



## enGlobe Waste Management Procedure

No	Overview of Amendment & Text affected	Effective Date	Authorisation
1	First Issue	31/01/13	M. Holmes
2	Adjusted to add the Celtic name to replace errors	15/11/13	M. Holmes
3	Replace text errors and formatting	10/06/15	G. Rodway
4	Logo, references, Further detail/Clarification, and contingency plan added.	28/08/15	T Bamber
5	Waste Hierarchy Process flow diagram added and Appendices information. Duty of care Audit of waste carriers required by all sites/ office and	21/11/17	T Bamber
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### 1. Purpose

### 2. Scope of Procedure

This procedure describes the methods and documentation required to undertake the disposal of liquid and solid waste from a third party site.

### 3. Contingency Plans

In the event of an accident/incident:

STOP WORK immediately and inform first aider (if necessary), CELTIC Health and Safety Manager and Project Manager. Undertake necessary action depending on severity, emergency aid, reporting, recording requirements etc as detailed within the Emergency Response Procedure (SAR-IMS-11 Emergency Preparedness and Response Procedure) and Incident Reporting Procedure (SAR-IMS-04 Incidents, Non Conformance, Corrective and Preventive Action) available on the EnGlobe intranet. In the event of a wound carry out emergency aid and initial wound monitoring. Remove all contaminated clothing to reduce risk of skin absorption. If the wound is exposed to contaminated materials it should be washed with copious amounts of water. If the injury is serious and there is no risk of further injury by moving the casualty, then they must be taken to the nearest accident and emergency department as detailed in the Site Specific Health and Safety Plan. If the casualty cannot be moved or the injury is life threatening an ambulance must be called (Tel: 999 on site mobile). A copy of the COSHH (Control of Substances

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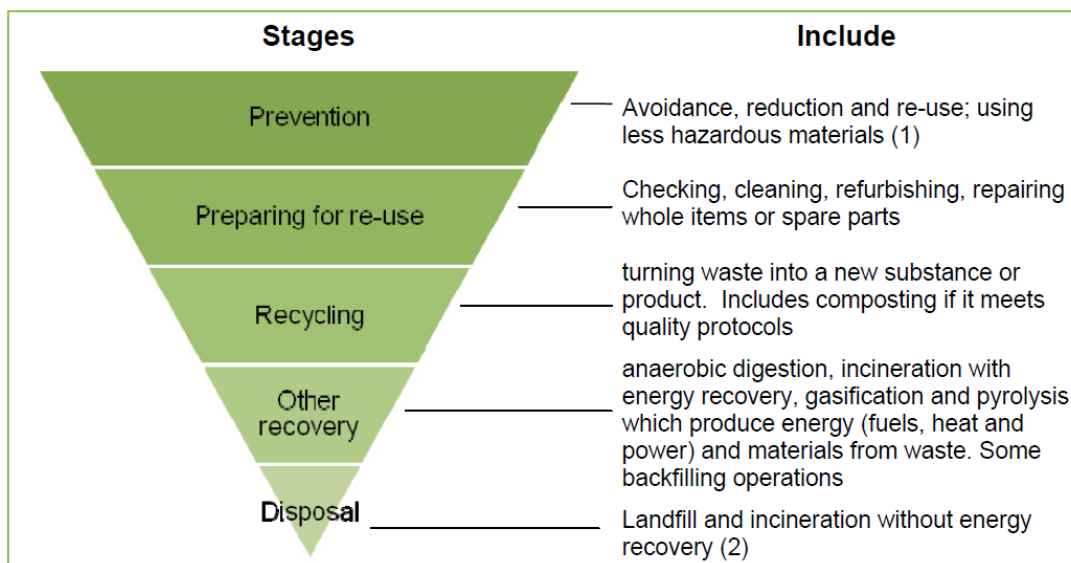
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Hazardous to Health) assessment for the site/Facility is to be passed to medical personnel if the casualty has been contaminated.

All incidents are to be added to the incident report form on the Englobe intranet as soon as possible After the accident/incident by the CELTIC Site Engineer (EnGlobeCorp. > English > Quality, Health-Safety and Environment (QHSE) > United Kingdom > Incident Report 2013: 'Respond to this Survey').

### 4. Site/Office/Facility Waste Management

Celtic are committed to keeping wastes to a minimum, where possible methods of work are conducted to keep the generation of levels of waste to a minimum through using the waste Hierarchy.



