

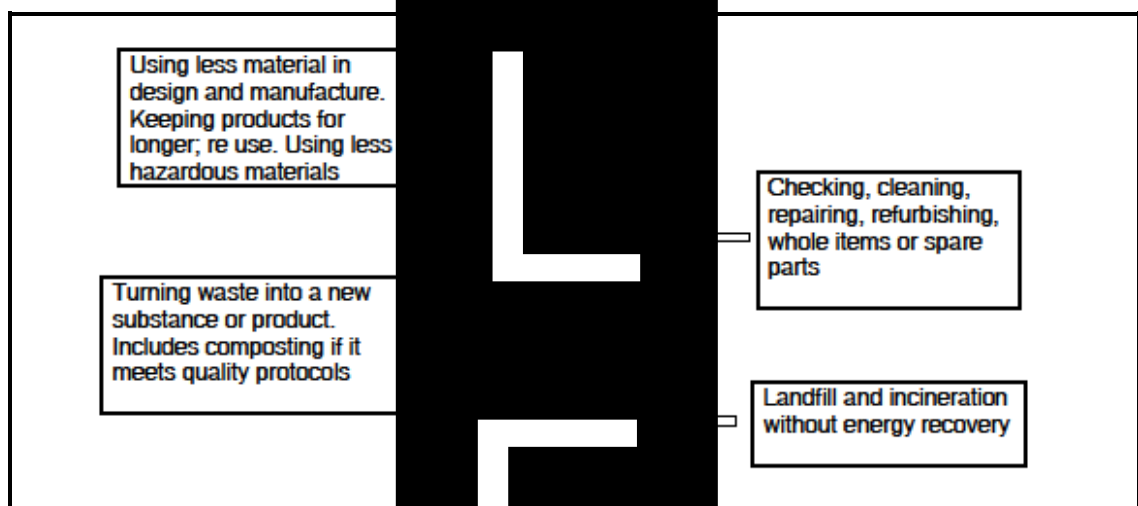
1. What is waste?

- 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; it includes 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, 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 is no longer a 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 a waste transfer station, must take all reasonable measures to apply the hierarchy of waste management when the waste is transferred.



- 2.2 The Regulations give priority to preventing waste in the first place. When

waste is created, the recycling, and last of all, the disposal of the waste.

to preparing it for re-use, then to recycling, and finally to landfill (or, in some cases, to incineration).

3. Duty of care for waste

- 3.1 If you produce, import, transport, store, or dispose of waste, you have a **duty of care** to ensure that it is handled by those authorised to do so. Further, you must ensure that the waste is handled in an environmentally permissible way.

When you recover or dispose of waste you must handle it safely, only pass it to authorised persons, and complete the correct documentation. The site receiving your waste has an obligation to ensure that it is handled in an environmentally permissible way.

4. Storing waste

- 4.1 You must store waste in suitable containers, such as skips or drums. Different types of waste must not be mixed. The waste must be covered to prevent it from being blown away or leaked. Steps should be taken to make sure that the waste cannot reach watercourses.

When you store waste, you must use suitable containers, such as skips or drums. Different types of waste must not be mixed. The waste must be covered to prevent it from being blown away or leaked. Steps should be taken to make sure that the waste cannot reach watercourses.

5. Waste recovery or disposal

- 5.1 When you send waste for recovery or disposal, it must be handled by an authorised person. When the waste is recovered or disposed of, a *waste transfer note* must be produced, which must be retained for a period of 5 years.
- 5.2 The waste transfer note must state that you have applied the waste hierarchy. You must consider reusing or recycling your waste before disposing of it.

When you send waste for recovery or disposal, you must ensure that it is handled by an authorised person and taken to an authorised site. When the waste is recovered or disposed of, a *waste transfer note* must be produced, which must be retained for a period of 5 years.

The waste transfer note must state that you have applied the waste hierarchy. You must consider reusing or recycling your waste before disposing of it.

