

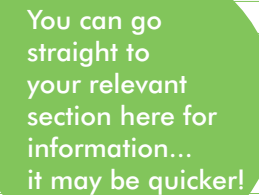
Business Waste Hand-

This handbook has been produced to help businesses in Kirklees to manage their waste and save money.



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You can go straight to your relevant section here for information... it may be quicker!

Introduction

This handbook will advise businesses how to manage their waste.

Disposing of rubbish costs your business money and wastes natural resources. It is estimated that waste typically costs companies around 4% of their annual turnover. It is likely that these costs will increase over the coming years as landfill tax is set to rise. Businesses have a legal responsibility regarding their waste. (Source: Envirowise)

By effectively managing your waste you can:

- save your business money
- reduce energy consumption
- enhance environmental performance
- reduce operating costs
- comply with your legal obligations
- improve the image of your business

This handbook will provide you with:

- an understanding of the waste your business creates
- specific ideas to help your business reduce waste, reuse more and recycle
- details of companies and organisations who can collect and recycle your waste
- signposts to other useful organisations who can provide further advice
- a guide to waste legislation.

Disclaimer

While every effort has been made to ensure that the information contained in this handbook is accurate, some details will inevitably change with time. The information provided has been collected, collated and produced in good faith by Kirklees Council. 3rd Edition 2017.

How to use the handbook

This handbook is divided into a number of colour coded sections to help you find the right piece of advice or information quickly and easily.

Section one - What is business waste?

Section two - Advice for your business

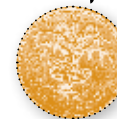
Section three - Waste contractors and waste solutions

**Section four - The legal part
Contacts**



click on your business type on the index page to visit the information directly

Key to icons:



Save money icon
When you see this icon it may help you save money!



Save the planet icon
Helpful tips on how you can help to save the planet!



Further information icon
A page number will be given to direct you to more in-depth information.



This is the third edition of this handbook. It is also available on the Kirklees Council website www.kirklees.gov.uk/bins. If you have any comments or suggestions as to how we can improve the information contained within the handbook please email: recycling@kirklees.gov.uk

What is business waste?

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Your waste... why bother?

Managing waste can cost money but poor waste management costs even more.

While small changes to your waste practices may seem trivial, when they are added up, the benefits are worth it. To start making changes straight away turn to Section two, page 10.



Visible costs:

- Skips
- Commercial waste collection and disposal charges

These costs can add up to more than you think!

Invisible costs:

- More raw materials required
- Wasted water
- Wasted energy
- Transportation of waste
- Environmental fines
- Wasted time

Your waste...why bother?

The benefits of reducing, reusing and recycling your waste

Save money

The cost of putting your waste in landfill is rising rapidly. The 2017 figures place landfill tax at £86.10 per tonne. This is expected to rise each year. By reducing, reusing and recycling your waste you can save money.

- Reducing waste will lower your overheads
- Reusing waste will reduce the cost of purchasing raw materials
- Recycling waste may reduce disposal costs over time

Enhance your business image - By reducing your environmental impact you can improve your reputation with customers, regulators, investors and stakeholders.



Meet legal obligations - As a waste producer you are responsible for disposing of your business waste in a responsible manner. The main piece of legislation relating to waste is referred to as your 'Duty of Care'.

Improve the environment - Your actions can reduce the impact of your business on the environment and may also improve your workplace.

Remember - these savings are not just a one-off. Changes made now can save money every year!

Note - legislation is continually updated and introduced.



The Waste Hierarchy

The waste hierarchy shows the order in which options for waste management should be considered based on environmental impact:

Most preferred option

Prevent - The best way to deal with waste is not to produce it in the first place. There are many tips in this booklet which could help you reduce the amount of waste created in the workplace.

Once waste has been produced there are a number of ways to deal with it:

Reuse or repair - Items can often be repaired or treated in some way so that they can be reused. This is a good environmental option and it may also save money.

Recycle - Recycling materials can reduce the energy used in production and the need for virgin materials.

Other recovery - Using waste as an energy source or low grade compost is a good way of recovering resources from mixed waste.

Disposal

The final and least favourable option is to dispose of waste by burying it in a landfill site. This is damaging to the environment and valuable resources are lost. It is also expensive and the cost will continue to rise.

Least preferred option



Waste Audit

"What's an audit?"

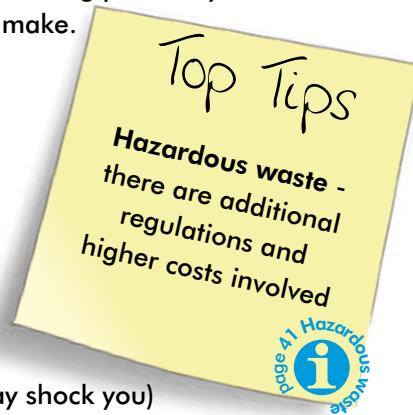
It's just gathering information...

