



Environmental Management

Operational Safety Instruction

Waste Management & Disposal including Aircraft Catering Waste

18th May 2021

ASEnv_OSI_058

v2.0

It is the responsibility of all employers to ensure that relevant OSIs are brought to the attention of their staff. However, individuals remain responsible for their own actions and those who are in any doubt should consult their Supervisor or Manager.

1. Introduction

- 1.1 Heathrow is committed to minimising the impact of its business on the environment and local communities through responsible environmental stewardship and continuous improvement of our environmental performance.
- 1.2 It is therefore essential that all airport waste producers adopt environmental standards in line with the Government's strategy for sustainable waste management and follows the waste hierarchy (eliminate, reduce, reuse, recycle & responsible disposal).
- 1.3 The purpose of this Instruction is to advise all companies of the Airside waste facilities available at Heathrow, correct use of these facilities and the standards for waste management and environmental compliance required by Heathrow.
- 1.4 It is essential that this information is disseminated by managers to all staff and in particular to those employees engaged in the management or handling of the waste arising from the company.
- 1.5 Red bars have been added to the side of the document to draw the reader's attention to where changes have been made.
- 1.6 ASEnv_OSI_058 V1.0 is hereby cancelled.



2. Definitions

Abbreviation	Description
FOD	Foreign Object Debris/Damage
EU	European Union
EWC	European Waste Catalogue
WEEE	Waste Electrical and Electronic Equipment
ICW	International Catering Waste
ACW	Aircraft Cabin Waste
DEFRA	Department for Environment, Food & Rural Affairs
CAT1	Category 1 Food Waste
ABP	Animal by-product

2.1 For the purpose of this instruction, the use of the terms;

- 2.1.1** 'Aircraft cabin waste' (ACW) is waste that is cleared from an aircraft passenger cabin. It may include food packaging, printed media (such as newspapers and magazines) and other waste that may be contaminated with food. It should not contain galley waste or compactor boxes.
- 2.1.2** International Catering Waste (ICW) is food waste from international transport, including airlines. Food is considered as ICW when it is no longer considered for consumption i.e., when it is thrown away.
- 2.1.3** 'Animal by-products' are parts of animals or products of animal origin not intended for human consumption. Classified as CAT1 waste by DEFRA from non-UK origins.
- 2.1.4** A 'Carrier' is a person who collects or carries waste. Unless exempt, a carrier must be registered with the Environment Agency and hold a valid carrier's certificate.
- 2.1.5** A 'Consignee' a person who received waste for treatment, disposal or recovery at an authorised facility. A consignee must have a permit or be exempt from permitting to accept waste.
- 2.1.6** A 'Producer' is a person who has undertaken an activity that results in an end product that requires disposal i.e., has undertaken an oil change on a vehicle and now requires to dispose of the hazardous waste oil.



2.1.7 A 'Holder' is a person who holds waste that was not originally produced by them, sometimes referred to as the 'Broker'.

2.1.8 'Fly-Tipping' is the illegal disposal of waste at an unauthorised location that is adversely affecting the amenity of our local environments and negatively impacting the appearance of Heathrow. Fly-tipping can lead to serious pollution of the environment and harm to human health. It can also generate a potential FOD hazard to aircraft.

2.1.9 'Waste Storage' is an authorised area where waste is collected in a receptacle awaiting transfer and disposal.

3. Equipment Provided for the Disposal of Waste

3.1 Waste compactors and wheeled bins are provided Airside for the collection of permitted waste categories as detailed below.

