

Site Packaging Waste Management Plan (SPWMP) Checklist - Guidance Document

This checklist provides an overview of the activities that need to be considered or undertaken if packaging waste is to be managed effectively. Initial guidance on what may need to be considered for each item is given in the Comments column.

The checklist is based on the Site Waste Management Plan (SWMP) outlined in the DTI Code of Practice* and follows its format. It is designed to be used as:

- a stand-alone checklist (if the main SWMP checklist is not being used);
- an aide-mémoire when completing the main checklist to ensure packaging is fully considered in the overall Site Waste Management Plan.

The numbering system in this checklist is the same as that used in the DTI Site Waste Management Plan Checklist. A missing number means the question is not directly relevant to packaging and any question with a letter suffix (eg 2A) indicates a packaging-specific question that supplements the main checklist.

Project name	
Project address/location	
Main contractor	
Main contractor's signature	
Design team signatures	
Client signature	
Signature of identified sub-contractor (see Q3 & 4)	
Waste management contractor's signature	

Example

Project stages		Questions to consider	Tick if 'Yes'	Comment: If 'yes', what action have you taken/do you propose to take? If 'no', why not?
Policy	1	Has your organisation adopted a packaging management policy?	<input type="checkbox"/>	<p><i>Does it have:</i></p> <ul style="list-style-type: none"> ■ <i>Targets?</i> ■ <i>Timescales?</i> ■ <i>Responsibilities?</i> ■ <i>Agreed actions?</i> <p><i>Does it relate to other policies, eg environmental management system (EMS)?</i> <i>Is the policy set out in the SPWMP checklist order for easy comparison?</i></p>

* Available as a printed copy from DTI Publications (www.dti.gov.uk/publications/index.html) or electronically from the WRAP website (www.wrap.org.uk/construction/).

Project stages		Questions to consider	Tick if 'Yes'	Comment: If 'yes', what action have you taken/do you propose to take? If 'no', why not?
Policy continued	2	Has the client signed the Site Packaging Waste Management Plan (SPWMP)?	<input type="checkbox"/>	<p>Where is the signature in the document?</p> <p>Do you know who has seen it and who has signed up to it?</p> <p>Is there a signatory page?</p> <p>Should this be at the front?</p> <p>At what stage has the client seen the Plan?</p> <p>Has the client provided input/requirements?</p> <p>Does the document have revision and status records?</p>
	2A	Has the main contractor signed the SPWMP checklist?	<input type="checkbox"/>	
	2B	Have the design team signed the SPWMP checklist?	<input type="checkbox"/>	
	2C	Has the waste management contractor signed the SPWMP checklist?	<input type="checkbox"/>	
	3	Have sub-contractors producing significant packaging wastes streams been identified?	<input type="checkbox"/>	<p>What are the significant packaging waste streams? For example:</p> <ul style="list-style-type: none"> ■ large volumes or percentages of whole; ■ hazardous packaging wastes; ■ costly packaging waste streams. <p>What requirements are passed on to the sub-contractors? Or trade contractors?</p> <p>Use the Construction Packaging Waste Estimator to establish quantities.</p> <p>Look in specification and/or bill of quantities for information.</p>
	4	Have the identified sub-contractors signed the SPWMP checklist?	<input type="checkbox"/>	<p>Where is the signature in the document?</p> <p>Is there a signatory page?</p> <p>Should this be at the front?</p> <p>At what stage have the sub-contractors seen the Plan?</p> <p>Have the sub-contractors signed up to meeting the targets or other requirements?</p> <p>For example:</p> <ul style="list-style-type: none"> ■ segregation on-site; ■ toolbox talks; ■ other training.

