

Co-op Property



Waste Management

Facilities Management Requirements

Contents

1.0 Purpose 3

2.0 Scope..... 3

3.0 Statement of Intent 3

4.0 Legislative Obligations..... 4

5.0 What this Facilities Management Requirement is not to be used for..... 9

Document Control				
Status	Approved	Author	Paul Owen	
Role	Environmental Compliance Manager			
Document Type	Requirement	Document Reference	2.3-CFM-ENG-(100)-049	
Periodic Review Cycle		1 Year		
Last Periodic Review Date	19/06/2018		Next Periodic Review Date	20/06/2019
Authorisation Control				
Business Area	Co-op Facilities Management			
Document Owner	Environmental Compliance Manager			
Review Lead	Assurance Manager			
Approver	Head of Engineering Energy and Assurance			
Document Revision Information				
Version No:	Details			Approval Date
0.1	First Draft			15.06.16
1.0	Approved – Facilities Management			15.06.16
2.0	Periodic Review – Section ‘3.0 Statement of Intent’ and ‘4.0 Legislative Obligations’ has been updated. There have been further changes to the layout, header & footer.			20.06.18
2.1	Added reference to Crown Dependencies in ‘4.0 Legislative Obligations’			05.11.18

1.0 Purpose

The Customer is committed to operating waste management practices in accordance with the waste hierarchy, in line with the Waste Facilities Management Requirements.

2.0 Scope

The Facilities Management Requirement addresses the obligations of the Customer under the current legislative requirements for Waste Management approved codes of practice and guidance (“the Regulations”). This Facilities Management Requirement is relevant to all Customers colleagues, third party Suppliers and visitors whilst on Customers site. The Customers site includes all trading property, corporate buildings, logistics sites, vacant non-trading commercial properties and residential properties.

3.0 Statement of Intent

The Supplier must ensure that:

- waste generation is avoided wherever possible;
- where waste is generated in the provision of the services, the amount of waste is kept to a minimum;
- waste is segregated to aid recycling and reuse and placed in an appropriate disposal area, stockpile or receptacle under the Suppliers control, ensuring that hazardous, animal by-product, clinical, hygienic, waste electronic and electrical equipment (WEEE), non-ionising equipment and battery waste is clearly labelled and stored securely;
- waste generated in the provision of contracted services is not to be stored or mixed with waste generated in the normal operation of the site;
- any WEEE waste should be taken away by the supplier on a like for like replacement basis at no cost to the Co-op Group;
- any flammable or combustible waste materials are disposed of in a way that does not pose a fire risk;
- waste is stored in a manner to prevent leakage or escape. This includes being covered and sited away from watercourses or drains;

- interference from third parties including the general public, weather and vermin is prevented;
- waste will be disposed of in accordance with the statutory “Duty of Care”, which requires the:
- use of appropriately licensed carriers;
- delivery to an appropriately licensed waste transfer station;
- waste to be properly described (six figure code);
- waste to be properly secure at all times; and
- copies of all licences, waste transfer notes and hazardous waste consignment notes must be made available to the Customer, in respect of any waste removed
- A Site Waste Management Plan (“SWMP”) made available for any site where construction work is undertaken, the SWMP must be made available for inspection;
- individuals are briefed on the SWMP and their own responsibilities; and
- If required the siting of skips must be planned and approved by the Customer representative

4.0 Legislative Obligations

In relation to specific legislative obligations, the Supplier must ensure:

- a procedure is in place to demonstrate that waste is only transferred to an authorised person (a person or business who is authorised to take on the duty of care for the waste and as such is registered with the relevant authority, the Environment Agency, the Northern Ireland Environment Agency, Natural Resources Wales, the Scottish Environmental Protection Agency or the National Environmental Regulators in the Crown Dependencies.
- a procedure is in place to carry out documented checks on all carriers and disposal supplier to ensure that appropriate registrations and upper or lower tier waste carrier licences are in place;
- a procedure is in place to ensure only authorised waste disposal suppliers are used;

- The Supplier must ensure all waste carriers are registered as a waste carrier with the Environment Agency, Northern Ireland Environment Agency, National Resources Wales or Scottish Environmental Protection Agency and keep a copy of the waste carrier's licence on record.
- a Waste Transfer Note with a written description of the waste must be in place for all waste shipments and be retained by the Supplier for 2 years. For identical multiple shipments an Annual Transfer Note can be used;
- the Waste Transfer Note is fully and accurately completed to:
 - identify the waste to which it relates;
 - show the quantity of waste and whether on transfer the waste is loose or in a container;
 - show if the waste is in a container, the kind of container;
 - the time and place of collection and transfer (place only for annual transfer notes);
 - state the name and address of the transferor and the transferee;
 - state whether or not the transferor is the producer or importer of the waste;
- the Co-operative Group's 2007 Standard Industrial Classification (SIC): 47.11 (Food) 96.03 (FuneralCare);
- confirm the waste hierarchy has been met; and
- State the waste carrier's licence details.
- if acting as a waste broker, must ensure a procedure is in place to register (and remain registered) as a waste broker or dealer unless already permitted to buy or sell waste, or arrange for the recovery or disposal of waste on behalf of another person, under a licence, permit or other legislation;
- that all waste is defined appropriately on transfer, audit and when documented on any permit;
- all hazardous waste is safely and securely stored to prevent escape to the environment and that containers are clearly labelled with the nature of their contents;

