



# Commercial Waste and Recycling Facilities

## Site User Information



*Viridor*

## Commercial Waste Facilities – Site User Information

This leaflet is designed as a guide for businesses wishing to use the waste transfer station facilities within West Sussex.

It will help to explain:

- What waste/recyclable materials will be accepted.
- The waste acceptance requirements.
- Your responsibilities – under current legislation.
- Further information and contact details.

## Waste Transfer Stations in West Sussex

Currently three County Council facilities are licensed to accept commercial waste and recycling from businesses. These sites are operated by Viridor.

Charges are based on the type and quantity of material being delivered and a minimum charge applies for any category of waste, which is levied at 20 kg.

For details of the waste transfer station locations and charges please see separate insert within this leaflet.

## Definition of Commercial Waste

Commercial waste is waste arising from premises used wholly or mainly for the purposes of a trade or business or the purposes of sport, recreation or entertainment.



## Categories of Waste and Recycling

The table below lists the types of commercial wastes that can be taken to a waste transfer station. For full details of what each transfer station will accept please see separate insert.

It is up to the person wishing to dispose of the waste to properly classify it under the correct European Waste Catalogue (EWC) Code(s). Further information can be found in the List of Waste Guidance available from the Environment Agency.

Types of Waste	Description	Examples of EWC Code
<b>General waste</b> (Non-Recyclable)	Any combination of non-hazardous waste types mixed together.	20.03.01
<b>Mixed paper &amp; card</b>	Newspapers, magazines, office white paper, cardboard, junk mail, brochures, leaflets.	20.01.01
<b>Co-mingled recycling</b>	A mixture of the following: paper, card, plastic bottles, aluminium cans, steel cans, glass bottles and jars.	20.03.01
<b>Green garden waste</b> (No kitchen or catering waste)	Grass cuttings, branches, leaves, flowers.	20.02.01
<b>Non-hazardous electricals</b>	Small and large domestic appliances e.g. toasters, radios, microwaves, cookers, washing machines.	20.01.36
<b>Hazardous electricals</b>	Examples include TVs, monitors, fridges, freezers, fluorescent tubes, low-energy lightbulbs. <b>NB: Maximum of 5 fridges/freezers or TVs/monitors per visit.</b>	20.01.35

**NB: All recyclable materials must be delivered as segregated non-contaminated loads only.**

The sites cannot accept the following types of waste from businesses:

- Asbestos
- Construction and demolition wastes including gypsum based materials e.g. plasterboard
- Hazardous wastes (other than the electrical items listed above), e.g. batteries, gas bottles.
- Liquid wastes e.g. oil

# Waste Acceptance Procedure

## On delivering waste to the site you must ensure:

- A maximum gross vehicle weight of 7.5 tonnes applies.
- That you have the correct Personal Protective Equipment (PPE) - Boots, Hi-vis, Trousers etc. with a reversing bleeper and flashing beacon on your vehicle.
- You report to the weighbridge where you will be asked what materials you wish to dispose of and your vehicle will be weighed to assess the quantity you are carrying. If you have more than one category of waste on-board you will be asked to 'weigh-off' for each category in turn.
- Recyclable materials are clearly separated from general waste and are not contaminated (contaminated loads contain anything other than the pure materials described in the table on page 3).
- Waste is bulked up for easy off-loading

## Where waste does not meet the acceptance criteria the site operator has the right to refuse it.

On your first visit to a transfer station you will be given a set of Safe Working Instructions that explains how you will be expected to use the site safely including the use of Personal Protective Equipment (PPE).

- If you have any questions please contact the site directly. (Contact details on insert)

# Your Responsibilities

## Duty of Care:

As a business, you have a duty to ensure that any wastes produced as part of your business or within your workplace are handled safely and within the law. This is your '**duty of care**' and it applies to anyone who produces, imports, transports, stores, treats or disposes of controlled waste from business or industry. (*Controlled waste* is defined as commercial, industrial and household wastes).

## Documentation you must provide or complete:

### 1. Proof of holding a waste carriers licence

If you transport waste as part of your business (you are not the producer) or with a view to profit you must register with the Environment Agency as a waste carrier.

For Environment Agency contact details see - further guidance section.

If you transport waste produced by your own business you do not usually need to register.

### 2. A waste transfer note on arrival at the weighbridge

Under the Duty of Care regulations 1991, any transfer of non-hazardous waste between two parties must be accompanied with a description of that waste. This type of record is called a

Waste Transfer Note (WTN) and it allows other people who subsequently handle your waste to know what they are dealing with so that it can be managed safely and correctly.

