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Waste Management Package

Premier Waste Services (UK) Limited recognises the responsibilities of both themselves and skip suppliers chosen to represent them on Our customers Projects. These responsibilities are implemented by the Duty of Care agreement between both companies. Within this report, please find the audit system implemented by Premier Waste Services (UK) Limited, to ensure that all waste companies selected for Our customers Projects are working towards high standards of business management, and have thorough documents to support this.

Within the audit system, Premier Waste Services (UK) Limited highlights the importance of document support, and written audit trails for all types of waste removal, along with standardised waste transfer notes, waste analysis and reporting, inclusive of quarterly Environment Agency Reports as evidence of Transfer Station Recycling Figures.

Please find enclosed in this report, evidence of how deep Premier Waste Services (UK) Limited investigates new suppliers prior to contracting them to a Our customers Projects , which includes personal visits to the selected transfer station, a full observation of waste treatment, and a document collection to meet our requests.

Supplier Audit

Once Premier Waste has confirmed the address of the new project, the sourcing of a waste carrier is required. Premier Waste locates a supplier in the area and makes an appointment for a full site audit at the earliest convenient time.

In order to ensure compliance from both Waste Carriers and Waste Producers, a detailed auditing system has been devised in order to meet all necessary requirements of our customers.

One of three auditors, with vast industry knowledge from Premier Waste Services (UK) Limited visits the sourced Waste Carrier and conducts a thorough audit on the systems in place, waste handling methods and legal documents required for Our customers and recorded on Audit Form PWS001.

This process will involve a full inspection of Licences, Environmental Agency feedback, Recycling figures, staff training, and vehicle maintenance, with written evidence required as documented evidence.

Such Documents Inc:

- 🚧 Waste Carriers Licence
- 🚧 Transfer Station Site Licence
- 🚧 Waste Final Destination Certificates (Carriers and Site)
 - o Wood / Timber
 - o Soil, Stone, Hardcore
 - o Plastics, Paper and Cardboard
 - o Metal
 - o Landfill & Hazardous Waste
- 🚧 Minimum of 2 Environment Agency Returns
- 🚧 Public Liability Insurance
- 🚧 Certificate of Professional Competence
- 🚧 Certificate of Technical Competence
- 🚧 WAMITAB Certificate
- 🚧 Health and Safety Policy
- 🚧 Environmental Policy
- 🚧 Method Statement
- 🚧 Driver Training

SUB-CONTRACTOR SITE AND ORGANISATION AUDIT

Date of visit		Subcontractor	
Premier Waste Rep			
Sub-contractor Rep			

Third Party Carriers and Sub-contractors Audit

Sub-contractor Contact Details			
Tel No		Fax No	
Directors Name		Mobile No	
COTC Holder			
CPC Holder		Ren.Date	T/C Check
Incorporation No. if applicable / Date			
Waste Carriers Reg No		Copy	EA Check
Issuing Authority		Exp Date	
Transfer Stn Licence		Copy	EA Check
Issuing Authority			
Permitted Waste Categories (Copy)		EA Returns (copy last 2 Quarters)	
Final Active Waste Site		EA Check	
Permitted Waste			
Final Inactive Waste Site		EA Check	
Permitted Waste			
Usage of EWC Codes		Waste Transfer Note	
Health and Safety policy (Copy)			
Waste Handling Method statement (Copy)			
Public Liability value (Copy)			
EA visit sheets and reports (Copy of last 2 reports)			
Driver Training (Copy)		Driver ID Cards	
Vehicle Lifting Equipment Checks (Copy of certificates)			

SUB-CONTRACTOR SITE AND ORGANISATION AUDIT

Services Provided

Skip Sizes Available	4 yd	8 yd	8 yd ENC	14yd	14yd ENC	25 yd

Wastes Recycled

Wood	17 02 01		Hardcore	17 09 04	
Paper/card	20 01 01		Gypsum	11 08 02	
Metal	17 04 07		Soils	17 05 04	
Plastics	17 02 03		Glass	17 02 02	

Hazardous Waste Acceptance

General Comments

Signed

Premier Waste Services

Signed

Subcontractor

Waste Carriers Licences

Preferred Waste Carriers

The preferred waste carrier for the project is obligated to supply all requested documents, stated in the previous section. If these licences and documents cannot be produced, then the waste carrier will not be contracted to the project.

These licences are collated and inserted into the site folder, and produced to the project manager on the initial site visit.

