

1. PURPOSE

This is a supplementary procedure to provide guidance on the additional client standard requirements for the management of wastes on rail infrastructure projects.

This procedure **MUST** be read in conjunction with *E04 – Waste Management* to ensure the correct and legal classification, storage, segregation, use, treatment, and disposal of wastes in accordance with Duty of Care (DoC) and other applicable legislation. E04 also stipulates business level requirements for Site Waste Management Plans, measurement and reporting of waste information.

2. SCOPE

This procedure is mandatory and applies to all VR rail infrastructure worksites, including subcontractor activities.

At all times the UK legislative requirements take precedence over any client standard or instruction. If in doubt or when a potential conflict arises you must contact the project Environmental Specialist or the Head of Environment & Sustainability (HoES) for advice. Compliance with this procedure does not, on its own, provide compliance with the applicable legislation.

This procedure translates the mandatory Network Rail’s waste management and associated standards into VRs business processes. Where applicable, it may be applied to non-NR rail infrastructure worksites as best practice. For other clients, please confirm the requirements at tender to ensure that the costs for sampling, testing, storage, and handling of wastes are sufficiently accounted for.

The following specific areas are addressed:

- [Definition of waste on rail projects and the VR position on ‘spread locally’](#)
- [VR waste carrier registration](#)
- [Requirements to consider waste in design](#)
- [Waste swapping apps](#)
- [Disposal of Redundant Railway Assets](#)
- [Scrap recovery](#)
- [Management of used ballast](#)
- [Management of asbestos containing wastes](#)
- [Management of PCB contaminated wastes](#)
- [Disposal of Railway Track Explosive \(Fog Warning\) Detonators](#)
- [Fly-tipping on client land](#)

This procedure does not account for the occupational health risks associated with managing wastes, particularly asbestos waste, explosives, biological hazards, and waste oils contaminated with PCBs.

3. REFERENCES (INPUTS)

- Control of Asbestos Regulations
- ADR (European Agreement concerning the International Carriage of Dangerous Goods by Road)
- The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations
- HSE Approved Code of Practice and Guidance L143: Managing and working with asbestos (2013)
- CL:AIRE – Interpretation for Managing and Working with Asbestos in Soil and Construction and Demolition Materials: Industry Guidance (CAR-SOIL™)
- NR/L2/SCO/306 – Disposal of redundant assets (Issue 5)
- NR/L3/SCO/306 – Work Instruction. Route Services – Disposal of Redundant Assets (Issue 2)
- NR/L2/CIV/168 – Asbestos Management (Issue 3)
- NR/L2/CIV/086/MOD14 – Asbestos Risk Assessment for Earthwork Interventions (Issue 1)
- NR/L1/ENV/100 – Environment & Social Performance Policy (Issue 1)
- NR/L2/ENV/015 – Environment and Social Minimum Requirements for Projects – Design and Construction (Issue 9)

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- NR/L3/ENV/044 – Work Instruction. Track Maintenance Renewal or Alteration – Used Ballast and Excavation Waste Handling (Issue 4)
- NR/L2/ENV/120 – Waste Management (Issue 2)
- NR/L3/TRK/002/D21 – Waste and fly tipping clearance (Issue 1)
- NR/GN/ESD01 – Guidance Note: Waste Management (v1)
- NR/GN/ESD02 – Guidance Note: Waste – Route Services Supply Chain Operations (v1)
- NR/GN/ESD03 – Guidance Note: Polychlorinated Biphenyls (v1)
- RPS 178 Treatment and Disposal of Invasive Non-Native Plants (Aug 2023)
- WM3 – Technical Guidance on the classification and assessment of waste (Sept 2021)

VolkerWessels level documents:

- Site Scrap Material Policy
- E04 – Waste Management
- E09 – Use of Materials on Projects
- H19 – Carriage of Dangerous Goods

VolkerRail level documents:

- ENV01 – Corporate Environment Manual
- ENV04 – Project Management and the Environment
- ENV08 – Management of Environmental Incidents
- SAF04 – Reporting and Investigation

4. DEFINITIONS

Term	Definition
Asbestos	The Control of Asbestos Regulations 2012 Approved Code of Practice (ACoP) determines that ‘asbestos’ includes bulk materials containing one or more of the fibrous silicates at more than ‘trace’ amounts (defined in HSG28 Asbestos: The analysts’ guide for sampling, analysis and clearance procedures.). Less than ‘trace’ amounts then the Regulations do not apply. Bulk materials includes soils and C&D materials.
Asbestos Containing Material	Any material containing one or more of any of the 6 fibrous silicates classified as asbestos (Chrysotile, asbestos grunerite (amosite), crocidolite, asbestos actinolite, asbestos anthophyllite, and asbestos tremolite).
Asbestos Waste	Asbestos products or materials that are classed as waste and that are required to be disposed of and/or awaiting disposal, including soil, C&D materials, building materials, dust, rubble, disposable PPE, rags used for cleaning and used tools that cannot be properly decontaminated. In certain circumstances, soil and C&D materials contaminated by asbestos may not be classed as waste, for example when the tests set within the CL:AIRE Definition of Waste: Development Industry Code of Practice are met for beneficial reuse of contaminated materials on the site where they are produced.
Consignee	The receiver of waste.
Consignment Note	A multiple part form to be completed when any Hazardous Waste is transferred to another person (waste carrier) for removal from a site.

