

## 1. Introduction

LLW Repository Ltd has today published on its website a proposed amendment to the Waste Services Contract to introduce the new Combustible Waste Treatment Service and to expand the range of options for the Metallic Waste Treatment Service. This Customer Notice is intended to support the publication of the draft Deed of Amendment by providing an overview of the main changes and implementation process.

## 2. Deed of Amendment

The Deed of Amendment forms the basis of the contractual change. Essentially, the amendment introduces Combustible Waste Treatment as a new Waste Service and amends the Schedules in the Waste Services Contract to reflect the new suite of Documents, Processes, Guides, Forms and Templates. It is intended that the amendment would come into effect from 1<sup>st</sup> December 2010.

### ***Contract Data***

We have included the Customer Representative element of the Contract within the amendment to provide Customers with an opportunity to update who their Customer Representative is.

## 3. Waste Acceptance Criteria

### ***Combustible Waste / Metallic Waste***

We have prepared the new Combustible Waste Acceptance Criteria in a similar manner to Metallic Waste by providing an overview of all the facilities that are available to Customers. We have also revised the Metallic Waste Acceptance Criteria to include the new Service Suppliers and the new facilities that are available to Customers.

### ***Hazardous Waste Testing***

The requirements in the Low Level Waste Acceptance Criteria to demonstrate that low level waste containing hazardous waste is acceptable for disposal have been amended to align with the requirements of the Landfill Directive. The Low Level Waste Acceptance Criteria now includes a range of leaching limit values and defined tests that Customers must use to demonstrate that hazardous wastes are acceptable for disposal at the Low Level Waste Repository.

### ***Source Disposal***

Following a number of recent issues with the disposal of Sealed Sources, LLW Repository Ltd has developed new Waste Acceptance Criteria that define the arrangements to support the disposal of Sealed Sources. This limits the number of sources per Waste Consignment, defines the size of container required for sources, the grouting arrangements and process that must be followed to allow Sealed Sources to be accepted.

### ***Transport Regulations***

The Waste Acceptance Criteria related to transport have been amended to ensure that Customers are aware that LLW Repository Ltd's Waste Acceptance Criteria for Fissile Radionuclides do not always align with the requirements of Transport Regulations.

## 4. Waste Assurance

Due to significant overlap with the Waste Assurance Form, we have decided to withdraw the requirement for Customers to submit their Quality Plan and any supporting Conformance Schedules for review by LLW Repository Ltd. This should not be interpreted as Customers no

longer needing a Quality Plan. LLW Repository Ltd's assurance objective remains the same and we still require Customers to have a fully implemented Quality Management System to support their waste management activities and ensure compliance with the Waste Acceptance Criteria. We are simply saying that this can be adequately captured in the Waste Assurance Form and through our Customer Audit Programme.

## 5. Forms

### ***General Improvements***

We have made a number of general improvements to the suite of Customer Forms mainly in response to feedback from Customers. We are proposing that all Forms would no longer be password protected. We believe this may help Customers completing the Forms by allowing text box sizes to be increased and images or tables to be simply pasted in. We would appreciate comments on this topic.

On some Forms we have introduced a Protective Markings drop down list to support Customers who have to provide sensitive information to support their waste consignments.

We have also introduced the following changes to specific Forms:

- Checked By box added to the Waste Characterisation Form
- TC05 Container (ISO Skip for WAMAC) added to Packaging Services Form
- Requirement for Signed Original clarified in the Waste Consignment Information Form
- Road Vehicle and Driver Details requested in the Waste Consignment Transport Form

### ***Waste Forecasting Form***

As detailed in Customer Notice 10-10 in June 2010, we intend to introduce Version 2.0 of the Waste Forecasting Form that includes Customers providing us with details of all waste routes that they plan to use including those outside the services provided by LLW Repository Ltd through the Waste Services Contract. In addition, we are also asking for information on the actual use of all of waste routes over the past 12 months.

In order to demonstrate to key stakeholders and regulators that the UK strategy is being successfully implemented, we require a complete national picture of the waste routes being used by the nuclear industry. This information is also vitally important in securing the future of Vault 9 for disposal, as we are obliged to demonstrate that Customers are using alternative waste treatment and disposal options where possible. We would greatly appreciate your support on this key national issue.

### ***Waste Loading Plan Form***

We have reviewed and withdrawn the Waste Packing Plan Template to reflect experience of using it over the past six months. We have replaced the Packing Plan with the Waste Loading Plan Form. As such, this is now a document initially completed by the Customer with full support available from LLW Repository Ltd. We have retained a number of the useful elements from the Packing Plan but also made the Form easier to use for Customers who already have Loading Plans in place.

## 6. Waste Services Invoicing

To support improvements to the invoicing process, LLW Repository Ltd intends to change from a monthly invoice to per waste consignment invoices issued on receipt of a waste consignment. We

**Customer Notice – 10-15** Waste Services Contract Amendment – November 2010

hope this will allow us to provide a more effective service for Customers and reduce payment issues. There is no change to payment terms, which remain net monthly.

**7. Consultation**

We have published the Draft Deed of Amendment and the suite of supporting documentation on our website. We have provided the documentation in a mixture of MS Word and PDF versions depending on document type. Revised MS Word documents include track changes to show what has changed from Version 1.0. Formatting changes are not shown for clarity. Please note that the Form images have not yet been updated in the Guides. This will be completed after Customer comments have been incorporated. Whilst nearly every document has been revised, there are very few changes in most documents.

The draft documentation can be found on our website using this link:

<http://www.llwrsite.com/customers/waste-services-contract/contract-amendment>. Please review the draft documentation and provide comments by e-mail to the Customer Team: [customerteam@llwrsite.com](mailto:customerteam@llwrsite.com). We would like comments back as soon as possible but by Monday 22<sup>nd</sup> November 2010 at the latest.

**8. Implementation and Transition**

Following comments and feedback from Customers, we will make any agreed changes to the Contract Amendment and issue the Deed of Amendment to your company's nominated Contract Management contact for approval. The Deed of Amendment would then have effect from 1<sup>st</sup> December 2010.

As with the introduction of the Waste Services Contract, we propose to adopt a pragmatic approach to moving from Version 1.0 to Version 2.0 documentation. On this basis, we would allow Customers to use either version of the documentation until 31<sup>st</sup> March 2011 to minimise the impact on existing waste consignments and to allow time for Customers to incorporate any changes required in their management systems.

**9. Waste Enquiry Forms**

We have had a lot of interest from Customers regarding the new Combustible Waste Treatment Service. If you would like to obtain a quotation for combustible waste, please feel free to complete and submit the Version 2.0 Waste Enquiry Form from today. We will work to provide a Waste Services Quotation for action once the Contract Amendment has been implemented on 1<sup>st</sup> December 2010. A working Version 2.0 Waste Enquiry Form has now been included on the Customer Forms page of our website to allow Customers to request quotations for Combustible Waste Treatment Services.

**Further Information and Questions**

If you would like any more information or have any questions regarding this Customer Notice, then please either send an e-mail to: [customerteam@llwrsite.com](mailto:customerteam@llwrsite.com) or call Jonathan Evans, Service Manager on 01946 722044.

**Distribution List**

We have distributed this Customer Notice to the following people, as nominated in your Company's Customer Contact Details Form (Reference: WSC-FOR-CON):

- All Nominated Representatives

If you need to update contact details, please submit a revised Contact Details Form: <http://www.llwrsite.com/customers/customer-forms>