

Waste Acceptance Procedure

Waste Receipt Guide

WSC-GUI-WRE – Draft Version 2.0 – January 2010

Contents

- 1. Introduction 3**
 - 1.1. Waste Acceptance Procedure 3**
 - 1.2. Process Guide 4**
 - 1.3. Help and Support 4**
- 2. Waste Receipt Process 4**
 - 2.1. Process Diagram 5**
 - 2.2. Step by Step Guide 5**
- 3. Forms 8**
- 4. Templates 8**
 - 4.1. Waste Receipt..... 8**
 - 4.2. Waste Services Invoice..... 8**
 - 4.3. Waste Event Report 8**
 - 4.4. Waste Disposition Report..... 8**

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.

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.

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 Receipt Process

The Waste Receipt Process is the last Process to be followed in consigning waste under the Waste Acceptance Procedure, and relates to a specific consignment of waste, i.e. a single container of waste. The Process begins with the waste consignment being received at a Treatment and / or Disposal Facility. This step includes the Waste Receipt Checks and any Waste Assurance Monitoring which aim to provide confirmation that the consignment complies with the relevant Waste Acceptance Criteria, the Waste Services Quotation and the Waste Consignment Information Form. The process is complete once LLW Repository Ltd issues a Waste Disposition Report, detailing the final status of the consignment once the Treatment and / or Disposal Services are completed.

Customers will have already supplied all the necessary information to complete the previous Processes within the Waste Acceptance Procedure. Therefore the Waste Receipt Process for the Customer will involve little action other than simply receiving and acknowledging information about the conclusion of the Treatment and / or Disposal Services.

The first document the Customer will receive is a Waste Receipt, which is issued once the consignment has been delivered. This is followed by a Waste Services Invoice issued by LLW Repository Ltd. If, following delivery of the consignment, there is reason to suspect that the waste is non-compliant against the Waste Acceptance Criteria or the Service Information detailed in the Waste Services Quotation, a Waste Event Report may be issued to the Customer. This is used to provide details of any non-compliant waste and record the resultant investigation into the event. This part of the process is covered in more detail in the Waste Assurance Process Diagram (WSC-PRO-WAS) and Waste Assurance Guide (WSC-GUI-WAS). The Waste Disposition Report is issued upon completion of the Waste Services.

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

- Waste Receipt Process Diagram (Reference: WSC-PRO-WRE)
- Waste Receipt Template (Reference: WSC-TEM-WRE)
- Waste Services Invoice Template (Reference: WSC-TEM-WSI)

- Waste Event Report Template (Reference: WSC-TEM-WER)
- Waste Disposition Report Template (Reference: WSC-TEM-WDR)

The following sections of this Guide explain the Process Diagram and introduce any Templates produced by LLW Repository Ltd. As there are no Forms to complete in this process, there are no additional Appendices.

2.1. Process Diagram

The Waste Receipt 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-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.

2.2. 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 Receipt Process. The Step Numbers relate directly to the Waste Receipt Process Diagram.

The Waste Services Contract places responsibilities upon the Service Manager and the Customer Representative for the Waste Receipt 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	<p>The Waste Treatment or Disposal Facility takes delivery of the waste consignment and the Waste Services Supplier notifies LLW Repository Ltd of receipt. If the Customer has managed the transport of the waste consignment this step also signifies the transfer of risk and title of the waste to LLW Repository Ltd. If the transport of the waste consignment was managed by LLW Repository Ltd then the risk and title of the waste will have already transferred during the Waste Consignment Process.</p> <p>For consignments delivered for disposal at the Low Level Waste Repository, the responsibilities and steps in the LLW Repository Ltd and Supplier lanes will be completed by LLW Repository Ltd.</p>	Supplier
2	<p>LLW Repository Ltd creates a Waste Receipt and issues this to the Customer. This is followed by a Waste Services Invoice for the value defined in the Waste Services Quotation. The Invoice is issued once the risk and title of the waste is transferred to LLW Repository Ltd.</p> <p><i>Performance Measure:</i> LLW Repository Ltd will supply a Waste Receipt on the next working day after the consignment has been received.</p>	LLW Repository Ltd
3	<p>The Customer receives the Waste Receipt and the Waste Services Invoice. Subject to the invoice being acceptable, the Customer would then pay the invoice in line with the Conditions of Contract</p> <p><i>Performance Measure:</i> Payment of the Invoice must be received by LLW Repository Ltd within 30 days of the date of invoice.</p>	Customer
4	<p>Once any receipt or reassurance monitoring has been completed, the Waste Services Supplier checks the waste consignment against the Waste Consignment Information Forms, including any Waste Packing Plan if the service is Metallic Waste Treatment, to confirm a compliant delivery.</p>	Supplier
5	<p>The Supplier will confirm that the consignment is compliant.</p>	Supplier
6	<p>If a Non-Conformance is found, the Supplier and LLW Repository Ltd conduct an initial investigation and report the findings and comments to the Customer using a Waste Event Report.</p> <p>The Waste Event Report is issued to the Customer to continue the investigation into the root causes of the event and propose corrective actions.</p>	LLW Repository Ltd
7	<p>The Customer continues the investigation and completes their part of the Waste Event Report template. LLW Repository Ltd</p>	Customer

