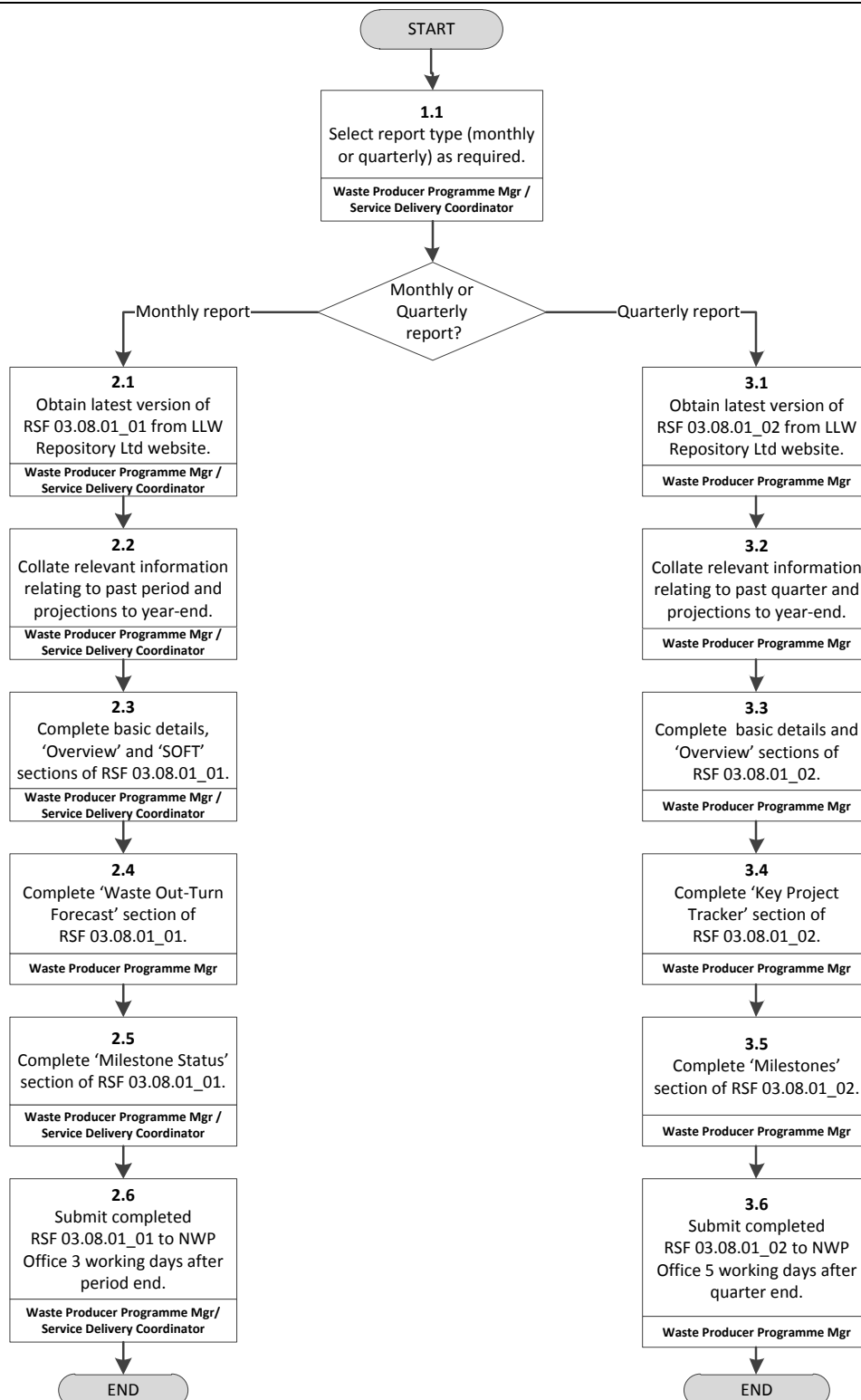




## Waste Producer Monthly and Quarterly Reporting



### 1. Introduction

This Repository Site Instruction (RSI) is part of the National Waste Programme (NWP) Section of the LLW Repository Ltd's (LLWR) Integrated Management System and is associated to RSP 3.08.01 Scheduling and Reporting.

The purpose of this instruction is to specify the process to be used for monthly and quarterly reporting by those waste producer Programme Managers (including those for the LLWR site) and those Service Delivery Coordinators (within LLW Repository Ltd) who participate in National Waste Programme (NWP) reporting. Programme Managers produce both monthly and quarterly reports for their organisations.

