

Points to remember

- > You should arrange a trade waste collection with a registered waste management company or your local council.
- > You must ensure that both the waste carrier and the waste facility you send your waste to holds the appropriate authorisation, permit or licence for the type of waste that you send to be treated or disposed of.
- > Remember your waste must be 'pre-treated' before it is disposed of.
- > You need to sort your hazardous waste from your general waste and keep different types of hazardous waste separate and stored safely and securely.
- > You must complete and retain the required documents to record the transfer of all of your waste.

More advice

RECAP

The business pages on the RECAP website provide more information on:

- > Waste legislation affecting businesses.
- > Reducing, reusing and recycling your business waste.
- > Links to local business waste recycling services.

VISIT www.recap.co.uk/business-waste

Environment Agency

The Environment Agency provides definitive guidance on your duty of care and other environmental obligations, in particular hazardous waste.

CALL 08708 506 506

VISIT www.netregs.gov.uk

The RECAP *Your options for business waste* leaflet provides advice on how to reduce, reuse and recycle your waste.

Contact details



CALL 01223 458284

EMAIL enquiries@cambridge.gov.uk

VISIT www.cambridge.gov.uk



CALL 0345 045 5207

EMAIL wmt@cambridgeshire.gov.uk

VISIT www.cambridgeshire.gov.uk



CALL 01353 665555

EMAIL customerservices@eastcambs.gov.uk

VISIT www.eastcambs.gov.uk



CALL 01354 654321

EMAIL environmentalservicerequests@fenland.gov.uk

VISIT www.fenland.gov.uk



CALL 01480 388388

EMAIL mail@huntsdc.gov.uk

VISIT www.huntingdonshire.gov.uk



CALL 01733 747474

EMAIL enquiries@viridor.co.uk

VISIT www.peterborough.gov.uk



CALL 01954 713485 / 713496

EMAIL refuse@scambs.gov.uk

VISIT www.scambs.gov.uk



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business waste

your responsibilities

Business waste is any waste produced by a business, trade or similar organisation. Whether you work alone or as part of a multi-national corporation the waste produced by your activities is classed as business waste.

This leaflet provides an introduction to your responsibilities as a business for the waste that you produce.



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Under the Environmental Protection Act (1990) all businesses have a legal responsibility to make sure that all reasonable steps are taken to store and dispose of their waste safely.

Your duty of care

You must:

- > Store and transport your waste securely.
- > Check that your waste is being handled by a licensed waste carrier.
- > Check that your waste is being taken to a licensed waste disposal site.
- > Complete 'Waste Transfer Notes' which document transportation of all your waste and retain these documents for two years.

When completing a Waste Transfer Note you are required to include a thorough written description of the waste type, including details of any characteristics that could determine how it is handled or disposed of.

The description of your waste should include its European Waste Catalogue (EWC) number, which you can get from the Environment Agency. The EWC number simply applies a classification to your waste.

It is your responsibility to ensure that any waste company you employ is licensed to handle your waste and is taking your waste to a licensed waste site. You can check the credentials of a waste company by phoning the Environment Agency on 08708 506 506 and asking for a waste carriers authorisation.

Your local authority is empowered under legislation to handle and dispose of business waste without the need for licensing from the Environment Agency.

Pre-treating your waste

Since October 2007, as part of the Landfill Directive, all businesses are required to ensure that their waste is pre-treated in order to reduce its environmental impact. A treatment option must comply with the definition of treatment. Your business waste has been pre-treated if it satisfies the following three point test as set out by the Environment Agency:

- 1** It has undergone a physical, thermal, chemical or biological process. This could include sorting of one or more materials so that they are recycled, before or after waste collection. This does not include compaction.
- 2** It has changed the characteristics of the waste.
- 3** It has:
 - > Reduced its weight; or
 - > Reduced its hazardous nature; or
 - > Facilitated its handling; or
 - > Enhanced recovery

Businesses can either pre-treat their waste themselves or ensure that their waste management provider undertakes some form of pre-treatment on their behalf.



Hazardous waste

Hazardous waste is any waste that could be harmful to human health or the environment. Virtually all businesses will produce some form of hazardous waste, even if it is not part of a production process, for example the following are classified as hazardous wastes:

- > Fluorescent bulbs
- > Batteries
- > Discarded electrical equipment
- > Chemicals, oils and some paints
- > Asbestos
- > Clinical waste

What you must do:

- > If your business produces more than 500kg of hazardous waste you must register with the Environment Agency annually.
- > Segregate hazardous waste from non-hazardous waste and store it separately on your site. You must also keep different types of hazardous waste separate.
- > Ensure that the waste is stored safely and securely.
- > Ensure that both the waste carrier and the waste facility you send your waste to hold the appropriate authorisation, permit or licence for the type of waste that you send to be treated or disposed of.
- > Use consignment notes whenever the waste is moved to another location, and keep copies for three years.
- > Keep copies of "return to producer" forms for three years (these are records of what has happened to your waste).

If you have any questions regarding hazardous waste, its management or your responsibilities, contact the Environment Agency on 08708 506 506.