



# Glasgow Prestwick Airport

## **Waste Management Policy**

Version 04

September 2018

GPA/SHEM/P3/

**Contents**

1. Abbreviations
2. Scope
3. Introduction
4. Waste Regulations
5. Roles & Responsibilities
6. Waste Management
7. Staff Training & Awareness
8. Waste Contractor Requirements
9. Control of Records
10. Appendix

**1. Abbreviations**

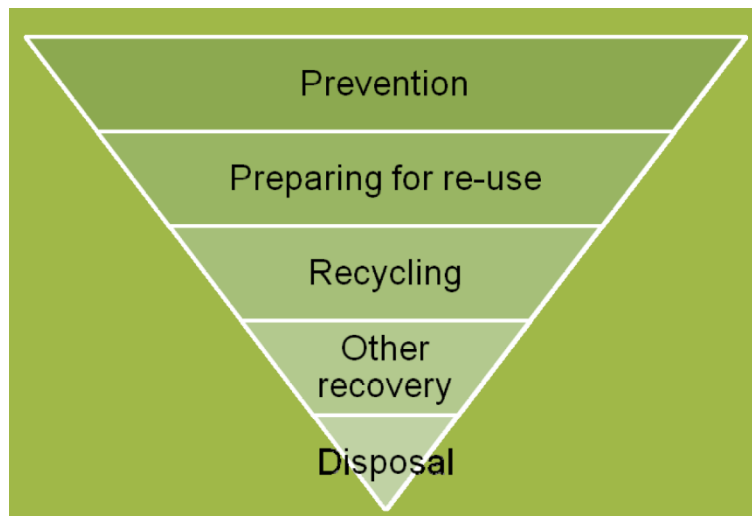
<b>AES Yard</b>	Airport Engineering Services Yard
<b>AD</b>	Aircraft Dispatch
<b>ATC</b>	Air Traffic Control
<b>FBO</b>	Foreign Base of Operations
<b>FOD</b>	Foreign Object Debris
<b>GPA</b>	Glasgow Prestwick Airport
<b>IBC</b>	Intermediate Bulk Container
<b>ICW</b>	International Catering Waste
<b>MT</b>	Motor Transport
<b>SHED</b>	Safety Health and Environment
<b>SHEM</b>	Safety Health and Environment Manager
<b>WEEE</b>	Waste Electrical and Electronic Equipment

## 2. Scope

- a. The aim of this waste management policy is to act as a guidance document for all GPA staff and airport users to outline the handling procedures for each different waste stream at Glasgow Prestwick Airport (GPA).

## 3. Introduction

- a. GPA hosts an array of different activities that consequently produce a variety of different waste streams. This policy will cover the roles & responsibilities for disposing of waste as well as the waste management procedures, training and the control of records. This is to ensure that waste is disposed of correctly, safely and in line with all waste regulations.
- b. When managing waste at GPA the key principles of the waste management hierarchy should be adopted, see Figure 1. By adopting this hierarchy waste is managed responsibly and the volume of waste is reduced.



**Figure 1.0: The waste management hierarchy, presenting the order of priority for managing waste.**

- c. The waste management policy will also cover handling hazardous waste which in Scotland is referred to as special waste this term covers “any waste with hazardous properties which may render it harmful to human health or the environment”. The term special waste will be used throughout this document in reference to hazardous waste.
- d. GPA’s waste management policy will act as the overarching document for how waste should be handled and disposed of in line with the requirements of UK legislation. Further documents and training materials will support this policy.

#### 4. Waste Regulations

- a. At Glasgow Prestwick Airport our waste management policy is based on ensuring compliance with UK legislation. At GPA we follow the requirements under each piece of legislation, which is applicable to our operations. Some of the main pieces of waste legislation are listed below with further details found in Appendix 1.
  - Waste Scotland Regulations
  - The Special Waste Amendment Regulations 2004
  - Waste Electrical and Electronic Equipment Regulations (WEEE) 2015
  - Animal By Product Regulations 2013
  - Environmental Protection Act 1990/1991/2003
- b. The main principles of the above waste regulations requires businesses to segregate waste and dispose of waste responsibly. The requirements of these regulations are captured through our waste disposal procedures and throughout this policy.
- c. In addition to the vast number of pieces of environmental regulations the airport also adopts health and safety legislation to ensure that all waste is disposed of safely. There is a high level waste disposal risk assessment that covers waste disposal at GPA.

