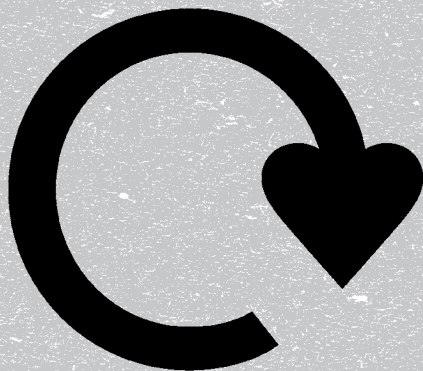
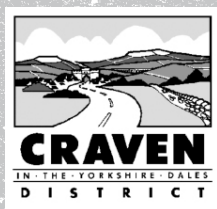


# Business Waste Handbook

Interactive edition

Just click on the web links, contents page titles or reference points inside to take you to the relevant information.

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

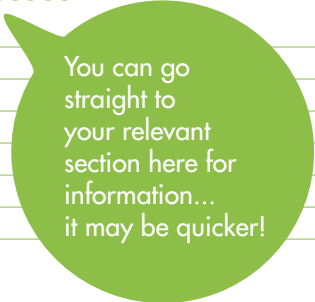




# Index

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<b>Introduction</b>	<b>2</b>
<b>How to use this handbook</b>	<b>3</b>
<b>Section one - What is business waste?</b>	<b>4</b>
Your waste - why bother?	5
Waste hierarchy	7
Waste audit - what's this?	8
<b>Section two - Advice for businesses</b>	<b>10</b>
Offices	12
Catering	14
Construction	16
Retail	18
Leisure and Tourism	20
Printing	22
Manufacturing	24
<b>Section three - Waste contractors and waste solutions</b>	<b>26</b>
Recycling contractors	27
Waste exchange	27
North Yorkshire County Council household waste recycling centres	28
Community reuse groups	29
Quick fixes	31
Buy recycled	32
Climate Change - the bigger picture	34
<b>Section four - The legal part</b>	<b>36</b>
Duty of care	38
Waste transfer notes	39
Rules for landfill	40
Hazardous waste regulations	41
WEEE regulations	43
Packaging waste regulations	44
Companies carrying waste	45
<b>Useful contacts</b>	<b>46</b>
<b>Feedback</b>	<b>50</b>



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 Craven District Council working in partnership with Leeds City Council. 2nd Edition 2012.*

# How to use the handbook

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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**



You can go straight to your business type using the tabs.

*Key to icons:*



**Save money icon**

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



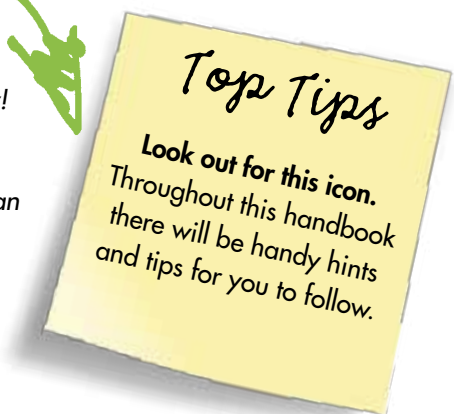
**Save the planet icon**

*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 indepth information.*



This is the second edition of this handbook; however, an updated version will be available on the Craven District Council website (visit [www.cravenc.gov.uk/recycling](http://www.cravenc.gov.uk/recycling) or [www.cravenc.gov.uk/commercialcollection](http://www.cravenc.gov.uk/commercialcollection)). If you have any comments or suggestions as to how we can improve the information contained within the handbook please email: [lholdsworth@cravenc.gov.uk](mailto:lholdsworth@cravenc.gov.uk)

Section one

# What is business waste?

Your waste...why bother? 5

Waste hierarchy 7

Waste audit...what's this? 8

# 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
- Landfill charges
- Air pollution 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

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

### Save money

The cost of putting your waste in landfill is rising rapidly. By April 2012 landfill tax alone will be £64 per tonne and it will continue to rise by £8 each year until at least 2014. 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 managing 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.

