

Introduction

In the past few months issues have been identified during the waste consignment receipt checks undertaken by LLW Repository Ltd and our subcontractors. We would like your support to reduce the occurrence of these issues and the resulting Waste Event Reports.

Learning from Experience

LLW Repository Ltd carry out waste receipt checks on all waste consignments received at the LLW Repository. Analysis of the period July 2011 to October 2011 shows a return of issues with Waste Consignment Information Forms (Reference: WSC-FOR-WCI). The following repeat issues have been identified when checking the paperwork received with each waste consignment:

- Unsigned Waste Consignment Information Forms
- Incomplete or incorrect Waste Consignment Information Forms
- Photocopied Waste Consignment Information Forms
- No Waste Consignment Information Forms

We wish to remind Customers that each waste consignment received at either the LLW Repository or a Service Provider's Treatment Facility must be accompanied by the fully completed, **signed original** Waste Consignment Information Form (WSC-FOR-WCI). The form must be the version that was approved by LLW Repository Ltd as indicated by issue of a Waste Consignment Approval (Reference: WSC-TEM-WCA).

If a Customer needs to change the Waste Consignment Information Form **after** receiving approval, they must re-submit the Waste Consignment Information Form to LLW Repository Ltd for review to allow a new Waste Consignment Approval to be issued.

LLW Repository Ltd is currently reviewing the Waste Consignment Information Form and associated Waste Services Contract documents to identify ways to improve the communication of this requirement. Improvements identified from this review will be implemented in April 2012, under the next planned WSC amendment.

Background

LLW Repository Ltd requires the signed original WCI form to meet the requirements of our Environmental Permit for the LLW Repository as the WCI Form becomes the lifetime record of the contents. If the signed original form is not with the waste consignment, a Waste Event Report will be raised.

LLW Repository Ltd must approve the final version of the WCI Form to ensure the waste meets the LLW Repository's Waste Acceptance Criteria and safety case. The WCI Form received with the consignment is checked against the approved version held in LLW Repository Ltd's Waste Tracking System. If the forms do not match, a Waste Event Report will be raised.

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 or contact your Primary Point of Contact.

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):

- Customer Representatives
- Contract Management Representatives
- Waste Management Representatives
- Waste Assurance Representatives

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