LLW Repository Ltd

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Waste Acceptance Procedure

Waste Forecasting Guide

V/SC-GUI-WFO – Draft Version 2.0 – January 2010

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Contents

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1. Introduction

LLW Repository Ltd provides a range of treatment and disposal services to Customers across the UK to support the management of lower activity radioactive waste through the Waste Services Contract. Our services include the treatment of metallic and supercompactable wastes as well as the disposal of low level waste. This Guide forms part of our Waste Acceptance Procedure.

1.1. Waste Acceptance Procedure

The Waste Acceptance Procedure is the collective term used for the arrangements that Customers follow to consign waste to LLW Repository Ltd for treatment and / or disposal. It forms part of the Waste Services Contract and it is a requirement for Customers to follow the Waste Acceptance Procedure when consigning waste to LLW Repository Ltd. This Guide, and the associated Process Diagram, Forms and Templates are also part of the Waste Services Contract.

The Waste Acceptance Procedure is split into a series of logical Processes that cover all aspects of waste management from forecasting through characterisation to treatment and disposal. The Processes are:

- Waste Forecasting
- Waste Assurance
- Waste Characterisation
- Waste Enquiry
- Waste Consignment
- Waste Receipt

Each Process within the Waste Acceptance Procedure can consist of a Process Diagram, a Guide, and various Forms and Templates.

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Process Diagrams

Each Process within the Waste Acceptance Procedure is detailed in a Process Diagram. This Diagram highlights the key steps in each process and defines the actions that the Customer, LLW Repository Ltd and the Supplier will take to complete the process.

Guides

Each Process is supported by a Guide, i.e. this document. The Guide provides additional details about each process step, information requirements, actions and the objectives of the Process. The Guide also explains how each Form should be completed and the role of any Templates that LLW Repository Ltd completes.

Forms

Forms are used to provide relevant information at specific points within each Process. The Forms are to be completed by the Customer and submitted to LLW Repository Ltd. Forms can be completed electronically and submitted to LLW Repository Ltd by e-mail.

Templates

Templates are completed by LLW Repository Ltd and issued to the Customer to provide relevant information within a Process, such as a Quotation or an Approval. Templates will be completed electronically and issued to the Customer by e-mail.

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1.2. Process Guide

This Guide provides support to Customers following the Waste Acceptance Procedure to consign waste to LLW Repository Ltd under the Waste Services Contract. It supports the relevant Process by providing details about each process step, the information requirements, key actions and the objectives of the relevant Process. This Guide also details how Customers should complete each Form required by the Process and introduces the Templates that are issued by LLW Repository Ltd. It should be read in conjunction with the Waste Acceptance Procedure Overview document which introduces each Process within the Procedure. The Overview document also explains the types of waste which can be consigned and the pre-requisites that must be met by Customers before using and / or completing a Process.

1.3. Help and Support

If you need any assistance or have any questions regarding this Guide, Process Diagram, or the associated Forms and Templates, please contact the LLW Repository Ltd Customer Team by telephone: (01946) 722000 or by e-mail: customerteam@llwrsite.com

2. Waste Forecasting Process

The Waste Forecasting Process must be completed and approved before a Customer can consign waste to LLW Repository Ltd through the Waste Services Contract.

The Waste Forecasting Process allows Customers to provide LLW Repository Ltd with a regular forecast of their Treatment and Disposal Volumes, Disposal Activity Content and Waste Packaging requirements.

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Customers following the Waste Forecasting Process must define the overall quantity of waste to be consigned over the forthcoming 12 month period for each Waste Service Option. This process is undertaken every 6 months to achieve a rolling 12 month forecast. The Waste Forecasting Process is an ongoing process between the Customer and LLW Repository Ltd for the duration of the Waste Services Contract.

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For a particular year, the process begins with the Customer compiling their requirements for the next 12 months in the Waste Forecasting Form and submitting it to LLW Repository Ltd. The forecast is then reviewed every 6 months. This approach is intended to allow Customers to improve their near term consignment forecasts in light of changing waste quantities and encourages the Customer and LLW Repository Ltd to continually consider forecasts for 7 to 12 months in the future.

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Customers can choose how to approach completion of the Waste Forecasting Form so that it best fits with their organisation or operations. For example, forecasts could be submitted at a Company or Site level.

Following review of the forecast, LLW Repository Ltd will issue an Allocation of volume and activity capacity for waste disposal services. For Waste Packaging requirements, LLW Repository Ltd will ensure that sufficient waste containers are available to meet Customer requirements.