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Term	Definition
Duty of Care	<p>Applies to anyone who imports, produces, carries, keeps, treats, disposes of or controls through brokering, controlled waste to:</p> <ul style="list-style-type: none"> • Prevent contravention of Section 33 by any other person, • Prevent escape of waste, • Transfer waste only to an authorised person OR for an authorised transport purpose • Transfer a written description to enable others to comply with Section 33.
Environment Permit	<p>Permit issued by the Regulatory Authority to operate specified activities relating to the use, storage, treatment, recycling or disposal of waste on a site or for mobile plant. The requirements of a permit may be met through one of the following:</p> <ul style="list-style-type: none"> • Regulatory Position Statement – no permit required if activities are within scope • Exemption – registered with the Regulatory Authority • Standard Rules Permit – compliance with a set of fixed rules for certain activities • Bespoke Permit – tailored to the activities
Hazardous / Special Waste	<p>Waste is defined as 'hazardous' (in England, Wales and Northern Ireland) or 'special' (in Scotland) if it or the materials or substances it contains, are harmful to human health or the environment. Typical examples include:</p> <ul style="list-style-type: none"> • Asbestos • Electrical equipment with potentially harmful components • Fluorescent light tubes and energy-saving light bulbs • Wet cell and dry cell batteries • Oils (except edible oils) e.g. engine oil • Oils containing Polychlorinated Biphenyls (PCB) in switchgear • Gases containing ozone-depleting substances e.g. Sulphur hexafluoride (SF6) in HV switchgear • Solvents e.g. aerosols
Infrastructure Materials	<p>Collective definition for any item that is used in the construction or the railway system. Examples include rail, switches or crossings, ballast, construction material, concrete or steel sleepers, timber bearers, chairs, base plates, troughing and cable.</p>
Network Rail Asset	<p>Any item, entity or property owned by NR and regarded as having actual or potential value or function to the operation of the rail network, to other Network Rail business activities, or to other stakeholders.</p>
Non-hazardous waste	<p>Is waste that does not contain hazardous properties or contain them in sufficient concentrations so as to be harmful to human health or the environment e.g. wood, plastic, plasterboard, paper, card, sewage.</p>
PCBs, PCB Substance or PCB Fluid	<p>Any substance, normally a fluid, containing PCBs, including a mixture of different PCBs, at a combined concentration of more than 50 parts per million (ppm) (0.005%). Polychlorinated Biphenyl (PCB) is an organic chlorine compound used as dielectric and coolant fluids in electrical equipment such as transformers, switchgear and capacitors. They are classified as Persistent Organic Pollutants (POPs) that harm the environment and damage health.</p>
PCB Contaminated Equipment	<p>Equipment that contains 5 litres or more of a PCB Substance (a fluid with a combined PCB concentration of more than 50ppm (0.005%). Network Rail hold a number of exemptions issued by the Environment Agency and are required to annually submit a register of all non-exempt and exempt equipment.</p>
Protected Asset	<p>An asset that has statutory protection from destruction or demolition with authority from statutory bodies by virtue of its historical value or importance. This definition includes 'Designated Assets' as determined by the Railway Heritage Designations Advisory Board as protected under the Railway Heritage Act 1996 and 'Listed Assets' identified on one of four statutory lists requiring special permission from the local planning authority for demolition, extension or alteration.</p>

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Term	Definition
Season Ticket	Repeated transfers of the same kind of controlled waste between VolkerRail and the same waste carrier can be covered by one Season Ticket. These tickets can last for up to one year
Spreading locally	Commonly misunderstood practice within the construction sector of leaving arising spoil at the excavation site and spreading it across a wide area using tracked excavators etc. This practice is not legally permissible except under explicitly controlled circumstances - refer to Section 5.2 for further information.
Supervisor	The person with responsibility for the supervising activities on site of direct/agency staff and/or subcontractors. This may include Site Supervisor, Site Manager, Construction Manager.
VolkerRail	VolkerRail Limited and VolkerRail Specialist Businesses
VolkerSwitch	Internal PowerApps application (available to download through Office.com: VolkerSwitch) to advertise surplus materials (waste and non-waste items) across VolkerWessels UK Group.
Waste	“any substance or material we discard, intend to discard or are required to discard” (Waste Framework Directive). The term “discard” does not just mean disposal, but also reuse and recycling activities. It can apply to materials brought to site as well as material sent away from site. Items that can be immediately re-used without physical changes are not waste, for example excess telecoms cable, however if there is no intention to reuse the item then this would become a waste. Waste is defined by the point of view of the person discarding it. One person’s waste may be another person’s ‘raw’ material but it would still be classified as waste, the necessary permits or exemptions must be in place and the waste consigned between the organisations. Refer to E04 for useful guidance on the definition of waste within a construction setting.
Waste Carrier	A person or organisation that is licensed by the relevant Regulatory Authority for the transfer of waste by road or rail from the Waste Producers site to a Waste Management facility or other licensed intermediary facility. This includes those who produce and transfer their own waste.
Waste Producer / Consignor	Any person or organisation whose activities produce waste. They are responsible for identifying the nature and characteristics of the waste and compliance with duty of care legislation.
Waste Transfer Note	A form to be completed when any controlled waste is transferred to another person (waste carrier/landfill operator) for removal from site or disposal. It must contain enough information to enable anyone handling the waste to be able to handle it correctly.

ABBREVIATIONS

Abbreviation	Definition
ACM	Asbestos Containing Material
CCW	Countryside Council for Wales (Regulatory Authority for waste in Wales)
CL:AIRE	Contaminated Land: Applications in Real Environments
DoC	Duty of Care
EA	Environment Agency (Regulatory Authority for waste in England)
HWCN (SWCN)	Hazardous Waste Consignment Note (Special Waste – in Scotland)
MHD	Material Handling Depot operated by Supply Chain Operations
MMP	Materials Management Plan
PCB	Polychlorinated Biphenyl

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NR	Network Rail
SCO	Route Services Supply Chain Operations
SEPA	Scottish Environmental Protection Agency (Regulatory Authority for waste in Scotland)
SWMP	Site Waste Management Plan
VR	VolkerRail Limited and VolkerRail Specialist Businesses Ltd
WTN	Waste Transfer Note

5. PROCESS
RESPONSIBILITY
5.1 Resources and Competence

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| <p>5.1.1 In line with <i>ENV01F01 – Environment and Social Value Training</i> guidelines VR Designers (Civils), Engineers (Civils), Supervisors and Project Managers shall have completed the internal IEMA accredited ‘Waste Soils & Aggregates’ training course as indicated.</p> <p>5.1.2 A ‘Responsible Person(s)’ shall be nominated during construction for each project and/or project depot who shall be responsible for supervising the waste management arrangements including segregation, storage, off-site removal and recording of wastes in accordance with the requirements of <i>E04 – Waste Management</i>.</p> <p>5.1.3 In line with <i>ENV01F01 – Environment and Social Value Training</i> guidelines, the nominated ‘Responsible Person’ shall have completed the internal Duty of Care training course.</p> <p>5.1.4 Sufficient and competent environmental resources will be made available to deliver the in-house environmental training courses pertinent to this procedure.</p> | <p>Business Directors / General Managers</p> <p>Project Manager / Principal Tenant</p> <p>Project Manager / Principal Tenant</p> <p>Head of Environment & Sustainability</p> |
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5.2 Definition of Waste

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| <p>5.2.1 The Legal Definition of Waste (see Definitions) applies regardless of the volume or practical challenges of removing the waste from the worksite. Commonly Client documents, for example Form 002 – Statement of Design Intent, state that ‘spoil shall be removed from site or spread locally where possible’.</p> | <p>Design Manager / Project Manager</p> |
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‘**Spread locally**’ is not legally permissible, unless it is used as a non-waste, without the need for further processing on the same site. For any excavated material, or other arisings, to be reused on site as non-waste an assessment must be made at the design stage in consultation with the Project Environmental Specialist and the decision documented in the Environment and Social Management Plan.

A simple test is “if the arising material is not used, would you need to purchase material for the same purposes” if the answer is no – the arising material is a waste and must be taken off site to a suitably authorised facility, or an environmental permit or exemption from permitting must be in place for the development site.

Note: Production of a Materials Management Plan and a CL:AIRE Code of Practice declaration may still be required, especially where there are elevated levels of contaminants. Refer to *E09 – Use of Materials on Projects* for further information.

