Site Waste Management Plan Information Guide

2008

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1. SITE WASTE PLANNING LIMITED

Services Offered

Site Waste Planning Limited is an environmental consultancy providing site waste planning services to Clients and Principal Contractors of building and civil engineering projects.
Our senior partners have 30-plus years experience in the environmental and construction sectors and we offer professional, cost effective solutions to help organisations meet their site waste management plan and 'Waste Duty of Care' obligations on construction projects and raise their Corporate Social Responsibility profile.

Our clients are involved in the construction and demolition industry across both the Public and Private sector covering House Builders and Social Housing Providers, Retail and Commercial Construction, Petroleum Industry, Hospitals, Schools, and Local Authorities

There are 3 main aspects to our service provision: (i) Development and Management of SWMPs for organisations wishing to outsource their SWMP requirements; (ii) Provision of our user-friendly SWMP tool for organisations wishing to develop and manage SWMPs internally; and (iii) Provision of advice and guidance on site waste planning.

2. GENERAL INORMATION ON SWMPs'

A SWMP is a report of the plans to reduce and manage the waste from a construction or demolition project and provides a framework for waste minimisation as well as the recording, monitoring, and management of waste types and quantities arising from a project.

2.2 Benefits of SWMPs

A **correctly created** and managed site waste management plan can have the following benefits:

- It ensures legal obligations are met avoiding potential cost penalties on the client and Principal Contractor ranging from £300 fixed penalty notices for minor infringements up to unlimited fines for major infringements;
- It can **save you money** by helping you to manage site materials more effectively and encouraging waste minimisation through the pre-design, design and procurement stages of a project. This can cut expensive landfill disposal costs for a construction project, which continue to rise each year. Government figures suggest SWMPs could produce cost savings across a

range of construction and demolition projects, from £1K up to £30k depending on the size and type of project through reduced disposal costs and improved resource efficiency.

- It can help you measure levels of resource efficiency and waste management performance on and across projects and identify areas for further improvement in designing out waste and managing the waste that is produced.
- It contributes to improving your organisation's environmental performance

2.3 What the Regulations Say.

The SWMP Regulations 2008 apply to any construction project above £300,000.

A Basic SWMP must be produced for projects costing above £300,000 up to £500,000.

A Detailed SWMP must be produced for projects costing above £500,000.

Clients and Principal Contractors both have legal duties under the regulations:

2.3.1 Legal Duties of Clients

i. You must ensure a SWMP is produced before construction begins

ii. You must appoint and direct a Principal Contractor to comply with the regulations or undertake their duties under the regulations yourself

iii. You must declare you will ensure, along with the Principal Contractor, that all waste will be dealt with according to the "Waste Duty of Care" regulations and managed efficiently and appropriately

iv. You must along with the Principal Contractor, ensure sufficient site security is in place to prevent illegal disposal of waste.

v. You must, along with the Principal Contractor, periodically review the SWMP to check it is accurate in relation to waste management roles and responsibilities.

2.3.2 Legal Duties of Principal Contractors

You must ensure:

vi. All site waste is managed according to the "Waste Duty of Care" regulations , efficiently and appropriately

vii. Sufficient site security to prevent illegal waste disposal

viii. The SWMP is updated whenever waste is removed from site.

ix. Details are recorded on all SWMPs of the types of waste produced on site and how they are managed, as well as the quantities for detailed SWMPs.

x. Waste is reused, recycled or recovered as far as reasonably practicable.

xi. Every site worker has a site induction about the SWMP together with any further information and training to ensure waste is managed according to the plan, as far as reasonably practicable.

xii. An up to date copy of the SWMP is kept on site or at the site office and all contractors have access to it.

xiii. The SWMP is periodically reviewed to check it is accurate in relation to waste management roles and responsibilities.

xiv. You make and maintain arrangements for effective cooperation among workers in relation to the SWMP and monitor their effectiveness.

xv. A copy of the SWMP is kept for 2 year after project completion.

