



West Midlands Waste Capacity Study

Waste Planning Officer Review Guidance Notes

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solutions for today's environment

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1 WPA OFFICER GUIDANCE NOTES

1.1 Background

This document has been drafted to assist Waste Planning Officers (WPA's) to find their way around a regional waste capacity database (WCD) developed for the West Midlands. Should you have any queries or comments please contact Adrian Cooper who is the Chair of the WMRTAB or Mott MacDonald who are the current designated database Gatekeeper.

A comprehensive database of waste facilities in the region has been collated (the database is in Microsoft Excel format). The database brings together the latest available information from the Environment Agency, SLR's previous studies for the RTAB and Advantage West Midlands, and the Scott Wilson RTAB landfill data. In future years the database will be maintained and updated on a regular basis to keep the facility list and capacity data up to date. These guidance notes provide support and direction to WPA officers to assist with future updates.

The field headings of the database are colour coded depending on the source or how important the data is deemed to be. All data provides value, however given restrictions in WPA Officer time to complete such a task, the colour coding should be referred to direct attention. The following key is applied to the database field headings:

ENVIRONMENT AGENCY RATS DATA
ESSENTIAL FIELD
DESIRABLE FIELD
OTHER

1.2 Purpose of Database

The database is designed to be a tool to support the annual monitoring process at the regional and local authority level. Specifically, the purpose of the database can be summarised as follows:

- Register of individual waste facilities and their respective known capacity;
- Understanding of capacity by facility type and Local Authority or Region; and
- Allows monitoring of changes in infrastructure and capacity over time.

1.3 Requirement of Waste Planning Officers

To ensure the database is fit for purpose, it will be updated annually. The gatekeeper is in charge of maintaining the master copy of the database. This master copy will be updated annually with information from the Environment Agency REGIS (Regulation Information System) / RATS (Regional Attached Tonnage System) databases, by the Gatekeeper.

Each individual WPA is expected to monitor and report on changes to the baseline every twelve (12) months. The Gatekeeper will distribute the relevant section / cut of the Waste Capacity Database (for their authority area) to WPA Officers, who will be requested to review the database and cross check the details with their own records with a view to:

- Improving information on existing facilities in the register; and

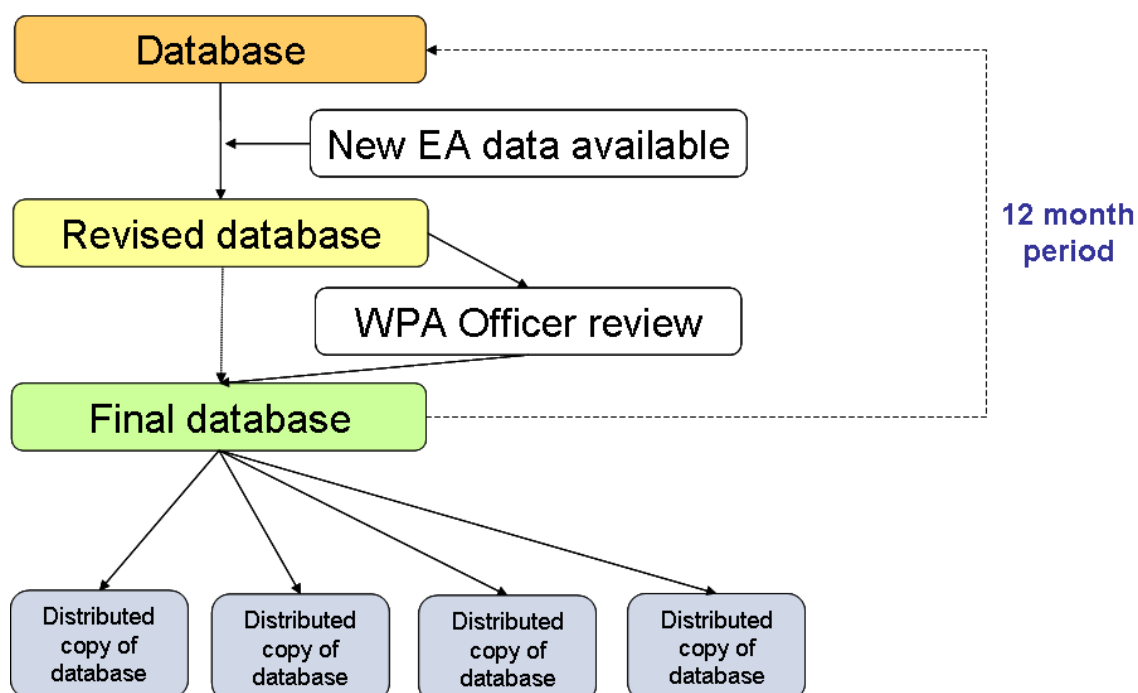
- Incorporating new facilities to the register which are missing, or have recently been granted planning permission (but are yet to be granted an Environmental Permit from the Environment Agency).