Example

Project stages		Questions to consider	Tick if 'Yes'	Comment: If 'yes', what action have you taken/do you propose to take? If 'no', why not?
Procurement	5A	Has attention been paid to optimising packaging through the packaging design process?	<input type="checkbox"/>	<p><i>Are the packaging designers involved in the development of this plan?</i></p> <p><i>Awareness of minimum orders?</i></p> <p><i>Choice of packaging materials, minimising different types?</i></p> <p><i>Simplification of construction?</i></p> <p><i>Use of pre-assembly or prefabrication?</i></p> <p><i>Has provision been made in the facility design for in-use packaging waste storage for 'return to producer'?</i></p> <p><i>Has the client's facilities manager been involved in packaging discussions?</i></p>
	6	Has full consideration been given to the use of recycled packaging materials?	<input type="checkbox"/>	
	7	Is unwanted packaging to be returned to the supplier for recycling or re-use?	<input type="checkbox"/>	<p><i>Have all packaging take-back schemes been investigated?</i></p> <p><i>Are systems in place to enable return of pallets and packaging on multiple delivery items?</i></p> <p><i>Have key suppliers been engaged to specifically encourage the adoption of take-back schemes?</i></p> <p><i>Review National Green Specification A38 Appendix: Recycling Opportunities Materials and Packaging (APP ROMP) (see www.greenspec.co.uk/html/spec/listA38.html).</i></p>
Project planning	9	Has responsibility for packaging waste management planning and compliance with producer responsibility legislation been assigned to a named individual at the main contractor and identified sub-contractors?	<input type="checkbox"/>	<p><i>Who is responsible?</i></p> <p><i>What is their job function?</i></p> <p><i>Does the job description address packaging waste issues adequately?</i></p> <p><i>What are the roles?</i></p> <p><i>Do they have the necessary authority?</i></p> <p><i>How, when and where do they report back and to whom?</i></p> <p><i>Who responds and how is this to be actioned?</i></p>
	10	Has an assessment been made in the project programme to identify likely packaging generation (how much, when, and what types)?	<input type="checkbox"/>	<p><i>What packaging will arise from each trade or work package?</i></p> <p><i>What packaging will arise at which stage of the project?</i></p> <p><i>How are the predictions determined?</i></p> <p><i>Are the predicted figures accurate enough?</i></p> <p><i>Use the Construction Packaging Waste Estimator to assess packaging generation.</i></p>

Project stages		Questions to consider	Tick if 'Yes'	Comment: If 'yes', what action have you taken/do you propose to take? If 'no', why not?
Project planning continued	11	Have appropriate facilities been planned to efficiently handle packaging waste during the project?	<input type="checkbox"/>	<p><i>Where is it/are they located?</i></p> <p><i>Will it/they move according to where work is being carried out?</i></p> <p><i>Is it/are they to be available at appropriate stages of the project?</i></p> <p><i>Is it/are they large enough?</i></p> <p><i>Is it/are they accessible for use/collection?</i></p> <p><i>Is it/are they located for ease of return/collection?</i></p>
	12	Have targets been set for the different types of packaging waste likely to arise from the project?	<input type="checkbox"/>	<p><i>Consider targets on reduction, segregation for re-use and recycling, landfill.</i></p> <p><i>How are they to be monitored? Recorded? Compared?</i></p>
	13	Have measures been put in place to deal with expected hazardous packaging waste?	<input type="checkbox"/>	<p><i>Determine which packaging materials fall into the hazardous category.</i></p> <p><i>Determine quantities and volumes. Review COSHH data sheets.</i></p> <p><i>Which materials and their packaging become hazardous as waste?</i></p> <p><i>How are they to be identified and recognised?</i></p> <p><i>Is there a dedicated skip for hazardous waste?</i></p> <p><i>If no dedicated skip, how is hazardous waste to be dealt with?</i></p> <p><i>What role is there for the packaging waste handler in respect of hazardous packaging waste?</i></p>
	17	Have opportunities been considered for re-use of packaging materials on-site?	<input type="checkbox"/>	<p><i>Is any resource recovery to occur in demolition or alteration work?</i></p> <p><i>Can the packaging be used to protect reclaimed materials?</i></p> <p><i>Have material exchange websites been investigated? Review National Green Specification A38 Appendices: Material Exchange Websites (APP MEW) and Materials for Recovery and Re-use (APP MRR) (see www.greenspec.co.uk/html/spec/listA38.html).</i></p> <p><i>What packaging materials can be re-used?</i></p> <p><i>Where can they be re-used in the works?</i></p>
	18	Have opportunities been considered for re-use of packaging materials off-site?	<input type="checkbox"/>	<p><i>Consider setting up a pallet repair operation on-site.</i></p> <p><i>Consider setting up balers for packaging on-site.</i></p> <p><i>What packaging materials can be re-used off-site?</i></p> <p><i>Have material exchange websites been investigated?</i></p> <p><i>Where can they be re-used off-site?</i></p> <p><i>Are there any local projects or charities that can make use of packaging materials?</i></p> <p><i>What services can the waste handling contractor offer to redirect packaging materials towards re-use?</i></p>

