

AOP 18 – *Environmental Procedures*

1.3 Spillage clean up procedures

Spillages are to be contained and cleaned up immediately. If a company/organisation cannot clean up any spillage immediately, or has no facility for a clean-up operation, the Airport Company will carry out this task and charge the responsible company/organisation accordingly. Unless a specific dispensation has been made, no spillages (irrespective of their size) should be left unattended or untreated. Where possible, the spillage should be guarded by a second individual while help is summoned to prevent airside drivers accidentally driving over a spillage and creating a greater problem.

Absorbent materials used to contain any spillage are to be removed immediately and disposed of safely. Oil impregnated pads/rags should be disposed of as hazardous waste and not disposed in any of the general waste bins or FOD bins.

All stakeholders should ensure that they have written procedures in respect of required actions in dealing with spillages. The airport company may request details of these procedures as part of an internal audit regime.

Further information on spillage requirements and procedures are contained within **Section 12 of the Emergency Orders – “Airport Spillages”**.

1.4 Reporting

Following any spillage, it is the responsibility of the organisation to notify the airport company in order that remedial action may be taken at the earliest opportunity to meet our legal obligations with the Environment Agency.

Notification should be made via **Extension 2299 (0113 391 3399)**, who will contact AOU. This is an additional action and in no way relieves the responsible organisation/company from their obligations to deal with the spillage and minimise the environmental impact, if possible.

1.5 Notification and Follow up Action

When all appropriate actions have been taken and the spillage has been successfully cleaned up, the full details should be logged on the Safety Incident Reporting (SIR) System for review and comment by the airport’s Environmental Manager.

Any spillage as a result of mechanical breakdown of component parts should be investigated immediately and repairs undertaken on the equipment or vehicle to prevent any repeat of the incident. Such equipment should remain out of service until the necessary repairs have been completed.

1.6 Aircraft Engine Component and Exterior Washing

Currently not available at LBA.

1.7 Dry Aircraft Washing

Must not interfere with the activities of any other airline or airside business partner.

Any residue must be removed using vacuum or sweeping methods.

Waste generated from dry washing activities must be disposed of properly. Where appropriate, these should include any relevant waste transfer documentation.

2 SECTION 2 Waste Policy & Procedures

A map of all the waste facilities on-site can be found in APPENDIX 33

2.1 Recycling

2.1.1 Mixed Recycling

In order to comply with the Waste (England & Wales) Regulations 2011, waste should be segregated at source and the following types of waste can be disposed in the same bin (mixed recycling):



- Plastics (all grades)
- Cans (steel and aluminum)
- Paper / Newspapers / Magazines
- Packaging (e.g. clean sandwich wrappers / cereal boxes)

2.1.2 Cardboard



If you use the landside service yard, cardboard boxes should be placed in the cardboard compactor only. If you use the waste facilities at the cargo area, cardboard boxes should be flattened prior to disposal in the mixed recycle skip.

2.1.3 Glass



Glass should be placed in the bottle banks located in the landside service yard

2.1.4 Waste Electrical and Electronic Equipment (WEEE)



All waste electronic equipment (e.g. TV's, kettles, computers etc.) has to be segregated and collected separately from all other wastes in order to maximise its reuse and recycling under the WEEE Directive. If you have any waste electrical equipment to dispose of please contact the airport's Environmental Manager, who will advise where it can be stored for disposal – additional charges will apply.

No WEEE should be disposed in any skip on the airport site.

2.1.5 Scrap Metal

A scrap metal skip is available in the cargo area. Business Partners should obtain permission from the Environmental Manager before disposing of items in this skip.

2.1.6 Hazardous Waste



The following are examples of hazardous waste and should not be disposed in any skip on the airport site. If unsure please contact the airport's Environmental Manager. Stakeholders are responsible for the removal of their own hazardous wastes.

- Fluorescent tubes
- Oil drums / tins
- Paints / paint tins
- Chemicals

2.1.7 Non-Recycling



**non-
recycle**

The only waste that should be disposed of in the non-recycle skips is food waste or wastes heavily contaminated with food.

A reminder to staff that a non-compliance scheme is in force and fines will be issued to those businesses that do not adhere to the above.

In addition, if you have contractors working on-site, they are responsible for their own waste removal and should not be using any of the airport's skips.

2.2 Aircraft Waste (FROM NON EU)

2.2.1 International Catering Waste (ICW)

International Catering Waste (ICW) is defined under the EU Animal By-Products regulation (1069/2009/EC) as 'catering waste from means of transport operating internationally'. ICW is classified as a Category 1 Animal By-Product (ABP), meaning that it is 'High Risk' as a means of importing exotic notifiable diseases such as Foot and Mouth Disease. Therefore, any food or food waste (including packaging or utensils with food residue) from an aircraft that has travelled outside of the EU is considered ICW, even if the aircraft was stocked up for the entire journey in the EU.

Any other waste that has been mixed with ICW, must be disposed of as if it were ICW. It is for this reason, that all waste from on-board an aircraft that has travelled to a non-EU country, must be disposed as ICW.

