

Science and
Technology
Facilities Council

DISPOSAL OF **CONTROLLED AND** **HAZARDOUS** **WASTES**

STFC Safety Code No 31

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Revisions

1	Initial Release	July 2010
1.1	Added DoC checklists and updated audit checklist	May 2013
1.2	Document Retention Policy Added	August 2014
1.3	Amendments relating to removal of requirement to register as Hazardous Waste producer.	April 2016
1.4	Changes to reflect the launch of SHE Assure and UKRI	October 2018
1.5	Minor changes to reflect UKRI responsibility for licenses and permits.	January 2023
1.6	Further changes to consolidate UKRI responsibility for licenses and permits	June 2023
1.7	Minor updates to clarify checklists	October 2023

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STFC

Disposal of Controlled and Hazardous Wastes

1. Purpose

The STFC Environment Policy makes it clear that the disposal of waste should be considered to be an act of last resort and that, in priority order, alternatives such as avoiding the creation or minimising the generation of wastes and re-using or recycling waste should be considered when planning work or projects.

All waste materials or equipment generated by the STFC is subject to legislative controls as Controlled Waste. In addition, some waste may be classified as Hazardous Waste for example: waste chemicals; batteries; food; waste electrical or electronic equipment; and hazardous gases and liquids.

The STFC has a Duty of Care to ensure that all waste is safe and secure whilst it is on any STFC site and disposed of only through authorised channels. This duty extends to the point where the waste is finally disposed of and includes responsibility for its safe transport from the site to the point of disposal. The use of licensed waste disposal contractors does not remove this responsibility from the STFC.

This code outlines the controls that are employed to ensure that Controlled and Hazardous wastes are disposed of safely and in an environmentally responsible manner and in accordance with relevant legislation, including the:

- Health & Safety at Work Etc. Act 1974;
- Environmental Protection Act 1990;
- Controlled Waste Regulations 1992;
- Hazardous Waste (England and Wales) Regulations 2005, as amended 2016;
- Special Waste (Scotland) Regulations 1996, as amended 2004;
- The European Agreement Concerning the International Carriage of Dangerous Goods by Road (ADR);
- Waste Electrical and Electronic Equipment (WEEE) Regulations 2009; and
- The Waste Batteries and Accumulators Regulations 2009.

Appendix 1 provides a summary of the waste disposal process.

As UKRI is the legal entity under which STFC operates, waste management activities that require regulatory permits or licenses will be sought and managed by UKRI with STFC support.

2. Scope

The code shall apply wherever STFC activities (including those of staff and facility users, visitors, contractors and tenants on STFC sites), require the safe collection, transport, handling, storage, recycling and disposal of waste or scrap materials (for example scrap metal).

Facility Users, Visitors, Contractors and Tenants shall be responsible for the removal from STFC sites of any *hazardous waste* they generate (including facility user samples) however the STFC should satisfy itself that their management of this is in accord with this code.

Contractors and Tenants may contract with the STFC for the removal of other *controlled waste*, such as general office waste, that they may generate. The STFC will ensure that it holds a Brokers licence to facilitate this.

The code does not apply to the safe handling, collection, transport, storage and disposal of the following specific waste(s):

- i) Asbestos Management; see STFC Code 35
- ii) Radioactive materials; see STFC Code 21 - If any wastes are suspected of being radioactive, the Radiation Protection Advisor's advice must be obtained.
- iii) Atmospheric emissions.
- iv) Aqueous discharges.

Furthermore the code does not address the carriage of dangerous goods that are not defined as waste; see STFC Code 27.

3. Definitions

3.1. Controlled Waste

For the purposes of this code **ALL** waste generated by the STFC is Controlled Waste.

3.2. Hazardous Waste

Hazardous Wastes are Controlled Wastes that are considered a hazard to human health or the environment because they contain dangerous substances. In Scotland the term, **Special Waste**, is used. A waste is deemed hazardous if it is described as such in the European Waste Catalogue (EWC). Some types of waste are hazardous outright, whilst others depend on the fraction of dangerous substance above threshold concentrations. All waste is potentially harmful but it is defined as hazardous if, for example, it is highly flammable, toxic or carcinogenic.