Step	Process Guidance, Actions and Performance Measures	Responsibility
	<p>will support this step where appropriate.</p> <p>Proposed corrective actions are identified and laid out in the appropriate section of the Waste Event Report.</p>	
8	<p>Following agreement of the corrective actions, the Customer will implement them, with support from LLW Repository Ltd where appropriate.</p> <p>Corrective actions should resolve any problems preventing treatment and / or disposal of the consignment in question and also provide longer term protection against the same problems either re-occurring or the impact of the problem affecting the Waste Services.</p>	Customer
9	<p>LLW Repository Ltd will support the completion of corrective actions if appropriate. Following this LLW Repository Ltd will close-out the Waste Event Report and update the Waste Assurance Programme.</p>	LLW Repository Ltd
10	<p>Following the investigation and completion of corrective actions, LLW Repository Ltd must assess whether the waste consignment can now be processed in accordance with the Waste Services Quotation.</p>	LLW Repository Ltd
11	<p>If the waste consignment cannot be treated and/or disposed of in line with the agreed Waste Service Quotation, then LLW Repository Ltd enter into discussions with the Customer and Suppliers, as necessary, to establish an alternative waste management solution.</p>	LLW Repository Ltd
12	<p>If acceptable, the Waste Service Supplier provides the service.</p>	Supplier
13	<p>Once the waste services are completed, the Waste Services Supplier prepares and consigns any secondary waste for disposal or recycled material for re-sale.</p>	Supplier
14	<p>The Waste Services Supplier records the final waste accountancy information following the completion of the services and issues the information to LLW Repository Ltd. The Supplier will record all information required to enable the onward consignment of secondary waste to final disposal.</p>	Supplier
15	<p>LLW Repository Ltd completes a Waste Disposition Report using the information issued by Waste Services Suppliers. Due to the time difference between receipt of the waste and the disposal of final secondary wastes, there can be a significant delay between receiving a Waste Receipt and then the final Waste Disposition Report.</p>	LLW Repository Ltd
16	<p>The Customer retains the Waste Disposition Report as a record of the services that were performed on the waste consignment.</p>	Customer

3. Forms

There are no Forms associated with the Waste Receipt Process. By this stage in the Waste Acceptance Procedure the Customer has provided all the required information.

4. Templates

4.1. Waste Receipt

The Waste Receipt is issued to Customers on receipt of a waste consignment. It fulfils the Customer's obligation to obtain a receipt for waste consigned under a RSA93 Disposal Authorisation. It will always be issued by LLW Repository Ltd irrespective of the facility the service is provided at. The Receipt will show the Customer details, the consignment and the receiving facility, including the date of receipt.

Due to the need for the Waste Service Supplier to notify LLW Repository Ltd of the receipt of a waste consignment, it may take until the next working day for the receipt to be issued to the Customer.

4.2. Waste Services Invoice

The Waste Services Invoice details the cost of providing the waste service. It will be issued after receipt of a waste consignment and will contain information specific to that consignment. It specifies the costs of completing the service including treatment and / or disposal, packaging and transport costs for the particular waste consignment. After receipt, the Customer must pay the invoice within 30 working days from the date of the invoice.

4.3. Waste Event Report

The Waste Event Report is used to inform a Customer of a non-conforming waste consignment. This should be identified during the waste receipt checks or waste assurance monitoring of a consignment, but could also occur during the processing of a waste consignment. Due to the staged process of receipt, treatment and then disposal, a Waste Event may be identified at any time until the Waste Disposition Report is issued.

The Waste Event Report will detail the non-conformance, any immediate consequences and an initial investigation. Recommendations for action may also be provided. Customers are required to support the investigation and the resolution of the problem. LLW Repository Ltd will work with the Customer and the Waste Services Supplier to agree a way forward for completing the treatment of the waste consignment and to reach agreement on managing any associated cost impact in completing the service.

The Waste Event Report is also used to notify the Customer of findings from LLW Repository Ltd's Waste Assurance Monitoring regime including details of monitoring activities and any comments and / or recommendations from this process. Further details are provided in the Waste Assurance Process Guide (Reference: WSC-GUI-WAS)

4.4. Waste Disposition Report

The Waste Disposition Report provides Customers with a final account of their consigned waste. The Waste Disposition Report will include the volume reduction achieved through

any waste treatment service and provides details of how the waste has been disposed. This will include any recycling that has taken place or secondary waste that was generated from the Treatment Service. Information such as waste volume, dates of service and final waste locations are included.

Customers should retain the Waste Disposition Report for accountancy purposes, in accordance with their own records management procedures.