

Interim Advice Note 84/10 Part 3

VOLUME 10	ENVIRONMENTAL DESIGN AND MANAGEMENT
SECTION 0	HIGHWAYS AGENCY ENVIRONMENTAL INFORMATION SYSTEM – EnviS

PART 3

ENVIRONMENTAL MANAGEMENT INFORMATION

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1 INTRODUCTION

1.1 STRUCTURE OF THIS PART

This Part contains specific details on environmental management information. It includes details of what environmental management information consists of and the general process for collection and submission of related data. Part 1 should be read prior to using this Part, to ensure a minimum understanding of EnvIS is acquired.

Within the HA, Part 3 should be read by Project Managers, Network/Area/Route Performance Managers, Regional Environmental Advisors, Environmental Focal Points and Policy Advisors. It also provides a good overview of scope for GIS Specialists, Systems Analysts/Designers and Database Administrators.

For Service Providers, it should be read by Environmental Project Managers, Area Environmental Managers and Environmental Specialists. It also provides a good overview of scope for GIS Specialists, Systems Analysts/Designers and Database Administrators.

1.2 DEFINITION OF ENVIRONMENTAL MANAGEMENT INFORMATION

Environmental management information is specific data, providing details on the broad management requirements of an Element.

2 WHAT IS ENVIRONMENTAL MANAGEMENT INFORMATION?

Specific environmental management information to be attached to a given Element (where applicable) is summarised in Figure 3.1 and outlined below. A detailed discussion of this information is provided in the sections that follow.

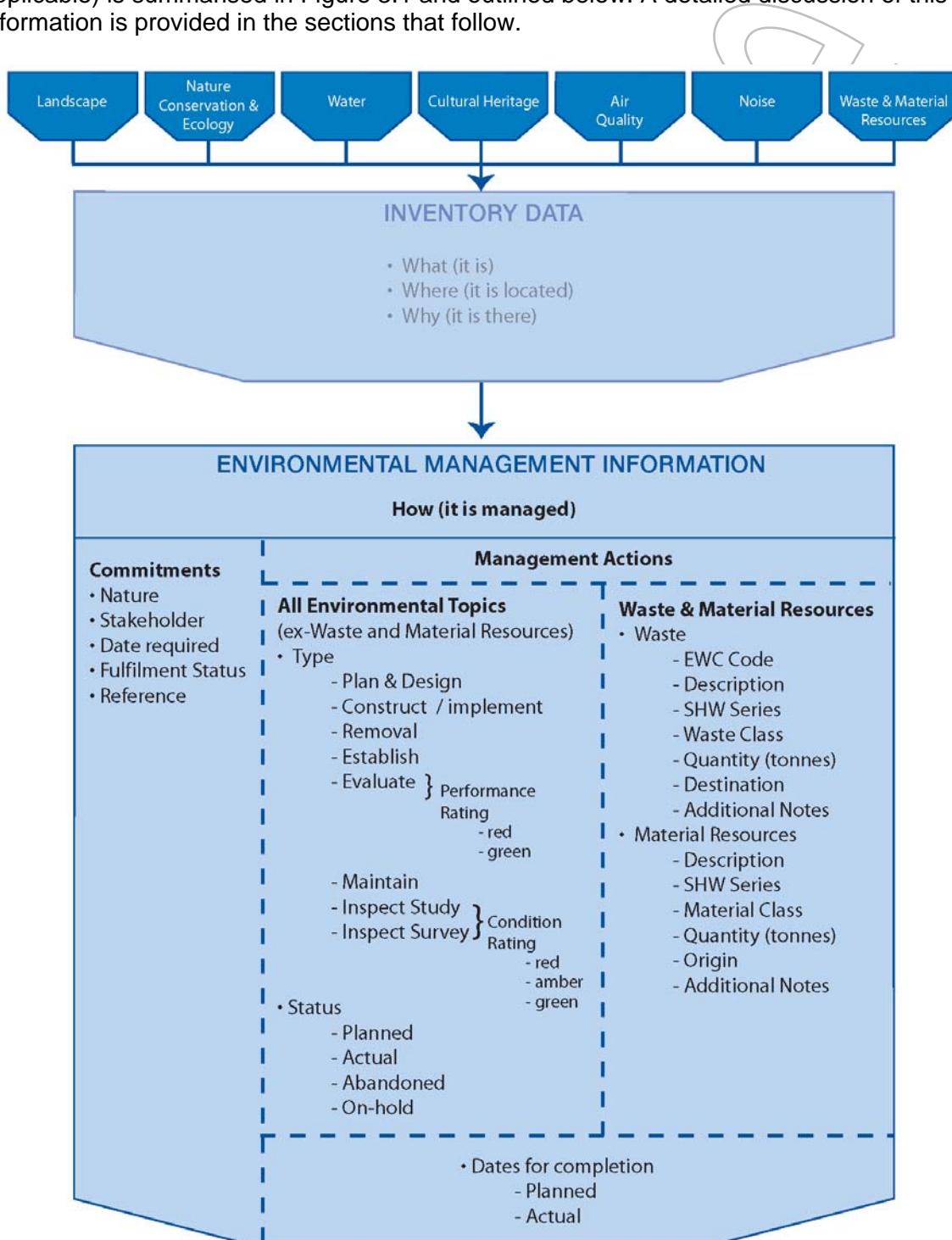


Figure 3.1: Types of Environmental Management Information

Environmental management information must be submitted, by Service Providers, for the environmental topics of landscape, nature conservation and ecology, water, cultural heritage, air, and noise, as follows:

- Specific **Management Actions** to be undertaken for each Element, in line with its HA and environmental objective(s), and recorded as:
 - Plan and Design;
 - Construct/Implement;
 - Removal;
 - Establish;
 - Evaluate;
 - Maintain;
 - Inspect (survey); or
 - Inspect (study).
- Status of each Management Action recorded as:
 - Planned;
 - Actual;
 - Abandoned; or
 - On hold.
- Performance Rating of each Element following relevant evaluate action and recorded as:
 - red; or
 - green.
- Condition Rating of each Element following relevant inspection action and recorded as:
 - red;
 - amber; or
 - green.

