Block 21 summary

Version 1

August 2025

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Background

On the 28th of August 2025 it was agreed with the visiting environmental audit team that the permit boundary should be moved to the fence line of the logistics waste yard. This would then encompass all waste processes and storage originally covered by exemptions, as well as the new variation, and the additional clinical waste room that has been requested to be added to the bespoke permit.

Recycling

Recycling is collected and congregated at allotted waste locations around the site. The site waste team transport the recycling to the site waste facility, where it is sorted into its waste streams and then baled as per Table 1.2, or placed in receptacles (skips, bins and ton bags). The receptacles and bales are then placed within the secure waste yard of the site waste facility. When required, the approved supplier is called to transport the recycling to the audited and vetted provider.

Recycling Product Process Flow Process Flow

1. INTRODUCTION

This process flow will show the flow of actions that need to be followed to ensure the correct disposal of Recycling product by personnel involved in the process.

2. SCOPE

This procedure is restricted to the flow of Recycling product at Alderley Park Limited (APL). It is designed to be used by the Bruntwood Operators that are involved in this process.

3. REFERENCES

Eco Recycling Services, Hawthorn Grove, Biddulph, Stoke-on-Trent. Provide our recycling route.

This service is also available to us from Fresh Start LTD and Bagnal and Morris, all these providers have been audited or are due at the time of this document renewal.

4. DEFINITIONS

None

5. PROCESS FLOW

Wood and pallets

Milk round around site using the FLT collecting pallets and wooden creates. Collection from site one 18 ton truck full on average every 6 weeks (stored in yard)

Metal

Skip supplied for free for ferrous metals. Skip filled on average 6-7 weeks (stored in yard)

Non-ferrous metals are held and dealt with on a separate nature

Cardboard and paper

1100l wheelie bins stored in location in waste compounds with municipal waste. Collected daily and transported to block 21 and baled

Bales stored in yard until plastic and cardboard can generate an articulated truck load to reduce the carbon footprint

Plastics (tips, trays, bottles, milk bottles, and visqueen bags).

Collected in clear bags from around the site internally and externally. Visqueen bags are baled, Milk bottles (collected from the onsite cafes) and plastic bottles are baled Plastic trays and tip trays are placed in fibre bags for transport under each

Stored in yard until plastic and cardboard can generate an articulated truck load to reduce the carbon footprint

Drinks cans, food tins

Collected in clear bags from around the site internally and externally. Baled and store. This include waste from the onsite restaurants

Stored in yard until plastic and cardboard can generate an articulated truck load to reduce the carbon footprint

Food waste

Caddies are place in communal kitchen lined with biodegradable bags. When emptied by housekeeping staff these bags are take to the communal food waste bins. This service is available to all clients on AP

Emptied on schedule collection by Fresh Start

Unfortunately food waste can still end up in incineration or even landfill. AP aims to have its food waste ready for anaerobic digestion the best case scenario

Glass

Empty glass Winchesters are wash and vented before collection. They are then collected by logistics staff. These Winchesters are disposed of in waste glass 660l wheelies bins that are collected every fortnight

Polystyrene

Polystyrene is collected daily and returned to block 21 where it is compressed using friction into blocks a stacked on a pallet. Once pallet is full the polystyrene goes for recycling off site

General Waste

There are two formats for general waste:

General waste is collected in two formats; the first is in 1100lr bins which are stored in the waste yard and removed by an approved refuse vehicle. The second is in the form of a skip for the larger items.

Florescent Tubes

Old fluorescent tubes are placed in approved coffin containers supplied by the approved supplier. These are located at collection points around the site. When requested these containers are transported to the waste yard and then the approved supplier collects them from that point.

Batteries and Printer Cartridges

Batteries and printer cartridges are collected on-site for charities and these charities supply the containers. Once these containers are full they are moved to an external locked compound away from all flammable items to await collection.

Battery disposal Process Flow

1. **INTRODUCTION**

   This process flow will show the flow of actions to the safe disposal of batteries by personnel involved in the process.

2. **SCOPE**

   This procedure is restricted to the flow of safe disposal of batteries at Alderley Park Limited (APL). It is designed to be used by the Bruntwood Operators that are involved in this process.

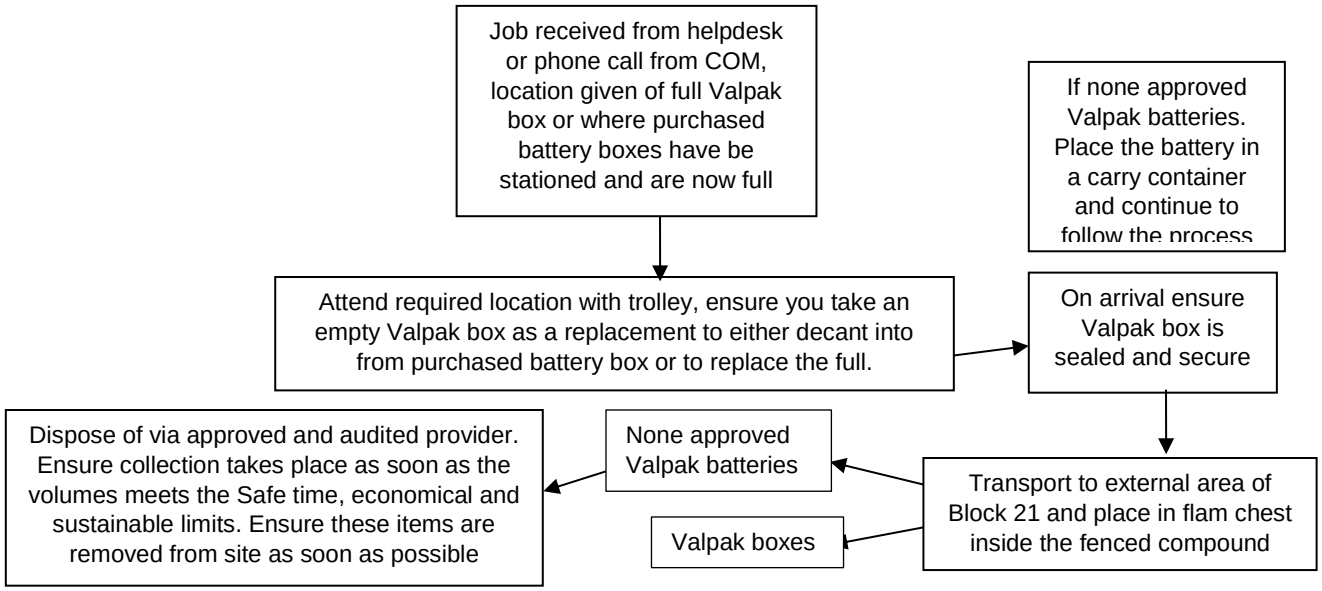
3. **REFERENCES**

   None.

4. **DEFINITIONS**

   COM (Customer Operations Manager)

5. **PROCESS FLOW**



Valpak Our Battery Collection service is free of charge to all businesses and organisations within the UK.