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- 5.2.2 Refer to the guidance within *E04 – Waste Management* to assist when determining if arising material is a waste or not. Environmental Specialist
- 5.2.3 Where arising materials have been determined to be a waste, or the assessment during the design phase has not sufficiently concluded otherwise, the material must be taken off site to a suitably authorised facility in accordance with *E04 – Waste Management*. The cost for doing so must be included at tender. Bid Manager / Head of Estimating / Project Manager
- 5.2.4 Appendix B – Effluent Waste Transfer Note Guidance has been produced to support legislative compliance where effluent disposal from mobile welfare, WC units or temporary site accommodation is included within the scope of subcontracted services. This is in response to repeat non-conformances where waste transfer notes could not be provided due to protracted supply chain relationships. The Environmental Specialist is responsible for ensuring that the required Duty of Care checks have been undertaken and the correct waste documentation (Refer to *E04 – Waste Management*) is retained in the project document control system. Plant Buyer / Environmental Specialist
- 5.3 VolkerRail Waste Carrier Registration** Head of Environment & Sustainability
- 5.3.1 VolkerRail is legally required to hold an ‘upper tier’ waste carrier registration certificate for each legal entity i.e. VolkerRail Limited and VolkerRail Specialist Businesses Limited. These registrations allow direct staff to carry waste between its sites or to a licensed facility accepting it for treatment, recycling, recovery or disposal. The responsible manager shall renew the waste carrier registrations every three years.
- 5.3.2 Agency staff, subcontractors or suppliers are not legally permitted to transport waste on behalf of VR under the VR waste carrier registrations. They must do so under their own waste carriers registration. If they do not hold one, they must not move waste even if it is office waste between a satellite and main compound site. Project Manager / Site Supervisor
- 5.3.3 Copies of the VR waste carrier registrations are issued formally to the VR vehicle owner based on the ‘weekly fleet report’ and the document transmittal process used to acknowledge receipt. IMS Coordinator
- 5.3.4 All direct VR staff transferring waste must carry a copy of the waste carriers registration and the relevant Waste Transfer Note, copy of an Annual Waste Transfer Note / Season Ticket (non-hazardous waste only) or Hazardous Waste Consignment Note. For full details of the requirements and any exemptions, please refer to *E04 – Waste Management*. Commercial Fleet Drivers
- 5.4 Designing Out Waste and Resource Efficiency**
- 5.4.1 The relevant VR and client waste targets shall be communicated to the project bid team, design team and procurement team for inclusion throughout the project lifecycle, ensuring compliance is sufficiently planned and costed. Environmental Specialist
- 5.4.2 The designer shall identify all arising waste materials from the removal of redundant or modification to existing or installation of new assets, including any temporary works activities. Design Manager/CEM

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- 5.4.3 The designer shall hold a Resource Efficiency Workshop to identify opportunities for designing out waste through the application of the waste hierarchy, including:
- Optimising material use through engineering design,
 - Reuse of waste materials, including the adoption of the
 - CL:AIRE 'Definition of Waste: Development Industry Code of Practice for excavated materials;
 - WRAP quality protocol for aggregates from inert waste; and
 - Waste exemptions.
 - Specification of reused, recycled, and recyclable materials, and
 - Assessment of end-of-life options for materials to minimise disposal.

Design
Manager/CEM

The workshop may be delivered standalone or combined with carbon and/or value engineering. The outcome of the workshops shall be documented, with the benefits of the opportunities quantified.

- 5.4.4 Where requested, the project environmental specialist shall facilitate the Resource Efficiency Workshop or attend a combined workshop to provide technical support.
- 5.4.5 The waste reduction opportunities shall be documented within the Site Waste Management Plan (Refer to *E04 – Waste Management*) or project Environment and Social Management Plan (including the types, quantities and proportions of waste expected to be reused, recycled, recovered, or disposed of).

Environmental
Specialist

Environmental
Specialist

5.5 Use of Waste Swapping Apps

- 5.5.1 Technology applications are available to promote the re-use and recycling of materials. Which app to use and the hierarchy of their use shall be determined taking account of the following:
- Client applications – such as NR's Surplus mobile application – prioritise when title is retained by the client
 - VolkerSwitch – when title has transferred to VR, the client has provided written approval to do so, or the contract permits it.

Project Manager /
Commercial or
Procurement
Manager

- 5.5.2 The Project / Procurement / Commercial Manager is authorised to make the determination required by 5.5.1 above, shall approve all requests to list items, and approve the terms of the exchange i.e. in kind or with a charge.

Project Manager /
Commercial or
Procurement
Manager

- 5.5.3 Irrespective of the potential value or use of a project's surplus materials, a determination must be made if the item listed is a waste (Refer to *E04 – Waste Management*). This shall be made in consultation with a VR Environmental Specialist.

Project Manager /
Commercial or
Procurement
Manager

- 5.5.4 For all waste items listed, Duty of Care checks shall be undertaken prior to any exchange. VR are responsible for ensuring the waste is correctly described (European Waste Catalogue Code – EWC Code, including a determination of hazardous or non-hazardous), transferred under a Waste Transfer Note (or HWCN if hazardous) with a licensed waste carrier to a site authorised to accept it.

Environmental
Specialist

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5.6 Disposal of Redundant Railway Assets

5.6.1 Unless otherwise defined in the contract, the Client retains Title for all removed infrastructure materials which shall be managed in accordance with the Client's standards. For NR this includes:

- NR/L2/SCO/306 – Disposal of Redundant Assets,
- NR/L3/SCO/306 – Work Instruction. Route Services – Disposal of Redundant Assets; and
- NR/L3/ENV/044 – Track Maintenance Renewal or Alteration – Used Ballast and Excavation Waste Handling.

Project Manager

5.6.2 VR, or its subcontractors, shall not remove from site or sell redundant assets without written authority from the client, which for NR is Route Services in accordance with NR/L3/SCO/306 – Disposal of redundant assets.

Project Manager / Commercial or Procurement Manager

5.6.3 Produce an inventory of redundant railway assets that are required to be sent to SCO or third parties where authorised to do so.

Project Manager / Commercial or Procurement Manager

5.6.4 The Client will advise if any asset is classed as a 'protected asset' and requires authorisation from the regulatory authorities prior to its removal. If there is any doubt over the protected status of a redundant railway asset, please raise with the Client Asset Owner. NR shall check the Designated Assets in HUB or the heritage layer in Rail Infrastructure Network Model (RINM) for designations.

Project Manager

5.6.5 By removing infrastructure materials through construction projects and returning them to the client, we are not 'discarding' them. They are classed as 'non-waste' 'redundant assets' and arrangements should be made to transfer them to the Client, which for NR is the SCO Material Handling Depots (MHDs). A waste transfer note is not required in this instance.

Project Manager

Examples of common materials and equipment which fall under this process include (but not limited to):

- Track and infrastructure materials (sleepers, switches and crossings)
- IT hardware and data sensitive equipment (see NR/L3/SCO/306)
- Signal Boxes and their equipment
- Signs
- Re-locatable buildings
- Other signalling or telecoms equipment
- Artefacts or records designated (Designate Assets) and therefore protected under the Railway Heritage Act

Upon receipt, the Client Asset Owner is required to exhaust all options to return the asset to manufacture for full value, reuse internally, stock as a strategic spare or retain as surplus. After which the Client may discard the item as waste, but the Client is then the 'waste producer' and carries the Duty of Care obligations.