## 5. Responsibilities

- a. SHEM/ Environmental Officer is responsible for overseeing and reviewing the Waste Management Policy.
- b. Departmental Managers are responsible for the operational implementation of the waste management policy and complying with all supporting legislation within their area(s) of responsibility. Ensure that the high level waste disposal risk assessment has been impact assessed. Make sure waste is correctly segregated into the appropriate containers and that staff are made aware of the correct containers to use.
- c. Departmental Managers will also respond to any concerns raised by staff and will act upon findings of waste audits and take any necessary corrective action. Ensure staff have received adequate training to allow them to safely and correctly dispose of different waste streams relevant to their job role.
- d. Environmental Officer is responsible for managing the waste contractor, monitoring and recording all waste data, ensuring collections are suitable for the airports waste production rates. It is also the environmental officer's responsibility to do random site checks, feeding back any non-conformity to those responsible. The Environmental Officer is also responsible for interpreting and advising on changes in legislation, providing high level guidance and the updating of the waste management policy. It is the environmental officer's responsibility to oversee that tenants and concessionaires are disposing of waste correctly.
- e. All Airport Employees are responsible for disposing of waste safely and segregating waste into the correct containers available. It is their responsibility to ensure they apply the waste management hierarchy before considering material as waste. Report all incidents involving waste to their line manager/ supervisor or directly to the environmental officer.
- f. Cleaning Department is responsible for ensuring that all waste collected from waste disposal points is disposed of correctly at the final waste disposal site. It is their responsibility to feedback any waste related incidents to the Environmental Officer/ SHEM.
- g. Tenants & Concessionaires are responsible for managing their waste in line with our waste management policy. They are responsible to adopt the techniques of the waste management hierarchy and ensure that waste is segregated into the different streams. They are responsible for ensuring no waste is ever left out with a container and highlighting any issues to property manager/client experience manager
- h. It is the responsibility of the Property Department and the Client Experience Manager to ensure that tenants and concessionaires are informed about how to dispose of their waste in line with this waste management policy; the environmental officer will liaise with them.

- i. Contractors employed by GPA and tenants/concessionaires must ensure all waste is correctly disposed of and removed from site, GPA waste facilities should not be used unless there has been prior agreement. If the facilities are found to have been used there will be a financial penalty.
- j. Waste contractor is responsible for ensuring GPA is supplied with waste containers that are fit for purpose. They are also responsible for uplifting all of GPA's waste, correctly and responsibly; providing a waste transfer note for all waste streams.

## 6. Waste Management

- a. There are a number of waste sites across the airport where a variety of waste can be disposed of at each site. A map showing the waste sites across the airport can be found in Figure 2.0. At most waste sites general waste, mixed recycling and food waste disposal points are available, with MT and AES Yard handling the disposal of special waste; Appendix 2 further shows what waste disposal is available at each waste site.
- b. As previously stated waste requires to be segregated to comply with waste regulations, a comprehensive list of the how different waste streams should be disposed of can be found in Appendix 3; this includes details on the disposal of metal, wood, ICW and confidential waste.
- e. Special waste has a greater risk to human health and the environment and therefore stricter controls are required for this type of waste. Special waste can vary from solvents, refrigerants, vehicle batteries, asbestos, electrical equipment, oils and many more. A full table on how these types of waste should be disposed of can be found in Appendix 4.
- f. The environmental officer can advise on the correct disposal route for any other materials that have not been listed.
- g. Tenants and Concessionaires use of our waste facilities is dependent on agreements with property. Costs of waste disposal for any tenants that do use our facilities are invoiced quarterly. Improper use of facilities, contamination and incorrect segregation can result in additional charges. Tenants or concessionaire may have special waste disposed of at our special waste facilities if prior arrangements have been made.
- h. Waste must always be disposed of in a sealed container, under no circumstances will waste be left out with a waste container as this is a risk to operations.
- i. Collections of all waste streams vary some are on request only when they are needed; which is applicable for special waste. Waste streams such as general and mixed recycling are on scheduled uplifts, the variance in uplifts is to ensure containers are full when being uplifted.
- j. A price matrix and uplift schedule for each waste stream is available on request from the Environmental Officer.

