

Appendix D Survey questionnaire

Table 41 The survey questionnaire

Part 1 - Survey Details

Date		To be booked by contact centre
Name of Surveyor		To be completed by the contact centre
Primary SIC Code	Producer Number 000001	From IDBR data – contact centre to check
Secondary SIC Code (if applicable)		From IDBR data – contact centre to check
Sector Number	[Check Autofill from Survey database] <input type="checkbox"/> 1 Food, Drink and Tobacco <input type="checkbox"/> 2 Textiles/ Wood/ Paper/ Publishing <input type="checkbox"/> 3 Power and Utilities <input type="checkbox"/> 4 Chemicals/Non-metallic Minerals Manufacturing <input type="checkbox"/> 5 Metal Manufacturing <input type="checkbox"/> 6 Machinery and Equipment (Other Manufacturing) <input type="checkbox"/> 7 Retail and Wholesale <input type="checkbox"/> 8 Hotels and Catering <input type="checkbox"/> 9 Public Administration and Social Work <input type="checkbox"/> 10 Education <input type="checkbox"/> 11 Transport and Storage <input type="checkbox"/> 12 Other Services	From IDBR data – contact centre to check see contact centre businesses reference sheet Surveyor to note if this is significantly different from what is seen on site. Refer to businesses reference sheet

Part 2 – Company and Site Details

Company Name	[Check Autofill from Survey database]	From IDBR data – contact centre to check
Address	[Check Autofill from Survey database]	From IDBR data – contact centre to check
Town/City	[Check Autofill] Postcode [Check Autofill]	From IDBR data – contact centre to check
County	[Check Autofill from Survey database]	From IDBR data – contact centre to check
Waste Planning Authority	[Check Autofill from Survey database]	Calculated from IDBR data – contact centre to check this is correct based on the address Surveyor to check during call
Region	[Check Autofill from Survey database] <input type="checkbox"/> North East <input type="checkbox"/> Yorkshire and The Humber <input type="checkbox"/> West Midlands <input type="checkbox"/> East Midlands <input type="checkbox"/> South East <input type="checkbox"/> East of England <input type="checkbox"/> South West <input type="checkbox"/> London	Calculated from IDBR data – contact centre to check this is correct based on the address Surveyor to check

Contact name for Survey	[Check Autofill]	Position	[Check Autofill]	To be updated by the contact centre if required
Contact details	Telephone	[Check Autofill from Survey database]		To be checked by contact centre
	Fax	[Check Autofill from Survey database]		To be checked by contact centre
	E-mail	[Check Autofill from Survey database]		To be checked by contact centre
Do you have a nominated person who is responsible for Waste Management?	Name	[Check Autofill from Survey database]		To be checked by contact centre
	Job Title	[Check Autofill from Survey database]		To be checked by contact centre
	Telephone	[Check Autofill from Survey database]		To be checked by contact centre
	Email	[Check Autofill from Survey database]		To be checked by contact centre
Company size band (Total paid employees)	[Check Autofill from Survey database] <input type="checkbox"/> 5-9 <input type="checkbox"/> 10-19 <input type="checkbox"/> 20-49 <input type="checkbox"/> 50-99 <input type="checkbox"/> 100-249 <input type="checkbox"/> 250+			To be checked by contact centre Surveyor to also check during survey

Part 3 – Details of waste streams produced and waste management methods

Information Required	Notes		
Surveyor to enquire about materials delivered to site to understand mass balance			
Information required	Notes	e.g. Waste Stream 1 – Waste type and management route	Waste stream is defined by both type and management route e.g. waste paper for general recycling and confidential paper for shredding are two separate waste streams.