3.3. Controlled Waste Transfer Note

Controlled Waste Transfer Note (CWTN) is a legally required document, generated by the Environment Agency (EA), to control the transfer of waste between sites via public highways and must be carried by the contractor transporting the waste.

3.4. Hazardous Waste Consignment Note

Hazardous Waste Consignment Note (HWCN) is a legally required document, generated by the EA, to control the transfer of hazardous waste between sites via public highways and must be carried by the contractor transporting the waste. The use of CWTNs and HWCNs is complex and advice should be sought from the local Waste Disposal Officer or the STFC Environment Officer (see SHE Directory). The following table provides some examples:

Example	Waste Type	
	Hazardous	Controlled
Waste taken from RAL to DL using an STFC owned vehicle driven by a member of STFC staff.	HWCN	Not required
	STFC must hold a Waste Carriers License and a copy should accompany the waste.	
Waste taken from RAL to a company on Harwell SIC site via Fermi Gate.	CWTN	CWTN
	HWCN is not required as the vehicle will not be travelling on the public highway.	
Waste taken from DL to RAL using an independent waste carrier.	HWCN & CWTN	CWTN

3.5. Waste Control Points

Waste Control Points (WCP) are defined **STFC** locations where controlled and hazardous wastes can be stored temporarily prior to removal, disposal, incineration and treatment by a waste disposal contractor. Such locations are designed to ensure that stored wastes do not present an environmental hazard and are the responsibility of a Waste Controller. See the Environment section of the STFC SHE website for a listing of designated WCPs and WDOs on STFC sites.

3.6. Waste Disposal Officer

Waste Disposal Officers (WDO) are responsible for the coordination of the collection and disposal of the wastes from defined **STFC** WCPs and provide an interface with approved waste disposal contractors. Waste Disposal Officers may be appointed at a site level or, where there is sufficient demand on a given site, at Departmental level.

4. Responsibilities

4.1. Director Responsible for SHE shall:

- 4.1.1. Appoint an STFC Environment Officer with sufficient resource and time to undertake the duties described in this code, ensuring the appointee is listed in the STFC SHE Directory which will generate an appointment in writing.
- 4.1.2. Where a Waste Disposal Officer is appointed at a site level, undertake the responsibilities given in 4.3.1.

4.2. STFC Environment Officer shall:

- 4.2.1. As UKRI are now the legal entity with regard to environmental licenses and permits, the STFC Environment Officer will support and assist UKRI in respect to the management of environmental licenses and permits supporting STFC operations.
- 4.2.2. Ensure unique 6 character Hazardous waste codes are generated and communicated to all Waste Disposal Officers for each STFC site¹.
- 4.2.3. Provide advice on the application of this code, including advice to Directors on the selection, appointment and training of Waste Disposal Officers.
- 4.2.4. Ensure all correspondence and communication relating to waste management and disposal with the Environment Agency is routed through the SHE Group.
- 4.2.5. Collate overall STFC waste statistics and write an annual report for the STFC SHE Management committee.

4.3. Directors shall:

- 4.3.1. Ensure a suitable number of competent Waste Disposal Officers are trained and appointed for defined areas of responsibility within their Department maintaining a documented record of their appointment and ensuring those appointed are recorded in the STFC SHE Directory, which will generate an appointment in writing. Competency shall be based on experience and the training detailed in Appendix 2.
- 4.3.2. On an annual basis, review the waste arising from their Department's activities and consider the scope for waste elimination, minimisation, re-use, re-cycling or

¹ In Scotland, SEPA provides unique references for each consignment under the Special Waste Regulations.

disposal reporting this through Departmental SHE Improvement Plans, see STFC SHE Code 7, SHE Improvement Planning.