Once you have completed our **online form**, we will organise for battery boxes to be delivered to your business sites, so your staff can deposit household portable batteries (such as AAs and AAAs) for recycling while at work.

Once your battery box is full, all you need to do is let us know by calling **03450 682 572** and we will arrange for the box to be emptied. Our nominated service provider will collect the waste batteries and either return the box or replace it if it is damaged. This is also free.

Construction Waste

Construction wastes are not currently managed within the Alderley Park Waste Facility. As and when Building Projects take place at the site, they are managed within the CDM portfolio.

Clinical waste flow

1. INTRODUCTION

We are a 100% pre-acceptance facility. This process flow will show the flow of actions from initial request for collection from the Client through to disposal of the treated clinical waste off site. It will refer to the associated method statements and template forms used by personnel involved in the process.

2. SCOPE

This procedure is restricted to the flow of clinical waste from the clients at Alderley Park Limited (APL), Alderley Park. It is designed to be used by the Bruntwood Waste Logistics Team Members and Waste Manager TCM cover that are involved in this process.

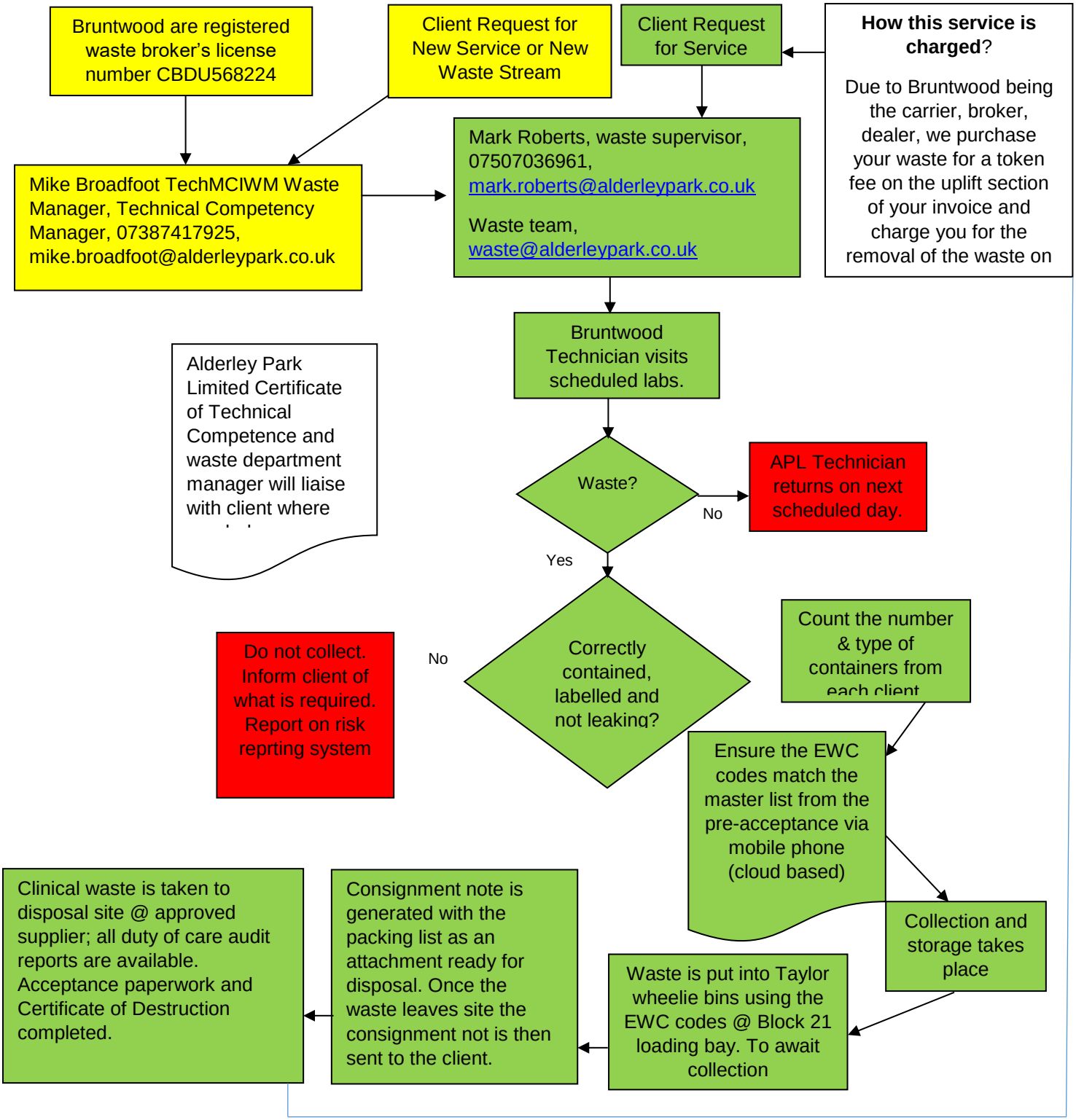
3. REFERENCES

None.

4. DEFINITIONS

None.

5. PROCESS FLOW



The chemical/solvent disposal process

The onsite customer requests to join the service. At this point we request that they list all possible chemicals/solvents that they expect to dispose of, (this information helps to compile the full list of codes and weights). The list is then passed on to the competent supplier and once approved by the supplier, the service can start to take place. The supplier and the customer now deal with all technical aspects.

The site waste team collects the waste from the customer's location, takes it to the site waste facility, and administers the account. When the supplier disposes of the chemical/solvent, it remains in the customer's name from packing to disposal. The chemical/solvent waste is collected in trolleys designed with integral bunds and then transported directly to the two aerated and bunded secure compounds within the secure waste facility. This area is supported by CCTV and 24-hour security.

Prior to collection from the customer's location, all waste is labelled with the company's name and chemical information. If there is no information on the waste, it is not collected. Each week the competent supplier sorts and makes ready the load for transport and then removes the waste from the compounded areas. Lab smalls (mg-g) may take longer to transport as they are subject to the supplier's dangerous goods advisor's assessment and approval.

Hazardous waste flow (This process as now been improved, with PC tracking and label modifications)

1. INTRODUCTION

This process flow will show the flow of actions from initial request for collection from the Client through to disposal of the treated hazardous waste off site. It will refer to the associated method statements and template forms used by personnel involved in the process.

2. SCOPE

This procedure is restricted to the flow of hazardous waste from the clients at Alderley Park Limited (APL), Alderley Park. It is designed to be used by the Bruntwood Operatives and CoTC cover that are involved in this process.

