



Ensuring *your* Safety

ENVIRONMENT POLICY

Record of Amendments

Amendment No	Amendment	Date	Signature
One	Policy Review	1 st April 2006	
Two	Policy Review	1 st April 2007	
Three	Policy Review & Site Waste Management Plans	1 st Sept 2008	
Four	Policy Review and Hazardous Waste	1 st April 2009	
Five	Policy Review & Gypsum Plaster	1 st April 2010	

If you have any queries or are missing any of the amendments then please contact:

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Contents

Chapter	Title	Page
1	Environmental Policy Statement	3
2	Key Environmental Legislation	4
3	Environment Policy	6
4	Waste Management & The Duty of Care	8
5	Hazardous Waste Regulations 2005 (as Amended)	10
6	Hazardous Waste Transfer Notes	17
7	Oil Storage and Handling	18
8	Gypsum Plaster	23
9	Site Waste Management Plans	24

1 ENVIRONMENTAL POLICY STATEMENT

SHIELD ENVIRONMENTAL SERVICES and individuals are responsible for preventing pollution and compliance with Environmental Regulations and to be seen to be a responsible neighbour that cares for our surroundings and the Environment as a whole.

We are committed to ensuring that a framework exists to control our working practices so that they have the least damaging effect on our Environment.

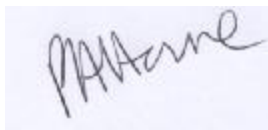
Pollution Prevention is the key if we are to be successful, this can be achieved by:

- Minimising waste production, which will in turn **REDUCE** the amount of waste we generate and save costs as well as protection of the Environment,
- **REUSE, RECYCLE & RECLAIM** waste products if at all possible,
- **RESPONSIBLE WASTE MANAGEMENT** ensures that we comply with relevant legislation.
- **DISPOSAL** of any Waste in accordance with our **Duty of Care** requirements and in particular the Hazardous Waste Regulations 2005 ensures that all waste is disposed of in the proper manner.

The impact which this may have on the environment can therefore be greatly reduced and can only contribute to our success if we adopt the above principles into everything we do within Shield Environmental Services.

If we can reduce the amount of waste we produce then this can only be of benefit to the environment we live in, be seen as a responsible contractor and build on the success of the company for the future.

This will also build on our key responsibilities under our iso 18001 Environmental Management System.



Phillip House
Managing Director

1st April 2010

2 KEY ENVIRONMENTAL LEGISLATION

The following is a list of some relevant current environmental legislation applicable within the United Kingdom.

Although this legislation applies to the UK it should be regarded as industry best practice and implemented throughout Shield Environmental Services.

Waste Management.

- **Control of Pollution (Amendment) Act, 1989**
Regulates the Registration system for carriers of waste.
- **Environmental Protection Act, 1990**
Controls and regulates on complete life cycle of waste from production to final disposal. Acts as enabling Act for other Env Regs.
- **Environmental Protection (Duty of Care) Regulations 1991 and Statutory Code of Practice on Duty of Care.**
Introduced Waste Duty of Care, which says that you must take all reasonable steps to keep waste safe. If you give this waste to someone else you must be sure that they are authorised to take it and are authorised to transport, recycle or dispose of it safely. (Not applicable to waste from your home but does include household waste from commercial or industrial premises.)
- **Waste Management Licensing Regulations, 1994 (amended 1995 and 1996)**
Defined Directive Waste and introduced a new licensing system for waste treatment and waste disposal operators.
- **Hazardous Waste Regulations 2005**
Introduced a new definition of Hazardous Waste and also a requirement to have a waste consignment note system for movements of Hazardous Waste and new restrictions on mixing different types of waste.
- **Control of Pollution (Oil Storage) (England) Regulations 2001**
Gives guidance on the storage of above ground Oil Supplies
- **Site Waste Management Plans Regulations 2008**
New Regulations which govern the waste considerations for Construction projects above £300,000 in value, Clients responsibility to provide.

Water.

- **Water Resources Act, 1991**
Imposes a general prohibition on discharges to controlled waters. Re-specified system of discharge consents subject to conditions relating to quality and character of discharge. Introduced a general water pollution offence where it is an offence to cause or knowingly permit polluting matter to enter controlled waters.

