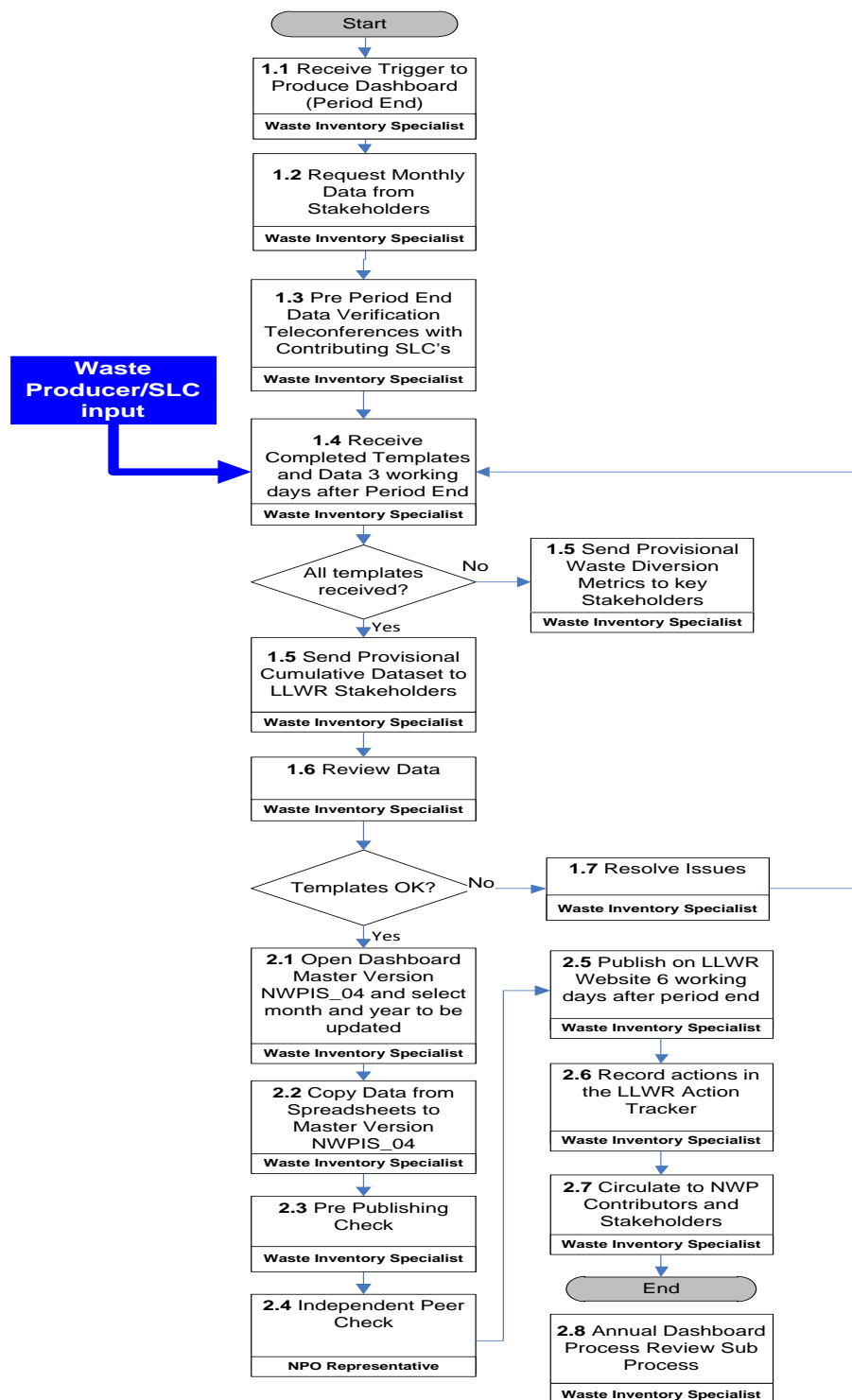




National Waste Programme (NWP) Dashboard Generation



1. Introduction

This National Waste Programme Procedure (NWPP) is part of the overall management system for the National Programme Office (NPO) and details the process to be followed in order to generate, review and issue the National Waste Programme (NWP) Dashboard at the end of each financial period end.