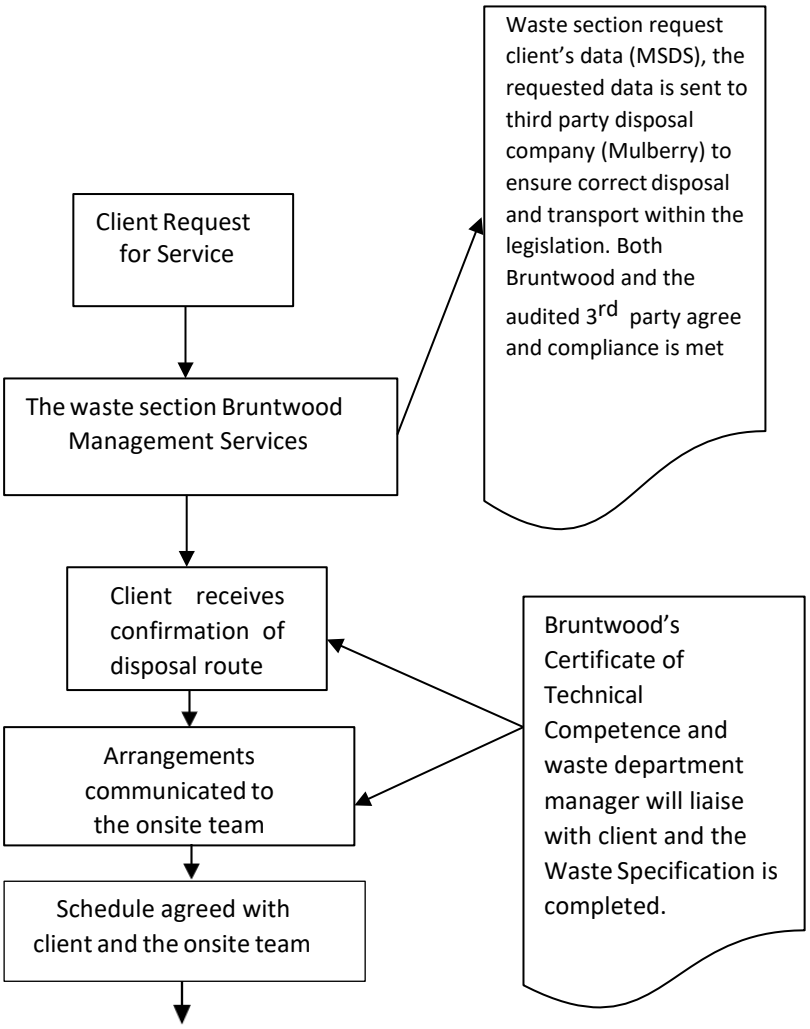
3. REFERENCES

None.

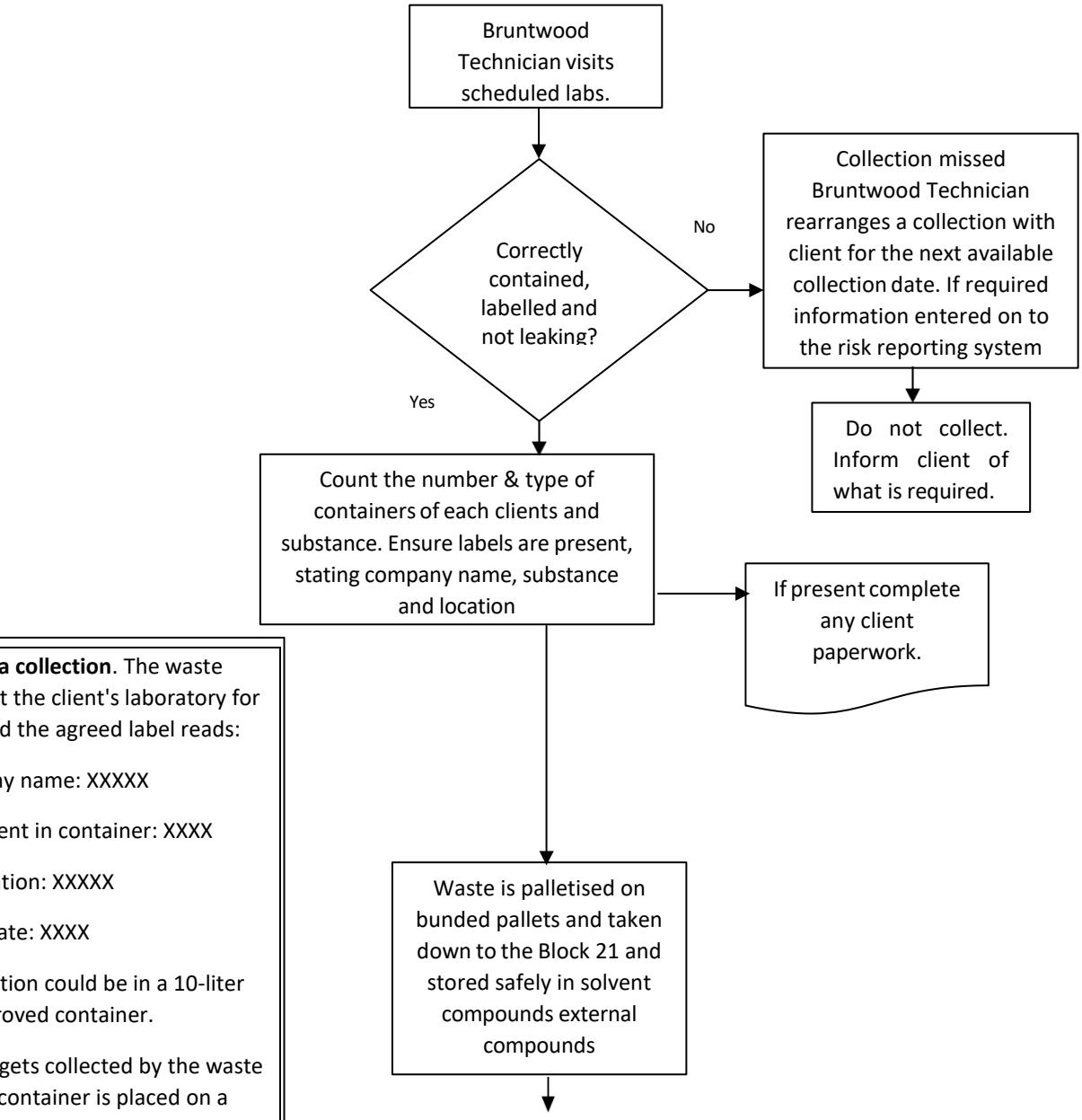
4. DEFINITIONS

MSDS (Material Safety Data Sheet).

5. PROCESS FLOW


Client Request for Service
The waste section Bruntwood Management Services
Waste section request client's data (MSDS), the requested data is sent to third party disposal company (Mulberry) to ensure correct disposal and transport within the legislation. Both Bruntwood and the audited 3rd party agree and compliance is met
Client receives confirmation of disposal route
Arrangements communicated to the onsite team
Schedule agreed with client and the onsite team
Bruntwood's Certificate of Technical Competence and waste department manager will liaise with client and the Waste Specification is completed.