This instruction provides information and instruction for such Programme Managers and Service Delivery Coordinators on how to complete:

- a. The NWP Monthly Report Form (RSF 03.08.01\_01)
- b. The NWP Quarterly Report Form (RSF 03.08.01\_02)

The monthly reports produced by Programme Managers (for their organisations) and Service Delivery Coordinators (for the non-NDA estate as a whole) are used by the National Waste Programme Office (NPO) to produce the Monthly National Programme Report (in line with RSI 3.08.01\_01). The Monthly National Programme Report provides a summary of the successes, opportunities, failures / issues, threats, trends and metrics relating to LLW management in the waste producing organisations; and is submitted to NDA and shared across the Programme Manager community as part of the governance and reporting arrangements for the NWP.

The quarterly reports produced by Programme Managers (for their organisations) are used by the NPO to produce the Quarterly National Waste Programme Report, in line with the process described in RSI 3.08.01\_03. The Quarterly National Waste Programme Report is issued to a defined list of stakeholders by email to provide them with information on progress being made in the programme and in strategy implementation across the UK nuclear industry.

Service Delivery Coordinators internal to LLWR do not produce the quarterly report using RSF 03.08.01\_02 for the non-NDA estate as the relevant section is produced, for the Quarterly National Programme Report, by the NPO.

### 2. Process

The control requirements for Delegation of Responsibilities and for performing process steps is described in Section 2 of RSP 12.01.

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 RSI.

Process 2 and Process 3 are independent processes that should be undertaken separately. Each process comprises a series of steps that should be undertaken sequentially.

**Step 1: Identifying the report type**

Process Step	Key Points and Primary Responsible Role
<p><b>1.1</b> Select report type (monthly or quarterly) as required.</p>	<p><b>Waste Producer Programme Manager / Service Delivery Coordinator</b></p> <p>Select the relevant report type and complete depending on whether it is period end or quarter end:</p> <ul style="list-style-type: none"> <li>• For completion of the NWP Monthly Report Form, proceed to step 2.1.</li> <li>• For completion of the NWP Quarterly Report Form, proceed to step 3.1.</li> </ul>

**Step 2: Production of the Monthly Report**

Process Step	Key Points and Primary Responsible Role
<p><b>2.1</b> Obtain latest version of RSF 03.08.01_01 from the LLW Repository Ltd website.</p>	<p><b>Waste Producer Programme Manager / Service Delivery Coordinator</b></p> <p>Obtain a copy of the RSF 03.08.01_01 NWP Monthly Report Form from the LLW Repository Ltd website.</p> <p><b>NOTE:</b> The template can be obtained from <a href="http://llwrsite.com/national-waste-programme/programme-management-arrangements/">http://llwrsite.com/national-waste-programme/programme-management-arrangements/</a>.</p>
<p><b>2.2</b> Collate relevant information on past period and projections to year-end.</p>	<p><b>Waste Producer Programme Manager / Service Delivery Coordinator</b></p> <p>Gather information from appropriate sources within your organisation on:</p> <ul style="list-style-type: none"> <li>• LLW management performance over the past month (successes, issues / failures, opportunities, threats and trends).</li> <li>• Projected waste diversion and disposal to the end of the financial year.</li> <li>• Planned deliverables for the coming period.</li> </ul> <p><b>NOTE:</b> For the purposes of the monthly report successes, issues, opportunities, threats and trends are defined as described in Section 4.</p>
<p><b>2.3</b> Complete basic details, 'Overview' and 'SOFT' sections of RSF 03.01.08_01.</p>	<p><b>Waste Producer Programme Manager / Service Delivery Coordinator</b></p> <p>Complete the basic details section of the report by inputting the month that the review covers, the waste producer organisation that the report relates to and the name of the person completing the report in the relevant boxes at the top of the template.</p>

Process Step	Key Points and Primary Responsible Role
	<p>Complete the overview section by writing a description of progress over the past period, what will be undertaken in the next period and any significant issues / threats / opportunities in the 'Overview' box. In addition, include the reasoning for any deviations in actual waste performance against the Joint Waste Management Plan (JWMP) forecast in this section.</p> <p>Complete the SOFT (Success/Opportunities/Failures/Threats) section by adding a brief description of any successes, opportunities, failures / issues, threats, trends and planned deliverables for the next period into the relevant sections. Use one line per item in each section.</p> <p>If your organisation requires escalation of any successes, opportunities, failures / issues, threats and trends onto the NWP Actions &amp; Issues Log (A/I/O Log), type 'Y' into the "A/I/O Log? [Y/N]" column against the appropriate line item. If not, type 'N' against the relevant line item.</p>
<p><b>2.4</b> Complete the 'Waste Out-Turn Forecast' section of RSF 03.08.01_01.</p>	<p><b>Waste Producer Programme Manager</b></p> <p>For the applicable waste routes for your organisation, complete the waste out-turn forecast by entering into the relevant cells the following data for the next period and subsequent periods to the end of the financial year:</p> <ul style="list-style-type: none"> <li>• The projected volume for combustible waste and VLLW (in m<sup>3</sup>).</li> <li>• The projected mass for metallic waste (in tonnes).</li> <li>• The number of containers for LLW disposal.</li> </ul> <p>The data should be cumulative across the year based on the future forecast.</p> <p>Blank out (or type N/A into) the cells pertaining to the current period, past periods and any waste routes not applicable to your organisation.</p> <p>Change the shading on the 'confidence in year-end' cell red, amber or green based on your projection of the confidence in reaching the year-end target for each waste route applicable for your organisation according to the following scheme:</p> <ul style="list-style-type: none"> <li>• Red – year-end out-turn is expected to be less than the JWMP target with no chance of recovery.</li> <li>• Amber – year-end out-turn is expected to be less than JWMP target but there is a chance of recovery.</li> <li>• Green – year-end out-turn is expected to equal or exceed the JWMP target.</li> </ul> <p>Record the reasoning for the confidences assigned to each applicable waste route in the appropriate 'commentary' cell.</p> <p><b>NOTE:</b> <i>This section should be used for projections based on current</i></p>