5.6.6 If the Client authorises VR to dispose of redundant railway assets generated through construction projects, the asset has been 'discarded' and classified as a waste. VR are responsible for ensuring the waste is correctly described (European Waste Catalogue Code – EWC Code, including a determination of hazardous or non-hazardous), transferred under a Waste Transfer Note (or HWCN if hazardous) with a licensed waste carrier to a suitably authorised facility for treatment, recycling, recovery or disposal. Hazardous waste such as Waste Electrical and Electronic Equipment (WEEE) must be segregated and stored securely.

Project Manager

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- 5.6.7 In advance of any movement, undertake sufficient Duty of Care checks to ensure legal compliance, client waste KPI targets are met, record, and report the waste through the Site Waste Management Plan (Refer to *E04 – Waste Management*).
- 5.6.8 If VR has a means to reuse a client’s asset once they have taken the decision to discard it (5.6.6 above) then this is permissible as a non-waste item providing that there is certainty of its use and no form of physical or chemical treatment is required to facilitate its reuse. However, the legal consequences of getting this wrong rests with VR and therefore any such decision must always be discussed with a VR Environmental Specialist in advance.
- 5.6.9 Under the terms of Managing Public Money, NR has no delegated authority to Gift Assets and VR as their subcontract must not enter direct discussions with Heritage Railways, community projects or charities unless instructed by the client in writing.
- 5.7 Scrap Recovery**
- 5.7.1 Confirm the right of title for Client infrastructure and provide advice on the compliance requirements, for NR this includes NR/L2/SCO/306 – Disposal of redundant assets and NR/L3/SCO/306 – Work Instruction Route Services – Disposal of Redundant Assets.
- 5.7.2 The responsibility for overseeing transport of scrap metal may be delegated to a named VR directly employed member of the site team. No-one is permitted to transport metal material off-site without the written approval of the project manager.
- 5.7.3 For Network Rail, the SCO ‘Scrap Metal Skips’ process shall be used for collecting small metal and cable from the rail infrastructure in accordance with NR/L3/SCO/306 Appendix C. Scrap metal is a waste and Duty of Care requires its transfer under a Waste Transfer Note (or HWCN if contaminated) with a licensed waste carrier used for transport. Where Network Rail SCO organise the collection of scrap from the worksite then the responsibility to comply with Duty of Care sits with the Client.
- 5.7.4 If VR is requested as part of the contract to recover and remove scrap metal offsite, then the services of an approved waste broker (refer to ‘term order list’ available on InSite) or scrap metal merchant (the VWUK preferred provider is European Metal Recycling Ltd) shall be used. Arrangements must be in compliance with the VWUK Site Scrap Materials Policy.
- 5.7.5 Scrap metal is a waste and Duty of Care checks must be completed prior to any movement off-site. This includes checks that the carrier is licensed, that the receiving facility has the required environmental permits or exemptions, and that the movement(s) will be accompanied by a WTN or HWCN if contaminated.
- 5.8 Management of Used Ballast on NR Infrastructure**
- 5.8.1 Other ‘non railway’ specific concrete/brick based hardcore wastes can potentially be accepted by NR’s Aggregate Handling Depots. A waste enquiry form (available through the waste section of NR’s Safety Central webpage) shall be completed a minimum of 8 weeks prior to removal by the NR Project Manager, including the following information:
- Project site location
 - Project site contact detail
 - Expected waste removal date
 - Type and approx. quantity of waste
 - Knowledge of any hazardous substances (chemical testing may be required)

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- 5.8.2 When delegated by the client's representative to VR, a risk assessment shall be carried out using NR/L3/ENV/044/F01 to determine if the ballast is likely to be contaminated with hazardous substances. Risk assessments remain valid for 18 months, after which time they must be repeated. All copies shall be retained for 3 years and a copy supplied to SCO Environment Contact upon completion. CRE (Track)
- 5.8.3 If the risk assessment (NR/L3/ENV/044/F01) concludes that there is a risk of hazardous substances being present –instruct lineside sampling. All analysis shall be undertaken by a UKAS accredited laboratory and a minimum suite of determinants is listed under Section 5.2 of NR/L3/ENV/044 and in compliance with the sampling protocol detailed in Appendix A of that standard. Seek support from the Project Environmental Specialist (5.8.4 below). Once the waste analysis results are back, proceed to arrange transport as in 5.8.13 for non-hazardous and 5.8.14 for hazardous. CRE (Track)
- 5.8.4 Advice on the requirement for sampling and analysis of waste for the purposes of waste classification. This is to determine if the material is non-hazardous or hazardous in accordance with WM3, and if the waste can be accepted under the conditions of the Environmental Permits held by SCO's AHDs (refer to Appendix A of NR/GN/ESD02). Environmental Specialist
- 5.8.5 The waste chemical analysis certificate(s) or third-party waste classification report shall be provided to SCO's Environment contact for review and acceptance at least 4 weeks prior to the planned waste movement. CRE (Track)
- 5.8.6 All tarmac wastes must be sent for waste classification testing at a certified laboratory prior to transport to the SCO AHD. This is required to confirm that the waste is 17 03 02 – Bituminous mixtures other than those mentioned in 17 03 01 i.e. that it is non-hazardous. Design Manager / Project Manager / Environmental Advisor
- 5.8.7 If the waste contains Asbestos Containing Materials (ACM) it cannot be accepted by SCO AHDs, and the ACM will need to be removed by a licensed asbestos contractor (refer to section 5.6 below). Project Manager
- 5.8.8 Once the ACM present is removed, the track excavation or used ballast waste maybe accepted at SCO's environmentally permitted Wash Plant (no other AHDs can accept it). In this situation, the remaining material shall be sampled and tested for asbestos fibers and advice sought from the SCO Environment contact. CRE (Track)
- 5.8.9 If the waste contains invasive species (fleshy part of the plant, rhizomes, or soil from within 7 meters of the plant that may be contaminated with rhizome fragments or seeds) it cannot be accepted at SCO's AHDs. A suitable licensed facility will need to be identified using VR's preferred Waste Brokers and Duty of Care checks completed prior to any movement. Environmental Specialist
- 5.8.10 Non-acceptable waste MUST NOT be loaded or transported to SCO's MHDs or AHDs i.e. wastes not authorised by SCO's environmental permits, wastes containing ACM, hazardous bituminous material, or wastes containing invasive non-native species. Supervisor
- 5.8.11 Where there is a combination of non-hazardous and hazardous waste it should be segregated where practical during the works and transported separately. If this is not possible the entire volume of waste shall be treated as hazardous. Supervisor
- NOTE:** It is illegal to mix hazardous waste with non-hazardous waste for the purposes of diluting the hazardous material to the point where it is no longer classified as such.
- 5.8.12 Waste transported to SCO's AHD washing facilities shall consist of the following characteristics for operational acceptance: CRE (Track)
- Size shall not exceed 70mm (unless prior agreement with SCO is secured)
 - Consistency of the material shall be predominantly solid. Soil content should not exceed 50% of the total wagon content.