In addition to this Guide, the Waste Forecasting Process consists of:

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- Waste Forecasting Process Diagram (Reference: WSC-PRO-WFO)
- Waste Forecasting Form (Reference: WSC-FOR-WFO)

The following sections of this Guide explain the Process Diagram and introduce any Templates produced by LLW Repository Ltd. Appendix 1 provides detailed guidance on the information required to complete any Forms associated with this Process.

2.1. Radioactivity Charges

Customers who request an Activity Allocation through the Waste Forecasting Process will pay the Discount Rates for radioactivity consigned within their allocated volume of radionuclides provided they submit their Waste Forecasting Form by either 30th November for allocations commencing on 1st January and 31st May for allocations commencing on 1st July.

Customers will transfer to the Standard Rate for any Waste Consignments that exceed the approved Activity Allocation. Customers may opt not to request an Activity Allocation. In this case all Radioactivity Charges for any consignments are calculated at the Standard Rate.

Customers are able to vary their Waste Forecasts at any point throughout the year. The only penalty this would carry is that the Customer would have to pay the standard rate for any activity consigned above their approved Activity Allocation.

2.2. Waste Forecasting Form Review

The LLW Repository Ltd assessment of the forecast begins by considering the logic of the forecast, for example, confirming that volume and activity are aligned to the same months. The consignments of previous years and other information received from the Customer concerning operational and decommissioning plans are taken into account when assessing the waste volumes and activity allocation requests. Each section of the Waste Forecasting Form is then checked against the corresponding points listed below.

Metallic Waste Treatment

The review will consider the capacity available from LLW Repository Ltd's Service Suppliers and the capability to support the volume and rate of consignments forecast. It will also consider the secondary waste resulting from treatment, to be disposed at the Low Level Waste Repository.

Supercompactable Waste Treatment

The review will consider the capacity available from LLW Repository Ltd's Service Suppliers and the capability to support the volume and rate of consignments forecast. It will also consider the secondary waste resulting from treatment, to be disposed at the Low Level Waste Repository.

Low Level Waste Disposal

The review will consider the volume of waste forecast to be disposed of at the Repository and the capability to support the volume and rate of consignments forecast.

Radioactivity

LLW Repository Ltd must ensure that the total of all Customer activity allocation requests does not exceed the annual radiological limit specified in the Low Level Waste Repository's Certificate of Authorisation for disposal issued by the Environment Agency (Reference: BZ2508). Numerous scenarios exist where the sum of the allocation requests are greater than the Low Level Waste Repository's annual authorised limit. If this situation arises LLW Repository Ltd will enter into a period of Customer consultation in order to agree appropriate action to complete a fair and equitable activity allocation. The distribution of Radioactivity allocation is likely to be the most common reason to prevent a Waste Forecasting Form being approved by LLW Repository Ltd. Customers are encouraged to be as accurate as possible when forecasting their requirements.

LLW Repository Ltd will ensure that approved Waste Forecasting Forms are issued to Customers prior to the start of the forecasted period i.e. by 1st January or 1st July for each of the six month forecasting periods.

Packaging Services

The review will consider the Customer forecast against LLW Repository Ltd's strategic stock holding of containers. This will highlight any requirements place orders for the manufacture of new packages, prior to Customer Purchase Orders being placed via the Packaging Services Process. In addition, LLW Repository Ltd will seek clarification when forecasts are made that do not align with the magnitude of the forecasted waste volumes.

2.3. Monitoring

LLW Repository Ltd will monitor Customer performance against their forecasts. Where other Customers may be able to utilise surplus allocations, LLW Repository Ltd will facilitate transfers of allocation between Customers. LLW Repository Ltd's overall aim for forecasting is accurate and realistic forecasts from Customers. Over forecasting prevents other Customers from using services, under forecasting may result in access to services being restricted and poor performance against a forecast hinders operational planning for the packaging, treatment and disposal services.

2.4. Process Diagram

The Waste Forecasting Process Diagram can be found in the Customer section of LLW Repository Ltd's website: www.llwrsite.com

The Process Diagram outlines the key process steps and responsibilities within each Process of the Waste Acceptance Procedure. There are three rows on the diagram to represent the responsibility of each Party:

- Customer
- LLW Repository Ltd
- Waste Treatment and / or Disposal Service Supplier

Each action or responsibility identified in a Process Step will be undertaken by the relevant party. In general, these actions and responsibilities may be carried out by any person working for or on behalf of the relevant organisation. However, in certain situations, it may be necessary for steps to be taken by a key role holder identified in the Waste Services Contract. The vertical dotted lines on the Process Diagram split the process into sub-

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sections that represent key points in the process such as the submission of a Form or the approval of a submission. These sub-section markers are designed to aid navigation through the steps.

