

## Appendix D – Glossary of Terms

Acronym	Term	Definition
AD	Anaerobic Digestion	The process by which biodegradable material is broken down in the absence of oxygen. Material is placed into an enclosed vessel in controlled conditions; the waste breaks down into digestate and biogas.
	Biodegradable	Waste that is capable of being broken down by plants and animals. Biodegradable municipal waste includes paper and card, food and garden waste, and a proportion of other wastes, such as textiles.
BMW	Biodegradable Municipal Waste	Waste from households, commercial activities and other activities and sources whose activities are similar to those of households and commercial enterprises, that is capable of being broken down by plants and animals, such as food and garden waste, and paper and paperboard.
BAMWMS	Bedfordshire Authorities Municipal Waste Management Strategy	Provides the detailed implementation plan for local municipal wastes. Adopted in April 2006 the strategy presents detailed proposals for future waste services, including recycling, composting and other potential waste treatment technologies and also sets out plans and policies for the period up to year 2020.
BAWP	Bedfordshire Authorities Waste Partnership	A forum where the WCAs and WDAs within Bedfordshire meet to discuss joint working opportunities and increase performance.
BEaR	Bedfordshire Energy and Recycling	Name given to the project initiated by Bedfordshire County Council in 2004 to deliver the long-term residual waste management solution for the County of Bedfordshire. The BEaR Project's scope was extended to provide a joint solution to include the Borough of Luton in July 2008.
BVPI	Best Value Performance Indicator	Key indicators designed to boost Local Authority performance in every sector of their work.
	Composting	An aerobic, biological process in which organic wastes, such as garden and kitchen waste are converted into a stable granular material which can be applied to land to improve soil structure and enrich the nutrient content of the soil.
IVC	Composting (In-vessel)	The aerobic decomposition of shredded and mixed organic waste within an enclosed container or chamber, through which air is forced. The control systems for material degradation are fully automated - moisture, temperature and odour can be regulated, leading to rapid composting. A stable compost can be produced much more quickly than outdoor windrow composting.

	<b>Composting (Windrow)</b>	The aerobic decomposition of shredded and mixed organic waste in elongated heaps, called windrows, (normally outdoors). The windrows are turned mechanically to periodically aerate the composting waste. The process takes at least 16 weeks, at the end of which the compost represents half the weight of the input material.
<b>C&amp;D</b>	<b>Construction and Demolition Waste</b>	Waste arising from construction and demolition activity and often referred to as "inert". Some Inert C&D waste may be recycled for alternative aggregate at an Inert Waste Recycling Facility (IWRf).
<b>C&amp;I</b>	<b>Commercial and Industrial Waste</b>	Waste arising from premises used for industry, trade or business, and hence may include a wide range of waste material.
<b>CHP</b>	<b>Combined Heat and Power</b>	A highly fuel-efficient technology which produces electricity and heat from a single facility.
	<b>Commercial Waste</b>	Waste arising from premises which are used wholly or mainly for trade, business, sport, recreation or entertainment, excluding municipal and industrial waste.
<b>DBFO</b>	<b>Design, Build, Finance and Operate</b>	A contract structure where the selected bidder designs, builds, finances and operates the facility. Effectively a one stop solution.
<b>DEFRA</b>	<b>Department of Environment Food and Rural Affairs</b>	A UK government body whose mission it is to enable everyone to live within our environmental means.
<b>EfW</b>	<b>Energy from Waste</b>	The combustion of waste under controlled conditions in which the heat released is recovered to provide steam (usually) for electricity generation.
<b>EoI</b>	<b>Expression of Interest</b>	A document submitted to DEFRA outlining the proposed project in order to be considered for PFI funding.
	<b>EU Landfill Directive</b>	Adopted by the Member States during 1999, is intended to reduce the environmental effect of landfilling waste by introducing uniform standards throughout the European Union. The main objectives are to stimulate recycling and recovery of waste, and to reduce emissions of methane (a powerful greenhouse gas). The Directive requires the UK to reduce the proportion of biodegradable municipal solid waste going to landfill to 35% (by weight) of the 1995 level by 2020. It also introduces the mandatory "pre-treatment" of putrescible waste and a ban on the co-disposal of hazardous and non-hazardous wastes.
	<b>Hazardous Waste</b>	Legislation concerning the treatment and disposal of waste classified as "hazardous" came into effect in July 2004. Wastes are defined as hazardous if, for example, they are highly flammable, harmful, toxic, carcinogenic, or corrosive. This includes waste from industrial chemical processes, oil refining, metal processes, solvents, waste oils etc.

