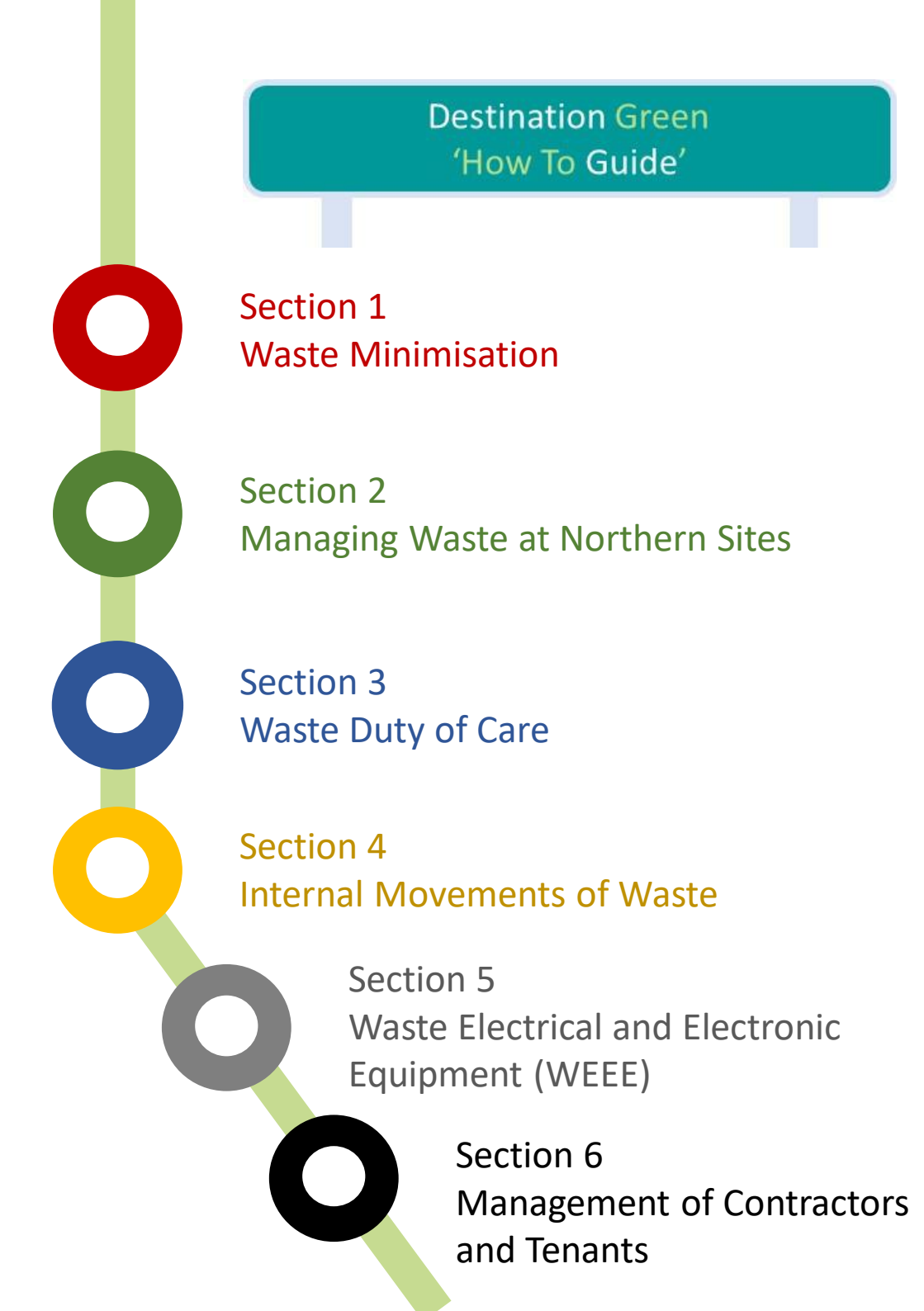


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6.04-1 'HOW TO' MANAGE WASTE



Destination Green
'How To Guide'



Destination Green 'How To Guide'

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Waste Minimisation

Section 2
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Destination Green
'How To Guide'