- **Water Industry Act 1991**
Consolidated legislation relating to the supply of water and sewerage services. Controls on the 10 Water and 15 Water & Sewerage Companies in the UK ('The Water Industry')

POLLUTION CONTROL

- **Environmental Protection Act, 1990**
Introduced a dual system of pollution control whereby the most polluting processes require prior authorization under integrated pollution control (IPC) and others fall under local authority air pollution control (LAAPC). Introduced the legal requirement to use Best Available Techniques not Entailing Excessive Cost (BATNEEC) and the Best Practicable Environmental Option (BPEO). Will be phased out in favour of IPPC & BAT
- **Environmental Act, 1995**
Established the Environment Agency and introduced measures to enhance the protection of the Environment in particular the prevention and remediation of water pollution.
- **Pollution Prevention and Control Regulations 2000**
Introduces Integrated Pollution Prevention and Control (IPPC) which will be phased in over 7 years and will replace IPC (see above). Permit from the EA or the LA if intending to operate a prescribed process. Introduced the concept of Best Available Technique (BAT) which replaces BATNEEC & BEPO.
- **Environmental Protection (Applications, Appeals and Registers) Regulations, 1991 (amended 1996)**
Lays down the information requirements for IPC and LAAPC applications, establishes the need for statutory consultation and requires the Environment Agency (EA) to impose specific conditions on process authorisations. Specifies the conditions under which an appeal may be made and imposes a duty on the EA and local authorities to establish public registers.
- **Environmental Protection (Prescribed Processes and Substances) Regulations, 1991 (amended 1994 and 1995)**
Defines which processes or substances are to be controlled by the IPC legislation and which fall under APC. (Being replaced by IPPC Regs 2000)

CONTAMINATED LAND

- **Environmental Protection Act 1990**
Places duty of care on those involved in dealing with waste from its generation to its disposal.
- **Environment Act 1995**
Contains the legislative framework that deals with the identification and remediation of contaminated land.
- **Contaminated Land Regulations 2000**

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Places duty on the Local Authority to inspect land to identify whether it is contaminated and requires them to draw up a Contaminated Land Strategy which looks at past use, evidence of harm or pollution.

- **Environmental Protection Act, 1990 (Nuisances)**
Gives a local authority the power to serve a noise abatement notice where it is satisfied that a statutory nuisance exists.

3 ENVIRONMENT POLICY

It is the responsibility of Management to ensure that all staff reporting to them have read and understood the SHIELD ENVIRONMENTAL SERVICES Environmental Policy. They must also ensure that all contractors and suppliers are aware of this policy.

1 PLANNING

Environmental Impact

Shield Environmental Services identifies the environmental impacts of its activities and assesses their significance through a system of site environmental audits. This has been enshrined within our iso18001 Environmental Management system.

Statutory requirements

The Health, Safety and Environmental Manager is responsible for understanding and reviewing Environmental Statutory requirements including codes of practice, agreements with public authorities and non-regulatory guidelines that are applicable to Shield Environmental Services activities.

2 IMPLEMENTATION AND OPERATION

Responsibility

All Employees

All staff are responsible for safeguarding, as far as they are able, both their working environment and the greater environment surrounding SHIELD ENVIRONMENTAL SERVICES operations. This includes:

- Complying with environmental standards and procedures as set out in this Policy
- Notifying management and supervisors of potential Environmental Hazards using the procedures set out in the Environment Policy
- Avoiding needless wastage of energy and materials.

Directors / Managers

All Directors / Managers, in relation to activities under their individual control, are responsible for identifying and ensuring compliance with environmental regulations affecting our environment. Management must:

- establish individual responsibilities, objectives and accountabilities for subordinate staff in environmental matters,
- develop and maintain procedures to protect the working and external environment,
- monitor implementation of procedures and working practices and take swift and appropriate steps to correct environmental non-conformances,
- provide communication channels for employees and contractors to be consulted on environmental matters,
- investigate and report all environmental incidents and near misses and take necessary follow up actions,

- review regularly the use of materials and energy in order to reduce waste, optimise recycling and select materials compatible with environmental objectives,
- Maintain accurate and comprehensive records of waste disposals and other discharges to the environment.

3 HEALTH, SAFETY AND ENVIRONMENTAL MANAGER

Authority for environmental matters is devolved through the Managing Director to the Health, Safety and Environmental Manager who is responsible for:

- periodic assessments, audits and reviews of facilities and operations to ensure compliance with environmental statutes and this policy,
- provision of support and advice on environmental matters throughout Shield Environmental Services,
- promoting workable procedures, codes of practice and working co-operatively in emergencies,
- encouraging initiatives for implementation of the SHIELD ENVIRONMENTAL SERVICES Environmental policy,
- active co-operation with government, local authorities and other external bodies, to provide an informed and constructive background to regulatory processes,
- keeping staff, relevant authorities and, as appropriate, the public informed of our efforts to protect and improve the environment,
- Interpreting and ensuring implementation of this policy, and updating it as required.

Training, awareness and competence

Managers are responsible for identifying the environmental training needs of the staff under their supervision and ensuring that all personnel whose work may create a significant impact on the environment have received suitable and sufficient training.

Managers must ensure that all employees under their supervision are aware of:

- the importance of compliance with the environmental policy and procedures
- The significant environmental impacts, actual or potential, of their work activities, the potential consequences of departure from specified operating procedures and the impact this could have on the environment.