Environmental management information must be submitted, by Service Providers, for the environmental topic of: waste and material resources as follows:

- Specific Management Actions to be undertaken, for each waste and material resources Element, and captured as:
 - Waste
 - European Waste Classification Code;
 - Description;
 - Specification for Highway Works Series;
 - Waste Class;
 - Quantity (tonnes);
 - Destination; and
 - Additional Notes.

- Material Resources
 - Description;
 - Specification for Highway Works Series;
 - Material Class;
 - Quantity (tonnes);
 - Origin; and
 - Additional Notes.

Environmental management information must be submitted, by Service Providers, for all environmental topics as follows:

- Details of any Environmental Commitments entered into.
- Completion Dates for each management action, recorded as:
 - Planned; or
 - Actual

Note: It is important to note that environmental inventory data establishes the baseline upon which environmental management information can be attached. Therefore, environmental management information cannot be submitted until the Element has been “set up” in the system, via submission of the relevant environmental inventory data (see Part 2 for more details).

2.1 ENVIRONMENTAL COMMITMENTS

Service Providers must record and submit details of any Environmental Commitments relating to specific Elements. This includes commitments entered into during the course of EIA, Public Inquiry, contract preparation, network management or other such time. Environmental commitments can either relate to a specific Element (e.g. Noise Barrier) or a project area (e.g. an archaeological watching brief). Specific details to be provided are:

- **nature** of the commitment (e.g. Public Inquiry ruling);
- **stakeholder** (entity) with which it was agreed (who the commitment is to);
- **date** commitment is required to be fulfilled (either completion date or in-perpetuity);
- **fulfilment status** of the commitment (relates to whether the commitment is either in-perpetuity, fulfilled or not fulfilled); and

reference to any documentation (e.g. Environmental Statement, correspondence with relevant entity(s) etc.), providing additional information on the commitment and which if required, can be attached to the relevant Element (see Part 4 for more details).

2.2 MANAGEMENT ACTIONS

2.2.1 Management Action Type

As discussed in Part 2 there is a requirement for Service Providers to attach HA and/or environmental objectives, where appropriate, to the various Elements of the strategic road network that will adequately describe the expected result of that Element. Where an objective is attached to an Element the Service Provider must then record and submit management actions to demonstrate that the Element is being managed in accordance with that objective. Elements that require HA and/or environmental objectives to be attached and therefore managed must be agreed with the relevant HA Regional Environmental Advisor and HA Area

Team/HA Project Manager in advance

The following details management actions to be submitted, by the Service Provider, against each Element, as applicable:

Plan and Design

Covers planning and design works undertaken by the Designer. The action of plan and design must be submitted when a planned Element (either a new Element or an existing Element to be modified) has been identified.

Construct / Implement

Includes the physical construction of a planned Element, or the modification of an existing Element by the Designer. The action of construct/implement must be submitted against the relevant Element, following completion of the corresponding plan and design action.

Removal

Relates to the removal of an existing Element by the Service Provider. The action of removal must be submitted either as a result of the plan and design process of a project or the natural loss of an Element (e.g. disease).

Establish

Covers establishment activities undertaken by the Designer for *new* Elements constructed /implemented as part of a project. This action occurs prior to the formal handover, from Designer to Network Management Agent, of each Element. In this scenario, the action of establish must be submitted against each relevant existing Element, following completion of the corresponding construct/implement action.

Maintain

Collectively refers to all ongoing maintenance activities undertaken by Network Management Agents, against existing Elements. There is no requirement to identify individual maintenance activities (e.g. felling, cutting, trimming, repairing, cleaning, etc.) against a particular Element, however the generic action of maintain must be submitted, capturing each time such an activity is undertaken.

This information can be submitted in two ways:

- for occasional maintenance (e.g. repairing a noise barrier, clearing a culvert, etc.) the action of maintain must be submitted each time this action is carried out, indicating the final completion date of the activity; and
- for multiple maintenance activities within a season (e.g. grass cutting which may involve many cuts etc.) the action of maintain must be submitted every season indicating the last completion date of the activity for that season.

Evaluate

Aligned to the HA Post Opening Project Evaluation – Environment (POPE-E) process, this involves reviewing the performance of a *new* Element, following construction/implementation, to determine whether it has been created (designed, constructed, placed, etc) in such a way so as to meet its intended purpose (i.e. HA and/or environmental objective(s)).

Evaluation reviews are typically undertaken every 1, 5 and 15 years following construction/implementation.

Following completion of the corresponding construct/implement action, each evaluation review required must be submitted by the Service Provider, as applicable. This requirement will be determined by the details set down for POPE-E (available from the HA). The submission of evaluation data must include both; a performance rating (red or green) to indicate whether or not the Element is meeting its HA and/or environmental objectives, and any corresponding management actions required to be undertaken. The principle of assigning a colour coded rating to each Element is to assist both the Service Provider and the HA in prioritising management actions. Following handover, the Network Management Agent will inherit this data, and amend and add to it as appropriate, for the life of the Network Area.

The results of the evaluation may identify the need to undertake further management actions to achieve the desired outcomes of the activities. Subsequent submission of additional environmental management information may be required, recorded as follows:

- a performance rating of red indicates that the Element is not currently meeting or is not likely to meet its HA and/or environmental objective(s) within a specified timescale. In this instance information must be submitted, reflecting the appropriate management action to be undertaken (e.g. plan and design, construct/implement, maintain, etc.) to address the situation.
- a performance rating of green indicates that the Element is currently meeting or is likely to meet its HA and/or environmental objective(s) within a specified timescale. In this instance information indicating the next planned evaluation date only, must be submitted (if not already done).

An example of the submission of evaluation records covering these two scenarios is provided in Part 4 Annex B Example 6.