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- 5.8.13 For all non-hazardous waste removal to SCO, VR shall: Supervisor
- Load the waste in accordance with NR/L3/NDS/308
 - Complete 3 copies of the Certificate of Readiness (COR) and:
 - Retain one copy and issue to the Project Environmental Specialist for recording with the Site Waste Management Plan
 - Provide one copy to the Waste Carrier
 - Email a copy within 48hrs to SCO 24:7 Loco Hauled Service Controller
- 5.8.14 For all hazardous waste removal to SCO, VR shall: Supervisor
- Load the waste in accordance with NR/L3/NDS/308
 - Label the rail transport wagons (one label for each wagon) with yellow used ballast labels with the consignment note code, site name and date
 - Complete 3 copies of the Certificate of Readiness (COR), including signing section D, and:
 - Retain one copy and issue to the Project Environmental Specialist for recording with the Site Waste Management Plan
 - Provide one copy to the Waste Carrier
 - In Scotland only – complete the special waste consignment note and retain the green copy for three years once section C has been signed by the Waste Carrier
 - Email a copy within 48hrs to SCO 24:7 Loco Hauled Service Controller
- 5.8.15 For wastes containing asbestos fibers above the level of 0.001% weight by weight (note this is a different threshold to that for classifying the waste as hazardous under WM3 that is higher at 0.1%), contact the NR Project Manager or SCO Environment contact for the additional process and consent required to move this waste (due to additional health & safety requirements for handling this waste at the SCO wash plant). Project Manager
- 5.8.16 Once agreed for movement (see 5.8.13 above), VR shall label the wagons as for 5.8.12 above. The waste movement shall be covered under the SCO non-hazardous annual waste transfer note. This works is defined as 'work with asbestos' under The Control of Asbestos Regulations 2012 (Refer to SAF48 – Asbestos Management). Supervisor
- 5.8.17 For emergency works involving the removal of excavation waste and/or used ballast see advice from the SCO Environment contact, which if authorised for transfer, VR shall marked as un-categorised waste ballast and SCO will instruct the material is quarantined upon arrival for analysis. All other requirements shall be as stated in 5.8.11 or 5.8.12 above. Project Manager
- 5.8.18 If waste disposal by road has been arranged through SCO, then SCO take on the Duty of Care obligations for ensuring waste carrier licences and receiving facility authorisations. In this instance VR shall: Supervisor
- Complete Section A, B and D of the WTN
 - Use the nearest NR maintenance Depot or available road vehicle access point as the address of where waste is produced
 - Provide copies to the Project Environmental Specialist for recording in the Site Waste Management Plan

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5.9 Management of Asbestos Containing Wastes

- 5.9.1 Before carrying out work on land involving the potential disturbance of asbestos in soil or C&D material, a preliminary assessment of relevant information shall be undertaken. The Duty Holder (Client) shall provide information e.g. asbestos surveys or registers. Where on balance, asbestos is likely to be present in, on or under the land an investigation and analysis of representative soil samples (by a laboratory accredited to ISO 17025 who participates in an appropriate Proficiency Testing Scheme i.e. AISS for asbestos in soils) shall be conducted to determine the presence, distribution, type and condition of asbestos. Civils CRE / Project Manager
- 5.9.2 NR/L2/CIV/086/MOD14 – Management of Earthworks: Asbestos Risk Assessment for Earthwork Interventions shall be adhered to for determining the risk from asbestos during ground investigation and earthworks asset interventions. Civils CRE / Project Manager
- 5.9.3 A suitably competent person shall be instructed to determine whether work on soil or C&D materials contaminated by asbestos is likely to be licensed work / notifiable non-licensed, non-licensed work or not; including their excavation for disposal. Civils CRE / Project Manager
- NOTE:** This procedure does not provide guidance on how to comply with the Control of Asbestos Regulations and associated ACoP. Please refer to SAF48 - Asbestos Management.
- 5.9.4 If Asbestos Containing Materials (ACM) are collected from the surface of a site, they should be: Supervisor
- wetted if deemed necessary,
 - securely sealed in suitably labelled bags, wrapping or packaging so that no asbestos fibers can be released during handling or transport,
 - for most waste double plastic sacks are suitable, provided they will not split with use,
 - where this cannot be guaranteed during transport, it should be placed in UN-approved packaging, and
 - arrange for immediate disposal, or where this is not feasible the sealed bags and packages shall be locked in a suitable and clearly marked storage area or skip.
- 5.9.5 Where soil and C&D materials contaminated with asbestos are being stockpiled on site temporarily pending testing or removal, they should be covered over, and the covering weighted down. Supervisor
- 5.9.6 When managing large volumes of excavated waste soil and/or C&D material contaminated with asbestos, it may not be practicable to place material into UN-approved plastic bags or bulk packaging. Consideration may be given to the placement of material directly into an appropriate pre-lined (min 1000 gauge polythene sheeting) bulk container such as a haulage vehicle or roll-on, roll-off skips. UN-approved FIBC liners are available for large bulk containers. Supervisor
- 5.9.7 The TBS shall include controls to minimise the spread of asbestos during the loading operation and to prevent spread from the load while it is being transported. CEM / CRE