2. Process

Process steps are to be performed by people holding the primary responsible role as identified in each individual process step. In exceptional circumstances (e.g. covering for annual leave or sickness), process steps can be performed by other role holders with prior line management approval.

In ALL circumstances, process steps are only to be performed by role holders who have successfully completed the training requirements as outlined in Section 7 of this NWPP.

Step 1: Initiation of Dashboard Process

Process Step	Key Points and Primary Responsible Role
<p>1.1 Trigger to Produce Dashboard (Period End)</p>	<p>Waste Inventory Specialist</p> <p>Dashboard creation is triggered by the end of a reporting period end.</p> <p>Electronic reminders and calendar invites are sent out to all SLC representatives 3 days prior to period end. The distribution list is located in the following folder;</p> <p><i>Waste Management Services\08 NWPP\02 Programme Mgt\G. Dashboard\Distribution\SLC Data Provider Distribution.</i></p> <p>NOTE: The Waste Inventory Specialist sends out the email reminders. However calendar invites are generated by the NPO.</p> <p>NOTE: A pre-requisite to this step is to ensure all actions from the generation of the previous Dashboard have been closed out via the LLWR Action Tracker.</p>
<p>1.2 Request Period End data from Stakeholders</p>	<p>Waste Inventory Specialist</p> <p>As a minimum, information is required from all NDA Site License Companies (SLCs), LLWR Transport and Logistics Department, LLWR EHS&Q Department, LLWR Waste Acceptance Team, LLWR Commercial team, LLWR Assurance team and National Programme Office (NPO).</p> <p>NOTE: Efforts should frequently be made to encourage wider</p>

Process Step	Key Points and Primary Responsible Role
	<p>participation in the NWP dashboard from the wider industry e.g. Non-NDA estate and appropriate actions should be taken to enable their involvement (where applicable).</p> <p>Internal Stakeholders An email will be sent to a Transport and Logistics Advisor requesting a copy of the previous months Transport KPI spreadsheet and details of any Transport RIDDOR statistics.</p> <p>An email will be sent to the Waste Acceptance Team to obtain a copy of the current 'Waste Treatment Services Tracker' (WSTT), which provides the information required to update Non-NDA waste treatment data and allows the reported data from NDA sites to be verified.</p> <p>An email will be sent to an EHS&Q representative to obtain the Repository Reporting of Injuries, Diseases, and Dangerous Occurrences (RIDDOR) and Occupational Health and Safety Administration (OSHA) statistics.</p> <p>An email will be sent to a representative of the NPO to obtain the status of National Waste Programme (NWP) milestones for the relevant quarter(s).</p> <p>An email will be sent to the Commercial team to request a copy of the latest Cost Norm spreadsheet.</p> <p>An email will be sent to the Assurance team to request any Supply chain Non Conformance (SNC) data.</p> <p>NOTE: Representative contact details for each SLC / Waste Producer can be found on the "Front Sheet" tab in the Dashboard Master Version (NWPIIS_04) for that SLC / Waste Producer.</p> <p>NOTE: Each quarter, the milestones on the second page of the dashboard need to be updated, removing the previous quarters data and replacing with the new quarters agreed milestones. These are to be agreed with the appropriate NPO representative.</p> <p>NOTE. Each period, part of the Vault 9 Capacity Graph needs to be updated manually based upon a report from the Low Level Waste Tracking System (LLWTS). This report details the actual number of containers stored in Vault 9 based on input from LLWR Site Operations.</p> <p>NOTE: Each period, a log is to be populated of the initial and</p>

