



Surrey waste partnership

A business case to reduce your waste



Is your business based in Surrey?

Do you know the correct procedures for dealing with your business waste?

Every business produces waste, from office paper and ink cartridges to fluorescent tubes and computer monitors. All this waste has to be disposed of and under many circumstances how and where you dispose of it is governed by the duty of care legislation.

This guide has been developed to help you understand your responsibilities surrounding the different waste materials that your business might need to dispose of.



Duty of care legislation

Under the duty of care legislation, you are required to take all reasonable steps to keep your waste safe. Not complying with the duty of care legislation can result in a fine.

1. When dealing with your own business waste you must:

- Store your waste safely and securely to ensure that it doesn't escape from your control and pollute or harm the environment.
- Make sure that anybody who disposes of the waste for you is authorised to take it and can transport, recycle or dispose of it safely (you can find out if someone is a registered waste carrier or waste treatment facility by checking on www.wastedirectory.org).
- Make sure you have a written description of the waste and a transfer note, (completed and signed by both parties), if you get someone else to dispose of your waste.

2. If you collect business waste from someone else you must:

- Make sure that the law allows you to take it (you should be a registered waste carrier, although there are some exceptions).
- Make sure you have a description of the waste and issue a transfer note (completed and signed by both parties).

This requirement includes tradesmen such as builders, plumbers, electricians and gardeners, if part of the service they offer is to remove waste from a customer's property.

For details on how to apply for a waste carrier's licence please go to www.environment-agency.gov.uk

For more information on your duty of care, who is authorised to take your waste and what information the transfer note must include, visit Defra's website, www.defra.gov.uk

Landfill Directive

Under the landfill regulations introduced in 2002 and 2007, the following types of waste are banned from landfills:

- Tyres (whole or shredded).
- Infectious clinical wastes from hospitals, medical or veterinary establishments.
- Wastes that are explosive, corrosive, flammable or oxidizing.
- New or unidentified chemical substances whose effects are unknown.
- All liquid waste.

If this kind of waste is produced by your business it must be pre-treated before being sent to landfill. Hazardous waste can only go to a hazardous waste landfill site.

Pre-treatment of (non-hazardous) waste regulation

Introduced in October 2007, this regulation means that it is the responsibility of your business to ensure your waste is treated before being disposed of in a landfill site.

You can treat your waste by either:

- Collecting separate waste streams and recycling at least one of these.
- Having your waste contractor treat the waste before landfilling. This can be by sorting and subsequently recycling, or treatment using advance technologies.

Any form of treatment must involve changing the characteristics of the waste, in order to:

- Reduce its volume.
- Reduce its hazardous nature.
- Facilitate its handling or enhance its recovery.

Recycling at least one of your main material streams will enable your business to meet the pre-treatment requirement.

For more information on the pre-treatment regulation please refer to the fact sheet published on the Environment Agency's website <http://publications.environment-agency.gov.uk/pdf/GEHO0507BMQM-e-e.pdf>

Producer Responsibility Obligation (Packaging Waste) Regulations 2007

If your business makes, fills, sells, handles or produces packaging or packaging materials, you need to be aware of the following:

- The Packaging (Essential Requirements) Regulations apply to you if your business produces packaged products, or places packaging or packaged goods on the market.
- The Producer Responsibility Obligations (Packaging Waste) Regulations apply to you if your business handles more than 50 tonnes of packaging in a year and has a turnover of more than £2 million.
- Packaging waste covers all types of materials used for packaging such as paper, cardboard, various plastics and metal.
- You need to register with the Environment Agency or a compliance scheme.
- You must provide evidence that you recover and recycle a specified proportion of your waste.
- Fines can be imposed on businesses that do not comply.

For further information please refer to the Environment Agency's website, www.environment-agency.gov.uk



Waste Electrical and Electronic Equipment Directive (WEEE)

European legislation aims to reduce the amount of WEEE being produced and encourages everyone to reuse, recycle or recover it.

The WEEE regulations in this country introduced new responsibilities for businesses and other non-household users of electrical and electronic equipment. These organisations need to ensure that all WEEE is treated and recycled. The individual circumstances determine whether the business disposing of the equipment, or the original producer of the equipment, pays for this.

Any business involved in manufacturing, selling, distributing, recycling or treating electrical and electronic equipment should be aware that under the WEEE directive, it is now illegal to dispose of this at a landfill site.

There are certain requirements for WEEE relating to:

- Separate collection, disposal and recycling.
- Standards for its treatment at authorised facilities.
- Collection, recycling and recovery targets.

