

SMARTWaste Plan Information Leaflet

What is SMARTWaste Plan?

SMARTWaste Plan is BRE's free Site Waste Management Plan (SWMP) and waste measurement tool. To use SMARTWaste Plan you will first need to set up a company account. You can then begin to add projects for which you can produce a SWMP and record waste arising data. Follow the simple 4 step process below to get started.

We suggest having one contact within your company who is dedicated as the company administrator for managing your account – please ensure everyone knows who this contact is. It is important that only one account is set up for your company and that all projects are added within this one account.

The tool has templates for different levels of SWMPs depending on project costs and requirements including projects: costing between £300,000 and £500,000; costing greater than £500,000; meeting BREEAM credits; and meeting Code for Sustainable Homes credits. These templates are either available to use interactively online, or you can download Microsoft Word based templates to fill in offline.

Getting Started

Step 1: How to set up your company account

Visit www.smartwaste.co.uk, click on the SMARTWaste Plan logo and then click on the 'register' as a new user link and fill in the form. Please remember your username and password that you create here as these will be the company admin user log in details for your company account. The company admin user has full access rights to your account and can add new users, projects, waste contractors and subcontractors and grant users access to projects. There is a hierarchy of user levels with different access and permission rights. Make sure you select the correct user level for any other users you add, and once they are set up grant them access to the relevant projects so that they will be able to enter data on them. Whenever you log in to your account, you are taken to your company homepage.

Step 2: Add other users, add waste management contractors & subcontractors

Make sure you are logged in with your company admin or project admin username and password then:

To add other users: Click on the 'company menu' button in the grey toolbar at the top of the page and select 'Add/edit users'; this will take you to where you can add more users, click the 'add' button and fill in the form. You will need to allocate each user a different username and password and an access/permission level.

To add waste management contractors, sites & recycling rates: Click on the 'company menu' button in the grey toolbar at the top of the page, select 'Waste management contractor' from the drop down list. This will take you to an area where you can add waste contractors, their relevant waste sites/facility and recycling rates for each waste site.

To add subcontractors: Click on the 'company menu' button in the grey toolbar at the top of the page and select 'Subcontractors' from the drop down list. This will take you to an area where you can add subcontractors.

Step 3: Add a project

SWMPs and waste arisings are recorded at a project level. So you will need to add a project to begin writing it's SWMP and recording it's waste arisings. From the company homepage click on the 'add new project' button and complete the form. You will then need to assign users, subcontractors and waste management contractors and their waste sites/facilities to your project before starting your SWMP or adding waste data. Important please note: When setting up your project, you will need to decide on whether to record all waste data in volume (m³) or tonnes, once selected this cannot be changed. Waste data in volumes will usually be recorded onsite via visual assessment of containers to estimate the types of waste inside. Waste data in tonnes will usually be supplied by waste contractors (see 'collecting waste data' on page 3 for further details).

Step 4: Produce your project SWMP and add waste arisings data and waste cost data

Now that your project is set up, you can begin to produce your SWMP and add waste arisings data and waste cost data. To get to your project home page, click on the relevant project name listed on your company home page. From within your project, at any time you can navigate between the SWMP, adding waste contractors, subcontractors and waste arisings/cost data by using the 'project home' button in the grey toolbar at the top of the page. See the 'at a glance guide' (pages 2-5) for more detail on step 4.

Download the full user guide

Download the SMARTWaste Plan user guide from your company account web page. The user guide takes you through each step of managing your account including adding users, projects, waste management contractors & waste sites, subcontractors, waste data, cost data and completing each step of preparing, implementing and reviewing your SWMP.

Questions...

If you have any questions, please refer to the full user guide in the first instance, then if you are still having problems, please get in touch with the SMARTWaste team on 01923 664471 or smartwaste@bre.co.uk.

SMARTWaste Plan at a glance guide: Producing a SWMP and collecting/adding waste data

Producing a Site Waste Management Plan (SWMP)

From the company home page, click on the project name to get to the project home page; here, click the 'SWMP' tab, to get to the SWMP home. This shows a checklist of which steps of the SWMP you have completed.