2.5. Step by Step Guide

This Section provides a detailed Step By Step guide through the Process Diagram identifying actions, roles and responsibilities and performance measures within the Waste Forecasting Process. The Step Numbers relate directly to the Waste Forecasting Process Diagram.

The Waste Services Contract places responsibilities upon the Service Manager and the Customer Representative for the Waste Forecasting Process. This Step by Step Guide should therefore be read in conjunction with the relevant sections of Schedule 1 of the Waste Services Contract – Conditions of Contract.

LLW Repository Ltd has identified Performance Measures within the Step by Step Guides of each Waste Acceptance Procedure process. Performance Measure means a set timescale for completing a step within the Waste Acceptance Procedure. If the process step cannot be completed in this timescale, the Service Manager and the Customer Representative may agree additional time to complete the process step. Failure to meet a Performance Measure by any Party will not invoke any formal contractual action. However, regular poor performance against one or more Performance Measures will be discussed by the Service Manager and the Customer Representative to identify actions to improve performance.

Step	Process Guidance, Actions and Performance Measures	Responsibility
1	Waste Forecasting Forms are submitted to the LLW Repository Ltd Customer Team e-mail address. All Forecasting Forms are be submitted by the 30th November and 31st May to receive the activity charges at a discounted rate. Any submissions after these dates will be charged at the standard rate. *Performance Measure:* Customers must submit Waste Forecasting Forms by 30th November and 31st May each year to obtain the discount rate for allocations.	Customer
2	Following receipt of the Waste Forecasting Form, the Customer Team will review the request against Volume and Activity capacity limits for the services and check availability of Package Stocks with Suppliers.	LLW Repository Ltd
3	LLW Repository Ltd will determine if the Waste Forecast is acceptable and can be approved. Consideration is made against each section of the Form inline with Review Criteria.	LLW Repository Ltd
4	If the Waste Forecasting Form cannot be approved, LLW Repository Ltd will communicate this to the Customer along with details of the reasons why and possible alternatives. If alternative options cannot be agreed, the Waste Forecasting Form would be rejected and LLW Repository Ltd will issue a signed rejected Waste Forecasting Form. If alternative options	Customer

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Step	Process Guidance, Actions and Performance Measures	Responsibility
	can be agreed with Customer, the Waste Forecast Form will be amended and approved. The process diagram indicates that this would restart the process at Step 1. However, this would follow a streamlined version of the process dependent on the specific scenario. This restart is necessary as several Customers may have been required to amend their forecasts and LLW Repository Ltd must re-check that the Repository limits are not exceeded following multiple changes. In this situation, activity charges would still be at the discounted rate for the forecasted activity.	
5	LLW Repository Ltd will issue an approved and signed Waste Forecasting Form before the official start date of the forecasted period by either 1st January or 1st July respectively. *Performance Measure:* LLW Repository Ltd will ensure that approved Waste Forecasting Forms are issued to Customers prior to the start of the forecasted period i.e. 1st January or 1st July for each of the six month forecasting periods.	Customer
6	Information may be extracted from Customers Waste Forecasting Forms and provided to Waste Services Suppliers to provide an indicative forecast of future waste arisings against specific services. This will aid Treatment and Disposal Service Suppliers in managing their operational planning and bidding for work under LLW Repository Ltd framework contracts.	LLW Repository Ltd
7	Supplier receives forecasting information.	Supplier
8	Throughout the year the Customer can review and amend a Waste Forecasting Form at any time. Any amendments should be submitted to the LLW Repository Ltd Customer Team e-mail address.	Customer

3. Forms

3.1. Waste Forecasting Form

The Waste Forecasting Form is to be completed by Customers wishing to use LLW Repository Ltd's waste treatment and / or Disposal Services through their existing Waste Services Contract.

Customers using the Waste Forecasting Form must, complete the form every six months as fully as possible, defining the overall quantity of waste to be consigned over the forthcoming 12 month period for each Waste Service Option.