Process Step	Key Points and Primary Responsible Role
	<p>subsequent contacts made with each SLC. The log to be completed is located in the following folder; <i>Waste Management Services>NWP>Programme mgt>Dashboard>NWP Correspondence Tracker.</i></p>
<p>1.3 Pre Period End Data Verification Teleconferences with contributing SLC's</p>	<p>Waste Inventory Specialist</p> <p>Teleconferences are set up prior to each period end with key SLC data contributors in order to discuss the framework diversion metrics for the given period. A provisional copy of the WSTT is required as part of these discussions.</p>
<p>1.4 Receive Completed data submissions 3 working days after Period End.</p>	<p>Waste Inventory Specialist</p> <p>Completed Waste Actuals Forms are received from SLCs / Waste Producers via e-mail to the NWP inbox. Upon receipt of each completed form, acknowledge receipt via return e-mail to the sender.</p> <p>Save all completed data submissions on the NWP shared drive in the following folders;</p> <p><i>Waste Management Services\08 NWP\02 Programme Mgt\G. Dashboard\1. Actuals Returned (Sites)</i></p> <p>For quarterly reporting to the NDA; The Commercial team are to be supplied with the quarter end completed submissions. These are supplied on request.</p> <p>NOTE: A copy of the stakeholder distribution list is available on the NWP shared drive in the following location;</p> <p><i>Waste Management Services\08 NWP\02 Programme Mgt\G. Dashboard\Distribution</i></p> <p>If all forms are received, proceed to Step 1.5 If all forms are not received, proceed to Step 1.6.</p>

<p>1.5 Send Provisional Waste Diversion Metrics to key Stakeholders</p>	<p>Waste Inventory Specialist</p> <p>Once all NDA submissions are received the key stakeholders are to be informed of the provisional cumulative diversion metrics 3 working days after period end. The key stakeholders are;</p> <ul style="list-style-type: none"> • NPO • Head of Service Delivery • Head of Finance • Secretary to Head of Waste Management Services (WMS) • Commercial team representatives <p>NOTE: It must be stated very clearly in the email that the numbers are provisional and are subject to change pending a full review.</p> <p>NOTE: This step needs only to be performed once. If new submissions materialise after the e-mail has been sent out, this process does not need to be repeated.</p> <p>NOTE: In addition to the above distribution the Senior Contract Specialist requires VLLW Framework diversion metrics. A half hour meeting is held every period 3 working days after period end to discuss the VLLW Framework metrics</p>
<p>1.6 Follow Up Outstanding Submissions</p>	<p>Waste Inventory Specialist</p> <p>If there are outstanding data submissions still yet to be received post 3 working days from the period end, contact the appropriate service delivery customer representative in order to facilitate receipt of the required information.</p> <p>Follow up contact may be in the form of an e-mail or a telephone call to the named representative.</p> <p>Upon receipt of all completed submissions proceed to Step 1.5.</p> <p>NOTE: All correspondence must be logged in the NWP Dashboard Correspondence Tracker which is located in the following folder; <i>Waste Management Services>NWP>Programme mgt>Dashboard>NWP Correspondence Tracker</i></p>