The gatekeeper will then collate these updates into the master copy of the database.

1.4 Update Protocol / Review Process

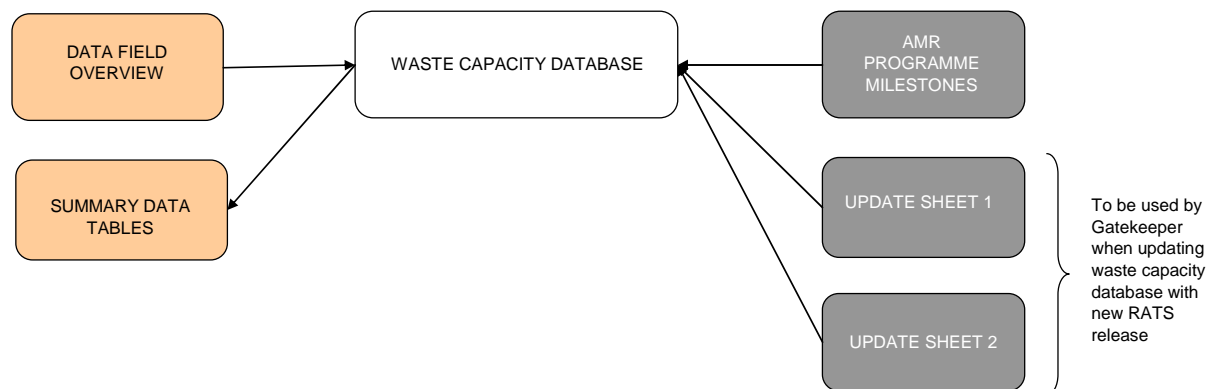
Figure 1-1 gives a diagrammatic explanation of the process for updates to the Waste Capacity Database.

Figure 1-1
Flow diagram to show database update process



1.5 Finding your way round the Database

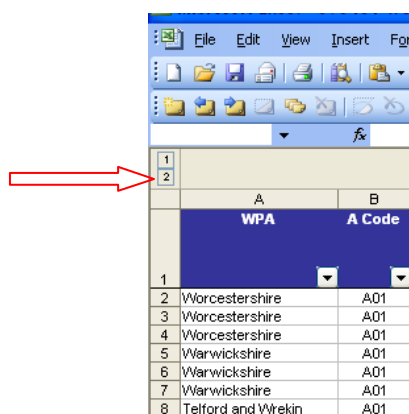
The overview sheet provides a simple route map that summarises the key elements of the database itself, as is shown in the diagram below. Each element is hyperlinked to speed up access.



1.6 WPA review of the Database

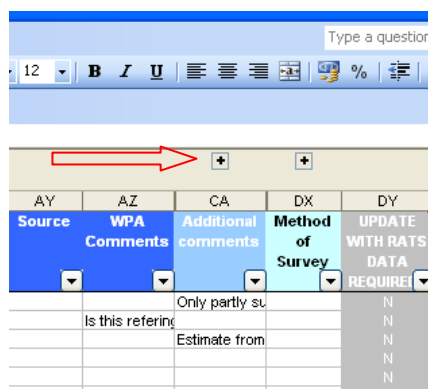
Currently the 'desirable' and 'other' fields of the database are hidden. In order to update the database, all fields need to be displayed.