Example

Project stages		Questions to consider	Tick if 'Yes'	Comment: If 'yes', what action have you taken/do you propose to take? If 'no', why not?
Project planning continued	19	Have opportunities been considered for on-site processing and re-use of packaging materials?	<input type="checkbox"/>	<p><i>Is any resource recovery to occur in demolition or alteration work?</i></p> <p><i>Can these be reprocessed for application in the works?</i></p> <p><i>What types of equipment are required, when and is there room on-site?</i></p> <p><i>What materials will arise from site clearance and excavation?</i></p> <p><i>What opportunities are there for composting on-site?</i></p> <p><i>Are there any licences or exemptions required?</i></p> <p><i>What services can the waste handling contractor offer to redirect recycling of packaging materials towards re-use?</i></p>
	20	Have opportunities been considered for reprocessing packaging materials off-site?	<input type="checkbox"/>	<p><i>Can these be reprocessed for application off-site on local projects?</i></p> <p><i>What local projects are available for reciprocal offers and wants?</i></p> <p><i>Is there scope for decanting off-site for reprocessing?</i></p> <p><i>What opportunities are there for composting cardboard and paper off-site?</i></p> <p><i>Are any licences or exemptions required?</i></p> <p><i>What services can the waste handling contractor offer to recycling packaging materials towards re-use?</i></p>
	21	Have you determined the most appropriate sites for disposal of residual packaging waste from the project?	<input type="checkbox"/>	<p><i>What waste management company is proposed for use?</i></p> <p><i>Use BREMAP (www.smartwaste.co.uk/bremap.jsp) or other waste recycling directory/website.</i></p> <p><i>Has its licences been checked for currency and legality?</i></p> <p><i>Is it located locally?</i></p> <p><i>Does it operate its own segregation and recycling operation?</i></p> <p><i>Does it offer skip colour coding, labelling, signage?</i></p> <p><i>Does it have good connections with packaging waste transfer and bulking stations, recycling and re-use agencies in the area, region, country?</i></p> <p><i>Has it been assessed for suitability to the scope of the project?</i></p> <p><i>What can it offer to the project? For example: environmental performance indicator (EPI) and key performance indicator (KPI) data, recycling rates, segregation rates?</i></p> <p><i>What does it do with the packaging materials generated?</i></p>
	22	Are there opportunities for reducing disposal costs from packaging waste materials with a potential commercial value?	<input type="checkbox"/>	<p><i>What markets are there locally/regionally for packaging materials arising from the project?</i></p> <p><i>Have waste exchanges been investigated?</i></p> <p><i>What packaging materials have residual value in the area/region?</i></p> <p><i>How much of these materials will be generated?</i></p> <p><i>What opportunities are there on-site or off-site for re-use/recycling?</i></p>

Example

Project stages		Questions to consider	Tick if 'Yes'	Comment: If 'yes', what action have you taken/do you propose to take? If 'no', why not?
On-site operations	24	Has responsibility for packaging management on-site and compliance with producer responsibility legislation been assigned to a named individual?	<input type="checkbox"/>	<p><i>Who is the named individual?</i></p> <p><i>What is their normal role?</i></p> <p><i>Consider the crane driver (they see everything).</i></p> <p><i>Consider the dumper driver (they go everywhere).</i></p> <p><i>Are they working with someone to action changes?</i></p> <p><i>What extra roles have been added?</i></p> <p><i>Is there a job description clearly stating roles?</i></p> <p><i>Have targets been set?</i></p> <p><i>Are they understood and can they be applied?</i></p> <p><i>Do they have appropriate knowledge or training?</i></p> <p><i>Do they have the authority required to be effective?</i></p> <p><i>Ensure the individual is a 'packaging waste champion'.</i></p>
	25	Have toolbox talks been planned for all site personnel about packaging waste management on-site?	<input type="checkbox"/>	<p><i>When will the toolbox talks take place?</i></p> <p><i>What should they cover?</i></p> <p><i>Is packaging waste addressed?</i></p> <p><i>Are they linked to health and safety and Construction (Design and Management) Regulations (CDM)?</i></p> <p><i>Who are they targeted at?</i></p> <p><i>Who is missed out?</i></p> <p><i>Who is training the trainers?</i></p> <p><i>Can the trainees pass on their knowledge?</i></p> <p><i>How will they be delivered and by whom?</i></p> <p><i>Consider pub-quiz approach.</i></p> <p><i>Is packaging waste minimisation/management training part of the induction process?</i></p>

