



SITE WASTE - IT'S CRIMINAL

A SIMPLE GUIDE TO SITE WASTE MANAGEMENT PLANS

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INTRODUCTION

EVERY YEAR THE CONSTRUCTION INDUSTRY PRODUCES APPROXIMATELY FIVE TONNES OF WASTE FOR EVERY PERSON LIVING IN THE UK.

Site waste is harmful to the environment and to your business.

To help tackle the issue of site waste, the DTI has introduced Site Waste Management Plans (SWMPs).

These are likely to become a legal requirement in England and Wales by spring 2008.

To help you get ready, NetRegs has published 'Site Waste – It's Criminal – A simple guide to Site Waste Management Plans'.

Along with information on how to reduce, reuse and recycle your waste, you will also find a simple guide on creating an effective SWMP.

HOW TO USE THIS DOCUMENT:

This document is broken down into four parts:

Part One: What you need to know about SWMPs

Part Two: How to create your own SWMP

Part Three: SWMP checklist

Part Four: Further guidance and information

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PART ONE: WHAT YOU NEED TO KNOW ABOUT SWMPs

WHAT IS A SWMP?

A SWMP provides a structure for waste delivery and disposal at all stages during a construction project.

Typically it will identify the following:

- **Who** will be responsible for resource management
- **What** types of waste will be generated
- **How** the waste will be managed – will it be reduced, reused or recycled?
- **Which** contractors will be used to ensure the waste is correctly recycled or disposed of responsibly and legally
- **How** the quantity of waste generated from the project will be measured.

WHO WILL BE AFFECTED BY A SWMP?

SWMPs are likely to affect:

- Anyone planning a construction project costing more than £250,000 in England and Wales.
- Suppliers to the construction industry.

WHY DO I NEED A SWMP?

- **It will protect the environment** - SWMPs help to manage and reduce the amount of waste that construction projects produce and that means less waste going to landfill. There are many other environmental benefits including less harm to the local environment, less fly tipping, reduced energy consumption and a greater take-up of recycled materials.
- **It will save you money** - Managing your materials supply more efficiently immediately cuts costs. Better storage and handling of materials reduces waste and enables better recovery. Recycling and reusing cuts disposal costs.

HOW A SWMP CAN BENEFIT YOU:

- Any queries from environmental regulators or the local council regarding waste can be answered simply and easily, saving you time
- A SWMP can also help your business avoid prosecution by making sure all waste leaving site ends up at the right place
- It shows how waste is managed and could help to cut costs. Your customers will find it valuable to see where environmental and cost savings are being made
- The materials and waste on a building site are more responsibly managed and therefore are less of a risk to the local environment
- Once an SWMP is complete it becomes a useful tool that shows how resources have been used and waste managed, giving you valuable information for the future.

SITE WASTE – THE FACTS:

The average 8 cubic yard skip costs around £150.

The average cost of what is being thrown away in that skip is over £1,200.

In the UK an average of 13% of all materials delivered to site go into the skip without ever being used.

The UK produces around 400 million tonnes of waste annually, of which about 72 million tonnes comes from construction sites.

The construction industry produces the equivalent of five tonnes of waste for every single person in the UK. (Source: CIRIA)

PART TWO: HOW TO CREATE YOUR OWN SWMP

SIMPLE STEPS TO HELP YOU CREATE YOUR OWN PLAN

A successful SWMP requires careful planning and preparation. Naturally, the bigger the project, the more work will be required. Although it may be tempting to just get on with the construction work, you will need to stop and prepare – the best time to do this is while your project is being planned. Read through the following steps and work out exactly what will be needed to put the SWMP in place before your project begins. And make sure you schedule in enough time to create it.

The following steps are adapted from the DTI voluntary code of practice. They provide a simple guide to help you prepare a Site Waste Management Plan and put it in place. Once you have built your plan, use the checklist in part three of this guide to make sure you've covered all areas.