The key documents for raising staff awareness on these issues are:

- SHIELD ENVIRONMENTAL SERVICES Environmental Policy
- SHIELD ENVIRONMENTAL SERVICES Health, & Safety Policy

Environmental Management Documentation

The following documents form the core for Environmental Management:-

- SHIELD ENVIRONMENTAL SERVICES Environmental Policy
- Records of Hazardous Waste Disposal Certificates.
- Environmental accident and incident records

4 WASTE MANAGEMENT and the Duty of Care

1 POLICY

In addition to complying with the relevant national and international legislation on waste management, it is Shield Environmental Services policy to promote waste minimisation, reuse and recycling. Managers should regularly review the use of materials and energy in order to reduce waste. Final disposal (landfill, for example) should be considered as the least preferred option.

The Waste Hierarchy

1. *preferred option is to* **REDUCE** waste production
2. *next best solution* **REUSE, RECYCLE & RECLAIM** waste products if at all possible
3. *last resort* **RESPONSIBLE DISPOSAL** in accordance with Duty of Care requirements.

2 DEFINITIONS

Waste: Any substance or object which the SHIELD ENVIRONMENTAL SERVICES discards or is required to discard. In practical terms this means anything which has fallen out of the normal cycle of commercial activity. Waste from Shield Environmental Services is usually defined as industrial or commercial waste. Materials for recycling are also defined as waste.

examples: General office waste, food waste, scrap metal, pallets.

Hazardous Waste: Certain types of waste (including Asbestos), which are potentially environmentally hazardous and difficult or dangerous to dispose of. Waste is considered 'hazardous' if it is:

- one of the 250 substances listed in the EC Hazardous Waste List and has one of 14 listed properties which qualify a chemical as dangerous
- a prescription only medicine;
- a liquid with a flashpoint of 21°C or below;
- any highly flammable, irritant, harmful, toxic, corrosive or carcinogenic substance.

examples: Waste from Asbestos Stripping, paints, thinners, paint strippers, oils, various acids, alkalis etc. This includes empty tins or other containers used for the original products.

3 Managing Waste – The DUTY OF CARE

The Environment Protection (Duty of Care) Regulations 1991 and the Statutory Code of Practice imposes a '*duty of care*' on anyone who produces, stores, carries, disposes, imports, treats or brokers waste, to take reasonable steps to prevent the illegal disposal, treatment or storage of waste and to ensure:

- against the escape of any waste,
- that waste is only transferred for disposal to an authorised person.
- that an adequate description and documentation of the waste is given to anyone to whom the waste is transferred.

It is a criminal offence to breach the duty of care, irrespective of whether damage is caused. It is the failure to take reasonable steps that is the offence, which carries the punishment of an unlimited fine.

It is SHIELD ENVIRONMENTAL SERVICES responsibility to ensure that waste is only transferred to an **authorised person**, or to a person for authorised transport purposes, with an accompanying description which enables subsequent holders of the waste to fulfil their Duty of Care.

Authorised person is a person who will be one of the following

- Waste collection authority

- Someone who is the holder of, or who has an exemption for, a waste management licence
- Someone who is registered, or who has an exemption for registration, as a carrier of controlled waste

It is the responsibility of SHIELD ENVIRONMENTAL SERVICES the 'WASTE PRODUCER'. To ensure that any waste we generate is handled by an authorised person and it is important that we:-

- Check that the waste collector is authorised to carry waste and is registered, copies of registration certificates can be obtained from the Environment Agency
- Check that the Waste carrier is registered to carry the type of waste produced.
- Check that we know where the waste is going and that it will not escape en route. This will involve ensuring that skips are covered, adequately securing drums and taking any other measures to prevent spillage in transit.

4 CONTROLLED WASTE

This is household, commercial or industrial waste. It can be from a house, school, hospital, shop, office, factory or any other trade or business. It may be liquid, solid, scrap metal or even a scrap car. It does not have to be hazardous or toxic to be controlled waste.

5 HAZARDOUS WASTE

Certain wastes are considered to pose a potential risk to the environment and require special handling and treatment. A waste is classified as HAZARDOUS if it has properties such as flammability, toxicity or is corrosive for example and as such has a more stringent system of control to ensure that it is handled and disposed of properly.

Hazardous waste movements are controlled and recorded using official Waste documentation, which must be completed and returns to the relevant enforcing authority on what waste is moved on a quarterly basis.

6 TRANSPORT

Transporting hazardous waste are subject to legislation (Carriage of Dangerous Goods Regulations 2007 and ADR) covering the classification, packaging, labelling and transportation of dangerous goods. They also require a waste transfer note which is completed by the waste removal firm and given to SHIELD ENVIRONMENTAL SERVICES as a record of waste transfer and disposal.

