

Quick start checklist for retail and wholesale managers

Use this checklist to see if your business is complying with environmental regulations and good practice guidelines. You should use this in addition to our [checklist for retail and wholesale staff](#).

Energy efficiency

- Have a company policy to switch equipment off overnight, or when it is not in use, eg computer monitors, printers, lights, air-conditioning.
- When you buy new equipment, such as refrigerators and chiller cabinets, choose the most energy efficient option.

[Energy use and efficiency](#)

Moving waste

- Check that your waste ends up where your waste carrier says it does. You should check periodically that your waste is being disposed of correctly – remember it is your responsibility (your duty of care) to make sure your waste isn't fly-tipped.
- Keep waste transfer notes for at least two years.
- Complete consignment notes whenever you move hazardous/special waste, or anyone takes hazardous/special waste away from your site.
- Keep consignment notes and consignee returns for at least three years.

[Waste storage and transport](#)

Hazardous/special waste

- Check if you produce hazardous/special waste. Most sites will produce hazardous/special waste – eg empty oil containers, fluorescent light tubes and some electrical equipment.

[Hazardous/special waste](#)

Registering waste exemptions

- Check whether you need to register any exemptions with your environmental regulator. You need an exemption for some low risk waste activities, eg composting, compacting waste or storing certain types of waste.

- Register your exemptions with your environmental regulator.
- Make sure you know the conditions of your exemptions, and that you meet them.

[Waste exemptions](#)

Treat your waste before it is landfilled.

- Keep records to prove that your waste has been pre-treated.

[NetRegs: Treating waste for landfill](#)

Site drainage and discharges to water

- Make sure you have written authorisation from your environmental regulator before you discharge anything other than uncontaminated water to surface waters or ground waters, for example run-off from a car park.
- Make sure you have permission from your water and sewerage operator to discharge to the foul sewer, ie a trade effluent consent or trade effluent agreement.
- Comply with all of the conditions of your authorisation or consent.
- Keep surface water from your site uncontaminated. Discharge uncontaminated water to a surface water drain or watercourse, rather than a foul sewer.
- Check that your site is drained correctly and complies with the conditions in your authorisations or consents. Make sure that:
 - only clean water, such as roof drainage, drains to surface water drains
 - all contaminated water, such as sewage and trade effluent, drains to foul drains.
- Check that you have an up-to-date and accurate site drainage plan available on site.
- Colour code drains and manhole covers: blue for surface water drains and red for foul water drains.
- Have an inspection and maintenance plan for drains and drainage channels to prevent blockages.

[Discharges to water and sewer](#)

[Vehicle cleaning](#)

Preventing pollution

- Train staff on how to prevent pollution, such as applying cleaning chemicals safely and efficiently.
- Carry out a risk assessment of accidents that may happen on your site and have a pollution incident response plan for dealing with pollution incidents.

- Check that spill kits contain suitable containment equipment for the type of incident that might occur on your site.
- Train staff in how to respond to pollution incidents, including spills, and how to use the equipment.

[Pollution incidents](#)

Further information

Find guidance on your other office environmental impacts on the NetRegs website.

[NetRegs: Retail and wholesale](#)

Keep up to date with any changes in the laws that affect you by signing up to receive the [NetRegs update](#) (Scotland and Northern Ireland)