

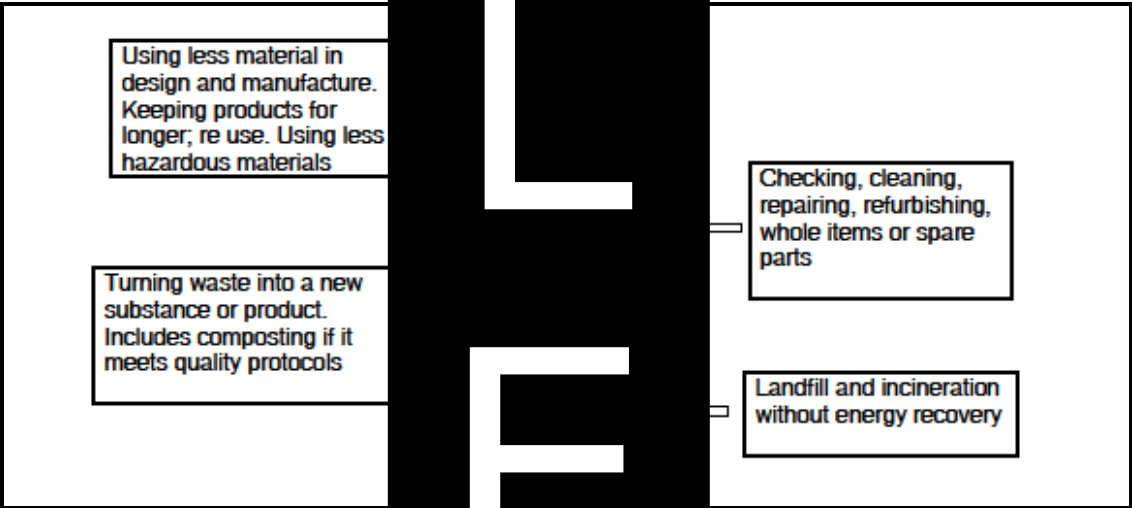
1. **What is waste?**

- 1.1 Waste is hard to define. It is anything that you throw away or dispose of, or intend to dispose of. This covers more than just objects and substances that you intend to dispose of; material being recovered, e.g. sent for reuse, is also classed as waste.
- 1.2 Some organisations produce waste as a product of their manufacturing process, others have surplus materials, or redundant tools, equipment, packaging or scrap paper to deal with.
- 1.3 Waste can include:
 - 1.3.1 used packaging
 - 1.3.2 used paper
 - 1.3.3 rubble, timber and demolition
 - 1.3.4 trade effluent, water from compressed-air equipment
 - 1.3.5 old pieces of electrical equipment
- 1.4 Once a substance or object has been fully recovered and put to use, it will remain waste until it has no potential threat to the environment or human health. When it becomes waste it becomes more tightly regulated.

If you are not sure whether a substance or object is classed as waste, contact the Environment Agency for advice.

2. **The Hierarchy of Waste**

- 2.1 Regulation 12 of the Waste (England and Wales) Regulations 2011 states that businesses that import or export waste, or who operate waste transfer stations, must take all reasonable measures to apply the hierarchy of waste management when the waste is transferred.



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- 2.2 The new Regulations
When waste is created
to recycling, and last of

ucing waste in the first place.
n to preparing it for re-use, then
ple landfill).

3. **Duty of care for waste**

If you produce, import, carry,
duty of care. This requires
authorised to take it, and to ensure
ensure that any landfill site rec

dispose of waste you have a
safely, only pass it to those
documentation. Further, you must
n environmental permit.

4. **Storing waste**

You must store waste secure
drums. Different types of wa
prevent it blowing away, and
cannot leak into the ground or

ners, such as skips or labelled
the waste must be covered to
to make sure that the waste

5. **Waste recovery or disposal**

- 5.1 When you send waste
is handled by an author
When the waste is tra
be produced, which ha
must be retained for at

posed of, you must ensure that it
d taken to an authorised site.
on, a *waste transfer note* must
parties. The waste transfer note

- 5.2 From 28 September 20
that you have applied
reusing or recycling yo

note must include a declaration
This means you must consider
g of it.