These licences include:

- 🦁 Carriers Licenses
- 🦁 Transfer Station License
- 🦁 All Waste material final destination licenses
 - o Wood
 - o Soil
 - o Hardcore
 - o Plasterboard
 - o Plastic
 - o Paper
 - o Hazardous waste

Premier Waste Services and Our customers Project Managers have a copy of these licences for reasons such as audit trails, and waste transfer note trails.

It allows all waste to be traced from project site to the final destination site, and to ensure that all waste materials are being disposed of in the most valuable form possible.

All suppliers are requested to produce the licences for the final destination site for the waste materials treated at their transfer station. Premier Waste Services also check the licence numbers against the Environment Agency database.

Benefits to Our customers: The procedures undertaken by Premier Waste Services to provide all final destination licences from waste carriers ensures our customers that all the waste removed off site is being taken to reputable recycling facilities.

By requesting and producing these licences to Our customers, Premier Waste Services ensure that all waste materials removed from site are being disposed of in a legal form, and recycled or reused to their maximum potential, so if an waste audit was to occur, correct documentation can prove where the each waste stream has been taken to from each Our customers Site.

Waste Carriers Licences
Premier Waste Services (UK) Limited

Premier Waste Services (UK) Limited supplies all sites with copies of all licences and documents of their own. These are included in the site folders presented at the start of the project. This is for the reason that in an emergency, breakdown, or out of hour's service required, Premier Waste Services are automatically covered to supply a service on any Our customers Site if the preferred supplier cannot complete the service for whatever reason.

The documents supplied by Premier Waste Services are identical to the documents supplied by the waste carrier:

- 🦁 Transfer Station Site Licence
- 🦁 Waste Final Destination Certificates (Carriers and Site)
 - o Wood / Timber
 - o Soil, Stone, Hard-core
 - o Plastics
 - o Paper and Cardboard
 - o Metal
 - o Landfill
 - o Hazardous Waste

Benefits to Our customers: Premier Waste Services provide all final destination licences for waste materials treated and disposed of from our transfer station ensures our customers that all the waste removed off site is being taken to reputable recycling facilities.

By producing these licences to Our customers, Premier Waste Services ensure that all waste materials removed from site are being disposed of in a legal form, and recycled or reused to their maximum potential, so if a waste audit was to occur, correct documentation can prove where the each waste stream has been taken to from each Our customers Site.

Waste Carriers Licence & Disposal Licences
All Waste Removal from Site via Excavation and Demolition works

Premier Waste Services (UK) Limited acknowledges the importance of ensuring ALL waste removal from site is completed with complete compliance and by Legal Waste Carriers.

Therefore, Premier Waste Services collects all Waste Carriers Licences and Disposal Licences from all Excavation, Demolition and Hazardous waste removers. These licences are checked on the Environmental Agency Website for non-compliance notices, revoke notices and expiry dates.

If there happens to be any issues against any waste carrier or disposal destination, Premier Waste will inform the project teams immediately and assist with finding an alternative waste carrier and disposal destination.

If all licences are compliant, these will be saved and sent to the project teams for their files, they will also be uploaded and registered onto Smart waste so that Waste Collection Data / Waste Transfer Notes can be logged against that specific waste carrier and disposal destination.

These suppliers and licences are checked on a quarterly basis for any updates, changes or non-compliances against the licence.

Premier Waste Services endeavours to build a relationship with Subcontractors working under the Excavation and Demolition Packages as these suppliers tend to work on multiple sites, therefore we aim to advise and assist with the completion of waste transfer notes and importance of compliant documentation so the project teams are confident that their subcontractors are up to date and knowledgeable with the requirements expected when removing their produced waste from site.

Formatted Waste Transfer Notes

In order to ensure that Our customers are legal and compliant throughout all phases of waste removal from site, Premier Waste Services (UK) Limited have worked alongside Our customers to design a Waste Transfer Note Template, that can be amended to accommodate Construction Waste, Demolition Waste and Excavation Waste.

With all Waste Transfer Notes being formatted in the same way, it means that Project Teams familiarise themselves with this design, so that no matter which project they are working on, the paperwork all looks familiar and is in a practical and understandable format.

These are two design of waste transfer notes provided by Premier Waste Services (UK) Limited, one covers any waste being removed via a Muck Shifter / Demolition Contractor / Road Sweeper / Effluent Tank Service and Hazardous Waste Contractor. These Waste Transfer Notes are left blank, with no specific Carriers Details or Disposal Details printed on, these can therefore be used for any waste carrier removing waste from site. These are delivered to site on the initial site visit, along with a couple of laminated example tickets that can be used on site as a guide for anyone completing the waste transfer notes.

