

WASTE GUIDANCE NOTES

Part 1

All waste streams leaving the premises should be identified prior to undertaking the audit, together with the handling and storage processes. A separate waste audit questionnaire needs to be completed for each waste stream. Where different wastes of the same stream, for example Clinical Waste, are collected and disposed of together by the same contractor, and provided all of the relevant information can be accurately accommodated within each section, then one questionnaire can be used, but if wastes are collected and disposed of separately or the information cannot be recorded with clarity, then separate questionnaires must be used.

1.1 FOR GENERAL, CLINICAL AND RECYCLABLE MATERIALS

1.1.1 SECTION 1

Description for General Waste should be for example, paper, plastic, food waste, station litter etc. but **Not General Waste**. Description of Clinical Waste should be for example, sharps, bodily fluids etc. More than one questionnaire may need to be completed within each audit, as different storage and handling characteristics could be involved, particularly for Clinical Waste.

1.1.2 SECTION 2

All relevant individual Station Waste producers should be listed for example, Retail Outlets, Tenants, Train Operating Companies, British Transport Police, and exhibitors etc.

1.1.3 SECTION 3

All parties to the waste transfer should have a copy of the Waste Transfer Note (**Form FC-14C**). A check should be made to make sure that all waste producers (transferors), cleaning contractor (transferee) and Managed Stations (waste broker) have copies of Waste Transfer Notes.

1.1.4 SECTION 4

See section 1 for waste description detail. Clinical Waste may be recorded as either, descriptive or group i.e. Group A (Blood contaminated), B (Needle Sharps), or E (Bodily Fluids, Human/Animal Solid Waste), A, B and E being the three clinical types of waste removed from the station.

1.1.5 SECTION 5

This would be type of waste container examples: clear bag, wheelie bin, sharps container, yellow bag etc., and method of transportation i.e. manually or rubbish train (wheelie bin) etc. Waste disposal point being, compactor, skip or final uplift point.

1.1.6 SECTION 6

Describe type of container/s where waste is finally stored on station i.e. compactor, skip, wheelie bin etc., and their location on the station.

1.1.7 SECTION 7

Check for, overfilling of containers and that containers are free from damage sufficient enough to prevent the escape of waste. Also check that containers are locked and secure from unauthorised third party interference / access.

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1.1.8 SECTION 8

This refers to the time waste is stored at the final disposal point prior to uplift.

1.1.9 SECTION 9

This would be the party who had arranged the waste removal contract with the waste carrier, and would generally be Network Rail Managed Stations. Network Rail Plc holds a Waste Brokers Licence that covers all premises in England, Scotland and Wales.

1.1.10 SECTION 10

The party in section 9 would only require a Waste Brokers Licence if their employees did not physically handle or move the waste from the produces listed in section 2 to the final disposal point.

1.1.11 SECTION 11

Details required of the Waste Carrier who removes the waste from the station.

1.1.12 SECTION 12

Copy should be held on premises for inspection.

1.1.13 SECTION 13

To enable the first part to be answered, clarification would be required from the party in section 11 as to the first destination of the waste when collected from the station. If part one is completed as a yes, refer to footnotes in Waste Disposal Process Flowchart (**Form FS-14B**) when completing part two. A Waste Transfer Station is a site that is licensed to store, sort and process waste before onward shipment to a final disposal site or a recycling centre.

1.1.14 SECTION 14

Details required only if waste is taken directly to a final disposal site i.e. landfill or incinerator, again Clarification would be required from the party in section 11 as to the first destination of the waste when collected from the station. To enable completion of this section, refer to footnotes in Waste Disposal Process Flowchart (**Form FS-14B**).

1.1.15 SECTION 15

Copy should be held on premises for inspection, but refer to footnotes in Waste Disposal Process Flowchart (**Form FS-14B**) when completing this section.

1.1.16 SECTION 16

Refer to footnotes in Waste Disposal Process Flowchart (**Form FS-14B**) when completing this section.

1.1.17 SECTION 17

Copies of Waste Transfer Notes must cover a period of two years.

1.1.18 SECTION 18

Consult copy of the Station Fire Risk Assessment to verify that **all** waste storage areas have been fire assessed.

1.1.19 SECTION 19

Wherever an **N** has been recorded, details/comments **must** be noted together with proposed actions and timescales.