

SCOTTISH MINISTERS' REQUIREMENTS

SCHEDULE 5 PART 8

ENVIRONMENTAL SUSTAINABILITY AND WASTE

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1. INTRODUCTION

1.1 General Requirements

- 1.1.1 The Operating Company shall follow the principles of the Scottish Government's and Transport Scotland's requirements for sustainable development.
- 1.1.2 When undertaking any Operations, the Operating Company shall ensure all of its activities support and contribute towards the Scottish Minister's objectives and targets for carbon reduction.

2. REQUIREMENTS FOR SUSTAINABILITY

2.1 General

- 2.1.1 The Operating Company shall have documented procedures detailed in its Management System, to enable it to achieve the requirements of this Part through planning and executing all Operations associated with the management and maintenance of the Unit, including:
 - (i) the work of sub-contractors and sub-consultants,
 - (ii) the collection and reporting of data required by this Part, and
 - (iii) certification and compliance with statutory requirements including licences, environmental permits, exemptions and waste transfer notes to meet the requirements of this Contract.

2.2 The Transport Scotland Carbon Management System

- 2.2.1 The Operating Company shall supply and record all data required to meet the requirements for carbon reporting, carbon management and carbon accounting as detailed in the Director's Carbon Management System. The relevant components of the Director's Carbon Management System are:
 - (i) Carbon Management System Annual Account data template,
 - (ii) Carbon Management System road infrastructure projects tool, and
 - (iii) Carbon Management System contractors' data template for projects.
- 2.2.2 The Operating Company shall comply with the requirements of the Carbon Management System in accordance with the guidance contained within the system as amended by the Director from time to time.
- 2.2.3 The Director shall provide the Operating Company with the relevant components of the Carbon Management System listed in paragraph 2.2.1 of this Part. The Director shall notify the Operating Company of any subsequent changes made to the scope of the Carbon Management System and the Operating Company shall implement the changes.

2.3 Sustainability Requirements

- 2.3.1 For all Works Contracts with an Estimated Bid Value greater than £1,000,000, the Operating Company shall provide a report to the Director on the feasibility of sourcing at least 10% of the materials required for the Scheme from recycled, secondary or re-used sources. When required by the Director, the Operating Company shall include a requirement for such material sourcing within the Works Contract.
- 2.3.2 The Operating Company is expected to make an application for an award under the *Civil Engineering Environment Quality Assessment and Award Scheme Term Contracts Version* and achieve interim verifications in accordance with the timescales set out in this document.

Once awarded an interim verification, the Operating Company shall achieve a final verification during the last Annual period.

2.4 Site Waste Management Plans

- 2.4.1 The Operating Company, as part of its Design as stated in Schedule 6 part 4, shall develop a Site Waste Management Plan for all Schemes with an Estimated Bid Value greater than £350,000. The Site Waste Management Plan shall be developed in accordance with current best practice guidance and instructions issued by the Director or any amendments to the *Design Manual for Roads and Bridges*.

The Site Waste Management Plan shall:

- (i) provide details of the quantity and type of waste that will be produced for each Scheme and Works Contract,
- (ii) provide details of how the waste produced will be minimised, reused, recycled, recovered or otherwise diverted from landfill,
- (iii) provide details of how any materials that cannot be reused, recycled or recovered will be disposed of at a legitimate site,
- (iv) take account of the Scottish Government's targets for waste reduction and recycling, and
- (v) be regularly updated during the construction process to record how all waste is managed.

The Site Waste Management Plan developed as part of the Operating Company's Design shall be completed and implemented by the Works Contractor.

