

University of Bristol

Briefing note

Waste Disposal and Your Duty of Care

This note has been compiled by the Energy and Environmental Management Unit (EEMU) to outline legislation relating to Duty of Care.

Does this briefing note apply to you?

This briefing note is relevant to all departments.

The Duty of Care applies to anyone who produces or imports, keeps or stores, transports, treats or disposes of waste.

Duty of Care applies to all waste including materials sent for recovery, reuse and recycling.

The Duty of Care is a law, which says that you must take all reasonable steps to keep waste safe. If you give waste to someone else, you must be sure they are authorised to take it and can transport, recycle or dispose of it safely.

What do I have to do?

1. You must store waste safely and securely. Keep it in a suitable container.
2. If you give the waste to someone else (outside the University) check that they have the authority to take it by asking to see their licence. The law states that the person to whom you give the waste must be authorised to take it. **You do not need to do this if you are disposing of waste via the University's general waste bins, skip contract or recycling schemes as the licences of these contractors will already have been checked.**

Who is authorised to take waste?

- Council waste collectors - If the organisation selected falls under this category no further checking of licences is required.
- A registered waste carrier or exempt waste carrier - Most carriers of waste have to be registered with the Environment Agency and you should check by contacting the Energy and Environmental Management Unit (EEMU). Some carriers are exempt from registration (e.g. charities or voluntary organisations) but most need to register their exemption with the Environment Agency. Once again you should check their claim to exemption through the EEMU.
- A holder of a waste disposal or waste management licence or persons exempt from the need for a licence – Anyone who stores waste or who processes it, reclaims it and disposes of it must have one of the following:
 - i. Pollution Prevention and Control permit;
 - ii. Waste management licence;
 - iii. Waste disposal licence.

Check that they have a licence and that it is valid for the type and quantity of waste being transferred. There are exemptions, which can be checked by contacting the EEMU.

3. You must describe the waste in writing by filling in and signing a transfer note (provided by the contractor) for it. You will not need to fill in any paper work if you are disposing of

waste via the University's general waste bins or recycling schemes as the paperwork is completed annually for repeated transfers of waste. A copy of the transfer note **MUST** be sent to the Energy and Environmental Management Unit at 1-9 Old Park Hill as the University is legally required to keep copies of these for 2 years for non-hazardous waste and 3 years for hazardous waste.

Completing the transfer note

The transfer note must be completed and signed by both parties involved in the transfer. It must include:

- What the waste is. It should describe the waste with reference to the appropriate 6 digit code(s) in the European Waste Catalogue (EWC). Codes frequently used by the University are given in Appendix A;
- How much waste there is;
- What sort of containers it is in;
- The time and date the waste was collected;
- The names and addresses of both persons involved in the transfer;
- A statement that the University is the producer of the waste;
- Details of who you are transferring the waste to including the name and certificate number of relevant licences. If the person is exempt from a waste carriers or waste management licence the reason for their exemption must be stated.

A sample transfer note is included in Appendix B.

Further information

Further information is available from:

- Department of Environment Food and Rural Affairs at <http://www.defra.gov.uk/environment/waste/management/doc/index.htm>.
- Energy and Environmental Management Unit.

Contact details for the EEMU

Energy and Environmental Management Unit

Phone: x9100

Email: environment-office@bristol.ac.uk

Web: www.bristol.ac.uk/environment

Address: 1-9 Old Park Hill, Bristol BS2 8BB

**Energy and Environmental Management Unit
December 2004**

Appendix A – European Waste Catalogue codes

The following codes are for items regularly discarded by the University of Bristol. Codes for other material can be obtained from the European Waste Catalogue or by contacting environment-office@bristol.ac.uk

20 03 01	General household, mixed industrial and commercial wastes
18 01 01	Sharps
18 02 01	
18 01 03*	Clinical waste
18 01 04	
18 02 02*	
18 02 03	
20 01 23*	Fridges and freezers for recycling
20 01 01	Paper/cardboard
20 01 40	Scrap metal
20 01 38	Wood
20 01 21*	Fluorescent tubes and other mercury containing waste
20 01 35*	Discarded electrical equipment including PC monitors, TVs
20 03 07	Bulky household waste

* Hazardous waste

Appendix B – Sample Transfer note

Duty of care: waste transfer note

Section A – Description of waste (please write as clearly as possible)

A1 Please describe the waste being transferred

European Waste Catalogue (EWC) code(s)

A2 How is the waste contained?

Loose Sacks Skip Drum

Other

A3 How much waste? for example, number of sacks, weight

Section B – Current holder of the waste – Transferor

B1 Full name please write clearly

Company name and address

B2 Are you

- the producer of the waste
 the importer of the waste
 the waste collection authority
 the waste disposal authority (Scotland only)
 the holder of waste disposal or waste management licence

Licence number

Issued by

- exempt from requirement to have a waste disposal or waste management licence

Exemption code

- registered waste carrier

Registration number

Issued by

- exempt from requirement to register

Exemption code

B3 Name of your unitary authority or council

Section C – Person collecting the waste – Transferee

C1 Full name

Company name and address

C2 Are you

- the waste collection authority
 the waste disposal authority (Scotland only)
 authorised for transport purposes
 please give details

- the holder of waste disposal or waste management licence

Licence number

Issued by

- exempt from requirement to have a waste disposal or waste management licence

Exemption code

- registered waste carrier

Registration number

Issued by

- exempt from requirement to register

Exemption code

Section D – The transfer

D1 Address of transfer or collection point

Date of transfer

Time(s)

Transferor's signature

Name

Representing

D2 Broker who arranged this transfer if applicable

Name

Address

Transferee's signature

Name

Representing