WASTE

LEGAL DUTIES

All businesses are required by law to comply with legislation that sets out how they must manage waste. The legislation applies to all waste producers, waste carriers, waste recyclers and waste disposal sites. It is referred to as the 'Duty of Care' for Waste and was introduced by the 1990 Environmental Protection Act.

Failing to follow the requirements of the Duty of Care is a criminal offence and could lead to the prosecution of Morrison Telecom Services, sub-contractors and individual employees.

This section of the pack explains each of these three requirements as they apply to grab and support operations and gives simple guidance on what steps to take to ensure that the legal duties are adhered to.

In addition to the Duty of Care, which applies to all wastes, there are extra duties that apply when waste is classed as hazardous. The main duties that affect grab and support operations are:

- **All hazardous wastes must be segregated from non-hazardous waste (i.e. it must not be mixed).**
- **Hazardous waste must be transported to recycling or disposal sites that are licenced to accept hazardous waste.**

The Duty of Care imposes **THREE MAIN REQUIREMENTS** on any person who produces, carries, keeps, treats, or disposes of waste as follows:

1. **Preventing waste from escaping.**
2. **Transfer only to legally authorised persons; and**
3. **Provide a waste transfer note that gives a written description of the waste and meets minimum legal standards.**

Where waste is transferred from one person to another, there is a legal duty that requires that the person transferring the waste must sign a declaration to confirm that the 'Waste Hierarchy' has been followed. The Waste Hierarchy promotes the reduction, reuse and recycling of waste and thereby minimises the environmental impacts of disposal of waste to landfill.

COLLECTING WASTE

SITE SPECIFIC RISK ASSESSMENT

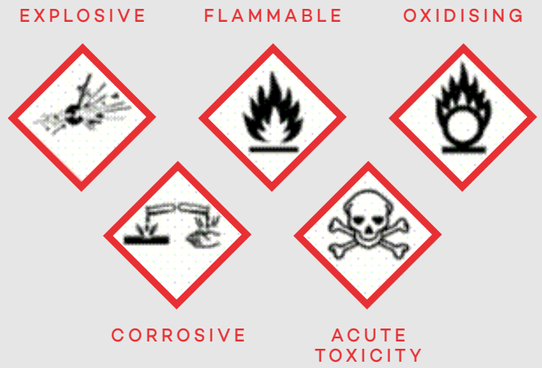
When attending a site, it is important that site specific environmental risks are identified and assessed before waste collection or reinstatement commences. For many sites the team leader will have prepared a site specific risk assessment. The team leader should talk you through the risk assessment and any control measures that apply. You should check to ensure that the team's risk assessment covers any further risks created during collection of waste or reinstatement. For example, if there are trees near to the site, the grab may cause damage to them if operations are not properly planned or controlled. Any further site specific risks that are identified should be assessed and appropriate control measures identified and recorded. If the team are no longer present, a new site specific risk assessment should be prepared.

INSPECT AND CLASSIFY WASTE (EWC CODES)

All wastes throughout the UK are coded using a Europe-wide system known as the European Waste Catalogue (EWC). The EWC lists different waste types and gives each of them a unique six-digit code. The EWC codes are used by waste producers to identify the type of waste on their waste transfer documentation. The EWC codes are also used by persons who hold a licence to help identify which types of waste they can legally deal with under their licence conditions - so called 'permitted wastes'.

Grab and support operators must visually inspect the waste they are picking up and decide on the type of waste and its correct EWC code. This code is then recorded on the Waste Transfer Note or Multi Site Waste Pickup Register.

The Contract Waste Matrix lists all recycling or disposal sites which are approved for contract waste and identifies the EWC codes for the permitted wastes that each site can legally accept. Grab operators must take the load to a recycling, transfer or landfill site that is permitted to accept the type of waste they are carrying. If wastes are wrongly coded, or are taken to a site that is not licenced for that type of waste, it is likely that the load will be rejected. So making sure that the correct code is used is important.



You'll see that the old 'harmful/ irritant' symbol is missing. This has been replaced by the exclamation mark pictogram.

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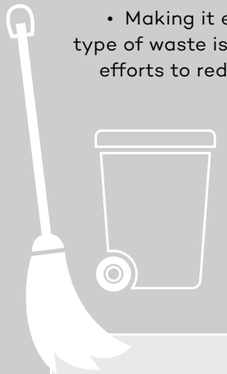
The most commonly encountered EWC codes for grab and support operations are:

WASTE DESCRIPTION	EWC CODE
Asbestos cement pipes	17 06 05 *
Aerosols	15 01 10 *
Bituminous mixtures containing coal tar	17 03 01 *
Bituminous mixtures	17 03 02
Bricks	17 01 02
Concrete	17 01 01
Cardboard	15 01 01
General municipal waste	20 03 01
Metal	17 04 07
Mixed construction waste	17 09 04
Plastic	17 02 03
Soil and stones	17 05 04
Soil and stones containing asbestos	17 06 05 *
Spill kits, absorbents and oily waste	15 02 02 *
Wood	17 02 01
Wooden packaging	15 01 03

STORAGE OF WASTE

It is the duty of all waste producers to prevent their waste escaping into the environment. The segregation of waste into separate containers or stockpiles can lead to lower costs by:

- Reducing disposal costs and landfill tax payments through preventing the contamination of inactive wastes by active wastes.
- Maximising the potential for reusing and recycling materials.
- Making it easier to see how much of each type of waste is being produced and hence where efforts to reduce waste need to be targeted.