Inspect (survey) and Inspect (study)

Inspection entails the conduct of surveys and studies undertaken, by the Service Provider, to:

- identify the presence or absence of a particular Element in a specific area (e.g. undertaking a bat survey to identify if bats are present);
- gain a better understanding of any environmental issues and opportunities for improvements in a specific area (e.g. need for installation of bat boxes); and
- assess and determine the condition of a particular Element.

For EnvIS reporting purposes, inspection activities are separated into the following two groups, depending on funding source, and are recorded and submitted as such:

- Inspect (survey) relates to inspection activities funded as part of Lump Sum maintenance. Inspect (survey) is undertaken independently to achieve any of the above three outcomes.

- Inspect (study) relates to inspection activities funded as either 'Other Current Maintenance' or Improvements. Inspect (study) can be undertaken independently to achieve any of the above three outcomes or as an activity following on from an inspect (survey) action. In the case of the latter, inspect (study) will be undertaken where the recorded condition rating (from inspect (survey)) indicates that additional work, other than routine maintenance, is required. The purpose of this action is to build on the results of the inspect (survey) and determine further actions to be undertaken.

Inspection activities undertaken must be submitted as either the action of inspect (survey) or inspect (study) against the relevant Element, as applicable. Where inspection is undertaken for the purpose of assessing condition, a subsequent condition rating (red, amber, green) must be submitted, and any corresponding management actions required to be undertaken. The principle of assigning a colour coded rating to each Element is to assist both the Service Provider and the HA in prioritising management actions.

Condition inspection involves the assessment of the physical properties of an Element and whether this is impacting upon its ability to meet its intended purpose (i.e. HA and/or environmental objective(s)). This is different to evaluation for example, which focuses on the impact of design and placement. Outcomes of condition inspection and subsequent condition rating will determine further actions to be undertaken, and subsequent environmental management information to be submitted.

A condition rating of Red indicates the Element is in poor condition and is either not functioning in line with its intended HA and/or environmental objective(s) or is doing so at limited capacity. In this situation, some form of corrective action is required urgently. A red condition rating following on from inspect (survey) can be interpreted in two ways.

If maintenance work is deemed to be the most effective corrective action, then the action of maintain must be submitted by the Service Provider, against an existing Element. In the case that the management action of maintain is to be undertaken a subsequent management action of inspect (survey) must be submitted to determine that the corrective action has been effective (i.e. condition is green).

Where maintenance is not deemed to be the most effective corrective action, then an action of inspect (study) must be submitted to determine further activities required. If the inspect (study) identifies that further activities are required, then the action of plan and design, and construct/implement must be submitted against a new Element, and the action of removal against the existing Element, to address the situation. In the case that plan and design, and construct/implement management actions are to be undertaken subsequent management actions of establish, evaluate, inspect (survey) or inspect (study) must also be submitted.

An inspect (study) action alone (i.e. not following on from inspect (survey)) can also lead to the identification of further activities, following the process outlined above.

Additional management actions required will depend on the specific situation at hand. For example, a badger tunnel may be completely blocked by leaves thereby prohibiting its use. As a result, the management action of maintain will be undertaken to address the problem and corresponding environmental management information submitted. Alternatively, the same Element may be subject to flooding due to structural damage and the entire tunnel requires re-building (i.e. a new Element). In this situation, the management actions of inspect (study), plan and design and construct/implement, as well as removal for the existing Element will be undertaken and corresponding environmental management information submitted.

An Amber condition rating following on from an inspect (study or survey) action indicates that the Element is in satisfactory condition and is, therefore, operational, but is not fully meeting its intended HA and/or environmental objective(s). In this situation, non-urgent corrective action is required and the action of maintain to repair the Element, or inspect (survey) to monitor condition, must be submitted against the existing Element to address the situation. In the case that the management action of maintain is to be undertaken the subsequent management action of inspect (survey) must be submitted to determine that the corrective action has been effective (i.e. condition is green).

Additional management actions required will depend on the specific situation at hand. For example, a badger tunnel may be partially blocked by leaves or show minor structural damage, however it is still meeting its intended HA and/or environmental objective(s) (at present). In this case, either the management action of maintain may be undertaken to immediately address the problem and corresponding environmental management information submitted or alternatively the date of the next planned inspection may be moved forward (e.g. in 6 months instead of 12 months) and submitted as such.

A Green condition rating following on from an inspect (study or survey) action indicates that the Element is in good condition and is meeting its intended HA and/or environmental objective(s). Therefore, no specific corrective action is required. Any details regarding the next planned condition inspection only must be submitted.

An example of the submission of management actions relating to the outcome of condition and corrective action required is provided in Part 4 Annex B Example 7.

Where inspection is undertaken for the purpose of identifying the presence of an Element (e.g. investigating the presence of badgers or bats), the recording of this data requires a slightly different approach. As indicated environmental management information cannot be submitted by the Service Provider to the HA, until the Element has been "set up" in the system. In the situation that the purpose of the inspection is to identify the presence of an Element this will not be possible.

In this circumstance the Service Provider must first submit inventory data relating to the generic Element classification of 'inspect study/survey' (see Part 4) and geographic location (as a polygon) relating to the project or Network Area. The planned action and subsequent actual action of inspect (study) or inspect (survey) is then attached to this Element. The Service Provider is not required to submit inventory data relating to Element status or HA and/or environmental objective(s).

If the outcome of the inspection determines the presence of an Element (i.e. badgers or bats are present on the network) then the Service Provider must submit the relevant environmental inventory data, as described in Part 2 and 4, and any future management actions required to be undertaken (i.e. maintain and inspect). In some cases the results of an inspection, to determine the presence of an Element, may lead to the construction/implementation of a new Element (e.g. badger tunnel) and subsequent management actions (i.e. plan and design, construct/implement, establish and evaluate).

If the purpose of the inspection is to identify the absence of an Element, then planned action and subsequent actual action of inspect (study) or inspect (survey) must be attached to the existing Element. If the results of the inspection conclude that an Element is absent (i.e. no longer exists) then the Service Provider must submit relevant environmental management information.

