

## Hazardous waste includes:



Waste chemicals



Fluorescent lights



Used solvents



Asbestos



Waste Oil

## Waste Electrical and Electronic Equipment (WEEE)

In most cases, the cost of collection, treatment and recycling of WEEE will be met by the producer of the equipment. Check SEPA's public register for the producer's details ([www.sepa.org.uk/weee](http://www.sepa.org.uk/weee)) or discuss options with the supplier of new equipment.



## Contacts

Scottish Environment Protection Agency (SEPA) is Scotland's principal environmental regulator, protecting and improving Scotland's environment.

Telephone: 0300 099 66 99

Email: [zerowaste@sepa.org.uk](mailto:zerowaste@sepa.org.uk)

Website: [www.sepa.org.uk](http://www.sepa.org.uk)

## Further information

For FREE online guidance on environmental regulations and best practice visit NetRegs.

Website: [www.netregs.org.uk](http://www.netregs.org.uk)

# NetRegs

environmental regulations online  
[www.netregs.org.uk](http://www.netregs.org.uk)

# DUTY OF CARE



## Dealing with YOUR business waste



Your Duty of Care for Waste means that you have a legal responsibility to make sure that your business waste is stored, transported and recycled or disposed of in a way that does not harm the environment. Duty of care does not stop when your waste is taken away, you must ensure it is managed properly. Illegal activity should be reported to SEPA's 24 hour hotline **0800 80 70 60**.

## You Must:



Store your waste securely so it does not cause litter or attract vermin. Label your bins clearly so waste goes in the right place.



Segregate key recyclables for separate collection. These are paper, cardboard, metal, glass and plastic. Ask your waste contractor for help.



Food businesses must segregate food waste for separate collection, unless you are in a rural area or you produce less than 5kg of food waste per week



Check whoever collects your waste is registered with SEPA and it is going to an authorised facility.



Separate hazardous waste from other types of waste, do not mix and use consignment notes when moving hazardous waste. If in doubt, ask your waste contractor for help.



Ensure waste tyres are collected by legitimate operators - be suspicious of people offering unrealistically cheap collection services. This may be a sign that the waste is not being legally managed.



## Waste Transfer Notes

You **MUST** use Waste Transfer Notes (WTN) to describe your waste. If you have a regular collection, this may be incorporated into your contract or payment invoice.

WTNs ensure that there is a clear audit trail for managing waste legally. You must keep copies of all your WTNs for at least two years and be able to produce them if requested by SEPA or council enforcement officers.

What details should your Waste Transfer Note include?

### WASTE TRANSFER NOTE (WTN)

*The WTN must include:*

- a description of the waste
- details of the registered waste carrier including registration number
- the quantity of the waste
- the place and date of transfer
- the name and address of both parties
- details of the authorisation of the facility receiving the waste
- the appropriate European Waste Catalogue (EWC) code for your waste
- the Standard Industry Code (SIC) of your business