Before you can put a plan in place to reduce the amount of waste your business is producing you need to check what kinds of waste you create and how much there is of it.

The information from the audit will provide a starting point so you can measure the success of any changes you make.

A waste audit should:

- Find out where and how waste is generated
- Find the quantity and type of waste
- **Find any waste that is hazardous** - Can it be separated from the main waste stream, or replaced with a non-hazardous product?
- Find the current disposal cost (this may shock you)
- Look at opportunities to reduce, reuse or recycle the waste
- Establish methods of measuring the waste for monitoring purposes
- Set targets for reducing waste



Involve your staff in the waste audit and ask them for ideas. Let them know about the changes through training, newsletters, presentations and posters. Update them on the progress made.

The following organisations can offer further advice on conducting a waste audit and how to make changes to your waste:



www.gov.uk is the Government's on-line resource. The Business and Self-employed section includes information on classifications of waste and disposal.

WRAP have an excellent Business Resource Efficiency Hub including efficiency tools and waste mapping - visit www.wrap.org.uk to find out more.

In addition, you can access further information by visiting the following sites:

www.wrap.org.uk

www.gov.uk

www.recycle-more.co.uk

What is the List of Wastes?

It gives each type of waste an identification code.

See the Environment Agency's website to find the **List of Wastes**. This list provides codes for each type of waste at www.environment-agency.gov.uk

Waste Audit					
Date of Audit:					
Department/Building:					
Name of Auditor:					
Waste material produced	Waste code if known (see EA's List of Wastes)	Estimated amount produced per week (ratio or weight)	Reduction options including purchasing	Reuse options	Recycling options
e.g. Glass	170202	300kg 15%	Talk to supplier	n/a	install glass bottle recycling bins
e.g. Plastic packaging - cellophane, plastic crates	150102	58kg 48%	n/a	Return crates to supplier for reuse	Separate and bale cellophane to be recycled

Section two

Advice for businesses

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Manufacturing 24

What's in this section?

This section provides specific guidance suitable to the type of business you run. It is not possible to cover every business activity but common types of businesses can be found here.

In this section you will find:

- the common types of waste created by businesses
- some ideas for waste reduction, reuse and recycling
- **If you can only do one thing, do this! Look out for these icons to find great money and planet saving tips:**



By carrying out a basic waste audit you will have identified the types of waste your business produces. This should help you to prioritise which waste saving tips are best for you. Just pick a handful of changes to start improving your waste efficiency. You will be making a difference to the environment and almost certainly saving your business money.

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

- Find out if your waste contractor will also collect recyclable materials
- **Arrange a joint collection of recyclable materials with other local businesses.** A waste contractor is more likely to make a collection for a greater quantity
- Provide clearly labelled recycling bins
- Buy durable products that can be repaired rather than replaced
- Buy products with recycled content e.g. 100% recycled content paper
- Purchase reusable rather than disposable products
- Choose products with minimal packaging
- Turn off machinery and lights when not in use
- Replace bulbs with energy efficient ones



Offices

Common office waste materials that can be either reduced, reused or recycled:

Paper
Aluminium/steel cans
Cardboard
Glass
Packaging
Electronic equipment
Printer cartridges
Office furniture
Plastic bottles/plastic drinks cups
Fluorescent light tubes
Batteries



Ideas for waste reduction, reuse and recycling:

Prevent:

- Send office memos, reports and manuals electronically
- Set defaults on printers to print black and white and double sided copies
- **Cancel unwanted subscriptions and junk mail** - www.stopjunkmail.org.uk
- Refill printer, copier and fax cartridges
- Use whiteboards or reusable memo boards for messages
- Use cups and glasses rather than providing disposable cups
- Lease IT devices rather than buying them outright
- Prolong the life of IT equipment by having it 'serviced' by an I.T. company



Reuse or repair:

- Set up a used paper drawer in the printer to print draft documents
- Turn scrap paper into memo pads
- Arrange for packaging to be taken back by your suppliers
- Donate unwanted furniture and electrical items to reuse groups or charities or list on a waste exchange
- Use rechargeable batteries



Recycle:

- Place a paper recycling bin next to the photocopier
- Provide all staff with a paper recycling bin and have 'centralised' general waste bins
- Arrange a collection of your recyclable items and provide containers for different types of materials
- Recycle mobile phones through a recycling scheme
- **Contact your computer/electronics supplier - they should have a take-back scheme for waste electronic products**



Catering (Not including food retailers such as supermarkets, butchers or food production factories)

Common catering waste materials that can be either prevented, reused or recycled:

- Food
- Cardboard
- Cooking oil
- Plastic Bottles
- Packaging
- Aluminium/Steel Cans
- Paper
- Glass



Top Tips

Visit www.lovefoodhatewaste.com
for more tips on reducing food waste.