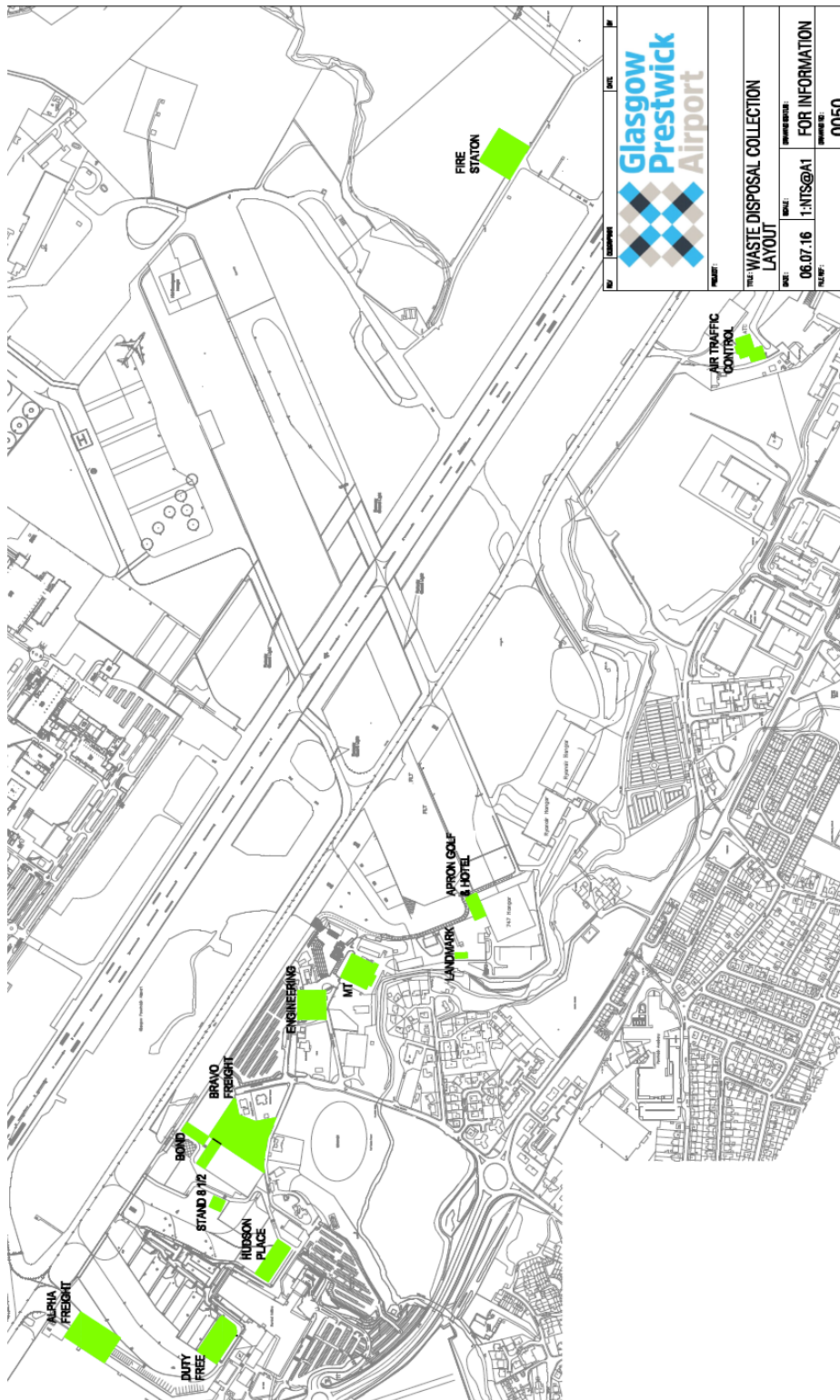


Figure 2.0: This map shows the location of the main waste sites across the airport.