The other design is solely for the Waste Carrier providing Construction Waste Removal. Once the waste carrier has been assigned, we approve pre-printed waste transfer notes that have all legal information on, and are formatted in the same design. These are printed and taken by Premier Waste Services (UK) Limited to the Waste Carrier, who will then use these in replacement of their own waste transfer notes for each skip change at the proposed Our customers Site.

When the project is initially set up a laminated version of this waste transfer note is also provided to assist the member of the project team that is completing the waste transfer notes.

Benefits to Our customers: By using these waste transfer notes for all waste removals, site teams can familiarise themselves with the layout and the importance of sections that require completing. These waste transfer notes are above legal requirements; therefore they contain all legal and compliant details required for the removal of any type of waste material. There is also the added bonus that project team members can move from site to site and still be familiar with the paperwork.

Waste Transfer notes are a legal document and cover the collection, transport and disposal of all waste collected from a Our customers Project; by completing the waste transfer note correctly it provides all the legal information required to satisfy paper trail audits, legality and the Duty of Care by Our customers.

Failure to complete compliant waste transfer notes correctly could result in prosecution if waste is disposed of illegally, or cannot be tracked through to the final disposal point.

SWMP Data Managing

Although Premier Waste Services provide our customers with all the necessary figures for their Site Waste Management Plans, the figures can also be inputted into any SWMP Program, to ensure Our customers are up to date with requirements regarding waste reporting.

As an active company, Premier Waste Services makes regular checks for new Our customers Sites. Once these sites have become active, Premier Waste Services contacts the project manager to confirm the site address, the muck shift contractors, demolition contractors and asbestos removers.

Once these have been confirmed, Premier Waste Services Operations Team contacts relevant contractors and sources all the required licences and documents. The licence numbers are checked with the Environmental Agency for non-compliances and inputted onto the Projects Homepage on Smart waste.

Once Premier Waste Services has sourced a preferred supplier, for the service of the skips on the new Our customers project, all the details, licences and documents require inputting onto the SWMP Program ; the chosen waste carries full operating details, including transfer station details, carriers licence details, and operating address.

Once the project is active and waste movements have begun, copies of all waste transfer notes, regarding muck shift, demolition waste and skip services are forwarded from the waste carriers to Premier Waste Services Offices in Hyde, Manchester. Our Operations Team then input all waste data, including waste

Material percentages from the waste transfer notes along with muck shift loads onto the SWMP Program

These are updated daily, and it is Premier Waste Service's responsibility to pursue the waste carriers if waste transfer notes are not received, are not completed or are not compliant. The service continues throughout the project life.

There can be anything up to and above 200 + Construction Waste Transfer Notes that are updated monthly and anything up to 250 + Muck shift and Demolition Waste Transfer Notes uploaded monthly.

Relevant Data from past projects that may be of similar build specification, size, type and value is extracted from the data on both Premier Waste Services Data Base and the SWMP Program and provided to the project teams as potential forecasting data and recycling targets for their projects. This data can also be used for tender opportunities and costings for projects of similar status.

Benefits to Our customers: Smart waste inputting is a necessary requirement for Our customers Waste Reporting; however, it can also be time consuming for site managers especially on large busy sites. As Premier Waste Services has the waste transfer notes designed and printed, training is provided to the Operation Team at Premier Waste Services on correct inputting of the waste percentages recorded by site on the waste transfer notes, onto Smart waste.

This ensures that Premier Waste Services can keep a record of all waste movements on site, and as part of the Duty of Care guarantee all waste removed from site is reported in the necessary format and on time.

Without this service from Premier Waste Services, waste transfer notes may get misplaced, forgotten or not be completed at all, resulting in inaccurate figures, recycling rates and expense to both Our customers and Premier Waste Services. We are also able to ensure all waste removed is recorded legally and that there are no non-compliances due to poorly completed waste transfer notes.

Excavation, Demolition and Hazardous Waste Data Inputting

Premier Waste Services (UK) Limited organise the printing of Formatted Waste Transfer Notes that are distributed to site for the waste that is removed via Muck Shift and Demolition Subcontractors.

Each site are responsible for the completion of these waste transfer notes and at the end of each week / fortnight – depending on the number of waste transfer notes completed, site managers send via either post or email a copy of the tickets.

Premier Waste Services (UK) Limited checks each individual waste transfer note for correct information, including:

- ✂ Site Name and Address
- ✂ Carriers Name, Address and License Number
- ✂ Correct SIC Code
- ✂ Container size and number of loads
- ✂ Service Date & Disposal Date
- ✂ Disposal Address and License Number
- ✂ Driver Name, Signature and Vehicle Registration
- ✂ Disposal Signature
- ✂ Site Signature

If Waste Transfer Notes arrive with Premier Waste Services incorrectly complete or missing information, these will be represented to site for completion with the relevant advice and documents required for the correct completion.