Example

Project stages		Questions to consider	Tick if 'Yes'	Comment: If 'yes', what action have you taken/do you propose to take? If 'no', why not?
On-site operations continued	26	Are selected packaging materials segregated to allow best value to be obtained from good packaging waste management practices?	<input type="checkbox"/>	<p><i>What packaging materials are segregated?</i></p> <p><i>Are the packaging waste containers in appropriate locations?</i></p> <p><i>Are the correct packaging waste containers being used?</i></p> <p><i>Do they have adequate security (lockable lids or securable compound) to avoid on-site fly-tipping and mixing of packaging wastes?</i></p> <p><i>Is segregation communicated clearly to operatives?</i></p> <p><i>Have any language problems been addressed?</i></p> <p><i>Is the segregation policed by the packaging waste champion?</i></p> <p><i>Are there any incentives to encourage the workforce to participate fully?</i></p> <p><i>Are the cost savings identified?</i></p>
	27	Are containers/skips clearly labelled to avoid confusion?	<input type="checkbox"/>	<p><i>How are the packaging waste containers labelled and coded? Use Waste Aware Construction online poster creator.</i></p> <p><i>Are colour, words and pictures used?</i></p> <p><i>Does everybody (including non-English speakers) understand?</i></p> <p><i>Is what is to be included in segregation containers identified?</i></p> <p><i>Are segregation exclusions also identified?</i></p> <p><i>How is the labelling and coding communicated to all site personnel?</i></p> <p><i>Where is it communicated?</i></p> <p><i>Consider poster campaigns in the canteen, welfare facilities, offices and corridors.</i></p>
	30	Is implementation of agreed packaging management procedures monitored?	<input type="checkbox"/>	<p><i>What monitoring is in progress?</i></p> <p><i>Does the packaging waste champion report back to regular progress meetings?</i></p> <p><i>Are there records of past and current performance?</i></p> <p><i>Is there a procedure for improvement and action plans?</i></p>
	31	Are reports produced regularly regarding packaging waste quantities, treatment/disposal routes and costs incurred?	<input type="checkbox"/>	<p><i>What information is required to be reported on?</i></p> <p><i>What for and how is the information to be used?</i></p> <p><i>Are reports reviewed regularly by the whole project team and site personnel?</i></p>

Example

Project stages		Questions to consider	Tick if 'Yes'	Comment: If 'yes', what action have you taken/do you propose to take? If 'no', why not?
On-site operations continued	32	During site operations, are barriers to good packaging waste management practice considered and noted for incorporation into the post-completion review?	<input type="checkbox"/>	<p>Is there a 'wish list'?</p> <p>Where is it kept and is it accessible to many?</p> <p>Can the wish list be reviewed during the project and can anything from it be implemented during the contract?</p> <p>Is there a seamless process to ensure the wish list is included in the post-completion review?</p> <p>How will the outcomes be communicated to other projects?</p>
Post-completion	33	Has a final report been completed describing the use of recycled and secondary materials, packaging waste reduction, segregation, recovery and disposal, with costs and savings identified?	<input type="checkbox"/>	<p>What does the final report contain?</p> <p>What has been left out?</p> <p>Are the recommendations clear?</p> <p>How will this be communicated to other projects?</p> <p>How else will the information be used?</p>
	34	Has the final report been signed by the relevant sub-contractors, main contractor and the client?	<input type="checkbox"/>	<p>Where is the signature in the document?</p> <p>Do you know who has seen it and who has signed up to it?</p> <p>Is there a signatory page?</p> <p>Should this be at the front?</p> <p>At what stage has the client seen the Plan?</p> <p>Has the client provided input/requirements?</p> <p>Does the document have revision and status records?</p>
	35	Have key packaging waste management issues been considered for action at future projects?	<input type="checkbox"/>	<p>What issues have been addressed?</p> <p>How have these been addressed?</p> <p>How have these been communicated to the company and other current and future projects?</p> <p>Has the company and site policy template been updated?</p>

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Envirowise - Practical Environmental Advice for Business - is a Government programme that offers free, independent and practical advice to UK businesses to reduce waste at source and increase profits. It is managed by Momenta, an operating division of AEA Technology plc, and Serco TTI. Envirowise is funded across the UK by the DTI and Defra and the Business Resource Efficiency and Waste (BREW) Programme in England, the Scottish Executive in Scotland and the Materials Action Programme (MAP) in Wales.



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