## 7. Staff Training & Awareness

- a. All GPA staff should receive generic environmental awareness training; within this training is a section on waste management. Training will be provided through CBT.
- b. Each department may receive supplementary guidance on waste management training relevant to their role within the business.
- c. Special waste training will be provided to the necessary department or individuals that require the training.
- d. Individual ICW Training is given to AD & FBO as they are the only departments that handle ICW.
- e. Concessionaire and tenants will receive all the necessary information regarding waste disposal from their point of contact, waste management policy, tenant's handbook and training events.
- f. GPA staff and other airport users will receive compactor training as and when required. Managers and Supervisors will ensure, staff that use the compactor are trained and know how to use it.

## 8. Waste Contractor Requirements

- a. The waste contractor must have a valid waste carrier's license to operate and the correct documentation to operate at GPA.
- b. Waste Contractor is chosen depending on quality of service, price and area of expertise. There may be a number of waste contractors that service GPA.
- c. All containers provided by the waste contractor must be fit for purpose this requires; skips to be enclosed; leak proof, with doors that shut.
- d. Uplifts by the waste carrier should only occur if they are scheduled or have been arranged by a GPA employee most likely Environmental Officer. Uplifts should occur in the agreed timings and containers replaced immediately during exchanges and in the correct location.
- e. The waste carrier must provide waste transfer notes/ duty of care documentation for all collections that occur at GPA
- f. Further information on the requirements of chosen waste contractor can be found in their formal agreement.

## 9. Control of Records

- a. All waste transfer notes are provided by the waste carrier electronically and are recorded in N:\Departments\Environmental\Waste\Waste Data. All waste transfer notes must be kept for 2 years. Any hard copy waste transfer notes are also stored within a waste transfer notes folder within the SHED.
- b. All consignment Notes for Special Waste must be kept for 3 years. It is the departmental manager's responsibility to store these records. They should be passed to the environmental officer on a regular bases for filing.
- c. All waste data is recorded in N:\Departments\Environmental\Monitoring\Waste and is updated at the end of every month by the Environmental Officer. All necessary waste carrier documentation is stored within N:\Departments\Environmental\Waste.
- d. Training Records will be stored on Redkite for all GPA Staff; refreshers will be given when necessary.
- e. For ICW all records and relevant documents will be held within the SHED department. Training records will be stored on Redkite. All records for the cleaning of ICW trollies and spillages are stored within the electronic ICW folder within the Environmental Folder on the N Drive.
- f. Within the SHED the folder for storing the ICW waste transfer notes is kept, these waste transfer notes are to be kept for 2 years.
- g. Any changes to legislation or updates to procedures will be updated within this document and distributed through our internal communication network, informing all relevant parties.

## 10. Appendix

## APPENDIX 1: Waste Legislation in the UK.

Waste Scotland Regulations 2012	This regulation involves all organisations to segregate materials such as metal, glass, plastics, paper and card for collection. The regulation also requires businesses producing more than 5kg of food waste a week to segregate material for collection.
The Special Waste Amendment Regulations 2004	This regulation sets out procedures on how to handle and dispose of special waste. Provides a definition of 'special waste' in Scotland to cover all hazardous waste. Regulates waste carriers by requiring them to complete and keep consignment notes for at least 3 years. Producers of special waste are to keep a register of documents.
Waste Electrical and Electronic Equipment Regulations (WEEE) 2015	The purpose of this regulation is to reduce the environmental impact that electrical goods have at the end of their life. This is done by segregating the waste and disposing of it correctly
Animal By Product Regulations 2013	This regulation outlines how animal by-products should be handled, transported and disposed of.
Environmental Protection Act 1990/1991/2003	This piece of legislation creates a legal responsibility for waste producers to ensure that waste is correctly stored, treated and disposed of.

