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Envirowise - sustainable practices, sustainable profits. Envirowise is a Government-funded programme dedicated to putting the sustainable use of resources at the heart of business practice. It is managed by AEA Technology plc and Serco TTI. Envirowise is funded by Defra, the Scottish Government, the Welsh Assembly Government and Invest Northern Ireland.

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**SITE WASTE
MANAGEMENT PLANS**
A GUIDE FOR THE CONSTRUCTION
INDUSTRY AND SUPPLY CHAIN

ABOUT THIS GUIDE

This Site Waste Management Plan (SWMP) Regulations Guide has been prepared by Envirowise to provide the construction industry with an introduction to the SWMP Regulations 2008. It does not replace the legislation or regulation guidance documents produced by Defra, nor does it summarise these and other documents produced by Government, Envirowise, WRAP and the industry in general.

What this Guide does provide is a summary of SWMPs for the construction industry and its supply chain to help them prepare and implement effective and efficient SWMPs that are inclusive, practicable and deliverable. This Guide includes quick tips, guidance, information and initial ideas for delivering SWMPs.

This Guide will help those who prepare, implement, or who need to adopt SWMPs to identify how their contributions and engagement is needed. This will ensure that the construction, demolition, refurbishment, excavation and repairs and maintenance sectors of the industry can easily comply with the regulations and ultimately benefit from resource efficiency.

QUICK TIPS

ensure that you read and adopt the requirements of the SWMP Regulations 2008 into your SWMP

WHAT IS A SWMP?

A SWMP is a framework for delivering materials resource efficiency. It is a working, living document from project inception to completion. It provides a structured approach to waste minimisation and waste management during the construction and demolition of buildings, structures and infrastructure.

The SWMP should identify:

- who is the Client:
- who is the Principal Contractor:
- who is responsible for managing waste:
- a forecast of the types and volumes of waste:
- how each waste type will be managed - reduced, reused, recycled, other recovery or disposal:
- how contractors will be supported to ensure legal waste management:
- how the waste will be measured during the project.

SWMPs provide the construction industry with an effective and efficient means to reduce waste, increase profit and maximise resource efficiency both on and off-site and across the supply chain.

QUICK TIPS

ensure that both the client and principal contractor are clearly identified and have signed the SWMP

WHY PRODUCE SWMP?

The main reason for projects need to produce a SWMP is to comply with the SWMP Regulations 2008 and to avoid being penalised for offences. This will ensure that the waste Duty of Care for the Client is managed in an appropriate way.

However, it is the benefits of SWMPs that really count. These should be the key driver for the industry so that their efforts provide a return on investment – both time and money. There are many direct and indirect benefits to implementing effective and efficient SWMPs. These include:

- better use of resources - materials and products:
- minimise the amount of waste being produced:
- allow the recovery of valuable materials:
- reduce costs and increase profit:
- planning for waste minimisation and management:
- demonstrate the waste Duty of Care:
- build stronger and relationships:
- prevent:
- reduce fly-tipping.

WHEN IS SWMP NEEDED?



An SWMP is needed for all projects above £300,000. It needs to be prepared at the beginning of the project before construction, demolition, refurbishment or maintenance and repairs are undertaken. It must always be prepared before works begin.

The nature of the project will often determine when and who needs to prepare the SWMP. On large projects the client, designer and architect may prepare the SWMP to achieve planning approval, then hand this over to the principal contractor to adopt, adapt and embed the SWMP into the programme of works and project implementation plan. Therefore, the original SWMP must identify a Chain of Custody to ensure the legal responsibilities of the client and principal contractor are identified.

In other cases, a preferred contractor working under a framework agreement may get involved at concept and design stage of the project and may be identified as the Waste Champion and responsible for preparing the SWMP. Who writes the SWMP does not matter, providing that the SWMP complies with the SWMP Regulations 2008 and that a chain of custody is identified.