3. STAGES OF THE SITE WASTE MANAGEMENT PLAN

3.1 Preconstruction Phase

3.1.1 Permits and Licences Information

The following details are required before any waste taken off-site:

- Name of any person/company removing waste from site including contractor, subcontractors and waste management companies;
- Contact details of person/company removing waste from site;
- Address and postcode of any site used for treatment/storage/final disposal of waste removed from site
- Waste carrier registration number of any contractor or waste company intending to take waste away from site, a certified copy of their waste carrier licence and the valid to date.
- Waste permit number for waste sites to be used or confirmation of exemption in relation to the Site Permitting (England and Wales) Regulations 2007 together with certified copies and the valid to date.
- Registration with Environment Agency as a hazardous waste producer if necessary.

3.1.2 Project Description

This should include details of the client and principle contractor and a project description.

3.1.2 Waste Minimisation Details

The project design team and/or Principal Contractor must provide details of any decisions that have been taken during the pre-design/ design/procurement stages of a project which contribute towards minimising the waste produced during a project.

3.1.3 Waste Estimation Details

Best estimates of quantities will be adequate to help identify the key waste streams and these may be obtained from several sources including the Principal Contractor and subcontractors, and based on past experience.

The key waste streams identified need to be classified as INERT, NON-HAZARDOUS, or HAZARDOUS as a minimum to enable suitable waste

management planning and to determine whether notification needs to be made to the Environment Agency of Hazardous Waste Producers on the site.

Information needed includes:

- An estimate of waste types and quantities likely to be produced during the project.

- The intended waste management actions for each waste type covering reuse, recycling, recover, disposal to landfill, other forms of disposal and whether these are on or off site. (The Principal Contractor has to ensure that any waste, including that taken away by subcontractors, is reused, recycled or recovered where possible and that the reasons for any other form of disposal are explained in the SWMP. This requirement should form part of your discussions with the relevant waste management contractor.)

- Subcontractors intending to take their own waste off site must be suitably registered and must also provide details of intended waste types, quantities and management actions together with any reasons for disposal to landfill or other form of disposal.

3.2 Construction Phase

3.2.1 Updating the Plan

The **Principal Contractor** must update the SWMP regularly during construction with certain information including:

- The classification, types and quantities of wastes taken off site and the relevant dates
- The waste management actions applied to each waste type and the quantities or % quantities for each of these actions. (Detailed Plans Only)
- The waste management costs.(Detailed Plans Only)
- The waste carrier registration numbers of anyone transporting the waste until final treatment or disposal
- The name and address of each waste site used for waste treatment/disposal of waste and whether the site has a waste permit or is exempt

3.2.2 Additional Principal Contractor Duties

The **Principal Contractor** should also:

- Ensure that waste is reused, recycled or recovered as far as practicable and provide an explanation for any waste sent to landfill or other disposal.
- Obtain copies of all waste transfer notes, hazardous waste consignment notes; on-site.

- Provide notification of registration with Environment Agency as a hazardous waste producer if necessary.

3.2.3 Waste Manager/Contractor Duties

Any **waste management company** or **contractor** taking waste off site should provide the following minimum information:

- Certified copies of waste carrier licence and waste permit/exemption for anyone transporting, treating and disposing of waste taken off site through to final treatment/disposal.
- Quantities of any waste taken off site
- The waste management actions applied to each waste type taken off site and the quantities/proportions of waste for each action according to reused, recycled, recovered, landfilled or other disposal.(Detailed Plans Only)
- An explanation for any waste landfilled or otherwise disposed of.

3.3 PROJECT COMPLETION PHASE

3.1.1 Principal Contractor Duties

At project completion the Principal Contractor must sign a statutory statement confirming that the SWMP has been monitored regularly throughout the construction phase and be able to demonstrate this.

It is also necessary to produce a cost savings report identifying the estimated cost savings that have been achieved as a result of implementing the SWMP (Detailed Plans Only)

Finally an electronic or hard copy of the plan should be kept by the Principal Contractor for years from the project completion date.

