Business Waste & Recycling Guide

Helping businesses in Bath and North East Somerset manage recycling and waste responsibly.

Bath & North East Somerset Council

recycle

Updated by Waste Services, Bath & North East Somerset Council, August 2016

Key: blue text underlined = **interactive link**

Introduction

Section 1 Managing your business waste
- Benefits of recycling
- Waste hierarchy
- Audits
- Top tips

Section 2 Legal requirements
- Duty of care
- Waste carrier
- Waste transfer notes
- Pre-treatment regulations
- Hazardous waste regulations
- WEEE regulations
- Batteries directive

Section 3 Business waste and recycling contractors
- Council Recycling and Waste services
- Other contractors
- Environment Agency waste directory
- Business waste collection hours

Section 4 Business waste solutions
- Community reuse groups

Glossary of terms

Useful contacts

Introduction

This guide has been devised to help businesses in Bath and North East Somerset manage their waste effectively.

Managing waste costs money but poor waste management can cost you even more. It is estimated that waste typically costs businesses around 4% of their annual turnover.

These costs are likely to continue to rise with annual landfill tax increases. WRAP has shown that increasing the amount a business recycles can reduce waste by 10% and produce quick returns.

This guide aims to provide businesses with:

- **Ideas to help reduce waste, reuse and recycle more**
- **Advice on waste legislation**
- **Details of our services and finding contractors for other wastes**
- **Information on other organisations who can provide further detailed advice.**

Section 1 **Managing your business waste**

Benefits of recycling:

Saves money

The cost of sending waste to landfill is increasing rapidly. Landfill tax alone is currently £84.40 per tonne (2016/17). Reducing and recycling your waste will therefore lower your overheads, whilst reusing materials will help reduce your purchasing costs.

Meets legal obligations

As a waste producer you are responsible for storing and disposing of your waste in a sustainable manner in line with your duty of care obligations, which are further explained in Section 2.

Enhances your business image

By reducing the environmental impact of your business, you are improving your image with your customers, investors, regulators and suppliers.

Improves the environment

Your actions can help reduce the impact of your business on the environment.

The waste hierarchy

Businesses are legally required to take measures to apply the waste hierarchy when dealing with their waste. The waste hierarchy shows the order in which options for waste management should be considered based on environmental impact.

Most preferred option

Prevent waste
reduce food waste, cut down on excess packaging, ask suppliers to use reusable packing.

Prepare for reuse
this means checking, cleaning and repairing waste materials so they can be reused. Sell / donate / swap unwanted items. Your surplus materials could be someone else's resource.

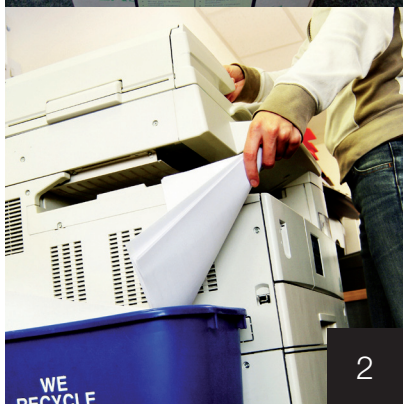
Recycle
could more of your waste be separated for recycling? It's worth discussing this with a local recycling collection provider.

Recover
there are many different energy recovery technologies. Choose a collection provider who uses energy recovery rather than landfill.

Least preferred option

Disposal
the final and least favourable option is disposal to landfill, which we've been reliant on in the past. Valuable resources are buried and lost.

WRAP has designed an online tool to help businesses apply the waste hierarchy to the waste materials it produces. See www.wrap.org.uk for information on this.



Waste audits

A waste audit is simply a review of the type of waste that a business is producing. The information gained from an audit can help identify the types and amounts of waste being thrown away and the associated costs. This information can be used to develop an action plan to start targeting reductions in waste and increasing recycling and help businesses monitor their progress.

WRAP offer some top tips to help carry out a waste audit: -

1. Find out where and how the waste is being generated.

2. Separate out the waste into different types.

3. Weigh each type of waste.

4. Find out if any of the waste is hazardous, check if it could be separated out or replaced with a non-hazardous product.