On Scheduled collection day



An example of a collection. The waste technician arrives at the client's laboratory for the collection, and the agreed label reads:

Company name: XXXXX

Chemical/Solvent in container: XXXX

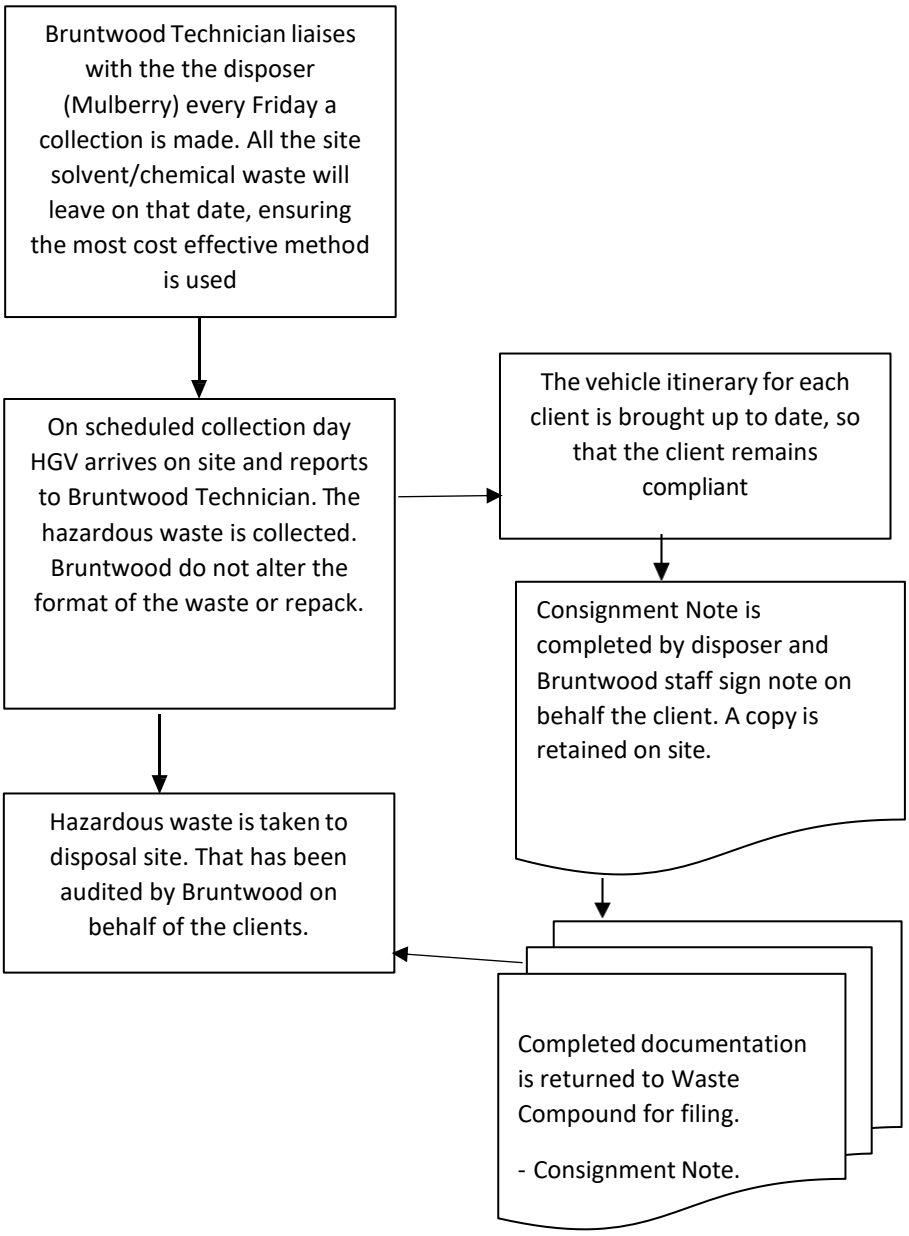
Location: XXXXX

Date: XXXX

This agreed collection could be in a 10-liter UN-approved container.

The container then gets collected by the waste technician. The container is placed on a bunded trolley and transported directly into the external compound and placed on a bunded pallet with any other collection made from that client. The Mulberry then collects each company's hazardous waste from this compound. An inventory is kept of chemical/solvent collected

Off-site waste removal



Biohazardous Waste Process Flow (GMO)

1. INTRODUCTION

This process flow will show the flow of actions from initial request for collection from the Client through to disposal of the treated biohazardous waste off site. It will refer to the associated method statements and template forms used by personnel involved in the process.

2. SCOPE

This procedure is restricted to the flow of biohazardous waste from the clients of Alderley Park Limited (APL). It is designed to be used by the Bruntwood Operatives and TCM cover that are involved in this process.

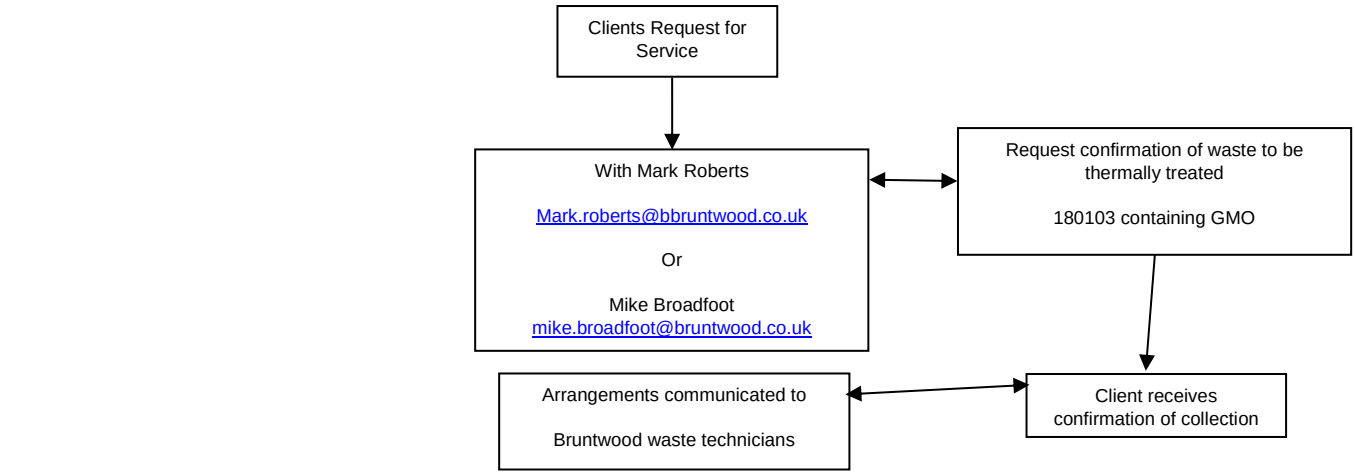
3. REFERENCES

European Waste Catalogue (EWC) Code 18 01 03* describes waste that as wastes whose collection and disposal is subject to special requirements in order to prevent infection and is classed as an Absolute Hazardous code.