Once these waste transfer notes are completed correctly, Premier Waste Services (UK) Limited input, upload and scan each individual waste transfer note onto Smart waste so site have all waste collection data readily available online.

Waste Transfer Notes are then returned to site so they have a hard copy for reference.

Site Visits

Preferably before the site starts any waste removal, a member of competent staff from Premier Waste Services makes the initial visit to site to access the future plans for waste removal strategies.

An appointment with the Project Manager is made, as early as possible to the project start date. A full site assessment was made and the estimated waste streams are recorded that are expected to be removed from site over the project time.

During this site visit a walk round consultation will take place with consultation and advice regarding the options available for waste removal, and skip location on site to discover the most efficient and cost effective way to remove the waste to maximise the waste recycling figure for that specific site.

Once the site has been assessed and the findings agreed and recorded, Premier Waste Services has a written document to relate back to, to help organise site waste removal in advance to help organisation on site. The initial site assessment is agreed, signed and produced to the project manager, along with evidence of documents collected, in a formal site folder of licences and related company information of the waste carrier chosen for the project. A full example of documentation delivered to site is included.

Alongside this information, a future planning form, PWS004 is also discussed, this form is for future scheduled activity due to happen on site within the next few weeks/months, to organise the skip requirements on site. This form is treated as a diary of predicted waste materials to assist in skip ordering and possible waste segregation to lower costs of waste removal from site.

For example; if the bricklayers are due on site on week 25 of the build, Premier Waste Services will confirm with site that this activity is on schedule and order a suitable skip for hardcore material only to be delivered, at a lower rate, rather than the waste bricks being placed in the general waste skips on site. This is also part of routine with the plasterboard skips, to ensure all plasterboard is removed separately in a designated skip.

An example of the current PWS004 form is attached.

All the documents produced on site for both the project and waste carrier is duplicated and filed by site reference order at Premier Waste Service's offices.

Once the site has been set up on the Premier Waste Services database, a username and password will be issued, to allow site to log into the Premier Waste Services Website and download their monthly waste reports.

Further site visits are the regularly made approx. every 6-8 weeks depending on the project location, as extra visits will be made if a member of Premier Waste Services is within the area of a project. These visits are used to assist site teams with up and coming waste streams, advice to minimise waste materials, maximise recycling potential, cost savings on container sizes etc. This activity happens throughout the project life to ensure maximum recycling potential and maximum cost saving where possible. Alternative ideas and waste collection methods are also discussed, either from past experience on previous Our customers Projects or new initiated ideas that are felt could be of benefit to site.

Benefits to Our customers: Premier Waste Services keeps close communication with site, and written recordings of scheduled activity, to ensure the waste that is removed from site is being done so in the most efficient and cost effective way available. Premier Waste Services are also able to track documentation distributed to site, and update them with new licences and insurance documents.

If this was to be overlooked or not completed and monitored by Premier Waste Services, project managers would have insufficient organisation of documents on site relating to their waste carriers. If these documents were not in an organised format onsite, surprise visits from the Environment Agency or related authorities would consist of project managers not being able to produce required licences were requested. This may lead to further investigation into which Our customers are contracting in to remove the waste from site.

Scheduled Project Activity

As part of the management of waste being removed off site, Premier Waste Services believe it is important to prepare in advance of activity on site. We have developed a Simple form, PWS004, which is taken to site on the initial visit in order to record future working activity on site. This activity will include when muck shift contractors are due to commence and complete on site, when steel structures are due to commence, along with internal fix dates which will produce waste streams such as brick off cuts, timber off cuts, plaster board off cuts and packing. This form is updated monthly on site visits/contact with site, and allows Premier Waste to prepare for when segregation skips can be dispatched to site.

With the choice of segregation skips on site, the costing will be substantially lower, as the waste will be transferred directly to the final destination sites, for example, if wood was to be segregated and guaranteed to be free from contamination, the waste carrier would be able to avoid double handling the waste, and take it directly to the wood recycling site. This will lower the costs, and improve recycling figures dramatically. The same applies for hard-core, inert, paper, cardboard, plastics and plasterboard.

Other options such as chippers, crushers and mobile compaction can be offered and discussed with project managers at different stages of the project, this will also decrease costs to Our customers, and produce lower volumes of waste. As these forms are completed on site, Premier Waste Services are able to assess size and capacity of site, in order to advise the most effective skip size, or machinery to help minimise and segregate the waste materials at each stage of the build.