6. **Sending waste to landfill**

- 6.1 If you are sending wa
minimise its impact on

ndfill, it must be pre-treated to

- 6.2 Certain types of waste

, including:

- 6.2.1 liquid waste (kn

- 6.2.2 used tyres

- 6.2.3 healthcare wa
hospitals, medic

ectionous clinical wastes from
y establishments

- 6.2.4 wastes with
corrosive, flamm

cs, for example, explosive,
characteristics

7. **Controls on specific types of**

There are specific legal req
following objects and material

th if you are disposing of the

- 7.1 **Liquid waste** - if you
chemicals and deterge

ncluding fats, oils and greases,
have a *trade effluent consent*.

- 7.2 **Packaging waste** - if y

s, sells or handles packaging or

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packaging materials, you must, as a minimum, design the packaging to be easy to reuse and recycle, and to minimise the amount of packaging used to a minimum.

amount of packaging used to a minimum, design the packaging to be easy to reuse and recycle, and to minimise the amount of packaging used to a minimum.

- 7.3 **Waste electrical and electronic equipment (WEEE)** - if you produce, import, distribute or use electrical equipment, or store, treat or dispose of other people's waste electrical and electronic equipment, you must comply with rules on WEEE.

WEEE) - if you produce, import, distribute or use electrical equipment, or store, treat or dispose of other people's waste electrical and electronic equipment, you must comply with rules on WEEE.

- 7.4 **Batteries** - if you produce, import, distribute or use automotive or portable batteries (rechargeable and accumulators) or store, treat or dispose of other people's automotive or portable batteries, you must comply with rules on the disposal of batteries.

automotive or portable batteries (rechargeable and accumulators) or store, treat or dispose of other people's automotive or portable batteries, you must comply with rules on the disposal of batteries.

- 7.5 **End-of-life vehicles** - if you produce, import, distribute or use vehicles, or store, treat or dispose of other people's vehicles, you must ensure that you comply with rules on the disposal of vehicles. You will provide a *certificate of destruction* with the Driver and Vehicle Licensing Agency (DVLA) to deregister the vehicle.

be dismantled or disposed of, you must ensure that you comply with rules on the disposal of vehicles. You will provide a *certificate of destruction* with the Driver and Vehicle Licensing Agency (DVLA) to deregister the vehicle.

- 7.6 **Construction waste** - if you produce, import, distribute or use construction materials, or store, treat or dispose of other people's construction materials, you must ensure that you comply with rules on the disposal of construction materials. A *site waste management plan* must be put into place for any construction project which is valued at greater than £100,000 (including VAT), a *site waste management plan* must be put into place for any construction project which is valued at greater than £100,000 (including VAT).

construction project which is valued at greater than £100,000 (including VAT), a *site waste management plan* must be put into place for any construction project which is valued at greater than £100,000 (including VAT).

- 7.7 **Animal by-products** - if you produce, import, distribute or use animal by-products, or store, treat or dispose of other people's animal by-products, you must ensure that you comply with rules on the disposal of animal by-products. There are rules on the collection, transport, storage and disposal of animal by-products. There are rules on the collection, transport, storage and disposal of animal by-products.

Animal by-products are entire animal carcasses, parts of animal carcasses, animal by-products of origin, catering waste or other animal by-products. They are not fit or intended for human consumption. There are rules on the collection, transport, storage and disposal of animal by-products. There are rules on the collection, transport, storage and disposal of animal by-products.

- 7.8 **Radioactive waste** - if you produce, import, distribute or use radioactive substances, or store, treat or dispose of other people's radioactive substances, you must ensure that you comply with rules on the disposal of radioactive substances. You may need an *environmental permit* from the Environment Agency.

radioactive substances, or accumulate or store radioactive substances, you may need an *environmental permit* from the Environment Agency.

8. Rules for waste carriers, brokers and waste management companies

- 8.1 If you transport your own waste, or you act as a waste broker or dealer, you must comply with the regulations introduced by the Waste Management Licensing Regulations 2011 and dealers.

te, or you act as a waste broker or dealer, you must comply with the regulations introduced by the Waste Management Licensing Regulations 2011 and dealers.