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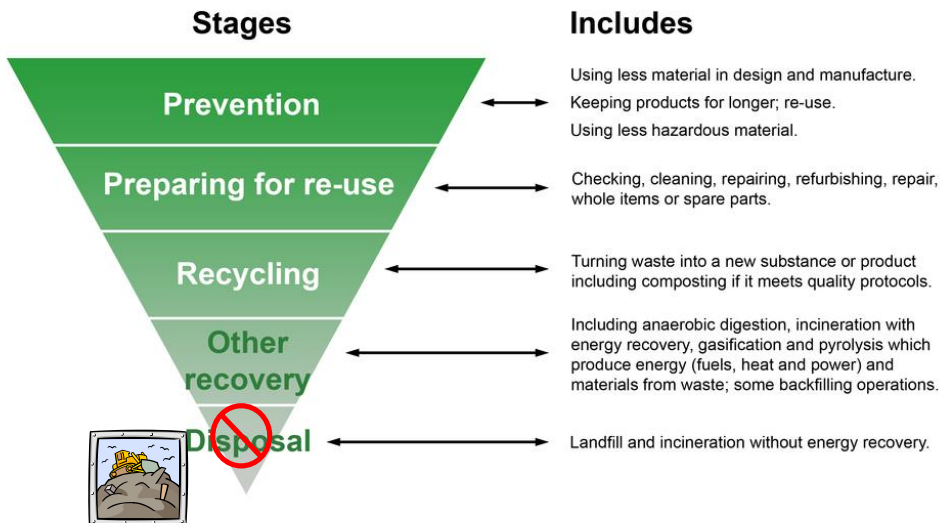
Waste Minimisation

Northern are trying to minimise the amount of waste they send to landfill and incinerate. This means that we need to find ways of recycling, or even eliminating most waste.

A useful tool for identifying opportunities for waste minimisation is **The Waste Hierarchy**. Can each type of waste we produce be moved to a higher level – aiming for prevention or reuse, wherever possible?

Examples of waste minimisation in the rail industry include the repair, maintenance and refurbishment of rolling stock and electronic ticketing. How could waste be reduced in the future?

The Waste Hierarchy



Waste Minimisation

Is it Waste?

The legal definition of waste is: “any substance or object which the producer discards, or intends to discard, or is required to discard”.

Which of the following do you think are waste?

- A used computer given to a school:



- A plastic cup used as a plant pot:



- A railway sleepers used to construct a flower-bed:



Answer: None of the above examples are necessarily waste if the material can be reused in its present form, without going through a waste management process. However other regulations may apply associated with data protection for IT equipment and Health and Safety for creosote.

Notes on Waste Minimisation at your site(s):

What are you already doing to prevent waste? 

In your area, what waste currently goes to landfill? Could it be diverted from landfill? 

In your area, what waste is currently recycled? Could it be reused or eliminated? 

Managing Waste at Northern Sites

2

It is a legal requirement to prevent waste from escaping, to ensure it is properly segregated and dispose of it to a registered business. The advice on this page will help you to comply:



Site Storage

- Ensure that there are sufficient, clearly labelled bins, for each waste type.
- Hazardous waste must not be mixed with non-hazardous waste.
- Ensure that liquid waste is not leaking. Store it in a bunded tank or contained area.



Training and awareness

- Provide briefings to staff (and if necessary contractors) on local waste disposal arrangements.
- Only trained staff should sign waste notes.

Bin collections

- Ensure that bins and skips are emptied sufficiently frequently to prevent them from overflowing.
- Do not keep waste for longer than 12 months.
- Contractors collecting bins and skips must hold a valid Waste Carriers License.



Check

- Periodically inspect waste storage areas to check that requirements are being followed.

Notes on Waste Storage at your site(s):

What types of waste receptacles do you have? 

Who collects the waste, and how frequently? 

How well do staff and contractors follow waste disposal arrangements?



What improvements could be made to waste management? 

Waste Documentation

When disposing of waste it is important to complete the correct paperwork.

For regular waste transfers (collected by the company-wide waste contractor) annual notes will be completed and held by the Property Team. For collections arranged locally, the local **Waste Producer** needs to be aware of the following requirements:

Non-Hazardous Waste



Complete and sign Waste Transfer Note



Waste Carrier to sign

Retain for 2 years

Hazardous Waste



Complete and sign Waste Consignment Note



Waste Carrier to sign

Consignee to sign
Send producer 'Part E return'

Retain for 3 years

Report details of waste produced to
Environmental Team

Part E /Quarterly Return
Match-up against WCN

Waste Duty of Care

Example Waste Transfer Note

The following information must be completed when disposing of general waste and retained for two years: (search for 'Waste Transfer Note .gov.uk' to download a copy)