These forms will be completed at relevant stages of the build depending on the speed and length of the build.

The most recent PWS004, Scheduled Activity Form is attached.

Benefits to Our customers: With preparation and information regarding sites schedules, Premier Waste Services can advise and consult Our customers and Project Managers on the most cost effective way to remove their waste at each stage of the project.

Without prior knowledge of site scheduled activity, Our customers will end up paying the maximum for all waste removal, and recycling figures will be minimal.



PWS 004 Form

Customer :	
Site:	
Contact:	Telephone:
Date:	

Date	Planned On Site Activity	Proposed Waste Removal Methods

Comments / Problems
Future Action / Proposals

PWS Representative Signature	Customer / Site Representative Signature
PWS Representative Print Name	Customer / Site Representative Print Name

Site Duty of Care Documentation

Premier Waste Services (UK) Limited visits each sit on initial set up, to hand deliver a full Duty of Care Documentation Pack; this consists of all legal documents and literature to cover the transfer of all Construction Waste. This Pack is kept on site and updated as the project progresses and expands.

This Duty of Care Pack contains the following documents:

- ✂ Initial Statement of Intent Policy – this is a condensed edition of Waste Management Plan produced to Our customers.
- ✂ General Policies:
 - o Health and Safety Statement
 - o Mission Statement
 - o Environmental Statement
 - o Racial Policy
 - o Equality Policy
- ✂ Risk Assessment for Loading and Unloading of Waste Removal Vehicles
- ✂ Site Method Statement
- ✂ Carbon Footprint Scheme
- ✂ Hazardous Waste Registration Certificate
- ✂ Emergency Spill Kit Procedure
- ✂ Premier Waste Services (UK) Limited Licenses and Insurance
- ✂ Preferred Supplier Licenses and Insurance
- ✂ Contact Details
- ✂ Example Waste Transfer Note (Construction Waste)
- ✂ Example Waste Transfer Note (Excavation and Demolition Waste)

This Duty of Care Packs are designed to be assessable and fully compliant so that if there is an audit or visit to site by the Environment Agency, all relevant and legal paper work can be located and accessed with ease, minimising any issues with regards to paper trails for any waste removals.

Monthly Waste Reporting

Under the **Site Waste Management Plans Regulations 2008, Number 314** set out and enforced by Parliament on 6th April 2008, all projects £300,000 and above must report all waste materials leaving site on a volume basis.

On this enforcement, Premier Waste Services (UK) Limited, designed and produced a standardised waste transfer note for every skip movement taken place, on directly serviced sites and indirectly serviced sites.

You will find attached a copy of examples of both type of waste transfer note.

These transfer notes are part of the duty of care between Premier Waste Services and Our customers, so the relevant information must be visible on each ticket. Information including Carriers Licence Number, Company Registration Number and Transfer Station Address must be present, with full site details and skip service carried out.

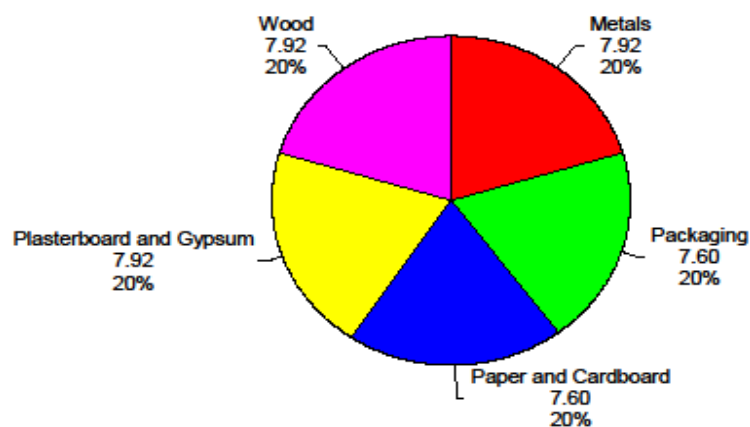
As these waste transfer notes have been designed to record waste volumes in percentage form, the transfer notes have a simple table with all categories of construction waste listed, along with current European Codes and percentage boxes. On every skip service, Premier Waste Services request a site representative to complete the waste volume tables by inputting percentages of specific waste materials in each individual skip. This must be done by liaising with the Site Project Manager, to ensure the correct waste streams are chosen and the correct amounts inputted.

These waste transfer notes are designed, ordered and printed by Premier Waste Services chosen printing company, who have the facilities to change waste carriers information depending on who has been chosen to supply each site with skips. These waste transfer notes are supplied in duplicate booklet form, in booklets of 50 tickets. On average each supplier receives 10 booklets at the beginning of the project, depending on the project length.