7 COMPANY REQUIREMENTS

Managers are responsible for ensuring that:

- Procedures are established for the disposal of all waste and recycling materials including specific procedures for special, wastes,
- The possibility of reuse, recycling or pre-treatment is investigated where waste cannot be avoided.
- **It is expressly forbidden to allow solid or liquid waste materials to be discharged into foul or surface water drains, unless approval has been obtained from the relevant authorities.**
- All waste is treated and disposed of at appropriate treatment and disposal facilities.
- All documentation on waste movements must be retained (in UK: Waste Transfer Notes for 2 years and Consignments Notes (for Hazardous Waste) for 3 years),
- A written description of the waste is provided to handling/disposal contractors.

5 HAZARDOUS WASTE (England & Wales) REGULATIONS 2005

1. INTRODUCTION

The HWR 05 sets out a framework for the control and tracking of 'Hazardous Waste', providing a means of implementation of the EC Hazardous Waste Directive.

The main features of the Hazardous Waste Regulations 2005 are to:

- Implement a definition of 'hazardous waste' into domestic legislation.
- Requires producers or consignors of 'hazardous waste' to notify (register) their premises to the Environment Agency and the application of a 'Premises Code'
- Restrictions on the mixing and separation of waste where appropriate.
- Provide cradle to grave documentation for the movement of 'hazardous waste'.
- Require consignees to keep thorough records of 'hazardous waste' and provide the Environment Agency with quarterly disposal and recovery information.

2. DEFINITION OF HAZARDOUS WASTE

The new 'hazardous waste' definition covers a much wider range of wastes and is far broader than that of 'special waste'. It includes common items such as fluorescent tubes, television sets and computer monitors, as well as any product bearing an orange hazard-warning symbol, such as certain types of paints and mastics. It will also encompass a broader range of contaminated soils.

Unlike a 'special waste', certain types of 'hazardous' waste are absolutely defined, irrespective of any actual hazard posed by the waste.

This will have a number of impacts on waste producers:

- Producers must avoid mixing 'hazardous wastes' with non-hazardous wastes. In future, common items such as fluorescent tubes, computer monitors, Ni-Cd or Mercury batteries must not be placed in skips containing mixed non-hazardous wastes.
- All producers must still complete a consignment note to accompany the waste, but there is no longer a requirement to pre-notify the Environment Agency 72 hours before the removal of the waste.
- All producers of hazardous wastes must register the premises at which their waste arises with the Environment Agency, unless they fall into the category of an exempt producer, and generate less than 500kg of hazardous waste per year.
- Producers must maintain records for three years.

3. WASTE CODE NUMBERING FOR WASTE ASBESTOS PRODUCTS.

(This is taken from The List of Wastes (England) Regulations 2005, this defines what waste is and assigns it a unique 6 digit 'waste code' if any waste in this document has an *(asterix) beside it then it is classed as 'hazardous waste').

THIS IS THE EWC NUMBER TO PUT ON CONSIGNMENT NOTES to identify Asbestos Waste.

Code 15 02 02	Absorbents, Filter materials, protective clothing and wiping cloths contaminated by dangerous substances
Code 16 01 01	Brake Pads containing Asbestos
Code 16 02 12	Discarded equipment containing free Asbestos
Code 17 06 01	Insulation materials containing Asbestos
Code 17 06 05	Construction materials containing Asbestos

4. NOTIFICATION OF PREMISES

All premises (except exempt premises) where hazardous waste is produced or removed, must apply to the Environment Agency and obtain a 'Premises Code' before any 'Hazardous Waste' is removed from site.

It is ESSENTIAL that any work quoted for we will need to get the 'Premises Code' for that particular client and this must be made clear to the client. If they do not already have their 'premises code' then they will need to get one!!

However this is not required if premises are exempt and removing less than 500kg in any one year

Shield Environmental Services have a Premises Code for each branch this is renewed on an annual basis.

5. EXEMPT PREMISES FROM NOTIFICATION REQUIREMENTS

The following is a list of premises which are exempt from the 'Notification process'.

- Domestic Premises The HWR apply to asbestos which is also domestic waste but there are NO OBLIGATIONS on the owner or someone else who does this on their behalf WITHOUT REWARD. EG House holder who removes Asbestos and takes to Amenity Site or a neighbour who assists with disposal.

The full HWR Regs apply to any contractors who construct, modify, repair, maintain or remove Asbestos from domestic premises.

- Office premises
- Shop premises
- Agriculture
- Caravans

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- Residential & Nursing Homes
- Universities, Schools, Colleges and other educational premises
- Hospitals
- Prisons
- Campsites
- Dental Surgeries
- Health Clinics
- Veterinary Surgeries
- Ships

As long as the waste arises from the use of those premises and does not exceed 500kg in any 12 months, if it exceeds 500kg in any 12 months they have to register as a waste producer!

If more than 500kg of Asbestos Waste from premises which have not already been notified to the EA, contractors can be prosecuted (£300 fixed penalty) for removing Asbestos Waste without the 'Premises Code'.