QUICK TIPS

make sure you identify the chain of custody. this will ensure that the ownership and responsibility for the SWMP is clearly defined and can be audited

WHICH TYPE OF SWMP?

A Basic SWMP is required for all projects between £300,000 and £500,000. This includes the value of materials, plant, labour, overheads and profit, but excludes the value of land and VAT. A Basic SWMP must include a forecast of the waste expected to be generated during the project and clearly define who will manage this waste and how they will do it. A Basic SWMP must:

- identify the licensed operators who remove the waste:
- record the types of waste removed:
- use European Waste Catalogue codes:
- record all transfer notes and consignment notes:
- note where the waste is being taken:
- be monitored and updated as works progress.

An Advanced SWMP is required for all projects above £500,000 in value. The Advanced SWMP is more comprehensive than the Basic SWMP and the principal contractor should additionally ensure that:

- a formal review is undertaken every six months:
- data is collected for auditing and monitoring waste:
- a record is kept of the types and quantities of wastes that are: reused, recycled, recovered or disposed both on and off-site
- a comparison is made between the forecast and actual waste within:
- three months of the project completion date:
- an explanation is provided for any deviation from the SWMP:
- an estimate of cost savings is recorded at the end of the project.

LEGISLATION AND REGULATION

Defra has prepared the SWMP Regulations 2008. This details the legal requirements of the SWMP and what needs to be included both for Basic and Advanced SWMPs. The SWMP Regulations 2008 detail how the legislation will be enforced where a SWMP does not comply, or where there are offences.

The SWMP Regulations 2008 provide an excellent opportunity for the construction industry and its supply chain to be more efficient in their use of resources, reduce waste costs and gain a competitive advantage. It will also discourage operators who do not comply and who are a danger to our safety, the environment and through inconsiderate fly-tipping.

The Environment Agency and Local Authorities will regulate and enforce the SWMP Regulations. This will include a number of penalties and fines for non-compliance.

QUICK TIPS

ensure that a description of the project, the estimated cost and its location are clearly set out in the SWMP



WHO IS RESPONSIBLE?

Everyone involved in construction and demolition activities is responsible for implementing the SWMP. Everyone will need to adopt site practices, engage with segregation activities, store materials correctly and not contaminate non-hazardous and inert waste skips with hazardous waste.

The SWMP must identify a responsible person who will maintain the plan. Any transfer of responsibility should be recorded in the SWMP as well as a clear chain of responsibility that confirms ownership of elements within the SWMP. The responsible person must:

- define a chain of responsibility:
- monitor the SWMP requirements of individual contracts:
- ensure appropriate waste recovery and recycling at an authorised site:
- inform everyone working on the site of their responsibilities:
- agree to report back on progress:
- identify any compliance issues.



WHAT ARE THE PENALTIES?



The penalties for non compliance are clearly set out in the SWMP Regulations 2008. Clients and principal contractors will be penalised for the following offences where they:

- fail to make or keep SWMP:
- fail to meet minimum criteria:
- fail to produce SWMP upon request by the regulators:
- fail to produce supporting evidence:
- make a false statement in SWMP:
- fail to comply with the terms of SWMP:
- forge SWMP:
- fail to comply with waste duty of care.

The penalties include:

- up to £50,000 fine for summary conviction:
- an unlimited fine on conviction or indictment:
- a £300 fixed penalty notice for not providing SWMP when requested.

QUICK TIPS

identify SWMP champion before the project begins and clearly state this in the SWMP. Ensure that the SWMP champion has sufficient resources and time to monitor the SWMP

WHO IS INVOLVED IN THE SWMP?

EVERYONE WORKING ON, DELIVERING MATERIALS TO, OR REMOVING WASTE AND MATERIALS FROM A SITE WILL BE INVOLVED IN THE SWMP.



QUICK TIPS
the responsible person must ensure that everyone visiting, working on, delivering materials to or removing waste materials from site complies with the SWMP

WHICH TRADES ARE INVOLVED?