These waste transfer notes are collected by each waste carrier at the end of the week, and forwarded to Premier Waste Services for database input. However, there is extreme emphasis on the importance of the waste carrier completing the waste transfer notes correctly with necessary information, such as Premier Waste Services order numbers, container type, and container contents stated clearly on each waste transfer note.

Waste Analysis for Your Project Details (PREMIERW)
for the month of April 2016 for container size 8 Yard skips

Eurocode	Description	Recycled		Land Fill		Skips
		cu.yds	tons	cu.yds	tons	
150101	Paper and Cardboard	7.60	1.24	0.40	0.07	
150106	Packaging	7.60	1.24	0.40	0.07	
170201	Wood	7.92	1.29	0.08	0.01	
170407	Metals	7.92	1.29	0.08	0.01	
170802	Plasterboard and Gypsum	7.92	1.29	0.08	0.01	
Totals		38.96	6.33	1.04	0.17	5



Premier Waste Services (UK) Limited Monthly Waste Reports

Once the waste transfer notes have been collated from the waste carriers, the information regarding percentages of waste is inputted onto a database, designed specifically to calculate and convert waste percentages.

The waste categories are calculated to produce a monthly, site specific chart, stating how many skips have been services, what materials have been removed from site, the percentage of the materials removed and the amount of recycled materials.

Once all the waste transfer notes have been inputted onto Premier Waste Services database, an upload of all the months waste materials removed are uploaded onto our website www.premierwasteuk.co.uk

When each site is set up on to our database, Premier waste Services issues a unique username and password for the site. This username and password is then to be used to access the waste reports specific to that site on a monthly basis. The reports can be searched as a collective report of the sites monthly wastes removed, or on individual skip sizes/modes, depending on the variation of skip sizes active on site.

These monthly reports have been proven very successful with other customers of Premier Waste Services, enabling Project Managers to access their figures at their convenience.

Please find attached examples of actual monthly waste reports produced for HMP Moorland. That have been downloaded and printed off the website.

Benefits to Our customers: As all Our customers projects fall in to the size category that require SWMP and Monthly Waste Reports, Premier Waste Services opted to adapt this format of waste reporting, investing time, and money of professional

status to provide Our customers with an accurate, site specific, report, easily accessible at any time.

Without the waste transfer notes, and online reporting that Premier Waste Services supply, Our customers and its Project Managers would have to analysis, record and report their own waste reports, along with the management of all other aspects on site. These reports are also part of the Site Waste Management Plans, meaning Our customers are legally required to produce monthly waste recycling figures for all projects the work on over £500,000, Premier Waste Services supply all this required information as part of the agreed Duty of Care.

No extra charge to Our customers for specific Waste Transfer Notes, or Monthly Waste Reports

Hazardous Waste / WEEE Waste

Part of the Duty of Care agreement between Premier Waste Services and Our customers is that from cradle to grave of each individual site, the removal of hazardous waste is monitored thoroughly.

As soon as Premier Waste Services are aware of the start of each project, the site is registered as a hazardous waste producer. This is done online by Premier Waste Services via the Environmental Agency Website, and each site is issued with the confirmation certificate, included in their site document folder.

A copy of this certificate is also emailed to the Environment Department as confirmation, and a copy kept in the profile set up at Premier Waste Service's office, as a support document.

This registration is an annual certificate which will require renewal once a year. Each sites renewal date is automatically logged on Premier Waste Services electronic calendar and 28 days prior to renewal, a reminder will appear to renew the hazardous waste registration, on behalf of Our customers if the site is still active.

An order will be automatically placed for a delivery of a hazardous waste drum to the site, for as soon as possible, and this will be the last waste container to be removed from site at the end of the project.

When each hazardous drum is removed from site, a compliance waste transfer note is supplied, with the relevant information on regarding where the waste has been taken to be disposed of, the hazardous waste registration code, and the waste carrier.

Benefits to Our customers: The automatic registration of each site by Premier Waste Services means that from the first day on site, the Project Manager is covered to

remove hazardous waste from the site, including asbestos and contaminated soils. The documentation is provided immediately and the site will remain registered until the official completion of the site, with confidence that the renewal of the hazardous waste registration is automatically prepared by Premier Waste Services.