**APPENDIX 2: Type of waste that can be disposed of at each waste site.**

<b>Waste Site</b>	<b>Waste Streams for Disposal</b>
Hudson Place	General, Mixed Recycling, Food waste, Glass & Sanitary waste
Duty Free	General & Mixed Recycling
Fire Station	General, Mixed Recycling & Food
Motor Transport	General, Mixed Recycling & Variety of Hazardous waste
AES Yard	WEEE, Scrap Metal, Wood, Oil Cans & Paint Tins
ATC	General, Mixed Recycling & Food waste
Alpha Freight	Horse waste for composting
Bond & Bravo Freight	General, Mixed Recycling, Wood & Poly
Stand 8 ½	ICW Only
Apron Golf & Hotel	ICW Only

## APPENDIX 3: Types of waste and how they should be disposed

Waste Type	Advice	Disposal
<b>General Waste</b>	General waste is classified as any material that cannot be recycled and does not have any hazardous properties. This should include any paper towels, coffee cups and polystyrene. Make the most of other recycling facilities such as wood, metal and WEEE skips.	General waste should be disposed of in a clearly labelled general waste bin. This type of waste can then be taken to an outdoor general waste container; that again will have signage to identify it.
<b>Mixed Recycling</b>	At GPA one stream collects all mixed recycling materials. This includes paper, cardboard, plastics, cans & tins (cleaned). This material is segregated further by our waste contractor.	Mixed Recycling should be disposed of in labelled mixed recycling bin. This material is then disposed of in outdoor recycling container/compactor
<b>Food Waste</b>	All food can be disposed of in these food waste receptacles as long as food is removed from packaging. This includes dairy, meat and bones, fruit, vegetables, grains, tea bags and coffee grounds as well as egg shells.	Food waste is initially disposed of in food waste container in kitchen areas. This is then taken to specific brown food waste bins.
<b>Glass</b>	Cleaned glass jars/ bottles should be segregated from other materials.	The only glass recycling container is located at Hudson Place.
<b>Metal</b>	Scrap metal objects can be disposed of separately, it is beneficial to use this facility as the airport receives credit for scrap metal uplifts	The scrap metal skip is located in the AES Yard within the MT compound.
<b>Wood</b>	Any wood that cannot be reused can be disposed of in the wood skip. The bond redistribute any pallets to companies for reuse.	The wood skip is located in the AES Yard within the MT compound. The bond will as and when required use a skip for broken pallets.

<b>Large quantities of polythene</b>	Large quantities of polythene can be bailed at the Bond Warehouse. Any small quantities can be disposed of in Mixed Recycling	Bailer within Bond Warehouse or any mixed recycling container.
<b>FOD bins</b>	Anything found on the airfield such as litter or anything left where it has the potential to cause damage to aircraft. <b>MUST NOT</b> be used for the disposal of any other waste.	FOD material can be disposed of in the Yellow bins located around the airfield. The material in these bins is then disposed of in the general waste facilities.
<b>Horse Manure</b>	This type of waste only arises when flights are departing/arriving with horses on board	Skip is located at Alpha Freight and is uplifted on request. This waste cannot be disposed of anywhere else.
<b>International Catering Waste (ICW)</b>	Any food waste or any other material that has been mixed with it. That has been transported internationally from out with the EU	Disposal in ICW skips <b>ONLY</b> . See ICW Policy for further details.
<b>Confidential waste</b>	Confidential waste must be shredded at the time of becoming waste. Records that need to be held must be stored in secure locked areas, before being taken to be shredded or for secure confidential waste uplift.	Once confidential waste has been shredded it can be taken to any mixed recycling container for final disposal. If waste is not being shredded it must be contained in confidential waste bags and tied securely. A special container will be organised for uplift through the waste carrier.
<b>Furniture</b>	Furniture fit for reuse should not be thrown away and taken to Whitley House so it is able to be reused. If furniture is broken then it should be disposed of in the correct container for the type of material.	Furniture can be broken into pieces so that it can be disposed of in correct container usually wood or metal skip in AES Yard. Any other materials need to be disposed of in a general waste skip.