#### 4.1 General Waste Generation

Types of typical waste that may be generated could include: Cardboard, plastics, timber, food waste, paper and waste segregation should be in place for waste streams generated at our sites and in facilities. Removal from site of different waste streams should be via licenced and approved companies. If these items are not generated in quantities that warrant segregation on site a waste contractor is chosen that will remove a general waste skip and segregate for reuse, recovery or recycling with as little as possible being taken to landfill. Records of the Segregation must be provided by the Waste disposal company for our records.

#### 4.2 General Waste Storage

The bin or skip in which waste is stored on Celtic sites is dependant on the quantity of waste that is likely to be generated, whichever waste container is utilised it will be of adequate strength and condition to ensure no waste will escape, skips will be covered and signage placed on the skip or bin to identify the materials to be placed.

#### 4.3 Hazardous Waste

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Due to the nature of the activities conducted by Celtic there is potential to produce hazardous waste materials, examples include those wastes related to the removal of contaminated waters and soils. Wastes may include oils, contaminated water and contaminated soils.

All hazardous waste material is kept secure, protected from the elements and away from surface water and drainage wherever possible.

### 5. Waste Disposal and Duty of Care

#### 5.1 Waste Contractors

Waste contractors appointed to remove waste from the site must be fully licensed carriers registered with the Environment Agency/NRW/SEPA.

Prior to appointment Waste Carrier Licences are reviewed via The Approved suppliers list (ASL) via the licence checked on the Environment Agency Public register/ NRW/SEPA websites. Site and facilities are also required to request by the contractor providing a copy of a current licence. All Licences must be checked by Site teams that the Waste carrier and facilities have valid waste carriers licence.

In addition waste contractors will provide evidence of the methods of disposal to be adopted and the licensing status of the organisations the waste will be taken to.

#### 5.2 Waste Streams & Waste Management Plans

All waste streams are identified on a waste management plan (if required); the plan will be site specific and been developed and maintained by the Site Manager.

The register includes all waste streams along with relevant information including:

- Waste type
- The Waste carrier & licensing information (licence number and expiry date)
- The Waste disposal Company, address, license number
- Method of disposal i.e. reused, recycled, landfill etc.

Conformation that waste is being taken by licensed waste carriers and being taken to licensed or exempt sites is required, the waste management plan document requests this information, where applicable copies of waste carriers licences and waste site licences will be retained along with the waste transfer notes (see below).

#### 5.3 Waste Transfer Notes NTN (Duty of Care)

All waste that is controlled by Celtic site must be accompanied by a WTN when leaving the site. It is the responsibility of Celtic to ensure any WTN provided by waste carriers are fully compliant to the requirements of the Waste (England and Wales) Regulations 2011.

WTNs can either be provided as an individual WTN for each movement of waste from site, or when waste types are collected on a routine basis the WTN can be provided to cover multiple collections in an identified timescale (maximum 1 year) this is known as a 'season ticket' WTN. To allow this system to be used it is expected that the following criteria is met:

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- Same Waste Type
- Routine collection - Daily, Weekly, Monthly etc.
- Same or similar quantity
- Same waste carrier
- Same destination of waste materials

It should be ensured that waste is not moved from site unless one or the other method is provided and that the WTN is within the dates identified on the notes.

### 5.4 Waste Transfer Note Content – See Appendix Guidance Note attached.

All waste transfer notes must be compliant with the requirements of the Waste (England & Wales) Regulations 2011; the WTN must contain all of the following elements prior to waste moving from site.

- date of removal
- name and address of the waste producer (Celtic)
- waste description
- European Waste Catalogue number (identified in the List of Waste (Wales) Regulations 2005)
- Standard Industry Classification number (Celtic is 39000) [www.gov.uk](http://www.gov.uk)
- Waste Carrier company name and license number
- Destination of the waste
- A declaration from the waste producer (Celtic) that the Hierarchy of waste management has been applied
- Signatures from both parties (Celtic representative & the carrier)

Waste transfer notes for non hazardous waste must be kept for a period on not less than 2 years.

### 5.5 Hazardous Waste Consignment Notes – see attached Guidance note for completion of Consignment notes

All hazardous waste consignment notes must be compliant with the Waste (England & Wales) Regulations 2011 and the Hazardous Waste Regulations 2005 as amended.

The Hazardous waste consignment note must contain all the items listed for the WTN for non hazardous wastes identified in section 4.4 above as well as the Celtic Hazardous Waste premises code.