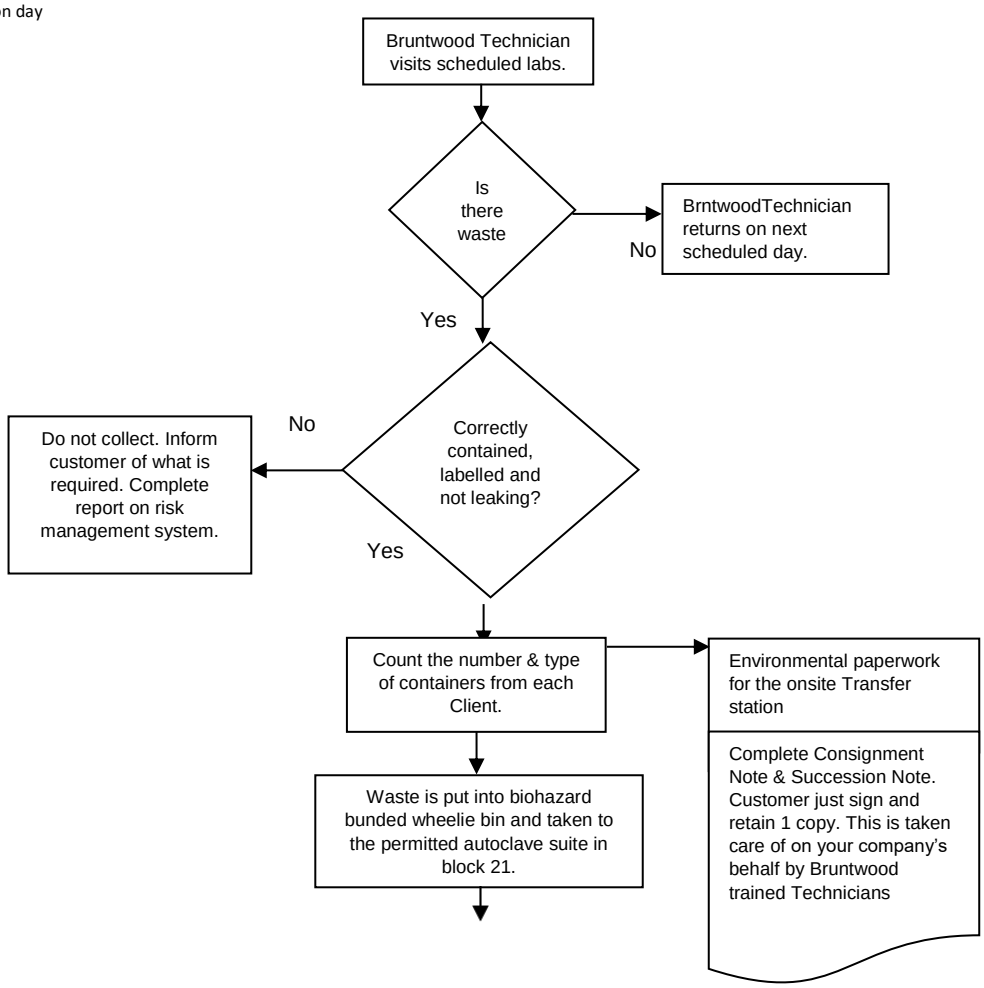
4. DEFINITIONS

GMO (genetically modified organism)

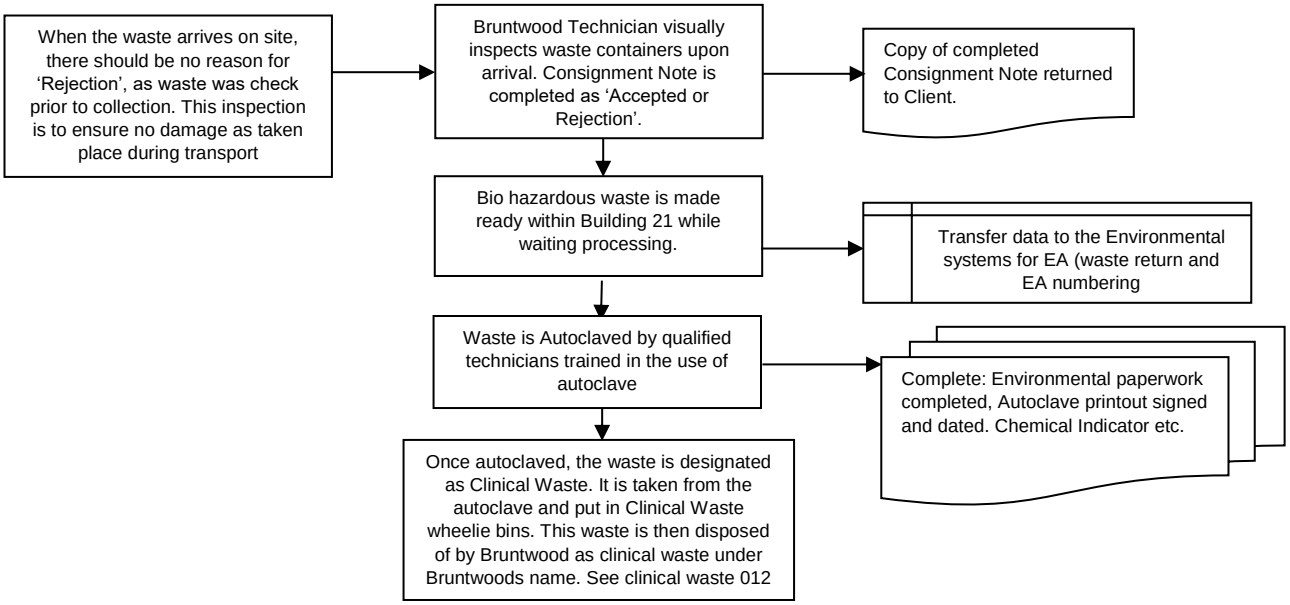
5. PROCESS FLOW



On Scheduled collection day



Waste arrives in Waste Transfer Station (block 21).



WEEE waste

The WEEE waste system runs on a certificate basis for clean and all hazardous WEEE waste treated as such. This is collected and stored as appropriate measures, removed by an approved, and audit supplier for treatment. The hazardous WEEE removed in line with all hazardous waste

WEEE and Hazardous WEEE waste Process Flow

1. INTRODUCTION

This process flow will show the flow of actions that need to be followed to ensure the correct disposal of WEEE and Hazardous WEEE waste by personnel involved in the process. This process has been written by a Technical Competent Manager (Appropriate measures 2.2.3) and is in accordance of the Waste electrical and electronic equipment appropriate measures. Non-supervised staff are competent as stated in 2.2.4, all staff do periodic checks of the WEEE allotted location stated in 2.3.3. All abnormalities are reported and logged. As stated in 2.4.2 you must keep incompatible wastes apart. To ensure 2.4.9 and 2.4.10 all areas out of hours are locked and have 24/7 security as well as CCTV. All staff must adhere 2.4.11 Fire prevention. All issues, incidents and accidents must be recorded as stated in 2.4.15.