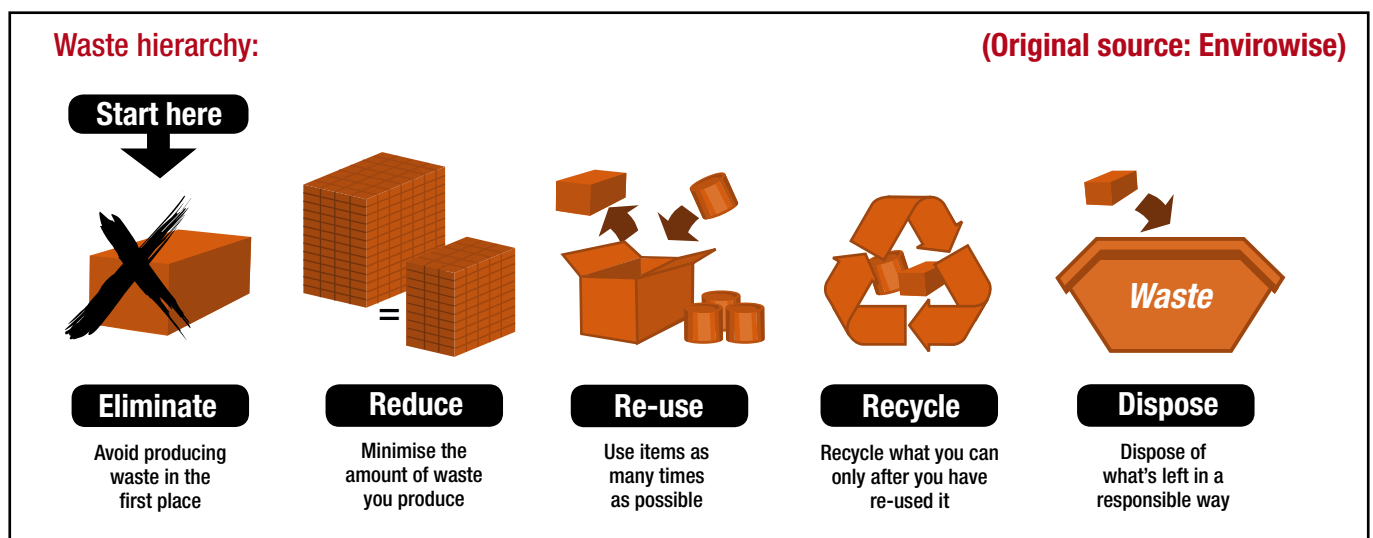
Remember this guide is simply that, a guide. Plans will need to be developed to suit your particular project to make it work.

STEP ONE – MAKE SOMEONE RESPONSIBLE FOR THE SWMP

Appoint someone to take overall responsibility for your SWMP. Any number of individuals can be involved in the delivery of the plan but just one person needs to be in charge and responsible for updating the plan throughout the life of the project. That person needs to be clear on their responsibilities and also have enough authority to ensure that others will co-operate.

STEP TWO - WASTE IDENTIFICATION

Identify the types and quantities of waste that will be produced during the project. This will involve thinking through every stage of the project and working out in advance what materials will be used. Estimate how much waste will be produced and set realistic targets for how much of that waste will be able to be reused, recycled or disposed of. A simple way of getting this information together is to use a data sheet or table, see example overleaf. This should include the waste hierarchy on- and off-site options and any special arrangements you will need to make for hazardous wastes produced.



THE DATA SHEET WILL NEED TO BE UPDATED WHENEVER WASTE IS PROCESSED OR TAKEN AWAY.

Site Waste Management Plan data sheet								
Project name:								
Date when this sheet was filled out:								
Stage of project (eg planning stage, during project delivery, end of project):								
Report number (projected waste arising should be report number one etc):								
Project address / location:								
Main contractor:								
Person responsible for waste management on site (name and job title):								
Person and company completing this form, if different:								
Types of waste arising (add more rows if needed):								
Material	Quantity (in m ³)							
	Re-used onsite	Re-used offsite	Recycled for use on-site	Recycled for use off-site	Sent to recycling facility	sent to WML exempt site	Disposal to land-fill	WTN [†] completed?
Inert								
Active								
Hazardous								
Totals (in kg/T)								
Performance score as %*								
SWMP Target %*								

[†] Waste Transfer Note

*There is an option to use this form as a measurement tool to work out savings etc against each waste stream.

You can also download a template from <http://www.netregs.gov.uk/netregs/legislation/380525/1555007/> or visit the DTI website: www.dti.gov.uk/sectors/construction/sustainability/page13691.html for a more detailed overview and tables.

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STEP THREE - IDENTIFYING YOUR WASTE MANAGEMENT OPTIONS

Work out all the best options available for recycling and disposal of the site's various waste streams. Make sure you know where, when and what sort of materials can be reused, recycled or disposed of both on- and off-site. In basic terms you should make sure that:

- all waste is stored and disposed of responsibly
- a record is kept of all waste disposed of or transferred through a system of signed Waste Transfer Notes (WTN).

STEP FOUR – IDENTIFY WHERE AND HOW YOU WILL DISPOSE OF YOUR WASTE

Make sure you know how and where your waste will be disposed of. If you are using contractors for waste disposal then you'll need to make sure they comply with all legal responsibilities. Waste is only handled or dealt with by individuals or businesses that are authorised to deal with it. Do they have a waste management licence?

