Net Waste Tool

Quick Start Guide, Version 1.1

The Net Waste Tool will help you to:

- Develop your Site Waste Management Plan
- Forecast construction waste arisings
- Reduce the cost of construction wastage
- Optimise your waste disposal strategy
- Measure reductions in waste to landfill (including carbon impact)
- Identify opportunities to increase reused and recycled content
- Meet corporate targets and client requirements

The steps below explain how to use the Net Waste (NW) Tool. This guide also provides a glossary of key terms and a diagram illustrating the NW Tool analysis process. If you would like more detailed guidance on using the Tool, you can download the NW Tool User Guide from the 'Download options' menu in the Tool.

Getting started

Create an account
Complete the basic registration form on the Login screen at **http://nwtool.wrap.org.uk**/. You will receive an auto-generated email welcoming you to the Tool.

Create a new project
After logging in, you will arrive at your 'My Projects' page. From here you can create a new project:
- To set up a new project from scratch, click on 'Add new project' (top-left menu)
- To use an existing project as a template for a new project, go to the 'Example projects' tab and click on 'Use as template'

Enter basic project details
The Tool will now take you to the 'Add new project' screen or the 'Use existing project as template' screen.
- Create a new project either by selecting the project type (e.g. housing or infrastructure), or by giving an existing project a new name.
- Enter general project details (e.g. name, location, construction cost, etc), a construction timeline and general quantities (e.g. floor area, number of windows, etc). Click 'save and continue' and the Tool will take you to your new project's 'Homepage'.

Analysing your project

Enter project specifications
To begin analysis, you first need to enter your project's specification. Click on the 'Add & Edit Components' icon located at the top left of the Homepage. The Tool requires that you specify individual components (e.g. x m^2 of brickwork). If your desired component is not on the list, you can select to 'Add my own components'. Alternatively, you can select to 'view/edit' a similar component and change the component description and other details (dimensions, density, rate, etc).

Waste analysis
If you want to analyse waste, you will need to click on the following Project Homepage buttons):

1. **Set waste reduction actions** - follow the steps on screen to specify waste reduction actions and set target wastage rates to reduce the quantity of waste arisings)
2. **Set waste segregation options –** follow the steps on screen to review and select the optimum waste segregation strategy for each month of your project.
3. **Set waste recovery options –** follow the steps on screen to specify waste destinations and set target recovery rates to reduce the quantity of waste going to landfill.

Recycled content analysis
From the project homepage, choose 'Set Recycled Content Quick Wins'. This part of the NW Tool will identify the top 'Quick Win' opportunities to increase the overall recycled content of the project. Review the potential Quick Wins, then select those that are deliverable on the project. Finally, provide a qualifying statement and then confirm their use on the project.

Managing your project

Review project summary
The 'manage project' part of the Homepage gives an overview of your project. Summary graph results show forecasts of construction waste and waste to landfill, taking into account the steps taken to reduce the quantities generated and minimise the amount sent to landfill. To view summary results for your project, click on the 'View Detailed Performance' link at the bottom left of the Project Homepage.

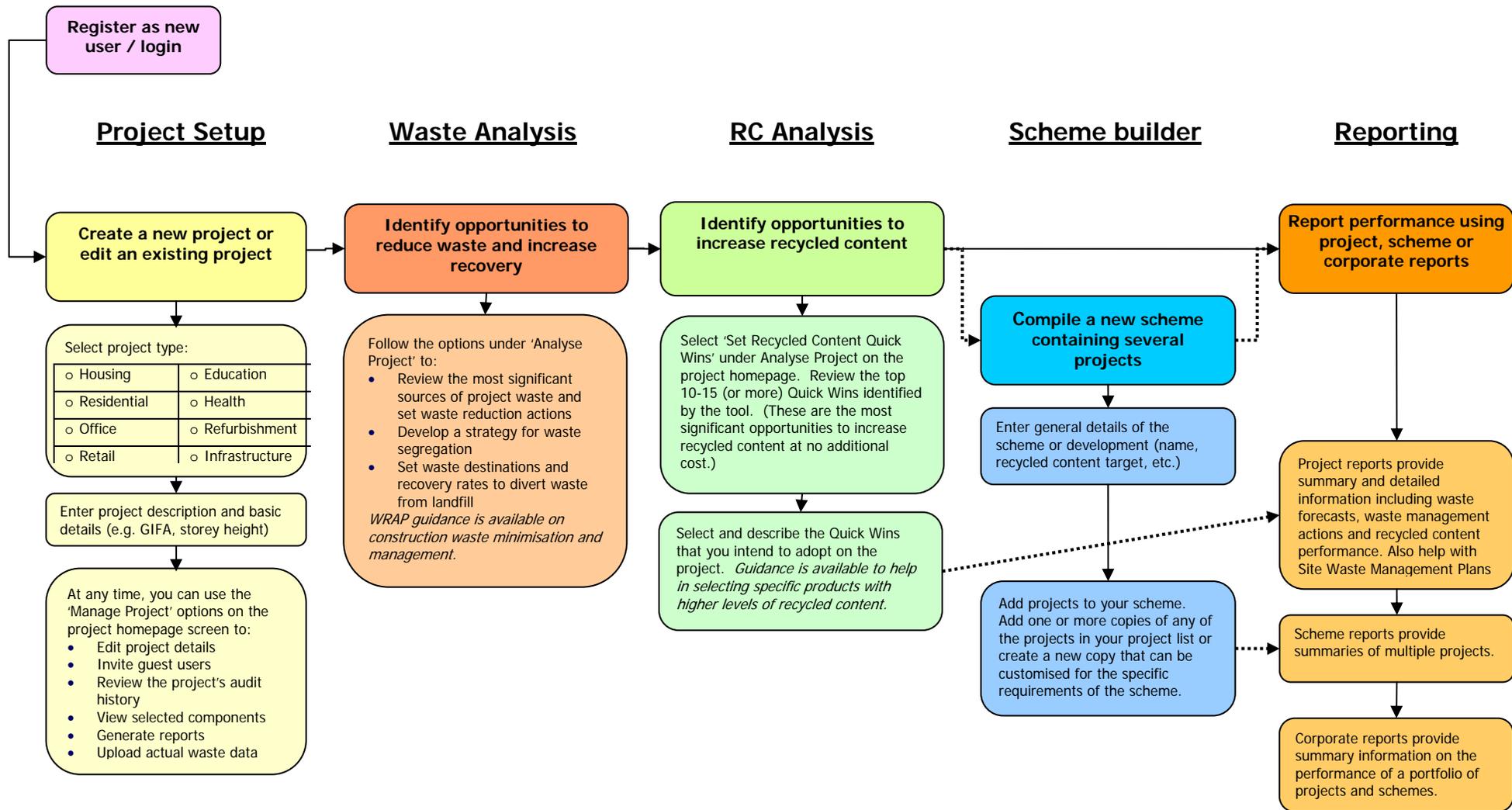### Generate & Download reports
All the information generated for your project on waste can be downloaded as comprehensive spreadsheet or PDF reports by clicking on the Homepage 'Generate reports' button. This information can be used to develop a Site Waste Management Plan. The Tool also generates PDF reports on recycled content.