Waste pre-acceptance will be done as stated on the waste flow, 3.Waste pre-acceptance, and acceptance and tracking appropriate measures. Waste pre-acceptance 3.1.1. Will be performed by the form which must be completed before waste is removed, an example of which is in appendix A. All WEEE waste storage must follow 3.2.4 Storage area. WEEE held in a secure 660L wheelie bin awaiting collection. 3.2.7 Waste acceptance, Weight calculated from ID, serial number plate on unit. When acceptance is taking place attention is needed to ensure the waste is what is stated on the documentation, if not item must be quarantine as in 3.2.13 and producer informed. Ensure the correct WEEE waste is disposed of via the correct route i.e. non-hazardous and hazardous while ensuring Persistent organic pollutants (POPs), the presence of lithium-ion batteries are correctly handled and stored correctly. WEEE waste should be disposed of every 8 weeks or before if volumes exceed the bin capacity. All wheelie bins lids need to be closed against the elements, any palletised goods must be clear shrink wrapped to the pallet. For record purposes the spreadsheet in appendix B must be populated to create document number for the form in appendix A.

Form from appendix A must be scanned on completion of the process and uploaded to the file system on the cloud.

2. SCOPE

This procedure is restricted to the flow of WEEE waste at Alderley Park Limited (APL). It is designed to be used by the Bruntwood Operators that are involved in this process.

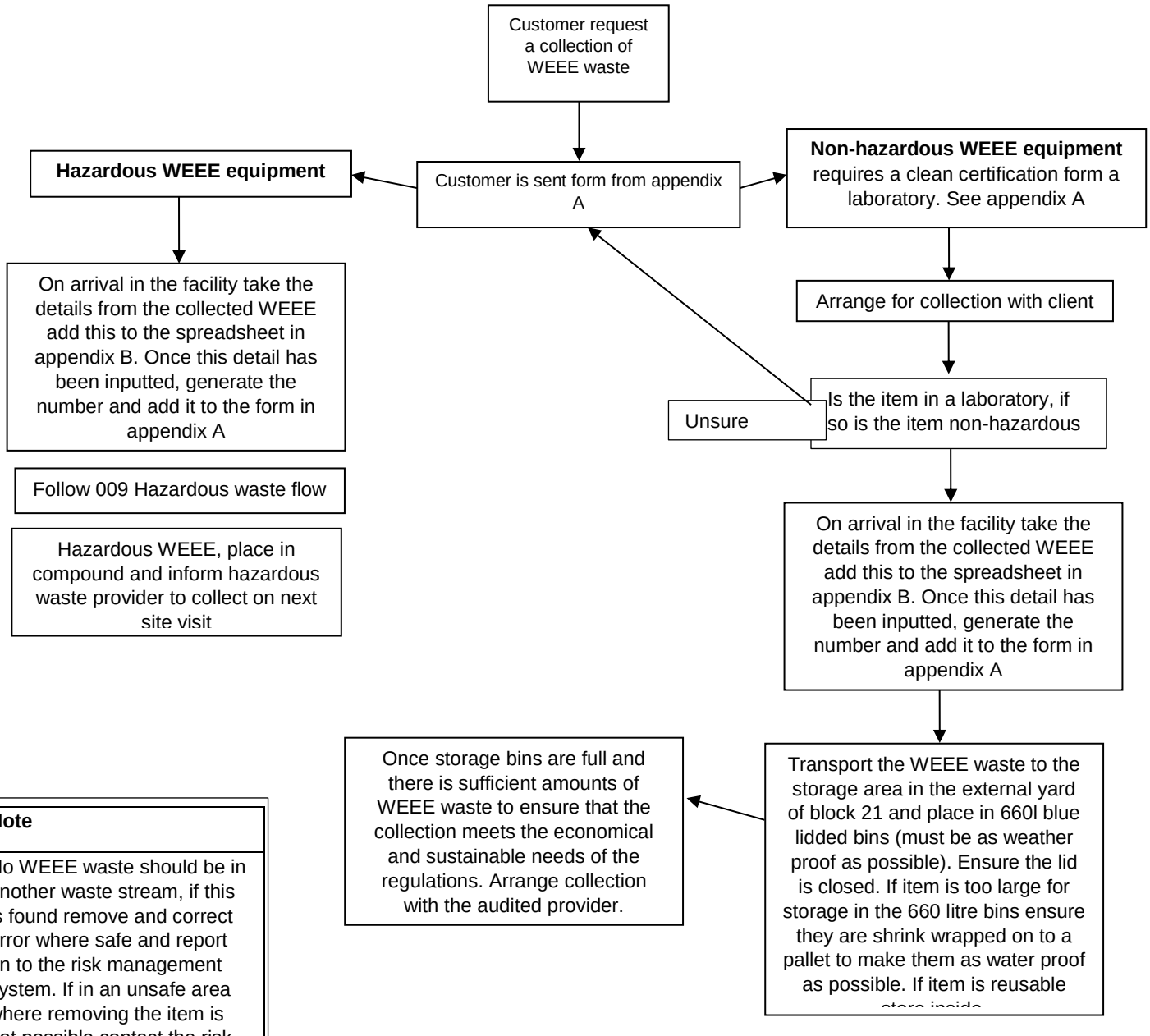
3. REFERENCES

Waste electrical and electronic equipment - Waste electrical and electronic equipment (WEEE): appropriate measures for permitted facilities - Guidance - GOV.UK

4. DEFINITIONS

WEEE (waste electrical and electronic equipment)

5. PROCESS FLOW



Note
No WEEE waste should be in another waste stream, if this is found remove and correct error where safe and report on to the risk management system. If in an unsafe area where removing the item is not possible contact the risk

This document is an acceptance of waste Document number _____

Office use: please scan this documentation

WASTE ELECTRICAL AND ELECTRONIC EQUIPMENT CLEAN CERTIFICATION

Site	ALDERLEY PARK	Company	
Block number		Location Number	
Person disposing			

CONNECTED SERVICES

OFFICE BASED	YES/NO N/A	HAZARDOUS	YES/NO N/A	IF NO MOVE TO	SECTION B
LABORATORY	YES/NO N/A	NON-HAZARDOUS	YES/NO N/A	IF YES, MOVE TO	SECTION B
COMMUNAL AREA	YES/NO N/A	HAZARDOUS FORMATS	Gas discharge lamps		YES/NO N/A
			Flat panel display (FPD) equipment		YES/NO N/A
			Cathode ray tube (CRT) equipment		YES/NO N/A
			Small mixed WEEE (SMW)		YES/NO N/A
			Photovoltaic panels		YES/NO N/A

SECTION A: HAZARDOUS AGENTS

All hazardous agents have been removed by the following process:
IF WEEE WASTE CANNOT BE CLEANED, PLEASE COMPLETE SECTION B
Additional Notes:

SECTION B

Biological (e.g. Blood, bodily fluids, allergens, pathogens)		**Other** (e.g. Eco toxic or degrades into something hazardous)	
Chemical (e.g. toxic, harmful, corrosive, irritant, active, flammable)		Persistent organic pollutants (POPs), the presence of lithium-ion batteries	

IF NOT CLEAN, THIS WILL BE DISPOSED OF AT A HIGHER COST DUE TO THE HAZARDOUS NATURE.
Note to waste technician: Please remove to the compound and informed competent supplier for collection

SECTION C: NON-HAZARDOUS or CLEANED ITEM

ITEM DISPOSED OF AS WASTE ELECTRICAL AND ELECTRONIC EQUIPMENT

1.Handover by Company/Department personnel:
This certificate must be displayed on the item of equipment detailed above. I hereby hand over this equipment as detailed

Name (Print): _____ Signature: _____

Role: _____ Date: _____

2.Acceptance by waste technician:
I have read this handover and am fully aware that chemical/biological hazards have been removed

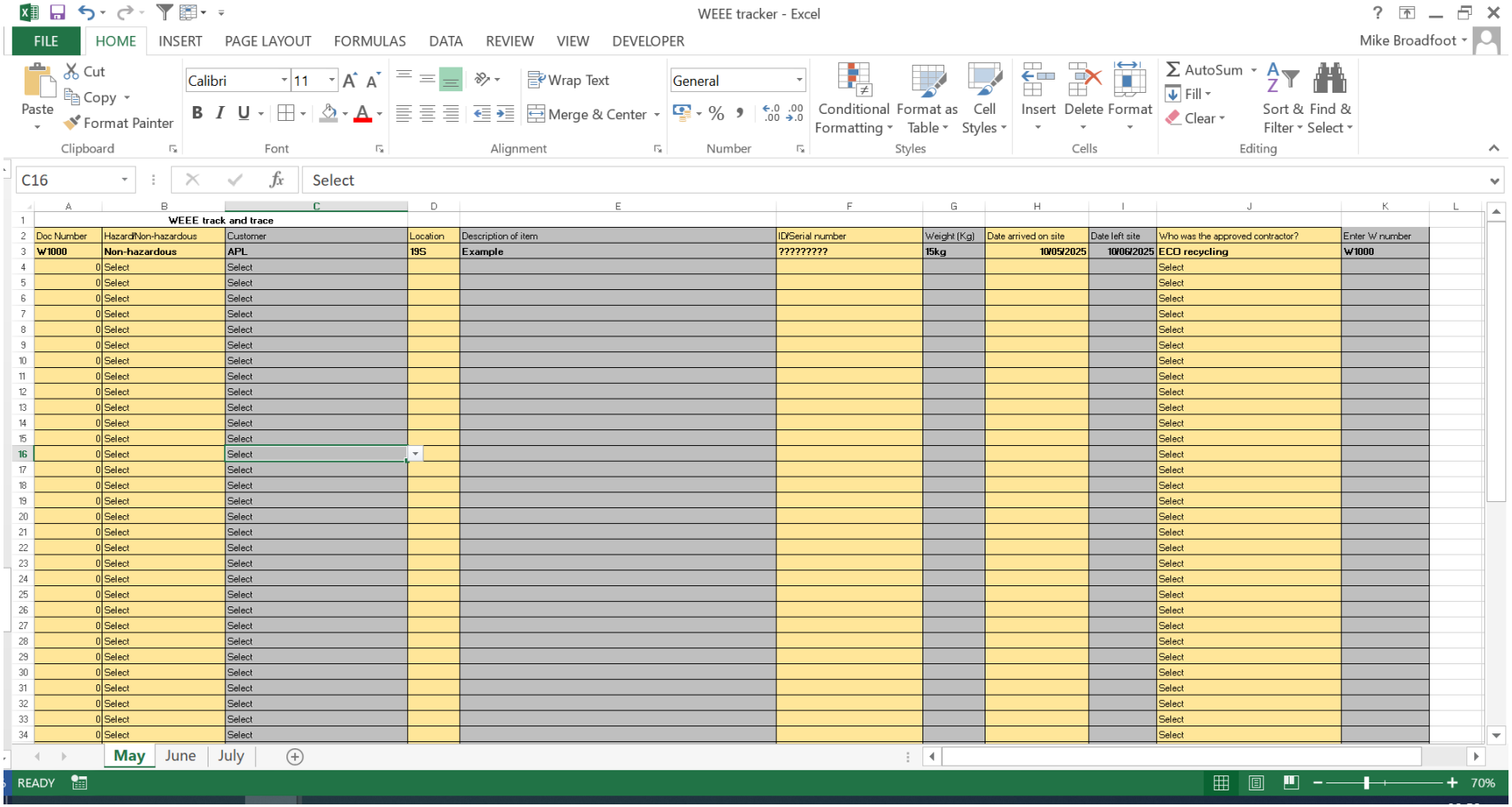
Name (Print): _____ Signature: _____

Company: _____ Date: _____

Information plate detail

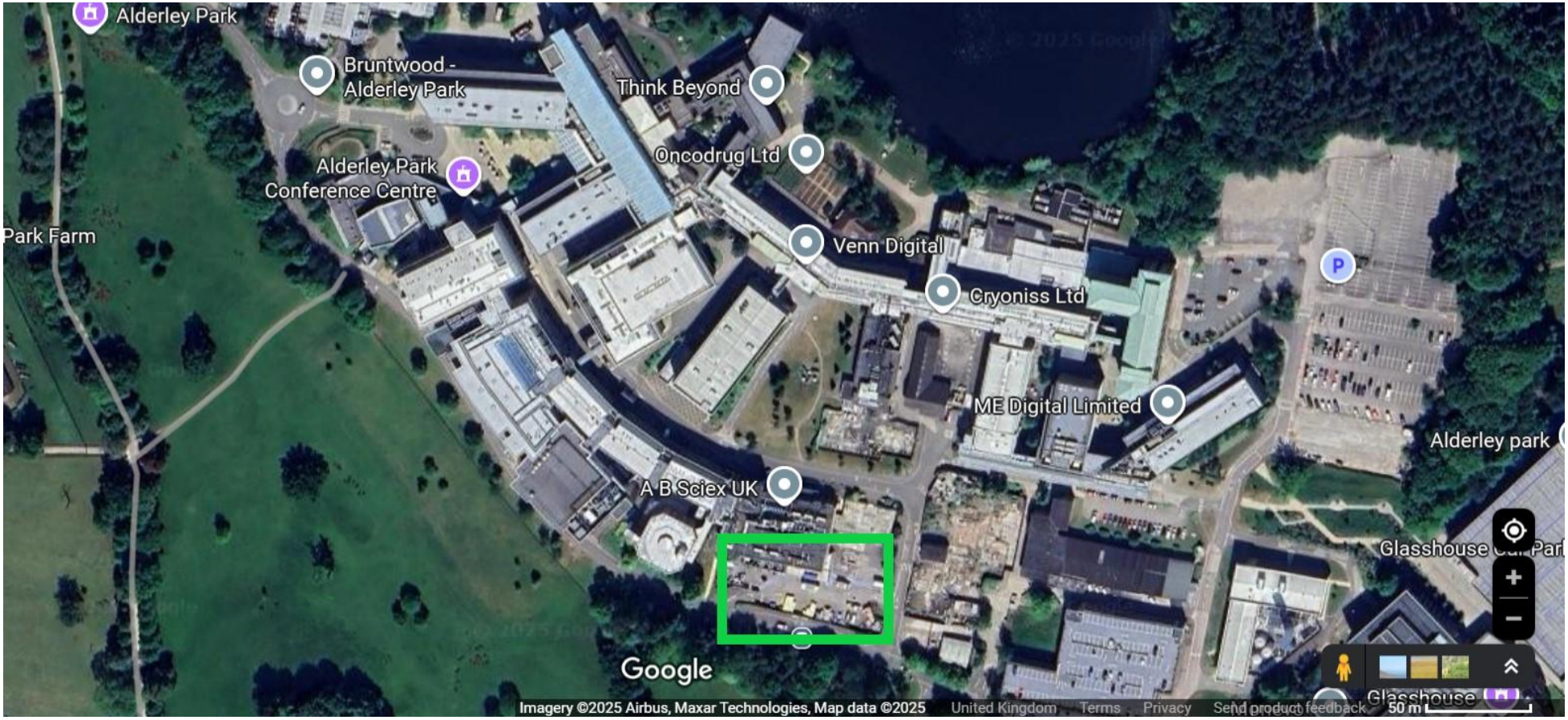
ID number	Serial number	Weight	Est weight