3.1.1 Waste categories:

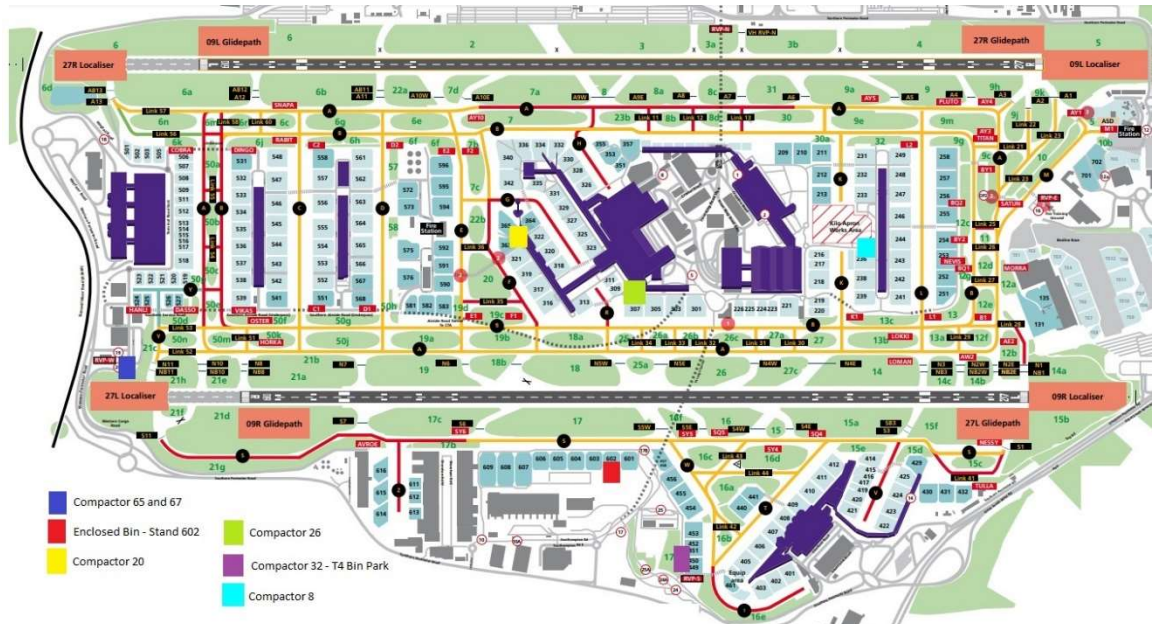
	Category	Compactor	Remarks	Included in Std Charges
1	Office waste - paper, plastics etc.	Yes	Loose waste must be in sealed plastic bags.	Yes
2	Retail (non-catering) waste - cardboard etc. This doesn't include construction or fit-out waste.	Yes	Cardboard boxes must be broken down.	Yes
3	Terminal catering waste - food etc.	Yes	Waste must be double bagged in clear plastic bags and sealed.	Yes
3.1*	Vegetable oils or liquids.	No	It's the users/producers responsibility to arrange separate disposal.	
4	Cabin waste from aircraft not containing food.	Yes	This specifically excludes galley and toilet bins etc.	Yes
5*	Cabin waste from aircraft containing food.	No	Food must be disposed of at the Catering Base.	
6*	Galley waste (including galley bins) from aircraft.	No	Food must be disposed of at the Catering Base.	
7	Small engineering items not containing or contaminated by hazardous wastes such as oils or solvents.	Yes	This must not include oils or mechanical items.	Yes



8*	Fluorescent tubes.	No	It's the users/producers responsibility to arrange separate disposal.	No
9*	Sodium lamps.	No	It's the users/producers responsibility to arrange separate disposal.	No
10*	Heavy, bulky or long items. i.e. furniture, carpet, seat cushions etc.	No	It's the users/producers responsibility to arrange separate disposal	No
11*	Construction, demolition, refurbishment or Contractors waste.	No	It's the users/producers responsibility to arrange separate disposal	No
12*	Hazardous Wastes including: oils, batteries, chemicals, solvents or paints. This includes materials such as rags and clean up materials contaminated by such wastes.	No POL Bins for used oil cans	It's the users/producers responsibility to arrange separate disposal	No
13*	Animal By-Product Wastes including: wastes defined as category 1, 2 and 3 by the Animal By-Product Regulations.	No	It's the users/producers responsibility to arrange separate disposal	No
14*	Waste Electrical and Electronic Equipment as defined by the Waste Electrical and Electronic Regulations.	No	It's the users/producers responsibility to arrange separate disposal	No
15*	* Clinical wastes	No	It's the users/producers responsibility to arrange separate disposal	
16*	Imported/rotten food includes wastes classified under The Products of Animal Origin (Import and Export) Regulations.	No	It's the users/producers responsibility to arrange separate disposal	Yes
17*	Animal carcasses	No	It's the users/producers responsibility to arrange separate disposal.	No
18*	Aircraft toilet waste.	No Sanitation blocks	No other waste should be emptied into the sanitation blocks.	No
19	De-icing fluid	No	It's the users/producers responsibility to arrange separate disposal.	No



3.1.2 Waste compactor and bin locations



3.2 Any company wishing to dispose of waste for which facilities are not supplied Airside must make provision for the legal collection and disposal of that waste themselves.

3.3 All companies transferring waste off site shall be accountable for correctly classifying and consigning their wastes according to the legal definitions within the EWC and in accordance with UK legislation (Waste Regulations – Duty of Care). The consignor must ensure that the appropriate documentation (waste transfer or consignment note) is in place and kept in accordance with the procedure.

3.4 Furthermore, the producer shall ensure that documentation is obtained to confirm parties transferring waste from Heathrow are licensed to do so and that they are approved for the type of waste being removed. In addition, the producer must also confirm that the waste management facilities being used to treat or dispose of the waste has the correct permit for the specific categories of waste in question.

4. Correct Disposal Routes for Waste

4.1 All permitted waste must be placed directly into the waste equipment provided and not be placed anywhere outside of bins or compactors. If the waste container is full, or a



compactor is not operational, the operator must fault the equipment using the Heathrow Engineering Help Centre on 020 8976 6555.