**Note** - legislation is continually updated and introduced.

page 36  Legislation



# 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



## Least preferred option

**Prevent** - The best way to deal with waste is not to produce it in the first place, or to reuse an item before you throw it away. 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:

**Prepare for reuse** - Waste 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 being lost. It is also expensive and the cost will continue to rise.

# Waste Audit

"What's an audit?"

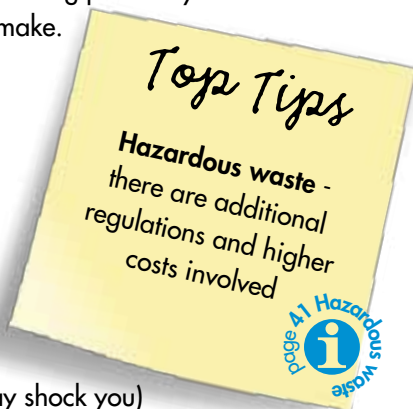
It's just gathering information...

**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 organisation can offer further advice on conducting a waste audit and how to make changes to your waste:**



Business Link is the government's on line information resource. See [www.businesslink.gov.uk](http://www.businesslink.gov.uk). WRAP also have a range of free publications on waste minimisation issues. See GG414 "Measuring to Manage: the key to reducing waste costs" online at [www.wrap.org.uk](http://www.wrap.org.uk)

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

- [www.wrap.org.uk](http://www.wrap.org.uk)
- [www.wasteonline.org.uk](http://www.wasteonline.org.uk)
- [www.businesslink.gov.uk](http://www.businesslink.gov.uk)
- [www.recycle-more.co.uk](http://www.recycle-more.co.uk)
- [www.whywaste.org.uk](http://www.whywaste.org.uk)



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](http://www.environment-agency.gov.uk)

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

Section two

# Advice for businesses

Offices 12

Catering 14

Construction/Building Trade 16

Retail 18

Leisure Industry 20

Printing 22

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 prevented, 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 prevention, reuse, recycling and recovery:

## 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](http://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
- Introduce secure print settings on printers that requires staff to enter a pin number to access printing. This avoid surplus printing accumulating at printers
- Donate unwanted furniture and electrical items to reuse groups or charities or list on a waste exchange
- Use rechargeable batteries



## Prepare for reuse:

- 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

## 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**



## Other recovery

- Arrange for canteen and other food wastes to be collected for anaerobic digestion, composting or energy

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

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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](http://www.lovefoodhatewaste.com)  
for more tips on  
reducing food waste.



# Ideas for waste prevention, reuse, recycling and recovery:

## Prevent:

- Provide sugar bowls, bottles of sauce, salt and pepper cellars rather than sachets
- 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
- Donate unsold food to charities
- Use reusable glasses, plates, cups and cutlery
- **Provide jugs of tap water rather than bottled water**
- Ask suppliers to operate a return facility for crates, boxes etc

## Prepare for reuse:

- Consider using packaging that can be returned e.g. refillable takeaway mugs
- Return bulk containers for cleaning

## Recycle:

- Arrange collection of your recyclable items and provide containers for different types of materials

## Other recovery

- Collect food waste for anaerobic digestion, composting or energy
- Used cooking oil can be collected by a reprocessor and made into biodiesel



## The disposal of food waste

Food waste which includes animal products can only be processed by an approved facility under the Animal By-Products (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. Lists of approved facilities are on the DEFRA website or contact the regional Animal Health Office on 0113 2796121.

