



Environmental Management

27th September 2024

ASEnv_OSI_058

Version 3.0

Operational Safety Instruction

Waste Management & Disposal including Aircraft Catering and Other Hazardous Wastes

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** The purpose of this Operational Safety Instruction (OSI) is to ensure that individual companies are aware of the rules and procedures concerning airside waste management and disposal at Heathrow Airport, including hazardous waste. Individual companies must use the appropriate waste disposal facilities and adhere to the standards for waste management and environmental compliance as set out in this OSI.
- 1.2** All airport operators must comply with the following:
- 1.2.1** Environmental standards, processes and procedures in line with Heathrow's Environmental Management System, the Government's strategy and any applicable laws for sustainable waste management and follow the waste hierarchy (prevention, preparing for re-use, recycling, other recovery and disposal).
 - 1.2.2** The requirements as stipulated in the Ground Operations Licence (GOL) or the Airside Operations Licence (AOL) about waste management.
 - 1.2.3** HAL's Waste Management Standard Operating Procedure (10000-XX-AM-884-000001). A request for this document can be made by email to Assetinformation@heathrow.com or environmental_performance@heathrow.com.
- 1.3** Any illegal disposal of waste or non-compliance with the controls imposed under this OSI or other legal frameworks may result in prosecution by the regulator or appropriate control authority in line with the polluter pays principle. HAL will also enforce the Heathrow Byelaw 2014, which may lead to monetary fines and may seek to recover the costs of waste removal and disposal.
- 1.4** This OSI should be read in conjunction with ASEnv_OSI_059 Spillage and Incident Reporting Procedures.



- 1.5 All current OSIs can be found via the link [here](#) or via the Quick-response (QR) code below.



- 1.6 It is essential that the contents of this OSI are communicated to all colleagues, especially those involved in the management or handling of the company's waste.
- 1.7 Red bars have been added to the side of the document to draw the reader's attention to where changes have been made.
- 1.8 This OSI has been merged with another OSI (ASEnv_OSI_062 Disposal of Pollutants, Oils, Lubricants and Other Hazardous Waste). Therefore, the following older versions of OSIs are hereby cancelled:
- 1.8.1 ASEnv_OSI_058 Waste Management and Disposal including Aircraft Catering Waste V2.0.
 - 1.8.2 ASEnv_OSI_062 Disposal of Pollutants, Oils, Lubricants and Other Hazardous Waste V2.0.



2. Legislation

- 2.1** The Environmental Protection Act 1991 places a duty of care on any person or company which produces, stores, carries, treats or disposes of controlled waste, to ensure that it is managed properly and recovered or disposed of safely [Waste duty of care: code of practice](#).
- 2.2** The Hazardous Waste (England and Wales) Regulations 2005 stipulate the procedures that should be followed for all pollutants, oils, lubricants and other hazardous waste.
- 2.3** The Environmental Permitting (England and Wales) Regulations 2016 prohibit unlicensed disposal of pollutants to the drainage system.
- 2.4** Article 23 of Retained Animal By-Products Regulation (EC) No 1069/2009 requires that operators that handle animal by-products, including [handling and storing](#), and [transportation](#), are [registered](#) with the Animal and Plant Health Agency. All companies handling International Catering Waste and Aircraft Cabin Waste must register themselves through the Animal and Plant Health Agency.
- 2.5** The Animal By-Products (Enforcement) (England) Regulations 2013 which place controls on the storage, handling and disposal of international catering waste (Cat 1 waste).
- 2.6** Guidance regarding acceptable methods of disposal can be obtained from:
- 2.6.1** The List of Wastes (England) Regulations 2005 Schedule 1 which defines whether the product is hazardous.
[The List of Wastes \(England\) Regulations 2005 \(legislation.gov.uk\)](#)
- 2.6.2** The COSHH data sheet provides specific details on the properties of the product and appropriate disposal methods.
[Control of Substances Hazardous to Health \(COSHH\) - HSE](#)
- 2.6.3** DEFRA - Guidance note for the Control of Pollution (Oil Storage) (England) Regulations 2001.
[The Control of Pollution \(Oil Storage\) \(England\) Regulations 2001 \(legislation.gov.uk\)](#)
- 2.6.4** DEFRA guidance - handling and disposing of international catering waste
[Handling and disposing of international catering waste - GOV.UK \(www.gov.uk\)](#)