As a high profile company, Our customers will be a specific target for the Environmental Agency to monitor and surprise check the waste removed from site, with emphasis on hazardous waste removal. Our customers, if found to be removing hazardous waste from any site, without hazardous waste registration certificates and codes, along with compliances forms will be investigated and prosecuted with heavy fines, and public enquirie

Plasterboard Waste

From 1st April 2009, the Government enforced that plasterboard waste was not authorized to be disposed of alongside mixed waste or biodegradable waste within the same landfill cell. Thus meaning, if waste management companies or construction companies are found *not* to segregating plasterboard and gypsum, enforcement prosecution will be imposed.

As part of the Duty of Care to Our customers, Premier Waste Services ensure that all Our customers sites are issued with a designated skip for plasterboard waste, to ensure that all plasterboard is segregated on site to conform and certify that plasterboard waste is being disposed of at the correct destination, in the correct form.

Rather than sending the segregated plasterboard to a *mono-cell* at landfill, Premier Waste Services have sourced Plasterboard Recycling Companies throughout the Region to ensure the that all plasterboard and gypsum based materials are disposed of correctly.

Preferred waste carriers must supply licences of the plasterboard recycling companies being used as part of their final destination licences.

Benefits to Our customers: Due to the prosecution policies enforced by the Environment Agency for non-compliances with plasterboard disposal, Premier Waste Services insists plasterboard and gypsum based materials are segregated on site and disposed of under the stated enforcements.

If these enforcements are not adhered to, Our customers may be prosecuted for non-compliances with plasterboard disposal regulations.

Our customers Offices

Premier Waste Services (UK) Limited can also provide both Our customers Offices with waste removal. There is direct service by Premier Waste Services to the Manchester Office, for Our customers in the form of industrial wheelie bins for designated waste. These wastes consist of municipal waste, office paper and card and plastics. A mobile compaction vehicle, on rota, throughout the working week will visit the offices in Manchester and empty the Industrial Wheelie Bins.

The same process happens with the Liverpool Offices and Boston Spa Offices via a preferred waste carrier, where the same procedures apply as for all project sites.

Licences are collated, and a profile prepared for both offices, and all waste streams are recorded. Along with the industrial wheelie bins, internal office bins are provided, this allows Our customers employees within the offices to segregate paper and cardboard from their municipal office waste.

When necessary, Our customers will contact Premier Waste Services for the collection and removal of cartridges from the offices, where they are taken and disposed of at the relevant disposal point. Premier Waste Services service both Manchester and Liverpool offices directly with this service for Our customers and all cartridges are disposed at Waste Care in Leeds, who have 18 National Depots and deal with all hazardous or difficult waste on our behalf.

Benefits to Our customers: As with construction sites, the Environmental Agency are keen to monitor high profile companies office waste. This is to ensure the responsibilities are not being overlooked. Premier Waste Services applies the exact same emphasis and procedures on the removal of office waste as on Our customers Sites, ensuring Our customers that ALL waste produced has been disposed of legally and in the most cost effective form.

Some office waste such as ink cartridges are categorised as hazardous waste, so the site requires a hazardous waste producer code. Without this code and the correct disposal of this type of common office waste, Our customers may be investigated and heavily fined for inappropriate handling and disposal of waste.

Additional Services

Premier Waste Services (UK) Limited is contracted as Waste Management on Our customers Sites. Therefore, as part of the Duty of Care, they have responsibility for *a//* waste removed of *a//* our customers Sites.

This includes finding outlets and services for infrequent or uncommon waste streams, for example; fluorescent tubes, batteries, and ink cartridges.

Premier Waste Services have outlets already in place for this type of waste, ensuring a quick and simple solution on any project or site.

Premier Waste Services acknowledges the depth of the paperwork that can be involved with this form of waste, and can produce a consignment waste transfer note to correspond with all hazardous, difficult or uncommon waste materials.

The outlet, or disposal point of these waste types have been audited in a similar format to the preferred waste carriers, and all relevant licences and certificates are retrieved and presented to Our customers as the waste occurs.

Confidential Waste Paper Shredding, on a mobile basis is also readily available to Our customers; with full certification to show that the service has been completed under controlled situation and to the standard expected.

Benefits to Our customers: As part of the Duty of Care, and being designated Waste Managers to Our customers, Premier Waste Services take on the responsibility of sourcing reputable outlets for all hazardous, difficult or uncommon wastes that appear on Our customers sites, or offices, meaning even these wastes are recorded against the monthly reports.

As previously stated, Our customers is a high profile company, and known to authorities connected with waste removal, consequently putting Our customers as a high profile company too. Neither company can be seen to be neither ignorant nor non-compliant with waste removal regulations, especially when hazardous nor is difficult waste involved.

If so, Our customers may be up for prosecution, with public enquiry or large fines charged against them.