Ideas for waste reduction, reuse and recycling:

Prevent:

- Provide sugar bowls, bottles of sauce, salt and pepper cellars rather than sachets
- Serve milk, juice and soft drinks from dispensers rather than cartons
- Use minimal packaging on take-away food - no polystyrene as it will not biodegrade
- **Organise stock rotation to reduce food wastage**
- Control portion sizes and cook to order
- Assess left over food from catering jobs e.g. buffets and adjust quantities if necessary

Reuse and repair:

- Use reusable glasses, plates, cups and cutlery
- Reuse packaging - use glass jars and plastic containers for storage
- Donate unsold food to charities
- Consider using packaging which can be returned e.g. refillable takeaway mugs
- Ask suppliers to operate a return facility for crates, boxes etc

Recycle:

- Arrange collection of your recyclable items and provide containers for different types of materials
- Used cooking oil can be collected by a reprocessor

The disposal of food waste



Food waste which includes animal products can only be processed by an approved facility under the Animal By-Product (Enforcement) (England) Regulations 2011. The food waste has to be processed under very strict conditions to kill off harmful bacteria and prevent the spread of diseases.

Please see the guidance on 'How food businesses must dispose of foodstuffs' at www.gov.uk

For further advice on collection and disposal, contact the Kirklees Council Food Waste team on 01484 221000

Construction and building trade

Common construction and demolition industry waste that can be either reduced, reused or recycled:

- Wood
- Cardboard
- Scrap metal
- Soil / rubble
- Bricks / tiles / concrete
- Glass
- Plastics
- Hazardous waste (such as asbestos, paints, solvents, tar and tar by-products)
- Plasterboard



Top Tips
See page 41 for more information on Hazardous waste.

Ideas for waste reduction, reuse and recycling:

Reduce:

- Store materials correctly until needed to reduce damage
- Ask suppliers to minimise packaging and operate a pallet take-back service
- When working with other tradesmen meet regularly to improve communication and reduce waste by carrying out tasks efficiently
- Hire rather than purchase infrequently used equipment

Reuse:

- Reuse materials on-site or salvage material to reuse later
- Soil and rubble can be reused as subsoil for landscaping
- Leftover masonry can be crushed and reused in driveways
- Waste wood can be either sold or reused for future jobs

Waste Exchange



If reuse of salvaged materials is not possible within your trade, consider registering with a waste exchange organisation such as NISP (National Industrial Symbiosis Programme) as other businesses or community groups may be able to make use of materials that may otherwise be disposed of.

Recycle:



- Source materials with a recycled content
- Waste metal can be collected and taken to scrap metal yards
- Arrange a collection of your recyclable items and provide containers for different types of materials

N.B. When waste is transferred from yourself to another person, site, business or disposal area, you must receive a Waste Transfer Note. See the Waste duty of care code of practice at www.gov.uk



There are many useful sources of guidance for the construction and building trade including gov.uk and WRAP (<http://www.wrap.org.uk/category/sector/construction>)

Retail

Common retail waste materials that can be either reduced, reused or recycled:

- Cardboard
- Food (out of date)
- Paper
- Wood (pallets etc)
- Plastics
- Fluorescent tubes
- Glass
- Furniture / shelving
- Textiles / clothing
- Electronic equipment



Ideas for waste reduction, reuse and recycling:

Reduce:

- If you are a large retailer you must charge for carrier bags - see Carrier Bag Charges: Retailers' Responsibilities on the gov.uk website.
- Don't over order. A 'just in time' policy avoids unnecessary storage, unsold or damaged goods
- Return unsold goods to the supplier or donate to a reuse shop or charity
- Choose products with minimal packaging and ask suppliers to reduce packaging



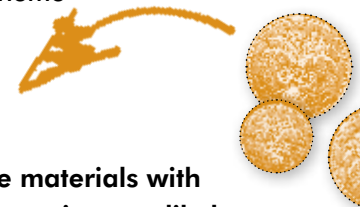
Reuse:

- Offer customers a reusable bag
- Donate unsold food to charities
- Reuse packaging (e.g. boxes/ bubble wrap) and ask suppliers to run a take-back scheme
- Where possible, reuse packaging and empty containers for storage



Recycle:

- Arrange a joint collection of recyclable materials with other local businesses. A waste contractor is more likely to make a collection for a greater quantity of materials
- Source products made with recycled content or from sustainable sources
- Arrange a collection of your recyclable items and provide containers for different types of materials



Leisure and Tourism

Common leisure and tourism materials that can be either reduced, reused or recycled:

Printer cartridges
Paper and Cardboard
Fluorescent tubes
Batteries
Aluminium and steel food / drinks cans
Electronic equipment
Food and Cooking oil
Packaging
Plastic / glass bottles and jars
Furniture
Textiles



Top Tips
For ideas on reducing food waste see page 15 or visit www.lovefoodhatewaste.com

Ideas for waste reduction, reuse and recycling:

Reduce:

- Ask suppliers to reduce delivery packaging and operate a take-back policy
- Provide drinks from dispensers rather than in individual cartons, bottles or cans
- Avoid providing individual sachets of condiments/sauces.
- Cancel unwanted subscriptions and junk mail
- Avoid providing disposable cups
- Change towels and linens on request to minimise the detergents and water used in laundry
- Carefully measure chemicals and cleaning products and consider eco-friendly products
- Install motion sensor lighting in corridors and low energy lightbulbs



Reuse:

- Use reusable glasses, plates, cups and cutlery
- **Donate unwanted furniture and electrical items to reuse groups or charities**
- Provide water in jugs rather than bottles or coolers
- Use soap/shampoo dispensers rather than individually wrapped bars/bottles



Recycle:

- Provide clearly labelled recycling bins in public areas
- Print brochures and menus on 100% recycled content paper
- Source products made with recycled content or from sustainable sources
- Arrange for food waste to be collected and composted
- Donate or sell unwanted textiles



Food waste which includes animal products is subject to the Animal By-Products regulations 2011. For further advice on collection and disposal, contact Kirklees Council Food Safety team on 01484 221000.

Printing

Common printing waste materials that can be either reduced, reused or recycled:

Ink

Water

Paper

Ink cartridges

Electronic equipment including printers

Fluorescent tubes

Solvents

Furniture / shelving

Cardboard

Wood pallets



Top Tips
For more info on Local Air Pollution Controls, visit www.gov.uk

Ideas for waste reduction, reuse and recycling:

Reduce:

- Consider effective ink management or use soy or water based inks
- Maximise use of digital substrate by using appropriate widths and optimising layout by nesting
- Use materials on a first-in first-out basis to reduce waste from products with expired shelf life, have a computerized inventory system to track your stock
- Store paper in an environmentally controlled area to reduce waste from damage

Reuse:

- Ask suppliers to reduce packaging or arrange a take back scheme with suppliers
- Use off cuts for alternative processes or donate to schools and scrapstores for craft materials
- Use heat created by production processes to heat other parts of the building or hot water



Waste Exchange

If reuse of salvaged materials is not possible within your trade, consider registering with a waste exchange organisation such as NISP (National Industrial Symbiosis Programme) as other businesses or community groups may be able to make use of materials that may otherwise be disposed of.

Recycle:

- Offer customers a range of recycled paper and board to choose from
- Contact your computer/electronics supplier - they should have a take-back scheme for waste electronic products
- **Avoid contaminating non-hazardous waste with hazardous substances, making it all hazardous, increasing your disposal costs and making it difficult to recycle and reuse the materials**
- Separate paper and board into different grades to receive the best price for recycling



Manufacturing

Common manufacturing waste materials that can

Ink
Water
Paper
Ink cartridges
Electronic equipment
Fluorescent tubes
Metal
Plastic
Cardboard
Wood pallets



Top Tips

For more business advice visit www.wrap.org.uk or www.gov.uk

Ideas for waste reduction, reuse and recycling:

Reduce:

- 'Design out' waste at the product or process design stage
- Store raw materials correctly to reduce damage and contamination
- Organise stock rotation to reduce damage and unnecessary storage
- Reduce or redesign packaging to help your customers reduce their waste



Reuse:

- Reuse packaging where possible or arrange a take back scheme with suppliers
- Use off cuts for alternative processes or donate to schools for craft materials
- Use heat created by production processes to heat other parts of the building or hot water



Waste Exchange

If reuse of salvaged materials is not possible within your trade, consider registering with a waste exchange organisation such as NISP (National Industrial Symbiosis Programme) as other businesses may be able to make use of materials that may otherwise be disposed of.

Recycle:

- Arrange a collection of your recyclable items and provide containers for different types of materials
- Source products made with recycled content or from sustainable sources
- Contaminating non-hazardous waste with hazardous substances makes the entire thing hazardous, thereby increasing your disposal costs, and making it difficult to recycle and reuse the materials
- Label products or materials which can be recycled to help consumers



Help cut costs and reduce packaging waste. See WRAP's Packaging Optimisation Guide for SME's for ideas on packaging optimisation through minimisation, re-use, recycling, recovery and biodegradability.

Waste contractors and waste solutions

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Recycling contractors



You can find recycling contractors by searching on line or requesting a copy of the Environmental Supplier Database previously put together by the Green Business Network. Please contact recycling@kirklees.gov.uk for more information.

Alternatively Kirklees Council offer a trade waste recycling collection for some materials. Please call Streetscene Cleansing on **01484 225199**

Do not be disheartened if some contractors refuse to collect waste from a small business. There are companies that specialise in collections from small and medium sized enterprises (SMEs). Alternatively get other local businesses in your area to collect the same materials and organise a joint collection. You could also try contacting a community reuse group for certain types of waste.

Waste exchange



Another option is to register your business waste with a waste exchange such as NISP or national waste exchange websites such as wastechange.com. These offer a free service, matching businesses with waste with community groups, recyclers or other businesses who can utilise that waste. They will advise on reuse and recycling options. e.g. a hotel with redundant furniture from a restaurant refurbishment was matched with a community café. Many types of waste can be registered e.g. pallets, sawdust, cardboard, furniture, offcuts, carpet tiles...

Kirklees Council household waste recycling centres



It is illegal for businesses to dispose of their waste at household waste recycling centres.

There is a vehicle checking system in place at all HWRC.
Commercial use vehicles will be refused entry.
These sites are for Kirklees household waste only.



Businesses can dispose of some trade waste at the Thornhill Road Transfer Loading Station. This will be a private, chargeable arrangement. New customers will need to create an account with SUEZ Recycling and Recovery Kirklees Ltd.

For more information contact SUEZ on **01484 448701**

Community reuse groups

Reuse schemes are local voluntary initiatives set up to benefit the local community and the environment.

They often provide free collection of good quality materials such as furniture, paint, wood or craft materials that might otherwise have been disposed of. Donated goods are repaired or sorted and then sold at minimal cost or given to disadvantaged people. Please call in advance to find out what they need.

Pass it on.

Pass it on is a charity organisation collecting good quality furniture and passing them on to families and individuals in crisis.
08456 341360

Over2Hills

Cleckheaton based company that recycle end of life / unwanted office furniture. Re-useable furniture is offered free of charge to charities that register with their Charity Network.
01274 876761 www.over2hills.co.uk

Fareshare(Yorkshire)

Fareshare redistributes surplus food from the food industry that is destined for waste and sends it to charities and community groups who make nutritious meals for vulnerable people. Examples of food accepted include:

- Packaging errors
- Incorrect forecasting
- Damages
- Short dated food

www.fareshare.org.uk

Community reuse groups continued...

re:work

re:work is a community interest company, repairing and selling office furniture donated by businesses. re:work employs local people and profits go to the community.

0113 272 1341 or <http://www.reworkofficefurniture.co.uk/>

Ponderosa Rural Therapeutic Park

www.ponderosa-park.co.uk/centre provides employment and training opportunities for the disabled. They carry out a cardboard recycling service for businesses that have small volumes or occasional amounts of cardboard to dispose of. The cardboard is shredded and used for various purposes around the park and farm.

07766 742140

DOT-COMmunications

Reconditions commercially or privately donated computers and printers and offers them to the Voluntary and Community Sector at low cost. They offer maintenance and repair at below market costs. They have a deal for individuals aged 60+ to obtain pc packs and software at low prices. Donation certificates are provided as well as professional eradication of hard drive content.

Salem Community Resource Centre, Central Street, Hebden Bridge
HX7 6HB 01422 845003 www.dot-communications.co.uk

Scrap

Works with businesses throughout West Yorkshire to receive their waste materials such as fabrics, plastics, metals, paper, card, rubber. These all provide an amazing resource for schools, artists, and community group projects.

0113 3452627 www.scrapstuff.co.uk

Charity shops

To find a local charity shop, look on your nearest high street or visit www.charityshops.org.uk/findashop

Quick fixes

Here are some quick fixes for common waste materials:

Gas Cylinders

Phone the manufacturer to organise a collection of unwanted canisters or a refill.



Waste Electrical and Electronic Equipment (WEEE)

Manufacturers are obliged to set up schemes to provide take-back facilities for consumers disposing of WEEE. If your business purchased equipment before 13 August 2005 and you are replacing it with new equipment fulfilling the same function, then the producer of the new equipment is responsible for the collection, treatment and recycling of the old equipment regardless of whether they were the original manufacturer.



Textiles

Good quality clothing, shoes and accessories are greatly appreciated by local charities stores and some social enterprises. Find your nearest store at www.charityretail.org.uk

Paint

For information on recycling surplus paint email repaint@resourcesfutures.co.uk or ring 0845 180 0501



Mobile Phones

Many charities and companies collect mobile phones in their shops or by mail.

Printer Cartridges

Buy printers that use refillable cartridges and find out where cartridges can be filled in the local area.

Small Batteries

Many companies offer a collection service for boxes of small batteries.

Buy recycled

Arranging for a waste contractor to collect your recyclable waste materials is only the first stage of the process. The collected materials are sorted, cleaned, reprocessed and manufactured into new items.

The recycling process is not complete until collected recycled materials have been manufactured into new goods and purchased. If there is no demand for goods with recycled content then all the materials collected for recycling will be worthless. Buying goods containing recycled content will create strong markets and encourage retail stores to stock a greater range of recycled content products.

What is a Recycled Product?

A Recycled Product -

made in whole or in part from materials recovered from waste.

100% Post-Consumer Waste Content -

made solely from recovered household or commercial waste.

Pre-Consumer Waste Content -

made from waste recovered during processing e.g. mill offcuts.

Higher post-consumer waste content = more desirable product in terms of supporting recycling markets

Finding products with recycled content

A wide variety of products are available with recycled content, from pens to printing paper and steel products to motor oil. Buy recycled and you can save money and achieve long-term efficiency gains. It does not mean you have to compromise on quality, as many recycled products outperform their counterparts. Ask your current supplier if they have any recycled products.