For further advice on collection and disposal contact Local Authority Animal Health and Welfare Services in North Yorkshire on 0845 330 1221 or by email: [tsanimal.health@northyorks.gov.uk](mailto:tsanimal.health@northyorks.gov.uk)



# Construction and building trade

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Common construction and demolition industry waste that can be either prevented, 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 prevention, reuse, recycling and recovery:

### Prevent:

- 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 materials on-site or salvage material to reuse later
- Clean soil is not waste if you reuse it on the same site, or on other sites under the CL:AIRE code of practice

### Prepare for reuse:

- Leftover masonry can be crushed and reused in driveways
- Waste wood can be either sold or reused for future jobs
- Salvage items from renovations such as; doors, cabinets, windows, fireplaces refurbish and sell on
- Contaminated soil can be cleaned up using specialist plant

## Waste Exchange

If reuse of salvaged materials is not possible within your trade, consider registering with a waste exchange organisation such as *WhyWaste* or *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**
- Arrange a collection of your recyclable items and provide containers for different types of materials
- Look in to WRAP protocols for quality recycled aggregates

### Other recovery

- Segregate clean timber for use in biomass burners



## Site waste management plans

Use Site Waste Management Plans on construction sites to ensure that waste is reduced, and managed sustainably. For more information see [www.wrap.org.uk](http://www.wrap.org.uk) and [www.businesslink.gov.uk](http://www.businesslink.gov.uk).

# Retail



Common retail waste materials that can be either prevented, 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 prevention, reuse, recycling and recovery:

## Prevent:

- Only provide plastic bags if requested. Offer customers a reusable bag
- 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**
- Donate unsold food to charities
- Reuse packaging (e.g. boxes/ bubble wrap) and ask suppliers to run a take-back scheme

page 29 Reuse Shops



## Prepare for reuse:

- Shred cardboard for packaging breakable items

## 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



page 32 Buy Recycle

## Other recovery:

- Collect food waste for anaerobic digestion, composting or energy



# Leisure and Tourism

---

Common leisure and tourism waste materials that can be either prevented, 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](http://www.lovefoodhatewaste.com)



# Ideas for waste prevention, reuse, recycling and recovery:

## Prevent:

- Ask suppliers to reduce delivery packaging and operate a take-back policy
- Avoid providing individual sachets of condiments/sauces.
- 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**
- Use reusable glasses, plates, cups and cutlery
- Provide water in jugs rather than bottles or coolers
- Use soap/shampoo dispensers rather than individually wrapped bars/bottles



## Prepare for reuse:

- **Donate unwanted furniture and electrical items to reuse groups or charities**
- Consider using packaging which can be returned e.g. refillable takeaway mugs
- Return bulk containers for cleaning



## 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
- Donate or sell unwanted textiles either for reuse or as rags



## Other recovery:

- Collect food waste for anaerobic digestion, composting or energy
- Used cooking oil can be collected by a reprocessor and made into biodiesel



Food waste which includes animal products is subject to the Animal By-Products (Enforcement) (England) Regulations 2011. For further advice on collection and disposal contact Local Authority Animal Health and Welfare Services in North Yorkshire on 0845 330 1221 or by email: [tsanimal.health@northyorks.gov.uk](mailto:tsanimal.health@northyorks.gov.uk)

# Printing

---

Common printing waste materials that can be either prevented, 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.  
businesslink.gov.uk](http://www.businesslink.gov.uk)



## Ideas for waste prevention, reuse, recycling and recovery:

### Prevent:

- 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
- Store paper in an environmentally controlled area to reduce waste from damage
- 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

### Prepare for reuse:

- 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 WhyWaste or NISP. Reusable by-products may not be classed as waste at all – check with the Environment Agency.

### Recycle:

- Offer customers a range of recycled paper and board order
- 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**

### Other recovery:

- Used solvents can be collected and used as fuel in some industries
- Broken pallets can be used for energy production or made in to chip board



# Manufacturing

---

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

**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](http://www.wrap.org.uk) or  
[www.businesslink.gov.uk](http://www.businesslink.gov.uk)



# Ideas for waste prevention, reuse, recycling and recovery:

## Prevent:

- '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 packaging where possible or arrange a take back scheme with suppliers
- Use off cuts for alternative processes or donate to schools for craft materials



## Prepare for reuse:

- Use heat created by production processes to heat other parts of the building or hot water
- Clean and reuse bulk storage containers or use a specialist company to do it
- Shred cardboard etc. for packaging breakable items

## Waste Exchange

If reuse of salvaged materials is not possible within your trade, consider registering with a waste exchange organisation such as WhyWaste or NISP.