- 4.3.3. Proactively ensure that all staff are aware of their responsibilities for managing waste in a safe and environmentally acceptable manner.

4.4. Staff and others generating waste shall:

- 4.4.1. Endeavour to minimise the creation of all wastes, in particular hazardous wastes, by prior consideration of the waste that may arise from projects or work activities.
- 4.4.2. Ensure that where disposal routes have been established for specific wastes, for example: waste oils; printer cartridges; fluorescent tubes they are employed. See STFC SHE website.
- 4.4.3. Supply all relevant information to the Waste Disposal Officer (see Appendix 3 for details and suggested Waste Disposal Form). If requested by the WDO, the waste holder should provide relevant Safety Data Sheets (SDS). Those generating waste must make every reasonable effort to identify the waste they have before contacting a Waste Disposal Officer.
- 4.4.4. Ensure that the waste is properly packaged and labelled (including hazard labels), and ensure that all waste(s) are securely and safely stored in a clean area while awaiting disposal, if it is not re-located to a WCP. Waste Disposal Officers may require the waste to be repackaged if they determine that it is not in an adequate condition for transport and disposal.

4.5. Waste Disposal Officers (WDOs) shall:

- 4.5.1. Proactively ensure that all staff are aware of their responsibilities for managing waste in a safe and environmentally acceptable manner and provide the first point of contact for advice for members of staff, tenants or facility users who have generated or found wastes for disposal.
- 4.5.2. Prior to engaging a waste contractor (waste carrier or waste disposer) or at 5 yearly intervals thereafter, assess their suitability by undertaking a duty of care audit with the assistance of the STFC Environment Officer. Appendix 6 contains template documents for undertaking duty of care audits of waste contractors, such audits will require copies of relevant Waste Carrier Registrations (which currently lasts for 3 years) and a copy of the Waste Management (disposal) License from any waste disposal contractor. Ensure that they are both current and permits the handling of STFC wastes. WDOs must also ensure that Waste Management Licenses are current and permit the landfill, incineration or sorting of the type(s) of wastes being disposed.
- 4.5.3. Contact the Radiation Protection Advisor immediately if any waste is or is suspected to be radioactive.
- 4.5.4. If necessary, obtain the Safety Data Sheets (SDS), COSHH and manual handling assessments. Using the information provided the WDO will allocate the Hazard

statement codes (HP1-HP14) for the information needed in order to assign the relevant European Waste Catalogue number (EWC) to hazardous waste.

It is also recognized that many of the waste providers will undertake this task which is acceptable..