<p>1.7 Review Data</p>	<p>Waste Inventory Specialist</p> <p>All received submissions will be reviewed to ensure there are no discrepancies or missing data. Any significant values (i.e. an order of magnitude more than expected) will be highlighted and challenged to ensure that any data provided complies with the qualifying definitions for Low Level Waste (LLW) treatment and alternative disposal (See Section 4).</p> <p>All waste reported to be disposed or treated through the LLWR frameworks should be compared to the WSTT. Should any discrepancies be identified, these should be raised with the relevant Customer Representative within the Service Delivery Team. The SLC contact must then be contacted and the cause of the discrepancy identified. If there is an error in the WSTT then the Service Delivery Team must be notified. If the error is the responsibility of the SLC a revised Actuals submission is to be sent to LLWR.</p> <p>It is acceptable for the Waste Inventory Specialist to amend the submission and return to the SLC. This must be with prior agreement with the SLC concerned. All correspondence relating to such changes must be saved electronically for auditing purposes.</p> <p>Checks should also be made against previous period end submissions to check for any retrospective changes to previous months data. If changes have been made, justification to support the change should be obtained from the SLC or LLWR department.</p> <p>All consignments to LLWR should be checked against the LLWTS for consistency. Any discrepancies should be followed up with the respective waste producers.</p> <p>If Submissions are OK, proceed to Step 2.1 If Submissions are not OK, proceed to Step 1.6</p> <p>NOTE: The Framework Data Review (FDR) spreadsheet must be updated at each period end based upon SLC submissions. This is located in the following folder;</p> <p><i>Waste Management Services>NWP>Programme mgt>Dashboard>Data Reviews</i></p>
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1.8	Resolve Issues	<p>Waste Inventory Specialist</p> <p>Resolve any issues or problems identified with SLC/Waste Producer submissions by liaising with the appropriate customer representative as required.</p> <p>If there are issues with internal data submissions, then speak to the appropriate departmental representative.</p>
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Step 2: Collate and Publish

Process Step	Key Points and Primary Responsible Role
2.1 Open Dashboard Master Version NWPIIS_04 and select month and year to be updated	<p>Waste Inventory Specialist</p> <p>On the master version of the Dashboard, select the correct month and year to be generated. This will then set the graphs on the template to produce the dashboard for the required month</p>
2.2 Copy Data from Spreadsheets to Master Version NWPIIS_04	<p>Waste Inventory Specialist</p> <p>All data values provided from the various stakeholders are copied and pasted in to the relevant sections of the “Actuals Data” tab. (All data must be selected to ensure that any data from previous months that may have been changed is included in the dashboard update).</p> <p>EHS&Q, transport and cost norm data provided from the various internal LLWR contributors is copied and pasted to the “Other Inputs” tab.</p> <p>NOTE: The Master File, also referred to as the “underpinning spreadsheet” can be found on the NWP shared drive in the following location;</p> <p><i>Waste Management Services\08 NWP\02 Programme Mgt\G. Dashboard\2. Underpinning Spreadsheets.</i></p> <p>Guidance on using the spreadsheet can be found in the “Front Sheet” tab contained within the spreadsheet.</p> <p>NOTE: In addition to the population of the spreadsheet, there is a section on the dashboard entitled ‘National Waste Programme Key Achievements this quarter’. The information in this section must be updated in accordance with the update provided by the NPO representative.</p>

Process Step	Key Points and Primary Responsible Role
2.3 Pre Publishing Check	<p data-bbox="619 551 991 584">Waste Inventory Specialist</p> <p data-bbox="619 618 1485 719">A comprehensive review of the Dashboard needs to be completed prior to being shared for peer review. The following checks should be performed;</p> <ul data-bbox="667 752 1465 1032" style="list-style-type: none"> • General checks e.g. spelling and grammar etc. • Formula checks e.g. ensuring the correct data is being used for the correct period end in each worksheet • Graphical checks e.g. ensuring all graphs have picked up the most recent data. • Formatting checks e.g. the dashboard should be checked using print preview to ensure the dashboard will fit on two A3 size pages. <p data-bbox="619 1066 1477 1133">Generate a test pdf and test print to ensure the dashboard can be produced.</p> <p data-bbox="619 1167 1453 1267">NOTE: The Revision of the document must be updated on each version of the dashboard in the bottom right hand footer. For example first issue Rev v1, second issue Rev v2.</p>
2.4 Independent Peer Check	<p data-bbox="619 1305 903 1339">NPO Representative</p> <p data-bbox="619 1373 1485 1574">A peer check will be carried out by a member of the NPO team to ensure the document is ready for publication following the RSP 5.15 procedure. All spelling, grammar and numerical data will be checked. Following completion of the check, a RSF 05.15_01 checking and approval form will be completed, signed and approved.</p> <p data-bbox="619 1608 1453 1709">The Dashboard Monthly Review Checklist which is the internal independent verification form must also be signed off. Copies of this form are located in the following folder;</p> <p data-bbox="619 1742 1270 1809"><i>Waste Management Services>NWP>Programme mgt>Dashboard>Check sheet for WM Dashboard</i></p> <p data-bbox="619 1843 1497 1944">NOTE: The Dashboard Monthly Review Checklist must include any corrective actions that need to be implemented for the following period.</p>
2.5 Publish on LLWR Website 6 working days after period end	<p data-bbox="619 1977 991 2011">Waste Inventory Specialist</p> <p data-bbox="619 2045 1485 2103">Publish confirmed dashboard onto LLWR website following the RSP 16.03 procedure. A RSF 16.03_01 form will be produced and</p>