Hazardous waste consignment notes held by the consignor must be matched against part E of the consignment note which is signed by the consignee at the receiving waste facility. Celtic must request a copy of the completed Haz waste consignment note for their Records. All hazardous waste must be kept for a period on not less than 3 years.

The 'season ticket' type transfer note cannot be used for the movement of hazardous waste; all movements of hazardous waste must have an individual Hazardous Waste Consignment Note.

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### 5.6 Waste Management Hierarchy

Due to the legal requirement Celtic will work to ensure the hierarchy of waste management will be implemented, the hierarchy taken straight from the Waste (England & Wales) Regulations 2011.

- Prevention
- Preparation for Reuse
- Recycling
- Other recovery (for example energy recovery)
- Disposal

During the setting of objectives for improvement in environmental performance the waste hierarchy will be considered and any potential for movement up the hierarchy will be investigated.

### 6. References

#### 6.1 Record references

Waste Transfer Notes keep on file for a minimum of 2 years

Hazardous Waste Management to be kept on file for a minimum of 3 years

### 7.0. Appendices:

**How to:** 1) Complete a Waste transfer note

2) Complete a Hazardous Waste consignment Note

3) Hazardous Waste Regulations 2011 – Awareness document

4) WEEE waste Awareness document.

5) Ciria Tool box talks

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## The Waste (England & Wales) Regulations 2011

### Background

The Waste (England and Wales) Regulations 2011 ('the 2011 Regulations') came into force on 29th March 2011 and updated aspects of waste controls. The 2011 Regulations revoked and consolidated a number of waste regulations including the Environmental Protection (Duty of Care) Regulations 1991 and the Waste Management Licensing Regulations 1994.

The 2011 Regulations implement the revised EU Waste Framework Directive 2008/98/EC (WFD) which sets out requirements for the collection, transport, recovery and disposal of waste. The WFD was introduced to promote waste prevention, increase recycling and ensure better use of resources.



The 2011 Regulations apply to businesses that:

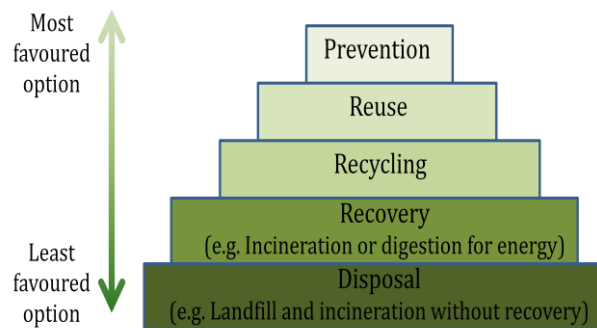
- Produce waste
- Import or export waste
- Carry or transpose waste
- Keep or store waste
- Treat or dispose waste
- Operate as waste brokers or dealers

Businesses require a permit to store, treat, transport or dispose of waste. They are responsible for monitoring the types of waste they produce, the volume, and the disposal methods used, and must categorise waste according to the European Waste Catalogue.

### Key requirements of the Regulations

- The appropriate authorities are required to introduce waste management plans and waste prevention programmes.
- Businesses are required to implement the Waste Management Hierarchy which ranks waste management option according to what is best for the environment. Businesses will be required to confirm in writing that they have applied the waste hierarchy when transferring waste. Businesses are required to keep records of their waste activity for inspection by the Environmental Agency.
- Businesses which carry waste for someone else need to be registered as a waste carrier with the Environmental Agency. A business will need to register as a lower tier carrier if they normally and regularly carry controlled waste produced by their own business.
- Local authority are required to have regard of the WFD when exercising their planning functions relating to waste, including determining applications for planning permission and inspections.

- Deposits in the sea require the appropriate authority to exercise offshore licensing functions in relation to waste management plans.
- Certain radioactive wastes are covered by the 2011 Regulations and therefore require a permit from the Environmental Agency.
- The 2011 Regulations also require the separate collection of waste paper, metal, plastic and glass from 1st January 2015.
- Failure to comply with the Regulations will likely result in a fine or prosecution.