5. Find out, and compare current recycling costs against disposal costs.

6. Look at the largest proportion of the waste and try to think of possible ways it could be reduced.

7. Consider if any of the materials could be reused.

8. Consider what you might be able to recycle.

9. Develop an action plan – setting out recycling targets and methods of monitoring progress.

10. Publicise your plan – making sure everyone in the business is aware of what you want to achieve, by when and how they can help.

Top tips

Whatever type of business you run, there are a number of general principles you can follow:

Reduce

- Turn off machinery and lights when not in use
- Buy durable products that can be repaired rather than replaced, such as rechargeable batteries, energy efficient bulbs
- Set defaults on any printers to print in black and white and double-sided
- To reduce damage, store materials correctly until they're needed
- Hire rather than buy infrequently used equipment
- Don't use disposal plates, cups and cutlery

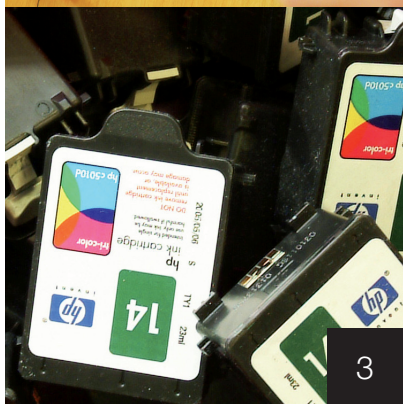
Reuse

- Buy products with a recycled content
- Cut out junk mail, ask to be removed from mailing lists and ensure you keep your own mailing lists up to date
- Choose products with minimal packaging
- Salvage items from renovations, such as doors, cabinets and windows etc
- Donate unsold food to charities
- Return unsold goods to the supplier, or donate to charity

Recycle

- Find out the full range of recyclable materials your current waste collection contractor is able to collect
- Provide well positioned, clearly labelled recycling bins within your office / premises for staff
- Contact your computer / electronics supplier – they should have a take-back scheme for waste electronic products
- Arrange for any food waste to be collected and composted

For personalised business advice, refer to the business support pages on WRAP's website or contact GOV.UK.



Section 2 **Legal requirements**

Did you know all businesses, large or small, have a legal duty to make sure that any waste they produce is disposed of safely and within the law?

As a business owner, it's important to familiarise yourself with waste legislation, otherwise you may expose your business to significant financial penalties and legal action.

Duty of Care

All businesses have a legal responsibility to take reasonable steps to ensure waste is stored, transported and disposed of appropriately. This is referred to as their Duty of Care.

To comply with the duty of care obligations, all employees and contractors working at a business premise should be given instructions on how to handle and dispose of each type of waste produced. Businesses must:

- Store all waste materials safely and securely in suitable containers such as lidded bins or skips which are clearly labelled.
- Ensure the waste is secure within the bin (lid on), or skip (netting or cover used), to prevent it blowing away.
- Separate hazardous wastes and contain liquid wastes.
- Ensure waste storage facilities are secure against vandalism, theft and accidental damage. Business owners are responsible for any pollution caused by materials coming from their site.
- Limit the number of bins placed out on highway for collection and take care to ensure they do not cause an obstruction and are taken back in promptly once emptied.

Waste carrier

If waste is passed to someone else (e.g. a collection contractor), you must be sure they are authorised to take it and can transport, recycle or dispose of it safely and within the law.

- Check the contractor is a registered waste carrier – ask to see a copy of their registration certificate, or if in doubt check with the Environment Agency.
- Ask for details on where the waste is being taken - the landfill or treatment facility must be licensed with the Environment Agency to operate legally.
- Do not hand your waste over to a passing 'man with a van' - they may not be registered as a waste carrier and you will not know what they are going to do with your waste. If the waste is found fly-tipped, your business will be held liable.

Waste Transfer Notes (WTNs)

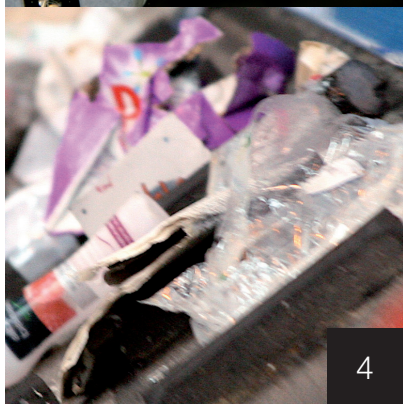
This document must accompany any waste and recycling produced by your business and passed to a collection contractor. Waste transfer notes must be produced for each load of waste that leaves your business. However if it's the same type of waste being collected by the same contractor on a frequent basis, a 'season ticket' can be issued to cover this for a period of 12 months.