Duty of care: waste transfer note	
Keep this page and copy it for future use. Please write as clearly as possible.	
Section A – Description of waste	
A1 Description of the waste being transferred	A2 How is the waste contained?
	Loose ☐ Sacks ☐ Skip ☐ Drum ☐
	Other ☐
List of Waste Regulations code(s)	A3 How much waste? For example, number of sacks, weight
Section B – Current holder of the waste – Transferor	
By signing in Section D below I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011 Yes ☐	
B1 Full name	B3 Are you:
	The producer of the waste? ☐
Company name and address	The importer of the waste? ☐
	The local authority? ☐
	The holder of an environmental permit? ☐
	Permit number
	Issued by
Postcode	Registered waste exemption? ☐
SIC code (2007)	Details, including registration number
B2 Name of your unitary authority or council	A registered waste carrier, broker or dealer? ☐
	Registration number
	Details (are you a carrier, broker or dealer?)
Section C – Person collecting the waste – Transferee	
C1 Full name	C3 Are you:
	The holder of an environmental permit? ☐
Company name and address	Permit number
	Issued by
	Registered waste exemption? ☐
	Details, including registration number
Postcode	A registered waste carrier, broker or dealer? ☐
	Registration number
C2 Are you:	Details (are you a carrier, broker or dealer?)
The local authority? ☐	
Section D – The transfer	
D1 Address of transfer or collection point	D2 Broker or dealer who arranged this transfer (if applicable)
Postcode	Postcode
Date of transfer (DD/MM/YYYY)	Registration number
	Time(s)
Transferor's signature	Transferee's signature
Name	Name
Representing	Representing

Waste Transfer Note

Key Points to Remember:

Although Waste Carriers often complete Waste Transfer Notes, it is Northern's legal duty to ensure the information is correct, and sign the note to confirm this. Here are some key points to remember:

Duty of care: waste transfer note Keep this

Section A – Description of waste

A1 Description of the waste being transferred

List of Waste Regulations code(s)

Section A - List of Waste /EWC Code

- Adequately describe the waste
- Include the correct 6-digit code for the waste. Common codes are:
- **20 03 01:** Mixed municipal waste
- **20 01 01:** Paper and/or cardboard
- **15 01 14:** Metallic packaging (cans)

Google: 'Waste support EWC'

page and copy it for future use. Please write as clearly as possible.

A2 How is the waste contained?

Loose ☐ Sacks ☐ Skip ☐ Drum ☐

Other ☐ _____

A3 How much waste? For example, number of sacks, weight

Section A – Waste amount

- If you know the weight (in kg) enter it here; if not enter the size of the container (for example '1 100 litre bin').

Section B – Current holder of the waste – Transferor

By signing in Section D below I confirm that I have fulfilled my duty of the Waste (England and Wales) Regulations 2011 Yes ☐

B1 Full name _____

Company name and address _____

Postcode _____ SIC code (2007) _____

B2 Name of your unitary authority or council _____

Section B – Arriva Rail North

- Enter the company name and address
- Tick box: 'The producer of the waste'
- SIC code means 'Standard Industry Classification'. Relevant codes are:
 - **33.17:** Repair and maintenance of other transport equipment
 - **49.10:** Passenger rail transport, interurban
 - **52.21/2:** Operation of rail passenger facilities at railway stations

Google: 'Waste support SIC codes'

Waste Transfer Note

Key Points to Remember:

All applicable sections of the note must be completed; these are some key points:

Section C – Person collecting the waste – Transferee

C1 Full name

Company name and address

Postcode

C2 Are you:
 The local authority? ☐

Section C – Waste carrier

- Ensure that the person collecting the waste includes their name, address and Waste Carrier's License number.

Section D – The transfer

D1 Address of transfer or collection point

Postcode

Date of transfer (DD/MM/YYYY)

Transferor's signature

Name

Representing

WMC2A Version 3, August 2011

Section D – The transfer

- Ensure that the date and time of transfer is included (unless the note is a season ticket covering a 12 month period – if so, include the start and end dates).
- Ensure that both parties: Waste producer (transferor) and Waste carrier (transferee) sign section D.

Example Waste Consignment Note

The following information must be completed when disposing of hazardous waste and retained for three years: (*search for 'Waste Consignment Note .gov.uk' to download a copy*)

Form HWCN01v112

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:				3 The waste will be taken to (name, address and postcode):			
2 The waste described below is to be removed from (name, address, postcode, telephone, e-mail, facsimile):				4 The waste producer was (if different from 2) (name, address, postcode, telephone, e-mail, facsimile):			
PART B Description of the waste							
1 The process giving rise to the waste(s) was:				2 SIC (2007) 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)(6 digits)	Quantity (kg)	The chemical/biological components in 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	UN identification number(s)	Proper shipping name(s)	UN class(es)	Packing group(s)	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 schedule of carriers is attached tick here: ☐)				I certify that the information in A, B and C has been completed and 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 advised of any special handling requirements.			
I certify that I today collected the consignment and that the details in A2, A3 and B3 are correct and I have been advised of any specific handling requirements.				I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011.			
Where this note comprises part of a multiple collection the round number and collection number are: /				1 Consignor name: On behalf of (name, address, postcode, telephone, e-mail, facsimile):			
1 Carrier name: On behalf of (name, address, postcode, telephone, e-mail, facsimile):				Signature			
2 Carrier registration no./reason for exemption:				Date Time			
3 Vehicle registration no. (or mode of transport, if not road):				Signature			
Signature				Date Time			
Date Time				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 A3 on: Date Time			Name: On behalf of (name, address, postcode, telephone, e-mail, facsimile):				
2 Vehicle registration no. (or mode of transport if not road):			Signature				
3 Where waste is rejected please provide details:			Date Time				
I certify that waste permit/exempt waste operation number:			Signature				
authorises the management of the waste described in B at the address given in A3.			Date Time				
Where the consignment forms part of a multiple collection, as identified in Part C, I certify that the total number of consignments forming the collection are:			Signature				
Date Time			Date Time				