2.5 Data recording

- 2.5.1 The Operating Company shall prepare and keep Records for submission to the Director of:
- (i) evidence that at least 10 percent of the materials sourced for Works Contracts with an Estimated Bid Value greater than £1,000,000 has been obtained from recycled or secondary sources for all Schemes where this requirement has been consented to by the Director,
 - (ii) execution of the requirements for carbon reporting, management and accounting detailed in the Director's Carbon Management System,
 - (iii) Site Waste Management Plans as required in paragraph 2.4.1 of this Part,

- (iv) the *Civil Engineering Environment Quality Assessment and Award Scheme Term Contracts Version*,
- (v) the total amount of material resources consumed in undertaking its Operations and in Works Contracts measured in tonnes per £100k of construction value,
- (vi) the proportion of total material resources consumed in Operations and in Works Contracts which are sourced from recycled, secondary or re-used sources,
- (vii) the proportion of total material resources consumed in Operations and in Works Contracts which are sourced from renewable or certified sources,
- (viii) the total amount of controlled waste produced in Operations and in Works Contracts measured in tonnes per £100k of construction value, including a breakdown of the individual waste types produced,
- (ix) the total amount measured in tonnes per £100k of construction value and the proportion of the total amount of controlled waste produced in Operations and in Works Contracts that is re-used, recycled and sent for disposal to landfill,
- (x) the total amount measured in tonnes per £100k of construction value and the proportion of construction and demolition waste produced which is re-used, recycled and sent for disposal to landfill in Operations and in Works Contracts,
- (xi) the total volume of water consumed in Operations and in Works Contracts, and
- (xii) the monthly total fuel consumption measured in litres and the monthly total kilometres travelled for each Trunk Road Incident Support Service vehicle.

2.5.2 The Operating Company shall ensure that obligations are included in all Works Contracts to require Works Contractors to prepare and keep the same records as required by this Part as appropriate.

2.5.3 The Operating Company shall undertake regular documented and recorded reviews to ensure it complies with:

- (i) the requirements for implementing and managing the Director's Carbon Management System,
- (ii) the requirements for Site Waste Management Plans,
- (iii) the collection, recording and reporting of other information required by this Part, and
- (iv) the control of all documentation including the identification and traceability of documents, document issues and status. This shall also include the control of documentation recording the relevant environmental licences, permits, exemptions, waste transfer notes and other environmental Records in respect of Operations and Works Contracts.

The outcomes of these reviews shall be recorded by the Operating Company and provided to the Director and the Performance Audit Group when requested.

3. REPORTS

3.1 Requirements

- 3.1.1 The Operating Company shall provide an annual report on the sustainability aspects of all Operations and Works undertaken during each Annual Period. This report shall be provided to the Director and the Performance Audit Group no later than 25 Working Days after the start of each Annual Period and shall include:
- (i) the total carbon emissions recorded in the Carbon Management System Annual Account data templates associated with carrying out the Operations required by this Contract,
 - (ii) the activities stated in paragraph 2.5.1 of this Part, and
 - (iii) any other sustainability aspects required by the Director.
- 3.1.2 The annual report shall contain separate sections including the following information:
- (i) the Records detailed in paragraph 3.1.1 of this Part,
 - (ii) matters subject to any notice from a regulatory body, and
 - (iii) any other relevant matters that shall either be required by the Director or, which in the opinion of the Operating Company, should be brought to the attention of the Director.
- 3.1.3 The Operating Company shall provide the following reports using the carbon emissions data generated by the contract control and management function of the Integrated Roads Information System as required by Schedule 4 Part 1:
- (i) a quarterly report of carbon emissions associated with material usage and transportation in Schemes using the contract control and management function of the Integrated Roads Information System's carbon conversion factors for individual Schedule of Rate items within the one year Programme, and
 - (ii) an annual report of carbon emissions associated with material usage and transportation in Schemes using the contract control and management function of the Integrated Roads Information System's carbon conversion factors for individual Schedule of Rate items within the one year Programme. This shall be included within the annual report required in paragraph 3.1.1 of this Part.
- 3.1.4 The Operating Company shall provide a report detailing the total carbon emissions using the carbon emissions data generated from the Carbon Management System Road Infrastructure Projects Tool for each Works Contract. This report shall be provided no later than 25 Working Days following completion of the Works Contract and include a comparison between Statement of Intent (Scheme approval) carbon emissions estimates of works as required by Schedule 4 Part 1 and the total carbon emissions recorded in the Carbon Management System Road Infrastructure Projects Tool at the completion of the Works Contract.