Click on the green tabs to get to each step of the SWMP helping you to prepare, implement and review the plan. Each tab contains simple tables and text boxes that you should fill in to create your plan. You can update any part of your SWMP at any point by clicking on the relevant tab and editing the information entered.

To show that you have completed a step, you will need to tick the box 'all required information on this page has been entered' at the bottom of the relevant page then click the 'submit' button. This will place a tick in the checklist on the 'SWMP home' page to show the step has been completed.

The SWMP can be downloaded for printing by clicking on the relevant button on the 'SWMP home' page.

SWMP Home

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the waste benchmarking tool from BRE

SWMP Home

Preparing: 1 Responsibilities, 2 Waste min, 3 Forecast, 4 Options

Implementation: 5 D o C, 6 Training, 7 Actuals, 8 Ongoing

Review: 9 Review

Welcome to SMARTWaste plan which will guide you through the steps to producing a Site Waste Management Plan (SWMP) for your project. Please use the numbered tabs to take you through the steps to preparing, implementing and reviewing your SWMP.

The checklist below summarises the steps and whether they have been completed for this project

Step	Completed
1. Responsibilities	✓
2. Waste minimisation	✓
3. Forecast	✓
4. Waste management options	✓
5. Duty of care	✓
6. Training / Communication	✓
7. Actual versus Forecast waste	✓
8. Ongoing review of implementation	✓
9. Completion review	✓

Print your SWMP

Please refer to the [user guide](#) for more assistance or contact the SMARTWaste team at smartwaste@bre.co.uk

Waste categories

SMARTWaste Plan considers waste within 22 waste product groups based on EWC (European Waste Catalogue) codes. The table below shows examples of products within each group. **Only use this category if absolutely necessary*

Waste product group	Examples of products in the group
Bricks	Bricks
Tiles and ceramics	Ceramic tiles, clay roof tiles, ceramic toilets and sinks
Electrical equipment	TVs, fridges, air conditioning units, lamps
Inert	Aggregates, stones, gravel slates, glass, rubble/hardcore
Metals	Copper, aluminium, lead, zinc, iron/steel, tin, mixed metal
Packaging	Cardboard, bubble wrap, wrapping bands, polystyrene, paper, cable drums, pallets
Floor coverings (soft)	Carpets, vinyl
Plastic	Gutters, downpipes, DPC, PVC-U windows and doors, socket boxes
Concrete	Concrete pipes, kerb stones, paving slabs, concrete, solid blocks
Furniture	Tables, chairs, desks, sofas, blinds, carpets
Insulation	Glass fibre, mineral wool, purlboard, breather paper
Canteen/office/ad-hoc	Office and canteen waste, vegetation, sweepings, ad-hoc materials
Gypsum	Plasterboard, ceiling tiles, plaster
Binder	Cement, render, mortar
Timber	Plywood, chipboard, noggins, battens, doors and windows, MDF
Oil (Liquids and Oils)	Hydraulic oil, engine oil, lubricating oil, transmission oil, mould oil, interceptor waste

Liquids	liquid fuel, cleaning agents
Soils	Sand, clay, subsoil, topsoil, dredgings, railway ballast
Asphalt and tar	Bitumen, asphalt, tar
Hazardous Materials	Paint pots, line markers, creosoted timber, asbestos, radioactive waste, bituminous mixtures with coal tar, tarred products, PCB or Mercury coated products, fluorescent light tubes
Other	Any waste not covered by the other categories
Mixed*	Mixed construction and demolition waste

Collecting waste data

Waste data can be collected and added either as volume or tonnes. The decision to use volume or tonnes is made when you set up the project (see step 3 on page 1). Once chosen, the data format cannot be changed.

You can download a form from the SMARTWaste Plan 'add waste data' page to help you collect waste data onsite ready for input onto your online account.

Collecting waste data in volume: This involves looking inside a waste container as it leaves site and making a note of its contents. Estimate what percentage of the container is made up of each of the 22 product groups (see table on page 2). For example, 30% concrete, 40% timber, 30% plastics. You can also enter the overall weight of the container in tonnes. In addition, as a guide the system converts these volumes into tonnes using standard conversion factors (see the SMARTWaste Plan detailed information tab from the project home page).