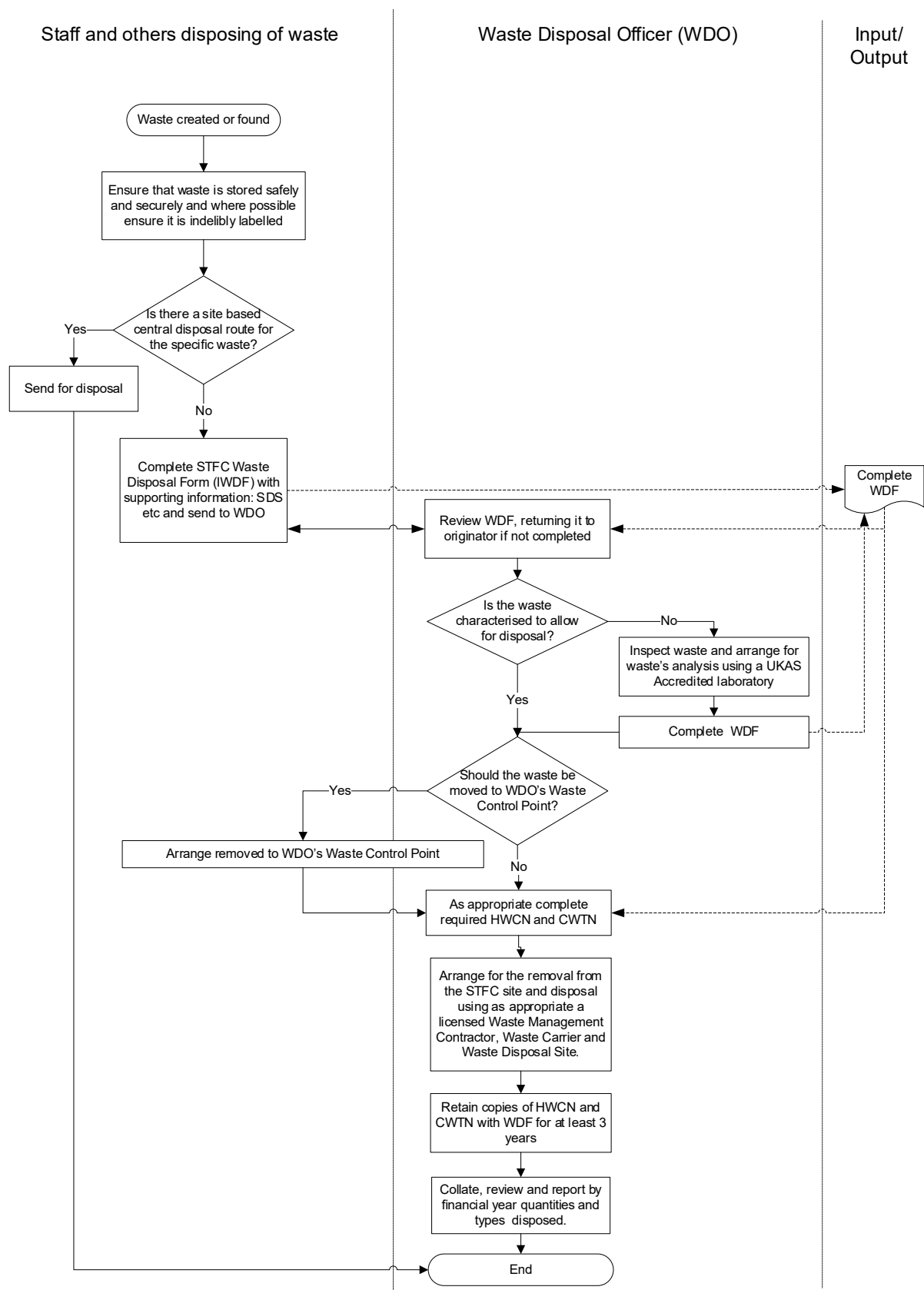
- 4.5.5.** Determine whether the waste should remain at its point of generation or should be removed to an appropriate WCP advising whether the waste should be repackaged to assure its safe transport and disposal by waste disposal contractors.
- 4.5.6.** Notify an appropriate waste disposal contractor once waste is located and arrange for its collection and disposal, providing all details of the waste as required in the CWTN and/or HWCN. Guidance on completion of HWCNs can be found in Appendix 4. Special hazards or handling requirements must also be provided to the Contractor.
- 4.5.7.** Where an “unknown waste” that is likely to be hazardous is identified, arrange collection of representative samples of the waste for analysis, and charge the waste originator for the cost of analysis. Arrange for samples to be taken by the sampling laboratory if necessary and await results of analysis.
- 4.5.8.** Arrange collection and the disposal of the waste consignment with the Waste Carrier. During collection, the Waste Disposal Officers should receive (green) copies of the CWTN and/or HWCN.
- 4.5.9.** Retain Waste Disposal Forms (Appendix 3), HWCN and CWTN for at least 3 years and maintain a record of wastes disposed. Appendix 4 details the Hazardous Waste Consignment Note procedure.