An example of the submission of management actions relating to presence or absence of an Element is provided in Part 4 Annex B Example 8.

2.2.2 Management Action Status

At any given time, the status of a management action must be submitted, by the Service Provider, as one of the following:

- planned;
- actual;
- on-hold; or
- abandoned.

Management action status can change as follows:

- from planned to actual;
- from planned to on hold
- from on hold to planned;
- from planned to abandoned; and
- from on hold to abandoned.

Where management action status is submitted as on hold or abandoned, reason(s) for the status change must be additionally submitted, as selected from the following list:

Reason(s) Management Action On Hold

- change in contract (re-awarding);
- change in government policy;
- change in HA technical policy / guidance;
- design change;
- funding delay;
- land procurement / Compulsory Purchase Order process;
- lengthy HA approval;
- protected species licensing may be required;
- protected species surveying required (seasonal issues);
- public inquiry; and
- service provider delays.

Reason(s) Management Action Abandoned

- change in government policy;
- change in HA technical policy / guidance;
- funding cut;
- HA not approving project;
- land procurement / CPO not approved;
- no longer required; and
- protected species license not approved.

This information will help Service Providers to substantiate any status change, and will assist the HA in identifying why actions associated with planned Elements are not completed, which can assist in future network management.

Note: When recording data to indicate that a particular management action has been put on hold or abandoned, the actual completion date only is to be recorded (as opposed to the

planned date), by the Service Provider, corresponding to the date that the action was put on hold or abandoned.

It is important to recognise that management action status and Element status (as discussed in Part 2) are different, but interrelated. For instance, Element status can be changed in one of the following two ways:

- Element status is automatically updated by the HA, following receipt of environmental management information from the Service Provider, indicating the status of the applicable management action as either actual, on hold, abandoned or removed.

For example, consider the scenario of a planned woodland plot. When the action of plan and design has been completed for this Element, a corresponding actual date of completion is submitted by the Designer, as well as a new planned date for completion of the action construct/implement. At all times, the status of the woodland Element is still planned. However, once the woodland has been planted, the Designer will submit information to the HA, indicating the action construct/implement has been completed (i.e. status of the management action has changed from planned to actual). On the receipt of this information, the Element status of the woodland will then change automatically from planned to existing. On hold, abandoned and removed Element status options will follow the same principles as that described above and will be updated automatically based on the submission of relevant on hold, abandoned or removal environmental management information data.

- Element status is updated by the Service Provider by submission of environmental inventory data (see Part 2 for more details).

For example, where a planned (new) Element has been identified as a requirement of a project, the Designer must submit the corresponding environmental management information data *as well as* environmental inventory data, indicating the Element status as planned. An existing Element not previously recorded will follow the same principles as that described above in that the Element status is updated through submission, by the Service Provider, of relevant environmental inventory data.

2.2.3 Waste and Material Resources

The recording of environmental management information relating to waste and material resources requires a slightly different approach to that taken for the other environmental topics.

Planned records show the planned data by type before project commencement and existing records show the actual data upon project completion.

Waste

Environmental management information relating to waste that must be submitted by the Service Provider is detailed as follows:

- EWC Code;
- waste class;
- quantity (tonnes); and
- destination.

Waste records are classified primarily by reference to European Waste Classification (EWC) codes and descriptions. These are provided in a look up table for reference (see Part 4 Annex A). In practice it is mainly Chapters 17 and 20 of EWC that will apply to defining waste environmental management information record.

The use of the term waste may cause confusion in cases where the waste is re-used or recycled. There are rules that determine the status of waste, known as waste class and the destination options for that waste. These rules are defined in another look up table that classifies the Inert and Non-hazardous waste classes against the EWC code (see Part 4 Annex A). Hazardous waste is automatically identified by the presence of an asterisk in the 7th position of the EWC code.

Waste that gets re-used on site must be cross-referenced to the relevant Material environmental management information record. These rules are stated in Part 4.

Optional values that should be recorded as waste environmental management information data include information to characterise the waste more precisely, Specification for Highways Works (SHW) and additional notes (See Part 3 Annex A for more details).

Material

Environmental management information relating to material resources that must be submitted by the Service Provider is detailed as follows:

- material class
- quantity (tonnes); and
- origin.

Material resources environmental management information records are very similar to waste, only they are governed by reference to a material look up table (see Part 4 Annex A).

Material may be reused, recycled or primary, and may have originated as waste from the same site.

Material that has originated from the same site must be cross-referenced to the relevant waste environmental management information record. These rules are stated in Part 4.

Optional values that should be recorded as material resources environmental management information data include information to characterise the material more precisely, Specification for Highways Works (SHW) and additional notes (See Part 3 Annex A for more details).

2.2.4 Management Action Completion Dates

Planned and actual dates for completion of the above management actions must be submitted by the Service Provider and are defined as follows:

- A *planned date* is the estimated or forecast date by which a particular management action will be completed; and
- An *actual date* is the date that the management action was actually completed.

The date of planned actions must be aligned with the relevant milestones for submission of environmental management information as detailed in Section 3.2. For example, a planned

completion date for the action of construct/implement will be aligned with the date of the As Built Drawings milestone and the planned completion date for the action of inspect or maintain will be aligned with the date of the appropriate quarterly data submission milestone. It is important to remember that planned dates of management actions will change. Where a change to the planned date occurs a new planned completion date for the relevant management action must be submitted at the next appropriate milestone.

Although this data must be submitted for all environmental topics, there is a slight difference in interpretation for waste and material resources, as outlined in Section 2.2.3.

Generation and submission of this data allows both the HA and Service Providers to monitor and report upon environmental performance in the planning and implementation of specified environmental management actions.