Collecting waste data in tonnes: Some waste management contractors may be able to give you the tonnes for each waste material leaving your site, but this is likely to be less detailed than the volume based data.

Adding waste data

Log in to SMARTWaste Plan using your username and password. Click on your project name. When through to your project home page, select 'Add waste data' from the 'project home' menu in the grey toolbar at the top of the page. This will take you to the update data page.

Follow the numbered steps to adding waste data in volume as shown on page 4 and in tonnes as shown on page 5.

Adding cost data

From your project home page, select 'Add cost data' from the 'project home' menu in the grey toolbar at the top of the page. This will take you to the add cost data page (see screen shot below). Waste data can be entered per container or overall.

To enter cost data per container: select to enter data per skip, select the container type and enter the number of containers, then enter the cost per container for the type of waste material(s). When you click submit, the tool will multiply the container cost by the number of containers and store the data for you.

To enter cost data overall: select to enter data overall, then enter the total cost of each type of waste material (this will be the total cost i.e. your calculation of the cost per container multiplied by the number of containers). Click submit to store the data.

You can review cost data from the cost log; click on the cost information tab at the project home page and then click the 'view cost log' link.

SMARTWastePlan
the waste benchmarking tool from BRE

Costs for Test project 1

Additional information

Are you entering data per skip , or overall

Container type

Number of containers

Cost information

	Cost per container (£)
Mixed	<input type="text" value="0.00"/>
Inert	<input type="text" value="0.00"/>
Timber	<input type="text" value="0.00"/>
Metals	<input type="text" value="0.00"/>
Paper/cardboard	<input type="text" value="0.00"/>
Hazardous	<input type="text" value="0.00"/>
Gypsum	<input type="text" value="0.00"/>

Adding waste data in volume

1. Enter the date container left site (in format dd/mm/yyyy, e.g. 28/05/2010).
2. Select the waste carrier removing this waste*
3. Select the waste site (destination) that the waste is going to*
4. *Optional:* Select the subcontractor creating the waste*
(*if none appear, you will need to add them; see step 2 on page 1)
5. Enter the waste transfer note (WTN) number (skip ticket number).
6. *Optional:* Enter a container reference.
7. Select the container type from the drop down list
– if it is not listed, contact the SMARTWaste team to get it included.
8. Select level of compaction of the container contents
– this will nearly always be normal, unless you are using a compactor onsite.
9. If more than one container with the same contents is leaving site, enter the number of containers.
10. *Optional:* Enter the overall tonnage of the container
– you can get this information from the waste transfer note.
11. *Optional:* Select the work package that the waste is coming from.
12. **New mandatory field:** Select the project phase that the waste is coming from. This is to aid better reporting in the future, including linking to WRAP's halving waste to landfill.
13. Tick one of the boxes to select the waste management route. Also select where this is happening (either on site or off site).
 - Reuse = reuse the material without further processing e.g. brick as a brick
 - Direct recycle = reuse the material with further processing e.g. crushing concrete to create aggregate
 - Recovery = treat the waste either by sorting at waste transfer station, or composting or incineration
 - Landfilled = send the waste to landfill (or other disposal) directly
14. Tick box if the container is segregated (i.e. one type of material). If the container is mixed, leave this box blank.
15. Upload a scanned image of the WTN/weighbridge ticket for the container by clicking the 'Browse' button. **IMPORTANT: Do not type** any other text in this box; otherwise, the tool will not allow you to save the waste entry.
16. Select the percentages of each product group within the container. Some categories also have optional sub-categories (use the + next to product name).
– the red bar along the bottom will add up the contents, telling you when you have reached 100%.
17. Add notes at the bottom if you have any comments.

Finally click the 'Add' button – this will add the data to your bank of information and bring up a new sheet for you to add the next entry. Please only click the add button once, otherwise your entry will be duplicated.

Repeat this process if you have more entries to add.