- 8.2 If you transport other people's waste, you must register with the Environment Agency as an *upper tier waste carrier*, unless you fall into one of the categories for lower tier waste carriers. The registration of waste carriers introduced on 29 March 2011, will be classified as an *upper tier certificate*. When the certificate is due to be renewed, it will be classified as an *upper tier certificate*.

own construction or demolition waste, you must register with the Environment Agency as an *upper tier waste carrier*, unless you fall into one of the categories for lower tier waste carriers. The registration of waste carriers introduced on 29 March 2011, will be classified as an *upper tier certificate*. When the certificate is due to be renewed, it will be classified as an *upper tier certificate*.

- 8.3 If you are a waste broker or dealer, you must ensure that you comply with the regulations introduced by the Waste Management Licensing Regulations 2011 and dealers.

arrangements for others to have waste handled, transported or stored, you must ensure that you comply with the regulations introduced by the Waste Management Licensing Regulations 2011 and dealers.

- 8.3.1 register as an *upper tier waste carrier*, unless you fall into one of the categories for lower tier waste carriers, and

with the Environment Agency, unless you fall into one of the categories for lower tier waste carriers, and

- 8.3.2 make sure that the waste is stored and transported in a safe and secure manner.

brokering or have control of is stored and transported in a safe and secure manner.

- 8.3.3 If you deal in waste from other businesses to sell it on, you must ensure that you comply with the regulations introduced by the Waste Management Licensing Regulations 2011 and dealers.

agent to buy waste from other businesses to sell it on, you must ensure that you comply with the regulations introduced by the Waste Management Licensing Regulations 2011 and dealers.

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for lower tier
certificate prior
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registration.

had a waste carrier or broker
the Environment Agency will
a dealer to your existing

8.4 You must register as a waste carrier or dealer if you only deal with:

8.4.1 animal by-product

8.4.2 waste from mining

8.4.3 waste from agriculture

8.5 You must also register if you carry, broker or deal in waste and are:

8.5.1 a waste collector or transporter on authority, or

8.5.2 a charity or voluntary organisation

8.6 From the end of December 2002 you need to register in the lower tier if you normally and regularly produce by your own business, other than construction waste:

9. Hazardous Waste

9.1 What is hazardous waste?

9.1.1 Waste that is harmful to health or the natural environment is known as hazardous waste. All businesses will produce some hazardous waste:

9.1.1.1 asbestos

9.1.1.2 chemicals and solvents including printer toner

9.1.1.3 electrical equipment containing electrically harmful components such as cathode ray tubes, computer monitors and televisions

9.1.1.4 fluorescent lamps including energy-saving light bulbs

9.1.1.5 vehicle and engine oils

9.1.1.6 oils (excluding engine oil)

9.1.1.7 lead acid batteries

9.1.1.8 waste oil

9.1.1.9 refrigerants and air conditioning depleting substances

9.2 Hazardous waste is defined in the Hazardous Waste Catalogue (EWC). The EWC has a six-digit code for each type of waste. Hazardous waste is identified in the EWC with an asterisk.

9.3 The EWC contains two types of hazardous waste entry:

9.3.1 'Absolute' entries are those which are always hazardous. Examples include waste from the manufacture of organic wood preservatives, and nickel cadmium batteries.

9.3.2 'Mirror' entries are those which are hazardous if they contain a certain amount of a specified hazardous substance. Some wastes containing hazardous properties such as flammability.

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9.4 Many non-hazardous waste may be part of a mirror entry. If this is the case you need to ensure that your waste contains hazardous components before you assign a waste code.

9.5 If you receive materials, they should be accompanied by a *safety data sheet*. A safety data sheet can help you decide if your waste is hazardous. If the chemicals have not changed, you can reuse the same code.

Check whether your waste is listed on the Environment Agency website.

10. Responsibilities for hazardous waste

10.1 Requirements you must follow

10.1.1 **Storage** - hazardous waste must be stored securely in suitable containers.

10.1.2 **Segregation** - hazardous waste cannot be mixed, and hazardous waste must be kept separate from non-hazardous waste or with materials that are not hazardous.