<b>Sharps</b>	Any Sharps should strictly be disposed of in the designated sharp bins only. Sharps can include any needles, knives or other prohibited articles.	Sharps should be disposed of in the specific sharps box in security at central search or there is a sharps box available in the cleaning store cupboard
<b>Sanitary Waste</b>	Sanitary Waste should be kept separate at all times.	Should be disposed of in yellow bin in Hudson Place which is clearly labelled.

## APPENDIX 4: Types of special waste and how they should be disposed

Waste Type	Advice for Disposal
<b>Waste Electrical and Electronic Equipment</b>	<p>Check that the electrical goods cannot be used elsewhere in the airport. If no longer working and a replacement is required check in case the supplier is able to do a collection of the old whilst supplying the new.</p> <p>The WEEE skip is located in the AES Yard within the MT compound; this is the only WEEE skip available.</p>
<b>Disposal of waste oil(s).</b>	<p>Waste oils must be emptied into the container in the MT Pit area and pumped out to the external waste oil storage tank.</p> <p>Waste carrier will empty this tank when nearing full.</p> <p>The consignment note should be filed in the folder under Oil in MT.</p>
<b>Disposal of waste Anti-Freeze</b>	<p>Waste anti-freeze will be captured into containers then transferred into the 205ltr waste antifreeze barrel located at the middle pillar in MT workshop.</p> <p>Waste carrier will empty this container when nearing full.</p> <p>The consignment note will be filed under Haz waste within the folder in MT.</p>
<b>Disposal of waste thinners.</b>	<p>Waste thinners will be contained within a waste thinners drum. This drum is located in the MT paint shop.</p> <p>Waste carrier will replace this drum when nearing full.</p> <p>The consignment note will be filed under Haz waste within the folder in MT.</p>
<b>Disposal of waste brake fluid</b>	<p>Waste brake fluid must be captured and transferred into the waste antifreeze barrel located at the middle pillar in MT Workshop.</p> <p>Waste carrier will replace this drum when nearing full.</p> <p>The consignment note will be filed under Haz waste within the folder in MT.</p>



<p><b>Disposing of waste rags</b></p>	<p>Waste rags must be placed in the drum labelled Oily Rags. This drum can be found in the centre of MT Workshop. Used rags must not be disposed of in any other way.</p> <p>Waste carrier will empty this drum when full.</p> <p>The consignment note will be filed under Haz waste within the folder in MT.</p>
<p><b>Disposal of used granules.</b></p>	<p>All used granules must be disposed of in a drum located in the centre of MT Workshop. Used granules must not be disposed of in any other way.</p> <p>Waste carrier will empty this drum when full.</p> <p>The consignment note will be filed under Haz waste within the folder in MT.</p>
<p><b>Disposal of Contaminated Oil Materials</b></p>	<p>Contaminated Oil materials should not be mixed with any other waste stream and disposed of in drum provided.</p>
<p><b>Disposal of used latex gloves.</b></p>	<p>All latex gloves that are oil/grease soaked must be placed into a drum situated in centre of MT Workshop. The drum is marked Oily rags however the guidance on the drum says that oil contaminated latex gloves can be placed in.</p> <p>Waste carrier will empty this drum when full.</p> <p>The consignment note will be filed under Haz waste within the folder in MT.</p>
<p><b>Disposal of hydraulic oil hoses.</b></p>	<p>A drum is situated in centre of MT Workshop. All used/waste hoses must be placed into this drum. The drum is clearly marked for its intended use.</p> <p>Do not dispose of used/waste hoses in any other manner.</p> <p>Waste carrier will empty this drum when full.</p> <p>The consignment note will be filed under Haz waste within the folder in MT.</p>
<p><b>Disposing of vehicle batteries.</b></p>	<p>Used vehicle batteries are placed into a large metal box outside the MTC's office. Once the box is full the batteries will be uplifted by Waste carrier.</p> <p>The waste transfer note should be filed in the folder under Batts in MT.</p>