	<b>Household Waste</b>	Includes waste from household collection rounds (waste within Schedule 1 of the Controlled Waste Regulations 1992), waste from services such as street sweeping, bulky waste collection, hazardous household waste collection, litter collections, household clinical waste collection and separate garden waste collection (waste within Schedule 2 of the Controlled Waste Regulations 1992), waste from civic amenity sites and wastes separately collected for recycling or composting through bring/drop off schemes, kerbside schemes and at civic amenity sites (Source: Municipal Waste Management 1995/96, DETR, June 1997).
<b>HWRC</b>	<b>Household Waste Recycling Centre</b>	A facility where the public can dispose of household waste. Household Waste Recycling Centres often have recycling points. Sites also referred to as Civic Amenity Sites.
	<b>Incineration</b>	The controlled burning of waste, either to reduce its volume, or its toxicity. Energy recovery from incineration can be made by utilising the calorific value of paper, plastic, etc to produce heat or power or both. Current flue gas emission standards are very high. Ash residues can be disposed of to landfill or recycled to aggregate material.
	<b>Industrial Waste</b>	Waste from any factory and from any premises occupied by an industry (excluding mines and quarries).
	<b>Inert Waste</b>	Waste which, when deposited into a waste disposal site, does not undergo any significant physical, chemical or biological transformations and which complies with Annex 111 of the EC Directive on the Landfill of Waste. For example excavated materials from civil engineering projects, construction and demolition wastes etc.
	<b>Kerbside Collection</b>	Any regular collection of recyclables from premises, including collections from commercial or industrial premises as well as from households. Excludes collection services delivered on demand.
<b>LAA</b>	<b>Local Area Authority/ Agreement</b>	LAAs set out the priorities for a local area agreed between central government and a local area (the local authority and Local Strategic Partnership) and other key partners at the local level.
	<b>Landfill</b>	The disposal of waste material by tipping into voids in the ground.
	<b>Landfill Sites</b>	The controlled deposit of waste to land. Often mineral working and extraction sites are used as landfills, and it can provide a means to restore the land.
<b>LATS</b>	<b>Landfill Allowance Trading Scheme</b>	A scheme whereby waste disposal authorities are allocated allowances for the amount of biodegradable municipal waste that can be disposed of to landfill.
	<b>Landfill Gas</b>	A gaseous by-product from the digestion by anaerobic bacteria of putrescible matter present in waste deposited on landfill sites.

<b>LDF</b>	<b>Local Development Framework</b>	Collective name for all the policies and documents that form the planning framework for the area.
	<b>Leachate</b>	Generic term given to water which has come into contact with waste materials and which has drawn pollutants out of those materials into solution, thereby contaminating the water.
	<b>Leachate Treatment</b>	The process to reduce the polluting potential of leachate. Treatment may include recirculation, spray irrigation over adjacent grassland, and biological and physio-chemical processes.
<b>MBT</b>	<b>Mechanical Biological Treatment</b>	MBT is a generic term used to describe a combination of waste management technologies that utilise biological and mechanical processes to treat waste. These technologies can use aerobic or anaerobic processes as part of the biological element of the treatment process, with a mechanical element designed to separate out materials not suitable for biological treatment.
	<b>Mitigation</b>	Measures to avoid, reduce or offset the adverse effects of risks to the project.
<b>MRF</b>	<b>Materials Recycling Facility</b>	A special sorting facility where mixed recyclables are separated into individual materials prior to despatch to re-processors who wash and prepare the materials for manufacturing into new recycled products.
<b>MSW</b>	<b>Municipal Solid Waste</b>	This includes household waste and other wastes collected by the Waste Collection Authority, or its agents, such as municipal parks and gardens waste, commercial or industrial waste, and waste resulting from the clearance of fly-tipped materials.
<b>MTFS</b>	<b>Medium Term Financial Strategy</b>	Represents a structured view of how the Council is managing its finances over the medium term to ensure that this fits and supports the direction of Council objectives. The current MTFS is for a three year period.
	<b>Non Hazardous Waste</b>	All those wastes that do not fall under the definition of hazardous waste and do not meet the waste acceptance criteria for inert waste.
<b>OBC</b>	<b>Outline Business Case</b>	A much more detailed and costed business case which will be further tested on the issues covered at the EoI stage and is where the authority will demonstrate that pursuing their solution will deliver value for money (vfm). It is also tested with regards to financial deliverability and how well the output specification is defined.
<b>OJEU</b>	<b>Official Journal of the European Union</b>	A Journal where notices are placed as an official means of information delivery concerning the progress of a particular competitive procurement (usually over the relevant EC threshold, but not always) to the European public at large.
	<b>Organic Waste</b>	General term used to describe garden wastes, kitchen wastes and other putrescible wastes.
<b>PFI</b>	<b>Private Finance Initiative</b>	A method to provide financial support between the public and private sectors.