## 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



## Other recovery:

- Used solvents can be collected and used as fuel in some industries
- Broken pallets can be used for energy production
- Collect organic and food wastes for anaerobic digestion, composting or energy

Section three

# Waste contractors and waste solutions

Household waste recycling centres 28

Community reuse groups 29

Quick fixes 31

Buy recycled 32

Climate change 34

# Recycling contractors

Craven District Council provide a trade waste service for local businesses. For more information, call **01756 706333**.

**The Green Business Network** has a list of recycling contractors.

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.

Collection charges will often apply for recycling however it is usually cheaper than waste disposal.

# Waste exchange

Another option is to register your business waste with a waste exchange such as **[www.whywaste.org.uk](http://www.whywaste.org.uk)** or NISP. 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...

# North Yorkshire County Council household waste recycling centres



**Businesses cannot dispose of their waste free of charge at household waste recycling centres.**

North Yorkshire County Council provides facilities for the receipt of certain types of commercial waste at Harrogate and Northallerton household waste recycling centres. To encourage the reuse, recycling and composting of waste, charges have been set that are lower than that for disposal to landfill.

Any vehicle delivering commercial waste must be registered with the County Council.



Commercial waste will only be accepted on a weekday (Monday to Friday, with the exception of Bank Holidays). If you deliver commercial waste in a large vehicle or large trailer the times you are able to use the sites are restricted.

Opening Times		Access times for large vehicles and large trailers			
		Monday to Friday (closed Wednesdays)			Saturday, Sunday, Bank Holidays
March	08:30 -17:00	08:30 -10:00	14:30 -15:30		08:30 -10:00
April - September	08:30 -19:00	08:30 -10:00	14:30 -15:30	17:00 -18:30	08:30 -10:00
October	08:30 -17:00	08:30 -10:00	14:30 -15:30		08:30 -10:00
November - February	08:30 -16:00	08:30 -10:00	14:30 -15:30		08:30 -10:00

To find out how to register and what wastes we accept please pick up a copy of the "Household waste recycling centre – User guidance and registration" leaflet available at the sites, via the web at [www.northyorks.gov.uk/hwrc](http://www.northyorks.gov.uk/hwrc) or Contact 0845 8727374. Current charges can also be obtained using the contact number above or via the web at <http://www.northyorks.gov.uk/index.aspx?articleid=3071>

# 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 sent to landfill. 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.

## **Craven Recycled Furniture Centre**

Craven Recycled Furniture Centre accepts furniture and household goods and some electrical items. They can also collect from households and deliver for a small charge.

**Craven Recycled Furniture Centre  
Unit 1, The Sidings Business Park  
Skipton, North Yorkshire  
BD23 1TB  
01756 799099**

## **Airedale Computer Recycling**

Refurbishes or recycles computers from businesses around the Yorkshire region. They make available quality refurbished computer equipment free of charge to local charities or sell to voluntary and community groups at low cost.

**[www.airedalecomputers.org.uk](http://www.airedalecomputers.org.uk) (01977) 736283**

## **Keighley Furniture Project**

Keighley furniture Project will collect furniture and household goods from the south of the district. They also accept working electrical items.

**Springfield Mills  
Oakworth Road  
Keighley, West Yorkshire, BD21 1SL  
01535 601999**

*Continued over...*

## Community reuse groups continued...

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Charity shops often want good quality reusable items such as:

- clothing, shoes, accessories
- books and toys
- kitchenware and ornaments
- bedding and soft furnishings
- videos, DVD's, computer games

To find a local charity shop, look on your nearest high street or visit [www.charityretail.org.uk](http://www.charityretail.org.uk)

Before donating items please check that they are safe, clean and in good condition. Soft furnishings such as cushions, pillows and upholstered furniture must have fire retardant labels attached. Check that books are not missing pages or chapters; games or puzzles have the required pieces and that clothing and soft furnishings are clean.

Some charity shops also specialise in vintage clothing, bridal wear, books, furniture and electrical appliances. Contact all organisations in advance to find out what they will accept.