<p><b>Disposal of used oil filters.</b></p>	<p>All used oil filters will be placed into the drums labelled Waste oil filters. These drums are located at the centre of MT Workshop. Waste oil filters must not be disposed of in any other manner.</p> <p>Waste carrier will replace these drums when full.</p> <p>The consignment note will be filed under Haz waste within the folder in MT.</p>
<p><b>Disposal of paint tins.</b></p>	<p>Waste paint tins will be put into the waste paint tin drum. This is situated in the centre of MT workshop. There are also waste bins in the AES Yard where paint tins can be disposed of. Tins must be empty with lids removed.</p> <p>Paint tins cannot be disposed of in any other waste stream than the designated paint tin bin.</p> <p>Waste carrier will empty this when nearing full.</p> <p>The consignment note will be filed under Haz waste within the folder in MT.</p>
<p><b>Disposing of aerosol tins</b></p>	<p>Disposal points for Aerosol cans, can be found in the MT workshop in the drum clearly labelled aerosols. In addition to this disposal point another is available in central search at security.</p> <p>Do not dispose of Aerosol tins in any other manner.</p> <p>The consignment note will be filed under Haz waste within the folder in MT.</p>
<p><b>Scrap Metal</b></p>	<p>Scrap metal must be placed in the skip located in the MT yard.</p> <p>Credit is provided for scrap metal uplifts.</p> <p>The waste carrier will remove &amp; replace the skip when full.</p> <p>The waste transfer note should be filed in the folder under metal in MT.</p>
<p><b>Scrap metal - Aluminium</b></p>	<p>This will be kept in an open IBC or skip &amp; will be collected by the waste carrier when required.</p> <p>Credit is provided for aluminium uplifts.</p> <p>The waste transfer note should be filed in the folder under metal in MT.</p>

<p><b>Disposing of aircraft oil tins.</b></p>	<p>There is a skip is in the AES yard for disposing of any aircraft oil tins. Bins are used to transport the oil cans to this point.</p> <p>Oil Cans, should NOT be disposed of with any other waste stream than the designated oil can bins/skip.</p> <p>Waste carrier will empty this skip when full.</p> <p>The consignment note will be filed under Haz waste within the folder in MT.</p>
<p><b>Tyres</b></p>	<p>All tyres should be removed by our tyre supplier – a fee is payable.</p> <p>If however we do need to dispose of any tyres GPA waste carrier will dispose of them for a small fee.</p>
<p><b>Disposal of Fluorescent Tubes</b></p>	<p>Fluorescent Tube lighting contain mercury, therefore needs to be disposed of correctly as it is a hazardous material.</p> <p>The only disposal point for fluorescent tubes is located in the MT workshop.</p>
<p><b>Disposal of empty 25/50L plastic drums.</b></p>	<p>An open IBC is situated within the middle of MT workshop. All containers should be put into the IBC.</p> <p>The waste carrier will empty the IBC when full.</p> <p>The consignment note will be filed under Haz waste within the folder in MT.</p>
<p><b>Inkjet and toner cartridges</b></p>	<p>Inkjet cartridges and toner should NOT be disposed of in any other waste disposal outlet.</p> <p>They should be put into the cardboard box that they were delivered in and labelled 'used'.</p> <p>There is a large cardboard box located in the mailroom in the business support corridor where these inkjet cartridges and toner can be placed for collection and an uplift organised when full.</p>
<p><b>Disposal of empty batteries (AA/AAA/9V)</b></p>	<p>A white drum is situated in the middle of MT workshop – batteries should be placed into the drum.</p> <p>The waste carrier will empty the drum when full.</p>

<b>Disposal of vehicle bulbs</b>	A barrel is situated in the middle of MT Workshop – bulbs should be placed into the barrel.  The waste carrier will empty the barrel when full.
<b>Waste Fuel</b>	Interceptors in the MT Yard capture any fuel leaks and will be cleaned out by licensed specialist waste contractor.
<b>Waste IBC's</b>	Waste IBC's can be reused by airport contacts, this exchange should be recorded and filed.
<b>Prist Cans</b>	Barrel located inside fuelling shed at FBO and disposed of in oil can skip.
<b>LPG Cylinders</b>	Used canisters are uplifted by supplier and are stored in caged area.
<b>Fire Extinguishers</b>	Contact GPA Fire Station and they will hand back used fire extinguisher to provider.