<b>PPP</b>	<b>Public Private Partnership</b>	Arrangements typified by joint working between the public and private sector. Where delivery of public services involves private sector investment in infrastructure, the most common form of PPP is the Private Finance Initiative.
<b>PQQ</b>	<b>Pre-Qualification Questionnaire</b>	A process is to enable the Authority to create a short list of potential providers by obtaining sufficient information to evaluate suitability in terms of; technical knowledge and experience, capability/capacity and organisational and financial standing.
	<b>Proximity Principle</b>	This principle suggests that waste should generally be disposed of as near to its place of production as possible.
<b>RDF</b>	<b>Refuse Derived Fuel</b>	A fuel created through the sorting, shredding and drying of municipal waste to create a combustible material. This material is then fed in to a combustion facility. When the fuel is also heat-treated or dried the material can be called SRF.
	<b>Recycling</b>	Involves the reprocessing of wastes, either into the same product or a different one. Many non-hazardous wastes such as paper, glass, cardboard, plastics and scrap metals can be recycled. Special wastes such as solvents can also be recycled by specialist companies.
	<b>Reduction</b>	The process of reducing the amount of waste produced. Key element of the Waste Hierarchy. There are a number of ways in which reduction can be accomplished. For example within a manufacturing process, involving the review of production processes to optimise utilisation of raw (and secondary) materials and recirculation processes. It can be cost-effective, both in terms of lower disposal costs, reduced demand for raw materials and energy costs. It can be also carried out by householders through actions such as reusing products and buying goods with reduced packaging.
	<b>Re-Use</b>	Can be practised by the commercial sector with the use of products designed to be used a number of times, such as re-usable packaging. Householders can purchase products that use refillable containers, or re-use plastic bags. The processes contribute to sustainable development and can save raw materials, energy and transport costs.
	<b>Reference Project</b>	The technical solution selected as the basis for establishing the operational and financial deliverability of the project.
<b>SRF</b>	<b>Solid/Secondary Recovered Fuel</b>	Some of the outputs from the MBT process can be used as fuel. RDF can be loose, shredded, or compressed into dense fuel pellets. When the MBT output is also heat-treated or dried the material can be called SRF. Turning municipal waste into SRF or RDF is one of the options available for Local Authorities to meet the diversion targets set by the Landfill Directive.

	<b>Sustainability Appraisal</b>	A statutory requirement to appraise of the impacts of policies and proposals in relation to economic, social, and environmental issues.
<b>EoEP</b>	<b>The East of England Plan</b>	The emerging Regional Spatial Strategy (RSS) for the East of England.
<b>tpa</b>	<b>Tonnes per annum</b>	Unit of weight per year.
	<b>Unitary Authority</b>	A local authority which has the responsibilities of both Waste Collection and Waste Disposal Authorities.
<b>VfM</b>	<b>Value for Money</b>	A concept associated with the economy, effectiveness and efficiency of a service, product or process, i.e. a comparison of the input costs against the value of the outputs and a qualitative and quantitative judgment over the manner in which the resources involved have been utilized and managed.
	<b>Waste Arisings</b>	The amount of waste generated in a given locality over a given period of time.
	<b>Waste Hierarchy</b>	A hierarchy of approaches to waste management, with 'reduction' the most preferred approach, followed by 're-use'; 'recycling, composting or energy recovery from waste'; and finally 'disposal'.
<b>WCA</b>	<b>Waste Collection Authority</b>	In the case of Bedfordshire and Luton, the Waste Collection Authorities are Bedford Borough Council, Mid Beds District Council, South Beds District Council and Luton Borough Council.
<b>WDA</b>	<b>Waste Disposal Authority</b>	Local authority responsible for the disposal of waste collected within its administrative boundary. In Bedfordshire and Luton these are Bedfordshire County Council and Luton Borough Council.
<b>WIDP</b>	<b>Waste Infrastructure Delivery Programme</b>	A programme designed to work with local authorities and the regions to accelerate the build of new diversion infrastructure. WIDP will sit within the Waste Implementation Programme (WIP) to compliment their ongoing support to local authorities and add resources to meeting the Landfill Directive obligations.
<b>WRAP</b>	<b>Waste and Resources Action Programme</b>	A Programme that's mission is to accelerate resource efficiency by creating stable and efficient markets for recycled materials and products, while removing barriers to waste minimisation, re-use and recycling.
<b>WRATE</b>	<b>Waste and Resource Assessment Tool for the Environment</b>	A 'Life Cycle Assessment' (LCA) software tool for comparing different management systems treating Municipal Solid Waste (MSW).
<b>WTS</b>	<b>Waste Transfer Station</b>	A site to which waste is delivered for sorting prior to transfer to another facility for recycling, treatment or disposal. Waste from collection vehicles is stored temporarily prior to bulk transport to a treatment or disposal site.