



# DoW CoP

## Sustainable Reuse of Soils



A CL:AIRE Initiative

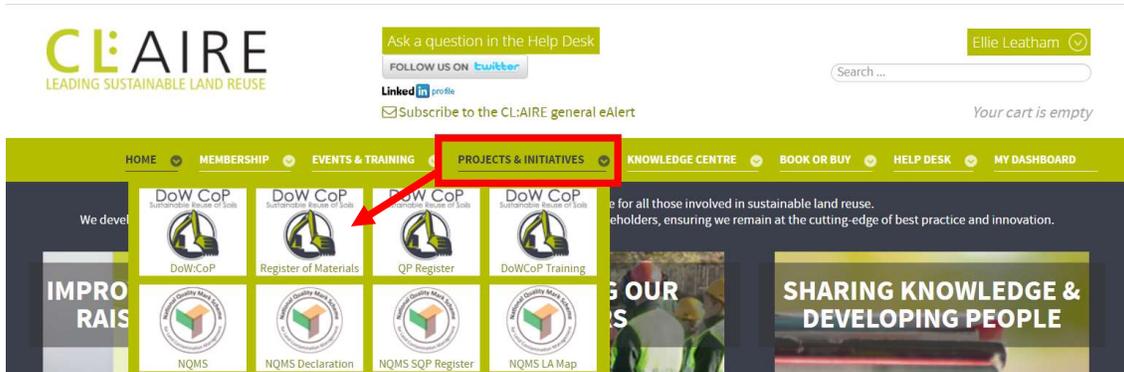
# Register of Materials User Guide

## Contents

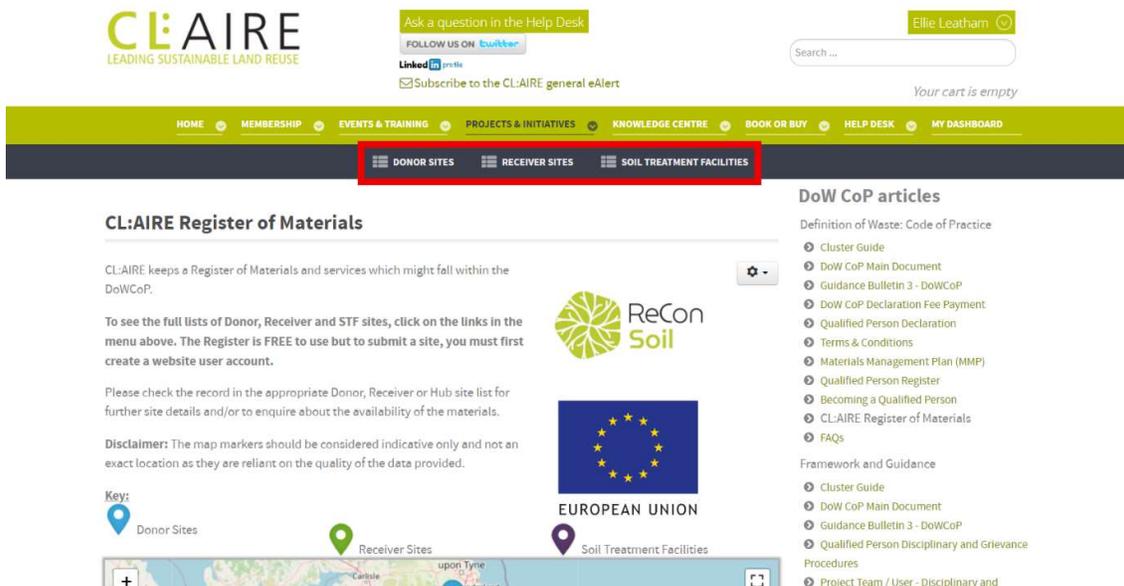
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## Navigating the Register

1. First, navigate to the CL:AIRE website at [www.claire.co.uk](http://www.claire.co.uk)
2. On the CL:AIRE homepage, hover over 'Projects and Initiatives' in the green menu bar until the dropdown menu appears.
3. The Register of Materials is listed on the top row of icons. Click this icon to be directed to the Register.



4. The main page of the Register provides a brief overview and includes the map of all the active sites currently listed.
5. To view more information about the sites, select the type of site you are interested in (i.e. Donor, Receiver or Soil Treatment Facility) on the grey navigation bar at the top of the page.