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<p>5.9.8 Classification of asbestos containing waste shall be in accordance with WM3.</p> <ul style="list-style-type: none"> If waste contains fibers that are free and dispersed then the waste will be hazardous if the waste as a whole contains 0.1% or more asbestos, or If the waste contains any identifiable pieces of suspected ACM (of a size that a competent person could identify the ACM by eye) then these pieces must be assessed separately. The waste is hazardous if the concentration in the piece is 0.1% or more. The waste is regarded as a mixed waste and classified accordingly. This includes but is not limited to asbestos products or materials such as building material, dust, rubble, disposable PPE, rags used for cleaning and used tools that cannot be properly decontaminated. 	<p>Environmental Specialist</p>
<p>5.9.9 Asbestos containing waste classified in accordance with WM3 as hazardous, shall be consigned to an appropriately permitted facility with a Hazardous Waste Consignment Note. Duty of Care checks must be undertaken in accordance with <i>E04 – Waste Management</i>. Refer to Section 5.8 above for specifics relating to NR’s SCO facilities and asbestos containing waste.</p>	<p>Environmental Specialist</p>
<p>5.9.10 The mixing of asbestos waste with other waste is prohibited under the Hazardous Waste Regulations (England and Wales) and Special Waste regulations (Scotland).</p>	<p>All</p>
<p>5.9.11 The storage, packaging and labelling of asbestos waste shall be in accordance with Regulation 24 of Control of Asbestos Regulations as defined in HSE Approved Code of Practice and guidance L143: Managing and working with asbestos.</p>	<p>Supervisor</p>
<p>5.10 Management of PCB Contaminated Waste</p>	
<p>5.10.1 Client equipment should be labelled as containing PCBs. Where they are not, assume any capacitor or transformer manufactured before 1976 contains them and assume possible for those manufactured between 1976-1986.</p>	<p>Project Manager / Project Engineer</p>
<p>5.10.2 Form ENV05F04 - PCB Oil and Contaminated Equipment Removal Checklist is available to support the management of PCB contaminated waste and completed forms should be retained with the project files.</p>	<p>Project Manager / Project Engineer</p>
<p>5.10.3 Produce an inventory of any redundant Polychlorinated Biphenyl (PCB) contaminated equipment to be decommissioned and removed on the project. The NR Route Asset Manager is responsible for maintaining a local register and providing the Principal Contractor with the following information:</p> <ul style="list-style-type: none"> The unique asset number An accurate technical description The oil capacity An accurate location (GPS coordinates) Latest known PCB contamination status with records of oil analysis data. 	<p>Project Manager / Project Engineer</p>
<p>5.10.4 Ensure that dilapidation surveys include a requirement to establish the quantity of oil in the equipment at the time the site is handed to VR and provide photographic evidence of sight glass if possible.</p>	<p>Project Manager / Project Engineer</p>
<p>5.10.5 Any additional oil sampling and analysis to confirm the PCB concentrations shall be taken prior to disposal, including flushing oil analysis.</p>	<p>Project Manager / Project Engineer</p>
<p>5.10.6 Ensure that only trained and competent employees or subcontractors are used to decant, handle and transport PCB containing oil or contaminated equipment.</p>	<p>Project Manager / Project Engineer</p>
<p>5.10.7 Refer to NR/GN/ESD03 – Guidance Note: Polychlorinated Biphenyls for guidance on how to manage the environmental and human health exposures associated with decommissioning, decanting, transferring and transporting oils containing PCBs.</p>	<p>Project Manager / Project Engineer / Power CRE</p>

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- 5.10.8 Ensure that waste oils and discarded equipment are correctly classified and allocated the correct European Waste Catalogue (EWC) code. All waste oils are classified as hazardous waste (special waste in Scotland) regardless of their PCB concentration. However, oils with PCB contamination at or >50ppm require a different EWC code and shall be disposed of as PCB hazardous waste. Refer to the disposal flowchart in Appendix A – Decision Chart for Disposal of PCB Contaminated Oil and Equipment. Environmental Specialist
- 5.10.9 The following shall be document within the project Environment and Social Management Plan and within the Site Waste Management Plan: Environmental Specialist
- Inventory of redundant PCB contaminated equipment,
 - Outcome of dilapidation survey,
 - Sampling requirements and PCB results,
 - Equipment de-commissioning,
 - Draining of waste oil,
 - Removal of waste oil from site,
 - Removal of redundant equipment from site,
 - Names waste carriers and disposal facilities.
- 5.11 Disposal of Railway Track Explosive (Fog Warning) Detonators**
- 5.11.1 Expired or redundant Railway Track Explosive Fog Warning Detonators (Unipart Rail Cat No. 0007/061538) are not classed as waste under the Waste Directive (2008/98/EC) by way of Article 2(e) decommissioned explosives being excluded from the scope of legislation for the management of waste. The product is managed and handled under the Explosive Regulations. The status of this compliance obligation will be periodically reviewed. Head of Environment & Sustainability
- 5.11.2 Arrangements for their disposal shall be made via the current supplier Unipart Rail and transported as Dangerous Goods UN No.0493 Signals, Railway Track, Explosives Class 1.4G in accordance with *H19-Carriage of Dangerous Goods* procedure. For further support to ensure compliance contact the VR qualified Dangerous Goods Safety Advisor shown in Section 5.4 of H19. Procurement Manager / Plant Buyer/ VR Dangerous Goods Safety Advisor
- 5.11.3 Duty of Care checks shall be conducted, and records maintained locally to confirm that the final handling facility holds the appropriate Explosives Site Licence issued by the HSE for the storage and disposal of black powder in fog signal manufacture. VR Dangerous Goods Safety Advisor / Environmental Specialist
- 5.11.4 Where relevant, the project or facility Site Waste Management Plan shall reference the storage and disposal of non-waste detonators in the 'important information regarding waste forecasting and movements' section of the Basic Details for completeness and demonstration of compliance. Environmental Specialist
- 5.12 Fly-tipping of waste on or near project sites**
- 5.12.1 All fly-tipped waste shall be reported to VRCC and classified as below: All / VRCC Duty Controller
- Environmental Incident – where the offending waste has been discarded by the project or its subcontractors
 - Crime & Security Incident – where the offending waste has been discarded within the railway land boundary by third parties accessing the area..
 - Environment Close Call – where the offending waste has been discarded outside the railway land boundary by third parties. In this instance VRCC shall notify the local council. To identify the relevant council use the GOV.UK webpage: [Report fly-tipping or illegal waste dumping – GOV.UK \(www.gov.uk\)](https://www.gov.uk/report-fly-tipping-or-illegal-waste-dumping)

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- 5.12.2 If the reported fly-tipped waste affects the operation of the line, call Network Rail Route Control immediately. VRCC Duty Controller
- 5.12.3 Client approval shall be obtained before proceeding to remove and dispose of any third-party fly-tipped waste. The waste shall be classified before clearance commences, clearance shall not disturb the ground (unless buried services checks have been undertaken), and removal shall be through a VR approved waste broker to an appropriately authorised facility. The waste shall be excluded from project KPIs. Technical support shall be provided by the project environmental specialist. Project Manager

6. ASSOCIATED GUIDANCE & INFORMATION

- CBDU234475 – VolkerRail Limited Upper Tier Waste Carriers Registration
- CBDU234482 – VolkerRail Specialist Businesses Limited Upper Tier Waste Carriers Registration
- Environmental Toolbox Talks
- [Alert ALT522 – Regulation Change - Waste Cables, including telecoms](#)
- [Alert ALT523 – Regulation Change – Waste Wood](#)
- [Alert ALT378 – Fly Tipping](#)
- [Lessons Learnt – LL017 Contaminated Spoil Returned to SCO](#)
- ENV05 Appendix A – Decision Chart for Disposal of PCB Contaminated Oil and Equipment
- ENV05 Appendix B – Effluent Waste Transfer Note Guidance

7. DOCUMENTATION (OUTPUTS)

- ENV05F01 - VolkerRail Ltd Waste Transfer Note / Season Ticket
- ENV05F03 - VolkerRail Specialist Businesses Ltd Waste Transfer Note / Season Ticket
- ENV05F04 - PCB Oil and Contaminated Equipment Removal Checklist

8. ISSUE RECORD

Issue	Date	Comments
1	07/11/2011	Formerly issued as SQE/74. New issue as ENV/05 in line with internal standards numbering system. SQE/ 74 is withdrawn upon this issue. Document reviewed and amended to reflect the current VolkerRail organisation structure, changes to applicable environmental legislation and any specific client requirements. Specific changes detailed within the briefing note. Amendment to the VolkerRail Waste Transfer Note and allocated reference ENV/05/F/01 to be linked to this standard.
2	13/07/2012	Amendment to reflect current waste arrangements on VolkerRail sites and current legislation. Inclusion of detail on the maximum time that waste can be stored on site. Changes also made to the storage of Batteries on site. Removal of Appendix B from the standard.
3	14/01/2013	Standard amended to include the requirement for different SIC codes to be used for the disposal of hazardous and non-hazardous waste. Removal of the term 'Waste Controller', meaning that the nominated person in charge of waste arrangements both on site and at depots will be known as a 'Waste Champion'.