*****Ships do not need to notify irrespective of the amount of waste produced*****

500Kg's equates to 125 small TV's, 36 Lead Acid Batteries, 1250 fluorescent tubes, 15 small domestic fridges.

It is important for waste producers to notify premises ("premises code"), as after the 16th July 2005 it will be an offence to produce or remove hazardous waste from any premises that are not notified or are not exempt. The Environment Agency has a fixed penalty of £300 for failure to comply.

The 'Premises Notification' is valid for 12 months from the date of 'Notification' and will be accompanied by a registration code for that particular premise, also referred to as a 'premises code', which must be written on all consignment notes. This Notification requirement has to be done annually (from the date of notification) for all sites unless exemption applies.

Waste can be removed from 'exempt premises' and a special code can be inserted as follows

6. NOTIFICATION TO ENVIRONMENT AGENCY CAN BE DONE BY

- Registering premises with the Environment Agency via the Internet

The cheapest way to register (only £18 per premises) is by completing the forms online at www.environment-agency.gov.uk.

- Registering premises with the Environment Agency by telephone

To notify the EA by telephone ring 08708 502858 and ask to make a Hazardous Waste Registration.

Applications by phone can be made between 0900 and 1700 hours Monday to Friday excluding Good Friday, Christmas Day, bank holidays or other public holidays. The registration number is provided instantly when you pay by credit/debit card only.

The charge for this will be £23 per premises registered.

- Paper applications to register with the Environment Agency

You can register in writing however this is the most expensive option. The appropriate form can be obtained by ringing 08708 502858 or download from www.environment-agency.gov.uk.

The charge for this is £28 per premises registered.

7. CONSIGNMENT NOTES

SINGLE CONSIGNMENTS

The new format and guidance on how to fill them out is available as part of Schedule 4 of the new Regulations (Reg 39(3)), they are available from the EA to download from www.environment-agency.gov.uk, and consists of a 3 Copy Consignment Note.

Copies are available from the Bristol Head office.

(Continuation sheets are also available)

Once a quarter the EA will invoice the cost of these at a charge of £10 per consignment note and £5 for each annex

- Copy for Producer/Holder/Consignor (White)
- Copy for Carrier (Yellow)
- Copy for Consignee / Landfill.(Pink)

Contents of Hazardous Waste Consignment Notes must include

PART A – NOTIFICATION DETAILS (Completed by Manager)

1. Consignment Note Code	Unique alphanumeric 6 digit 'premises code' (from EA) or use shield Premises Code / unique in house 5 digit alphanumeric number from branch/T0001 or B0001 or P0001 or S0001 or F0001 or R0001 (letter of branch) EXESES & Unique Number for exempt FLYSES & Unique Number SHP and first 3 letters from docks postcode for ships & Unique Branch number
2. The Waste described below is to be removed from	Name, address & postcode of site from where the waste is taken from
3. Premises Code (Where applicable)	Provided by Client or ensure notification before removal of Asbestos Waste from site. If exempt / Ship or Flytipped waste and under 500kg enter relevant code
4. The waste will be taken to	Insert Name of Waste Landfill Site where Asbestos waste is to be deposited
5. The waste producer was (If different from 1)	Insert full Shield Bristol Address etc

CONSIGNMENT NOTE CODES

Unique alphanumeric 6 digit 'premises code' (issued by the EA to the client) or use the Shield Branch Code if required and unique in-house 5 digit alphanumeric number from brance/T0001 or B0001 or P0001 or S0001 or F0001 or R0001 (letter of branch)

'EXESES'(Exempt) / SHP***(SHIP) or FLYSES used as the premises code followed by the unique in house number

PREMISES CODE

ALL Exempt premises / Ships or Flytipped waste still require a Haz Waste Consignment note with N/A inserted in the premises code box

An emergency code of EXEXXX is to be used in the interim until the EA have supplied all premises codes to notifiable premises

PART B DESCRIPTION OF WASTE (Completed by Manager sending the waste to the landfill site)

1. The Waste is	Asbestos Waste	
2. SIC Code	45.25 (Asbestos Removal)	
3. List of Waste (EWC) Code 6 Digits	15 02 02* / 17 06 01* / 17 06 05* etc in sect 3 (See above)(*Delete as necessary)	
4. Physical Form	Solid	
5. Total Quantity for removal	in Kg's	
6. Container Type, No and Size	5H4 (Plastic Waste Sacks) / 10m ³ skip etc	
7. Packing Group	PG II (Y15 for asbestos sacks)	
8. UN Identification No	UN2212* (Blue & Brown) UN2590*(White)	
9. Proper Shipping Name	Waste Blue / Brown / White Asbestos* (Delete as necessary*)	
10. UN Classification	9 (Miscellaneous)	
11. Special Handling requirements		
12. Chemical / Biological components of the waste and their Concentrations	Component	Concentration (% or mg/kg)
	Asbestos	mg/kg