Someone fly tips in the UK every 35 seconds. 40% of fly-tipping cases include construction waste. Fly tipping costs the taxpayer £50million each year. (Source: Defra)

20% of materials on site can be saved (Source: DTI Voluntary Code of Practice)

STEP FIVE – MAKE SURE YOUR ON-SITE MATERIALS AND WASTE HANDLING IS WELL ORGANISED

Make important savings by careful planning of the materials needed for your project. By pre-ordering materials to specification at the design stage you could reduce workmen's time. Avoid over-ordering and this will reduce site waste. Bear in mind any limitations of your location. Consider using recycled or previously used materials as another way of keeping costs down and helping the environment. Make sure you record your SWMP targets in your data sheet.

STEP SIX – COMMUNICATE THE PLAN AND CARRY OUT THE RIGHT TRAINING

Once you have a clear plan down on paper, you need to let everyone know about it, especially sub contractors.

Hold meetings with staff and contractors, clearly explaining why the SWMP is important.

You may need to develop a training programme to make sure everyone fully understands how to report the use of waste and materials. The training should include making sure that everyone is aware of the importance of asking for and recording the correct paperwork, receipts, destinations for materials etc. Appoint a 'site champion' to make sure everyone sticks to the plan.

STEP SEVEN – MEASURE YOUR WASTE

Once the plan is being used on site, keep a strict eye on all movements of waste within and from the site:

- measure how well it's working by assessing how much and what type of waste is being produced
- think about how you can set measurements so you can compare with future projects, for example:
 - volume (eg number of full skips)
 - value (eg cost of disposal)
 - weight (eg weighbridge tickets returned to you).
- there is a benefit from recording these costs against:
 - value of project
 - area of build floorspace
 - volume of building.
- track your progress:
 - record this on your data sheet regularly
 - be prepared to update it if circumstances change.

STEP EIGHT - MONITOR THE SUCCESS OF THE SWMP

Make sure all is going according to plan and be prepared to make changes. Learn lessons for next time.

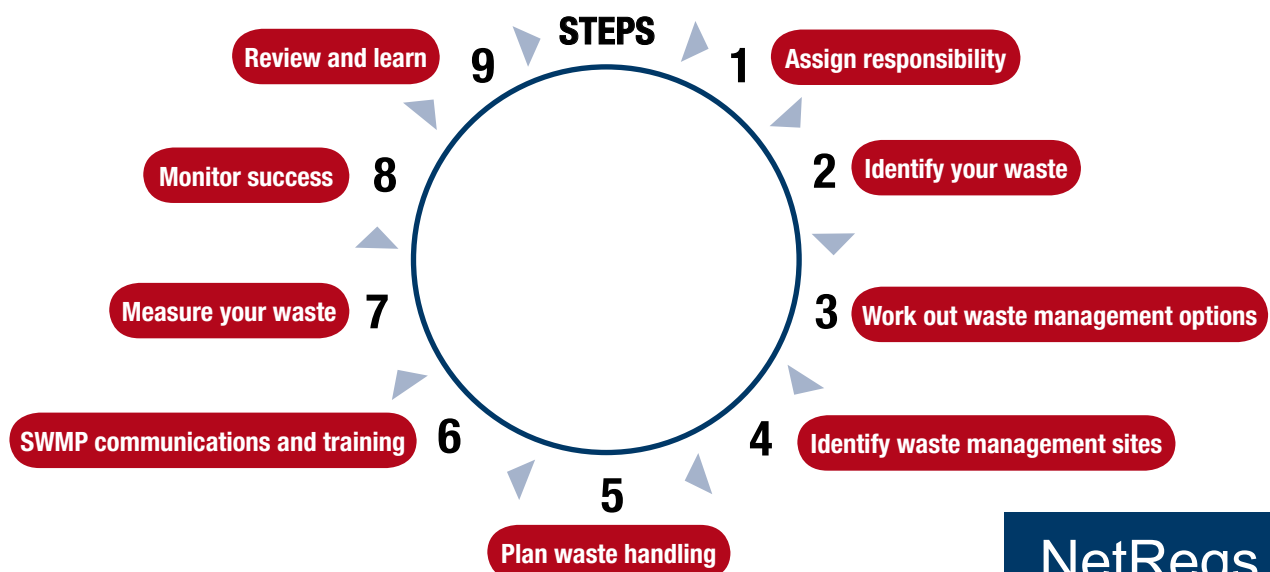
STEP NINE - REVIEW AND LEARN LESSONS FOR THE FUTURE

By the end of the construction project the SWMP should give you an accurate record of how effectively you have managed the materials on the site and how well your targets for waste management were met.

This information will be valuable for future construction projects.

Think about putting a report together to be sent to staff and customers that gives details of the results of the SWMP and include a list of action points for the future.

This report can help to inform future projects and it will also keep everyone involved in delivering the SWMP aware of its value, its impact on the cost of the project and its benefit to the environment.