- To display all of the columns of data, click the 2 button on the top left hand corner of the spreadsheet.



Alternatively the hidden fields can be revealed one at a time:

- To display all of the desirable fields click on the + above column CC; and
- To display all of the other fields click on the + above column DZ.



To hide the fields once more, click on the – that appears in place of the + above columns CC and DZ or click the 1 button on the top left hand corner of the spreadsheet to hide the ‘essential’, ‘desirable’ and ‘other’ fields together.

Each WPA Officer will report on changes by referring to the following the protocol:

- **Review** the latest database list for their authority area to:
 - identify and explore any changes to the existing facilities in the register; and
 - update any incorrect or out of date information.

The focus should be on the ‘essential’ data fields highlighted in darker shades of blue – currently columns AC to BB. **Please note that the landfill void figures in column AI, AJ and AK are in m³ and the throughput figures in columns AL and AM are in tonnes per annum.** Additional comments about individual facilities can be made in column BB (WPA Comments);

- **Incorporate** any known or new facilities which are missing from the register. When adding new facilities to the database, add the data into a new row at the bottom of the spreadsheet and complete as many data fields as possible;
- **Analyse** and **report** new planning permissions for the current year and previous years, establishing whether these have been implemented (i.e. constructed) and are operational¹, cross-reference these to the existing facilities, adding them where they are omitted.

When adding the details for new planning permissions which have not yet been granted an Environmental Permit, therefore do not have an assigned EP (WML) number, a reference in the WML column (H) should be added, based on the first three letters of the WPA and a three digit number starting from 001. For example, for 3 new facilities without WML numbers in Staffordshire, the reference numbers will be:

- STA001
- STA002
- STA003

In subsequent updates, the WPA assigned reference number in Column H will be overwritten by the EA EP (WML) number once permitted. The WML column should therefore contain a reference for every site within the database (either a WML number or the WPA assigned number).

There is also a field in column AC for any additional WPA reference numbers (for example planning application number) used to identify each site, to further ease any cross referencing between the Waste Capacity Database and WPA records. This field does not need to be completed if no additional reference numbers are used by the WPA.

- **Complete** all amendments and additions within the attached cut of the database itself and under the existing field headings, making any additions or amendments in **red text** to allow easy identification of changes. The information must be kept in the same columns. Additional rows may be added for new facilities; however no additional columns may be added – any information that is provided in alternative

¹ The user can record detail of the status reflective of the current facility status, for example detail may include: started/ not complete; completed/ not in operation; or completed, licensed and in operation.

formats to the master copy cannot be incorporated into the final database. Information should not be provided to the gatekeeper in the form of an email or page of text; and

- **Return** a copy of the updated cut of the database by email to the gatekeeper on completion of the authority area review. All databases reviewed and returned will be collated, by the gatekeeper, to create an up to date, comprehensive waste capacity database for the region.

Indicative timetables for review are illustrated below in Figure 1-2

**Figure 1-2
Update Progression Diagram**

SUMMARY ANNUAL MONITORING PROGRAMME MILESTONES

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Gatekeeper	Disseminate database on request						EA Draft RATS update data available - incorporate data into database - prepare authority cuts of database - send to WPA Officers	Database being updated for new year	Incorporate WPA officer updates into database	Disseminate database on request		
WPA Officers	Maintain authority records of facility amendments							Receive and update cut of database (using authority records) - return copy to Gatekeeper	Maintain authority records of facility amendments			

1.7 Definitions and Acronyms used within the database

- **WCD** - Waste Capacity Database
- **WPA** - Waste Planning Authority
- **Throughput** - the actual amount of waste accepted through the facility in a given year (in tonnes per annum – currently 2007 data)
- **Capacity** - the maximum **permitted** amount of waste that can be taken by a facility or landfill in a given year (in tonnes per annum)
- **Void (landfill only)** – the total airspace remaining in the landfill (measured in cubic metres)
- **Field** - a column of data within the database