Process Step	Key Points and Primary Responsible Role
	<p><i>knowledge of proposed consignment schedules; and should not be a re-iteration of the JWMP forecast (unless the JWMP forecast genuinely and accurately reflects the expected quantities of waste for diversion / disposal to year-end).</i></p> <p><b>NOTE:</b> <i>This section is not completed by the Service Delivery Coordinator owing to the limited available information on plans for waste diversion / disposal within the non-NDA estate.</i></p>
<p><b>2.5</b> Complete 'Milestone Status' section of RSF 03.08.01_01.</p>	<p><b>Waste Producer Programme Manager / Service Delivery Coordinator</b></p> <p>Complete the 'Milestone Status' section of RSF 03.08.01_01 by inputting the milestone(s) for the current quarter in the appropriate cell. Input the current status of the milestone that is to be achieved by the end of the period in question in the next column labelled 'Status'.</p> <p>The milestone status descriptions to be used are:</p> <ul style="list-style-type: none"> <li>• Not yet started.</li> <li>• Ongoing (i.e. started but not yet complete).</li> <li>• Complete.</li> </ul> <p><b>NOTE:</b> <i>The milestones are agreed by the waste producing organisation on a quarterly basis through the RSF 03.08.01_02 Quarterly Report (see step 3).</i></p>
<p><b>2.6</b> Submit completed RSF 03.08.01_01 to the NWP Office 3 working days after period end.</p>	<p><b>Waste Producer Programme Manager / Service Delivery Coordinator</b></p> <p>Check and approve the document (completing the optional checking and approval boxes on the form if desired). Submit the completed RSF 03.08.01_01 to the NWP Office by e-mail to <a href="mailto:NWP@llwrsite.com">NWP@llwrsite.com</a> no later than the third working day following period end.</p> <p><b>NOTE:</b> <i>Use of the checking and approval boxes is optional; the form will be accepted if these boxes are not completed.</i></p>

**Step 3: Production of the Quarterly Report**

Process Step	Key Points and Primary Responsible Role
<p><b>3.1</b> Obtain latest version of RSF 03.08.01_02 from the LLW Repository Ltd website.</p>	<p><b>Waste Producer Programme Manager</b></p> <p>Obtain the RSF 03.08.01_02 NWP Quarterly Report Form from the LLW Repository Ltd website.</p> <p><b>NOTE:</b> <i>Template can be obtained from <a href="http://llwrsite.com/national-waste-programme/programme-management-arrangements/">http://llwrsite.com/national-waste-programme/programme-management-arrangements/</a>.</i></p>

Process Step	Key Points and Primary Responsible Role
<p><b>3.2</b> Collate relevant information on past period and projections to year-end.</p>	<p><b>Waste Producer Programme Manager</b></p> <p>Gather information from appropriate sources within your organisation on:</p> <ul style="list-style-type: none"> <li>• LLW management performance over the past quarter including successes, issues / failures, opportunities and threats.</li> <li>• Delivery status of JWMP activities.</li> </ul> <p><b>NOTE:</b> For the purposes of the quarterly report successes, issues, opportunities and threats are defined as described in Section 4.</p>
<p><b>3.3</b> Complete basic details and 'Overview' section of RSF 03.08.01_02.</p>	<p><b>Waste Producer Programme Manager</b></p> <p>Complete the basic details on RSF 03.08.01_02 by inputting into the relevant cells the quarter number that the report relates to (i.e. Q1, Q2 etc.) and the name of the waste producer organisation completing the report.</p> <p>Complete the 'Overview' section on RSF 03.08.01_02 by inputting a description of: progress over the past quarter; plans for the coming quarter; and any significant issues / threats / opportunities.</p> <p><b>NOTE:</b> It should be noted that the information in the Overview section is published verbatim in the Quarterly National Programme Report and should be appropriate for the wide, external stakeholder group who are the audience for this report.</p>
<p><b>3.4</b> Complete 'Key Project Tracker' section of RSF 03.08.01_02.</p>	<p><b>Waste Producer Programme Manager</b></p> <p>Within the 'Key Project Tracker' section, list in the 'Project' column all the relevant projects from the JWMP that are being tracked in the Quarterly National Programme Report.</p> <p>For each project, report its status in the relevant column using a blue / red / amber / green / black colour code:</p> <ul style="list-style-type: none"> <li>• Blue – project has not yet commenced.</li> <li>• Red – project has commenced and is behind target; recovery is not expected.</li> <li>• Amber - Project has commenced and is behind target but expected to recover.</li> <li>• Green - Project has commenced and is on target to deliver on or ahead of target.</li> <li>• Black - Project is complete.</li> </ul> <p>Input any relevant commentary about the progress against each project in the Commentary column.</p> <p><b>NOTE:</b> The JWMP projects that are being tracked in the Quarterly</p>