All trades will be involved in the SWMP. It is their actions and engagement that will ensure that the SWMP complies with the regulations. The following is a list of example trades who are responsible for ensuring the SWMP:



- carpenters and joiners:
- bricklayers:
- plasterers and dry liners:
- electricians:
- painters and decorators:
- roofing contractors:
- groundworks contractors:
- flooring contractors:
- repairs and maintenance contractors:
- plant operators:
- demolition contractors.

This is not a comprehensive list; if you are involved in the construction or demolition industry you will be involved.

HOW CAN THE TRADES HELP?



All trades can help the responsible person deliver an effective and efficient SWMP on their site. The trades need to:

- listen to the importance of SWMPs during induction:
- learn about their own wastes and how they can be reduced:
- put waste into the appropriate skips or bins:
- avoid off-cuts, damage or over-ordering of materials:
- don't use hazardous materials where possible:
- adopt Good and Best Practice in waste management on site:
- train staff to think about the true cost of waste.

QUICK TIPS

all the trades should educate their staff to be more resource efficient in the way they plan, order, store and use materials and products on site

HOW CAN CLIENTS HELP?



The client is liable to penalties for non-compliance of the SWMP Regulations 2008 on their project. It is important that the client is more involved with the minimisation and management of wastes than previously. Clients could:

- involve the Principal Contractor earlier in the design stage:
- provide a SWMP Template or encourage Principal Contractors to provide their own SWMP that meets the baseline requirements of the SWMP Regulations 2008:
- include contractual clauses that stipulate how waste minimisation and waste management are to be incorporated into site practices:
- use performance related bonuses encourage greater participation of the trades and suppliers:
- adopt preferred contractors who add value to their product through more efficient use of resources rather than lowest cost.

QUICK TIPS

the client, designer, architect and where possible principal contractor should embed the SWMP into the project at the concept and design stages

HOW CAN DESIGNERS & ARCHITECTS HELP?

Designers and architects play a dominant role in deciding the type, style and form of the project and will have some input into the choice of materials, products and dimensions. Designers and architects will play an increasing role in designing buildings, structures and infrastructure that embody waste minimisation, reuse and recycled content. Designers and architects should:

- adopt standard sizes for materials and products where these add value:
- design for waste minimisation during construction:
- design for deconstruction, flexibility and adaptability:
- learn from the SWMP how to reduce waste in future projects:
- specify materials and products that minimise waste, incorporate recycled content and where packaging is minimal:
- encourage engineers to specify recycled content where these add value.



HOW CAN PROJECT MANAGERS HELP?



Project managers will often be the person for the SWMP, especially on smaller sites. On larger sites the responsibility for the SWMP will be passed to another person. Project managers should:

- ensure everyone visiting the site knows about the SWMP:
- provide clear instruction on how the SWMP is to be implemented:
- arrange for appropriate storage of materials and waste:
- identify appropriate waste management service providers:
- locate the reuse, recycling and waste recovery services providers:
- arrange for segregation of wastes where this is of value and practicable:
- ensure the SWMP is accessible and used throughout the course of the project:
- encourage training, education and toolbox talks about waste minimisation and management:
- use incentives, posters and rewards to emphasise the importance of effective and efficient waste minimisation and management.

HOW CAN SUPPLIERS HELP?

Suppliers of materials and products will often introduce wastes to site that the project manager has to be responsible for. Suppliers will become more involved with waste minimisation activities as the implementation of the SWMPs reveal where wastes occur and who is responsible for them. Suppliers need to think about:

- the types and volumes of packaging that they use:
- reducing or optimising the amount of packaging required:
- collapsable and returnable packaging:
- take-back schemes for undamaged materials at the end of projects:
- how to design products that require less resources:
- how to design more products that meet standard sizes.



HOW CAN WASTE MANAGERS HELP?



