

## Gatwick Airport Directive

Title: Airport Waste and Recycling Management		Ref No: GAD/F:11/17
Issue Date: 02/02/2017	Effective Date: 09/06/2016	Expiry Date: 09/06/2019
<p><b>It is the responsibility of all employers to ensure the relevant Airport Notice is brought to the attention of their staff. However individuals remain responsible for their own actions and those who are in any doubt should consult their supervisor or manager.</b></p>		
<p><b>Introduction:</b></p> <p>The purpose of this notice is to advise all companies operating at Gatwick Airport of the waste and recycling facilities available on airport, the correct use of the facilities and the restrictions on their use. Gatwick has appointed DHL Enviroresolution under the Gatwick Direct brand to manage the operational waste on behalf of GAL. DHL Enviroolutions are based at the CARE centre on Larkins Road and can be contacted on 01293 502325</p>		
<p><b>Programme:</b></p> <p><b>1. GENERAL WASTE MANAGEMENT REQUIREMENTS</b></p> <p>GAL requires every company producing or handling waste on airport to: Follow the waste hierarchy (reduce, reuse, recycle &amp; responsible disposal); Set up processes to segregate waste to maximise recycling opportunities Ensure that waste is securely contained to minimise risk of litter, FOD and spills; Any spillage of waste must be cleaned up immediately. Gatwick Airport's Bye-law 3(21) states: No person shall drop or otherwise deposit anything in such circumstances as to cause, contribute to, or tend to lead to, the defacement by litter pollution or waste substances of any part of the Airport. This carries a maximum penalty of £1,000. In addition, Gatwick Airport will seek to recover the costs of removal and disposal of any fly-tipped waste or abandoned equipment. Ensure that any specific permits required for storage and/or management of wastes are in place and maintained; Ensure that any company contracted to remove the waste from site/premises holds a valid waste carriers licence; Ensure that waste duty of care notes and consignment notes are retained as per legal requirements. Waste duty of care documentation may be subject to periodic audit and relevant companies must provide all reasonable assistance to GAL in carrying out such audits. Discharges into the airport's surface/foul water drainage system shall only be in accordance with GAD "Control of Discharges to Foul or Surface water"</p> <p><b>2. USE OF SKIPS</b></p> <p>Permits are required for the siting of skips on airside and on landside roads. Refer to the GAD 'The use of skips on the Airfield'. Contact External Operations on <a href="mailto:gatwickroads@gatwickairport.co.uk">gatwickroads@gatwickairport.co.uk</a> for landside permits.</p> <p><b>3. WASTE FACILITIES &amp; RESPONSIBILITIES - GENERAL</b></p> <p>GAL provides segregated waste stream and recycling facilities across the Airport campus as per Appendix A - Airport Waste List. Appendix A - Part 2 also covers waste not accepted by GAL. Contact the Gatwick Logistics Manager or DHL Enviroolutions for advice on waste accepted/not accepted or the nearest waste area location.</p> <p>All waste materials waste must be segregated and stored in a suitable manner related to the material and consistent with health, safety and environmental good practice.</p> <p>All loose general waste must be placed in tied durable transparent or translucent bags.</p> <p>It is the responsibility of all companies to dispose of waste directly in to the waste facilities provided, by GAL, and not left outside of bins or compactors. All external waste equipment must be left fully secured with doors and bin lids closed and all skips covered.</p> <p>All companies are required to put in place processes to segregate waste whereby ensuring that the waste streams collected match the recycling facilities offered by the airport.</p> <p><b>4. WASTE FACILITIES &amp; RESPONSIBILITIES - SPECIFIC</b></p> <p><b>4.1 Gatwick Operational Contractors/Suppliers</b></p> <p>For companies carrying out operational/maintenance work commissioned and paid for by GAL a full waste disposal service is provided through DHL Enviroolutions and this covers all waste covered by Appendix A Part 1 &amp; 2. Waste must be delivered direct to DHL Enviroolutions at the CARE Centre unless other special arrangements are agreed.</p> <p>All contractors carrying out construction or project work must provide their own compliant waste facilities and recycling/disposal routes as part of the project set-up. Gatwick operational waste facilities are not to be used.</p> <p><b>4.2 Gatwick Property Tenant's</b></p> <p>For companies renting accommodation where GAL is the immediate landlord Gatwick provides a waste and recycling service as per Appendix A - Part 1.</p>		

To encourage recycling Gatwick currently provides to all tenant's office style accommodation with 'dry mixed recycling' (DMR) bins. Waste from these bins is collected by DHL Envirosolutions on a weekly collection schedule. All other bins must be provided by the tenant.