Description of waste	1. Waste Type	SOC Coding	<ul style="list-style-type: none"> <input type="checkbox"/> Chemical Wastes <ul style="list-style-type: none"> <input type="checkbox"/> Spent solvents <input type="checkbox"/> Acid, alkaline or saline wastes <input type="checkbox"/> Used oils <input type="checkbox"/> Spent chemical catalysts <input type="checkbox"/> Chemical preparation wastes <input type="checkbox"/> Chemical deposits and residues <input type="checkbox"/> Industrial effluent sludges <input type="checkbox"/> Metallic Wastes <ul style="list-style-type: none"> <input type="checkbox"/> Metallic wastes <input type="checkbox"/> Healthcare Wastes <ul style="list-style-type: none"> <input type="checkbox"/> Health care and biological wastes <input type="checkbox"/> Non-metallic Wastes <ul style="list-style-type: none"> <input type="checkbox"/> Glass wastes <input type="checkbox"/> Paper and cardboard wastes <input type="checkbox"/> Rubber wastes <input type="checkbox"/> Plastic wastes <input type="checkbox"/> Wood wastes <input type="checkbox"/> Textile wastes <input type="checkbox"/> Waste containing PCB <input type="checkbox"/> Discarded Equipment <ul style="list-style-type: none"> <input type="checkbox"/> Discarded vehicles <input type="checkbox"/> Batteries and accumulators wastes <input type="checkbox"/> WEEE and other discarded equipment <input type="checkbox"/> Animal & Vegetable Wastes <ul style="list-style-type: none"> <input type="checkbox"/> Animal waste of food preparation and products <input type="checkbox"/> Animal faeces, urine and manure <input type="checkbox"/> Animal & vegetal wastes <input type="checkbox"/> Mixed Ordinary Wastes <ul style="list-style-type: none"> <input type="checkbox"/> Household and similar wastes <input type="checkbox"/> Mixed and undifferentiated materials <input type="checkbox"/> Sorting residues <input type="checkbox"/> Common Sludges <ul style="list-style-type: none"> <input type="checkbox"/> Common sludges (excluding dredging spoils) <input type="checkbox"/> Dredging spoils <input type="checkbox"/> Mineral Wastes <ul style="list-style-type: none"> <input type="checkbox"/> Combustion wastes <input type="checkbox"/> Contaminated soils and polluted dredging spoils <input type="checkbox"/> Solidified, stabilised or vitrified wastes <input type="checkbox"/> Other mineral wastes <input type="checkbox"/> Construction and demolition wastes <input type="checkbox"/> Asbestos wastes <input type="checkbox"/> Waste of naturally occurring minerals 	<p>REMEMBER DATA FROM 2009 CALENDAR YEAR NEEDED</p> <p>Need to provide information for every waste stream.</p> <p>Ask the client to describe the business. What happens on site; what are the processes. Think about the inputs and outputs to the business/ process e.g. what materials arrive on site? What leaves the site (materials and wastes)?</p> <p>Think about the mass balance. Think about all the processes on site where waste could be generated. Produce list of all the wastes generated on site e.g.</p> <ul style="list-style-type: none"> • Packaging waste e.g. cardboard • Waste from production or site operations • Waste from transport e.g. oils, paint • Waste from maintenance or construction work • Chemicals and solvents • Bulky waste e.g. furniture • Electrical equipment e.g. IT equipment • Batteries • Office wastes – general waste • Recycled waste streams e.g. paper, bottles, cans, metal, • Printer cartridges • Fluorescent tubes • Canteen waste e.g. food waste • Garden waste • Clinical/ sanitary waste <p>Note where on site each waste stream is arising.</p>
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		<input type="checkbox"/> Non-wastes <input type="checkbox"/> blast furnace slag and <input type="checkbox"/> virgin timber	Included to compare with data from previous survey, even though these are no longer classed as 'waste.' Check definitions if these waste streams are present on site.
2.Physical form	Identify whether the waste is solid or liquid	<input type="checkbox"/> Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Sludge	Look at the waste if not obvious.
3.Nature of Waste	Is the waste hazardous or non-hazardous	<input type="checkbox"/> Haz <input type="checkbox"/> Non-haz	Client to respond. If does not know, class as non-hazardous. If you believe the waste has been wrongly classified advice can be offered.
4.Treatment	Does the waste require any specialist treatment	<input type="checkbox"/> Yes <input type="checkbox"/> No	Client to respond. If does not know = no
5.Source of waste data	What type of waste data do you have for 2009?	<input type="checkbox"/> 1: Weight (tonnes) <input type="checkbox"/> 2: Volume (m ³) <input type="checkbox"/> 3: None (go to 9- waste estimation)	Make sure you are not mixing volume and weight data (volume is size of container m ³ ; weight is tonnage – kg, tonnes etc).
6.: Weight/ volume	What is the source of the weight/ volume?	<input type="checkbox"/> Company records <input type="checkbox"/> Waste collector returns <input type="checkbox"/> Other, please state	e.g. internal records e.g. Waste Transfer Notes or Consignment Notes e.g. invoicing information
7.	Are these actual weights or estimated weights?	<input type="checkbox"/> A: Actual <input type="checkbox"/> B: Estimated <input type="checkbox"/> C: Don't know	Record all information, but if estimated weights, wastes will need to be estimated in addition to recording the weight.
8.	If A (Actual) or B (Estimated) enter the total tonnage for 2009	[] tonnes	Remember 2009 calendar year data only.
	If Volumes, (Actual or Estimated) B(Estimated weights) or C (Don't know) go to the Waste Estimation section		

	9. Waste Estimation (Use this section where weights have been estimated, volumes have been provided or if no waste data has been provided)	9.A Details of type and dimensions of container used to store the waste. How many containers were provided on site for each waste stream in 2009?	Refuse Bag <input type="checkbox"/> Refuse Bag Dustbin <input type="checkbox"/> Dustbin ETC	Refer to pictures of waste containers to assist with this question.
		9.B. How full was the average container that was collected in 2009?	<input type="checkbox"/> % <input type="checkbox"/> Don't know	
		9.C. How often were these emptied in 2009?	<input type="checkbox"/> times emptied per year	Ask how many times the waste was collected in 2009 – what was the frequency e.g. weekly, daily or monthly collection or is collection not on a set frequency i.e. contractor collects when the bin is full.
10.		Please confirm the type of contract arrangement you have	<input type="checkbox"/> Set frequency e.g. weekly, daily <input type="checkbox"/> Collect when full <input type="checkbox"/> Other	