There are a number of exchange sites on the web where you can donate or find items for reuse. These include:

[www.ilovefreegle.org/groups/yorkshire-humber](http://www.ilovefreegle.org/groups/yorkshire-humber)

[www.freecycle.org/group/UK/Yorkshire%20and%20the%20Humber](http://www.freecycle.org/group/UK/Yorkshire%20and%20the%20Humber) )

[www.saffleup.co.uk](http://www.saffleup.co.uk)

There is also a dedicated business waste exchange called Why Waste [www.whywaste.org.uk](http://www.whywaste.org.uk) where you can browse for materials wanted or materials available or post information on your own requirements.



# Quick fixes

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## 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.charityshops.org.uk](http://www.charityshops.org.uk)

### 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. If your business sells batteries, see page 44 Producer Responsibility (Battery Regulations).

# Buy recycled

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**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.recycledproducts.org.uk](http://www.recycledproducts.org.uk) (WRAP)**  
This guide provides a national, comprehensive database of products made from recycled materials. There are over 450 companies listed.
- **[www.recyclenow.com](http://www.recyclenow.com)**  
Run by the national recycle now campaign

# Climate change

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## 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 CO<sub>2</sub> 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 to 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.

# Craven District Council's Climate Change Strategy 2009 - 2012

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Craven District Council is currently completing final actions from the 2009 - 2012 action plan and working on actions to further reduce its impacts during 2012 - 2015. The current action plan aims to raise awareness of the issues surrounding climate change, and contains actions that will reduce our contribution to global greenhouse gas emissions. This is available on-line at; [www.cravendc.gov.uk/article/2047/Climate-Change](http://www.cravendc.gov.uk/article/2047/Climate-Change)



Section four

# The legal part

Duty of care 38

Waste transfer notes 39

Rules for Landfill 40

Hazardous waste regulations 41

Waste electrical and electronic  
equipment regulations 43

Producer responsibility -  
batteries and packaging 44

Carrying and exporting waste 45

# 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, if you store handle, transport or dispose of waste you 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

Craven District 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.

Demolition and construction waste is always classified as industrial waste. Tenants are householders and may dispose of their waste at household waste recycling centres, recycling bring sites or kerbside collections.

**For more information about disposing of commercial waste, contact Craven District Council on 01756 706333**

# The following legislation is relevant to controlled waste...

# Duty of care

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## 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



### 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.

### *Need to know more?*



# Waste transfer notes

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## 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, Business Link and WRAP. See page 46 for details.

# Rules for landfill

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**Since 30<sup>th</sup> 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.

## ***Need to know more?***

# Hazardous Waste regulations

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**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, Business Link and WRAP. See page 46 for details.

# Hazardous Waste regulations continued...

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**If your business produces more than 500kg of hazardous waste a year you must register with the Environment Agency, you can do it on line or by post - there is a small fee.**



When hazardous waste is removed you need to fill in special paperwork called a consignment note even if you produce less than 500kg a year. You should keep the 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.

- Do register as a producer
- 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

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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 wheelee 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?***

Contact the Environment Agency, Business Link and WRAP. See page 46 for details.

# Producer responsibility - Packaging Waste regulations

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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?***

# If you carry waste

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## There are new rules for waste carriers, brokers and dealers.

If your business carries controlled waste by road, rail, inland waterway or sea you may need to register as a waste carrier. The rules are changing and there are now 2 tiers of 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 new, and is for businesses who carry their own waste on a regular basis, or who only carry mines and quarries waste, agricultural waste and animal by-products. Charities and waste collection authorities are also lower tier. Register before December 2013. It's indefinite unless revoked and currently free of charge. 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, Business Link and WRAP. See page 46 for details.*

# Useful contacts

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## Better Business Environment Forum

**01274 206664** [www.bbef.org.uk](http://www.bbef.org.uk)

The forum will help businesses with a whole range of environmental topics from recycling to renewable energy and water efficiency. Provides information about environmental regulations, funding opportunities and local networking events.

