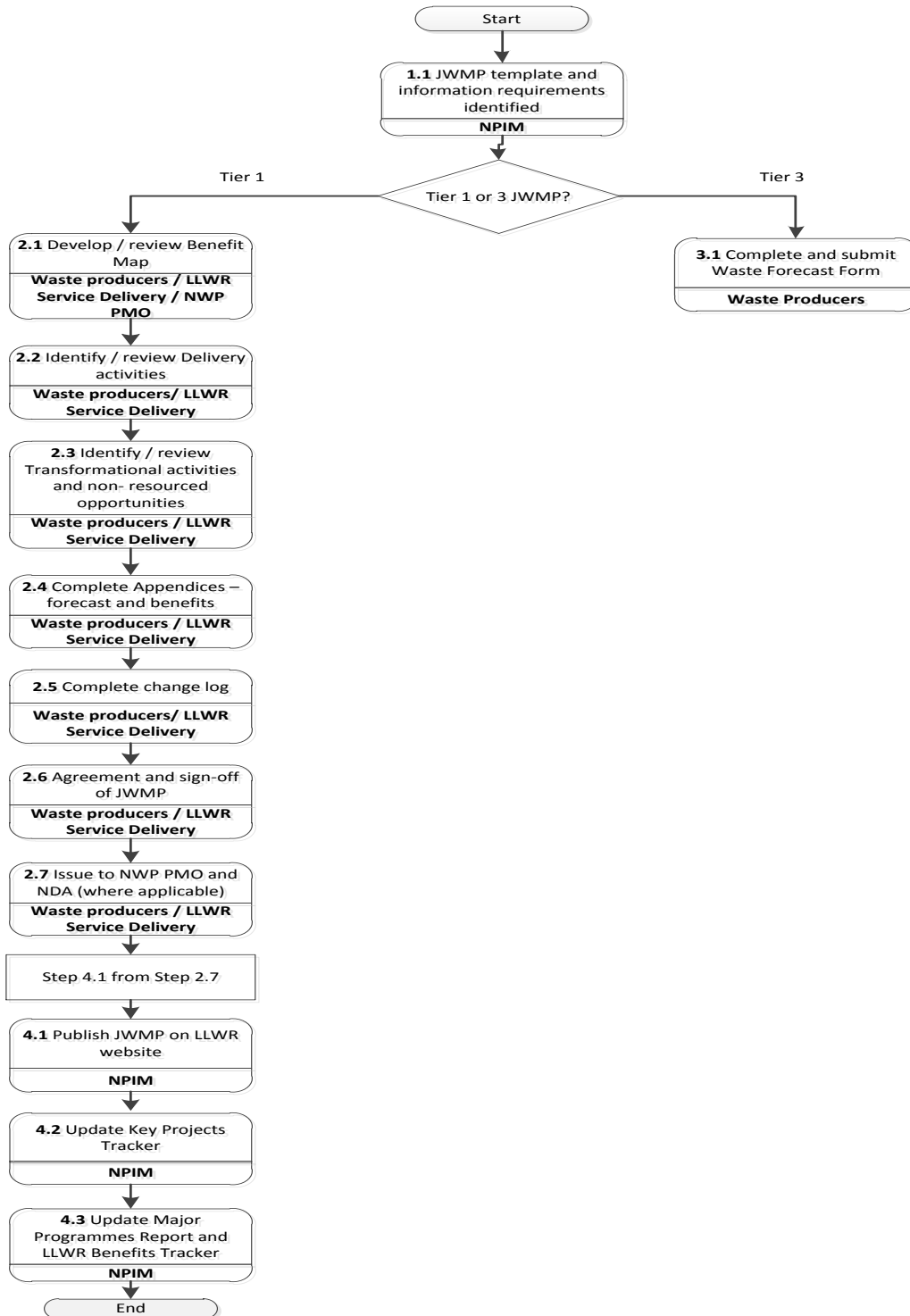




### National Waste Programme Generation and Update of Joint Low Level Waste Management Plans (JWMP)

#### JWMP Development Update



## 1. Introduction

This procedure is part of the Management System for the National Waste Programme (NWP). It details the process to be followed in order to generate and update a Joint Waste Management Plan (JWMP) between a Waste Producer and the Low Level Waste Repository (LLWR). The JWMP forms the basis by which Waste Producer activities that impact the management of Low Level Waste (LLW) in the UK can be tracked and co-ordinated with other waste producer activities in order to optimise LLW management.