Add waste data to: Test project 1

Download the paper based [data collection form](#)

1	Date	<input type="text" value="28/5/2010"/>
2	Waste management contractor - carrier	<input type="text" value="WASTE COLLECTIONS LTD"/>
3	Waste management contractor - destination	<input type="text" value="WASTE COLLECTIONS LTD - Site A"/>
4	Subcontractor	<input type="text" value="Select"/>
5	Waste Transfer Note (WTN) number	<input type="text"/>
6	Container reference	<input type="text"/>
7	Container type	<input type="text" value="6.12cu metre skip (8cu yd)"/>
8	Compaction	<input type="text" value="Normal / uncompacted - 40% void space"/> (if other please specify <input type="text" value=""/> %)
9	Number of containers	<input type="text" value="1"/>
10	Overall tonnage	<input type="text" value="0.0"/>
11	Work package waste is from	<input type="text" value="Not specified"/>
12	Project phase waste is from	<input type="text" value="Construction"/>
13	Waste management route	<input type="radio"/> Reuse <input type="radio"/> Direct recycle <input checked="" type="radio"/> Recovery <input type="radio"/> Landfilled <input type="radio"/> On site or <input checked="" type="radio"/> Off site
14	Container segregated	<input type="checkbox"/>
15	Weighbridge ticket (pdf)	<input type="text"/> <input type="button" value="Browse..."/>

Product (European Waste Catalogue Number)	% of the product in each container	Product (European Waste Catalogue Number)	% of the product in each container
16 <input type="checkbox"/> Bricks (170102)	<input type="text" value="0"/>	<input type="checkbox"/> Tiles and Ceramics (170103)	<input type="text" value="0"/>
<input type="checkbox"/> Concrete (170101)	<input type="text" value="0"/>	<input type="checkbox"/> Inert (1701)	<input type="text" value="0"/>
<input checked="" type="checkbox"/> Insulation (170604)	<input type="text" value="30"/>	<input type="checkbox"/> Metals (1704)	<input type="text" value="0"/>
<input type="checkbox"/> Packaging (1501)	<input type="text" value="10"/>	<input type="checkbox"/> Gypsum (170802)	<input type="text" value="0"/>
<input checked="" type="checkbox"/> Binders (1013)	<input type="text" value="30"/>	<input type="checkbox"/> Plastics (170203)	<input type="text" value="0"/>
<input type="checkbox"/> Timber (170201)	<input type="text" value="0"/>	<input type="checkbox"/> Floor coverings (soft)	<input type="text" value="0"/>
<input type="checkbox"/> Electrical and electronic equipment (1602)	<input type="text" value="0"/>	<input type="checkbox"/> Furniture (200307)	<input type="text" value="0"/>
<input type="checkbox"/> Canteen/office/adhoc (200301)	<input type="text" value="0"/>	<input type="checkbox"/> Liquids	<input type="text" value="0"/>
<input type="checkbox"/> Oils (1301)	<input type="text" value="0"/>	<input type="checkbox"/> Soils (1705)	<input type="text" value="0"/>
<input type="checkbox"/> Asphalt and tar (1703)	<input type="text" value="0"/>	<input type="checkbox"/> Hazardous (170903)	<input type="text" value="0"/>
<input type="checkbox"/> Other	<input type="text" value="0"/>	<input type="checkbox"/> Mixed (170904)	<input type="text" value="30"/>