HWCN01v112

Similar information is required on a Waste Consignment Note as Waste Transfer Note, but with some additions.

PART B Description of the waste								
1 The process giving rise to the waste(s) was:								
3 WASTE DETAILS (where more than one waste type is collected)								
Description of waste	List of wastes (EWC code)(6 digits)						Quantity (kg)	

Waste Consignment Note

Key Points to Remember

Similar information is required on a Waste Consignment Note as Waste Transfer Note, but with some additions.

PART D Consignor's certificate

I certify that the information in A, B and C has been completed and 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 advised of any special handling requirements.

I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011.

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

Signature

Date Time

Section D: Consignor's certificate

- A trained representative from Northern must check that the details on the note are correct and sign and date part D.

PART E Consignee's certificate (where more than one waste type is collected)

Individual EWC code(s) received	Quantity of each EWC code received (kg)

1 I received this waste at the address given in A3 on: Date

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

3 Where waste is rejected please provide details:

I certify that waste permit/exempt waste operation number:

authorises the management of the waste described in B at the address given in A3.

Where the consignment forms part of a multiple collection, as identified in Part C, I certify that the total number of consignments forming the collection are:

HWCN01v112

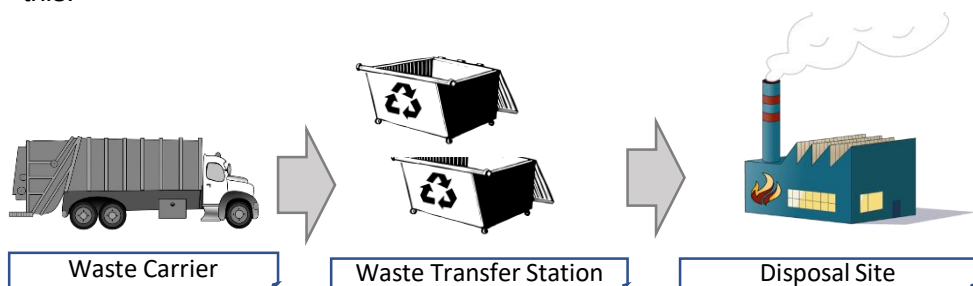
Part E: Consignee's certificate

- This section is completed by the person who receives the waste, so will be completed later. They must return a signed copy of Part E to the waste producer, or the details of all waste received every quarter (known as Quarterly Returns)
- The waste producer should match the returns to the Waste Consignment Note to assure themselves that each consignment reached its intended destination.

Duty of Care Checks

Northern have a duty of care to ensure that all waste consignments arrive at their intended destination.

The Property Team carry out duty of care checks for the company-wide central waste contract. However, if you contract waste carriers locally (such as at a depot) you must ensure that they are operating legally, and record this.



Check that:

- The Waste Carrier holds a valid Waste Carrier's Licence (they expire every 3 years)
- The Waste Transfer Station holds a valid Environmental Permit
- The Disposal Site holds a valid Environmental Permit



These checks can be either done:

- Online – search: 'Environment Agency Public Registers'
- By contacting the waste carrier and requesting copies of certificates for each party in the chain



Record the Duty of Care checks in a register, including:

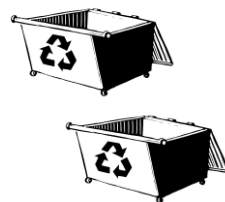
- Site name
- Date checked, by whom
- Carrier name, license number, expiry date
- Waste type(s) collected, EWC code(s)
- Transfer station name, license number
- Disposal site name, license number

Waste Permits for Northern's Activities

Northern must hold a valid Waste Carrier's License to transport waste from site to site and a Broker's License if they arrange for the disposal of waste produced by another party. The Environment Team are responsible for applying for, and maintaining these licenses.

However, additional site-specific waste permits (or exemption certificates) may be required if waste management activities take place on Northern sites other than day-to-day storage and disposal. If your site does any of the following activities, check with the Environment Team to ensure that Northern has the licenses required, and that you are operating in accordance with them:

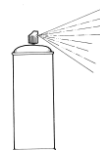
Storing waste in bulk at a site other than where it was produced (S1): If a Northern site receives waste (acting like an internal waste transfer station) it will require an exemption permit if stores more than 50 cubic meters or solid waste, or more than 1,000 litres of liquid waste.



