

A Waste Disposal Guide For Businesses

DO:

- ✓ Think about your waste carefully - you may be able to save money through waste minimisation, recycling and separating waste streams.
- ✓ Make all reasonable checks on the credentials of your waste contractor to make sure they have a Waste Carriers Licence. Either ask for proof or check with the Environment Agency.
- ✓ Provide a full, clear written description of the waste for your contractor to help them dispose of it correctly.
- ✓ Keep all waste transfer paperwork for at least two years. The Council can require you to produce written evidence that your waste has been disposed of legally.

DON'T:

- ✗ Hand over your waste to a passing "man with a van" - they may not be registered as a waste carrier and you don't know what they will do with it.
- ✗ Dispose of business waste as part of your household waste via your household waste collection or at any public household waste recycling centre. You will not have the required paperwork and will be committing an offence.
- ✗ Assume this law doesn't apply to your business because it is too small - this law applies to all businesses.

For more information

If you would like more information please see our website www.whitehorsedc.gov.uk or call 01235 520202

The Oxfordshire Waste Partnership can provide FREE onsite waste audits where you learn about legal compliance at your business, how to keep your waste costs down and how to reduce landfill waste. For details call 01865 816043.

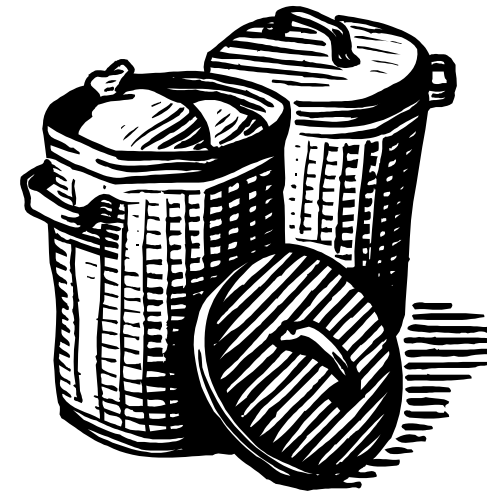
Alternatively, the following websites also have detailed information about business waste:

Oxfordshire County Council - www.oxfordshire.gov.uk
Environment Agency - www.environment-agency.gov.uk
Department for Environment Food and Rural Affairs - www.defra.gov.uk



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Don't throw your money away



Take care of your business waste to save money and avoid a costly fine

Find out what you need to do to comply with the law



Your Waste - Your Responsibility

There are sound business benefits for managing your waste as efficiently as possible, but there is also legislation that requires you to do so.

By law, businesses are required to properly store, manage and dispose of any waste they produce. This is a business's "Duty of Care" and the law applies to anyone who produces, imports, transports, stores, treats or disposes of waste from business or industry.

If you break this law, you can be prosecuted in the courts and could be heavily fined.

Every year the Council investigates lots of fly-tipping and litter problems – many caused by business waste which has not been disposed of properly.

Please read this leaflet to make sure you know what your responsibilities are and what you need to do to ensure your waste is handled safely and legally.

What does the law say?

By law, all businesses must keep and be able to produce written evidence that their waste has been disposed of legally. This means you must ensure that:

- You store and dispose of all your waste responsibly
- Your waste is only handled or dealt with by people or businesses that are authorised to do so
- You keep records of all waste that you transfer or receive for at least two years.

The purpose of these laws is to prevent the environment becoming polluted by business waste and to encourage more sustainable management of waste.

What is waste?

Waste can be anything your business owns or produces and you want, or are required, to get rid of.

Examples of waste will differ depending on your type of business but might include:

- Packaging in a retail business
- Paper in an office-based business
- Rubble, timber and plasterboard in a construction business
- Water from compressed air equipment
- Old electrical equipment.

How to comply with the law

- Make sure all waste materials are kept in a suitable and secure container, ideally covered so the waste cannot fall out or blow away.
- Check that anyone you pass your waste on to is authorised to take it. Anyone collecting commercial waste should either have a "Waste Carriers Licence" from the Environment Agency or have a formal exemption. You can check if a person or company is registered online at www2.environment-agency.gov.uk/epr or by calling 08708 506 506. If you do not check, and your waste is illegally disposed of, you could be held responsible.
- Whenever you dispose of waste a "Waste Transfer Note" must be completed. This should include a description of the waste, your business details and the name of the business taking your waste. Repeated transfers of the same kind of waste between the same parties can be covered by one transfer note for up to a year. However any new or unusual additions to the waste must be notified to the waste remover in writing so they can dispose of it properly.
- Keep records of all waste that you transfer or receive for at least two years. If waste is dumped illegally and is traced back to your business, you will need these records to prove you took all reasonable steps to ensure it was disposed of legally.

What happens if you don't comply

If your business waste is found to be illegally disposed of, you may be prosecuted and could face a fine of up to £50,000 or six months in jail.

In a recent example a man was fined more than £4,000 for illegally dumping soil and rubble. He was prosecuted by the Vale for fly-tipping, failing to register as a waste carrier, and for failing in his duty of care when transporting and disposing of the waste.

You could also be fined or prosecuted if you cannot produce copies of your waste transfer note when asked to do so by the Council, which does make random checks. A takeaway owner was recently fined £300 by the Vale for failing to produce valid waste disposal documents.

