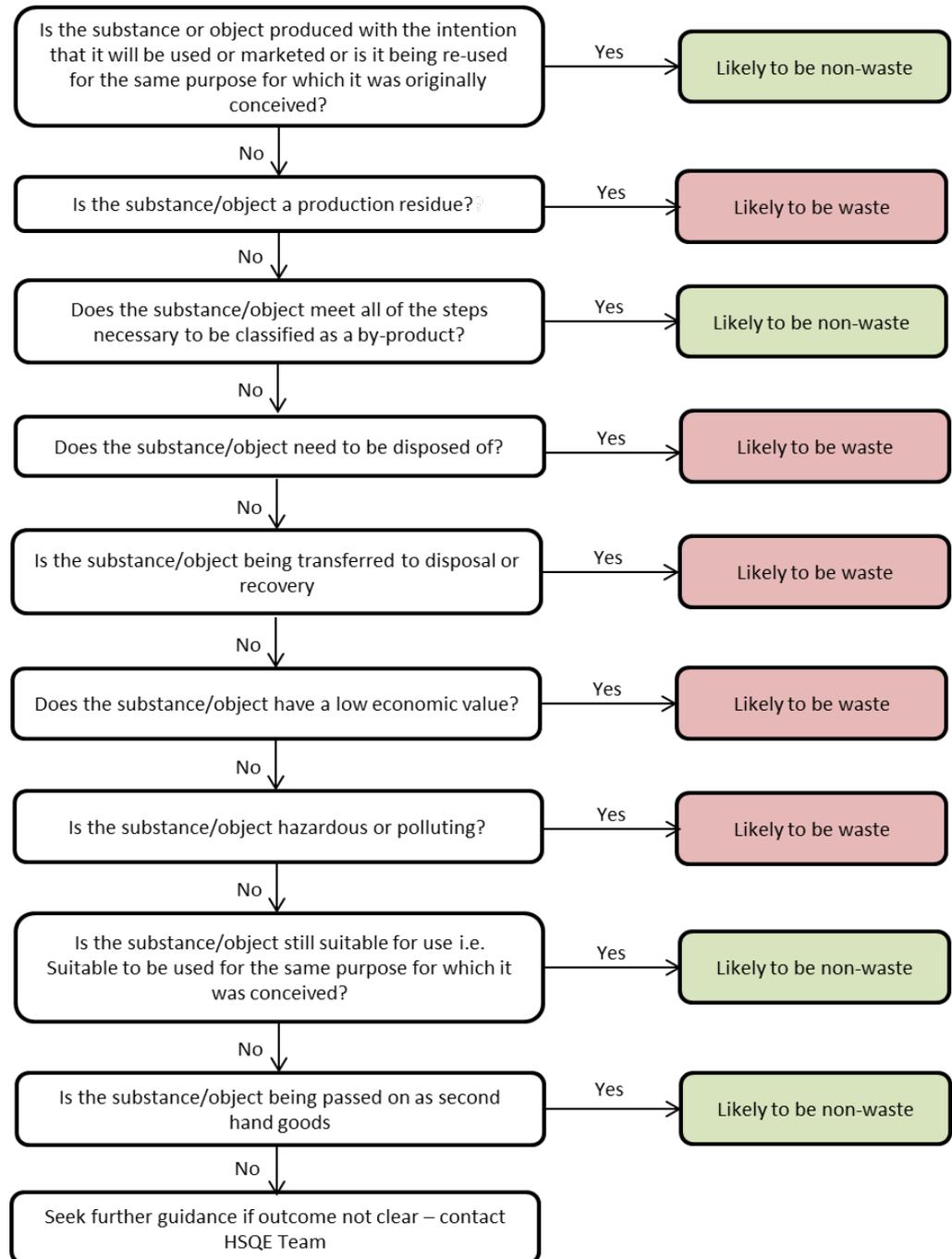
<p>5.4</p>	<p>Construction Delivery</p> <p>The Project/Nominated Manager shall:</p> <ul style="list-style-type: none"> ▪ Set up segregation of waste when space and site conditions allow. ▪ Register any required exemptions required for the Use, Treatment, Storage or Disposal of waste. ▪ Provide separate segregation for plasterboard/ gypsum waste and hazardous/special waste. ▪ Obtain details of every removal of waste via a Waste Transfer Note (for Controlled Waste) or Consignment Note (for Hazardous or Special Waste). ▪ Record details of Waste Transfer Notes and Consignment Notes in the SWMP. ▪ Update the SWMP data received from waste contractor and subcontractor waste carriers. ▪ Issue SWMP with Site Monthly Waste Returns Form and issue to HSQ&E Manager and Sustainability Manager. ▪ Update SWMP with Actual wastes produced and waste contractors reports monthly as a minimum. ▪ Ensure the SWMP maintained and reviewed as stated in the SWMP. ▪ A formal review is required every 6 months as a minimum.
<p>5.5</p>	<p>Completion and Handover</p> <p>The Project/Nominated Manager shall:</p> <ul style="list-style-type: none"> ▪ Within 1 month of project completion update SWMP with actual waste produced during project and complete the Post Construction Review within the SWMP. Issue a copy (electronic) to HSQ&E Dept. & Sustainability Manager ▪ Send the final SWMP file, including all Waste Transfer Notes and Consignment Notes for all waste movements (Lancer Scott and sub contractors) to archive.
<p>5.6</p>	<p>All Stages</p> <p>The Regional Sustainability Manager will monitor and audit the database of regularly used waste contractors on Smartwaste with a view to ensuring the following remain up to date:</p> <ul style="list-style-type: none"> - Valid Certificate of Registrations (waste carriers licences) - Valid Waste Management Licences (or exemptions) <p>Where contractor's licences have expired, the Regional Sustainability Manager shall work with the Project Team to obtain renewed licences and/or ensure the contractor is not available for use until valid licences are received by Lancer Scott.</p>
<p>END</p>	