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Issue	Date	Comments
		Further amendments made to reflect legislation updates and the current VolkerRail organisation structure.
4	01/06/2014	Standard amendments made to reflect legislation updates and the current VolkerRail organisation structure.
5	18/03/2018	<p>Procedure reviewed and amended to take into account changes within the organisation and the process.</p> <p>Clause 5.2.7 – Waste Movements, enhanced to include the requirement for the completion of a Waste Transfer Note when moving waste from one fixed location to another.</p> <p>Removal of Appendix A – Waste Hierarchy – now contained in the body of the procedure – Clause 5.2.5.</p> <p>Removal of Appendix D – no longer required. Appendix C re-named as Appendix A.</p> <p>Introduction of new Waste Transfer Note for VolkerRail Specialist Businesses Ltd ENV05F03, in addition to the existing ENV05F01 – Waste Transfer Note for VolkerRail Ltd.</p> <p>Introduction of new Waste Season Ticket Transfer Note ENV03F02.</p>
6	09/04/2024	<p>The procedure has been rewritten due to VR's adoption of the VWUK E04 – Waste Management procedure for compliance with waste legislation.</p> <p>ENV05 has been retitled to Waste Management (Rail Specific) and refocused to provide additional guidance on specific waste management issues in rail infrastructure projects and ensure compliance with client standards. This procedure provides the VR position with respect to 'spread locally'.</p> <p>ENV05F02 Annual Waste Transfer Note has been withdrawn and combined into updates to ENV05F01 VR Limited and ENV05/F03 VRSB Limited.</p> <p>Two new Appendices A and B created.</p>

9. WHAT HAS CHANGED IN THIS LATEST ISSUE AND WHY

With the adoption of VWUK E04 – Waste Management procedure by VolkerRail, there was no longer a requirement to maintain a general procedure to ensure compliance with waste legislation. ENV05 has been entirely rewritten to provide supplementary guidance on how to comply with the additional requirements of client standards namely Network Rail standards specifically redundant assets, scrap, used ballast, disposal of detonators, fly-tipping, polychlorinated bi-phenyls, asbestos waste, and use of Route Services Supply Chain Operations.

Importantly this procedure now provides clarity on the common practice to 'spread locally' and the tests required to determine if it is permissible under UK legislative requirements.

Appendix A – Decision Chart for Disposal of PCB Contaminated Oil and Equipment has been created to assist users to comply with the requirements of this procedure.

Appendix B – Waste Effluent Transfer Note Guidance has been created to support legislative compliance where effluent disposal from temporary site accommodation is sub-subcontracted onwards in the supply chain.

Form ENV05F04 – PCB Oil and Contaminated Equipment Removal Checklist has been created to assist users to comply with the requirements of this procedure.

The role of Waste Champion has been removed as the assigned duties should not be considered optional and should form the core environmental duties of site supervisory staff to ensure legal compliance.

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10. BRIEFING REQUIREMENTS

All new employees will receive an introduction to the Integrated Management System (IMS) at induction, according to the nature of the role.

All employees with an email address receive the 'Record of Revisions' each month, which details changes to the IMS. All Line Managers retain the responsibility to ensure their staff are briefed on changes as appropriate.

The following table defines how revised issues of this document are briefed to existing employees according to related specific responsibilities.

This is determined using the 'RACI' principle. Those roles identified as 'Responsible' and 'Accountable' should receive a formal awareness briefing facilitated by the Document Owner.

Discipline	Role	RACI	Type of briefing
All	All site-based roles	Informed	Awareness
Senior Management	Director Specialist Businesses Regional Director Plant Director General Manager Business Manager	Accountable	Awareness
HSQES	Environment Manager (Senior) Environmental Advisor Graduate Environmental Advisor Trainee Environmental Advisor Apprentice Environmental Advisor	Responsible	Detailed
HSQES	Head of Quality Quality Improvement Manager Quality Engineer Quality Advisor IMS Coordinator Senior H&S Manager H&S Manager H&S Advisor Training & Competence Manager Head of Performance & Strategy	Informed	Awareness
HSQES	VRCC Duty Manager	Responsible	Detailed
HSQES	VRCC Controllers	Informed	Awareness
Facilities	VR Facilities Manager Principal Tenant	Informed	Awareness
Work Winning	Bid Manager (Senior) Head of Estimating Estimators	Responsible	Awareness
Engineering	Head of Engineering & Design Management Head of Civil Engineering Head of Track Engineering Head of E&P Head of Engineering - OLE	Accountable	Awareness

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Discipline	Role	RACI	Type of briefing
Engineering Design	Design Managers	Responsible	Detailed
Engineering	Project Engineers	Responsible	Detailed
Project Management	Project Manager (Senior / Assistant)	Responsible	Detailed
Supervisor	Construction Manager Site Manager Site Supervisors	Responsible	Detailed
Commercial	Commercial Director	Accountable	Awareness
Commercial	Commercial Manager	Responsible	Detailed
Procurement	Head of Procurement	Accountable	Awareness
Procurement	Procurement Manager Plant Buyer	Responsible	Detailed

Competence	RACI	Type of briefing
H&S On-Call	Informed	Awareness
CEM	Responsible	Detailed
CRE	Responsible	Detailed
Dangerous Goods Safety Advisor	Responsible	Detailed

11. IMS AUTHORISATION

Document owner approval:

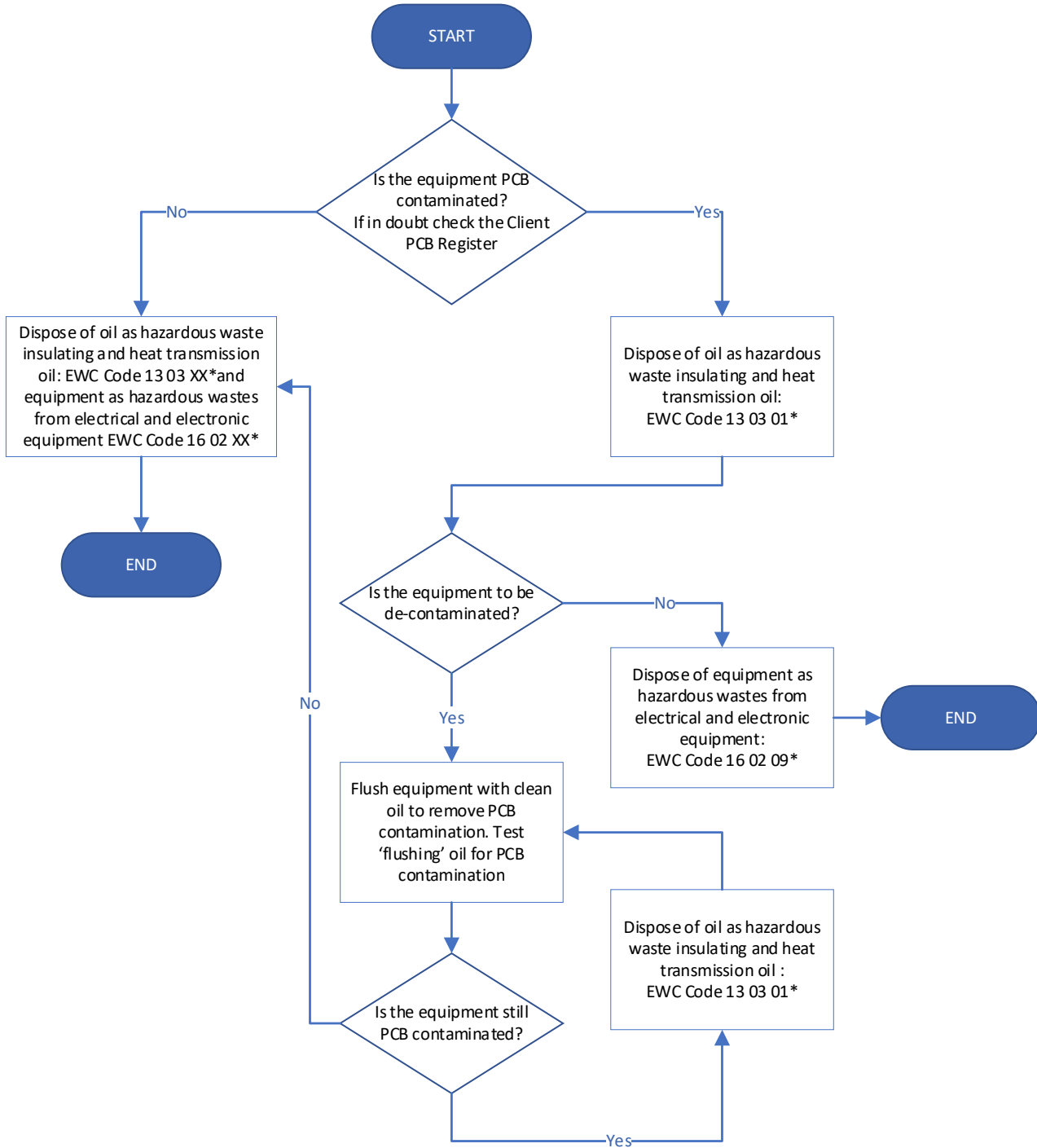
Katherine Haigh, Head of Environment & Sustainability, 09/04/2024

Approval for IMS:

Paula Roberts, IMS Coordinator, 09/04/2024

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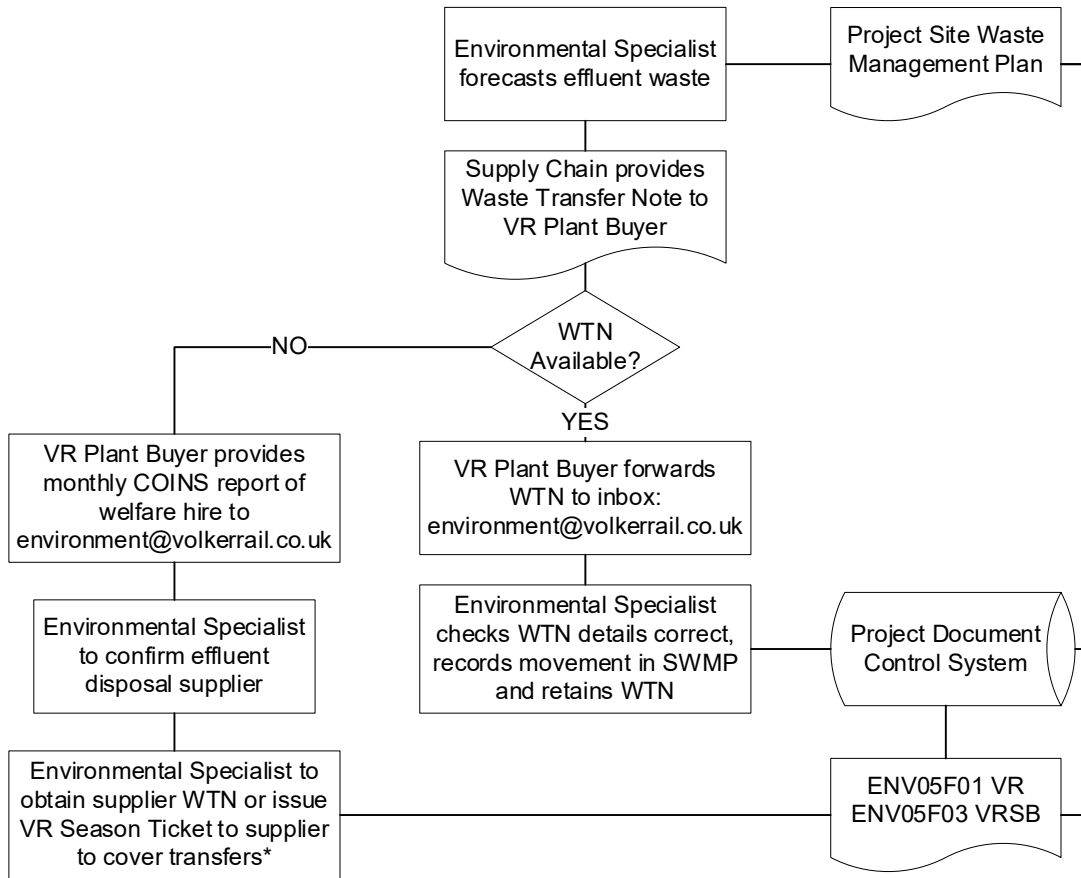
APPENDIX A: DECISION CHART FOR DISPOSAL OF PCB CONTAMINATED OIL AND EQUIPMENT ENV05



Reference: Decisions chart has been reproduced from Network Rail’s Guidance Note NR/GN/ESD03 Polychlorinated Biphenyls.

Note: Always refer to ‘Technical Guidance WM3 on the classification and assessment of waste’ published by the Environment Agency, SEPA and Natural Resource Wales to check the correct EWC Code.

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* Season Tickets can only be used for non-hazardous waste movements over 12 months where the waste holder, waste carrier and waste type remain unchanged. A schedule of movements must be maintained recording time, date, quantity and place where the transfer takes place. Use form F01 for VR Limited and F03 for VRSB Limited.

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