Countries which are not part of the EU but are part of Europe geographically, for example Iceland, Liechtenstein and Norway, are treated as member states. Countries where the ABP regulation would apply include Turkey and USA.

2.2.2 Storage, Transportation and Disposal of ICW

Responsibility for disposing of ICW lies with either:

- The private owner of the aircraft
- The company that owns the aircraft

If a third party is used to transport ICW from an aircraft, the airline company/owner is still responsible for making sure ICW is identified and disposed of legally. ICW must be sent for disposal as quickly as possible after the aircraft has landed.

The vehicle used to transport the waste to the skip must be clearly labelled 'Category 1, ICW'.

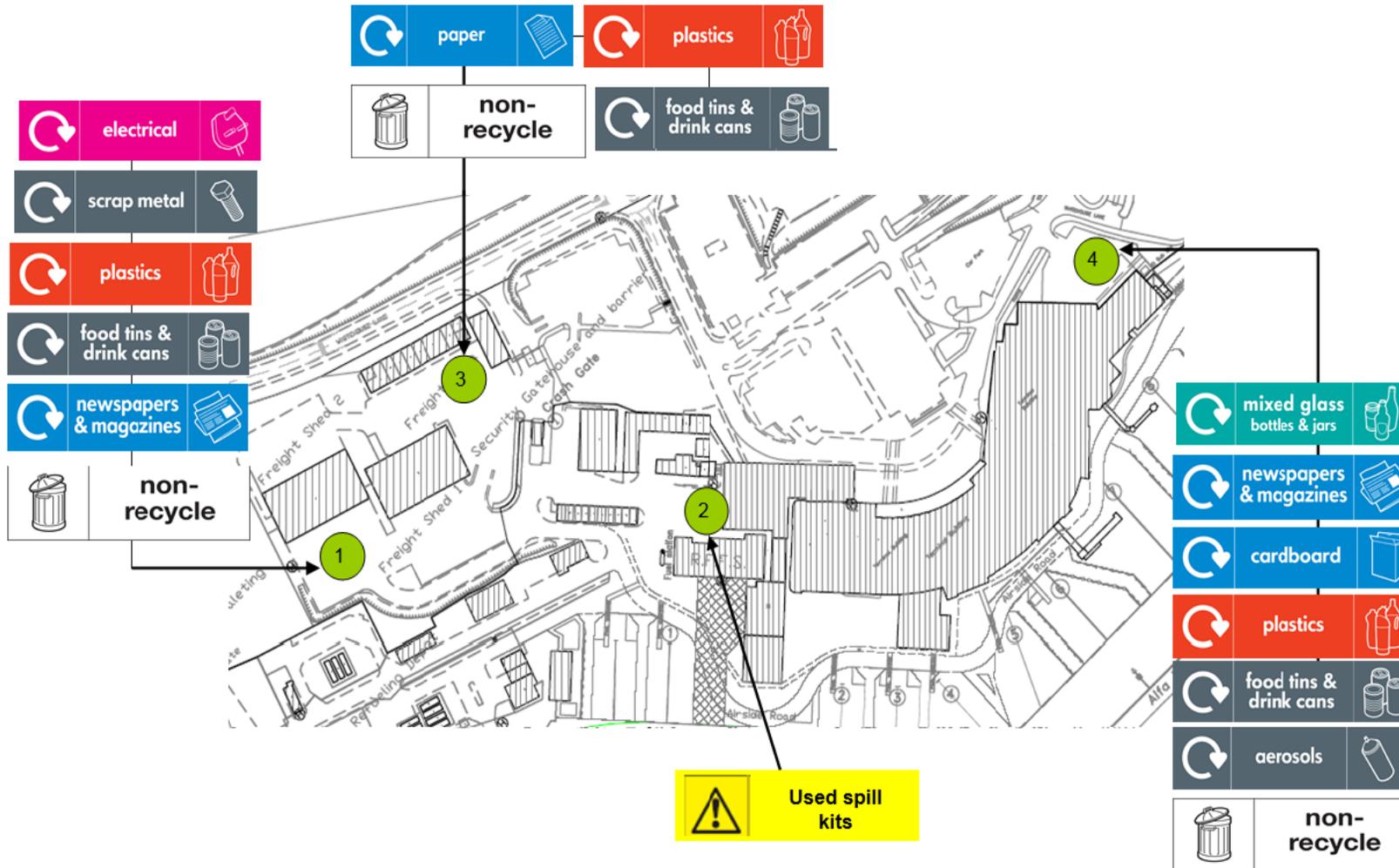
The vehicle must be cleaned and disinfected (with a Defra-approved disinfectant) after each use.

The waste must be stored in a dedicated container that is covered, leak-proof and clearly labelled 'Category 1 – for disposal only'.

The only accepted methods for disposal of ICW are incineration or disposal by deep burial at a Animal & Plant Health Authority approved landfill site. The carrier used to transport the waste for disposal must be approved by the Environment Agency.

2.3 APPENDIX 33 – Waste and recycling locations.

WASTE AND RECYCLING AIRPORT LOCATIONS



APPENDIX 34 – Catchment Areas