Emergency Spill Kits

Emergency Spill Kits and Emergency Contracts are in place to act upon Our customers Sites on behalf of Premier Waste Services throughout the country.

Each site is supplied with an emergency contact number and account number, meaning that no matter what time of the day or night, 24 hour emergency contact is available in the event of a spillage on site.

Premier Waste Services have a National Account with;

Cleansing Service Group Limited

Fareham

A full profile of documentation is on site at Premier Waste Services offices, with all Our customers sites being issued with an emergency card and pin number on to be used as and when required.

Benefits to Our customers: It is vital that all aspects of waste are covered on our customers Sites, along with accidental waste, including spillages. Premier Waste Services source and provide this services so that all Project Managers on Our customers sites have the ease of calling one number, quoting one account number, and are in the know that the spillage will be cleared promptly with all paperwork managed by Premier Waste Services, to ensure hold ups on projects are kept at a minimum.

If spillages of any size are not dealt with immediately and effectively with relevant paperwork attached, and contamination occurs to natural sources such as lakes, reservoirs or public areas, Our customers will be held responsible with high consequences of fines and public enquiries.

Working with Alternative Waste collectors

Our customers are keen to find alternative solutions for the collection of materials that although are classed as waste, could be used within an alternative industry.

Premier Waste Services (UK) Limited work alongside Our customers and the Project Teams to organise alternative suppliers to come to site and collect various types of material for further use, this material would have otherwise been sent off site as waste.

These alternative waste collection organisations include

 National Community Wood Recycling Project

- o This is an organization with small depots throughout the UK who focus on assisting young adults, struggling to get a placement in the work place due to past records. They operate within communities collecting Timbre and Wood materials from sites that can be used to create Garden Furniture, Ornaments and Gifts. These are then advertise and sold and the monies help towards depot running costs and a payment to the staff.

 Scott ELM

- o Scott ELM is a National Organization who specialize in collecting Pallets on a bulk basis from Construction sites and Warehouse Facilities
- o They have the ability to collect Pallets, refurbish them to British Standard and re-use them within many industries including the Building Industry.
- o Some Pallets however cannot be re-used, due to British Standards not being able to be met, or that they are damaged beyond repair. Therefore Scott ELM recycles these pallets on behalf of the Customer.

Premier Waste Services (UK) Limited does not charge for this service, we organise with site when they require a collection, speak to either Scott ELM or NCWRP and organise the collection so that we can ensure the waste get recorded correctly, the Supplier will then invoice Our customers Directly.

Carbon Footprint Credit Scheme

Premier Waste Services (UK) Limited recognises the effects that the everyday operations of the Waste Industry and connected Industries, such as Construction, have on the Atmosphere.

Although the causes and effects of the **Greenhouse Gas Effect** are worldwide, Premier Waste Services is conscientious about the input and effect we have on the Atmosphere, and the changes we can make **to monitor, record and reduce** the levels of waste sent to landfill, and reused or recycled within the industry.

As a Waste Management Company, we aim to award customers with **Carbon Footprint Credits**, these credits represent the amount of material diverted away from landfill, and re-entered into the industry by method of recycling.

These **Carbon Footprint Credits** will run alongside the Site Specific Monthly Recycling Report, principally displaying the efforts of site operations with regards to Recycling Figures.

Premier Waste Services (UK) Limited are in current discussions with various organisations with regards to the Monitoring and Reducing of our Customers Carbon Footprint, and although we cannot have a direct influence of the Carbon Emissions produced by each project, we are able to compensate by rewarding projects and customers for their recycling efforts.

These Rewards are initially recorded by the **Carbon Footprint Credits Scheme**, and displayed as part of the projects Waste Report, however for each target of our campaign, and waste diverted away from Landfill, Premier Waste Services (UK) Limited commit to planting trees and sponsoring Local Councils with Regeneration Schemes and Conservation Areas.

These Reports will be, as the Waste Analysis Report, completely site specific, allowing both us as a waste manager and your project teams to monitor and advise where necessary an alternative to the methods on site to ensure a high level of waste diverted from landfill, and **Green Construction Sites**, with Educated Teams and Operators.

Conclusion

The contents of this report illustrates the time and effort given to Our customers as automatic procedures, to allow Our customers the relief to concentrate on the actual build and project, with the knowledge that all the waste matters, are being collected, recorded and monitored without fail.

Premier Waste Services (UK) Limited propose to undertake the full responsibility of ALL types of waste removal from ALL Our customers Sites, monitor, report and review methods of waste removal, ensuring all waste targets are met and preferably above target.