Process Step	Key Points and Primary Responsible Role
	<p><i>National Programme Report are agreed on a six-monthly basis between the NPO and the waste producer, following completion of the JWMP.</i></p>
<p><b>3.5</b> Complete 'Milestones' section of RSF 03.08.01_02.</p>	<p><b>Waste Producer Programme Manager</b></p> <p>Input into the 'Milestones' section the milestone (project) from the JWMP that the organisation wants to include in the NWP Waste Metric dashboard for the coming quarter. If there is not a relevant project due for delivery in the coming quarter, input N/A into this section.</p> <p><b>NOTE:</b> <i>Progress against this selected milestone is reported on a monthly basis through the NWP Waste Metric Dashboard.</i></p>
<p><b>3.6</b> Submit completed RSF 03.08.01_02 to NWP Office 5 working days after quarter end.</p>	<p><b>Waste Producer Programme Manager</b></p> <p>Check and approve the document (completing the optional checking and approval boxes on the form if desired). Submit the completed RSF 03.08.01_02 to the NWP Office by e-mail to <a href="mailto:NWP@llwrsite.com">NWP@llwrsite.com</a>. This should be completed no later than the fifth working day following quarter end.</p> <p><b>NOTE:</b> <i>Use of the checking and approval boxes is optional; the form will be accepted if these boxes are not completed.</i></p>

**3. Abbreviations**

A/I/O Log	Actions, Issues and Opportunities Log
JWMP	Joint Waste Management Plan
LLW	Low Level Waste
LLWR	LLW Repository Ltd
N	No
N/A	Not applicable
NDA	Nuclear Decommissioning Authority
NPO	National Waste Programme Office
NWP	National Waste Programme
RSF	Repository Site Form
RSI	Repository Site Instruction
RSP	Repository Site Procedure
SLC	Site Licence Company
SOFT	Successes / Opportunities / Failures (Issues) / Threats
VLLW	Very Low Level Waste
Y	Yes

For undefined abbreviations, refer to the Jargon Buster on Linkmap

**4. Definitions**

- Issue                      A problem that has occurred which has hindered the delivery of planned activities or expected waste volumes.
  
- Opportunity                A potential activity that if delivered would improve the delivery of the NWP.
  
- Success                    A highlight from the reporting period such as a deliverable produced or the completion of a project that has supported implementation of the National LLW Strategy.
  
- Threat                      An uncertain event or set of events which, should it occur, will have an effect on the achievement of the objectives of the NWP.
  
- Trend                        A pattern of gradual change in a metric or activity of the NWP that has the potential to require change control in the future.

**5. References**

- RSP 3.08.01                NWP Scheduling and Reporting
- RSI 3.08.01\_01            NWP Monthly National Programme Report Production
- RSI 3.08.01\_03            NWP Quarterly National Programme Report Production
- RSF 03.08.01\_01         NWP Monthly Report Form
- RSF 03.08.01\_02         NWP Quarterly Report Form

**6. Records**

Reference and / or Title	Retention Time	Record Owner	Record Holder (post)	Storage Media	Record Location	Local Retention Time	Archive Required?
RSF 03.08.01_01 NWP Monthly Report Form (completed)	1 year	Head of National Programme	NWP Team	Electronic	Waste Management Services drive	1 year	No
RSF 03.08.01_02 NWP Quarterly Report Form (completed)	1 year	Head of National Programme	NWP Team	Electronic	Waste Management Services drive	1 year	No



**7. Training**

Any training associated with this RSI will be identified by the Process Owner.

**8. Amendment Record**

Issue 0 to Issue 1

Date	Section / Paragraph Amended	Amendment Details
December 2015	Whole document	First Issue