2.2.5 Other Information

There will typically be a sequential order that Service Providers will record and submit management actions for a given Element. That is, a plan and design action may initially be submitted for an Element, followed by a corresponding construct/implement action, with planned and actual completion dates also identified in each case. Provided the Element still exists after this time (i.e. it has not been removed) the management actions of establish, inspect (study/survey), evaluate and maintain must subsequently be submitted, depending on the particular stage of the EnvIS environmental management process at the time.

There are, however, some exceptions to the above rule, that relate to the retrospective submission of data.

During the construction stage of a project, the requirement for a new Element may be identified (that was not flagged during planning and design stage). At the time of the next data submission milestone (e.g. completion of As Built Drawings), if the new Element has been constructed, the Designer is not required to retrospectively submit emi data relating to planned or actual plan and design or planned construct/implement for that Element. Rather, the Designer will submit the appropriate environmental inventory data (so the Element is "set up" in EnvIS), followed by actual construct/implement data, which will form the first environmental management information to be submitted against that particular Element.

In the event that an Element has been identified as no longer existing as a result of natural loss (e.g. disease) the Service Provider is only required to submit an actual emi record relating to the removal of that Element. Similarly, if an inspection has been undertaken as an adhoc action that has resulted in the recording of a condition rating (e.g. an unplanned inspection, resulting in a condition rating, has been undertaken at the same time as the action of maintain) the Service Provider is only required to submit an actual emi record relating to the inspection and the associated condition rating. In both circumstances the Service Provider is not required to retrospectively submit emi data relating to the planned action.

If the result of an inspect (study or survey) has confirmed the absence of an Element, then the Service Provider is only required to submit an actual removal action to indicate that the Element no longer exists.

Even though there is no mandatory requirement to submit retrospective management actions, Service Providers should ensure that their local implementation of EnvIS accurately reflects all changes.

Due to the data management processes and requirements established under EnvIS, in the event that an existing Element is to be partly modified data must be recorded indicating that the Element is to be completely removed (even though this may not be the case in reality) and replaced by a planned (new) Element.

That is, if a section (but not all) of a hedgerow was to be removed, data relating to the management actions of removal, and plan and design and construct/implement would need to be submitted to indicate that *both*:

- the entire existing hedgerow was being removed; and
- a new Element was being created (and corresponding environmental inventory data submitted) for that part of the hedgerow that is to remain.

In the case that a route is detrunked or surplus land is disposed of any EnvIS data (inventory and emi data) will be archived as part of the updating of HAGIS. Service Providers are not expected to submit removal action records in these circumstances.

3 COLLECTION AND SUBMISSION OF ENVIRONMENTAL MANAGEMENT INFORMATION

3.1 EnvIS ENVIRONMENTAL MANAGEMENT PROCESS & ENVIRONMENTAL MANAGEMENT INFORMATION

As discussed in Part 1, the EnvIS environmental management process provides the framework around which data is recorded in and retrieved from EnvIS. It is aligned to the existing HA development process for Network Areas and projects, and specifically the following key stages:

- Planning and Design;
- Construction;
- Handover; and
- Maintenance and Operation.

Environmental management information relating to an Element will be submitted (input) and retrieved (output) at different stages in the EnvIS environmental management process. This process is summarised in Figure 3.2 and discussed in more detail in the sections that follow.