- Ensure the contractor provides you with a waste transfer note every collection or annually (if it's the same type of waste each collection)
- Store copies of your waste transfer note for at least two years. This is a legal requirement.
- Provide a written statement at the bottom of each waste transfer note that your business has considered the waste hierarchy (prevent, prepare to reuse, recycle, recovery, disposal) with each waste load collected.

Pre-treatment Regulations

The Pre-treatment Regulations, introduced in 2007, require that all waste is to be subject to some form of process to reduce its environmental impact before it's sent for disposal to a landfill site. A simple way to comply with this regulation is to separate items from your general business waste for recycling.

- Recycle at least one waste material, for example paper or cardboard.



- Try sorting your business waste to reuse or recycle as many materials as possible.
- If you decide to continue sending your waste to landfill with no separate recycling collection, you must check that your collection contractor carries out some form of pre-treatment (ideally to sort it and recycle it on your behalf).

Hazardous Waste Regulations

Most businesses produce some hazardous waste materials, such as fluorescent tubes, computer monitors, ink and toner cartridges, solvents and chemicals. If your business produces hazardous waste you must: -

- Ensure it is kept separate from general waste and collected by a registered collection contractor.
- Register your business premise with the Environment Agency - this is a legal requirement if you produce more than 500kg of hazardous waste (offices, shops, dental, veterinary or medical practices are generally exempt).
- Never mix hazardous materials with general waste for collection.

As a business, it is your responsibility to complete a hazardous waste consignment note (HWN) to pass on to the contractor appointed to collect before you allow a contractor to remove hazardous wastes from your premises.

The regulations are complex. To ensure your business is fulfilling its obligations in line with the regulations, it would be advisable to read through the detailed information provided on hazardous waste on the Environment Agency's website or contact them direct for further information and advice.

Please note - Bath & North East Somerset Council cannot collect hazardous waste from businesses for disposal.

Waste Electrical & Electronic Equipment (WEEE)

The Waste Electrical and Electronic Equipment (WEEE) Regulations aim to prevent any item with a plug or a battery being sent to landfill. If your business is involved in manufacturing, importing, re-branding, distributing, storing, selling, using, refurbishing, dismantling, treating, recycling or disposing of any electrical and electronic equipment, you must comply with these regulations.

This means you must: -

- keep your electrical waste separate from your general waste. To comply with regulations, WEEE items must be collected, treated and disposed of safely.
- keep a copy of the waste transfer note and hazardous waste note (if applicable) issued following each collection of WEEE.
- check you have the producer registration number when buying any new electrical product, so you can contact them when you need to dispose of the item.

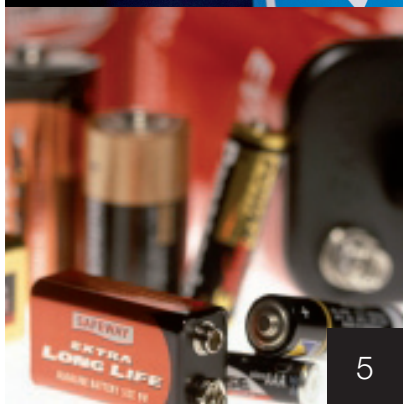
These regulations are also complicated. The Department for Business Innovation & Skills (BIS) can provide more detailed information on how the regulations may affect your business.

Batteries Directive

The European Batteries Directive became UK law in 2010. It places stricter controls on the manufacturing process and ensures a greater level of battery recycling in the UK.

The regulations require retailers who supply portable batteries to assist consumers in recycling end of life batteries, whilst distributors supplying more than 32kg of portable batteries per year are obligated to provide a free take-back recycling system.

For more general batteries regulations information, visit the Environment Agency website. Or go here for free battery collections from businesses.



Section 3 **Business waste and recycling contractors**

Council collection and disposal services

We offer cost effective and reliable collection services and disposal options for businesses in the local area, which will mean you have no worries about complying with all of the legal requirements.

Our recycling collections include food waste, paper, cardboard, glass and mixed food/drinks cans and plastic bottles, pots, tubs and trays. You can choose between bags and/or a variety of bin sizes. We also collect cardboard in bundles using our stickers instead of a container. For general waste (including any food waste mixed in with it) we are increasingly using mechanical biological treatment (MBT) to compost, recycle and recover the energy from waste (so making the most of waste you haven't been able to separate for recycling).

