

1	Purpose
	To minimise the environmental impacts from waste produced during our operations. (For further guidance see 304.410.10 Waste Management Guidance.)
2	Stage
	Winning Work, Bid Handover, Mobilisation, Construction, Completion and Handover
3	Responsibility
	Bid Management Planning Management Estimating Site Management Project / Contracts Management
4	Key References
	304.410.01 EWC Waste Code Poster 304.410.04 Standard Industry Classification (SIC) Codes 2003-07 304.410.07 SMARTWaste Project Registration Form 304.410.08 ISG Construction Waste Carriers Licence 2015-18 FURTHER READING & GUIDANCE 304.410.10 Waste Management Guidance 304.410.02 EA Guide to European Waste Codes. 304.410.03 Hazardous waste guidance notes. 304.410.09 SMARTWaste Getting started guide.
5	Procedure
5.1	Introduction
	<p>All projects are to use the SmartERwaste Format of Site Waste Management Plan. Smartwaste can be accessed from www.smartwaste.co.uk. You must register the project on Smartwaste by completing SMARTWaste Project registration form and sending it to your Sustainability / Environmental Advisor. They will provide you with a username and password to access to the SmartWaste site and any training required.</p> <p>Winning Work</p> <p>The Bid Manager shall:</p> <ul style="list-style-type: none"> ▪ Review tender documents and planning conditions to determine any waste demolition or non-traditional waste which will require disposal. Alternative reuse or disposal options should be explored as early as possible. ▪ Complete the PQQ/Bid Sustainability Checklist ▪ Plan to ensure the work will adhere to requirements and conditions for the duration of the project, e.g. obtaining consents or permits for reuse of waste. <p>The Estimator shall:</p> <ul style="list-style-type: none"> ▪ Price for any activities required to meet the requirements of the project. <p>The Planner shall:</p> <ul style="list-style-type: none"> ▪ Ensure the proposed programme accounts for the timescales to obtain relevant consents or to close out any conditions before starting work.
5.2	Bid Handover
	The Bid Manager shall:

- Review and update the PQQ/Bid Sustainability Checklist and provide a copy of this to the Project Manager.
- Use the Bid Handover Agenda Proforma to:
 - Communicate the status of planning or other requirements to the Project Manager, and;
 - Communicate special working arrangements or requirements assumed at Winning Work stage to the Project Manager.

5.3 Mobilisation

The Project/Nominated Manager shall:

- Prepare the Site Waste Management Plan

The SWMP must be completed before any construction works commence. On some projects the client may have produced a SWMP as part of the tender documents. This must be considered when producing our SWMP.

The SWMP must record the following:

- Project details.
- Revision record.
- ISG site team waste responsibilities.
- Legal declaration for compliance to Site Waste Management Plans Regulations 2008.
- Waste disposal details including EA Hazardous Premises Code which is required in England and Wales if we plan produce more than 500kg of Hazardous Waste. The Hazardous Premises Code can be obtained by following the link: <http://www.environment-agency.gov.uk/business/topics/waste/32198.aspx>
- Waste minimisation details listing what actions were taken pre-contract or at design stage to minimise waste and we are doing on the project to apply the waste hierarchy.
- Waste recycling targets for the project. **NOTE:** BREEAM and LEED set minimum recycling targets for some credits. Include these targets if applicable.
- The types of waste to be generated. Details of each type of waste that is to be produced on the project must be recorded in this section with an estimation of the amount of waste we think will be produced. This also records how the waste is disposed of, who is removing it and where it is going to; plus the associated Duty of Care documentation (see guidance notes below). Actual waste movements are to be updated during the project (quarterly at a minimum).
- Site layout and waste arrangements which explains waste segregation who is removing different types of waste.
- Complete the Sub contractor review section to demonstrate that we have communicated the SWMP to our supply chain.
- Post completion declaration. A legal requirement in England to evaluate the waste costs and lessons learnt during the project within 3 months of Practical Completion.
- The appendices list the Duty of Care documentation (see guidance note below) for all contractors removing waste from the project and details for where the waste has been sent to.

The Project/Nominated Manager shall:-

- Estimate the type of wastes that will be generated on site during the execution of the project. *Waste workshops with designers and subcontractors may be appropriate. See www.wrap.org.uk for guidance on holding a designing out waste workshop.*
- Determine segregation potential and disposal routes for waste and identify waste contractors (from ISG approved waste services suppliers list) and/or subcontractor carriers.
- Obtain duty of care documentation from all waste contractors and/or subcontractor carriers and record in SWMP.
- Ensure that the site is registered as a Hazardous Waste Producer with the Environment Agency (England & Wales only). Local arrangements will apply to ensure this occurs.

Buying shall:



	<ul style="list-style-type: none"> ▪ Include SIC codes on orders with waste contractors and/or subcontractor carriers. <p>The Quantity Surveyor shall:</p> <ul style="list-style-type: none"> ▪ Ensure reporting requirements are included in subcontractor orders. ▪ Include SIC codes on orders with waste contractors and/or subcontractor carriers.
5.4	<p>Construction Delivery</p> <p>The Project/Nominated Manager shall:</p> <ul style="list-style-type: none"> ▪ Set up segregation of waste when space and site conditions allow. ▪ Register any required exemptions required for the Use, Treatment, Storage or Disposal of waste. ▪ Provide separate segregation for plasterboard/ gypsum waste and hazardous/special waste. ▪ Obtain details of every removal of waste via a Waste Transfer Note (for Controlled Waste) or Consignment Note (for Hazardous or Special Waste). ▪ Record details of Waste Transfer Notes and Consignment Notes in the SWMP. ▪ Update the SWMP data received from waste contractor and subcontractor waste carriers. ▪ Issue SWMP with Site Monthly Waste Returns Form and issue to HSQ&E Manager and Sustainability Manager. ▪ Update SWMP with Actual wastes produced and waste contractors reports monthly as a minimum. ▪ Ensure the SWMP maintained and reviewed as stated in the SWMP. ▪ A formal review is required every 6 months as a minimum.
5.5	<p>Completion and Handover</p> <p>The Project/Nominated Manager shall:</p> <ul style="list-style-type: none"> ▪ Within 1 month of project completion update SWMP with actual waste produced during project and complete the Post Construction Review within the SWMP. Issue a copy (electronic) to HSQ&E Dept. & Sustainability Manager ▪ Send the final SWMP file, including all Waste Transfer Notes and Consignment Notes for all waste movements (ISG and sub contractors) to archive.
5.6	<p>All Stages</p> <p>The Regional Sustainability Manager will monitor and audit the database of regularly used waste contractors on Smartwaste with a view to ensuring the following remain up to date:</p> <ul style="list-style-type: none"> - Valid Certificate of Registrations (waste carrier's licences) - Valid Waste Management Licences (or exemptions) <p>Where contractor's licences have expired the Regional Sustainability, Manager shall work with the Project Team to obtain renewed licences and/or ensure the contractor is not available for use until valid licences are received by ISG.</p>
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