13. Hazard Code(s)	H7 (Carcinogenic)
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PART C – CARRIERS CERTIFICATE (Completed by Site Operative / Supervisor or Waste carrier if being taken by another person)

I certify that I today, collected the consignment and that the details in A2, A4, B1 and B6 are correct

1. Carrier Name	Shield Environmental Services
2. Carrier Registration Number	AVN / 027364 or Carrier registration number from waste company if being taken by another waste carrier
3. Vehicle Registration Number	Insert Vehicle Number carrying the 'Waste'
4. Signature	Person who is 'transporting the waste' either waste contractor or our employee
5. Date & Time	dd/mm/yyyy at hours

PART D – CONSIGNORS CERTIFICATE (Completed by Manager /Site Operative / Supervisor)

I certify that the information in A, B & C above are 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.

1. Name	Shield Operative / Manager completing the Consignment Note
2. On behalf of Shield Environmental Services	Insert FULL Address and Postcode of Branch
3. Contact Telephone Number, e-mail & Fax	Insert ALL the details for the particular Branch
4. Signature	
5. Date	dd/mm/yyyy at hours

PART E - CONSIGNEES CERTIFICATE (Completed by Landfill Site)

1. I received this waste at the address given in A4 on	dd/mm/yyyy at.....hrs
2. I Accepted / Rejected this waste	Accept / Reject* (*Delete as necessary)
3. Quantity Received	Kg's
4. Vehicle Registration Number	Inserted by Landfill site
5. Treatment method	D01 Recovery / Disposal code
6. I certify that waste management Licence / Authorisation / Exemption No.....authorises the management of the waste described in B at the address given in A4	
7. Name	
8. On behalf of	Landfill Site stamp here

9. Signature	
10. Date	dd/mm/yyyy

8. Multiple Collection Consignment Notes (Carriers Rounds)

The new format and guidance on how to fill them out is available as part of Schedule 6 (HWR Reg 39(5)) of the new Regulations, they are available free from the EA to download from www.environment-agency.gov.uk, and consists of a 3 Copy Consignment Note.

Copies are available from the Bristol Head office.

- A copy of the Multiple Collection Consignment Note must be completed for each multiple consignment (Tip Run with waste from more than one premises)
- There must also be a copy of the 'ANNEX to a Multiple Consignment Note' with the 'premises code' completed for each premises and cross referenced with the Multiple Consignment Note Code above

9. Quarterly Returns to EA (Completed by Landfill site)

As the 3 day notification period to the EA has disappeared (wef 16th July 2005), there is a new requirement to undertake quarterly returns to the EA called 'Consignee Quarterly Returns' and the EA are also developing an online notification system to assist with this.

There is no requirement for producers/carriers/ consignors to undertake this.

Quarterly Returns to the EA are required as follows by the Landfill Site

Quarter in which the 'hazardous waste' was received or deposited	Returns to be received by the Environment Agency not later than
Ending on 31 st March	30 th April in the same year as the quarter falls
Ending on 30 th June	31 st July in the same year as the quarter falls
Ending on 30 th September	31 st October in the same year as the quarter falls
Ending on 31 st December	31 st January in the same year as the quarter falls

The EA are to publish on its web site (www.environment-agency.gov.uk) what format that this will take, as yet not available but this is for the Landfill site to undertake!

The EA are to use this info to charge consignees / waste carriers £10 per consignment note and £5 per continuation sheet or Annex to Multiple Consignment Notes

10. DISPOSAL OF ASBESTOS WASTE AT LANDFILL

As normal, No change

11. PRODUCER INSPECTIONS

The new HWR require the Environment Agency to inspect producers of hazardous wastes. They will base their inspection regime upon the entries in the register of hazardous waste producers, and on

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returns made by the Waste Management facilities receiving these wastes. The regulations also introduce a £300 fixed penalty notice for the failure to comply with any of these requirements.

The Hazardous Waste Regulations 2005:
Consignment Note



PRODUCER'S/HOLDER'S/CONSIGNOR'S COPY (Delete as appropriate)

PART A Notification details

1 Consignment note code: /

2 The waste described below is to be removed from (name, address, postcode, telephone, e-mail, facsimile):

3 Premises code (where applicable):

4 The waste will be taken to (name, address and postcode):

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

PART B Description of the waste

If continuation sheet used, tick here

1 The process giving rise to the waste(s) was:

2 SIC for the process giving rise to the waste: /

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)(5 digits)	Quantity (kg)	The chemical/biological components of the waste and their concentrations are:		Physical form (gas, liquid, solid, powder, sludge or mixed)	Hazard code(s)	Container type, number and size
			Component	Concentration (% or mg/kg)			

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

EWC code	Packing group(s)	UN identification number(s)	Proper shipping name(s)	UN class(es)	Special handling requirements

PART C Carrier's certificate

PART D Consignor's certificate

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

I certify that I today collected the consignment and that the details in A2, A4 and B3 are correct and I have been advised of any specific handling requirements.

