



Policy:	Monthly Waste Reporting	Reference:	MWRSES0028
		Review Date:	05/2023

Contract Name/Number: _____ **Date:** _____ **Completed by:** _____

Type of Waste	Quantity (Tonnes/ No. of wagons/ % of load)	Proportion Recycled / Recovered %	Proportion to Landfill	Disposal Company Used	Other Comments	Cost of Disposal
Timber						
Aggregate/ Ballast						
Plastic						
Metal						



Type of Waste	Quantity (Tonnes/ No. of wagons/ % of load)	Proportion Recycled / Recovered %	Proportion to Landfill	Disposal Company Used	Other Comments	Cost of Disposal
Other (e.g. oils, paints)						

Completion Guidance Notes For the User:

1. **Type of Waste-** if the waste type disposed of is not included in this column, please add waste type in and specify the type of waste.
2. **Quantity-** provide information as accurately as possible but approximate figures can be used where necessary.
3. **Proportion Recycled/Recovered and Proportion to Landfill-** the waste contractor will be able to provide this information but as a general rule, batteries, scrap metals, waste oils, solvents and paper which is segregated from general waste are all wastes that are usually recycled. Other general wastes (un-segregated) and paints are those that are normally sent to landfill for disposal.
4. **Disposal Company Used-** this is the company that empties the skips/containers (e.g., Cleanaway, Biffa)
5. **Other Comments-** this column can be used to include any other relevant information about the waste(s), for example, collection frequency, whether waste carrier's and/or waste management licences have been obtained and where these are held and how the waste has arisen.

The information is required monthly in order that it can be logged as evidence of monitoring to be used at the external audits. Information should be entered into the table as it is obtained when waste /reusable material is removed from site, which is easier than trying to backdate information for the previous month.