please only use the "Mixed" category if absolutely necessary

100%

17 Any notes

Adding waste data in tonnes

1. Enter the date container left site (in format dd/mm/yyyy, e.g. 28/05/2010).
2. Select the waste carrier removing this waste*
3. Select the waste site (destination) that the waste is going to*
4. *Optional:* Select the subcontractor creating the waste*
(*if none appear, you will need to add them; see step 2 on page 1)
5. Enter the waste transfer note (WTN) number (skip ticket number).
6. *Optional:* Enter a container reference.
7. Select the container type from the drop down list
– if it is not listed, contact the SMARTWaste team to get it included.
8. If more than one container with the same contents is leaving site, enter the number of containers.
9. *Optional:* Select the work package that the waste is coming from.
10. **New mandatory field:** Select the project phase that the waste is coming from. This is to aid better reporting in the future, including linking to WRAP's halving waste to landfill.
11. Tick one of the boxes to select the waste management route. Also select where this is happening (either on site or off site).
 - Reuse = reuse the material without further processing e.g. brick as a brick
 - Direct recycle = reuse the material with further processing e.g. crushing concrete to create aggregate
 - Recovery = treat the waste either by sorting at waste transfer station, or composting or incineration
 - Landfilled = send the waste to landfill (or other disposal) directly
12. Tick this box if the container is segregated (i.e. one type of material). If the container is mixed, leave this box blank.
13. Upload a scanned image of the WTN/weighbridge ticket for the container by clicking the 'Browse' button. **IMPORTANT: Do not type** any other text in this box; otherwise, the tool will not allow you to save the waste entry.
14. Add the tonnes of each product group within the container(s).
15. Add notes at the bottom if you have any comments.
– this will add the data to your bank of information and bring up a new sheet for you to add the next entry. Please only click the add button once, otherwise your entry will be duplicated.

Repeat this process if you have more entries to add.

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Add waste data to: BRE

[Download the paper based data collection form](#)

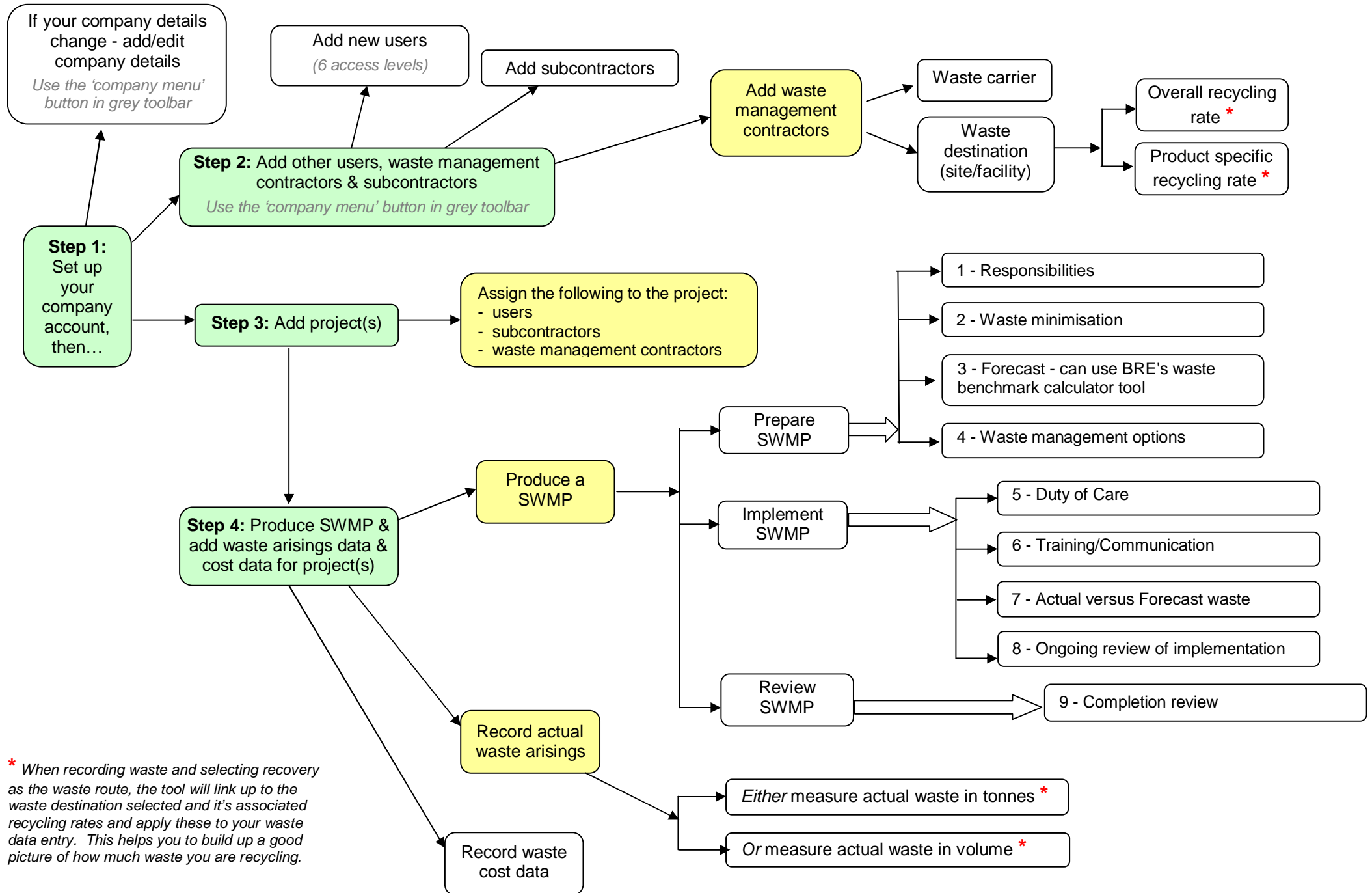
- 1 Date
- 2 Waste management contractor - carrier
- 3 Waste management contractor - destination
- 4 Subcontractor
- 5 Waste Transfer Note (WTN) number
- 6 Container reference
- 7 Container type
- 8 Number of containers
- 9 Work package waste is from
- 10 Project phase waste is from
- 11 Waste management route
 Reuse Direct recycle Recovery Landfilled
 On site Off site
- 12 Container segregated
- 13 Weighbridge ticket (pdf)