**Waste Management Hierarchy**



## Hazardous Waste

### What is Hazardous Waste?

Waste is generally considered hazardous if it poses a substantial or potential threat to human health or the environment. Schedules 1 to 3 of The Hazardous Waste (England and Wales) Regulations 2005 provide details of waste which is considered hazardous and the properties of the waste which render them hazardous. Examples of hazardous waste include -

- Asbestos
- Pharmaceuticals and medicines
- Inks, dyes, paints and varnishes
- Batteries
- Solvents
- Pesticides
- Glues and adhesives

### Examples of hazardous waste

A business can, in most cases, identify if their waste is hazardous by checking the waste code or codes associated with their type of waste, if the waste code has an asterisk (\*) then the waste is considered hazardous. The waste codes can be found [here](#).

Some of the waste listed in the waste codes may have both hazardous and non-hazardous entries. In these cases a business must determine the waste's compositions and assess if it has hazardous properties or components before it can be classified.

Labels on hazardous substances often include orange and black danger symbols or red and white hazard pictograms.

### What to do about hazardous waste

If your business produces hazardous waste, holds or stores hazardous waste, or has hazardous waste removed from its premises, you must follow these steps -

1. Determine your premise code - a six digit code that is the first 6 characters of your company name (e.g. for Newground - NEWGRO)
2. Classify your waste to check if it hazardous
3. Separate and store hazardous waste safely
4. Hazardous waste should be collected, recycled or disposed of by authorised businesses
5. The relevant parts of the consignment note should be filled in, one copy should be kept and two copies should be given to the carrier collecting your waste
6. Keep records for 3 years containing consignment notes, consignee returns and any related documents

## Consequences of not complying

If a business does not take the appropriate steps needed to deal with hazardous waste and fails to comply with the regulations set out in the Hazardous Waste (England and Wales) Regulations 2005 they may be convicted of an offence. If a Magistrates court convicts a business of not complying they could face a fine of up to £5,000 and/or two years in prison. The Environment Agency is also able to issue a fixed penalty notice of £300 for minor offences. The most serious cases can get taken to the Crown Court where there is no limit on the level of fines which can be imposed.

## Hazardous Waste Consignment Notes

### Background

Waste is generally considered hazardous if it (or the material or substances it contains) is harmful to humans or the environment. Examples of hazardous waste include industrial batteries, solvents, fluorescent tubes, pesticides and asbestos.

When hazardous waste is moved it must be accompanied by correctly completed paperwork called a consignment note. The note must be prepared before it's moved and must stay with the hazardous waste until it reaches its final destination. The producer of the waste should also keep a copy of the consignment note.

A consignment note is needed for all movements of hazardous waste, including:

- collection from businesses by registered waste carriers;
- movements from one premises to another within the same business; and
- movement from customer premises, where another business has produced waste.

A note is not needed for the movement of domestic hazardous waste (other than asbestos) from a domestic household to an initial collection point, or waste imported or exported under international waste shipment controls which use a different movement note.

### Definitions

**Waste Holder:** the waste producer or the natural or legal person who is in possession of the waste.

**Waste Producer:** the organisation whose activities produce waste, or anyone who carries out pre-processing, mixing or other operations resulting in a change in the nature or composition of this waste.

**Carrier:** the organisation that undertakes the movement of waste, other than a Consignor. This includes a representative of that business.

**Consignee:** the person or undertaking or authorised facility to whom or to which the waste is shipped for recovery or disposal.

**Consignor:** the producer or holder of the waste.

### Consignment note

Consignment notes consists Parts A to E. Parts A-D should be filled in prior to the waste being removed from the waste holder/producer's premises.

#### Parts A and B

The **producer or holder of the hazardous waste must complete parts A and B**. Parts A1 to A4 include details of the origin and destination of the waste:

- A1 A consignment code must be created and entered onto the note. The format for the consignment note code must be XXXXXX/YYYYY.

- the X's are the first six letters/numbers (not symbols or spaces) of the company name. If the company name has less than 6 letters/numbers the letter 'Q' must be assigned to the remaining characters.
- the Y's are 5 numbers or letters (not symbols or spaces) chosen by the producer/holder. An additional letter must be added for certain types of consignment i.e. 'V' for waste removed from ships. Additional letters are also assigned to rejected loads.

o e.g. NEWGRO/AOOO1

A2 Details of the premises from which the waste is being removed from must be entered onto the note including, name, address, postcode, telephone etc.

A3 Details of the premises where the waste will be taken must be entered onto the note including name, address, postcode, telephone etc.

A4 Details of the waste producer must be entered onto the note. This may be the same information as A2.

