
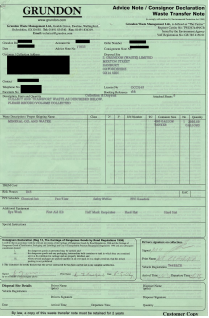



MANAGING WASTE DISPOSAL PROCEDURE

Purpose - To ensure that waste is stored and disposed of in accordance with the relevant waste legislation. Hazardous waste is known as Special waste in Scotland

	<p>Waste Segregation and Disposal</p> <ul style="list-style-type: none"> Identify an appropriate disposal route for all wastes arising on site using form SR18 waste management register- Remember not everything can be thrown in the skip Do not mix general wastes and dry mixed recycling wastes and hazardous (special) wastes Do not mix different types of hazardous (special) wastes (unless in a Biffa Waste Safe Mini to a maximum of 25kg) e.g. Fluorescent tubes and oily rags (if in doubt contact your waste service provider) Do not overfill skips Do not burn or bury waste Hazardous (special) liquid containers should be suitably banded Where practicable, waste containers should be lidded or covered to prevent ingress of rainwater. This is essential for hazardous (special) liquid wastes Ensure waste containers are correctly labelled to indicate the items which can be disposed in them, e.g. scrap metal only, oily rags Locate waste containers away from surface water drains or water courses 				
	<p>Types of Transfer Documentation</p> <ul style="list-style-type: none"> Any waste leaving CEMEX sites must be covered by correctly completed waste documentation <table border="1"> <tr> <td data-bbox="446 829 722 1008">Non – Hazardous and Inert Wastes</td><td data-bbox="722 829 1461 1008"> <p>Waste Transfer Note (if the contractor does not supply one, a CEMEX waste transfer note needs to be used)</p> <p>Customer Advice Note is only acceptable if covered by an annual waste transfer note (season ticket) and provided that all the relevant details remain the same for these waste movements</p> </td></tr> <tr> <td data-bbox="446 1008 722 1123">Hazardous (Special) Wastes</td><td data-bbox="722 1008 1461 1123"> <p>Hazardous (Special) Waste Consignment Note – provided by waste company for each collection with sections A – D completed. Consignee return or consignment note with sections A – E completed to be provided by waste company at least quarterly when waste has been collected.</p> </td></tr> </table>	Non – Hazardous and Inert Wastes	<p>Waste Transfer Note (if the contractor does not supply one, a CEMEX waste transfer note needs to be used)</p> <p>Customer Advice Note is only acceptable if covered by an annual waste transfer note (season ticket) and provided that all the relevant details remain the same for these waste movements</p>	Hazardous (Special) Wastes	<p>Hazardous (Special) Waste Consignment Note – provided by waste company for each collection with sections A – D completed. Consignee return or consignment note with sections A – E completed to be provided by waste company at least quarterly when waste has been collected.</p>
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	<p>Transfer Note Inspection</p> <ul style="list-style-type: none"> All waste collections require LEGAL duty of care documentation to be correctly completed, so please take your time checking these documents carefully before signing them. <ul style="list-style-type: none"> CEMEX Address – The head office address may be included but it is essential that the site address including correct postcode is also recorded Waste description – Check the waste is described in words and has the 6 digit EWC code. The description needs to provide enough information to enable subsequent holders to avoid mismanaging the waste or causing injury Quantity and Containment - (e.g. 1 x 14yd metal skip, 240 litre wheelie bin) Standard Industry Classification Code - 2007 list to be used for non hazardous waste transfer notes and for hazardous waste consignment notes. Declaration to confirm that duty to apply the waste hierarchy has been complied with Waste Contractor Address – The address needs to state where it is going next e.g. Biggin Hill Transfer Station - Licence number: BH 05569887 Date and time of transfer and waste destination Waste carrier details (The waste carrier's licence number must be on the transfer note) Signatures – signatures must be accompanied by a legible print of the name Premises code– only applicable for hazardous waste transfers in Wales where site produces more than 500kg hazardous waste per annum. The specific code for the CEMEX site must be included on the consignment note. These codes are renewed annually by the Sustainability Department. (Not required in England and Scotland). For England, a unique consignment note code should be created using CEMEXQ followed by a number. Sites are differentiated using postcode. Keep the copy marked 'Transferor, Consignor, Customer or Waste Producer' Waste transfer notes must be kept on site or at a central location for two years and hazardous waste consignment notes must be kept for three years, after waste disposal. Consignee returns must also be retained. Ensure that you keep a valid copy of the waste carriers licence and final disposal site licences for all wastes that you dispose of MANY OF THE POINTS ABOVE ARE LEGAL REQUIREMENTS. WE CAN BE PROSECUTED IF WE DO NOT COMPLY 				

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Issued	Revision Description	Contact for Further Information	Author	Checker	Approver