Product	Tonnes	Product	Tonnes
14 Bricks (170102)	<input type="text" value="0.0"/>	Tiles and Ceramics (170103)	<input type="text" value="0.0"/>
<input type="checkbox"/> Concrete (170101)	<input type="text" value="0.0"/>	<input type="checkbox"/> Inert (1701)	<input type="text" value="0.0"/>
Insulation (170604)	<input type="text" value="0.0"/>	<input type="checkbox"/> Metals (1704)	<input type="text" value="0.0"/>
<input type="checkbox"/> Packaging (1501)	<input type="text" value="0.0"/>	<input type="checkbox"/> Gypsum (170802)	<input type="text" value="0.0"/>
<input type="checkbox"/> Binders (1013)	<input type="text" value="0.0"/>	<input type="checkbox"/> Plastics (170203)	<input type="text" value="0.0"/>
<input type="checkbox"/> Timber (170201)	<input type="text" value="0.0"/>	<input type="checkbox"/> Floor coverings (soft)	<input type="text" value="0.0"/>
Electrical and electronic equipment (1602)	<input type="text" value="0.0"/>	Furniture (200307)	<input type="text" value="0.0"/>
<input type="checkbox"/> Canteen/office/adhoc (200301)	<input type="text" value="0.0"/>	Liquids	<input type="text" value="0.0"/>
Oils (1301)	<input type="text" value="0.0"/>	<input type="checkbox"/> Soils (1705)	<input type="text" value="0.0"/>
<input type="checkbox"/> Asphalt and tar (1703)	<input type="text" value="0.0"/>	<input type="checkbox"/> Hazardous (170903)	<input type="text" value="0.0"/>
<input type="checkbox"/> Other	<input type="text" value="0.0"/>	Mixed (170904)	<input type="text" value="3"/>