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PART THREE: SWMP CHECKLIST

THE USEFUL CHECKLIST TO GET YOU STARTED

RESPONSIBILITY, PLANNING AND PREPARATION FOR THE SWMP

- Have you, or has someone in authority, been assigned overall responsibility for the SWMP?
- Have you set aside time to plan and prepare your SWMP?
- Has every stage in the project been examined and the processes required for completion been considered?

IDENTIFY YOUR WASTE

- Have those sub-contractors producing significant waste streams been identified?
- Has a thorough assessment taken place to identify different types of waste that will be produced - how much, when and what types?
- Have you thought about ordering materials that have less or reusable/returnable packaging?

IDENTIFY YOUR WASTE MANAGEMENT OPTIONS

- Has an area of the site been set aside for storage of new materials and waste management, including separation of different types of waste?
- Have targets been set for the different types of waste likely to arise from the project?
- Have measures been put in place to deal with expected (and unexpected) hazardous waste?
- Has disposal of liquid wastes such as wash-down water and lubricants been considered?
- Have you got agreement from the sewerage company for trade effluent discharge?
- Have opportunities been considered for re-use of materials on-site and off site?
- Have opportunities been considered for on-site and off-site processing and re-use of materials?
- Have you considered where the most appropriate sites for disposal of residual waste from the project are located?
See www.wasterecycling.org.uk
- Are there opportunities for reducing disposal costs from waste materials that may have a commercial value? See www.nisp.org.uk

MATERIALS NEEDED AND WASTE HANDLING

- Has there been a careful evaluation of materials so that over-ordering and site wastage is cut down?
- Can unused materials be returned to the supplier or used on another job?
- Has using secondary and recycled materials been fully considered?
- Will unwanted packaging be returned to the supplier for recycling or re-use?
- Are selected waste materials segregated to allow you to get best value from good waste management practices?
- Are containers/skips clearly labelled to avoid confusion?
- Are you complying with Duty of Care procedures, including providing transfer notes and checking the authorisation of registered carriers, registered exempt sites and licensed waste management facilities?
- Has everyone who will be handling waste been told about the requirements of the SWMP?

COMMUNICATE THE SWMP

- Have toolbox talks been planned for all site personnel about waste management on-site?
- Are contractors and sub-contractors trained and aware of their responsibilities?
- Have these contractors and sub-contractors understood and agreed the Site Waste Management Plan?
- Are the SWMPs built into contracts as a requirement?

MEASURING AND MONITORING YOUR WASTE

- Are you making regular checks on the SWMP and making sure that targets are being reached?
- Are the agreed waste management procedures being checked and monitored on a regular basis?
- Are reports on waste quantities and treatment/disposal routes and the costs incurred being regularly produced?
- When construction is underway, are you making note of any problems that come up and recording them for your next plan?

AFTER PROJECT COMPLETION, REVIEW AND LEARN LESSONS FOR THE FUTURE

- Have you completed a final report on the use of recycled and secondary materials, waste reduction, segregation, recovery and disposal, with costs and savings identified?
- Have important waste management issues been taken into account for action at future projects?
- Have you built the results into your business to help with competitive bidding that could help you win work next time?

This checklist can also be downloaded as a form with tick boxes from

<http://www.netregs.gov.uk/netregs/legislation/380525/1555007/>

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PART FOUR: FURTHER GUIDANCE AND INFORMATION

NEED MORE HELP? VISIT WWW.NETREGS.GOV.UK

- NetRegs (www.netregs.gov.uk) – A free, confidential government website that provides clear guidance to small businesses on how to comply with environmental legislation
- Department of Trade and Industry (www.dti.gov.uk) – Working to create the conditions for business success and help the UK respond to the challenge of globalisation
- DEFRA (www.defra.gov.uk) – Championing sustainable development as the way forward for Government
- Envirowise (www.envirowise.gov.uk) – Offers UK businesses free, independent, confidential advice and support on practical ways to increase profits, minimise waste and reduce environmental impact
- CIRIA (www.ciria.org.uk) – Bringing together the many stakeholders in the modern built environment to identify and promote industry best practice
- NISP (www.nisp.org.uk) – The National Industrial Symbiosis Programme (NISP) is a free business opportunity programme helping companies to improve their resource efficiency by identifying value in under-utilised resources
- WRAP (Waste & Resources Action Programme) (www.wrap.org.uk) – Helping the construction industry cut costs and increase efficiency through the better use of materials
- Carbon Trust (www.carbon-trust.com) – The Carbon Trust helps businesses and the public sector cut carbon emissions and supports the development of low carbon technologies.

NetRegs is a free confidential government website that provides clear guidance to small businesses on how to comply with environmental legislation in partnership with the Environment Agency, Environment and Heritage Service (EHS), Scottish Environment Protection Agency (SEPA).



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