3. Definitions

Abbreviation	Description
ABP	Animal by-product
ACW	Aircraft Cabin Waste
CAT 1	Category 1
COSHH	Control of Substances Hazardous to Health
DEFRA	Department for Environment, Food & Rural Affairs
EU	European Union
EWC	European Waste Catalogue
FOD	Foreign Object Debris/Damage
HAL	Heathrow Airport Limited
ICW	International Catering Waste
POL	Pollutants, Oils and Lubricants
UK	United Kingdom
WEEE	Waste Electrical and Electronic Equipment

3.1 For the purpose of this OSI, the use of the terms:

3.1.1 'Aircraft Cabin Waste or ACW' is waste 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 any galley waste or compactor boxes.

3.1.2 'International Catering Waste or ICW' is all food waste from transport travelling internationally and within the EU territory. Food waste from transport is classified domestic catering waste when:

- operating within the UK, Channel Islands and Isle of Man
- travelling from Northern Ireland to Great Britain

Food and drinks are considered as ICW when it is no longer considered for human consumption or has been mixed with food waste. i.e., when it is thrown away.

3.1.3 '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.

3.1.4 Foreign Object Debris (FOD) is an inanimate object which has no operational or aeronautical function, and which has the potential to be a hazard to aircraft operations.



- 3.1.5** Pollutants, Oils and Lubricants (POL) are typically the oils and lubricants used for servicing aircraft.
- 3.1.6** 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.
- 3.1.7** A 'Holder' is a person who holds waste that was not originally produced by them, sometimes referred to as the 'Broker'.
- 3.1.8** 'Waste Storage' is an authorised area where waste is collected in a receptacle awaiting transfer and disposal.

4. Equipment Provided for the Disposal of Waste

- 4.1** Waste Compactor for **General Waste and Aircraft Cabin Waste Only**: (Both compactor types are in blue, signage is provided on the compactor to distinguish them.)



For General Waste Only



For Aircraft Cabin Waste Only



4.2 Waste Compactor for **Mixed Recyclables Only:**



Cans, Plastic Bottles, Plastic Flim, Cardboard, Newspaper, Magazines Paper (Non ACW), and Glass



No Food, Liquids and General Waste

4.3 Wheeled Bins:



FOD Bins: FOD only
* Users must ensure that FOD can fit into the openings of the FOD bins. Large items must be disposed of at terminal waste facilities and should not be left outside the FOD bins.



POL Bins: Oils and lubricant tins only





HAL is progressively consolidating POL bins across all terminals at Heathrow Airport. As a result, some terminals may no longer have POL bins at the head of stand. Users are required to dispose of empty oil tins in the new large POL bins at the designated locations as communicated by HAL.

4.4 Waste of the appropriate category must be disposed appropriately according to the following table. For more information, reference should be made to the HAL’s Waste Management Standard Operating Procedure (10000-XX-AM-884-000001).

	Category	Compactor	Remarks
1	Office waste - paper, plastics etc.	Yes (Dry Mixed Recycling Compactors)	Loose waste must be in clear sealed plastic bags.
2	Retail (non-catering) waste - cardboard etc. This doesn't include construction or fit-out waste.	Yes (Cardboard Compactors in the Terminal)	Cardboard boxes must be broken down.
3	Terminal catering waste - food etc.	No	Waste shall be double-bagged in clear plastic bags if required and sealed.
3.1*	Vegetable oils or liquids.	No	It's the Producer's responsibility to arrange separate disposal.
4	Aircraft Cabin Waste not containing food.	Yes (Aircraft Cabin Waste Compactors)	This specifically excludes galley and toilet bins etc.
5*	Aircraft Cabin Waste 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 waste such as any electrical items, oils or solvents.	Yes (General Waste Compactors)	This must not include oils or any electrical items.



