

Managing your business waste

This short guide provides the basics you need to manage the waste your business produces, providing practical tips and help with legal compliance



Staffordshire
Waste Partnership

*Your local councils working
together on waste issues*

Why bother managing waste?

Waste is anything you want to throw away. Legally, businesses must manage their waste in a responsible manner. If done effectively, there are opportunities to save you money in disposal costs. It can also enhance your image and help the environment.

Conduct a waste audit to find out why you create waste, to highlight potential areas for efficiency improvements

How to produce less waste

Preventing waste before it's created and reusing items are the most cost effective methods of reducing your business waste costs. Here are a few general tips (more available online - **please see 'Useful contacts'**):

- ▶ Reuse boxes and packing materials
- ▶ Communicate electronically to avoid printing
- ▶ Use glasses, cups, cutlery and plates to avoid disposables
- ▶ Refill ink cartridges instead of buying new ones
- ▶ Arrange to send packaging back to the supplier
- ▶ Print on both sides of the page
- ▶ Bulk buy to reduce the amount of packaging
- ▶ Provide jugs of tap water rather than bottled
- ▶ Donate reusable items to charity, including unsold food
- ▶ Lease equipment rather than buying outright
- ▶ Return unsold items back to the supplier
- ▶ Shred scrap paper or cardboard to use as packing
- ▶ Use rechargeable batteries.



Please remember to recycle items if possible. Have recycling bins around the premises to make it easier to recycle – why not set up a paper recycling bin next to the printer?

Legal aspects

Environmental legislation states that all businesses are responsible for the waste they produce. By law, every business must:

- ▶ use the most environmentally preferable option of waste management, as per the waste hierarchy (below image),
- ▶ know the type and quantity of waste produced,
- ▶ classify waste using the European waste catalogue,
- ▶ arrange for a registered waste carrier to collect the waste and complete associated waste transfer notes,
- ▶ dispose of electrical waste via a compliant scheme.

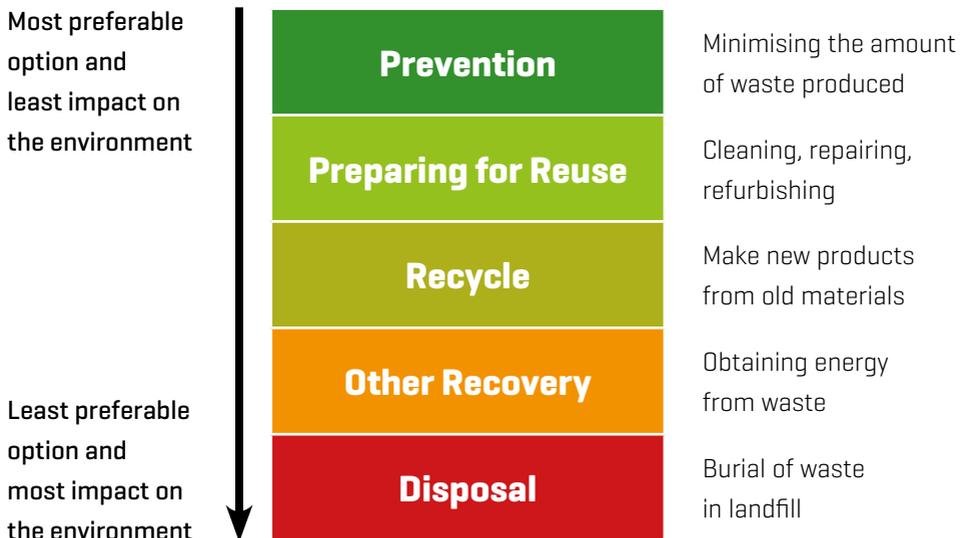
Be aware...

Hazardous waste has additional legislation and regulations.

It's therefore more costly to dispose of.

Under 'producer responsibility', the producers of electrical equipment and packaging have additional legal obligations regarding the end destination of that material when it becomes waste.

Waste hierarchy



How can your local council help?

Businesses must pay to dispose of their waste, using a business waste collection service. Council services offer a variety of bin sizes to suit your needs, with flexible payment options.

As the council has direct access to disposal options, they can offer lower disposal costs than other waste carriers. The council does not charge VAT, so they can offer increasingly competitive prices.

Information on council run trade waste collection services is available online. Please get in touch for a competitive quote.



Useful contacts

- › Visit **www.staffordshirewastepartnership.org** for more information on business waste, council services and practical waste management tips.
- › **www.wrap.org.uk** offer free waste management help.
- › For advice on reducing food waste, visit **www.lovefoodhatewaste.com**
- › For business advice on a variety of topics, including environmental legislation, visit **www.businesslink.gov.uk**
- › Advice on small business efficiency is available at **www.reducetheuse.co.uk**



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