



Waste duty of care

All businesses have a duty of care (a legal responsibility) to ensure waste is produced, stored, transported, and disposed of without causing harm to the environment. Failure to comply with the duty of care may lead to enforcement action being taken.

You must:

- **Segregate, store and transport** waste appropriately so that it does not cause harm to the environment
- Check that waste is transported and handled by people and businesses that are **authorised** to do so
- Complete **Waste Transfer Notes** and keep copies of them for at least 2 years
- Complete **consignment notes** for movements of hazardous/special waste and keep copies for 3 years
- Use the correct **European Waste Catalogue (EWC)** and Standard Industry Classification (SIC) codes

Segregate, store and transport your waste appropriately

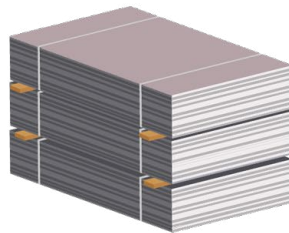
Segregate the waste and put key recyclable materials in the correct skip.

Store and transport waste securely in suitable skips/containers with covers. Label the skip so that the right materials go into the right skip.

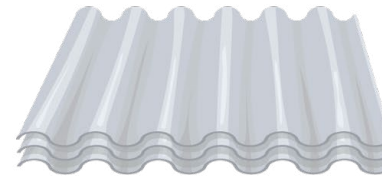
Key construction materials that should be stored in separate skips on site include:



Timber



Plasterboard



Metals

Keep hazardous/special waste separate

Do not mix hazardous/special waste with other waste types. If you do the whole skip or container must be treated as hazardous/special waste.

Check who collects and transports your waste is authorised

Before waste leaves the site you must check that the person or business collecting and disposing of the waste has the relevant authorisation from the environmental regulator.

Anyone who transports or handles waste must have the appropriate authorisation for the types of waste they are dealing with.



Controlled Waste Transfer Note

Has the waste been transferred?

How is it contained?

Tick

Additional information

Section C. Waste holder (Transferor) details:

Name:

Address:

Postcode:

Telephone:

Email:

Your (SIC) Code**
(Find your SIC code)

Signature:

Which are you?

of the waste

carried

Complete Waste Transfer Notes (WTNs)

A WTN must be completed by the person handing over the waste and the person receiving it.

It must contain enough information about the waste for it to be handled appropriately. If you do not include enough information and the waste is mismanaged you could risk enforcement action, including prosecution.

Keep copies of all of WTNs for at least 2 years.

Use consignment notes when moving hazardous/special waste

Hazardous/special waste includes chemicals, fuels/oils, asbestos, contaminated soils. Always use consignment notes when moving hazardous/special waste.

Keep copies of all consignment notes for 3 years.

Use the correct EWC and SIC codes

The European Waste Catalogue (EWC) list of wastes is a standardised way of describing waste.

Use the EWC when completing waste transfer notes and hazardous/special waste consignment notes.

Standard Industry Classification (SIC) codes identify the industry that your organisation belongs to.

You can find the SIC code that applies to your organisation on the Companies House website.

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Chapter

Sub
chapter

Specific to
waste type

Above is an example EWC code for fuel, oil and diesel.

Hazardous/special wastes are identified using an asterisk (*)

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Frequently Asked Questions (FAQs)

What is waste?

Waste is hard to define, but it is generally anything that you discard, intend to discard or are required to discard. On construction sites you will usually have a number of skips or containers for the common types of waste produced on site. 'Waste' also includes more than just objects and substances you have decided to dispose of and can include material being recovered, e.g. sent for recycling or prepared for re-use.

What are the other common wastes produced during construction?

Common materials produced during the construction process that may be classed as waste include:

- **Soil and stones**
- **Inert waste** (e.g. concrete, bricks, tiles and ceramics)
- **Plasterboard**
- **Timber**
- **Metals**
- **Insulation**
- **Packaging materials**

Further information

Duty of care guidance



Scan (or click) the QR code to view the waste duty of care guidance on the NetRegs website. Includes links to further information, e-learning and more.

Guidance notes and associated animations



Scan (or click) the QR code to view the guidance notes within this series and the associated animations.

These guidance notes have been developed by NetRegs in partnership with:

