

Appendix 5: Materials Management Plan (MMP)

The MMP is completed when all lines of evidence have been compiled and reviewed in relation to suitability of excavated excess construction soils and material for designated reuse based on certainty of use and quantities required. The answers to the questions posed in the MMP together with supporting information constitute the MMP document and must be provided to the QP.

The QP may be consulted and comment on draft versions of the MMP but will not complete the Declaration until all relevant documents demonstrating lines of evidence have been provided for each site.

The current recommended Materials Management Plan (MMP) document is an electronic downloadable form available at the RCCAO website (rccao.com).

Each question must be answered. If the question is not applicable state this and provide a brief explanation.

1. Specify scenario to which this MMP relates as described in Excess Soils BMP

1.0 Reuse on the Site of Origin

2.0 Direct Transfer of clean naturally occurring soil and mineral materials

3.0 Soil Recycling Centre

4.0 Combination of any of above

For combination of reuse scenarios, please describe below i.e. (i) Reuse on Site of Origin and Direct Transfer of clean naturally occurring unpolluted soils or (ii) Reuse on the Site of Origin with Direct Transfer of clean naturally occurring soils to X number of sites etc.

Document Control Table – date issued, revision date, summary of revision and why

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MMP prepared by

2. Name and company preparing MMP (full address and contact details)

Site Details

3. Site/Project name(s)

Landowners

4a. Name of Landowner(s) (full address and contact details) – where excavated soils and materials are sourced from:

4b. Name of Landowner(s) (full address and contact details) – where excess soils and materials are to be reused:

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Summary and Objectives

5. Provide a brief description of the planned project and how excavated soils and materials are to be reused within receiving location:

General Plans and Schematics

6. Attach a location plan for the site(s) and a plan of the site(s) which identifies where different excess soils and materials are to be excavated from, stockpile locations and, if applicable, where materials are to be treated and where excess soils and materials are to be reused. Plan References:

7. Attach a schematic of proposed materials movement. Where there is only one source area and one placement area, briefly describe below. For all other projects, a schematic is required. Schematic Reference:

Parties Involved and Consultation – if more than one party, provide additional details for them and identify the location that they will be working i.e. where a site is zoned

- 8a. Main earthworks contractor(s) (full address and contact details) – where excavated excess soils and materials are arising from:

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8b. Main earthworks contractor(s) (full address and contact details) – where materials are to be reused:

9. Soil treatment contractor(s) (full address and contact details) – for treatment on Site of Origin or at a Soil Recycling Centre:

10. Where excess construction soils and materials including waste are to be transported, provide details of the transport contractor(s)/hauler(s) (full address and named contact details and waste carrier registration/licensing details):

11. For each site where excess soils and materials are excavated and where they are to be reused provide local regulatory authority contact details as required (full address and named contacts):

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12a. For each site where materials are to be reused and for Soil Recycling Centre locations provide local regulatory authority contact details (full address and named contacts):

12b. Attach any relevant documentation from the local regulatory authority relating to the excavation and reuse of the excess soils and materials to demonstrate no objection to the proposal (see 3.37 of BMP). If the local regulatory authority has not been consulted, explain why (see 3.39 of BMP). Local Regulatory authority references:

Lines of Evidence

There is no single factor that can be used to decide that a substance, object or material is waste, or when it is a waste at what point it ceases to be a waste. As complete a picture as possible has to be created. The following sections require completion to ensure correct decisions are made. If a requested item is not relevant it is important for you to clearly state why this is so. For example, no planning permission required due to the work being permitted separately.

Suitable for use criteria

13. Describe or provide copies of the required specification(s) for the excess soils and materials to be reused on each site. Reference:

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Where contamination is suspected or known to be present

14a. Provide copies of relevant extracts from the risk assessment(s) that has been used to determine the specifications for use on the site. This must relate to the place where materials are to be used. This must be in terms of (1) the human health risk, (2) the adverse effect to surface and ground water, and (3) any other relevant receptors, including terrestrial ecological. If risk assessment is not relevant for a particular receptor given the site setting, explain why. Reference:

14b. Attach any relevant documentation from the local authority relating to the the reuse of excess materials to demonstrate no objection (see 3.37 of BMP). Local authority references:

If the local authority has not been consulted please explain why (see 3.39 of BMP)

14c. Attach any relevant documentation from the local regulatory authority relating to the excavation and reuse of excess soils and materials to demonstrate no objection (see 3.37 of BMP). Local regulatory references:

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If local regulatory authority has not been consulted, explain why (see 3.39 of BMP)

14d. Attach any relevant documentation from any other regulatory body (if relevant) relating to the excavation and reuse of excess soils and materials to demonstrate no objection (see 3.37 of BMP)
Other references:

Where contamination is not suspected

15a. Attach copies or relevant extracts from the desktop study that demonstrates that there is no suspicion of contamination:

15b. Attach copies or relevant extracts from the site investigation/testing reports that adequately characterize the clean excess materials to be reused (if appropriate).