8*	Fluorescent tubes.	No	It's the Producer's responsibility to arrange separate disposal.
9*	Sodium lamps.	No	It's the Producer's responsibility to arrange separate disposal.
10*	Heavy, bulky or long items. i.e. furniture, carpet, seat cushions etc.	No	It's the Producers responsibility to arrange separate disposal
11*	Construction, demolition, refurbishment or Contractors waste.	No	It's the Producer's responsibility to arrange separate disposal
12*	Hazardous Waste including oils, batteries, chemicals, solvents or paints. This includes materials such as rags and clean-up materials contaminated by such waste.	No (POL Bins)	It's the Producer's responsibility to arrange separate disposal
13*	Animal By-Product Waste including waste defined as categories 1, 2 and 3 by the Animal By-Product Regulations.	No	It's the Producer's responsibility to arrange separate disposal
14*	Waste Electrical and Electronic Equipment as defined by the Waste Electrical and Electronic Regulations.	No	It's the Producer's responsibility to arrange separate disposal
15*	* Clinical waste	No	It's the Producer's responsibility to arrange separate disposal
16*	Imported/rotten food including waste classified by the Guidance on importing live animals or animal products.	No	It's the Producer's responsibility to arrange separate disposal
17*	Animal carcasses	No	It's the Producer's responsibility to arrange separate disposal.
18*	Aircraft toilet waste.	No Sanitation blocks	No other waste should be emptied into the sanitation blocks.
19	De-icing fluid	No	It's the Producer's responsibility to arrange separate disposal.

Notes: All hazardous waste items are marked with an asterisk (*) in the table above

4.5 The locations of aircraft cabin waste compactors airside at Heathrow Airport can be found in Appendix A of this OSI.



- 4.6 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. While transferring the waste off-site, the company shall be accountable for correctly classifying and consigning their waste according to the legal definitions within the EWC and the UK legislation (Waste Regulations – Duty of Care). The Producer must ensure that the appropriate documentation (waste transfer or consignment note) is in place and kept in accordance with the legislation.
- 4.7 The Producer shall ensure that documentation is obtained to confirm parties transferring waste from Heathrow Airport 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 have the correct permit for the specific categories of waste in question.

5. Correct Disposal Routes for Waste

- 5.1 All permitted waste must be placed into the waste equipment provided instead of anywhere outside of the bins or waste 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.
- 5.2 'Fly-Tipping' is the illegal disposal of waste at an unauthorised location that may result in FOD generation, adversely affect the amenity of our local environments and negatively impact the appearance or cleanliness of Heathrow Airport.
- 5.3 All waste disposal equipment must be left fully secured with doors and lids closed. All skips are to be lidded or sheeted.
- 5.4 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 ASEnv_OSI_059 Airside Environment - Incident Reporting Procedures.
- 5.5 Any spillages of CAT 1 waste during transportation or transferring to the waste compactors must be cleaned up and disinfected immediately according to the guidance provided by DEFRA. For more information, please visit <https://www.gov.uk/guidance/defra-approved-disinfectant-when-and-how-to-use-it>.
- 5.6 Failure to comply with the correct disposal route for waste procedures may result in monetary fines, and HAL may seek to recover the costs of removal and disposal of waste as per the Heathrow Bye-law 2014.



6. Hazardous Waste

- 6.1** Hazardous waste is any waste that presents a risk to human health or the environment either immediately or over an extended period. Hazardous waste must not be mixed with any type of waste, either hazardous or non-hazardous waste.
- 6.2** Common hazardous waste seen at Heathrow Airport are listed in 4.4 of this OSI but are not exhaustive and are identified by an asterisk (*) in column 1. Relevant information can also be found in HAL's Waste Management Standard Operating Procedure (10000-XX-AM-884-000001).
- 6.3** Only waste pollutant oils and lubricant tins are to be disposed of in the POL bins provided by HAL, either they are empty or not.
- 6.4** All companies that operate at Heathrow must establish and maintain compliant means of transporting, collecting, storing, and disposing of hazardous waste and ensure that:
- 6.4.1** No hazardous waste shall be deliberately discharged into the airport drainage system.
 - 6.4.2** Any accidental discharge must also be prevented from entering the airport drainage system.
 - 6.4.3** All operators must have a process to report any accidental discharge and spillage of pollutants, oils, lubricants or hazardous waste as per ASEnv_OSI_059 Spillage & Incident Reporting Procedures.
 - 6.4.4** No pollutants, oils, lubricants or other hazardous waste shall be disposed of in waste compactors, containers or wheeled bins provided by Heathrow unless the bin is specifically labelled for that purpose.
 - 6.4.5** No pollutants, oils, lubricants or other hazardous waste shall be placed in FOD bins.
- 6.5** 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.
- 6.6** Under no circumstances should hazardous waste be disposed of in containers provided by HAL. All Producers of hazardous waste must arrange suitable storage facilities pending disposal to avoid spillages or hazards developing. The location of installation must be agreed with the HAL Airside Operations Team, subject to a space request is made. The Hazardous Waste Regulations must also be observed and fully complied with.