5. References

- 5.1.** EU Waste Catalogue
- 5.2.** Duty of Care - guidance
- 5.3.** List of Wastes - guidance and thesaurus

Appendix 1. Waste Disposal Process Flowchart

Summary flowchart of STFC hazardous and controlled waste disposal process



Appendix 2. Training

Role	Initial Training	Refresher	Frequency	Comments
Staff, facility users, tenants				Issues of waste disposal to be included in site inductions and occasional awareness campaigns.
Waste Disposal Officers	1 day	1 day	5 years	
Courses Available:	CIWM Waste Awareness Certificate from IQMS			
Contractors	n/a	n/a	n/a	Contract Supervisors should ensure that all contractors are competent e.g. by use of relevant competence certification schemes. Induction for contractors should include issues of waste disposal.

Appendix 3. Waste Disposal Procedure and Waste Disposal Form (WDF)

Instructions:

- 1) Please send details of waste to the appropriate Waste Disposal Officer.
- 2) Materials for disposal must be properly identified (e.g. chemical constituents and their concentrations OR proprietary information such as Company (supplier) name and product name/number). If the waste is proprietary, then a Safety Data Sheet (SDS) must be supplied.
- 3) Materials must be in suitable containers and properly labelled (e.g. sealed containers with screw-on caps and clearly labelled with the contents, together with appropriate hazard symbols and appropriate risk assessments).
- 4) The quantity of each material must be stated (Kg or litres).
- 5) Information required by Waste Disposal Officer:
 - a) Name of Waste Holder
 - b) Contact telephone number
 - c) Location of waste
 - d) Description of waste (including its form – solid or liquid)
 - e) Quantity of each waste
 - f) The type of container waste is held in
 - g) Other relevant information
- 6) If the waste is unidentified, give as much information as possible.
- 7) The following form may be used; alternatively, the individual departments may adopt their own waste disposal forms where Hazardous Waste is produced in small quantities.



Hazardous Waste Listing Form

Contact Name:	
Date:	
Telephone Number:	
E-Mail Address:	
Location of the Waste:	
Cost Centre for Analysis:	
Nature of the process producing the waste:	

Waste Description (Including components and their concentration)	Container Size	Number of containers	Total Volume	SDS (Y/N)

Appendix 4. Hazardous Waste Consignment Notes

STFC Site Hazardous Waste Codes

Site	Hazardous Waste Code
Daresbury Laboratory	STFCDL
Rutherford Appleton Laboratory	STFCRL
Chilbolton Observatory	STFCCB

Before the consignment is removed from site, the HWCN (Parts A to E) must be completed. The form is completed in triplicate, with copies going to the following:

- The Waste Producer/Holder/Consignor - (usually the Waste Disposal Officer gives it to the Waste Contractor on behalf of **STFC**).
- The Waste carrier – usually the Waste Disposal Contractor.
- The Waste Consignee (organisation that receives the waste e.g. the waste tip).

The form is in 5 Parts (A to E), which can be summarised as:

- A.** Notification details (consignment number, addresses of premises from where the waste is being taken, and where it is going).
- B.** Description of Waste (including EWC & Hazard Codes, ADR Information)
- C.** Carrier's Certificate (including Carrier & vehicle registration numbers)
- D.** Consignor's Certificate (certifying information is correct)
- E.** Consignee's Certificate (list of waste received, address, vehicle details etc.)

The **STFC** Waste Disposal Officer (on behalf of the STFC):

- Is responsible for ensuring that Parts A and B of each copy are completed correctly. The carrier (Waste Disposal Contractor) has all three copies. Parts A & B must be completed prior to collection of the waste.
- Ensures that Part C is completed by the Carrier and completes Part D themselves, at the time of collection and before the waste is removed from the premises.
- Retain the Producer's/Holder's/Consignor's copy and file it for a minimum of 3 years.

They shall give the two remaining copies to the Carrier.

The Carrier:

- Shall ensure that both copies travel with the waste consignment
- Shall give both copies to the Consignee on delivery of the consignment to the address stated in Part A.
- Shall retain the Carrier's copy after completion by the Consignee.

Note: although not required in statute, it is common practice for the Carrier to give a copy of the completed Part E to the Consignor (i.e. STFC Waste Disposal Officer). It could be considered as part of the Waste Disposal Officer's Duty of Care to request sight of the completed Part E.