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

2 Carrier registration no./reason for exemption:

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

Signature

Date Time

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

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

Signature

Date Time

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 A4 on: Date Time

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

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

3 Where waste is rejected please provide details:

I certify that waste management licence/permit/authorised exemption no(s):

authorises the management of the waste described in B at the address given in A4.

Signature

Date Time

Form HWMCCN01v051

The Hazardous Waste Regulations 2005: Multiple Collection Consignment Note



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PART A Consignee details

The waste will be taken to (name, address, postcode):

PART B Carrier details

Carrier name:

Carrier registration no./reason for exemption:

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

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

Signature

Date Time

PART C Summary of multiple consignments

If continuation sheet used, tick here

Enter every EWC code collected from each collection point and the quantity of each EWC code collected from that collection point. The table below provides three EWC codes on each of five consignments. This should be amended to identify appropriately the number of EWC codes on each consignment.

To be completed by the carrier				To be completed by the consignee		
Consignment note code	Individual EWC code(s) per consignment received	Quantity of each EWC code received (kg)	EWC code accepted/rejected	Waste management operation (R or D code)		
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These consignments are described in detail in the Annex.

PART D Consignee's certificate

1 I received all of the consignments described in Part C at the address given in Part A on Date Time

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

3 Where waste is rejected, please provide details below:

I certify that waste permit no(s). _____ authorises the management of the consignments as described in Part C at the address given in Part A.

Name:

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

Signature

Date Time

HWMCCN01v051

The Hazardous Waste Regulations 2005: Annex to Multiple Collection Consignment Note



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Consignment Details

Collection no. on this multiple collection round (i.e. the first pickup will be '1st collection' etc.)

PART A Notification details

- 1 Consignment note code: / M
- 2 The waste described below is to be removed from (name, address, postcode, telephone, e-mail, facsimile):
- 3 Premises code (where applicable):
- 4 The waste producer was (if different from 2) (name, address, postcode, telephone, e-mail, facsimile):

PART B Description of the waste

If continuation sheet used, tick here

- 1 The process giving rise to the waste(s) was:
- 2 SIC for the process giving rise to the waste:
- 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) (5 digits)	Quantity (kg)	The chemical/biological components of the waste and their concentrations are:		Physical form (gas, liquid, solid, powder, sludge or mixed)	Hazard code(s)	Container type, number and size
			Component	Concentration (% or mg/kg)			

Additional carriage information (the information given below must be completed for each EWC identified)

EWC code	Packing group(s)	UN identification number(s)	Proper shipping name(s)	UN class(es)	Special handling requirements

PART C Carrier's declaration

I certify that today I collected the quantity of waste given on this Annex from the address on this Annex and will take it to the address given in Part A of the Multiple Collection Consignment Note.

Carrier name:

Signature

Date Time

PART D Consignor's declaration

I certify that the information provided for my consignment 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 informed of any specific handling requirements.

Consignor name:

Signature

Date Time

7 OIL STORAGE AND HANDLING (Including Waste Oil)

POLICY

SHIELD ENVIRONMENTAL SERVICES is committed to the prevention of environmental damage from Oil pollution and we are committed to the prevention of Pollution during the storage and handling of Oil.

Oil is toxic to plants and animals and a small amount of Oil can devastate river life by forming a thin film on the water surface which stops oxygen getting to plants and animals. Oil, which is spilt on the ground, can pollute underground water supplies making them unfit for drinking purposes.

Oil Storage & Bunding Requirements.

Where Oil is stored the following standards must be adhered to.

- Tanks, Drums or other containers must be strong enough to hold the Oil without leaking or bursting.
- Oil containers must be positioned away from vehicle traffic to avoid damage from collision
- A Bund or drip tray must be provided to contain any oil leaks from the container or any of the ancillary pipework and equipment.
- The Bund must be large enough to contain 110% of the maximum contents of the container.
- Where more than one container is stored, the bund must be capable of storing 110% of the largest container or 25% of the total storage capacity, whichever is the greater.
- The bund base and walls must be impermeable to water and oil and checked regularly for leaks.
- Any valve, filter, sight gauge, vent pipe or other ancillary equipment must be kept within the bund when not in use.
- It is forbidden to fit a drainage valve to any bund for the purpose of draining rainwater.
- Any above ground pipework must be properly supported along its length.

Oil Storage Tanks.

Before the installation of any new Oil Storage facility is implemented the H&S Manager must be consulted.

Standards for construction of Oil storage tanks are contained within the Environment Agency: Pollution Prevention Guidelines (PPG2) Above Ground Oil Storage Tanks.

Safe Storage and Disposal of used Oils and Lubricants.