The following links should help you find sources of products with recycled content.

- **www.recyclenow.com**
Run by the national recycle now campaign
- **www.wrap.org.uk**
WRAP have compiled a Construction Recycled Content Product Database.

Climate change

The Bigger Picture - Climate Change and our Carbon Footprint

It is easy to believe that our individual actions, whether at home or in the workplace, have little to do with climate change. It is true that the climate of the earth is always changing and that in the past, the Earth has been through periods of extreme temperatures. However, the term climate change is generally used when referring to changes in our climate, which have been identified since the early part of the 1900's. Considerable evidence shows that the changes we are experiencing now, such as an increase in extreme weather and milder winters are due mainly to human behaviour.

Climate change is caused by an increase in greenhouse gases being released into the atmosphere. Greenhouse gases such as carbon dioxide, methane, nitrous oxide and water vapour allow sunlight to reach the Earth's surface. Some of the sunlight is reflected back towards space as infrared radiation (heat). The increased volume of greenhouse gasses absorb more of this infrared radiation and trap the heat in the atmosphere.

Recycling materials can help reduce carbon emissions by avoiding the need to extract and refine raw materials. Creating new products from recycled materials also uses less energy. It takes 95 per cent less energy to make a recycled aluminium can than to make one from virgin materials. According to Friends of the Earth, recycling saves 10 to 15 million tonnes of CO₂ a year – the equivalent of taking 3.5 million cars off Britain's roads.

Encouraging your company to reduce, reuse and recycle can have a significant impact on your individual carbon footprint and that of your customers. A company with an environmental conscience is attractive to customers and disposing of waste in a responsible way will reduce costs in the long term, as landfill charges continue to rise.

Climate change in Kirklees

Kirklees Council has a long term target to reduce carbon dioxide emissions by 40% by 2020 (from a 2005 baseline).

The Council monitors its carbon emissions arising from building energy use, street lighting and fleet fuel usage to track progress towards the target. Ongoing work to reduce emissions includes investment in energy efficient technologies in buildings and streetlights, and fuel efficient vehicles to carry out Council business.

Reducing carbon emissions saves money, making financial sense for the Council at a time where there are significant pressures on Local Authority budgets.

Section four

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Controlled waste

“What’s this?...”

All business, household, agricultural, mines and quarries and industrial waste is classed as ‘Controlled Waste’

‘Controlled wastes’ are managed by legislation and their storage, handling, transport and disposal must meet certain legal requirements.

If you are dealing with waste as part of your business it is likely that you will need permission from the Environment Agency which could be an environmental permit. Everybody has a legal responsibility to manage their waste properly.

Landlords

Kirklees Council classifies waste from your unoccupied rented properties as ‘generated as a result of your business’ which means that you have a responsibility for ensuring that all waste is disposed of properly and legally. You will not be able to use Kirklees HWRC for the disposal of these items.

Demolition and construction waste is always classed as industrial waste.

The following legislation is relevant to controlled waste...

Duty of care

All businesses have a duty to ensure that any waste is handled safely and within the law.

You must check that anyone that you pass your waste on to is authorised to take it and is going to deal with it lawfully. If you don't make reasonable checks you could be held responsible if something goes wrong.

Under the Duty of Care, all businesses have to ensure that:

- Waste is not illegally disposed of by you or anyone else
- Waste is stored properly and cannot escape
- Waste is only passed on to an authorised person - (ask to see permits, licences and exemptions and check on the Environment Agency's website)
- A waste transfer note is completed when waste is passed on, with details of the waste, quantity and container
- The waste hierarchy is considered when choosing a waste management method. (See page 7)



You can pass your waste on to:

- Registered waste carriers, brokers or dealers - do ask what they are going to do with it
- Waste sites which have an Environmental Permit - describe your waste accurately so they know whether they can accept it
- Exempt sites - often small recyclers



You always need to create a waste transfer note. A "season ticket" can be used for repetitive transfers; for transferring the same waste stream between the same parties.

See the Waste Duty of care: code of practice.

This is available on-line at www.gov.uk

Waste transfer notes

What is a waste transfer note (WTN)?

This document must accompany any transfer of waste between different holders or sites. A waste transfer note is to allow people who handle your waste to know what they are dealing with so that they can manage it safely and properly. There is an example of a WTN on the Environment Agency's website. You must create a WTN for each load of waste which leaves your site - your waste contractor can help with this. A 'season ticket' can be used for transfers where all the details are the same.

What information should a waste transfer note contain?