- 6.7 All hazardous waste Producers at Heathrow Airport must make separate arrangements for the disposal of the hazardous waste. Records must be kept of the above and are subject to audit by Heathrow.
- 6.8 Any unauthorised/illegal disposal of pollutants, oils, lubricants or other hazardous waste could lead to a fine and /or criminal prosecution.
- 6.9 All Producers must have adequate and up to date COSHH risk assessment(s) and method statement(s) for handling waste. These must be made available for inspection by Heathrow and other control authorities upon request.

7. International Catering Waste (ICW) and Aircraft Cabin Waste (ACW)

- 7.1 All ICW and ACW is subject to specific regulations due to the risks that it presents to animal, plant and human health from exotic diseases entering the country. These regulations are known as the Animal By-Products (ABP) Regulations.
- 7.2 ICW and ACW are classified as CAT1 ABP. All ICW arising from the cleaning of an aircraft cabin must be incinerated or sent directly for deep burial at a licensed landfill. For more details, reference should be made to the guidance on Handling and disposing of international catering waste at <https://www.gov.uk/guidance/handling-and-disposing-of-international-catering-waste>.
- 7.3 No ICW from either inside or outside the EU shall enter the airport waste stream. HAL 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 own cost.
- 7.4 Any ICW being disposed of at Heathrow Airport 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. HAL will pass on the cost of disposal for the entire container to the airline responsible for the aircraft waste.
- 7.5 All ACWs must always be disposed in the Aircraft Cabin Waste compactors provided by HAL.
- 7.6 HAL reserve the right to notify the Department for Environment and Rural Affairs of the breach of any UK regulations.

8. Wastewater

- 8.1 No waste liquids or effluents of any type shall be disposed of, discharged into, or allowed to reach the airport surface water drainage system.



8.2 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.

9. Waste Electrical and Electronic Equipment

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

9.2 Separate disposal arrangements must be made and paid for by the Producer/Holder of WEEE waste in a manner compliant with the WEEE Regulations.

10. Records

10.1 In order to comply with the statutory 'Duty of Care' regarding waste, all companies must issue and keep records (notes) of Waste Transfers to third parties. The records must be kept in accordance with Waste (England and Wales) Regulations 2011 and the Hazardous Waste (England and Wales) Regulations 2005.

10.2 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.

10.3 HAL may, with prior notice, inspect third-party premises and activities to carry out an inspection of waste documentation, consignment and storage including that of hazardous waste.

10.4 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**.

11. Training & Education

11.1 All personnel who use the airside 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. Training material can be obtained by email to environmental_performance@heathrow.com.

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

11.3 Colleagues 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.



12. Enquiries

Any questions regarding the contents of this OSI should be referred to the HAL Aerodrome Procedures Team by email to Aerodrome.Procedures@heathrow.com.