DO

- ✔ Keep sites tidy and collect up any waste regularly.
- ✔ Use waste containers, skips or bays suitable for the type of waste being stored.
- ✔ Use skips with lids or cover them with sheets or nets to prevent dust and litter being blown out.
- ✔ Check that containers and skips are not corroded or worn out to minimize the risk of accidental spillages or leaks.
- ✔ Mark waste stores clearly with their intended contents and ensure labels on containers are kept in good order.
- ✔ Segregate waste before putting it into the designated containers.

DON'T

- ✘ **DON'T** throw materials into the wrong container or stockpile.
- ✘ **DON'T** contaminate one waste type with another.
- ✘ **DON'T** overfill skips or bays.
- ✘ **DON'T** give waste away, all waste taken off-site needs to be accompanied by paperwork.
- ✘ **DON'T** damage covers over, or bunds around, any skips or containers.
- ✘ **DON'T** burn or bury waste – it's illegal.

DELIVERY OF WASTE FOR RECYCLING OR DISPOSAL

COMPLETING WASTE TRANSFER DOCUMENTATION

At the recycling or disposal site, you should check with the operator that your load is suitable for tipping. If you are unsure whether you have correctly coded the waste, or are not certain that they can accept some or your entire load, always ask before tipping. If they can accept your load, then complete this section of the Waste Transfer Note as follows:

WASTE TRANSFER/DISPOSAL SITE DETAILS (TRANSFEREE)

Site Operator:

Site Name:

Site Address:

Site Licence Number/ Exemption Number:

On behalf of Site Operator:

Signature:

Date:

Name:

Time:

When you arrive at the disposal/recycling site, hand your form to the site operator or weighbridge operator for them to complete this section.

If they are happy to accept your waste, they should add in details of:

- **Site Operator**
- **Site Address,**
- **Site Name**
- **Site Licence Number/Exemption Number**

(this is important as it confirms that they hold a licence to accept waste).

Some sites have a stamp that the weighbridge operator will use to complete this section.

The representative of the disposal site **MUST** sign and date - make sure the name is legible.

Leave the Blue copy at the disposal site.

Now the form is complete you should keep it together with any tipping ticket/receipt issued by the disposal/recycling site and hand them in to your office for checking as soon as possible.

CHECKING RECORDS

CHECKING

Before handing in waste documentation to your office, check that all documents are legible and have been fully completed and that all documents relating to each transfer are together -
i.e. the waste transfer note, MSWPR, weighbridge or tipping ticket.

CORRECTING MISTAKES

If you notice that any parts of your documentation are incomplete or need to be changed, it is important that you ensure that all copies are amended, including the copy left at the recycling or disposal site.

RETURN TO OFFICE

Hand in all waste documentation to your office frequently, at least weekly if possible.

When your pre-printed books of transfer notes and MSWPR are complete, these should also be handed in to the office for filing.

All waste transfer documentation is required by law to be kept for at least 2 years.

COLLECTING RECYCLED AGGREGATES

CHECKING QUALITY OF RECYCLED MATERIALS

To promote the recycling or reuse of waste construction materials, Waste and Resources Action Programme (the WRAP Protocol) has produced a Quality Protocol for recycled aggregates. The Protocol is important as it sets out standards for the manufacture of secondary (recycled) aggregates from waste. Where a producer follows the Protocol, this allows them to demonstrate that the secondary aggregates are suitable for use and comply with the relevant standards applying to the grades of materials they are supplying.

The Protocol requires that procedures are in place for the checking of wastes prior to processing to ensure they are compliant materials, then controlling the manufacturing process to ensure consistent quality of final products. If the Protocol is not followed, or if the final products do not conform to their specification, the Environment Agency and local highways authorities would regard the product as still being waste.
This would mean that anyone using such products would be in effect reinstating with waste and would therefore require an environmental permit covering their use. In any event if poor quality materials are used, the reinstatement may fail to meet the Specification for the Reinstatement of Openings in Highways. This would make the use of non-compliant materials unlawful and risk costly remedial works to excavate and replace reinstated carriageway or footway.