Process Step	Key Points and Primary Responsible Role
	<p>approved. This will be sent with the pdf version of the dashboard and the signed RSF 05.15_01 to the web administrator.</p> <p>NOTE: The above documents, including the Dashboard Monthly Review Checklist, must be saved on the shared drive with a copy of the published Dashboard in the following location in the folder for the respective year and period;</p> <p><i>Waste Management Services\08 NWP\02 Programme Mgt\G. Dashboard\3. Published Dashboards</i></p>
<p>2.6 Record actions in the LLWR Action Tracker</p>	<p>Waste Inventory Manager</p> <p>Upon completion of the Dashboard, the actions identified in the monthly review checklist in step 2.5 must be recorded in the LLWR Action Tracker. Where possible a target date must be allocated to ensure the action is closed out in preparation for the generation of the following Dashboard.</p>
<p>2.7 Circulate to NWP Contributors and Stakeholders</p>	<p>Waste Inventory Specialist</p> <p>The Waste Management Services Secretary must be sent a copy of the Dashboard so that it can be printed in A1 and displayed on the designated notice board in the LLWR Pelham House Office.</p> <p>The period end Dashboard data is required by the NPO team for inclusion in several reports and meetings. Therefore, data must be supplied to the NPO in a timely manner following period end.</p> <p>NOTE: A copy of the stakeholder distribution list is available on the NWP shared drive in the following location;</p> <p><i>Waste Management Services\08 NWP\02 Programme Mgt\G. Dashboard\Distribution</i></p> <p>It is essential that this is reviewed on a regular basis and is consulted prior to communications being submitted.</p>
<p>2.8 Annual Dashboard Process Review</p>	<p>Waste Inventory Specialist</p> <p>An annual review is completed for the dashboard and the means by which the data is obtained. Follow the sub steps in Appendix 1 to complete this step.</p>

3. Abbreviations

FDR	Framework Data Review Spreadsheet
JWMP	Joint Waste Management Plan
KPI	Key Performance Indicator
LALLW	Low Activity Low Level Waste
LLW	Low Level Waste
LLWR	LLW Repository Ltd
LLWTS	Low Level Waste Tracking System
NDA	Nuclear Decommissioning Authority
NPO	National Programme Office
NWPF	National Waste Programme Forms
NWP	National Waste Programme
NWPP	National Waste Programme Procedure
NWPIS	National Waste Programme Information System
OSHA	Occupational Health and Safety Administration
RIDDOR	Reporting of Injuries, Diseases, and Dangerous Occurrences
SLC	Site Licence Company
SQEP	Suitably Qualified and Experienced Personnel
VLLW	Very Low Level Waste
WSTT	Waste Services Treatment Tracker
XLS	Microsoft Excel Spreadsheet

4. Definitions

4.1 Qualifying definitions for diversion of LLW for waste treatment and alternative disposal

Metallic wastes:

Metallic waste shall count towards the target if it has been treated according to the following definitions:

1. The metal is contaminated or activated above “out of scope” levels in its unprocessed state
2. The metal is treated to achieve recycling, or
3. The metal is treated using the following processes:
 - a. Physical or thermal techniques which separate contamination from bulk metal.
 - b. A technique that can be demonstrated as making best use of LLWR's disposal capacity in cases where recycling is not possible.
 - c. Significant additional characterisation is performed to support exemption.
4. Direct disposal of metallic waste to landfill or LLWR is contrary to the UK LLW Strategy and waste hierarchy principles and should not be undertaken unless an overriding justification is clearly demonstrated for utilisation of this route.