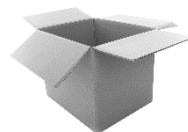
Crushing fluorescent tubes (T17): Crushing must take place in an area with impermeable surfaces, spill kits must be available, and the crushed materials must be stored securely under a weatherproof covering.



Puncturing or crushing aerosol cans (T15): The waste must be stored in a secure location in vented containers before being treated, treatment must be carried out in a well-ventilated area, and the equipment used to treat the aerosols must be designed for the purpose.



Baling, sorting or shredding (T4): Such as baling cardboard. You can bale up to 500 tonnes outside, or 3,000 tonnes indoors, in any 7-day period. Keep it dry.



Notes on Duty of Care:

Where is the information (paper or electronic) kept for waste arising at your site(s)? 

Is information filed so that Notes for each type of waste can be easily found, going back 2 or 3 years? 

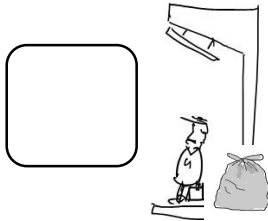
Do you periodically check a sample of Notes to ensure they have been completed correctly? 

Have the Northern personal, that sign the Notes, received training on their duties? 

Does your site carry out any activities that require a waste exemption permit? 

Internal Movements of Waste

The following diagram illustrates the requirements for moving waste internally (within Northern):



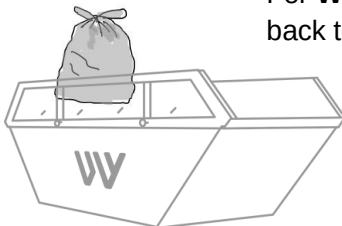
Site where waste is produced (such as an unstaffed station):

- Ensure waste is secure and free from leaks
- Document internal transfer using a **Waste Transfer Note** or **Waste Consignment Note**



Transport waste:

- Ensure waste is clearly labelled
- Ensure waste is secure during journey and that it does not escape or leak



Site receiving waste:

- Person at site to complete **Waste Transfer Note** or **Waste Consignment Note**
- For **Waste Consignment Notes**, send Part E back to the site producing the waste

Part E
Return

Internal movement of waste:

Do you ever move waste between Northern sites? 

If so, do you complete either an internal Waste Transfer Note, or Consignment Note? 

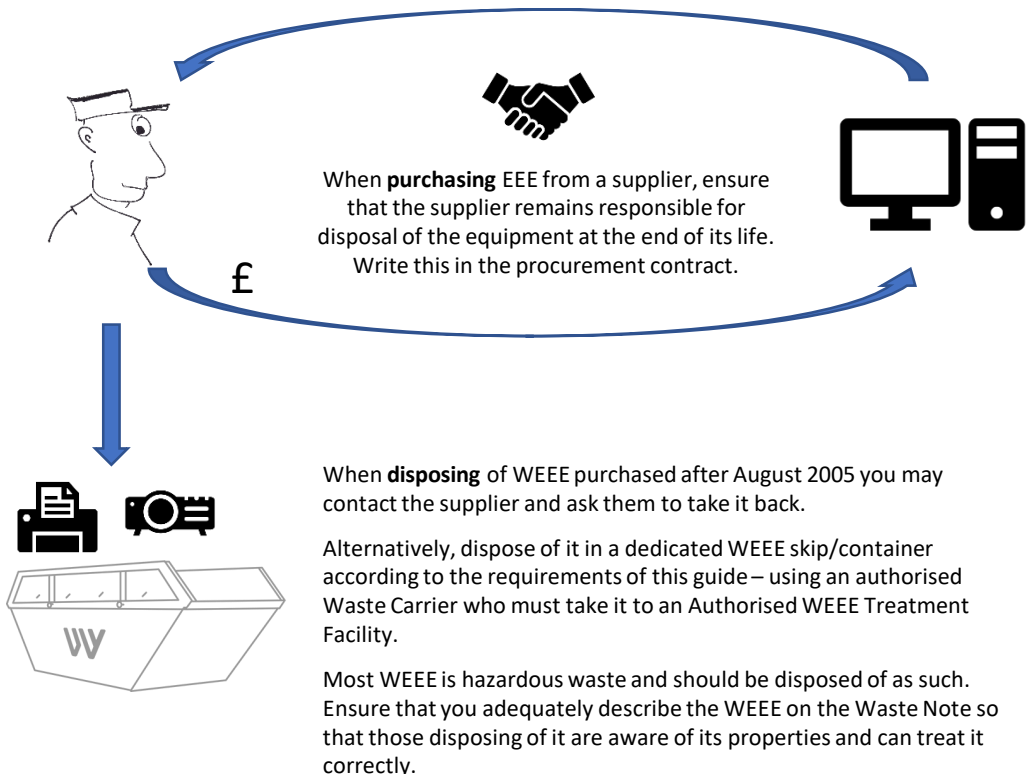
Where are these notes filed? 