There are 4 sections:

Section A

- Waste description including type, quantity, how it is contained and the waste code(s). See the List of Wastes on the Environment Agency's Website

Section B

- Details of the business producing the waste, (or the carrier if they are passing the waste on)
- A declaration that the waste hierarchy has been applied
- The business SIC 2007 code

Section C

- Waste Carrier details including registration number

Section D

- The location of the transfer of waste
- If a broker was used to arrange the transfer - their details

If the details of the transfer and waste type are the same you can use a season ticket note for up to 12 months. If you transfer waste to a carrier you don't have to put the final destination on the note, the carrier will make out a second note when they transfer the waste on.



Need to know more?

Contact the Environment Agency, gov.uk and WRAP. See page 46 for details.

Rules for landfill

Since 30th October 2007, all waste has to be treated before it can be sent to landfill.

Make landfilling your final option after you have reused, recovered and recycled as much as you can, or you have asked your contractor to do this on your behalf. Landfill is expensive so landfilling less could save you money as well as being good for the environment.

What do you have to do to comply?

Make sure your chosen landfill can accept your waste – there are tight controls called waste acceptance criteria. Some wastes are banned from landfill altogether, including any liquid waste, infectious medical or veterinary waste, whole or shredded used tyres and waste that might cause a problem in the landfill (e.g. hot or chemically active waste). Plaster board is not banned from landfill but it can only go for mono cell landfill, this is because it can produce smelly gasses when mixed with other waste in landfills.

Most other wastes have to be pre treated in a way that changes them by reducing their volume, reducing hazards, or making them easier to handle or recycle. You may already be doing this by sorting and segregating your waste, just compacting your waste doesn't count.

If you do send waste directly to landfill there should be a declaration of treatment form, which is a document that is exchanged between the companies handling the waste to confirm treatment has occurred. It can be part of the waste transfer note.

There are a few exceptions from pre treatment requirements including some inert and some hazardous waste.

See the Treatment of Waste for Landfill document on the Environment Agency website. This also includes an example pre-treatment confirmation form.

Need to know more?

40 Contact the Environment Agency, gov.uk and WRAP. See page 46 for details.

Hazardous Waste

If you produce or deal with waste that has certain hazardous properties, you will also have to comply with the hazardous waste regulations.

Some types of waste are harmful to human health, or to the environment, either immediately or over an extended period of time. These are called hazardous wastes and their management is tightly regulated.

Quite ordinary items such as computer monitors, or fluorescent tubes are classed as hazardous waste so most businesses need to know how to comply.

It isn't always obvious which wastes are hazardous, some are marked with a star in the European Waste Catalogue, (EWC) but for others you need to find out whether they contain hazardous substances above certain levels.

Examples of hazardous wastes include:

- Asbestos
- Chemical waste
- Infectious health care waste
- Cathode ray tubes
- Fluorescent light tubes
- Lead-acid batteries
- Oily sludge
- Solvents

Look at the Environment Agency's website or ask your contractor if you are unsure whether your waste is hazardous or not.

Continued over...

Need to know more?

Contact the Environment Agency, gov.uk and WRAP. See page 46 for details.

Hazardous Waste regulations

If your business produces, carries or receives hazardous waste, there are extra requirements that you must meet to ensure you are carrying out your duty of care responsibilities.



When hazardous waste is moved you need to fill in special paperwork called a consignment note. You should keep this note for 3 years. Each quarter the contractor who receives your waste must send you a return with details of what happened to your waste – keep this with your copy consignment notes.

For the rules of the hazardous waste control system, see the Hazardous Waste guidelines on the Environment Agency website or call them on 03708 506 506 for advice.

Remember:

- Do keep good records
- Don't mix hazardous waste with other waste
- Do employ a specialist contractor
- Do consider the waste hierarchy - many hazardous wastes can be prepared for reuse or recycled e.g. waste oil can be recovered, solvents used as fuels, lead acid batteries dismantled for metals and waste electronics can be repaired

Need to know more?

Producer responsibility - Waste Electrical and Electronic Equipment (WEEE) regulations

The regulations apply to almost all businesses irrespective of size. There are no exemptions for small and medium sized companies.

Every year the UK throws away around 2 million tonnes of WEEE. The WEEE Regulations aim to reduce the amount of waste electrical and electronic equipment, and to encourage everyone to reuse, recycle and recover it. The following types of organisations have legal obligations.

- **Producers** of household and non household equipment i.e. manufacturers, importers or rebranders
- **Distributors** to household end users e.g. retailers
- **Business end users**
- **WEEE treatment facilities and Exporters**



If you manufacture, import or rebrand a product that uses electricity for its main purpose, then it's likely to be covered by the WEEE Regulations. You must join a compliance scheme, which will ensure obligations on collection and recycling of household type WEEE are met on your behalf. If you supplied electrical equipment to business users after August 2005 you also have to make arrangements to have it recycled, agree that the customer will do it, or ask your compliance scheme to do it on your behalf.

When you buy new electrical equipment get the producer's registration number so that you can contact them for take back when the equipment is replaced. Look out for the crossed out wheelie bin logo which tells you that the WEEE is the responsibility of the manufacturer.

Check the Environment Agency's website for more information on your responsibilities

Need to know more?