SHIELD ENVIRONMENTAL SERVICES has a 'Duty of Care' to dispose of waste and in particular Waste Oil as it is one of the most polluting substances and is therefore treated as 'Special Waste'. It must be disposed of through a licensed special waste contractor in accordance with the Special Waste section of this Policy. It is a criminal offence not to do this!!!!

Storage of used Oils and lubricants.

The same requirements for safe and secure storage are needed for Used Oils as for new Oil (See Above

8 GYPSUM PLASTER

From July 2009 it is now NOT PERMITTED to dispose of Gypsum Plaster' at landfill.

There is a specific exemption in the Landfill Regulations which exempts the disposal of 'Asbestos Contaminated' Gypsum plaster products (Plasterboard) from the above requirements.

Disposal of Asbestos Artex and any plasterboard which it may be attached to, can be sent to landfill, as long as it is consigned in accordance with the Hazardous Waste Regulations 2005, i.e. suitably bagged in asbestos waste bags.

9 SITE WASTE MANAGEMENT PLANS

FOR INFORMATION AS Site waste management plans are the remit of the Client and Principal Contractor

In England, from 6 April 2008, there must be a site waste management plan (SWMP) for all new construction projects worth more than £300,000.

If you are in Northern Ireland, Scotland or Wales, you do not yet need to have a SWMP. However, following the procedure could help you to reduce the amount of waste you produce and will help you manage your waste more effectively. SWMPs are being promoted as an example of best practice in the construction industry.

England

If the project we are working on is costed at more than £300,000 (excluding VAT), do not start work unless there is a SWMP in place.

Each project should have one SWMP.

A SWMP is a live document. It must be updated through the course of the project.

Because it is produced at the very beginning of a project, the CDM designer can consider ways that waste can be reduced and site-gained materials can be reused or recycled as part of the project. Identifying at waste materials at an early stage that can not be reused on that project will make it easier to find other alternative uses for them.

Responsibilities

The client is responsible for:

- producing the initial SWMP before construction work begins
- appointing the principal contractor
- passing the SWMP to the principal contractor
- updating the SWMP at least every three months.

If we are the principal contractor, we are responsible for:

- obtaining relevant information from sub-contractors
- updating the SWMP at least every three months as the project progresses
- keeping the SWMP on site during the project
- ensuring that other contractors know where the SWMP is kept
- allowing other contractors and the client access to the SWMP during the project
- handing the completed SWMP back to the client at the end of the project
- keeping a copy of the SWMP for two years.

What should the SWMP contain?

The level of detail that your SWMP should contain depends on the estimated build cost, excluding VAT.

Shield Environmental Services

For projects estimated at between £300,000 and £500,000 (excluding VAT) the SWMP should contain details of the:

- types of waste removed from the site
- identity of the person who removed the waste
- site that the waste is taken to.

A Simple Site Waste Management Plan is attached

For projects estimated at over £500,000 (excluding VAT) the SWMP should contain details of the:

- types of waste removed from the site
- identity of the person who removed the waste and their waste carrier registration number
- a description of the waste
- site that the waste was taken to
- environmental permit or exemption held by the site where the material is taken.

At the end of the project, you must review the plan and record the reasons for any differences between the plan and what actually happened.

You must still comply with the duty of care for waste. Because you will need to record all waste movements in one document, having a SWMP will help us to ensure we comply with our duty of care.

- [Duty of care - your waste responsibilities](#)

You do not need a SWMP if you are working on a construction project within a:

- site that has a Part A environmental permit
- nuclear licensed site that has an Integrated Waste Strategy (IWS) in place that includes waste from construction activities.

Good practice

If we are working as a sub-contractor, check your contract for requirements on:

- purchasing strategies or methods of work aimed at reducing waste
- the on-site reuse or recycling of site-gained materials
- the disposal of waste
- what information you need to report to the principal contractor or client, and when.

Further information

- [NetRegs: A simple guide to site waste management plans \(pdf\)](#)
- [Defra: Non-statutory guidance for site waste management plans \(pdf\)](#)
- [Site Waste Management Plans Regulations 2008 SI 314](#)

Site Waste Management Plan data sheet								
Project name:								
Date when this sheet was filled out:								
Stage of project (eg planning stage, during project delivery, end of project):								
Report number (projected waste arising should be report number one etc):								
Project address / location:								
Main contractor:								
Person responsible for waste management on site (name and job title):								
Person and company completing this form, if different:								
Types of waste arising (add more rows if needed):								
Material	Quantity (in m³)							
	Re-used onsite	Re-used offsite	Recycled for use on-site	Recycled for use off-site	Sent to recycling facility	sent to WML exempt site	Disposal to land-fill	WTN † completed?
Inert								
Active								
Hazardous								
Totals (in kg/T)								
Performance score as %*								
SWMP Target %*								

† Waste Transfer Note

* There is an option to use this form as a measurement tool to work out savings etc against each waste stream.