Waste Management services are becoming more diverse and site-specific as the years progress. The annual meeting of the Waste Industry always run by Chartered Institute of Waste Management always. This promotes the increasing adoption of technologies and systems that are tailored to particular services. Waste managers can help deliver the SWMP by:

- offering tailored services that encourage greater participation:
- encouraging waste segregation at source:
- reducing fees where waste is segregated for reuse or recycling:
- developing where there are economies of scale:
- engaging with project managers earlier in the project:
- offering services that are more than materials recycling:
- developing multiple material skips:
- offering mini-skips, wheelie bins and hippo bags™.

HOW CAN YOU HELP?

Everyone reading this Guide can help. We can do this by:

- eliminating waste at source:
- reducing waste during our activities:
- reusing materials and products where they are valued:
- buying materials that have recycled content:
- recovering materials and packaging for suppliers packaging recovery notes:
- using waste management companies that recover energy from waste as a last resort before disposal:
- disposing of waste legally:
- not employing staff or companies who do not comply with the SWMP Regulations 2008 and our SWMPs.



QUICK TIPS

all companies who work in the construction and demolition industry should identify their own responsible person who understands SWMP

COMMON DO'S AND DON'TS

DO



Incorporate the requirements of your SWMP into the site induction

Employ staff and companies who abide by the SWMP Regulations 2008

Contribute to the implementation of the SWMP

Take waste seriously and identify the true cost of waste and real value of resource efficiency

Think about how you can better contribute to waste minimisation and management on site

Adopt Good and Best Practice waste minimisation and management on site

Educate yourself and your staff to think about how they can reduce waste and increase profit through resource efficiency

Work with others who recognise the business benefits and financial rewards of SWMPs

DON'T



allow your waste to be removed by an unlicensed waste carrier

mix hazardous waste with non-hazardous or inert wastes

leave materials that are easily damaged out in the rain or in a muddy area

over order materials that you don't need

employ staff who are not willing to adopt the requirements of your SWMP

use service providers who are unwilling to discuss how they can offer more resource efficient services at a fair price

skip it, bank it!

WHO IS ENVIROWISE?

Envirowise delivers a valuable government funded programme of services that offer confidential advice to UK businesses. This assistance enables companies to increase profitability and reduce environmental impact.

Since 1994, Envirowise has helped UK industry save more than £1 billion.

Envirowise is available to any UK business, Envirowise is managed on behalf of UK Government by AEA Technology plc, and Technology Transfer and Innovation Ltd (TTI), a wholly-owned subsidiary of Serco Limited.



HOW DO WE HELP?



It offer's UK construction companies independent, confidential advice and support on practical ways to:

- increase profits:
- become more resource efficient:
- minimise waste and disposal costs:
- comply with new regulations:
- adopt best practices and raise standards.

All information is covered by data protection legislation. Access advice and support:

- via the Envirowise Advice Line 0800 585794 or via the web site at www.envirowise.gov.uk:
- through our case studies and guidance publications:
- by applying for our specialist advisor service:
- by coming to our workshops or visiting our stand at events.

WHO ELSE CAN HELP?

Other organisations offer construction companies independent, confidential advice which is often free. These include:

- **waste & Resources Action Programme:** free advice, guidance and tools for addressing resource efficiency www.wrap.org.uk/construction:
- **market Transformation Programme:** policy briefs and briefing papers for a range of construction products www.mtprog.com:
- **national Industrial Symbiosis Programme** uses industrial symbiosis to identify sustainable resource management solutions for businesses www.nisp.org.uk:
- **NetRegs, (EA) Environment Agency** free advice on environmental legislation relating to the construction sector with regular updates www.netregs.gov.uk:
- **SALVO:** information on the reclamation sector, including a materials information exchange www.salvoweb.com :
- **BRE:** provides lists and maps of waste management facilities based on location www.bremap.co.uk:
- **National Colour Coding Scheme:** Download templates and colour coding scheme for skips www.wastewareconstruction.org.uk

QUICK TIPS

do your homework and gather as much information and guidance to help you prepare, implement and refine effective and efficient SWMP

www.envirowise.gov.uk