Enter actual waste data
Once the project is onsite, information on actual waste arisings can be uploaded to the NW Tool for comparison with the forecast information. The Enter Actual Data function is located in the Manage Project area of the homepage. You can then re-generate your reports to include 'actual' results and compare these against your forecast and 'targeted' results.

Glossary

Key terms	
	Description
Component	A single material or product delivered to site, e.g. a brick. (This includes preassembled composite products such as windows.)
Element	A major part of a construction project, e.g. a wall.
Project	A construction type made up of a number of elements, e.g. a house.
Scheme	A collection of different projects.
Corporate reporting	Multiple schemes and projects for which data are aggregated for corporate reporting.
Project homepage	Each project has a 'homepage' screen from where all analysis and project administration functions can be accessed.
Material value	Is the cost of a product to a purchaser at the point of purchase from a producer or supplier (generally defined as the price delivered to the site gate).
Material type	The type of material making up a component. Some components are made entirely from one material while for others several materials are assigned to a component (on a percentage by mass basis).
Waste stream	A group of materials that can be segregated and managed in a consistent manner (for example inert wastes, or plasterboard wastes). The NW Tool contains seven defined waste streams together with 'Miscellaneous' and 'User defined' streams.
Take back	Where a product is returned to the manufacturer to be reused or reprocessed into new products. A common example is plasterboard off-cuts, although other products such as concrete blocks can also be returned to their manufacturers.
Baseline wastage rate	The percentage amount of a component (i.e. single material or product) that is likely to be wasted based on available data for current procurement and construction practice.
Good practice wastage rate	The percentage amount of a component (i.e. single material or product) that is likely to be wasted based on procurement and construction practice consistent with implementing "good practice" within a Site Waste Management Plan.
Recovery rate	The percentage of a material that is 'recovered' in some form (i.e. is not sent to landfill). Recovery rates will vary with the Waste Destination (see below) and the practices of the specific waste management contractor involved.

Register as new user / login

Project Setup

Waste Analysis

RC Analysis

Scheme builder

Reporting

Create a new project or edit an existing project

Identify opportunities to reduce waste and increase recovery

Identify opportunities to increase recycled content

Report performance using project, scheme or corporate reports

Compile a new scheme containing several projects

Select project type:

o Housing	o Education
o Residential	o Health
o Office	o Refurbishment
o Retail	o Infrastructure

Enter project description and basic details (e.g. GIFA, storey height)

At any time, you can use the 'Manage Project' options on the project homepage screen to:
- Edit project details
- Invite guest users
- Review the project's audit history
- View selected components
- Generate reports
- Upload actual waste data

Follow the options under 'Analyse Project' to:
- Review the most significant sources of project waste and set waste reduction actions
- Develop a strategy for waste segregation
- Set waste destinations and recovery rates to divert waste from landfill

WRAP guidance is available on construction waste minimisation and management.

Select 'Set Recycled Content Quick Wins' under Analyse Project on the project homepage. Review the top 10-15 (or more) Quick Wins identified by the tool. (These are the most significant opportunities to increase recycled content at no additional cost.)

Select and describe the Quick Wins that you intend to adopt on the project. *Guidance is available to help in selecting specific products with higher levels of recycled content.*

Enter general details of the scheme or development (name, recycled content target, etc.)

Add projects to your scheme. Add one or more copies of any of the projects in your project list or create a new copy that can be customised for the specific requirements of the scheme.

Project reports provide summary and detailed information including waste forecasts, waste management actions and recycled content performance. Also help with Site Waste Management Plans

Scheme reports provide summaries of multiple projects.

Corporate reports provide summary information on the performance of a portfolio of projects and schemes.