The Consignee:

- Shall complete Part E on both copies of the HWCN.
- Shall give the Carrier's copy to the Carrier.

Normally the carrier will complete the "Hazardous Waste Consignment Note" and transfer the wastes from the site so that STFC will only have to sign and make sure that the paperwork is correct. All hazardous waste consignment notes must be retained for 3 years.

The consignee must provide a return to STFC to confirm that the waste has reached its final destination. This will either be the 'consignee return note' or a copy of the quarterly return (which has to be produced by the waste manager for the EA).

Activities involving hazardous waste are far more tightly regulated than those involving inert or non-hazardous waste. There are many provisions specific to hazardous wastes, governing the classification, storage, handling, transport, treatment and disposal. See the SHE Environment Officer if you experience any difficulty.

Appendix 5. Audit Checklist

Ref	Item	Rating	Comments
1 (Section 4.1.1)	Has an STFC Environment Officer been appointed in writing?		
2 (Section 4.3.1)	Have WDOs been appointed in writing for all areas where wastes are generated for disposal?		
3 (Section 4.3.2)	Do Departmental SHE improvement plans include actions to manage environmental impact?		
4 (Section 4.4.3)	Are WDFs completed fully for wastes sent to WDO for disposal?		
5 (Section 4.4.4)	Are wastes labelled, suitably packaged and stored appropriately?		
6 (Section 4.5.2)	Do WDOs have current licenses for the waste management contractors they employ to manage, transport and dispose (waste disposal sites) of wastes? Are they licensed to carry/dispose of the wastes supplied?		
7 (Section 4.5.6) (Appendix 4)	Have, as appropriate, CWTNs and HWCNs been completed for all wastes dispatched?		
8 (Section 4.5.9)	Have copies of the CWTNs and HWCNs been retained for all wastes disposed of for at least 3 years?		

Appendix 6. Duty of Care Checklists

STFC Waste Duty of Care Pre-visit Questionnaire

1. General Facility Information									
Type of waste facility (e.g. Broker/Transfer Station, etc.)									
Facility Name									
Address									
Telephone Number									
Primary Contact (Name and Position)									
Operational Hours									
Year facility opened?									
Copy of site Licences available? Please tick.	YES			NO					
Does the facility have any third party certification, such as ISO or EMAS? If yes, Please Specify.	YES			NO					
Is your company a member of any trade associations? Please tick. If yes, Please Specify	YES			NO					
Does your company have any supporting documentation available for review? If yes, please forward with this completed questionnaire	YES			NO					
2. Ownership									
Facility Ownership: Please tick	Individual		Partnership			Corporation			
Corporation and/or name is different from above (Name and Address)									

3. Permit and Licence Information					
Name of regulating agency/agencies					
Please indicate whether your facility has any of the following documents. Please tick. (Please attach copies)					
Transportation Permit(s)	YES		NO		
Waste Permit(s)	YES		NO		
Air Permit(s)	YES		NO		
Water Permit(s)	YES		NO		
Other Environmental Permits	YES		NO		
Regulatory Agency Inspection Reports	YES		NO		
Environmental Policies or Operating Procedures For the facility	YES		NO		
4. Regulated Waste Information					
Total quantity of Regulated waste received annually					
Total Permitted Storage Capacity					
5. Waste Receipt and Record keeping					
Are past operating records readily available If yes, for how many past years? Please tick	YES		NO		
	YEARS				
Are past outgoing shipping records readily available. If yes, for how many past years	YES		NO		
	YEARS				
6. Laboratory					
Is there an on-site laboratory? Please tick.	YES		NO		
Is the waste analysed upon arrival at the site? Please tick.	YES		NO		
7. Compliance, Contamination and Spill History					
Has the facility had any regulatory violations in the past 5 years? Please tick.	YES		NO		
	<i>If yes please supply details</i>				
Has there been contamination or clean-up at the facility? Please tick.	YES		NO		
	<i>If yes please supply details</i>				
8. Employee Information					
Are your employees suitably trained in handling the waste received at this facility? Please tick.	YES		NO		n/a
9. Insurance					
Please list any type(s) of insurance or financial letters of certificate that currently apply at the facility. (i.e. Comprehensive General Liability, Comprehensive Auto Liability, Pollution Liability Insurance, etc.)					