A JWMP is a 'proactive' management plan for a rolling forward 5 year period that has been developed jointly by both a waste producer and the LLWR to improve integration and compliance with the UK LLW Strategy. This will support LLW strategy implementation and enable improvement in the cost effectiveness of LLW disposal across the UK.

There are two JWMP types – Tier 1 and Tier 3 – which are used by different waste producers depending on the volume of LLW produced and the range / complexity of their LLW management arrangements. Tier 1 JWMP are used by the NDA estate and larger volume producers within the non-NDA estate. All other waste producers use the Tier 3.

The Tier 1 JWMP details:

- Benefit Map – identification of projects, enablers and business changes required to deliver business specific and NWP objectives
- Delivery Activities - those activities that deliver on-going LLW management
- Transformational Activities - those activities that will be undertaken by the waste producer which will make a step change in the effectiveness of the management of LLW
- Non-resourced opportunities - those projects which are not currently resourced or funded but could generate efficiencies and provide greater value in LLW management if additional funding is made available
- Forecast – forward five year forecast for LLW arisings and routings
- Benefits – identification of cost, carbon saving and repository life extension benefits

The Tier 3 JWMP consists of the forward five year forecast for LLW arisings and routings.

## 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 and in their Role Description.

**Step 1: Decide what type of JWMP is required**

Process Step	Key Points and Nominated Role
1.1 JWMP template and information requirements identified.	<p><b>National Programme Implementation Manager</b></p> <p>A set of JWMP templates have been developed to ensure consistency across all waste producers. The Programme Management Office (PMO), in collaboration with LLWR Service Delivery team, will identify the correct template for the waste producer and issue the template for completion. Changes to the JWMP template or additional requirements to complete information within the JWMPs will be identified and the required level of JWMP will be specified to the waste producer prior to the update being required.</p> <p>If a Tier 1 JWMP is required, proceed from step 2.1. If a Tier 3 JWMP is required, proceed from step 3.1.</p>

**Step 2: Generate a Tier 1 JWMP**

Process Step	Key Points and Nominated Role
2.1 Develop / review benefit map	<p><b>Waste producers / LLWR Service Delivery / NWP PMO</b></p> <p>If a Benefit Map does not already exist, a benefit map will be developed by the waste producer in conjunction with LLWR Service Delivery and the NWP PMO.</p> <p>Where a Benefit Map does exist, it will be reviewed to identify if:</p> <ul style="list-style-type: none"> <li>• Intermediate benefits and business changes are still current</li> <li>• Business changes align with the NWP Benefit Map</li> <li>• Enablers and projects are still ongoing</li> </ul> <p>The necessary changes are made to the Benefit Map following this review (such as the removal or addition of intermediate benefits, business changes, enablers and projects as required). Any new projects and enablers are identified and added to the Benefit Map.</p>
2.2 Identify / review delivery activities	<p><b>Waste producers / LLWR Service Delivery</b></p> <p>The delivery activities undertaken by the waste producer are reviewed (or developed) and recorded on the delivery activities section of the Tier 1 JWMP template (RST 3.08.02_01).</p>

Process Step	Key Points and Nominated Role
<b>2.3</b> Identify/review transformational activities and non-resourced opportunities	<p><b><i>Waste producers / LLWR Service Delivery</i></b></p> <p>The transformational activities and non-resourced opportunities identified by the waste producer are reviewed (or developed) and any new activities or opportunities identified and recorded in the relevant section of the Tier 1 JWMP template (RST 3.08.02_01). A review of the projects and enablers in the Benefit Map should be undertaken to ensure that the transformational activities and non-resourced opportunities listed align.</p>
<b>2.4</b> Complete Appendices – forecast and benefits	<p><b><i>Waste producers / LLWR Service Delivery</i></b></p> <p>The waste forecast is completed by the waste producer and is recorded on the Waste Forecasting Form (WSC-FOR-WFO). The waste forecast is copied into the JWMP document as Appendix 1.</p> <p>The waste producer calculates the benefits associated with their JWMP by completing the JWMP Benefits Calculator (RSF 03.08.02_01B) using the data from the waste forecast. The completed RSF 03.08.02_01B is copied into the JWMP document as Appendix 2.</p>
<b>2.5</b> Complete change log	<p><b><i>Waste producers / LLWR Service Delivery</i></b></p> <p>Where changes are made to the JWMP for projects and waste forecasts since the last iteration, the Change Log within the Tier 1 JWMP template is completed to record the nature of the changes.</p>
<b>2.6</b> Agreement and sign-off of JWMP	<p><b><i>Waste producers / LLWR Service Delivery</i></b></p> <p>Once complete, the JWMP is signed off at director level by both the waste producer and LLWR to ensure commitment to delivering the planned activities.</p>
<b>2.7</b> Issue to NWP PMO and NDA (where applicable)	<p><b><i>Waste producers / LLWR Service Delivery</i></b></p> <p>The approved JWMP is issued by the waste producer to the NWP PMO via LLWR Service Delivery or else by e-mail to the NWP e-mail inbox (<a href="mailto:NWP@llwrsite.com">NWP@llwrsite.com</a>). NDA-estate waste producers also issue the approved JWMP to the NDA through their local document transmission channels.</p> <p>Proceed from step 4.1.</p>