15 Any notes

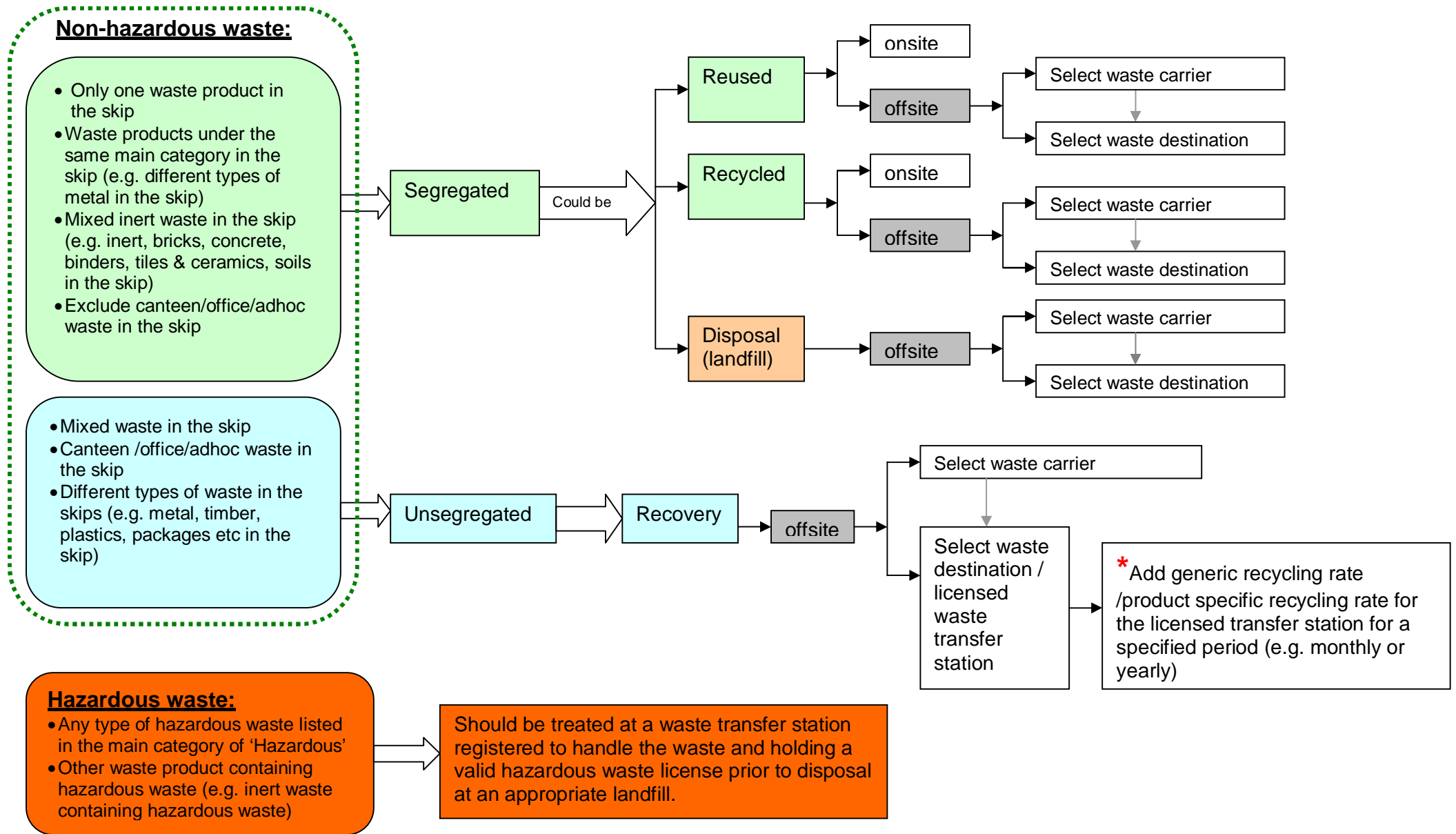
16 When you click the 'Add' button, your data will be automatically saved and a blank add waste data screen will appear.

Flow chart summarising the main steps to setting up and using your SMARTWaste Plan account



* When recording waste and selecting recovery as the waste route, the tool will link up to the waste destination selected and it's associated recycling rates and apply these to your waste data entry. This helps you to build up a good picture of how much waste you are recycling.

Flow chart – the guidelines for adding waste data in volume and in tonnes



NOTE: The waste management contractor needs to be linked to your project (including waste carrier and waste facility/waste site so that you are able to assign a waste carrier and a waste destination to each waste entry).

* When recording waste, selection of the **recovery** waste management route will link the waste destination selected and its associated recycling rates to your waste data entry. This builds up the picture of how much waste you are recycling.