We also offer competitive disposal rates at the Transfer Station in Midland Road, Bath with significantly reduced fees for sorted recyclables such as card, greenery, metal, rubble and wood, if you prefer to bring your waste to us. Anyone transporting waste that they have not produced, or their own industrial waste, must be registered with The Environment Agency as a waste carrier. There is no cost to registering.

More information on these services along with the current prices can be found on our Business recycling and waste webpages.

Other contractors

For other materials like hazardous waste that we are not licensed to handle, you can search the 'waste directory' on the Environment Agency's website, look on the internet or refer to local business directories.

The Council's Buy with Confidence scheme lists a range of local businesses who have been vetted and approved by Trading Standards to ensure they act in a legal, honest and fair way.

Remember before entering into an agreement with a waste collection provider you have a legal obligation to:

- Check where they are planning to take your waste – ensure it's a licensed waste transfer station, landfill or treatment facility.
- Confirm that they can offer collections to comply with the local business collection hours regulations.
- Ensure they are a registered waste carrier.

Business waste collection hours

The business waste collection hours are in place to keep our streets clean, attractive and safe for visitors and residents alike. Business waste can only be placed out on the street for collection during the scheduled collection hours set out below.

	To be put out between	**To be collected by**
Morning	7.30 and 8.30am	10am latest
Afternoon	5 and 6.30pm	8.45pm latest

- Ensure you're familiar and comply with the business waste collection hours to avoid a £100 enforcement fine.
- Ensure your collection contractor can tailor your commercial waste collections to comply with these enforcement regulations.

It is illegal for businesses to dispose of their waste free, either at the Council's public household Recycling Centres OR by presenting kerbside in black sacks.

Section 4 **Business waste solutions**

Community reuse groups
Reuse schemes are generally voluntary initiatives set up to benefit the local community and the environment. They often provide free collections for good quality items that may otherwise have ended up in landfill.

Bath Food Bank - take food donations to redistribute to those in need within the local community.
Tel: 01225 463549.

British Heart Foundation - collect some used furniture and electrical items free of charge for re-sale in their charity shop in Kingswood, Bristol. Tel: 0844 248 9144.

Byteback Computer Recycling - this organisation will collect a range of computer equipment for reuse in charitable projects. Tel: 0117 3706456.

Children's Scrapstore - is a charity with a base in Bristol that collects safe waste from business to reuse as materials for art projects. Tel: 0117 908 5644.

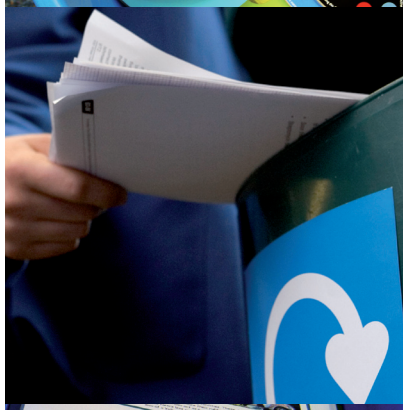
FareShare Bath - take food donations from businesses in and around Bath to redistribute to local community groups. Tel: 0117 9542220.

Genesis Trust - sells donated furniture, white goods and household items to low income families, those on benefits or students. Tel: 01225 421111.

SOFA Project - accept re-usable items of furniture and electrical appliances for repair and re-sale in their charity shops in Bristol and Weston-Super-Mare.
Tel: - 0117 954 3567.

The Woodworks Project - renovates and sells donated furniture. It provides meaningful and engaging, training and work, for vulnerable and disadvantaged people within the local community. Tel: - 01225 313240'

Local charity shops - often want good quality reusable items. To find a local charity shop, look on your local high street or visit www.charityshops.org.uk/findashop



Glossary of Terms

There will be a number of terms you may come across when managing your business waste. The following glossary of terms provides a brief explanation of key terms used within the waste management industry.

Comingled collection
This refers to a collection system in which different recycling materials are stored, collected and mixed together in the collection vehicle instead of being sorted into different compartments. These materials are then later sorted at a Materials Recycling Facility (MRF).

Duty of Care
Refers to your legal responsibility to ensure that you produce, store, transport and dispose of your business waste without harming the environment.