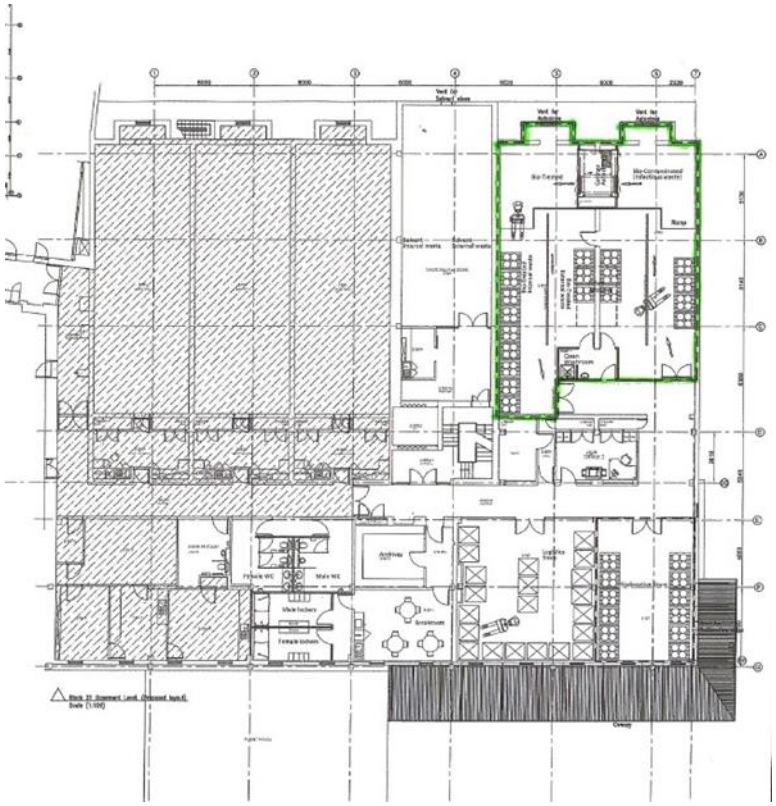
Appendix B


WEEE tracker - Excel
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
DEVELOPER
Mike Broadfoot
Cut
Copy
Format Painter
Paste
Calibri
11
Wrap Text
Merge & Center
General
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
AutoSum
Fill
Clear
Sort & Filter
Find & Select
Clipboard
Font
Alignment
Number
Styles
Cells
Editing
C16
Select
WEEE track and trace
Doc Number
Hazard/Non-hazardous
Customer
Location
Description of item
ID/Serial number
Weight (Kg)
Date arrived on site
Date left site
Who was the approved contractor?
Enter W number
W1000
Non-hazardous
APL
19S
Example
????????
15kg
10/05/2025
10/06/2025
ECO recycling
W1000
May
June
July
READY
70%

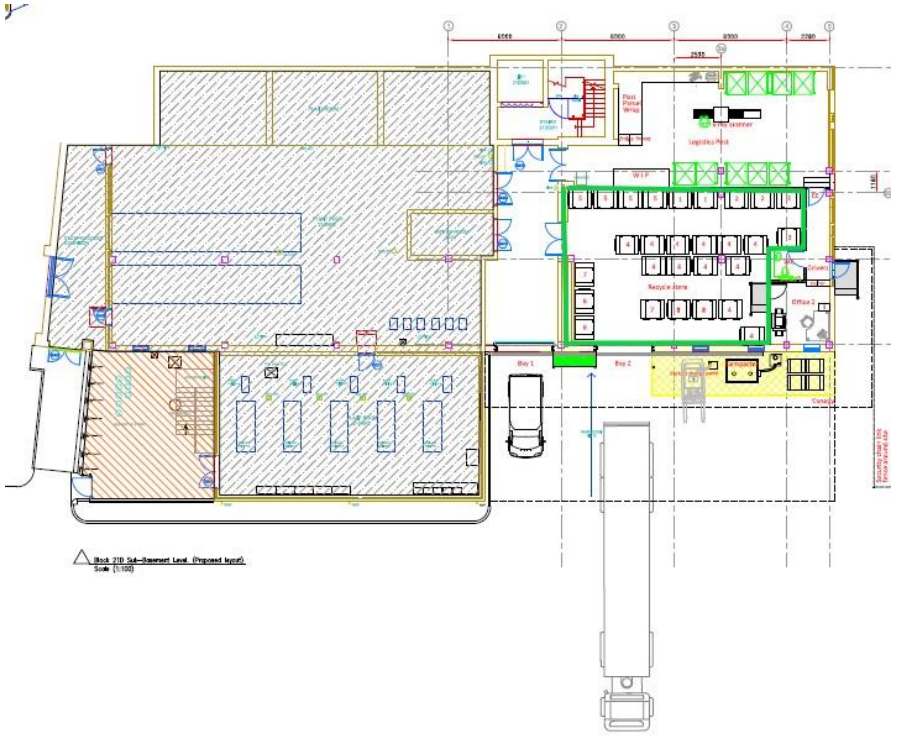
Plans

Block 21 waste/logistics department





permitted area under SR2008 No. 25, outlined in green



Floor below the permitted area: clinical area outlined in green

Drainage 21-yard area