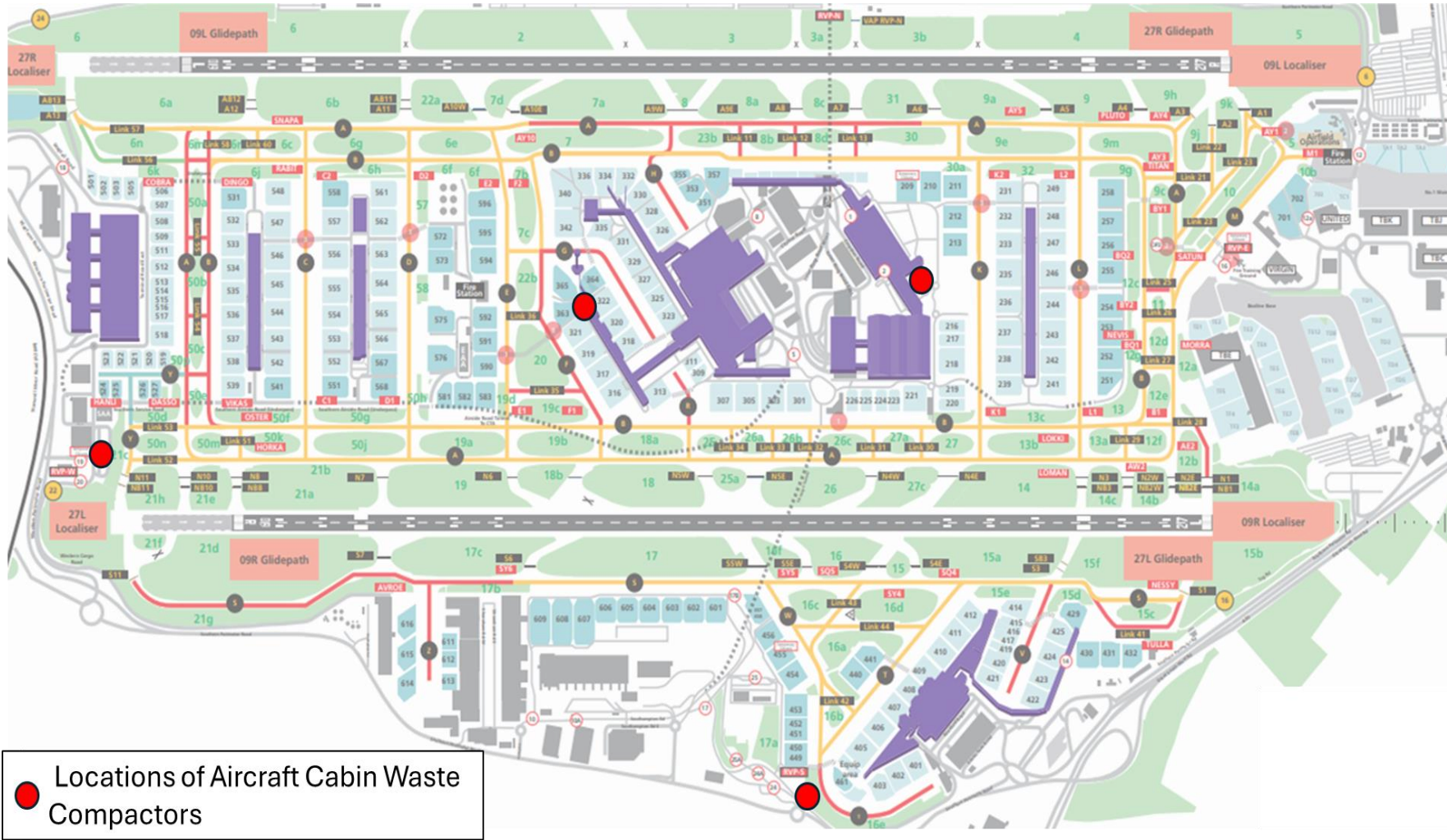
13. References

- 13.1 OSI ASEnv_OSI_059 Spillage and Incident Reporting Procedures.
- 13.2 The Hazardous Waste (England and Wales) Regulations 2005
- 13.3 The Animal By-Products (Enforcement) (England) Regulations 2013
- 13.4 The Environmental Protection (Duty of Care) Regulations 1991
- 13.5 The List of Wastes (England) Regulations Schedule 1
- 13.6 Guidance on importing live animals or animal products
- 13.7 Special Waste Regulations 1996
- 13.8 Guidance note for the Control of Pollution (Oil Storage) (England) Regulations 2001.
- 13.9 DEFRA Guidance - handling and disposing of international catering waste
- 13.10 U.K. GOV - Handling and disposing of international catering waste.



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Appendix A: Locations of Aircraft Cabin Waste Compactor Airside



Document Data

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V3.0	Full review including the following: <ul style="list-style-type: none"> Merging with ASEnv_OSI_062 Disposal of Pollutants, Oils, and Lubricants and Other Hazardous Waste New section on legislation Added photos of waste compactors, FOD bins and POL bins Updates on airside aircraft cabin waste compactor locations, hazardous waste, international catering waste 	27 th September 2024