Parts B1 to B3 provide information about the waste, the activity that produced it, its composition, properties and its packaging:

B1 A description of the process that created the waste

B2 The Standard Industrial Classification code - SIC (2007)

B3 Waste details, including:

- waste description;
- the appropriate six-figure code from the European Waste Catalogue (EWC), a list of EWC codes are in the [WM3 guidance](#);
- quantity;
- chemical/ biological components of the waste and their concentrations;
- physical form;
- hazard code(s);
- container type, number and size; and
- UN identification number(s), proper shipping name(s), UN class(es), packaging group(s) and special handling requirements.

## Part C

**The carrier must check parts A and B of the note, and complete part C.** By completing Part C the carrier is confirming they have checked the details provided by the producer/holder in Parts A and B. The carrier must enter their own details including:

C1 their name, address, postcode, telephone etc.;

C2 carrier registration number or reason of exemption; and

C3 vehicle registration number.

If the carrier is undertaking multiple collections, they must enter a round number and collection number in Part C.

## Part D

Part D must be completed by the consignor. The consignor must be present when the waste is collected. By completing Part D the consignor is confirming the information in Parts A, B and C have been completed and are correct. The consignor must enter their own details including name, address, postcode, telephone etc.

## Part E

The consignee must complete Part E to confirm they have checked the delivery of waste and whether it has been accepted or rejected. The consignee must enter:

- the individual European Waste Catalogue code(s) received;
- the quantity of each code received;
- whether the waste was accepted or rejected; and
- the waste management operation (R or D code).

They must also check their site is the one listed in Part A3, enter the registration number of the vehicle delivering the waste and check it matches that given in Part C and where the waste is rejected give a reason why. Details of the consignee must be entered including name, address, postcode, telephone etc.

Part E will usually be provided after the waste has been taken by the contractor and can be supplied as **quarterly returns**. When you receive a Part E you should make sure you know which consignment note it relates to.

## Example Consignment note

Make sure the consignment code is correct with the xxxxxx/yyyy format, see notes above.

Premises where the waste is being removed.

Premises where the waste is being taken to.

Will only be completed if the producer is different from the premises where the waste is being removed.

Process giving rise to waste.

Description of the waste, make sure codes are correct. This can be continued on a separate sheet if needed.

Part E will not be filled in until it has been taken by the waste contractor. It will be provided at a later date and may be received as quarterly returns.

PART A Notification details						
1. Consignment note code: NEWGRO/A0001			3. The waste will be taken to: Waste Site, George Street, BB2 1PQ			
2. The waste described below is to be removed from: Newground, 193 Bolton Road, BB2 3GE 01254 669002 info@legislationupdateservice.co.uk			4. The waste producer was (if different from 2): As A2			
PART B Description of the waste						
1. The process giving rise to the waste(s) was: Replacing old lighting tubes			2. SIC (2007) for the process giving rise to the waste: 82.11			
3. Waste details:						
Description of waste	List of Wastes (EWC code)	Quantity (kg)	Chemical/biological components in the waste and their concentrations:		Physical form	Hazard code(s)
			Component	Concentration (% or mg/kg)		
Fluorescent tubes	20 01 21*	10kg	Mercury	0.1%	Mixed	H5
						10 tubes in a coffin
The information given below is to be completed for each EWC identified						
EWC code	UN identification number(s)	Proper shipping name(s)	UN class(es)	Packing group(s)	Special handling requirements	
20 01 21*						
PART C Carrier's certificate			PART D Consignor's certificate			
(If more than one carrier is used, please attach schedule for subsequent carriers. If schedule of carriers is attached tick here. <input type="checkbox"/> )			I certify that the information in A, B and C has been completed and is correct, that the carrier is registered or exempt and was advised of the appropriate precautionary measures. All of the waste is packaged and labelled correctly and the carrier has been advised of any special handling requirements.			
I certify that I today collected the consignment and that the details in A2, A3 and B3 are correct and I have been advised of any specific handling requirements.			I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011.			
Where this note comprises part of a multiple collection the found number and collection number are:						
1. Carrier name: Example waste carrier			Consignor name: Example consignor			
2. Carrier registration no./ reason for exemption: CB/XZ1234AB			Signature: Example Date: 03/04/2017 Time: 16:00			
3. Vehicle registration no. (or mode of transport, if not road): PJ07 YVV			Signature: Example Date: 03/04/2017 Time: 16:00			
Signature: Example Date: 03/04/2017 Time: 16:00			Signature: Example Date: 03/04/2017 Time: 16:00			
PART E Consignee's certificate						
Individual EWC code(s) received	Quantity of each EWC code received (kg)	EWC code accepted/rejected	Waste management operation (R or D code)			
20 01 21*	10kg	accepted				
1. I received this waste at the address given in A3 on Date: 03/04/2017 Time: 17:00						
2. Vehicle registration no. (or mode of transport if not road): PJ07 YVV			Name: Example consignee Waste Site George Street BB2 1PQ 07000000001 Example.consignee@outlook.com			
3. Where waste is rejected please provide details: n/a						
I certify that waste permit/exempt waste operation number: EPR/XX6598PP/V002 authorises the management of the waste described in B at the address given in A3						
Where the consignment forms part of a multiple collection, as identified in Part C, I certify that the total number of consignments forming the collection are:			Signature: Example Date: 03/04/2017 Time: 17:00			