Do you keep them for a minimum of 2/3 years depending on the type of waste? 

Waste Electrical and Electronic Equipment

Waste Electrical and Electronic Equipment (WEEE) is one of the fastest growing forms of waste and is subject to its own regulations. They require that manufacturers of Electrical and Electronic Equipment (EEE) join a compliance scheme and report on how much they produce to the regulator.

WEEE includes most types of electrical equipment such as fridges, vacuum cleaners, computers, photocopiers, radios, TVs, lighting equipment, drills, and smoke detectors.



Notes on Disposal of WEEE:

Are you involved with the procurement of electrical and electronic equipment? 

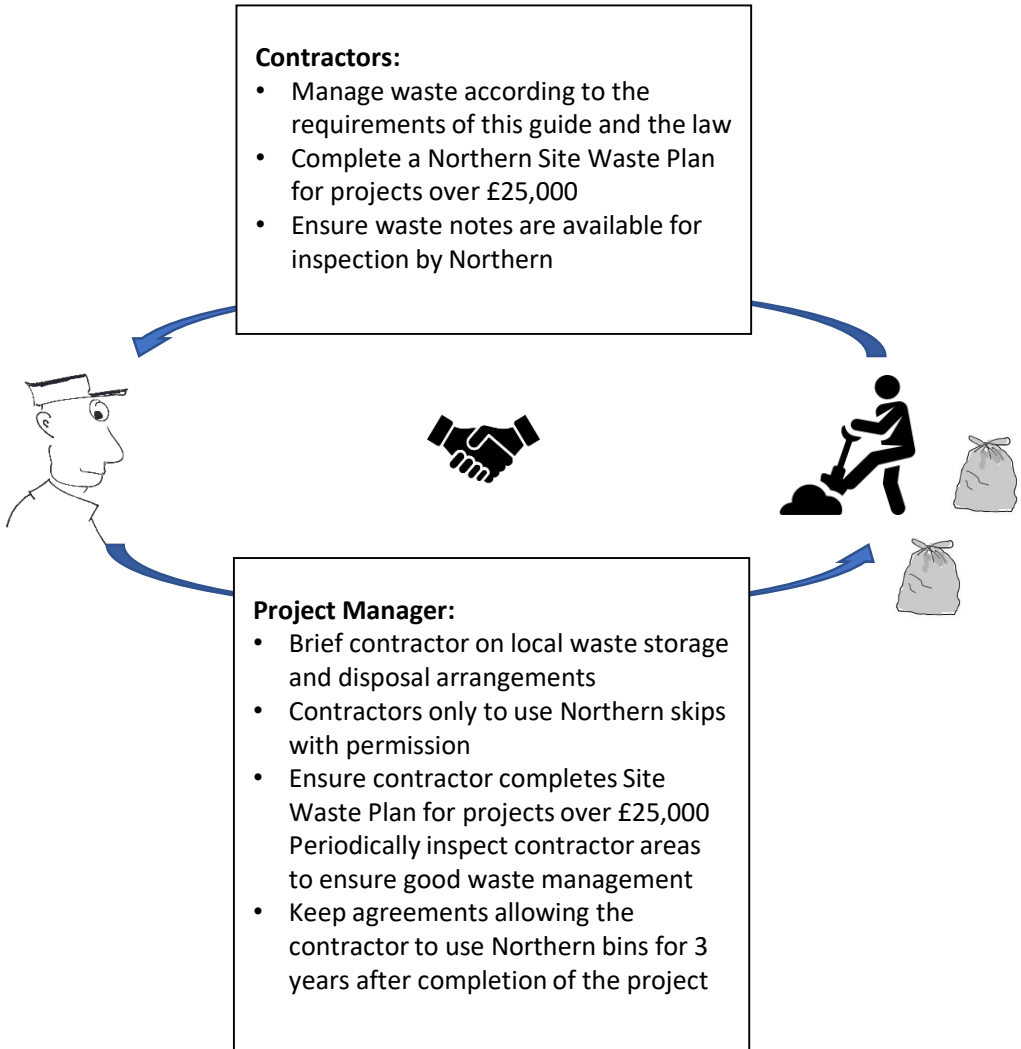
Do you include a requirement for the supplier to dispose of the equipment at the end of its life in the contract?

Are you involved with the disposal of WEEE? 