6. Sending waste to landfill

- 6.1 If you are sending waste to landfill, it must be pre-treated to minimise its impact on the environment.
- 6.2 Certain types of waste are prohibited from landfill, including:
- 6.2.1 liquid waste
 - 6.2.2 used tyres
 - 6.2.3 healthcare waste from hospitals, medical practices, etc.
 - 6.2.4 wastes with certain characteristics, for example, explosive, corrosive, flammable, etc.

When you send waste to landfill, it must be pre-treated to minimise its impact on the environment.

Waste prohibited from landfill, including:

(1)

infectious clinical wastes from primary establishments

Wastes with certain characteristics, for example, explosive, corrosive, flammable, etc.

7. Controls on specific types of waste

- 7.1 There are specific controls on the following objects and substances:
- 7.1.1 **Liquid waste** including fats, oils and greases, chemicals, etc. If you send liquid waste to sewers, you must have a *trade effluent consent*.
 - 7.1.2 **Packaging** including empty packaging or packaging used for waste. You must ensure that the packaging is suitable for reuse and recycling.
 - 7.1.3 **Waste electrical and electronic equipment (WEEE)** - if you produce, import, distribute, or dispose of WEEE, you must ensure that it is handled in an environmentally permissible way.

You must comply with the following controls if you are disposing of the following objects and substances:

Liquid waste including fats, oils and greases, chemicals, etc. If you send liquid waste to sewers, you must have a *trade effluent consent*.

Waste electrical and electronic equipment (WEEE) - if you produce, import, distribute, or dispose of WEEE, you must ensure that it is handled in an environmentally permissible way.

Waste electrical and electronic equipment (WEEE) - if you produce, import, distribute, or dispose of WEEE, you must ensure that it is handled in an environmentally permissible way.

S

treat or dispose of waste electrical and electronic equipment, you must comply with the following rules on WEEE.

- 7.1.4 **Batteries** - If you supply more than 32 kilograms of industrial, automotive or portable (rechargeable batteries) or supply more than 32 kilograms per year to end users, you will be affected by the following rules of batteries.

- 7.1.5 **End-of-life** - A vehicle is to be dismantled or disposed of, is sent to an *authorised treatment facility*. The *certificate of destruction* that allows you to deregister the vehicle with the Driver and Vehicle Licensing Agency.

- 7.1.6 **Construction** - When planning a construction project which is valued at more than £100 (excluding VAT), a *site waste management plan* must be in place before work commences.

- 7.1.7 **Animal by-products** - animal by-products are entire animal bodies or parts of animal bodies, waste or other products of animal origin, catering for human consumption, derived from animals that are not fit for human consumption. There are strict controls on the ways animal by-products are produced, transported, stored, handled, and disposed of.

- 7.1.8 **Radioactive** - If you produce, use, store, transport, accumulate or dispose of radioactive waste materials, you may need to register with the Environment Agency.

8. Rules for waste carriers, brokers and dealers

- 8.1 If you transport your own waste, or you act as a waste broker or dealer, you must register with the system for waste carriers.

- 8.2 If you transport other people's waste, you must register as a *waste carrier*, unless you fall into one of the categories for lower tier waste carriers.

- 8.3 If you are a waste carrier, broker or dealer, and you have arrangements for others to have waste handled, transported or disposed of, you must:

- 8.3.1 register as a waste carrier, broker or dealer 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 properly stored and transported, and

- 8.3.3 If you deal with waste from other businesses, you must register as an *upper tier waste carrier*, unless you fall into one of the categories for lower tier waste carriers.

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

- 8.4.1 animal by-products

- 8.4.2 waste from non-ferrous metal

- 8.4.3 waste from a vehicle

- 8.5 You must also register as a waste carrier, broker or dealer and are:

A

M

P

L

E

waste electrical and electronic equipment, you must comply with the following rules on WEEE.