Environmental Permit
Anyone who recycles, treats, stores or disposes of waste must have an Environmental Permit (or registered waste exemption) from the Environment Agency.

Hazardous waste
This is a waste that poses a threat to public health and / or the environment, includes items such as fluorescent tubes, batteries and printer cartridges.

Hazardous Waste Consignment Note (HWN)
This note must be completed when moving hazardous waste from any type of business premise.

Materials Recycling Facility (MRF)
Material is mechanically sorted, then baled, shredded, crushed, and compacted in preparation for onward transportation to market to be made into new items.

Responsibility Deal
Waste management companies who have signed up to Defra's Responsibility Deal offer clear and transparent contract terms to small businesses and adhere to the good practice principles agreed by Environmental Services Association (ESA) and Federation of Small Businesses (FSB).

SIC Code
This must be included on each Waste Transfer Note and is the Standard Industrial Classification code for your industry. The Environment Agency website lists the various SIC codes for each type of industry.

Waste Carrier
Anyone transporting waste that they have not produced, or their own industrial waste, must be registered with the Environment Agency (EA) as a waste carrier.

Waste (England and Wales Regulations) 2011 and 2012
These regulations implement revisions to the Waste Framework Directive. Key issues affecting businesses include the requirement to consider the waste hierarchy of waste management options, and ensure they have separate collections of paper, metal, glass and plastic by January 2015. For more detailed information on the regulations, please contact the Environment Agency

Waste Exemption
A waste exemption is a very specific type of low risk waste handling operation that does not require a permit.

Waste Hierarchy
This sets out five steps to dealing with waste in the most sustainable manner possible, please refer to the detailed description on page 2.

Waste Transfer Note
This note details the transfer of waste from one person to the next, acting as an audit trail from the point of production of the waste, tracking it to its final disposal point. Every collection from a business premise must be covered by a waste transfer note and notes kept by the business for a minimum of 2 years.

Waste Electrical and Electronic Equipment (WEEE)
WEEE is classed as any unwanted item with a plug or a battery. The WEEE regulations are complex, please refer to page 5 or for detailed information please refer to the Environment Agency or the GOV.UK website.

Useful contacts

Council Recycling and Waste services for businesses

☎ 01225 39 40 41
✉ businesswaste@bathnes.gov.uk
www.bathnes.gov.uk/businesswaste

BIS

020 7215 5000 or 020 7215 6740
The Department for Business Innovation & Skills supports sustained growth and higher skills across the economy. BIS can offer further advice on the WEEE regulations and Batteries Directive.

British Retail Consortium

020 7854 8900
The British Retail Consortium is the lead trade association representing the whole range of retailers selling a wide selection of products through centre of town, out of town, rural and virtual stores.

Carbon Trust

0800 0852005
Gives free support to help businesses cut carbon emissions and capture the potential of low carbon technologies. A toolkit on the website is designed especially for small and medium sized enterprises. They offer interest free loans to SMEs to make business more efficient, helping you lower energy bills and cut carbon emissions.

Department for Environment, Food and Rural Affairs (DEFRA)

08459 33 55 77
DEFRA is the UK government department responsible for policy and regulations on the environment, food and rural affairs. They are responsible for setting waste and recycling policy and regulations within the UK.

Environment Agency

03708 506506
The Environment Agency (EA) is the regulatory body responsible for theprotection and improvement of the environment. The Environment Agency can deal with enquiries about licensing and the duty of care regulations.

GOV.UK

This site provides detailed information on government services and information. Its business section provides advice on starting up and improving your business, including advice on waste and environmental impact, compliance and responsibility, and ideas on how your business can save money by being more resource efficient.

National Industrial Symbiosis Programme (NISP)

0845 094 9509
NISP is a free programme that helps the business trading of materials, energy and water and the sharing of assets, logistics and expertise throughout businesses of all sizes and sectors. This programme delivers more efficient disposal of waste resources with cost reductions, new sales and environmental benefits.

Right Waste, Right Place - offers practical advice on how to manage waste safely and efficiently.

Waste and Resources Action Programme (WRAP)

0808 100 2040
WRAP can provide a one stop shop to help businesses, organisations and households become more resource efficient. WRAP also works with businesses to prevent waste, increase recycling and develop markets for recycled and sustainable products.