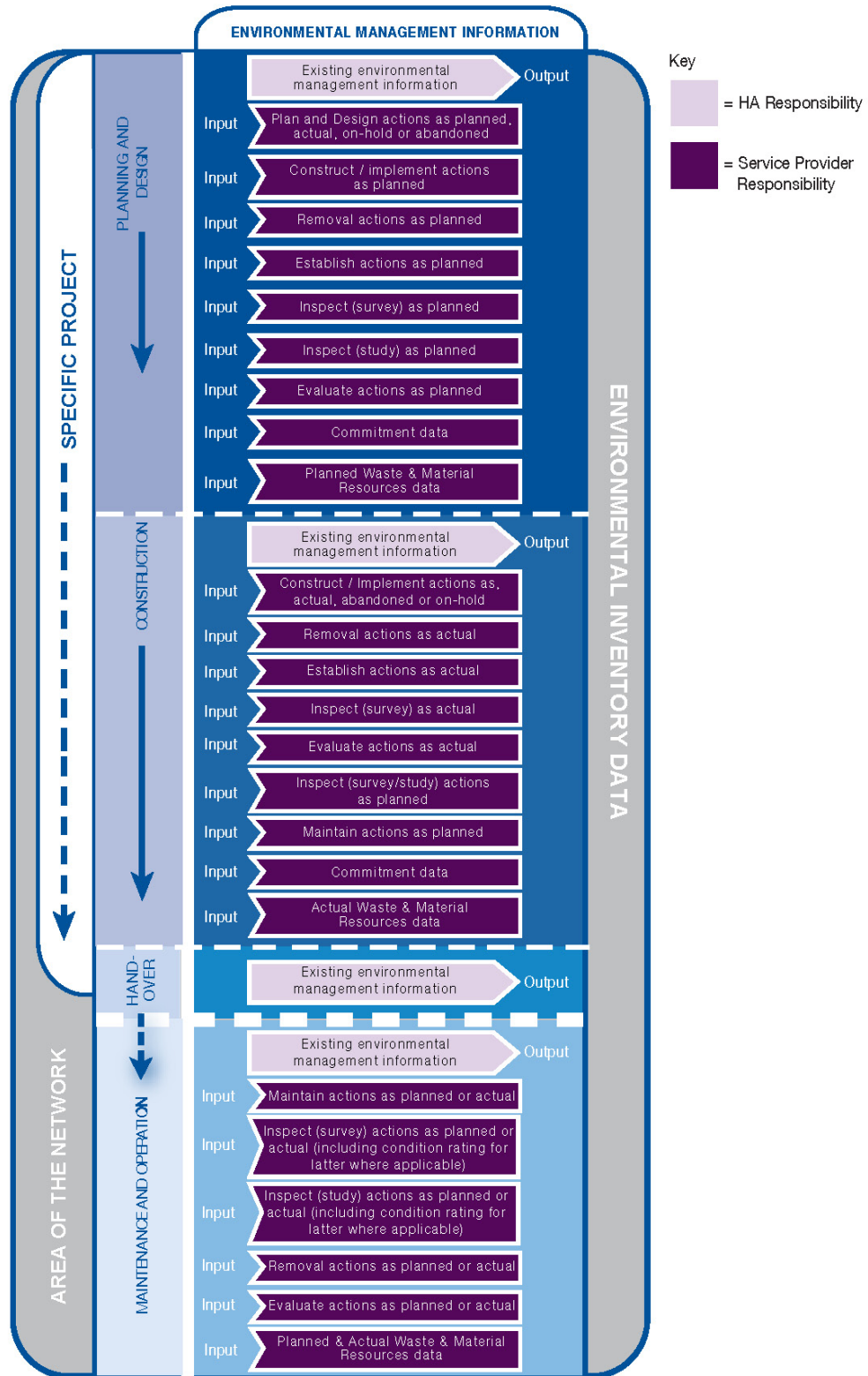


Figure 3.2: EnvIS Environmental Management Process and Environmental Management Information

3.1.1 Planning and Design

Data retrieval

- Existing environmental management information required must be identified and requested by the Designer, then extracted and exported from EnvIS by the HA (see Part 4). This will be used to assist in environmental assessment and to inform design and assessment of the project, the preparation of the Planning and Design environmental management information and the preparation of the Designers Environmental Management Plan.

Data submission (as applicable to each Environmental Topic)

- Planned action of plan and design must be submitted, by the Designer, against planned (new or existing modified) Elements.
- Plan and design actions must be submitted, by the Designer, as actual (i.e. completed), abandoned or on-hold, where appropriate.
- Planned action of construct/implement must be submitted, by the Designer, against planned (new or existing modified) Elements or existing Elements to be removed.
- Planned action of removal must be submitted, by the Designer, against existing Elements to be removed.
- Planned action of establish must be submitted, by the Designer, against existing Elements.
- Planned action of inspect (study) must be submitted, by the Designer, against existing Elements.
- Inspect (study) action must be submitted by the Designer, as actual, where appropriate.
- Planned action of inspect (survey) must be submitted, by the Designer, against existing Elements.
- Planned action of evaluate must be submitted, by the Designer, against existing Elements.
- New or updated existing commitment data must be submitted by the Designer.
- Waste and material resource data (including planned completion dates) must be submitted by the Designer.

3.1.2 Construction

Data retrieval

- Existing environmental management information, not identified at the planning and design stage, must be requested by the Designer, then extracted and exported from EnvIS by the HA (see Part 4). This will be used to assist the ongoing population of the Construction environmental management information requirements and inform the preparation of the Designer's Environmental Management Plan.

Data Submission (as applicable to each Environmental Topic)

- Construct/implement actions must be submitted, by the Designer, as actual (i.e. completed), abandoned or on-hold as applicable.
- Removal actions must be submitted, by the Designer, as actual (i.e. completed) as applicable.
- Establish actions must be submitted, by the Designer, as actual (i.e. completed) where appropriate.
- Inspect (survey) actions must be submitted, by the Designer, as actual (i.e. completed) where appropriate.
- Evaluate actions must be submitted, by the Designer, as actual (i.e. completed) where appropriate. The outcomes of any performance assessment (i.e. red or green condition rating) and any further actions required must additionally be submitted.
- Planned action of inspect (survey) (to be undertaken by Network Management Agent) must be submitted, by the Designer, against existing Elements.
- Planned action of inspect (study) (to be undertaken by Network Management Agent) must be submitted, by the Designer, against existing Elements.
- Planned action of maintain (to be undertaken by Network Management Agent) must be submitted, by the Designer, against existing Elements.
- New or updated existing commitment data must be submitted by the Designer.
- Relevant data associated with maintenance activities undertaken for existing Elements inherited during the life of the project must be submitted by the Designer.
- Waste and material resource data (including actual completion dates) must be submitted by the Designer.

3.1.3 Handover

Data retrieval

- The most up to date environmental management information data for the project will be output from the system by the HA (see Part 4), to inform preparation of the Maintenance and Operation environmental management information and the preparation of the Network Management Agent's Environmental Management Plan.

3.1.4 Maintenance and Operation

Data retrieval

- Updated environmental management information data required must be identified and requested by the Network Management Agent, then extracted and exported from EnvIS by the HA (see Part 4).

Data submission (as applicable to each Environmental Topic)

- Maintain actions must be submitted, by the Network Management Agent, against existing Elements as planned or actual (i.e. completed) where appropriate.
- Inspect (survey) actions must be submitted, by the Network Management Agent, against existing Elements as planned or actual (i.e. completed) where appropriate. The outcomes of any condition assessment (i.e. red, amber or green condition rating) and any further actions required must additionally be submitted.
- Inspect (study) actions must be submitted, by the Network Management Agent, against existing Elements as planned or actual (i.e. completed) where appropriate. The outcomes of any condition assessment (i.e. red, amber or green condition rating) and any further actions required must additionally be submitted.
- Existing planned dates for evaluation actions and any amendments must be

- submitted by the Network Management Agent.
- Evaluate actions must be submitted, by the Network Management Agent, as actual (i.e. completed) where appropriate. The outcomes of any performance assessment (i.e. red or green condition rating) and any further actions required must additionally be submitted.
 - Removal actions must be submitted, by the Network Management Agent, against existing Elements as planned or actual (i.e. completed) where applicable. New or updated existing commitment data must be submitted by the Network Management Agent.
 - Waste and material resource data (including planned and actual completion dates) must be submitted, by the Network Management Agent.
 - New or updated existing commitment data must be submitted by the Network Management Agent.
 - Waste and material resource data (including planned and actual completion dates) must be submitted, by the Network Management Agent.