5. The metal is treated in an on-site facility at the SLC site.
6. The metal is dispatched for treatment to an off-site facility via the national framework under LLWR's Waste Services Contract.
7. The metal is dispatched for treatment to an off-site facility via direct contracts where an overriding justification is clearly demonstrated for not using the national framework (brokered by LLWR).

Combustible (or soft) wastes:

Combustible (or soft) waste shall count towards the target if it has been treated according to the following definitions:

1. The combustible (or soft waste) material is contaminated above "out of scope" levels in its unprocessed state,
2. The material is treated using thermal (or other) techniques which significantly reduces the final volume requiring disposal in order to optimise national disposal capacity
3. Direct disposal of combustible (or soft) waste to landfill is contrary to the UK LLW Strategy and waste hierarchy principles and should not be undertaken unless an overriding justification is clearly demonstrated for utilisation of this route
4. The combustible (or soft) waste is treated in an on-site facility at the SLC site
5. Significant additional characterisation is performed to support exemption
6. The combustible (or soft) waste is dispatched for treatment to an off-site facility via the national framework under LLWRs Waste Service Contracts
7. The combustible (or soft) waste is dispatched for treatment to an off-site facility via direct contracts where an overriding justification is clearly demonstrated for not using the national framework (brokered by LLWR).

Very Low Level Waste (VLLW) / Lower Activity LLW (LALLW):

VLLW and LALLW shall count toward the target if the waste has been disposed or reused in a manner that optimises LLWR disposal capacity according to the following definitions:

1. The waste is VLLW or LALLW contaminated above "out of scope" levels in its unprocessed state (excluding waste sent to CLESA)
2. The VLLW/LALLW is reused on site with agreement from the relevant regulator.
3. The VLLW/LALLW is dispatched for reuse or disposal to an off-site facility via the national framework under LLWRs Waste Service Contracts
4. Significant additional characterisation is performed to support exemption
5. The VLLW/LALLW is dispatched for reuse or disposal via direct contracts where an overriding justification is clearly demonstrated for not using the national framework (brokered by LLWR).
 - *This overriding justification would have to take due consideration of nuclear liability channeling issues

Overall:

- Quantities of LLW per SLC will be based on the identified quantities of each waste type from the jointly signed and accepted JWMPs for the year in question. The JWMPs will be subject to formal change control (See NWPP 02 – Generation and Update of Joint

Waste Management Plans) in year to reflect current scope and opportunity projects, as applicable.

- Year end metrics will be agreed for each SLC, including LLWR (with non-NDA SLC contributions), plus a sub-set of 3 or 4 key milestones from the joint LLW Management Plans that will be used to agree satisfactory performance against the objective.
- In order to earn fee, all SLCs (including LLWR) must:
- Satisfactorily deliver their JWMPs, including the identified key specific milestones, subject to formal change control agreed between the respective SLC and LLWR Ltd. Fee will be paid pro-rata based on actuals against the plan.
- Agreed SLC/LLWR NWP management arrangements will be in place and can be demonstrated.