Additional Guidance

Defining a waste

Waste is a legal term. Once a material becomes waste – it remains waste – until something happens to alter its status. The flow chart below can assist you in making the correct decision as to whether a material or object is waste. If in doubt, please ask your HSQE Advisor.

- **Waste** means any substance or object which the holder discards, intends to discard or is required to discard.
- **Reuse** means any operation by which products or components that are not waste are used again for the same purpose for which they were conceived.
- **Recycle** means any operation to convert a material back into a usable product



Site Waste Management Plan (SWMP)

We produce a SWMP on all Lancer Scott projects.

Form 304.43.001 may continue to be used for project starting before march 1st 2014. Beyond this a Smartwaste SWMP will be required for all projects (www.smartwaste.co.uk). This will ensure that all legal requirements are met in respect to these regulations. Lancer Scott HSQ&E Advisors or Sustainability Managers will be able to assist with the completion of the SWMP if required.

The SWMP must be completed before any construction works commence. On some projects the client may have produced a SWMP as part of the tender documents. This must be considered when producing our SWMP.

The SWMP must record the following:

- Project details.
- Revision record.
- Lancer Scott site team waste responsibilities.
- Legal declaration for compliance to Site Waste Management Plans Regulations 2008.
- Waste disposal details including EA Hazardous Premises Code which is required in England and Wales if we plan produce more that 500kg of Hazardous Waste. The Hazardous Premises Code can be obtained by following the link: <http://www.environment-agency.gov.uk/business/topics/waste/32198.aspx>
- Waste minimisation details listing what actions were taken pre-contract or at design stage to minimise waste and we are doing on the project to apply the waste hierarchy.
- Waste recycling targets for the project. **NOTE:** BREEAM and LEED set minimum recycling targets for some credits. Include these target if applicable.
- The types of waste to be generated. Details of each type of waste that is to be produced on the project must be recorded in this section with an estimation of the amount of waste we think will be produced. This also records how the waste is disposed of, who is removing it and where it is going to; plus the associated Duty of Care documentation (see guidance notes below). Actual waste movements are to be updated during the project (quarterly at a minimum).
- Site layout and waste arrangements which explains waste segregation who is removing different types of waste.
- Complete the Sub contractor review section to demonstrate that we have communicated the SWMP to our supply chain.
- Post completion declaration. A legal requirement in England to evaluate the waste costs and lessons learnt during the project within 3 months of Practical Completion.
- The appendices list the Duty of Care documentation (see guidance note below) for all contractors removing waste from the project and details for where the waste has been sent to.