3.2 TIMESCALES FOR DATA SUBMISSION

Environmental management information data must be submitted by Service Providers, in accordance with the interface file specifications set out in Part 4. The frequency of environmental management information data submission, to the HA, is to be in line with the timescales indicated below. A detailed discussion on the frequency of data submission is provided in Part 1.

Designers must submit environmental management information data at the following three PCF milestones:

- Development Phase (Preliminary Design) - Environmental assessment/statement publication;
- Development Phase (Construction Preparation) - Detailed Design drawings; and
- Construction Phase (Construction) - As Built drawings.

Network Management Agent must submit environmental management information data in accordance with the following frequencies:

- Quarterly submission (with the exception of waste and material resources) of changed data; and
- Annual submission, at the beginning of the financial year (April), of waste and material resources environmental management information and emi data.

ANNEX A WASTE AND MATERIAL RESOURCES - DEFINITIONS

WASTE

Waste is defined in the European Union Framework Directive on Waste (91/156/EEC) as follows: "Waste means any substance or object ... which the holder discards or intends or is required to discard". It is thus defined not by its nature or properties but by the intention of the holder. Legislation on waste is available from:

<http://www.netregs.gov.uk/netregs/legislation/current/63614.aspx>

EWC Code

Schedule 1 of the List of Wastes (England) Regulations 2005 is the current version of the European Waste Catalogue. Each type of waste is defined by a six digit number, with all wastes grouped into one of 20 broad categories, defined by the first two digits. More detail on the nature and origin of the waste is given by the remaining four digits. All wastes which are hazardous are marked by an asterisk in the List of Wastes.

Description

Free text added by the user to characterise the waste more precisely.

SHW Series

The Specification for Highway Works is published as Volume 1 of the Manual of Contract Documents for Highway Works and contains 27 Series and 8 Lettered Appendices relating to different aspects of highway construction. It is available online at <http://www.standardsforhighways.co.uk/mchw/index.htm>.

Not all codes apply to EnvIS data submission. These are defined in the relevant look up tables referred to in Part 4 Annex A.

Specific terms not defined under the SHW Series

Gritting sand and salt

This includes the mixture of sand and salt used for routine winter maintenance and other chemicals that can be used for the same purpose.

Gully Arisings

These consist of a mixture of sand, silt, grit, metal and organics with high moisture content. The inert components depend on the local geology; the organic content varies with the seasons and depends on the local vegetation. The arisings can be contaminated with hydrocarbons and metals, particularly following an accident in the vicinity.

Road Sweepings

These tend to be similar to gully arisings in composition but are generally dry or have low moisture content.

Green Waste

Vegetation produced from grass cutting and pruning of trees and shrubs.

Injurious Weeds

Invasive species such as Japanese Knotweed and Giant Hogweed which are specifically classified as injurious weeds by the Environment Agency. Special procedures are set out for dealing with these species and Project Leaders/Sponsors or Area Managers should be consulted for further advice.

Earthworks other than aggregate

Non granular materials such as clay or silt obtained either from the site or from off site for use in earthworks.

Waste Class

Inert Waste

Inert waste is defined in the Landfill (England and Wales) Regulations 2002. A list of wastes acceptable without testing at landfills for inert waste is given in Part 3 of Schedule 1 to the Landfill (England and Wales) (Amendment) Regulations 2004. This includes materials such as concrete, bricks, tiles, glass, soil and stones provided these are free from organic matter, contamination and have only low levels of other types of material such as metals, plastics, organics, wood and rubber.

Non-hazardous Waste

This includes all waste that is not inert or hazardous. It includes all biodegradable material, such as vegetation and municipal waste, timber, plastic and metals.

Hazardous Waste

Hazardous waste is defined in the Hazardous Waste (England and Wales) Regulations 2005. Waste is hazardous if it contains substances or has properties that might make it harmful to human health or the environment. Waste may be hazardous only if concentrations of a dangerous substance exceed a specific threshold, but some will be classed as hazardous at whatever level they contain a dangerous substance.

Quantity (tonnes)

Volume of waste expressed in tonnes.

Destination

Waste destinations are aligned to those suggested in the Site Waste Management Plan (SWMP) data sheet. The home page for Site Waste Management Plans on NetRegs is <http://www.netregs.gov.uk/netregs/businesses/construction/62359.aspx> The data sheet, with the categories for waste destination, can be accessed from this page.

Reused on site

Materials reused in the same or similar application on site. See *Reused Materials and On site*.

Reused off site

Materials reused in the same or similar application off site. See *Reused Materials and Other Site*.

Recycled on site

Materials processed to be suitable for another use on site. See *Recycled Materials and On site*.

Recycled off site

Materials processed to be suitable for another use off site. See *Recycled Materials and Other site*.

Other form of recovery off site

Materials processed into a usable form or energy off site other than for reuse or recycling. Example include composting and energy from waste recovery.

Other form of recovery on site

Materials processed into a usable form or energy on site other than for reuse or recycling. Example include composting and energy from waste recovery.

Landfill Site

A site which is used for the disposal of waste landfill. Landfill sites are licensed to accept specific types of waste. See Landfill (England and Wales) Regulations 2002 and subsequent amendments.

Treatment Centre (Hazardous Waste Only)

Hazardous waste may be processed at a specialist facility to recover materials or to reduce its potential for harm before it is disposed of to landfill.

Energy from Waste Facility

A facility where materials are incinerated to recover energy.

Other disposal

Any other formal of disposal of waste not covered under the previous categories.

Additional Notes

Any associated notes to provide further information.

MATERIAL RESOURCES

Material resources are solid materials that are used in the construction, maintenance and operation of the road and the surrounding soft estate. They include items such as timber, metal, plastic, aggregates, soil, glass, batteries, bulbs, paint, bitumen and fertiliser. Vegetation is not included, as it is covered by landscape. Drainage is covered by water quality. Water and energy are not considered as material resources.

Description

Free text added by the user to characterise the material more precisely.

SHW Series

The Specification for Highway Works is published as Volume 1 of the Manual of Contract Documents for Highway Works and contains 27 Series and 8 Lettered Appendices relating to different aspects of highway construction. It is published by the Stationery Office and is available on line at <http://www.standardsforhighways.co.uk/mchw/index.htm>.

