

# Site Packaging Waste Management Plan (SPWMP) Checklist

This checklist provides an overview of the activities that need to be considered or undertaken if packaging waste is to be managed effectively.

The checklist is based on the Site Waste Management Plan (SWMP) outlined in the DTI Code of Practice\* and follows its format. It is designed to be used as:

- a stand-alone checklist (if the main SWMP checklist is not being used);
- an aide-mémoire when completing the main checklist to ensure packaging is fully considered in the overall Site Waste Management Plan.

The numbering system in this checklist is the same as that used in the DTI Site Waste Management Plan Checklist. A missing number means the question is not directly relevant to packaging and any question with a letter suffix (eg 2A) indicates a packaging-specific question that supplements the main checklist.

<b>Project name</b>	
<b>Project address/location</b>	
<b>Main contractor</b>	
<b>Main contractor's signature</b>	
<b>Design team signatures</b>	
<b>Client signature</b>	
<b>Signature of identified sub-contractor (see Q3 &amp; 4)</b>	
<b>Waste management contractor's signature</b>	

Project stages		Questions to consider	Tick if 'Yes'	Comment: If 'yes', what action have you taken/do you propose to take? If 'no', why not?
Policy	1	Has your organisation adopted a packaging management policy?	<input type="checkbox"/>	

\* Available as a printed copy from DTI Publications ([www.dti.gov.uk/publications/index.html](http://www.dti.gov.uk/publications/index.html)) or electronically from the WRAP website ([www.wrap.org.uk/construction/](http://www.wrap.org.uk/construction/)).

Project stages		Questions to consider	Tick if 'Yes'	Comment: If 'yes', what action have you taken/do you propose to take? If 'no', why not?
Policy <i>continued</i>	2	Has the client signed the Site Packaging Waste Management Plan (SPWMP)?	<input type="checkbox"/>	
	2A	Has the main contractor signed the SPWMP checklist?	<input type="checkbox"/>	
	2B	Have the design team signed the SPWMP checklist?	<input type="checkbox"/>	
	2C	Has the waste management contractor signed the SPWMP checklist?	<input type="checkbox"/>	
	3	Have sub-contractors producing significant packaging wastes streams been identified?	<input type="checkbox"/>	
	4	Have the identified sub-contractors signed the SPWMP checklist?	<input type="checkbox"/>	

Project stages		Questions to consider	Tick if 'Yes'	Comment: If 'yes', what action have you taken/do you propose to take? If 'no', why not?
Procurement	5A	Has attention been paid to optimising packaging through the packaging design process?	<input type="checkbox"/>	
	6	Has full consideration been given to the use of recycled packaging materials?	<input type="checkbox"/>	
	7	Is unwanted packaging to be returned to the supplier for recycling or re-use?	<input type="checkbox"/>	
Project planning	9	Has responsibility for packaging waste management planning and compliance with producer responsibility legislation been assigned to a named individual at the main contractor and identified sub-contractors?	<input type="checkbox"/>	
	10	Has an assessment been made in the project programme to identify likely packaging generation (how much, when, and what types)?	<input type="checkbox"/>	

Project stages		Questions to consider	Tick if 'Yes'	Comment: If 'yes', what action have you taken/do you propose to take? If 'no', why not?
Project planning <i>continued</i>	11	Have appropriate facilities been planned to efficiently handle packaging waste during the project?	<input type="checkbox"/>	
	12	Have targets been set for the different types of packaging waste likely to arise from the project?	<input type="checkbox"/>	
	13	Have measures been put in place to deal with expected hazardous packaging waste?	<input type="checkbox"/>	
	17	Have opportunities been considered for re-use of packaging materials on-site?	<input type="checkbox"/>	
	18	Have opportunities been considered for re-use of packaging materials off-site?	<input type="checkbox"/>	

Project stages		Questions to consider	Tick if 'Yes'	Comment: If 'yes', what action have you taken/do you propose to take? If 'no', why not?
Project planning <i>continued</i>	19	Have opportunities been considered for on-site processing and re-use of packaging materials?	<input type="checkbox"/>	
	20	Have opportunities been considered for reprocessing packaging materials off-site?	<input type="checkbox"/>	
	21	Have you determined the most appropriate sites for disposal of residual packaging waste from the project?	<input type="checkbox"/>	
	22	Are there opportunities for reducing disposal costs from packaging waste materials with a potential commercial value?	<input type="checkbox"/>	

Project stages		Questions to consider	Tick if 'Yes'	Comment: If 'yes', what action have you taken/do you propose to take? If 'no', why not?
On-site operations	24	Has responsibility for packaging management on-site and compliance with producer responsibility legislation been assigned to a named individual?	<input type="checkbox"/>	
	25	Have toolbox talks been planned for all site personnel about packaging waste management on-site?	<input type="checkbox"/>	

Project stages		Questions to consider	Tick if 'Yes'	Comment: If 'yes', what action have you taken/do you propose to take? If 'no', why not?
On-site operations continued	26	Are selected packaging materials segregated to allow best value to be obtained from good packaging waste management practices?	<input type="checkbox"/>	
	27	Are containers/skips clearly labelled to avoid confusion?	<input type="checkbox"/>	
	30	Is implementation of agreed packaging management procedures monitored?	<input type="checkbox"/>	
	31	Are reports produced regularly regarding packaging waste quantities, treatment/disposal routes and costs incurred?	<input type="checkbox"/>	

Project stages		Questions to consider	Tick if 'Yes'	Comment: If 'yes', what action have you taken/do you propose to take? If 'no', why not?
On-site operations continued	32	During site operations, are barriers to good packaging waste management practice considered and noted for incorporation into the post-completion review?	<input type="checkbox"/>	
Post-completion	33	Has a final report been completed describing the use of recycled and secondary materials, packaging waste reduction, segregation, recovery and disposal, with costs and savings identified?	<input type="checkbox"/>	
	34	Has the final report been signed by the relevant sub-contractors, main contractor and the client?	<input type="checkbox"/>	
	35	Have key packaging waste management issues been considered for action at future projects?	<input type="checkbox"/>	

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Envirowise - Practical Environmental Advice for Business - is a Government programme that offers free, independent and practical advice to UK businesses to reduce waste at source and increase profits. It is managed by Momenta, an operating division of AEA Technology plc, and Serco TTI. Envirowise is funded across the UK by the DTI and Defra and the Business Resource Efficiency and Waste (BREW) Programme in England, the Scottish Executive in Scotland and the Materials Action Programme (MAP) in Wales.



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