15c. Attach copies of any other relevant information (if available) confirming that land contamination is not an issue. References:

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Certainty of use

Various lines of evidence need to be provided to demonstrate that the excess soils and materials are certain to be reused. This includes:

- The production of this BMP
- An appropriate planning permission or conditions that link with the reuse of the said excess soils and materials
- Agreed-upon Remediation Strategy
- Agreed-upon Design Statement(s)
- Details of supporting contractual arrangements put in place as required

Identify in the following sections what lines of evidence relate to the site(s) where the excess soils and materials are to be reused.

16a. Planning Permission(s) relating to the site where materials are to be reused. Provide a copy of the relevant planning permission. References:

16b. Explain how the reuse of the excavated material fits with the planning permission(s) for each site:

16c. If planning permission is not required for any one site please explain why below e.g. permitted development, re-contouring, clean up of a chemical spill.

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Where contamination is suspected or is known to be present

17. Please provide a copy of any Remediation Strategies and if they have been agreed with by relevant regulators having jurisdiction. Reference:

Where contamination is not suspected

18. Provide a copy of any Design Statement(s) that have been agreed to with local planning authorities or in the case of permitted developments the client(s) involved.

Quantity of Use

19. Please provide a breakdown of the excavated excess soils and materials for each site and how much will be transferred and placed at each site. Where this is not specific to a single readily identifiable source, refer to an annotated plan, schematic, or attach a tabulated summary. References:

20a. How was consolidation/compaction being considered in the above mass balance calculations?

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20b. How has loss due to treatment being considered in the above mass balance calculations* (If applicable)?

20c. How has the addition of treatment materials being considered in the above mass balance calculations* (if applicable)? *Note: An exact figure is not required but one that is reasonable in the circumstance and can be justified if challenged.

Contingency arrangements

Explain what is to happen in the following situations and identify the appropriate clauses in the contract(s) that illustrate to the Qualified Person (summarized).

21a. What is to happen to, and who is to pay for, out-of-specification materials? Contract reference:

21b. What is to happen to, and who is to pay for, any excess materials beyond the estimated volumes involved? Contract reference:

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21c. What happens if the project program slips in relation to excavated materials or any materials under going treatment? Contract reference:

21d. Other identified risk scenarios for the project relating to excavated excess soils and materials. Contract reference:

The tracking system

22a. For all sites, describe the tracking system to be employed or contractual arrangements put in place to monitor excavated excess soils and materials movements.

Where contamination is suspected or known to be present, state the procedures put in place to accomplish the following:

22b. Prevent contaminates not suitable for the treatment process being accepted

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22c. Prevent cross contamination of materials not in need of treatment, any waste materials awaiting treatment and treated excess materials

22d. Demonstrate that materials that do not require treatment and successfully treated materials reach their specific, intended final destination

22e. Ensure that waste for offsite disposal or treatment is properly characterized and is delivered to the correct site or facility

23. Attach a copy of the tracking forms and control sheets that are to be used to monitor excess soils and materials movements. Includes transfer of loads on site into stockpiles prior to treatment (if applicable), stockpiled after treatment (if applicable), stockpiled awaiting reuse (as appropriate), and final site placement. Documentation or details outlining contractual arrangements made for tracking of excess construction soils and materials (typically, new subdivisions, cut and fill grading operations) should be attached. Reference:

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For Soil Recycling Centres and where there is treatment before reuse

24. Please attach a copy of regulatory permits and/or approvals covering treatment process involved.
Permit /licence Reference:

Records

25. Where and in what form are records to be kept?

Note: records i.e. transfer notes, delivery tickets, desk top study, Site Investigation Risk Assessment(s), Verification Report(s), or contractual details pertaining to the movement and handling of excess construction soils, must be kept a minimum of two (2) years after the completion of the works and production of the final Verification Report.

Verification Plan

26. Provide or explain the Verification Plan which sets out how you will record the placement of excess construction soils and materials and prove that excavated materials have been reused in the correct location and the correct quantities within the development works. Reference:

Note: to ensure that the excess construction soil BMP continues to be used and improved with the support of all user parties it would be appreciated if you could advise RCCAO, on a voluntary basis, of environmental benefits accrued or suggested upgrades to this BMP.