Not all codes apply to EnvIS data submission. These are defined in the relevant look up tables referred to in Part 4 Annex A.

Specific terms not defined under the SHW Series

Gritting sand and salt

This includes the mixture of sand and salt used for routine winter maintenance and other chemicals that can be used for the same purpose.

Gully Arisings

These consist of a mixture of sand, silt, grit, metal and organics with high moisture content. The inert components depend on the local geology; the organic content varies with the seasons and depends on the local vegetation. The arisings can be contaminated with hydrocarbons and metals, particularly following an accident in the vicinity.

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Green Waste

Vegetation produced from grass cutting and pruning of trees and shrubs.

Injurious Weeds

Invasive species such as Japanese Knotweed and Giant Hogweed which are specifically classified as injurious weeds by the Environment Agency. Special procedures are set out for dealing with these species.

Earthworks other than aggregate

Non granular materials such as clay or silt obtained either from the site or from off site for use in earthworks.

Material Class

Primary Materials

Materials imported to site with no recycled content and used for the first time, e.g. primary aggregate in asphalt or concrete, primary steel or timber fencing, bulbs and batteries.

Recycled Materials

Materials processed to be suitable for another use, on site or off-site; recycled or secondary material imported to site, e.g. steel slag for surface course, recycled aggregates for capping; products with high recycled content, e.g. reinforcing steel for concrete, pulverised-fuel ash and ground granulated blast furnace slag used as binders or cement substitutes; recycled timber used for fencing.

Reused Materials

Materials reused in the same or similar application on site or from another site, e.g. earthworks from areas of cut reused as fill, lighting columns reused for the same purpose.

Quantity (tonnes)

Volume of waste expressed in tonnes.

Origin

On site

For the planning, design and construction phases; on site refers to all the area within the land take boundaries of the scheme. Similarly for major maintenance schemes. For routine maintenance and operation activities the term is harder to define, but could be taken as the entire maintenance area; consumption of materials is likely to be small in this phase compared to the construction or major maintenance scheme phase.

Other site

A separate construction site from the one on which the materials are being used. This may be another Highways Agency site, a Local Authority highways site or a site for a completely different type of construction, such as house building or brownfield site regeneration.

Recycling Centre

A site where materials are reprocessed to enable them to be used in highway construction. Principally associated with the supply of recycled or secondary aggregates, could also apply to recycled timber, plastic, metal or glass.

ANNEX B IAN 84/10 PART 3 ENVIRONMENTAL MANAGEMENT INFORMATION IN ENGLISH DBFO SCHEMES

When used on the M25 DBFO Scheme, this IAN 84/10 Part 3 is to be amended as follows:

Para No.	Description
All occurrences	All references to 'Highway's Agency' or 'HA' are references to the 'Department' unless otherwise stated All references to the 'HA and/or environmental objectives' are references to the 'Project Objectives and/or environmental objectives'
All occurrences	Delete "Network Management Agent" and insert "the DBFO Co" except when stated otherwise.
1.1	Delete "Service Providers" and insert "service providers" Delete "Environmental Project Managers, Area Environmental Managers and Environmental Specialists" and insert "all appropriate staff, in particular environment specialists"
2.2.1 First Paragraph	Delete "agreed with the in advance" and insert "agreed with the Department's Nominee"
2.2.1 Establish	Delete ", from Designer to Network Management Agent,"
2.2.1 Evaluate	Delete "handover, the data, and" and insert "completion of the relevant works, the DBFO Co shall" Delete ", for the life of the Network Area"
2.2.1 Inspect (survey) and Inspect (study)	Delete "depending on funding source," Delete "Inspect (survey) relates to inspection activities funded as part of Lump Sum maintenance." Delete "Inspect (study) relates to inspection activities funded as either 'Other Current Maintenance' or Improvements."
2.2.2	Delete "lengthy HA approval"
3.1.1	Delete "Designers Environmental Management Plan" and insert "MOEMP"
3.1.2	Delete "Designer's Environmental Management Plan" and insert "MOEMP"
3.1.3	Delete "Network Management Agent's Environmental Management Plan" and insert "MOEMP"

When used on all other English DBFO Schemes, this IAN 84/10 Part 3 is to be amended as follows:

Para No.	Description
All occurrences	All references to "Service Provider" or "Service Providers" or "SP" or "Highways Agency Service Providers" are references to the "DBFO Co" unless otherwise stated.
All occurrences	All references to 'Highway's Agency' or 'HA' are references to the 'Department' unless otherwise stated All references to the 'HA and/or environmental objectives' are references to the 'Project Objectives and/or environmental objectives'
All occurrences	Delete "Network Management Agent" and insert "the DBFO Co" except when stated otherwise.
1.1	Delete "Service Providers" and insert "service providers" Delete "Environmental Project Managers, Area Environmental Managers and Environmental Specialists" and insert "all appropriate staff, in particular environment specialists"
2.2.1 First Paragraph	Delete "agreed with the in advance" and insert "agreed with the Department's Nominee"
2.2.1 Establish	Delete ", from Designer to Network Management Agent,"
2.2.1 Evaluate	Delete "handover, the data, and" and insert "completion of the relevant works, the DBFO Co shall" Delete ", for the life of the Network Area"
2.2.1 Inspect (survey) and Inspect (study)	Delete "depending on funding source," Delete "Inspect (survey) relates to inspection activities funded as part of Lump Sum maintenance." Delete "Inspect (study) relates to inspection activities funded as either 'Other Current Maintenance' or Improvements."
2.2.2	Delete "lengthy HA approval"
3.1.1	Delete "Designers Environmental Management Plan" and insert "MOEMP"
3.1.2	Delete "Designer's Environmental Management Plan" and insert "MOEMP"
3.1.3	Delete "Network Management Agent's Environmental Management Plan" and insert "MOEMP"