Will only be completed if carrier is undertaking multiple collections, see notes above.

## Waste Transfer Notes

### What is a Waste Transfer Note?

A waste transfer note is basically a receipt, which shows details of the waste that has been collected from your property by a registered waste removal company.

It is a legal requirement under the Waste (England & Wales) Regulations 2011 to have a waste transfer note, containing specific information, for each load of non-hazardous waste which is removed from your premises. You can create a season ticket for a series of loads which can cover the collection of the same type of waste for up to 12 months.

It is illegal to allow your waste to leave site without a note that covers the transfer and you could be subject to a Fixed Penalty Notice of up to £300 from the Environment Agency (EA).

### What information is required?

Waste transfer notes can look very different so sometimes it can be difficult to determine whether your notes have everything that is required. The information which must be included on a waste transfer note is set out in the Waste (England and Wales) Regulations 2011 and includes:

- A Brief written description of the waste, i.e. what is the waste made up of.
- The correct EWC (European Waste Catalogue) code. This is a six digit code that describes your waste and can be obtained from [Commission Decision 2014/955/EC](#);
- A description of how the waste is contained e.g. in sacks, skips or loose;
- Indication of the quantity, e.g. number of sacks, weight, etc.
- Waste hierarchy declaration – this is usually a tick box which if ticked confirms that the transferor has fulfilled their duty to apply with waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011;
- The name and address of the transferor;
- Your Standard Industrial Classification (SIC) code. This is a number that describes your business processes. It should be registered with Companies House and included in the [2007 list](#);
- Whether the transferor is the producer, importer, transporter or local authority;
- To whom the waste is being passed to e.g. carrier or disposal site
- Waste carriers licence number and vehicle registration number;
- Address of where the waste was transferred;
- Date of when the transfer took place; and
- Signatures from both parties involved in the transfer.

Transfer Notes are required to be kept for at least two years and if requested, must be presented to an officer of the EA or a waste collection authority on demand within 7 days.



## Example of a Waste Transfer Note

The EA provides a [downloadable template](#), but this does not have to be used. Any form can be used so long as it contains the relevant legal information.

### Duty of care: waste transfer note Keep this page and copy it for future use. Please write as clearly as possible.

#### Section A – Description of waste

A1 Description of the waste being transferred  
Paper and Cardboard packaging

List of Waste Regulations code(s)  
15 01 01

A2 How is the waste contained?

Loose ☐ Sacks ☐ Skip ☒ Drum ☐  
Other ☐

A3 How much waste? For example, number of sacks, weight  
2 Yard Skip - 1,500kg

#### Section B – Current holder of the waste – Transferor

By signing in Section D below I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011 Yes ☒

B1 Full name

Waste Producer

Company name and address

Waste producer business name

1 Road Street

Lancashire

Postcode LA5 6TD

SIC code (2007)

46499

B3 Are you:

The producer of the waste? ☒

The importer of the waste? ☐

The local authority? ☐

The holder of an environmental permit? ☐

Permit number

Issued by

Registered waste exemption? ☐

Details, including registration number

#### Section C – Person collecting the waste – Transferee

C1 Full name

Waste contractor

Company name and address

Waste contractor business name

45 Example Road

Lancashire

Postcode PR9 1HD

C3 Are you:

The holder of an environmental permit? ☒

Permit number AA0000BB/N001

Issued by Environment Agency

Registered waste exemption? ☐

Details, including registration number

#### Section D – The transfer

D1 Address of transfer or collection point

1 Road Street

Lancashire

Postcode LA5 6TD

D2 Broker or dealer who arranged this transfer (if applicable)

Transferor's signature *Waste producer signature*

Name Waste producer name

Representing Waste producer business name

WMC2A Version 3, August 2011

Transferee's signature *Waste contractor signature*

Name Waste contractor name

Representing Waste contractor business name

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Waste producers and contractors signatures.