**Step 3: Generate a Tier 3 JWMP**

Process Step	Key Points and Nominated Role
3.1 Complete and submit Waste Forecast Form	<p><b>Waste producers</b></p> <p>The waste forecast is completed by the waste producer and is recorded on WSC-FOR-WFO.</p>

**Step 4: NWP PMO management of JWMP**

4.1 Publish JWMP on LLWR website	<p><b>National Programme Implementation Manager</b></p> <p>The National Programme Implementation Manager arranges for the publication of the Tier 1 JWMP on the LLWR external website in line with the process detailed in RSP 16.03 <i>Control of Documents on the LLWR Repository Ltd Website</i>.</p>
4.2 Update Key Projects Tracker	<p><b>National Programme Implementation Manager</b></p> <p>The Key Projects Tracker in the Quarterly National Programme Report is updated by the National Programme Implementation Manager in line with the process detailed in RSP 3.08.01 <i>Scheduling and Reporting</i> and RSI 3.08.01_02 <i>NWP Quarterly Business Report Production</i>.</p>
4.3 Update Major Programmes Report (PGR) and LLWR Benefits Tracker	<p><b>National Programme Implementation Manager</b></p> <p>The Major Programme Report (PGR) is reviewed in relation to the revised, approved JWMP and amended as necessary to reflect changes in projects and benefits through procedure RSP 3.08.01 <i>Scheduling and Reporting</i> and RSI 3.08.01_04 <i>NWP Major Programme Report Production</i>. The LLWR Benefits Tracker spreadsheet is reviewed and updated in line with the revised, approved JWMP.</p>

**3. Abbreviations**

JWMP	Joint Waste Management Plan
LLW	Low Level Waste
LLWR	Low Level Waste Repository
NDA	Nuclear Decommissioning Authority
NWP	National Waste Programme
PGR	Major Programmes Report
PMO	Programme Management Office
RSF	Repository Site Form

RSP	Repository Site Procedure
RST	Repository Site Template
SQEP	Suitably Qualified and Experienced Person
WH	Waste Hierarchy

**4. Definitions**

None

**5. References**

RSP 3.02	Waste Forecasting
RSP 3.08.01	National Waste Programme Scheduling and Reporting
RSP 16.03	Control of documents on the LLW Repository Ltd website
RSI 3.08.01_02	NWP Quarterly Business Report Production
RSI 3.08.01_04	NWP Major Programme Report Production
RST 3.08.02_01	NWP Tier 1 Joint Waste Management Template
RSF 03.08.02_01B	NWP Joint Waste Management Template – Appendix 2
WSC-FOR-WFO	Waste Forecasting Form

**6. Records**

Reference and/or title	Retention time	Record Owner	Record Holder (post)	Storage media	Record Location	Local Retention Time	Archive Required?
Joint Waste Management Plans	5 years	Head of Strategy Implementation	NWP PMO Team	Electronic	Waste Management Services shared drive	5 years	Yes

## 7. Training

Any employee involved in this process must be suitably qualified and experienced as identified in the National Waste Programme Implementation Manager Role Profile.

In order to carry out any of the above Process Steps, LLWR employees must have successfully completed the following training:

Suitably Qualified and Experienced Person (SQEP) Packages	Training Packages
N/A	RSP 3.08.02 Joint Waste Management Plan Generation and Update.

## 8. Amendment Record

Issue 4	to	Issue 5
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Date	Section / Paragraph Amended	Amendment Details
May 2015	Flowchart Process Steps Section 5	Tier 2 JWMP removed. Update of process steps for Tier 1 JWMP in line with revised template. Updated references to other procedures.
May 2014	Flowchart Process Steps 1.8 and 1.12 Section 5	Removal of references to Change Control and Project Close-Out process. References to Change Log included.
November 2013	Whole document	Incorporating use of Benefit Maps within JWMPs.
January 2013	Whole document	Incorporating correct RSP layout and document numbering
March 2012	Whole document	First issue