- hazardous wastes are segregated according to category and segregated from non-hazardous waste;
- hazardous waste consignment notes are fully completed for each transfer of hazardous waste and copies of these are kept (for a minimum of three years after disposal);
- part E of any hazardous waste consignment note is returned from the waste management facility to the waste producer or a summary produced every 3 months (known as a quarterly return);
- waste is transported by carriers registered to transport hazardous waste and is disposed of at licensed hazardous waste facilities;
- regular, documented audit checks are carried out to ensure that waste management tasks are appropriately undertaken by waste suppliers;
- regular, documented audits are in place assessing the exact compliance performance of sub-contractors to meet the requirements for the shipment of hazardous, non-hazardous and clinical wastes;
- if over 500kg of hazardous waste is generated by a collection site per annum in wales, then the Supplier must ensure the collection site is registered with Natural Resources Wales as a Hazardous Waste Producer (unless it is an office activity);
- all persons who are responsible for the management of hazardous waste are fit and proper persons, i.e. individuals in possession (or registering for completion) of a Certificate of Technical Competence (COTC) in managing treatment of hazardous waste (4TMHCL) awarded by a WAMITAB approved centre;
- every movement of special waste in Scotland and Northern Ireland is accompanied by paperwork referred to as a "Consignment Note";
- A Consignment Note consists of five different coloured (self-carbonising) pages each with five sections labelled A – E. Each section refers to a different aspect of the waste transfer and must be filled out by the appropriate person;
- all special waste Consignment Notes in Scotland bear a unique code, purchased from Scottish Environment Protection Agency, consisting of two letters (prefixes) which will be either SA, SB or SC;

- sections A & B of the special waste Consignment Notes are completed fully (including postcode) and send the pre-notification (white) copy to the appropriate Scottish Environment Protection Agency office at least 3 days (but not longer than a month) before the waste is moved;
- when exporting special (hazardous) waste from Scotland to England, Northern Ireland or Wales for treatment, disposal or recovery, that the consignee who receives the waste sends a copy of the completed deposit note to Scottish Environment Protection Agency;
- The Supplier acts as the consignor on behalf of the Customer in Northern Ireland and as such causes the waste to be removed from the collection site at which it was produced or is being held. The consignor must obtain, from the Northern Ireland Environment Agency (NIEA), either a consignment note with a unique pre-printed “number” or a unique “number” for entry onto its own stationery;
- a procedure is in place to ensure parts A and B of the consignment note are completed on the Waste Producer’s behalf on the pre-notification (white) copy and sent to NIEA. The pre-notification must be received by Northern Ireland Environment Agency at least 72 hours (3 days) and no more than one month prior to the movement of the consignment;
- when exporting hazardous waste from England, Wales or Scotland to Northern Ireland for treatment, recovery or disposal, Environment Agency or Scottish Environment Protection Agency consignment note documentation may be used – however, pre-notification to Northern Ireland Environment Agency, where appropriate, is still required;
- When exporting hazardous waste from Northern Ireland to England or Wales for treatment, disposal or recovery, the consignee site which receives the waste is required to send a completed deposit note to Northern Ireland Environment Agency. When exporting hazardous waste from Northern Ireland to Scotland for treatment, disposal or recovery, the local Scottish Environment Protection Agency office covering the consignee site’s area will forward a copy of the completed Deposit Note to Northern Ireland Environment Agency;
- in Scotland separate key recyclable materials are kept segregated from mixed general wastes;

- in Scotland any food waste businesses producing over 5kg of food waste per week presents such waste for separate collection;
- In Scotland no macerators are used to discharge food waste into the public sewer.;
- in Scotland material collected for recycling is diverted fully from going to landfill or incineration;
- all relevant waste management activities where relevant are exempt from needing an environmental permit;
- Each exemption has specific limits and conditions to operate within. To operate under a waste exemption a registration is required to be made with the Environment Agency/Natural Resources Wales/Scottish Environmental Protection Agency/ Northern Ireland Environment Agency. If a registration is not made, the activity will not be exempt from needing a permit. Each registration lasts three years. The registration will then expire unless the exemptions are re-registered. Registering an exemption does not remove the need to apply for other permits or permissions. For example, planning permission for a waste operation, or a water discharge permit;
- a procedure is in place to monitor and maintain a list of relevant Low Risk Waste Positions;
- any hazardous waste electrical and electronic equipment is segregated from other waste streams and disposed of in the correct manner in line with duty of care obligations;
- a registration for a T11 exemption is obtained for any facility where the Customers waste electronic electrical equipment (WEEE) is repaired or refurbished and placed back on the market;
- waste batteries are returned to operators of a take back scheme;
- no waste batteries in Scotland can be sent for incineration;
- that records in writing are kept of:
 - the total amount in tonnes;
 - the amount in tonnes by reference to the chemistry type;

- of portable batteries which the Customer has placed on the market for the first time in the United Kingdom during any compliance period; and
- the record must be kept for four years; and
- Any incinerator used to dispose of the Suppliers waste from the Customers sites operates under a valid environmental permit.

5.0 What this Facilities Management Requirement is not to be used for.

This Facilities Management Requirement should not be used as a detailed process or procedure guide.