10. Waste Management			
Please Catalogue which waste types (and quantities) the facility is licensed to accept.			
Waste Category	Description	EWC/LOW Code	Quantity Permitted
12. Declaration The information on this form is accurate and has been completed by an appropriate person within the Company.			
Name of person completing form (Print) Company Position Signature Date			

STFC Waste Duty of Care Audit Checklist

1. General Facility Profile						
Classification (Please tick if applicable)	Disposal Facility		Waste Broker		Transfer Station	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date of Facility Visit						
Facility Name & Address						
Primary Contact (Name & Position)						
Telephone Number						
Operational Hours						
2. Permit, Licence and insurance Information						
Review and/or copy any relevant information						
Does the facility use a broker?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
List the broker's registration number:						
3. Disposal Facility Operations						
Is there an operation record or disposition log for current inventory?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Is disposition and turnaround time of waste store on site reasonable?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Is there a certificate of disposal issued?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Is the inventory labelled?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Is the waste accepted in drums and the content emptied?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
If so, specify how are the containers disposed of:						
Additional Comments:						

4. Waste Management						
Please comment on any questions and/or concerns that may have come up from this section on the Pre-Visit Questionnaire .						
Keeping Waste Safely						
All waste from STFC kept safe against:						
Corrosion or wear of waste containers	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Accidental spilling or leaking or inadvertent leaching from waste unprotected from rainfall	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Accident or weather breaking contained waste open and allowing it to escape	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Waste blowing away or falling while stored or transported	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Scavenging of waste by vandals, thieves, children trespassers or animals	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Segregation and Containment						
All waste from STFC is suitably segregated and contained:						
To prevent the mixing of incompatible wastes. (For example, avoiding reactions in mixtures.)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
All employees and anyone else handling waste are aware of the locations and uses of each segregated waste container.	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Waste containers suitable for the material stored in them.	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Waste containers suitably labelled to identify contents.	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Old labels removed from drums which are reused	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Site licensed for type and quantities of waste received from STFC? (Attach copy of certificate to this audit)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Waste carrier registered with the Environment Agency to transport type of waste received from STFC? (Attach copy of certificate)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Additional Comments:						

5. Transport Information						
All waste transported from STFC is:						
Packed and transported well enough to reach its initial destination without escape.	YES		NO		N/A	
Packed and transported well enough to reach any future destination without escape. Relevant where, for example, waste is sorted at one facility and then transported to other facilities for disposal.	YES		NO		N/A	
Only handed on to authorised persons or to persons for authorised transport. Checks should be in place to ensure this; checking of registration/licences, etc.	YES		NO		N/A	
Does the transporter offer training to its drivers?	YES		NO		N/A	
Do the trucks have appropriate signage?	YES		NO		N/A	
What condition are the trucks in?	GOOD		OK		POOR	
Is there evidence of regular maintenance performed on the trucks?	YES		NO		N/A	
Are there written contingency plans in place for handling spills or leaks during transportation?	YES		NO		N/A	
Is the appropriate emergency equipment available during transportation?	YES		NO		N/A	
If there is a weighbridge at the location, are the calibration certificates available, are they in date?	YES		NO		N/A	
Additional Comments:						