Describe the arrangement for WEEE disposal at your site(s) 

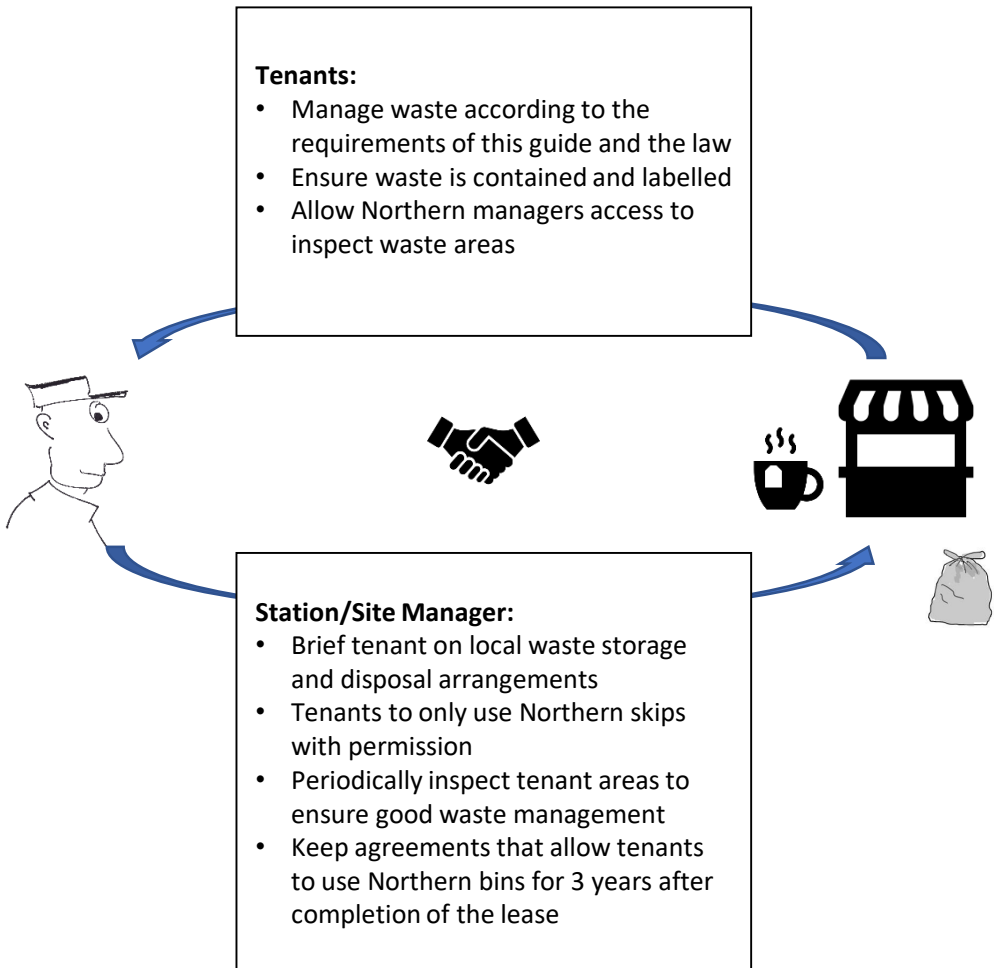
Management of Contractors

Contractors working at Northern sites, such as depots and stations, may produce a range of hazardous and non-hazardous waste. It is important that their Northern Project Manager brief them on the local arrangements for waste storage. They should only use Northern skips with permission.



Management of Tenants

Northern's tenants, such as café owners at stations, produce a range of hazardous and non-hazardous waste. It is important that this waste is contained, labelled and disposed of legally. Tenants may only use Northern skips with prior permission of the Station/Site Manager.



Management of Contractors & Tenants:

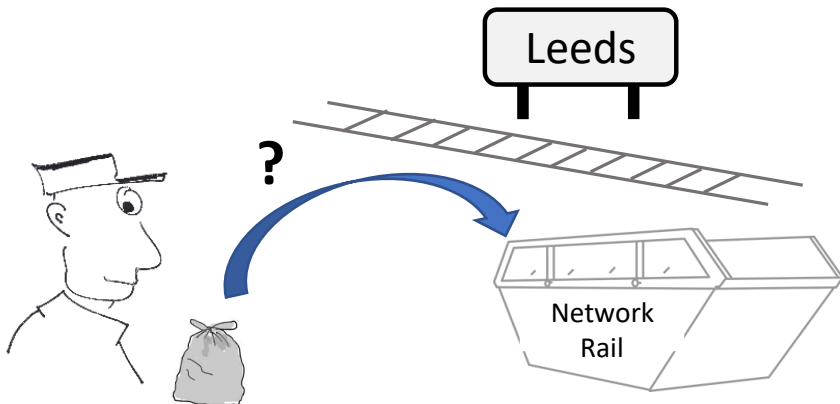
List the contractors/tenants that you are responsible for along with the types of waste they produce? 