Producer responsibility - Packaging Waste regulations

About 5,500 businesses in England and Wales are obligated under the Producer Responsibility Obligations (packaging waste) Regulations 2007 (as amended). The regulations require businesses to recover and recycle waste packaging to meet national recovery and recycling targets.

You may have to comply if you make packaging or pack, sell or import goods in packaging.

Smaller companies don't have to comply – there are 2 threshold tests, a turnover of £2 million or above; and handling 50 tonnes of packaging or more.

If you do have an obligation you have to arrange for packaging waste to be recycled either independently or by joining a compliance scheme.

The regulations are complex but there is lots of information available to help you work out your responsibilities.

Producer Responsibility – Batteries Regulations:

The aim of these regulations is to encourage recycling of batteries instead of disposal in landfill.

If you sell more than 32kg of batteries a year you must provide a free take back service for customers.

If you put batteries on the UK market for the first time you have to register with the Environment Agency or join a compliance scheme depending on the quantity.

Need to know more?

44 Contact the Environment Agency, gov.uk and WRAP. See page 46 for details.

If you carry waste

You must register as a waste carrier if you transport waste; buy, sell, or dispose of waste or organise someone else to buy, sell or dispose of waste.

When you register as a waste carrier you will be assigned as an Upper Tier or a Lower Tier waste carrier.

Upper tier Carrier - If you carry waste for profit - there's a 3 year registration similar to the original

Lower tier Carrier - This is for businesses who carry their own waste on a regular basis, or who carry waste from mines and quarries; waste, agricultural waste and animal by-products. Charities and waste collection authorities are also lower tier. Carriers of construction and demolition waste cannot be lower tier.

Broker - makes arrangements to recover or dispose of waste on behalf of someone else

Dealer - use an agent to buy and sell waste, many brokers are also dealers

Waste carriers must comply with the Duty of Care and must fill out and keep waste transfer notes.

Exports of Waste

If you export waste or if you think your waste contractor is exporting your waste you must check that it is lawful. It is never legal to send waste overseas for disposal and there are bans and restrictions on sending waste for recycling in many countries. You have to comply with the Duty of Care and the Transfrontier Shipment of Waste Regulations. Contact the Environment Agency for advice.

Need to know more?

Contact the Environment Agency, gov.uk and WRAP. See page 46 for details.



Useful contacts

British Retail Consortium

020 7854 8900 www.brc.org.uk

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.

GOV.UK

This is the government's on-line information resource. It provides tools and guidance for businesses and sets out the regulations on areas including waste and environmental impact.

Carbon Trust

020 7170 7000 www.carbontrust.com

Gives free support to SME's on energy efficiency through their Green Business Fund. Larger organisations who wish for support should contact the Carbon Trust for a quote. Online tools and guides are available to help small and medium sized enterprises.

Chartered Institution of Wastes Management (CIWM)

01604 620426 www.ciwm.co.uk

CIWM is the leading professional body for wastes and resource management in the UK. Provides training courses and publications.

Department of Environment, Food and Rural Affairs (DEFRA)

www.defra.gov.uk

Defra is bringing together a range of bodies under the leadership of WRAP (Waste and Resources Action Programme) to provide a one stop shop to help businesses, organisations and households become more resource efficient. Also provides Animal Health advice.

Environment Agency

03708 506506 www.environment-agency.gov.uk

The Environment Agency (EA) is the regulatory body responsible for the protection and improvement of the environment. The EA supports businesses by making information readily available on improving your environmental performance, applying for licenses, permits, and your compliance with the law. The Environment Agency's approach is to help companies into compliance rather than to prosecute. There is a lot of very useful information about environmental and waste legislation on the Environment Agency website.

Groundwork Environmental Business Services

0113 238 2309 www.yorkshire.groundwork.org.uk

Provide practical and affordable consultancy, advice, information and training to all kinds of companies covering a wide range of environmental and Health & Safety support.

Useful contacts continued

Kirklees Council

For further information about waste and recycling visit
www.kirklees.gov.uk

National Industrial Symbiosis Programme (NISP)

0121 433 2660 www.nispnetwork.com

NISP is a programme that facilitates the commercial 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.

Waste & Resource Action Programme (WRAP)

www.wrap.org.uk

WRAP works with businesses to prevent waste, increase recycling and develop markets for recycled and sustainable products. The website includes advice for retailers, SME's, third sector businesses, construction, manufacturers and others. There is a wealth of guidance and research available. Check out the Business Resource Efficiency Hub to find out how to save money and improve efficiencies.

Thank you

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Kirklees Council welcomes any feedback you may have regarding this handbook. Your comments will help improve the information we can provide to businesses.

Please contact us by email at: recycling@kirklees.gov.uk

Any information you provide will be held securely and in accordance with the Data Protection Act 1998. It will not be passed to any other parties including other departments.

This Business Waste Handbook was produced in partnership with the Environment Agency