A description of the waste being transferred and the EWC code that describes this waste.

Name and address of person transferring the waste

SIC Code – This is a number that describes your business processes

If applicable: details of environmental permit or waste exemption and waste carrier licence.

Name and address of the person the waste is being transferred to

Address of where the waste was passed to the other person – most likely to be the same address as the waste transferor. The date it happened, (for season tickets this will be a date range).

A description of how the waste is contained and the quantity of waste

Waste hierarchy declaration - ticked confirms that the transferor has fulfilled their duty to apply with waste hierarchy

Confirmation that the transferor is the producer, importer or local authority, and whether they are the holder of an environmental permit

Details of waste contractors environmental permit and waste carriers licence.

This section would be filled in if the waste transfer is arranged by a 3<sup>rd</sup> party



## Waste Electrical and Electronic Equipment (WEEE)

### Background

Waste of Electrical and Electronic Equipment (WEEE), such as fridges, TVs and cell phones, is one of the fastest growing waste streams in the EU. WEEE is a complex mixture of materials and components that because of their hazardous content can cause major environmental and health problems if not managed properly. Furthermore, production of EEE uses scarce and expensive resources. It is therefore important that the collection, treatment and recycling of WEEE is improved and the use of certain hazardous substances in EEE is restricted.



### EU

**The WEEE Directive** (2012/19/EU) sets out collection and recovery targets to be achieved by each Member State. They create collection schemes where consumers return their WEEE free of charge and aim to increase the recycling of WEEE and/or re-use.

**Directive 2011/65/EU** restricts the use of certain hazardous substances in EEE such as lead, mercury and cadmium. The directive places an obligation on manufacturers to ensure any EEE they sell has been designed and produced in line with the requirements set out in the legislation. Importers must check that equipment has been approved as meeting the required standards, while distributors must also ensure the rules are adhered to.

### UK

The Waste Electrical and Electronic Equipment Regulations 2013 implements the WEEE Directive. The Regulations apply to all businesses that import, manufacture or re-brand EEE in the UK (Producers) and businesses that make an item of EEE available on the market (distributors). A Distributor may also be a Producer and have a variety of compliance obligations.

**Producers** must register annually with the relevant environment agency. Producers placing more than 5 tonnes of EEE on the UK market in one compliance period must also join a Producer Compliance Scheme (PCS), pay the PCS according to their fee structures and membership rules, and provide the PCS with information on its business and the amounts of EEE placed on the market.

All producers must:

- Mark the EEE placed on the UK market with the 'crossed-out wheeled bin' symbol;
  - Provide information on reuse and environmentally sound treatment for their products;
  - Provide a producer registration number to distributors so that the distributor can confirm that they are purchasing EEE from a registered UK producer;
  - Retain records for at least 4 years on the amounts of EEE placed on the UK market;
- and

- Work towards improving designs to facilitate the dismantling, recovery, re-use and recycling of WEEE - WEEE should not be prevented from being re-used through design or manufacturing decisions.

**Distributors** to household consumers must provide some kind of take-back service which must consist of at least one of the following 3 options:

- Join the Distributor Take-back Scheme (DTS) – this contributes to the funding of Designated Collection Facilities (DCFs) where consumers can dispose of their WEEE for proper treatment and waste processing for no fee.
- Offer in-store take-back where the item of WEEE is being replaced by equivalent EEE, regardless of when or where the original item was bought. Where the service is offered it must be for all types of EEE that the distributor sells.
- Provide an alternative, free take-back service by either establishing private DCFs or make formal arrangements with a PCS to return the WEEE direct into the system by delivery to an Approved Authorised Treatment Facility (AATF).

Distributors must also provide information in writing to their customers covering the environmental impact of WEEE and the benefits of separate collection, the take-back arrangements offered by the distributor, and the meaning of the crossed out wheeled bin symbol.

Distributors are required to keep records and additional obligations are placed on distributors of very small WEEE.



**Fact...**

An estimated 2 million tonnes of WEEE items are discarded by householders and companies in the UK every year.