The Site waste Management Plan Audit flowchart is useful to ensure that all legal requirements have been met.

Duty of Care

The duty of care is a law which says that we must take all reasonable steps to keep waste safe. If we give waste to someone else, we must be sure they are authorised to take it and can transport, recycle or dispose of it safely. If we break this law, we can be fined an unlimited amount.

This means we must check that everybody removing waste from our site is registered to do so and that the waste is being taken to a licensed or exempt destination suitable for the waste. This includes waste being removed by our sub contractors. We must also keep records of all of the movements of waste from our projects, including that removed by our sub contractors.

- **Approved Waste Services Suppliers List** – This central list is held and managed by the Supply Chain Manager. These contractors are those which have been pre-approved as meeting the required standards of Lancer Scott Construction and our clients for waste services and enables local waste contractors to be appointed where possible.
- **Registered waste carriers** - Most carriers of waste have to be registered with the Environment Agency (EA) or the Scottish Environment Protection Agency (SEPA). We need to obtain a copy of the carrier's 'Certificate of Registration', check it is valid and enter the details into the SWMP for all types of waste that they are carrying. **NOTE:** We must do this for all waste carriers being used on the project even if they are employed by our sub contractors. All waste removed from site is legally classified as Lancer Scott's waste.
- **Exempt waste carriers** - The main people who are exempt are charities and voluntary organisations. Most exempt carriers need to register their exemption with the Environment Agency or the Scottish Environment Protection Agency. If someone tells us they are exempt, ask them why and check with the Agency that this is correct.
- **Disposal destinations** – all wastes must be taken to an appropriate licensed destination. Most destinations have a Waste Management Licence, Environmental Permit or some form of approved exemption from the regulator. We must obtain a copy of the Waste Management Licence, Environmental Permit or exemption for all places where waste is being taken to from the project. This includes wastes being removed by our sub contractors. A copy of these documents must be kept on site and the details entered into the SWMP.

Waste carrier registrations and licenses or exemptions for waste destinations can be checked online to confirm they are valid:

England & Wales:

<http://epr.environment-agency.gov.uk/ePRInternet/SearchRegisters.aspx>

Scotland:

http://www.sepa.org.uk/waste/waste_regulation/waste_carriers_and_brokers/who_is_registered.aspx

- **Waste movements - Controlled Waste** – all movements of waste from our projects must be recorded. For Controlled Waste (non hazardous or inert waste) a 'Waste Transfer Note' (WTN) must be completed by the waste carrier and Lancer Scott. This must include:
 - Details of where the waste was produced (site details) known as Transferor.
 - Details of person collecting the waste – known as Transferee (including Certificate of Registration No..)
 - The date of transfer
 - Description of waste with appropriate 6 digit EWC Code (see list in CMS or http://www.environment-agency.gov.uk/static/documents/Business/low_guide_v1.2_1397222.pdf).
 - Quantities of waste and how it is contained (e.g. skip, bin, loose).
 - Details of where the waste is taken to.

- Signature of both parties

In England and Wales, waste transfer notes must include:

- The **Declaration** that you have considered reusing or recycling your waste in accordance with the waste hierarchy, before deciding to dispose of it; and
- The appropriate Standard Industry Classification (SIC) code (2007) for the project.