- 4.2** All waste equipment must be left fully secured with doors and lids closed. All skips are to be lidded or sheeted.
- 4.3** Spillages that occur whilst transporting or loading the waste must be cleaned up immediately by the responsible person and the contents appropriately disposed of. Spillages must be reported as per OSI AEnv_OSI_059 Airside Environment - Incident Reporting Procedures.
- 4.4** Heathrow Airport - London Byelaw 3 (22) states: No person shall drop or otherwise deposit anything in such circumstances as to cause, contribute to, or tend to lead to, the defacement by litter pollution or waste substances of any part of the airport. This carries a maximum penalty of £2,500. In addition, Heathrow will seek to recover the costs of removal and disposal of any fly-tipped waste or abandoned equipment.
- 4.5** Compliance with these instructions is a condition of the use of this service.

5. Hazardous Waste

- 5.1** Hazardous waste has properties that may render it harmful to human health and the environment. These materials are listed in 3.1.1 and are identified by an asterisk (*).
- 5.2** Hazardous waste must be segregated, and the producer shall be accountable for ensuring there is appropriate and adequate storage for each separate category of waste they have.
- 5.3** Separate disposal arrangements must be made and paid for by the producer/holder of hazardous waste in a manner compliant with the Hazardous Waste Regulations.
- 5.4** Under no circumstances should hazardous waste be disposed of in containers provided by Heathrow. All third parties and Heathrow contractors that produce hazardous waste at Heathrow must register annually as Hazardous Waste producers with the Environment Agency and make separate arrangements for the disposal of the same. Records must be kept of the above and are subject to audit by Heathrow.
 - 5.4.1** Only empty waste pollutant oils and lubricant tins are to be disposed of in the red bins provided at the head of stand, AEnv_OSI_062 Disposal of Pollutants, Oils and Lubricants and other Hazardous Waste.



6. Aircraft Catering Waste

- 6.1** International catering waste (ICW) is subject to specific regulations due to the risk that it presents to animal, plant and human health from exotic disease entering the country. These regulations are known as the Animal By-Products (ABP) Regulations.
- 6.2** No aircraft catering waste from both inside and outside the EU shall enter the airport waste stream. Heathrow does not supply any facilities for this type of waste stream. Instead, all aircraft catering waste must be segregated and sent for disposal (at a facility authorised to dispose of it) by the Airline or their cleaning/catering contractor at their cost.
- 6.3** Any airline catering waste being disposed of in Heathrow waste facilities will result in the contents of the container being classified as contaminated and the cost of disposal increases significantly as this must be incinerated. Heathrow will pass on the cost of disposal for the entire container to the airline responsible for the aircraft waste.
- 6.4** International Catering Waste is classified as CAT1 ABP and, as of 26th February 2021, includes all EU origin food waste and food contaminated packaging. All waste arising from the cleaning of an aircraft cabin must be incinerated or sent to deep landfill. [Handling and disposing of international catering waste - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- 6.5** Furthermore, Heathrow reserve the right to notify the Department for Environment and Rural Affairs of the breach of EU regulations.

7. Wastewater

- 7.1** No waste liquids or effluents of any type shall be disposed of, discharged into, or allowed to reach the airport surface water drainage system.
- 7.2** Discharges of waste liquids or effluents into the airport foul drainage system shall only be permitted in accordance with current trade effluent discharge consents and local operating instructions.

8. Waste Electrical and Electronic Equipment

- 8.1** All waste electrical and electronic equipment must be disposed of separately and shall not enter the airport waste stream.



8.2 Separate disposal arrangements must be made and paid for by the producer/holder of WEEE waste in a manner compliant with the WEEE Regulations.

9. Records

9.1 In order to comply with the statutory 'Duty of Care' regarding waste, all companies shall issue and keep records (notes) of Waste Transfers to third parties. The records must detail the date, waste description and quantity and who it is transferred to.

9.2 All companies with waste storage areas shall organise regular inspections to assess compliance with waste storage requirements and report any non-compliant areas to their Senior Management Team.

9.3 Heathrow may, with prior notice, inspect third party premises and activities in order to carry out an inspection of waste documentation, consignment and storage including that of hazardous waste.

9.4 All documentation required by legislation, as detailed within this procedure, shall be kept securely in electronic and/or hard copy form and readily available on request. All documentation shall be kept for a minimum of three years.

10. Training & Education

10.1 All personnel who use waste compactors shall be trained by their employer in the correct use of the equipment, its safe operation and they must have the appropriate personal protective equipment.

10.2 Staff shall be trained in the correct way to handle the waste they are in contact with in a safe and correct manner.

10.3 Staff shall be trained in the reporting and containing of any spills in connection with the waste they handle. These procedures must be in line with ASEnv_OSI_059 Airside Environment Incident Reporting Procedures.



11. Enquiries

Any questions regarding the contents of this Instruction or the subject matter in general should be referred Aerodrome Procedures Manager, email Aerodrome.Procedures@heathrow.com

12. References

Waste Regulations – Duty of Care

OSI AEnv_OSI_059 Airside Environment Incident Reporting Procedures

AEnv_OSI_062 Disposal of Pollutants, Oils and Lubricants and other Hazardous Wastes

Hazardous Waste Regulations

The Animal By-Product Regulation

U.K GOV - Handling and disposing of international catering waste.