How is the Waste managed on Site?	11. Mixed waste streams	11.A. If the waste is a mixed waste stream, identify as far as possible the components and proportion of the waste stream they comprise	% Comp	Use composition data provided by the company, if available. Look at waste and estimate % volume in each category NB ONLY FOR MIXED WASTE STREAMS
		<input type="checkbox"/> Chemical Wastes		
		11.B,C,D,E (each waste component)	ETC	
		11.F. How was the composition of the mixed waste stream identified?	<input type="checkbox"/> Company analysis <input type="checkbox"/> Visual inspection by surveyor <input type="checkbox"/> Other	
How is the Waste managed Externally?	12.Waste Collection	Who collects the waste?	<input type="checkbox"/> Waste Contr' <input type="checkbox"/> LA <input type="checkbox"/> Employees <input type="checkbox"/> Charity <input type="checkbox"/> Other	e.g. Biffa, Veolia, Shanks etc Local Authority Staff re-use or recycle e.g. Oxfam, community schemes e.g. Supplier take-back, CA site, another company collects to re-use/re-sell

	13.Waste management	How is the waste managed?	<input type="checkbox"/> Land disposal <input type="checkbox"/> Landfill <input type="checkbox"/> Land recovery <input type="checkbox"/> Compost-like outputLandfill <input type="checkbox"/> Inert wastes <input type="checkbox"/> Unknown <input type="checkbox"/> Thermal with Energy Recovery <input type="checkbox"/> Energy from waste (EfW) facilities <input type="checkbox"/> Pyrolysis <input type="checkbox"/> Gassification <input type="checkbox"/> Waste Derived Fuel <input type="checkbox"/> Unknown <input type="checkbox"/> Thermal without Energy Recovery <input type="checkbox"/> Incinerators <input type="checkbox"/> Crematoriums <input type="checkbox"/> Pyrolysis <input type="checkbox"/> Gassification <input type="checkbox"/> Unknown <input type="checkbox"/> Transfer Station <input type="checkbox"/> Treatment <input type="checkbox"/> Mechanical Biological Treatment (MBT) <input type="checkbox"/> Biological Mechanical Treatment <input type="checkbox"/> Autoclave <input type="checkbox"/> Mechanical Heat Treatment <input type="checkbox"/> Alternative Treatment Technologies <input type="checkbox"/> Unknown <input type="checkbox"/> Recycling <input type="checkbox"/> Materials Recycling Facility (MRF) <input type="checkbox"/> Bring banks <input type="checkbox"/> Reprocessor <input type="checkbox"/> Unknown <input type="checkbox"/> Composting <input type="checkbox"/> Windrow Composting <input type="checkbox"/> In-Vessel Composting (IVC) <input type="checkbox"/> Anaerobic Digestion (AD) <input type="checkbox"/> Unknown <input type="checkbox"/> Reused off-site <input type="checkbox"/> Recycled Aggregates <input type="checkbox"/> Secondary Aggregates <input type="checkbox"/> Unknown <input type="checkbox"/> Don't know	What happens to the waste when it leaves the site? Use list of technologies to map to the appropriate box.

	14/15 Destination of waste	14. Where is the waste managed?	<input type="checkbox"/> In region of origin <input type="checkbox"/> Other region <input type="checkbox"/> Don't know	Use the regional map provided to assist with this question.
		15. Do you know the facilities which the materials are being sent to? Please state	[] <input type="checkbox"/> Don't know	
Reuse, Recycling and Recovery	16/17. Reused	16. Could this waste be reused in production or elsewhere on site?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	e.g. Could production waste be re-processed? Could packaging be re-used?
		17. Could this waste be reused offsite by another organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	e.g. Could the material be sent to another company for re-use e.g. packaging?
	18. Recyclable	Could this waste be recycled if it is not already?	<input type="checkbox"/> Already recycled <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	e.g. could paper, metal, glass plastic etc be sent for recycling?
	19. Recoverable	Could this material be recovered if it is not already, or if it is already recycled? i.e. via incineration with energy, MBT etc	<input type="checkbox"/> Already recovered <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	Could the material be sent to any waste process other than landfill? e.g. EfW Direct the client to the website <insert>if they need further information.
Additional information	20. Comments	Record any additional information about the waste stream.	<i>Regulated under producer responsibility legislation, e.g. packaging</i>	Is the clients' business subject to any specific regulations regarding waste or producer responsibility legislation e.g. the Packaging Waste Regulations?

Part 4 – Finish Survey

Check on missing fields	<input type="checkbox"/> Yes <input type="checkbox"/> No	Check all data input
I confirm that the data collected in this survey has been recorded fairly and honestly	[signature of business]	Obtain client signature