If you supply more than 32 kilograms of industrial, automotive or portable (rechargeable batteries) or supply more than 32 kilograms per year to end users, you will be affected by the following rules of batteries.

A vehicle is to be dismantled or disposed of, is sent to an *authorised treatment facility*. The *certificate of destruction* that allows you to deregister the vehicle with the Driver and Vehicle Licensing Agency.

When planning a construction project which is valued at more than £100 (excluding VAT), a *site waste management plan* must be in place before work commences.

Animal by-products - animal by-products are entire animal bodies or parts of animal bodies, waste or other products of animal origin, catering for human consumption, derived from animals that are not fit for human consumption. There are strict controls on the ways animal by-products are produced, transported, stored, handled, and disposed of.

If you produce, use, store, transport, accumulate or dispose of radioactive waste materials, you may need to register with the Environment Agency.

If you transport your own waste, or you act as a waste broker or dealer, you must register with the system for waste carriers.

If you transport other people's waste, you must register as an *upper tier waste carrier*, unless you fall into one of the categories for lower tier waste carriers.

If you are a waste carrier, broker or dealer, and you have arrangements for others to have waste handled, transported or disposed of, you must:

8.3.1 register as a waste carrier, broker or dealer 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 properly stored and transported, and

8.3.3 If you deal with waste from other businesses, you must register as an *upper tier waste carrier*, unless you fall into one of the categories for lower tier waste carriers.

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

8.4.1 animal by-products

8.4.2 waste from non-ferrous metal

8.4.3 waste from a vehicle

You must also register as a waste carrier, broker or deal in waste

S A M P L E

- 8.5.1 disposal or regulation authority, or
- 8.5.2 organisation
- 8.6 You must use the lower tier if you normally and regularly carry waste management or business, other than construction or demolition waste.
9. **Hazardous waste**
- 9.1 What is hazardous waste?
- 9.1.1 Waste that is dangerous to human health or the natural environment is hazardous waste. Almost all businesses will produce some hazardous waste. Typical examples include waste:
- Brake fluid and printer toner
 - Waste containing potentially harmful components such as fluorescent tubes, e.g. computer monitors and televisions
 - Mercury-containing tubes and energy-saving light bulbs
 - Waste containing lead-acid batteries
 - Waste containing flammable oils, e.g. engine oil
 - Waste containing asbestos
 - Waste containing ozone-depleting substances
- 9.2 Hazardous waste is identified by the European Waste Catalogue (EWC). The EWC lists all types of waste. Hazardous waste is identified by a hazard code.
- 9.3 The EWC code for hazardous waste entry:
- 9.3.1 Waste that is always hazardous. Examples include waste from specified acids, inorganic wood preservatives, and asbestos.
- 9.3.2 Waste that is only considered hazardous if they contain a certain amount, or more than a specified amount of a substance. Examples include some wastes containing heavy metals or displaying hazardous properties such as highly flammable.
- 9.4 Many hazardous waste entries may also form part of a mirror entry. If this is the case, you should consider whether your waste contains hazardous components and use the non-hazardous waste code.
- 9.5 If you store or use chemicals at your site, they should be accompanied by a safety data sheet. Information on the safety data sheet can help you decide if the waste is hazardous, provided the chemicals have not changed due to reaction with other substances.
- Check whether your waste is hazardous on the Environment Agency website.*
10. **Responsibility for hazardous waste**
- 10.1 Requirements for hazardous waste must include:
- 10.1.1 Hazardous waste must be stored securely in suitable

S A M P L E

10.1. Different types of hazardous waste cannot be mixed, and hazardous waste cannot be mixed with non-hazardous waste or inert waste.

10.1. Written instructions should be provided to employees on the handling and disposal of the hazardous waste which is produced. Up-to-date inventory must be kept of all the hazardous waste on your premises in case it is required by emergency services.