Food waste collection facilities are provided in terminal buildings and some office blocks. Food waste must be contained within tied corn starch bags and with a minimum of food packaging. Hard plastic packaging and large quantities of heavily packaged unused food are not acceptable for recycling and will contaminate the waste stream DHL Envirosolutions can be contacted for advice.

For the types of waste as per Appendix A - Part 2, which are not accepted by GAL, and for which we do not provide waste facilities then separate arrangements must be made with a suitably licensed waste management contractor for their disposal.

#### 4.3 Gatwick Retail and Catering Tenants

For all retail/catering companies renting accommodation where GAL is the immediate landlord Gatwick provides a waste and recycling service as per Appendix A - Part 1.

For the types of waste as per Appendix A - Part 2, which are not accepted by GAL, and for which we do not provide waste facilities then separate arrangements must be made to remove this waste either by backhauling it as part of a logistics process or via a suitably licensed waste management contractor.

Specific attention should be given to 'front of house' and 'back of house' waste segregation facilities/bins to ensure recycling is put in place and this matches the waste streams provided by the airport.

Food waste collection facilities are provided in terminal buildings. All loose food waste must be contained within tied corn starch bags and with a minimum of food packaging. Hard plastic packaging and large quantities of unused and packaged food are not acceptable for recycling and will contaminate the waste stream. DHL Envirosolutions can be contacted for advice.

Producers of raw meat and fish must ensure that they are fully compliant with the Animal By-Products Regulations.

Retailers must make arrangements to return cages, baskets and pallets to distributors. Abandoned retail cages, baskets and pallets will be removed by GAL and, if not collected within a reasonable time period, will be re-used/recycled as waste.

## 5. SPECIAL WASTE TYPES

Contact DHL Envirosolutions for advice on the management and disposal of all special waste types.

### 5.1 Hazardous Waste

Hazardous wastes include waste oils, paints, solvents, chemicals, fluorescent tubes, lamps, batteries, refrigeration and other electrical equipment. Hazardous waste must be segregated and must not be disposed of in general waste containers. Hazardous waste containers must be clearly labelled with the contents.

### 5.2 Waste Electrical and Electronic Equipment (W.E.E)

WEEE waste includes IT equipment, batteries, televisions and monitors, microwaves, refrigeration equipment, photocopiers and other electrical or electronic items. This waste must be segregated and must not be disposed of in the general waste facilities.

### 5.3 Aircraft Catering & Cabin Waste

Gatwick has specific facilities, operational requirements and rules. Please refer to the specific GAD - Aircraft Catering and Cabin Waste.

### 5.4 Sewerage

Sanitation blocks are provided by GAL (North Terminal Sanitation Block and South Terminal Sanitation Block). The only waste streams that can be disposed of at the sanitation blocks are aircraft sewerage, cess pits emptied by DHL Envirosolutions and the liquid effluent extracted from cleaning the wet wells of foul pumping stations.

### 5.5 Sweeper Tip

The sweeper tip is for use for GAL operational cleaning activities. The use of the sweeper tip for any other activity requires written approval from the Water Quality Manager (waterqual\_lgw@gatwickairport.com or phone 0777 570 3994).

## 6. REPORTING FAULTS (Waste Related)

All issues relating to waste areas, collections and management should be reported to DHL Envirosolutions on 01293 502325. Issues related to facility maintenance should be reported to the GAL Fault Reporting Line on 01293 501111. If you feel there is a significant risk to health and safety, call 222.

## 7. TRAINING (Waste Related)

GAL and DHL Envirosolutions offer specific site related waste management training as part of the initial site induction or as a refresher on request.

For Health and Safety reasons, GAL requires that all companies with staff who have a need to use waste machinery/compactors are trained in the safe operation of equipment. Companies are required to ensure that all staff are trained and GAL may carry out periodic audits of training records, please contact DHL Envirosolutions if required.

<b>Operational Impacts:</b>
N/A
<b>Further Information:</b>
<b>Signatory</b> alasdair scobie <b><u>for and on behalf of the Chief Executive Officer of Gatwick Airport Limited</u></b>
<b>Consultation:</b>
Has consultation on this Directive taken place? Yes - Consultation record held by author
<b>Distribution:</b> FULL