5. References

NWPP02	Generation and Update of Joint Waste Management Plans
NWPF_04	Waste Actuals Form
NWPIS_04	NWP Dashboard Master File
RSF 05.15_01	Document Checking and Approver sheet
RSF 06.03_01	LLWR Website Publication Control Sheet
RSP 5.15	The Checking and Approval of Documents
RSP 6.03	Control of Documents on the LLW Repository Ltd Website

6. Records

Reference and/or title	Retention time	Record Owner	Record Holder (post)	Storage media	Record Location	Local Retention Time	Archive Required?
Completed Waste Actuals Forms	5 years	Head of National Programme	NPO	Electronic	Waste Management Services shared drive	5 years	Yes
Dashboard Master File	5 years	Head of National Programme	NPO	Electronic	Waste Management Services shared drive	5 years	Yes
Completed Dashboards	5 years	Head of National Programme	NPO	Electronic	Waste Management Services shared drive	5 years	Yes

7. Training

Process owner to consult SQEP matrix RSIS 3.1_04:

Suitably Qualified and Experienced Person (SQEP) Packages	Acceptance of responsibility/familiarisation
Under development	RSP 03.08.04

8. Amendment Record

Issue 5 to Issue 6

Date	Section / Paragraph Amended	Amendment Details
June 2014	Whole Document	Updated to reflect actions from 2013 Audit.
November 2013	Updated to reflect new procedure.	Changes to most steps to align with the new dashboard generation procedure.
July 2013	Step 1.2, Section 4 Records	Minor changes in Step 1.2, Format Section 4. Amendments to Records Section.
May 2013	Whole document	Amended to incorporate changes to the document numbering and to align with standard RSP template.
March 2012	Whole document	First issue

Appendix 1 step 2.8 Sub Process

Step 2.8 Dashboard Review Sub Process

Process Step	Key Points and Primary Responsible Role
Annual Data Review Process	
2.8.1 Contact Stakeholders	<p>Waste Inventory Specialist</p> <p>All stakeholders, both Internal and external are to be contacted with a short questionnaire that covers the following points;</p> <ul style="list-style-type: none"> • Areas of the Dashboard that are used/required • Data reporting, i.e. if the data is reported via other reporting mechanisms • Areas for improvement • The data collation process <p>NOTE: If there has been feedback throughout the year it is to be logged in the following file;</p> <p><i>Waste Management Services\08 NWPP\02 Programme Mgt\G. Dashboard\Customer Feedback Log</i></p> <p>If the observation/request is a simple change or is an error that has been noticed, the change may be made immediately. If the suggestion is a more complex one it will be logged and considered during the annual review. If the latter the stakeholder must be informed of the process.</p> <p>NOTE: There is no fixed timescale for the stakeholder feedback to take place but it must be timed to ensure any significant changes can be made, approved and fully implemented for the start of the following financial year.</p>
2.8.2 Agreement of changes	<p>Waste Inventory Manager</p> <p>Of the changes suggested through the stakeholder feedback questionnaire, an assessment is made to decide which of the changes will be implemented. If it is agreed that a one or more of the proposed changes will not be implemented the stakeholders must be contacted and informed of the reasons for the decision.</p> <p>The agreement process may include discussions with the Waste Inventory team and further discussions with stakeholders before a decision is reached.</p>

	<p>NOTE: If the changes are of a complex nature it may be decided that a Reach back resource may be required to complete the work.</p>
<p>2.8.3 Draft Dashboard Produced and Circulated for Comment</p>	<p>Waste Inventory Specialist</p> <p>On completion of the first draft, the Dashboard may be initially circulated within the NPO for comments.</p> <p>Once the comments have been incorporated the Dashboard will be circulated to all stakeholders for comment.</p> <p>When all comments have been received the final Dashboard is produced.</p>
<p>2.8.4 Final Dashboard Template Issued and Approved</p>	<p>Waste Inventory Specialist</p> <p>When the final document has been agreed it is signed off for use as of the next financial year using RSF 16.03_01.</p> <p>NOTE: Once the template is ready for use it must be saved in the shared drive in the following location in the folder for respective year;</p> <p><i>Waste Management Services\08 NWPP\02 Programme Mgt\G. Dashboard\2. Underpinning Spreadsheets.</i></p>