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Deleted: When the Waste Forecasting Form cannot be approved, LLW Repository Ltd will provide feedback to the Customer. If alternative options cannot be agreed, the Waste Forecasting Form would be rejected and LLW Repository Ltd issue a signed rejected Forecasting Form. If alternative options agreed with Customer, they can then submit a revised Waste Forecasting Form for approval. In this situation, activity charges would still be at the discounted rate.
Deleted: When the Waste Forecasting Form can be approved, LLW Repository Ltd issues a signed approved Waste Forecasting Form before the official start date of the forecasted period by either 1st April or 1st October respectively.¶ ¶ *Performance Measure:*¶ LLW Repository Ltd will ensure that approved Waste Forecasting Forms are issued to Customers prior to the start of the forecasted period i.e. 1st April or 1st October for each of the six month forecasting periods.
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The Waste Forecasting Form requires Customers to complete the following sections:

Section	Purpose
Customer Information	Provides essential Customer Information and Contact Details for use in conjunction with the Waste Forecasting Process
Forecast Information	Provides the actual forecasting information for all waste the Customer intends to consign under the Waste Services Contract and the container requirements under the Packaging Service.

Appendix 1 provides page by page visual guidance to support Customers in completing the Waste Forecasting Form.

4. Templates

There are no Templates associated with the Waste Forecasting Process. All the required information is addressed in the Waste Forecasting Form.

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Appendix 1: Waste Forecasting Form Completion

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The **Customer Information** section provides the contact information for LLW Repository Ltd for the duration of the Forecasting period. The information required in this section is standard for all LLW Repository Ltd Waste Acceptance Procedure Forms.

The **Company Name** is the company who is managing the volume of waste being Forecasted, and the progress through the Waste Acceptance Procedure, not necessarily the Site Owner, and holds the Waste Services Contract with LLW Repository Ltd.

The **Site Name** refers to the Site where the waste exists, not the registered office of a company (if different).

The **Customer Code** can be found within the Contract Data Schedule of the Customer's Waste Services Contract.

The **Contact Name** and contact details should be for the person LLW Repository Ltd communicates with for this Enquiry.

LLW Repository Ltd

Waste Forecasting Form
January to December

Year:

Introduction

This form is to be completed by Customers wishing to use LLW Repository Ltd's Waste Treatment, Disposal and / or Packaging Services through their existing Waste Services Contract. The forecasting information provided by the Customer will be used to support operational planning activities and to establish demand for services. It will also be used to request a volume and activity allocation for disposal.

Please complete each section as fully as possible. This form is for 1st January to 31st December forecasts. To qualify for the Radioactivity Discount Rate, the Form must be submitted by 30th November.

If you need any assistance or have any questions regarding the completion of this form, please contact the Customer Team, by e-mail: customerteam@llwrsite.com or by telephone: (01946) 722000

Please return the completed form using one of the following routes:

by e-mail to: customerteam@llwrsite.com
by fax to: (01946) 722046
by post to: Customer Team, Blengdale Court, Greengarth, Holmrook, Cumbria, CA19 1UL

= Cell to be completed by the Customer
= Cell automatically calculated

1. Customer Information

Company Name:	
Waste Services Contract:	
Site Name:	
Customer Code:	
Contact Name:	
Contact E-Mail Address:	
Contact Telephone Number:	
Contact Fax Number:	
Contact Address:	

2. Submission Information

Submission Scope:	☐ Company ☐ Site
Submission Type:	☐ New Forecast ☐ Revised Forecast
Date Submitted:	
Certificate of Authorisation Reference:	

FOR LLW REPOSITORY LTD USE ONLY

Status:	☐ Approved ☐ Approved With Alterations ☐ On Hold Following Customer Request ☐ Rejected
Comments:	
LLW Repository Ltd Forecasting Form Reference:	
Form Processed By:	
Signature:	

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Enter the Calendar **Year**/s this Forecasting Form relates to. For Jan – Dec state the year. For July – Jun state both years that will be covered.

Submission Information defines the scope of the forecast for a Customer. The Form can be submitted at Site or Company level. Complete the type of forecast, i.e. is this a new submission or a revision to an existing forecast.

The last section is used by LLW Repository Ltd to support the Form through the process following submission.

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The **Forecast Information** section relates to the volumes required for Treatment and / or disposal.