The Standard Industry Code which defines the activity being undertaken to produce the waste. The standard codes which usually apply to our activities are:

- 41.20/1 Construction of Commercial Buildings
- 41.20/2 Construction of Domestic Buildings
- 43.11 Demolition

We must keep a copy of all WTN on site and keep them for a minimum of 2 years in our archive.

A copy of a typical Waste Transfer Note is included in the CMS.

- **Waste movements – Hazardous Waste (England & Wales)** – All movements of hazardous waste must be recorded on a Consignment Note. This shows details of where the waste was produced, who transported it and where it was sent to. NOTE: Hazardous waste will need to be tested, analysis and categorised before it can be removed. Duplicate copy of the Consignment Note must be kept in the site files and kept for a minimum of 3 years in the archive.

The Consignment Note is split into 5 sections:

- Part A = Notification Details completed by the producer (normally Lancer Scott) giving the consignment note number, premises code (if the site is registered with the EA) and details of where it was produced and being taken to.
- Part B = Description of the Waste – completed by the producer or holder of the waste (normally Lancer Scott) giving details of all the waste types with 6 digit EWC code and quantity and physical components.
- Part C = Carriers Certificate – completed by the carrier giving details of who is collecting and signature.
- Part D = Consigners Certificate – completed by the consigner (normally Lancer Scott) declaring that parts A,B and C are correct and the waste hierarchy has been followed.
- Part E = Consignees Certificate – completed by the person receiving the waste confirming what was received.

The EA guidance for Consignments Notes can be found here: <http://www.environment-agency.gov.uk/business/topics/waste/32196.aspx>.

- **Waste movements – Special Waste (Scotland)** - in Scotland hazardous waste is called 'Special Waste'. A Special Waste Consignment Note (SWCN) has to be purchased from SEPA for all waste movements. The SWCN records where the waste was produced, who transported it and where it was sent to. The SWCN must be kept in the site files and kept for a minimum of 3 years in the archive.

Waste Minimisation

To reduce the waste produced on the project waste workshops should be held with designers and sub contractors to design waste out of construction. Waste minimisation actions include:

- Maximising prefabrication – making components in factory conditions can drastically reduce on site waste.
- Using repetitive design features to encourage mass production.
- Work with contractors to prevent over ordering of materials.
- Use of logistics centres to ensure just in time deliveries.
- Negotiate take back schemes with suppliers.
- Developing standardised sizes or pre-cut sizes to reduce off cuts.
- Designing out packaging or reuse schemes.
- Management of deliveries and storage to reduce double handling and the possibility of damage.
- Preventing weather damage of materials.
- Protection of highly trafficked areas to prevent damage.
- Provide bins or storage for waste to encourage reuse.
- Toolbox talks for waste reuse for operatives.
- Research local organisations and charities that could reuse waste.

Waste Management on Site

- Identify the waste stream that will be produced on the project and the programmed times for each.
- Discuss this with the waste management contractor to identify the most cost effective way to dispose of the waste.
- It is normally cheaper to segregate the key materials if there is space on the site i.e.:
 - Metals (we can receive monies for disposal)
 - Clean timber (plain timber)
 - Dirty timber (MDF, laminates, ply etc.)
 - Glass
 - Packaging materials
 - Inert (bricks, blocks concrete etc.)
 - Mixed waste (for residue that cannot be segregated)
 - Pallets
 - Plasterboard & gypsum (this must legally be segregated and disposed of)
 - Hazardous waste (this legally must be segregated and disposed of)
- Ensure bins and skips are clearly signed, maintained and easy to get to.
- Train operatives to segregate at induction and with toolbox talks.
- Reward for good practice and shame poor practice on site.

Waste Management Procedure



Good practice Controlled Waste skips. Segregation with removable signs on hardstanding.



Good practice Hazardous/Special Waste bins – Drums in bunded store, good signage and spill kit.