5a. Dangerous Goods Transport Information (to be completed by DGSA)						
All dangerous goods transported from STFC are:						
Packed and labelled according to the ADR Regulations? (container should be marked with an appropriate UN marking with suitable hazard labels, or with the “limited quantities” label and have a total weight of less than 30Kg).	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Packed & labelled according to ADR when leaving the Facility?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Only handed on to authorised persons or to persons for authorised transport. Checks should be in place to ensure this; checking of registration/licences, etc.	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Do the drivers hold appropriate and valid Vocational Training Certificates?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Do the trucks have appropriate placarding? (Orange plates displayed front and rear. For bulk carriers (tankers), correct placards on sides and rear, and hazard identification number plates on sides and rear).	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
What condition are the trucks in?	GOOD	<input type="checkbox"/>	OK	<input type="checkbox"/>	POOR	<input type="checkbox"/>
Is there evidence of regular maintenance performed on the trucks?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Do the vehicles carry Instructions in Writing? (Actions in the event of an emergency).	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Is the appropriate emergency equipment available during transportation ² ?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Additional Comments:						

² Equipment should include:

- a) fire extinguishers (min 2Kg), if vehicle over 7.5 tonnes, total 12Kg capacity with one at least 6 kg, if vehicle over 3.5 tonnes, total 8 Kg capacity with one at least 6 Kg.
- b) A wheel chock, 2 self-standing warning signs, eye rinsing liquid: and for each crew member, a hi-vis vest, portable lighting, protective gloves, eye protection
- c) For some classes of waste, vehicles must carry an emergency escape mask for each crew member, a shovel, a drain seal and a collecting container.

6. Compliance, Contamination and Spill History

Compliance - Please follow up if the facility/broker/transfer station has any violations in the past 5 years? (Answer 'yes' on the **Pre-Visit Questionnaire**). In the table below, describe the violation, any penalty assessed and corrective actions taken.

Violation	Date	Penalty	Corrective Actions

Additional Comments:

--

Contamination – Please comment on any questions and/or concerns that may have come up from this section on the **Pre-Visit Questionnaire**. (Answer ‘yes’ in the **Pre-Visit Questionnaire**, to having contamination or cleanup on the facility)

	√	Contained		Clean up in		Method of Cleanup, if any
Groundwater		YES	NO	YES	NO	
Surface Water		YES	NO	YES	NO	
Soil		YES	NO	YES	NO	

Are sufficient financial resources available to ensure clean up?

YES

NO

Additional Comments

7. Spill Control Plan

Are employees trained in spill cleanup procedures?

YES

NO

Are Containment systems and devices sufficient to control a release or spill?

YES

NO

Does the facility/broker/transfer station have adequate and accessible spill control equipment?

YES

NO

8. Safety History						
Is there a sufficient system in place to control personnel access?	YES		NO		N/A	
Is personal protective equipment (PPE) readily available?	YES		NO		N/A	
Is the PPE being worn by employees?	YES		NO		N/A	
Does the facility have a safety manual or safety guideline?	YES		NO		N/A	
Have there been any Environment Agency compliance assessments carried out over the last 3 years? What was the outcome/compliance rating of the facility?	(Details...)					
Do any of the technical managers (or senior managers) align with the WAMITAB scheme?	YES		NO		N/A	
	(Details...)					
Is the company aligned to any standards such as ISO9000/1 or ISO14001 etc?	(Details...)					
9. Approval						
Waste Disposal Facility	Approved		Rejected		N/A	
STFC staff member who performed audit						
NAME						
TITLE						
SIGNATURE						
DATE						

Report to be retained for the duration of the contract to employ the waste disposal contractor.

Appendix 7. Document Retention Policy

Records Established	Minimum Retention Period	Responsible Record Keeper	Location of Records	Comments / Justification
Hazardous Waste Consignment and Controlled Waste Transfer Notes	Current + 3 years	Waste Disposal Officer	Local Record Systems	Legal Requirement
Producer Returns	Current + 3 years	Waste Disposal Officer	Local Record Systems	Legal Requirement
Appointments:				
Environment Officer	Most Recent	Director with SHE oversight	SHE Directory	Appointment Letter
Waste Disposal Officer	Most Recent	Director	SHE Directory	Appointment Letter