For further information visit the Environment Agency's web site at www.environment-agency.gov.uk



Hazardous waste

Some types of waste are classified as hazardous, for example fluorescent tubes, computer monitors, mineral oils, lead acid batteries and fridges. The hazardous properties of these wastes can make them harmful to the environment or human health. If you produce hazardous waste at your premises you need to deal with it accordingly.

You must:

- Register your premises with the Environment Agency (some premises are exempt if less than 200kg of hazardous waste is produced in a 12 month period).
- Not mix hazardous waste with non-hazardous waste and you should not mix different types of hazardous waste.
- Complete a hazardous waste consignment note when hazardous waste is removed from your premises. You must keep one copy of the consignment note and another copy must go with the waste (this counts as the description and transfer note for duty of care). The person who eventually receives your waste (the consignee) is required to make a return to you, confirming that they have received the waste and stating what they have done with it.
- Keep records of the hazardous waste you produce. Generally, keeping the consignment note and the consignee return for three years will meet this requirement.

For more information on deciding if your waste is hazardous, registering your premises, completing consignment notes and the records that must be kept, refer to the Environment Agency's guidance at www.environment-agency.gov.uk

EU Batteries Directive

Stricter rules on manufacturing and recycling batteries and accumulators (rechargeable batteries) for UK businesses have been introduced through the implementation of the European Batteries Directive.

Battery producers and retailers are to become responsible for battery recycling. If you produce more than one tonne of portable batteries per year, you have to join an approved 'compliance scheme' that will manage collection and recycling.

The new requirements on collecting, treating and recycling waste batteries and accumulators came into force on 5 May 2009 and producers will have to pay for the collection, treatment and recycling of batteries from 1 January 2010.

More details on this regulation can be found at www.netregs.gov.uk



The Clean Neighbourhood and Environment Act (CNEA)

The Environmental Protection Act 1990 imposes duties on certain landowners and occupiers to keep specified land clear of litter and refuse.

Local authorities now have the power to deal with problems affecting the quality and appearance of the local environment. For example, where a litter problem can clearly be traced to a certain type of business, a local authority can issue a street litter control notice. A local authority can also charge the owner of abandoned shopping trolleys for their removal, storage and disposal.

You must:

- Ensure you have adequate storage space for trade waste, either inside the building or in an enclosed area outside.
- Have litterbins outside your premise (by agreement with the council) if you are a take-away food shop, and you should display notices encouraging customers to use them.

Business rates (better known as non-domestic rates)

Non-domestic property occupants pay business rates, which are collected by local authorities to cover the cost of local area services. These rates do not include the collection or disposal of commercial waste.

Waste disposal and recycling

It is an offence to dispose of your commercially generated waste via one of the facilities provided specifically for household waste. These include waste and recycling bins, bring sites and community recycling centres. Companies found doing so can incur substantial fines.

There are a number of ways for you to deal with your waste:

- Larger amounts of trade or commercial waste (excluding clinical waste, liquid waste, most types of hazardous waste, tyres and chemical waste) can be taken to any one of Surrey County Council's four Waste Transfer Stations, which have a weighbridge facility. These are located at Guildford, Shepperton, Leatherhead and Epsom. However waste will not be accepted from businesses without a Waste Carrier's Licence or exemption certificate. People who transport waste in the course of their business need to be registered as a Waste Carrier as outlined in the 'Duty of care legislation' section on page 3. There is a charge to dispose of your commercial waste at any one of these sites. Please contact Surrey Waste Management on 01306 748300 to establish the current pricing structure before visiting.
- There are sites across the county that accept trade waste. An interactive map of these sites can be found at www.surreywaste.info/businesses/tradewastesites
- Surrey County Council provides a comprehensive list of recycling contractors on the 'A-Z of recycling waste materials' which can be found at www.surreycc.gov.uk/businesswaste
- A number of Surrey's district and borough councils offer a general trade waste collection service (this may or may not include a recycling collection service) at a cost. Details can be found on your local council's website or by calling them direct.

- In other districts, Surrey County Council is working with MITIE to provide you with a total waste management solution. Its specialist waste and environmental team can advise you on which materials you could be recycling, and help you with other items that you may need to dispose of. MITIE's approach is always committed to finding the most environmentally friendly and financially viable option for each business, whilst also ensuring that your company is fully compliant as required by existing legislation.

To find out more about this service please visit
www.surreycc.gov.uk/businesswaste

MITIE can be contacted on 0844 335 6567 or via email,
surreycc.waste@mitie.co.uk



About us

The Surrey Waste Partnership is made up of Surrey County Council and the 11 district and borough councils in the county. It aims to bring all local authorities together to manage Surrey's waste in the most efficient, economic and sustainable way possible. For more information visit the partnership website at www.surreywaste.info.



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