## Business Link

**0845 600 9006** [www.businesslink.gov.uk](http://www.businesslink.gov.uk)

Provides practical advice for businesses. Website has a guide to what types of environmental advice is available and how to find the right bits for your business.

## Carbon Trust

**0800 0852005** [www.carbontrust.co.uk](http://www.carbontrust.co.uk)

Gives free support to help businesses cut carbon emissions and capture the potential of low carbon technologies. A toolkit on the website is designed especially for small and medium sized enterprises. They offer interest free loans to SMEs to make business more efficient, helping you lower energy bills and cut carbon emissions.

## Chartered Institution of Wastes Management (CIWM)

**01604 620426** [www.ciwm.co.uk](http://www.ciwm.co.uk)

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

## Craven District Council

**01756 700600** [www.cravenc.gov.uk](http://www.cravenc.gov.uk)

Waste Management Services

1 Belle Vue Square

Broughton Road, Skipton

North Yorkshire, BD23 1FJ

[wastemangement@cravenc.gov.uk](mailto:wastemangement@cravenc.gov.uk)



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## Department of Environment, Food and Rural Affairs (DEFRA)

**[www.defra.gov.uk](http://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.

## Energy Saving Trust

**0800 5120212 [www.energysavingtrust.org.uk](http://www.energysavingtrust.org.uk)**

helps small businesses reduce their energy consumption by offering advice and information on energy efficiency measures and grants that may be available.

## Environment Agency

**03708 506506 [www.environment-agency.gov.uk](http://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.

## Green Business Network

**01924 045028 [www.greenbusinessnetwork.org.uk](http://www.greenbusinessnetwork.org.uk)**

The Green Business Network has a large database of companies and organisations to help businesses recycle their waste.

# Useful contacts continued

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## Groundwork Environmental Business Services

**0113 238 2309** [www.yorkshire.groundwork.org.uk/northyorkshire](http://www.yorkshire.groundwork.org.uk/northyorkshire)

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

## Investors in the Environment

**01904 554406** [www.iie.uk.com](http://www.iie.uk.com)

Investors in the Environment is an established not for profit environmental accreditation scheme that is replacing the North Yorkshire Green Business Club. It provides all the support needed to get businesses started with saving money, reducing their impact on the environment, becoming more competitive, and getting recognition for their green efforts. With three levels of accreditation, the scheme demands continuous improvement from its members rather than a one off commitment.

Any business not yet ready to work through the accreditation process can pledge to show their support and receive a free monthly newsletter.

## National Industrial Symbiosis Programme (NISP)

**0845 0949501** [www.nisp.org.uk](http://www.nisp.org.uk)

NISP is a free 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.

## Reduce the use

[www.reduceuse.co.uk](http://www.reduceuse.co.uk)

An environmental website designed specifically for micro and small businesses. There is a wealth of information that will help you run a more efficient business and benefit the environment.

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## Waste & Resource Action Programme (WRAP)

**0808 1002040 [www.wrap.org.uk](http://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 the retail supply chain, a template for Site Waste Management Plans for construction companies and recycling.

## WhyWaste at BEAT

**01274 487270 [www.whywaste.org.uk](http://www.whywaste.org.uk)**

The free online exchange for business waste in Yorkshire and the Humber region. You have the opportunity to register your waste or resource requirements online or browse through materials wanted or waste available from other businesses.

## Yorkshire Energy Partnership

**Tel.: 01904 554406 [www.yorkshireenergypartnership.org.uk](http://www.yorkshireenergypartnership.org.uk)**

Yorkshire Energy Partnership help householders and small businesses reduce their energy consumption by offering independent phone-based local advice and information on energy efficiency measures, renewable energy, and grants that may be available. They can also provide in-house training for staff on energy efficiency and fuel-efficient driving.

**email: [advice@energypartnership.org.uk](mailto:advice@energypartnership.org.uk)**

# Thank you

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**Craven District 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 at:**

**Waste Management Services  
Craven District Council  
1 Belle Vue Square  
Broughton Road  
Skipton  
BD23 1FJ**

**or email [lholdsworth@cravenc.gov.uk](mailto:lholdsworth@cravenc.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*





