



LLW Repository Ltd

Waste Acceptance Procedure

Waste Forecasting Guide

WAP-GUI-WFO – Draft Version 1.0 – October 2009

Contents

1. Introduction 3

1.1. Waste Acceptance Procedure 3

1.2. Process Guide 4

1.3. Help and Support 4

2. Waste Forecasting Process 4

2.1. Process Diagram 5

2.2. Step by Step Guide 5

3. Forms 6

3.1. Waste Forecasting Form 6

4. Templates 7

Appendix 1: Waste Forecasting Form Completion 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 Criteria consists 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 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 Procedure is the process that Customers follow to provide LLW Repository Ltd with a regular forecast of their Treatment and Disposal Volumes, Disposal Activity Content and Waste Packaging requirements.

Customers following the Waste Forecasting Process must, on a six monthly basis, define the overall quantity of waste to be consigned over the forthcoming 12 month period for each Waste Service Option. The Waste Forecasting Procedure is an ongoing process between the Customer and LLW Repository Ltd for the duration of the Waste Services Agreement. For a particular year, the procedure begins with the Customer compiling their requirements for the next 12 months in the Waste Forecasting Form and submitting it to LLW Repository Ltd.

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 Procedure consists of:

- Waste Forecasting Process Diagram
- Waste Forecasting Form

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. 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-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 Forecasting Process. The Step Numbers relate directly to the Waste Forecasting Process Diagram.

Step	Process Guidance, Actions and Performance Measures	Responsibility
1	<p>Waste Forecasting Forms are submitted to the LLW Repository Ltd Customer Team e-mail address. All Forecasting Forms are be submitted by the 28th February and 31st August to receive the activity charges at a discounted rate. Any submissions after these dates will be charged at the standard rate.</p> <p><i>Performance Measure:</i> Customers must submit Waste Forecasting Forms by 28th February and 31st August each year to obtain the discount rate for allocations.</p>	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 Packaging Stocks with Suppliers.	LLW Repository Ltd
3	For Activity and Volume Forecasts above the specified capacity limits, LLW Repository Ltd will contact the customer to negotiate alternative options.	LLW Repository Ltd
4	LLW Repository Ltd will determine if the Waste Forecast is acceptable and therefore whether the Waste Forecasting Form can be approved. If it can, then the Process continues at Step 6 If it can't be approved, then the Process continues at Step 5	LLW Repository Ltd
5	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	Customer

Step	Process Guidance, Actions and Performance Measures	Responsibility
	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.	
6	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 1 st April or 1 st October respectively. <i>Performance Measure:</i> LLW Repository Ltd will ensure that approved Waste Forecasting Forms are issued to Customers prior to the start of the forecasted period i.e. 1 st April or 1 st October for each of the six month forecasting periods.	LLW Repository Ltd
7	Information may be extracted from Customers Waste Forecasting Forms and provided to Waste Services Suppliers to provide an indicative forecast of future waste arisings.	LLW Repository Ltd
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
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

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.

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.

Appendix 1: Waste Forecasting Form Completion

The **Customer Information** section provides the contact information for LLW Repository Ltd for the duration of the Enquiry. 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 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.

Complete which Financial Year this Forecasting Form relates to

LLW Repository Ltd		Waste Forecasting Form - Financial Year 20.. /..									
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 covers the period 1st April to 31st March											
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) 722 046											
Please return the completed form using one of the following routes:											
by e-mail to:	customerteam@llwrsite.com										
by fax to:	(01946) 722 046										
by post to:	Customer Team, Blengdale Court, Greengarth, Holmrook, Cumbria, CA19 1UL										
<table border="1"> <tr> <td></td> <td>= Cell to be completed by the Customer</td> </tr> <tr> <td></td> <td>= Cell automatically calculated</td> </tr> <tr> <td></td> <td>= Activity Request for April to December</td> </tr> <tr> <td></td> <td>= Activity Request for January to March</td> </tr> </table>					= Cell to be completed by the Customer		= Cell automatically calculated		= Activity Request for April to December		= Activity Request for January to March
	= Cell to be completed by the Customer										
	= Cell automatically calculated										
	= Activity Request for April to December										
	= Activity Request for January to March										
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:											

The Legend identifies which cells must be completed by the Customer

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

Metallic Waste: complete how many tonnes is predicted to be shipped in which month.

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 in which month. For "Other Container Types", please specify which type. To order containers, the Packaging Services Process should be followed as defined in the Waste Services Contract.

Forecast Requirements													
CALENDAR YEAR 20..						CALENDAR YEAR 20..							
	April	May	June	July	August	September	October	November	December	January	February	March	Annual
Treatment and Disposal Services													
Metallic Waste Treatment													
Weight	(te)												0
Volume	(m ³)												0
Supercompactable Waste Treatment													
200 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	(No.)												0
Other Container Types	(No.)												0
Other Container Types	(No.)												0
Radioactivity													
Uranium	(MBq)												0
Radium-226/Thorium-232	(MBq)												0
Other Alpha Emitters	(MBq)												0
Carbon-14	(MBq)												0
Cobalt-60	(MBq)												0
Iodine-129	(MBq)												0
Tritium	(MBq)												0
Other Radionuclides	(MBq)												0
Packaging Services													
Container Sales													
2910 - Half Height Container	(No.)												0
2989 - Third Height Container	(No.)												0
Other Container Types	(No.)												0
Other Container Types	(No.)												0
Other Container Types	(No.)												0

The **Radioactivity** section relates to the Radioactivity content of the waste and the allocation required for next 12 months.

The light blue column relates to the total activity required for each radionuclide from April to December.

The darker blue column relates to the total activity for each radionuclide required from January to March.

All orange cells will be automatically calculated, when using the Excel Form available on the LLW Repository Ltd website.