How do you rate their waste management practices? 

What steps could you take to encourage contractors/tenants to improve their waste management practices? 

Managing Waste at Non-Northern Sites?

When Northern operate at a station such as Leeds, where the station is managed by a third party, it is important that we understand and comply with their waste disposal arrangements.

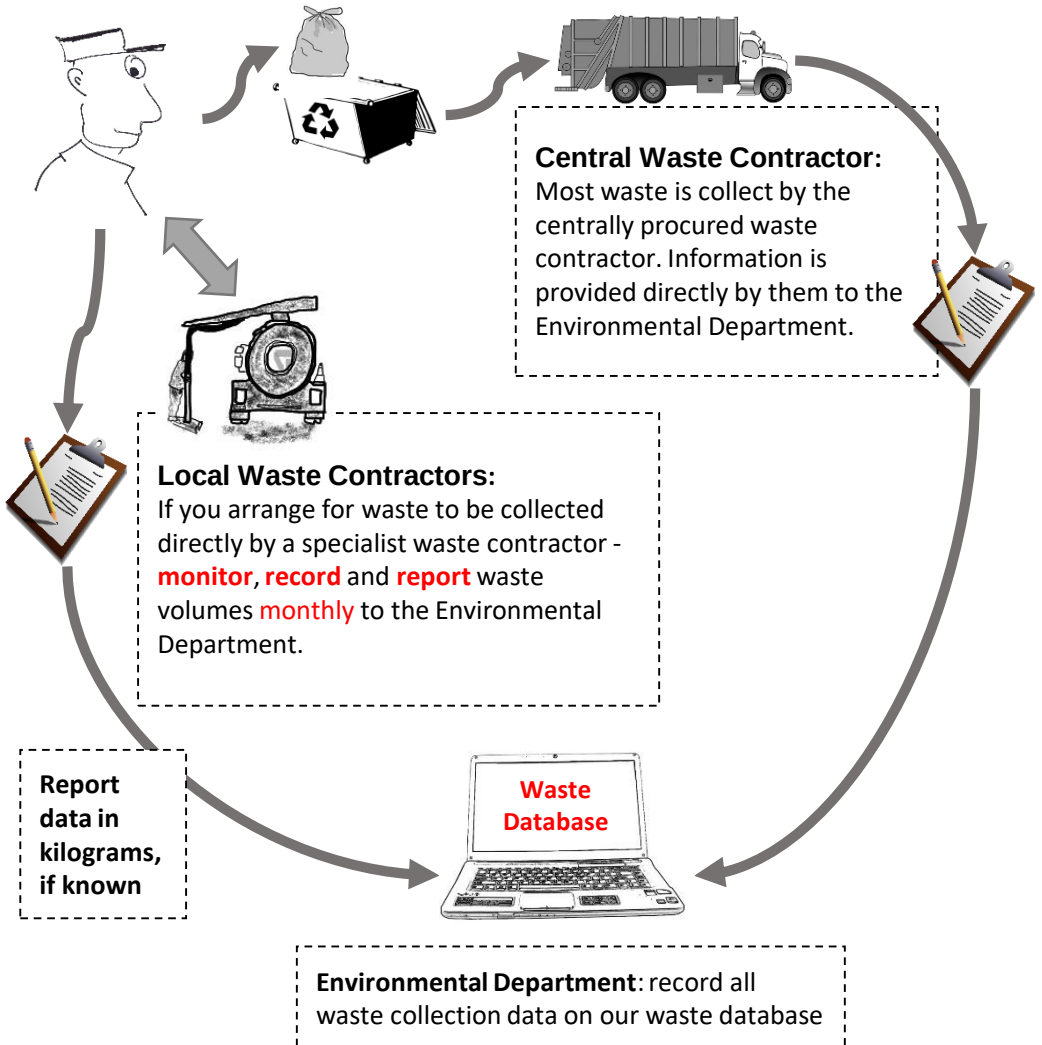


Things to consider:

- Ensure that you have permission to use the landlord's bins or skips.
- Permission may only cover certain types of waste (such as 'general').
- To dispose of waste directly, contract a waste carrier by following the guidance in this note.
- Ensure that cleaners, or other staff, empty bins into the correct bulk containers, and do not mix the waste.

Waste Performance Reporting

Most waste at Northern is collected by the 'central waste contractor'. However, if managers at depots, or managers running projects, arrange for a waste collection directly, they should follow the reporting guide below:



Incident Reporting

Waste incidents may include physical problems such as fly-tipping, leaking effluent or skip fires, or procedural problems such as missing waste notes or the use of unlicensed waste carriers. All such incidents should be reported to Control using the Accident and Incident Report Form (inline with SMSP 1.01).