6. Once the selected page has loaded, below the map you will find a table of sites in that category.

**CL:AIRE Register of Materials**

Please check the record in the Register of Materials. Register or Public site list for further site details. Register to enquire about the availability of the materials.

**Disclaimer:** The site markers should be considered indicative only and not an indication as they are reliant on the quality of the data provided.

**Donor Sites**

Click on any column heading to sort the list.

You will need to be registered and logged in to submit a donor site or to view the listing details and get in touch with the site contact.

**SUBMIT A DONOR SITE**

#Ref	Location	Quantity available	Available from	Available to	Material Type
D215	Oldlands Farm, Steyning Way, Bognor Regis, West Sussex, PO22 9NN	40,000m3	11/04/2023	28/04/2023	Topsoil
D214	Spinks Lane, Wymondham, Norfolk	10,437 m3	20/01/2023	31/05/2023	Inert clay suitable as Class 2C
D213	Eggar (Gaber) Way, Bude	300m3	18/01/2023	16/06/2023	MADE GROUND. Brown very poorly silt clay with a low cobble content. Ground is angular to subrounded fine to coarse sandstone and occasional angular tubular shells. Cobbles are sandstone up to 200mm

7. The reference numbers listed in the #Ref column correspond to pins on the map.

**Donor Sites**

Click on any column heading to sort the list.

You will need to be registered and logged in to submit a donor site or to view the listing details and get in touch with the site contact.

**SUBMIT A DONOR SITE**

#Ref	Location	Quantity available	Available from	Available to	Material Type
D215	Oldlands Farm, Steyning Way, Bognor Regis, West Sussex, PO22 9NN	40,000m3	11/04/2023	28/04/2023	Topsoil
D214	Spinks Lane, Wymondham.	10,437 m3	20/01/2023	31/05/2023	Inert clay suitable as Class 2C

## Making an enquiry about a site

1. Once you have identified a site of interest (see page 2 Navigating the Register), click on the reference number (#Ref) in green text.

### Donor Sites

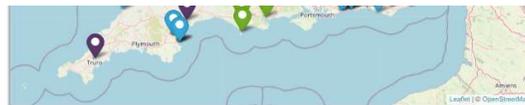
Click on any column heading to sort the list.

SUBMIT A DONOR SITE

You will need to be registered and logged in to submit a donor site or to view the listing details and get in touch with the site contact.

#Ref	Location	Quantity available	Available from	Available to	Material Type
D215	Oldlands Farm, Steyning Way, Bognor Regis, West Sussex, PO22 9NN	40,000m3	11/04/2023	28/04/2023	Topsoil
D214	Spinks Lane, Wymondham, Norfolk	10,437 m3	20/01/2023	31/05/2023	Inert clay suitable as Class 2C
D213	Ergue-Gaberic Way - Bude	200m3	18/01/2023	16/06/2023	MADE GROUND: Brown very gravelly silty sand with a low cobble content. Gravel is angular to subrounded fine to coarse sandstone and occasional angular tabular slate. Cobbles are sandstone up to 100mm across. Stiff multicoloured gravelly clay. Gravel is angular to subangular fine to coarse sandstone. Clay is dry, desiccated and hard in places.
D212	Tarsoy	12000	01/12/2022	31/02/2023	Decidial Soil - gravel/clay

2. This reference number takes you to a new page. Scroll down the page to locate the form below the map.



#### Donor Sites: D214

#Ref	D214
Date submitted	20/01/2023
Location	Spinks Lane, Wymondham, Norfolk
Quantity available	10,437 m3
Available from	20/01/2023
Available to	31/05/2023
Material Type	Inert clay suitable as Class 2C

I would like to enquire about this entry



EUROPEAN UNION



From

Name

Telephone

Reference

Message

SEND

3. Ensure you tick the box 'I would like to enquire about this entry'.
4. The form automatically populates your name and email associated with your account. Please provide a telephone number, the reference number associated with the listing and any message you would like to include with your enquiry.