10.1. Records of hazardous waste should be examined at regular intervals.

10.1. **Transport** - hazardous waste must only be transported by licensed carriers, and in compliance with the dangerous goods regulations.

10.1. **Disposal** - the hazardous waste must be disposed of at a licensed disposal facility.

10.1. A consignment note must be completed for every hazardous waste transferred from your premises. You must complete the transfer note that you have applied the waste classification to. You must consider reusing or recycling your waste before disposing of it. Consignment notes must be kept for 5 years.

11. Producing and storing hazardous waste

11.1 Registering

11.1.1 If you produce hazardous waste of more than 500 kilograms in a calendar year, you must register your premises with the Environment Agency.

11.1.2 You will be given a unique *premises code*. This code enables someone to legally collect your hazardous waste. The code is valid for 12 months from the date of registration. You must renew your registration up to one month before it expires, by completing a paper form. You can register in bulk; up to 10 premises at a time. When registering, you will need to provide your premises address, your Environmental Classification code number, and, if you are a limited company, your Companies House number.

11.1.3 If you have multiple premises, each site should be registered separately. If you have multiple buildings on the same premises these should be registered separately, provided they are part of the same business. If you share premises with other waste-producing businesses, each business must be registered separately.

11.1.4 If you move large amounts of waste at different customer premises, you must register your mobile service. Consignment notes are still required.

11.2 How can hazardous waste be stored?

11.2.1 Hazardous waste must be stored securely on the site where it was produced for up to 3 years without an environmental permit, while you wait for it to be collected.

11.2.2 You may temporarily store waste produced on another site that you are licensed to store, provided it complies with the following conditions:

S

stored for no longer than three months, and
if more than 50 cubic metres of non-liquid waste is stored at
any one time, and
if more than 1,000 litres of liquid waste is stored at any one.

If these conditions are not met, you will need an environmental permit from the
Environment Agency.

11.3 How to store hazardous waste

11.3.1 Hazardous waste should be stored on your premises, even for a short period

if it is stored safely and securely to prevent

any fire or explosion, and is packaged and labelled correctly

different types of hazardous waste separate

hazardous and non-hazardous waste separate

store hazardous waste in a dedicated area, with a bund
to contain spills and leaks

regularly check storage areas for leaks, deteriorating
containers and other potential risks

provide written instructions for storing and disposing of each
type of hazardous waste

keep an inventory of the hazardous wastes kept on your
premises and where they are stored; this will help
emergency services to deal with any incident effectively and

11.4 You should also be aware of the risks posed by any hazardous substances that you store on
your premises, and take steps to control those risks.

12. Train your staff

12.1 Staff should be trained to deal with spills of the hazardous materials
on your premises. This should include instructions on what to do
if there is a spill, the personal protection equipment required, and how
to contain and clean-up materials.

13. Reducing your waste

13.1 It is often more cost-effective to reduce the amount of hazardous waste
produced, and it is likely to become more
costly as the price of hazardous waste makes sound business sense to reduce the
amount of hazardous waste produced. This can often be done at relatively

13.2 Consider the use of less hazardous alternatives for materials or
processes, and make reductions in your use of hazardous materials
to reduce your waste management costs.

13.2.1 Review your processes to reduce the quantity of
waste produced and cut down on waste.

13.2.2 Implement quality control procedures to reduce the number of
defective products you make and have to throw away.

A

M

P

L

E

S

13.2. for cleaning equipment. Some cleaning is working practices can reduce both the frequency cleaning, reducing the amount of potentially s that you produce.

A

13.2. are used and discarded. Some of these may be can be sent off site for recycling, treatment or specialist contractor can advise on whether ng processes will result in recovery alternatives.

M

13.2. your products or processes to eliminate the use s all together. This will save money because you specialist disposal regime.

P

13.2. to prevent contamination and to prevent making s.

L

13.3 To fir ng the amount of hazardous waste you produce, talk t component suppliers, get advice from your trade asso businesses or contact your local Environment Agen

E