ANNEX A
Example Waste Minimisation Considerations

Opportunities to minimise waste should ideally be considered as early in a project as possible. Example areas to consider[1] include:

Design solutions

- Building form - design building size and space to eliminate unnecessary elements, and to reduce off-cuts resulting from the construction process.
- Design flexibility – ensure flexibility in design for future building expansion, adaptation and dismantling.
- Design complexity – reduce the complexity of the design to standardise the construction process and reduce the quantity of materials required.
- Specification by client of use of more environmentally products to reduce hazardous waste
- Specification by designers of more environmentally friendly raw materials to reduce hazardous waste
- Specifications – avoid over specification and minimise variation in components and joints; evaluate the reuse and recycling opportunities for the specified materials prior to specification.

Demolition

- Is demolition necessary or can the existing structure be incorporated into the design of the new build?
- Avoid the disposal of reusable materials and building elements; maximise the use of reclaimed materials on site.

Logistics

- Logistics Plan – development of a logistics plan at the early stages of the project will ensure that due consideration is given to material requirements through the construction phase of the project, enabling efficient management of the delivery and storage of materials and that the most effective logistic methods are adopted.
- 'Just-in-time' delivery – improving the movement of materials to the site and within the site to alleviate space constraints for storage and site congestion.
- Construction Consolidation Centres – these provide effective supply chain management solutions enabling the safe and efficient flow of construction materials and equipment from supplier to site.

Modern Methods of Construction (MMC)

[1] WRAP 2007

- Improvements in the products or processes employed in the construction industry, ranging from innovative components to be used on site through to whole building systems manufactured off site.
- Off site Manufacturing – utilise prefabrication, factory assembly, preassembly, off site assembly/manufacture, panelised or modular volumetric construction where possible, for example, staircases, lift assemblies, architectural steelwork and toilet blocks for hotels, prisons and student accommodation. Waste Minimisation is realised due to the controlled environment and the "production line" type process where there is repeatability in construction.

Materials procurement

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- Materials ordering – reduce the amount of surplus materials by ordering the correct amount of materials at the right time.
- Material storage – material storage areas should be safe, secure and weatherproof to prevent damage and theft.
- Supply chain manager – develop relationships and partnerships with suppliers during construction who can implement waste minimisation at source.
- 'Take-back' schemes – setting up schemes with suppliers to take back surplus materials.

Packaging

- Reduce and reuse – engage with the supply chain to supply products and materials that use minimal packaging, and segregate packaging for reuse.

ANNEX B
How to Classify Waste Types

Waste arisings need to be classified as one of three categories which will contain different waste types depending on the project:

1. INERT WASTE

These wastes will not harm the environment when disposed of and do not decompose when buried. They have no potentially hazardous content once placed in a landfill.

Examples include:

- **Rocks, concrete, mortar, bricks, blocks and tiles, plaster (not plaster board), uncontaminated soils and aggregates, glass and non-biodegradable plastics**.

2. NON-HAZARDOUS WASTE

These are wastes that will break down or decompose when buried in landfill. This results in the production of landfill gases such as methane and carbon dioxide.

Examples include:

- **Timber, paper, and cardboard, green wastes, food, metal and biodegradable plastics.**

3. HAZARDOUS WASTE

These are wastes that are harmful to human health or the environment. They may be liable to cause death, injury or impairment to living beings, pollution of waters or unacceptable environmental impact if improperly contained, handled, treated or disposed of. Examples include:

- **Asbestos contaminated waste**
- **Contaminated soils**
- **Paints, solvents and adhesives**
- **Oily wastes**
- **Refrigerants and foams**
- **Wastes contaminated with various paints, solvents and oils; and**
- **Treated timber**
- **Waste Electrical and Electronic Equipment with hazardous components**
- **Fluorescent Tubes**
- **Batteries**
- **Concrete Wash out Water**