**Donor Sites: D214**

Site Ref	D214
Date submitted	20/01/2023
Location	Spinks Lane, Wymondham, Norfolk
Quantity available	10,437 m3
Available from	20/01/2023
Available to	31/05/2023
Material Type	Inert clay suitable as Class 2C

I would like to enquire about this entry

   
EUROPEAN UNION

From

Name

Telephone

Reference

Message

5. Press the Send button below the form. This sends your enquiry to CL:AIRE staff for processing, and the relevant site manager is contacted for approval to exchange contact details.

## Adding sites to the Register of Materials

1. Navigate to the Register of Materials page on the CL:AIRE website (see page 2).
2. On the Register of Materials page, select the type of site you are looking to list (i.e. Donor, Receiver or Soil Treatment Facility) on the grey navigation bar at the top of the page.

CL:AIRE Register of Materials

CL:AIRE keeps a Register of Materials and services which might fall within the DoWCoP.

To see the full lists of Donor, Receiver and STF sites, click on the links in the menu above. The Register is FREE to use but to submit a site, you must first create a website user account.

Please check the record in the appropriate Donor, Receiver or Hub site list for further site details and/or to enquire about the availability of the materials.

**Disclaimer:** The map markers should be considered indicative only and not an exact location as they are reliant on the quality of the data provided.

Key:

- Donor Sites
- Receiver Sites
- Soil Treatment Facilities

ReCon Soil

EUROPEAN UNION

DoW CoP articles

- Definition of Waste: Code of Practice
- Cluster Guide
- DoW CoP Main Document
- Guidance Bulletin 3 - DoWCoP
- DoW CoP Declaration Fee Payment
- Qualified Person Declaration
- Terms & Conditions
- Materials Management Plan (MMP)
- Qualified Person Register
- Becoming a Qualified Person
- CL:AIRE Register of Materials
- FAQs

Framework and Guidance

- Cluster Guide
- DoW CoP Main Document
- Guidance Bulletin 3 - DoWCoP
- Qualified Person Disciplinary and Grievance Procedures
- Project Team / User - Disciplinary and

3. Scroll down the page below the map to find a green 'Submit X' button. This button will correspond to the page view selected in step 2.

SUBMIT A DONOR SITE

SUBMIT A RECEIVER SITE

SUBMIT A SOIL TREATMENT FACILITY

4. Clicking the 'Submit X' button will take you to a form. Some of the form details will automatically populate. Complete the rest of the details within the form.



**Receiver Site**

#Ref \*

Submitted date

Location \*

Quantity needed \*

Available from \*

Available to \*

Material Type \*

Specified End Use \*

**Map Coordinates**

If you would like your site to appear on the map, you will need to enter the latitude and longitude of your site. To find these coordinates, visit <https://www.latlong.net/> and search for the location you need. The latitude and longitude will be given.

Latitude

Longitude

**Contact**

Name

Email

Company

I agree to the DoWCoP Terms and Conditions \*

#### DoW CoP articles

Definition of Waste: Code of Practice

- Cluster Guide
- DoW CoP Main Document
- Guidance Bulletin 3 - DoWCoP
- DoW CoP Declaration Fee Payment
- Qualified Person Declaration
- Terms & Conditions
- Materials Management Plan (MMP)
- Qualified Person Register
- Becoming a Qualified Person
- CL-AIRE Register of Materials
- FAQs

#### Framework and Guidance

- Cluster Guide
- DoW CoP Main Document
- Guidance Bulletin 3 - DoWCoP
- Qualified Person Disciplinary and Grievance Procedures

#### Procedures

- Project Team / User - Disciplinary and Grievance Procedure
- DoW CoP Auditing Procedures

#### Executing DoWCoP Projects

- DoW CoP Declaration Fee Payment
- Qualified Person Declaration
- Terms & Conditions
- Materials Management Plan (MMP)
- Qualified Person Register
- Becoming a Qualified Person

#### Supporting materials

- CL-AIRE Register of Materials
- FAQs
- Materials Reuse or Disposal

- When ready, complete a final review of the details before pressing the 'Submit' button at the bottom of the form. This will create a listing on the Register and a pin on the map for the coordinates provided.

## Requesting amendments to a listing

Once listings are submitted to the Register of Materials, you will no longer be able to make amendments to the details, or remove the listing yourself. Please follow the process 'Making an Enquiry About a Site' on page 4. Use this form to request any required changes, or remove the listing prior to the 'Available to' date.