10.1.3 **Written details** - you must provide written details regarding the storage of hazardous waste. This should include the quantity produced, and the location of the hazardous waste. You must also keep a record of the services provided by emergency services.

10.1.4 **Inspection** - containers of hazardous waste should be examined at least weekly.

10.1.5 **Handling and transport** - hazardous waste must only be transported by an authorised person in accordance with the dangerous goods legislation.

10.1.6 **Recovery or disposal** - hazardous waste must be disposed of at an appropriately licensed site.

10.1.7 **Documentation** - a waste transfer note must be completed for every load of hazardous waste leaving your premises. From 28 September 2015, you must also include your waste transfer note that you have applied for a licence. This means you must consider the waste before deciding to dispose of it. You must keep the waste transfer note for three years.

11. Producing and storing hazardous waste

11.1 Registration of premises

11.1.1 If you produce or store more than 500 kilograms in any 12 months, you must register your premises with the Environment Agency.

11.1.2 When registered, you will be required to provide a unique *premises code*. This code will be required to legally collect your hazardous waste. The code is valid for three years from the date of registration. You can renew the code up to one month before it expires, or you can register in bulk; up to 2,000 premises. When registering, you will need to provide

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n site should be registered
gs on the same premises these
d they are part of the same
ses with other waste-producing
stered separately.

11.1.4 If you produce
you may be ab
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at different customer premises,
as a mobile service using your
t notes are still required.

11.2 How much hazardous

11.2.1 Waste can be s
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be collected.

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permit, while you wait for it to

11.2.2 You can also f
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produced on another site that
ving conditions:

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11.2.2.2 no mo
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of non-liquid waste is stored at

11.2.2.3 no mo

uid waste is stored at any one.

*If these conditions cannot be
Environment Agency.*

environmental permit from the

11.3 How to store hazardous

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emises, even for a short period

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fely and securely to prevent

11.3.1.2 ensur

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11.3.1.4 keep

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leaks

11.3.1.6 regula
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storing and disposing of each

11.3.1.8 maint
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hazardous wastes kept on your
are stored; this will help
with any incident effectively and

11.4 You must assess risks
your site, including haz

s substances that you store on
steps to control those risks.

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12. Train your staff

Staff must be properly trained to handle hazardous materials that you store on your premises. This includes training on what to do if there is a spill, the type of personal protective equipment to wear, and how to correctly dispose of contaminated clean-up materials.

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13. Reducing your hazardous waste

13.1 It is expensive to dispose of hazardous waste, and it is likely to become more costly in the future. It is often in good business sense to reduce the amount of hazardous waste you produce. This can often be done at relatively little extra cost.

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13.2 Consider the following:

13.2.1 Choose non-hazardous alternatives for materials or components. Evaluate your use of hazardous materials and management costs.

Choose non-hazardous alternatives for materials or components. Evaluate your use of hazardous materials and management costs.

13.2.2 Improve the efficiency of materials that you use to reduce the quantity of waste.

Improve the efficiency of materials that you use to reduce the quantity of waste.

13.2.3 Introduce effective procedures to reduce the number of defective products that have to throw away.

Introduce effective procedures to reduce the number of defective products that have to throw away.

13.2.4 Minimise the use of cleaning equipment. Some cleaning is necessary, but excessive cleaning can reduce both the frequency and the extent of cleaning, reducing the amount of potentially hazardous waste.

Minimise the use of cleaning equipment. Some cleaning is necessary, but excessive cleaning can reduce both the frequency and the extent of cleaning, reducing the amount of potentially hazardous waste.

13.2.5 Recover materials that can be reused on site, recycled, or recovered. An environmental factor can advise on whether recovery alternatives.

Recover materials that can be reused on site, recycled, or recovered. An environmental factor can advise on whether recovery alternatives.

13.2.6 Change the design of hazardous materials so that they will not need to be disposed of.

Change the design of hazardous materials so that they will not need to be disposed of.

13.2.7 Separate your waste streams to prevent making more waste hazardous.

Separate your waste streams to prevent making more waste hazardous.

13.3 To find the best way of managing your hazardous waste you produce, talk to your material suppliers, get advice from your trade association, look at similar businesses, and contact your local Environment Agency Office.

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