When collecting recycled aggregates from a producer it is therefore essential that they supply the purchaser with documentation, including a description of the material, its industry specification and a statement to confirm that the aggregate was produced in accordance with the WRAP protocol. Most suppliers will provide this documentation on their collection/ delivery tickets. Grab drivers should therefore check that the materials they are collecting are correctly identified on the ticket and that there is a written confirmation that they have been manufactured under the quality protocol.

When loading recycled aggregates, you should also visually check the materials to ensure that they appear to be suitable for their intended purpose. Examples of things to look out for that could suggest that the aggregate may be non-compliant would include:

- **Moisture content - too wet**
- **Particle size - too fine or too coarse**
- **Presence of non-aggregate contaminants - such as glass, plastic, metal or organic materials.**

If you suspect that the material may not be compliant, contact your line manager for advice.

WASTE MANAGEMENT - REDUCE, REUSE, RECYCLE

Reduction, reuse and recycling of waste minimises the environmental impacts of disposal of waste to landfill. To minimise waste we must:

Firstly **Prevent** the waste if we can.

Secondly **Reuse** waste materials and only then **Recycle** the waste.

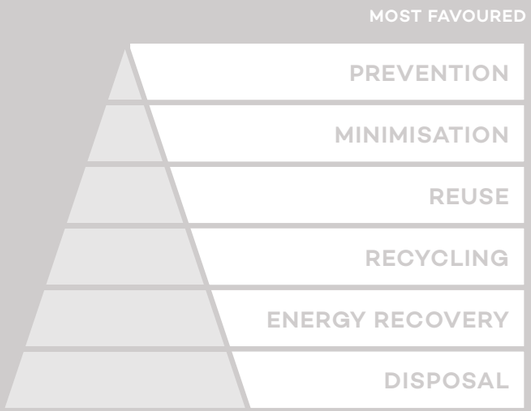
Only if we can't recycle can we send them for **Recovery**, such as energy recovery and finally **Dispose** of the waste to landfill as a last resort.

DO

- ✔ Eliminate unnecessary wastage by storing materials neatly on flat solid ground to avoid damage and loss.
- ✔ Reduce the amount of waste you create on-site.
- ✔ Keep materials in their packaging for as long as possible to protect them from damage.
- ✔ Keep significant offcuts for use elsewhere.
- ✔ Reuse materials until no longer fit for purpose, for example, shuttering, fencing.
- ✔ Then reuse materials for alternative purposes, for example, use old shuttering ply for hoardings.
- ✔ Recycle materials whenever possible.
- ✔ Segregate waste on-site into different types.
- ✔ Store waste safely in the appropriate skip or container until removed from site.

DON'T

- ✘ **DON'T** put waste materials into the wrong waste container. DON'T open new cans or pallets before the ones in use are empty.
- ✘ **DON'T** leave materials unprotected and where they are likely to be damaged by, for example, rain or mud.
- ✘ **DON'T** burn or bury waste – it's illegal.
- ✘ **DON'T** mix different types of waste – it prevents recycling.



SEGREGATION OF WASTE

Segregating waste into hazardous, non-hazardous and inert waste types for disposal can help minimise costs and maximise the opportunities for recovery and recycling of wastes.

It is illegal to mix hazardous waste with other waste types. You could be fined up to £50,000 and imprisoned for up to 5 years.

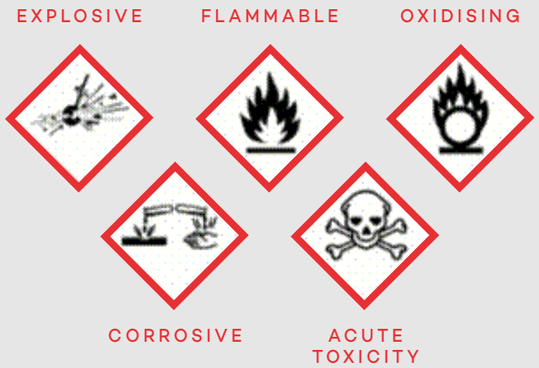
Incorrectly disposing of hazardous waste could cause water pollution and damage habitats.

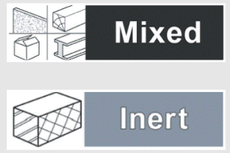
Landfills and waste treatment centres are specially designed to be able to handle specific wastes without causing environmental harm.

Segregating wastes can minimise landfill tax and can also allow certain types of waste to be recycled and reused on site.

DON'T

- ✘ **DON'T** mix different types of waste.
- ✘ **DON'T** put liquids and flammable wastes (aerosols) into skips.





DO

- ✔ Segregate wastes into different types
- ✔ Use enclosed or covered skips or stockpile excavation wastes carefully
- ✔ Ask your line manager for advice if you are unsure about correct waste segregation on site.

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