You are required to provide a WTN that provides a written description of the waste and makes reference to the appropriate six figure code from the European Waste Catalogue (EWC). The WTN must be signed by both parties, the waste producer and the site operator

For repeated transfers of the same waste from the same location a 'season ticket' can be agreed between you and the site operator for up to a year.

The site operator will then provide you with an electronic WTN to show the waste has been accepted at the transfer station. Copies of WTN must be kept for a minimum of two years.

**3. A consignment note is required (instead of a Waste Transfer Note) if you are carrying waste classed as **Hazardous Waste**.**

The only exception to this rule is when separately collected domestic hazardous waste is removed from a domestic property and taken immediately to a transfer station in a single journey.

For all other movements of hazardous waste a consignment note is required. A consignment note is a record of the quantity, nature, origin and destination of the waste as well as the mode of transport used to remove it. You will also need to include your details as the waste carrier and ensure it is kept for a minimum of three years.

If you are moving several types of hazardous waste and there is insufficient space on the consignment note a continuation sheet can be used.

If you have collected hazardous waste from more than one location and are delivering it to a transfer station on the same vehicle you must provide a multiple-collection consignment note. Each collection must be assigned a different consignment note code.

An example of a consignment note can be downloaded from the Environment Agency's (EA) website. Please see further guidance section for EA website address.

**Are you a Hazardous Waste Producer?**

**If you produce more than 500kg of hazardous waste in any twelve month period you must register with the Environment Agency as a hazardous waste producer.**

**4. You must complete a declaration to ensure your compliance with the pre-treatment regulations 2007.**

Since 30 October 2007, all waste destined for landfill must have undergone a 'treatment' process before it is landfilled. This can include removal of recyclable components such as paper or metals.

Any business bringing in general mixed waste to the transfer station is required to demonstrate the waste being delivered has been pre-treated or sorted for recycling.

Viridor, as the waste transfer station operators, has a standard pre-treatment form. You may be asked to complete this form if you want to dispose of general waste.

## Waste Electrical and Electronic Equipment (WEEE) Regs.

The WEEE regulations aim to ensure that WEEE is collected separately from other waste types for treatment and recovery. The regulations have a significant impact on disposal arrangements and associated costs.

The types of WEEE accepted at West Sussex transfer stations include: small domestic appliances (e.g. toasters, kettles & radios); large domestic appliances (e.g. microwaves, cookers & washing machines); TVs & monitors; fridges & freezers; fluorescent tubes & low-energy light bulbs.

The Department for Business Innovation and Skills (BIS) provides guidance and a number of factsheets for business users and consumers that help explain how the regulations affect you. To download a copy of these factsheets visit:

[www.berr.gov.uk/whatwedo/sectors/sustainability/weee/page30269.html](http://www.berr.gov.uk/whatwedo/sectors/sustainability/weee/page30269.html)



## Further Guidance

**For further information and guidance on what you need to do to comply with the Duty of Care, other environmental laws and how best to protect the environment please contact the following organisations.**

- Environment Agency - the main public body that regulates waste management activities in England and Wales.  
Tel: **08708 506 506**  
Email: [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)  
[www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)
- NetRegs - provides free environmental guidance for small and medium-sized UK businesses.  
[www.netregs.gov.uk](http://www.netregs.gov.uk)
- West Sussex Sustainable Business Partnership - offers free support to businesses within West Sussex to help adopt sustainable business practices and to cut costs through waste minimisation, energy and water efficiency.  
Tel: **01243 756869**  
Email: [sbp@westsussex.gov.uk](mailto:sbp@westsussex.gov.uk)  
[www.westsussexsbp.org.uk](http://www.westsussexsbp.org.uk)
- The National Household Hazardous Waste Forum - provides good practice advice for people, including businesses that manage types of household hazardous waste.  
[www.hazguide.co.uk](http://www.hazguide.co.uk)
- BIS - Department for Business Innovation and Skills. Provides guidance and information for business to help explain regulations.  
Tel: **020 7215 5000**  
Email: [enquiries@bis.gsi.gov.uk](mailto:enquiries@bis.gsi.gov.uk)  
[www.berr.gov.uk](http://www.berr.gov.uk)
- Business Link - for free help and advice on developing your business.  
Tel: **0845 600 9006**  
[www.businesslink.gov.uk](http://www.businesslink.gov.uk)



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