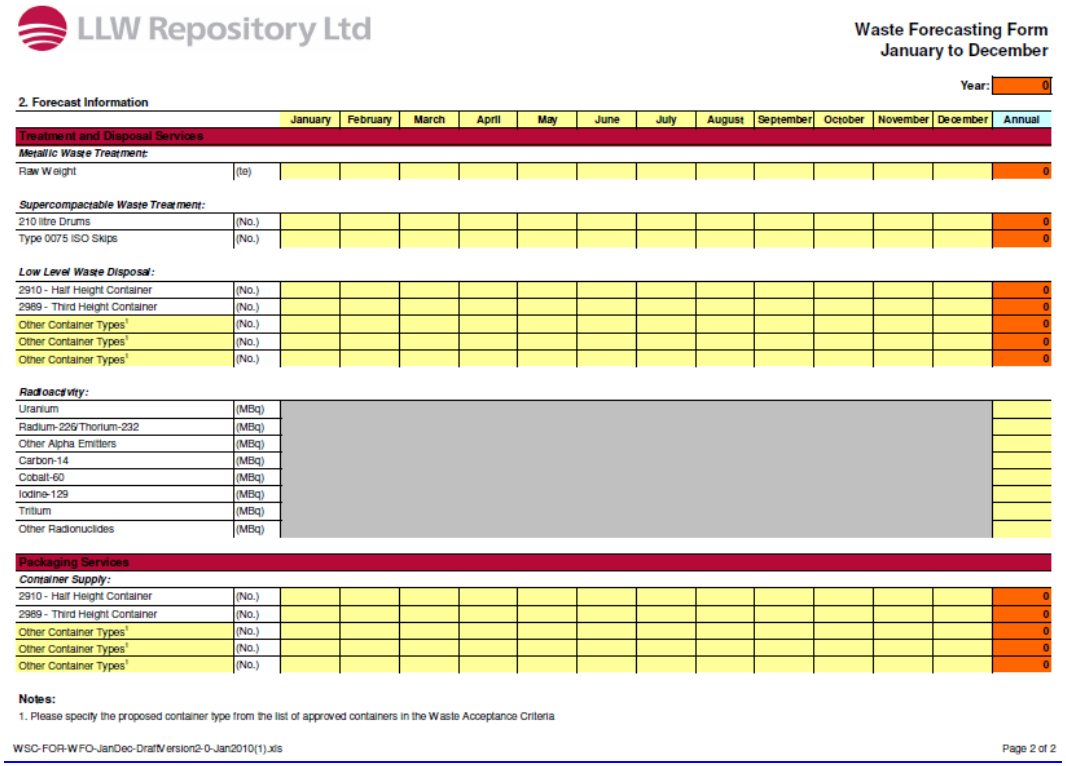
Metallic Waste Treatment: this should be forecast with the raw weight of metal, disregarding any packaging. The agreement on packaging options will be managed later in the Waste Acceptance Procedure.

Supercompactable Waste: complete how many drums or ISO Skips will be shipped in which month.

Low Level Waste: complete how many ISO Containers of each type will be delivered in which month. For "Other Container Types", please specify which type.

The **Packaging Services** section relates to the numbers of containers required for the next 12 months.

Complete how many and which type of ISO Containers are required for each month. For "Other Container Types", please specify which type. To order containers, the Packaging Services Process should be followed, which is part of the Waste Services Contract.



LLW Repository Ltd

Waste Forecasting Form
January to December

Year: 0

2. Forecast Information

		January	February	March	April	May	June	July	August	September	October	November	December	Annual
Treatment and Disposal Services														
Metallic Waste Treatment:														
Raw Weight	(te)													0
Supercompactable Waste Treatment:														
210 litre Drums	(No.)													0
Type 0075 ISO Skips	(No.)													0
Low Level Waste Disposal:														
2910 - Half Height Container	(No.)													0
2989 - Third Height Container	(No.)													0
Other Container Types[1]	(No.)													0
Other Container Types[1]	(No.)													0
Other Container Types[1]	(No.)													0
Radioactivity:														
Uranium	(MBq)													
Radium-226/Thorium-232	(MBq)													
Other Alpha Emitters	(MBq)													
Carbon-14	(MBq)													
Cobalt-60	(MBq)													
Iodine-129	(MBq)													
Tritium	(MBq)													
Other Radionuclides	(MBq)													
Packaging Services														
Container Supply:														
2910 - Half Height Container	(No.)													0
2989 - Third Height Container	(No.)													0
Other Container Types[1]	(No.)													0
Other Container Types[1]	(No.)													0
Other Container Types[1]	(No.)													0

Notes:

1. Please specify the proposed container type from the list of approved containers in the Waste Acceptance Criteria

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The **Radioactivity** section only requires a forecast for the total Radioactivity content of the waste over the next 12 months.

Customers need only enter a single value of MBq for each row, inclusive of 'Other Radionuclides' as required.

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9	LLW Repository Ltd will use the Packaging Services forecast to review the strategic stock of containers. To actually order containers, Customers must follow the Waste Packaging Services Process.	Customer