

# Guidance

## For businesses using someone else to take their waste away

### What does Duty of Care mean to me?

It is your responsibility to ensure that anyone you use to handle your waste is authorised to do so.

### Why is this important?

If you pass your waste onto someone who is not registered to take it and your waste is disposed of illegally, you could be held responsible.

So, if someone else is handling the disposal of your waste for you:

**Check** That they are registered to carry waste at [www.netregs.org.uk/](http://www.netregs.org.uk/) You can check by company name or carrier number.

### What else do I need to remember?

**Think** Are you storing and disposing of your waste in a responsible way?

**Secure** Make sure that any waste kept on your premises or being transported is secure.

**Describe** If you are transferring waste, make sure you provide a written description of what the waste contains so that it can be handled safely and appropriately. This is called a Waste Transfer Note.

**Record** Keep records for all waste that you transfer or receive for at least two years.

### What needs to be on a Waste Transfer Note (WTN)?

- A description of the types of each waste being transferred. Include a description as well as the right codes from the List of Wastes (England)/(Wales) Regulations 2005 - 2005 - these can be found on the Environment Agency website, by using the search function and searching for 'waste transfer codes'
- How much waste there is
- How the waste is contained. If it's packaged, tell us what type of container it's in
- The time and place of transfer
- The name and address of who is transferring and receiving the waste
- Whether the person transferring the waste is the producer of it or the importer of it
- Details of any waste authorisations held by the two parties e.g. environmental permit number or carrier registration number.

You could also include:

- The name of the substance or substances
- The type of premises or business from which the waste comes
- The process that produced the waste
- A chemical and physical analysis.

### Don't Forget!

When you transfer the waste, you and the Waste Carrier must sign the WTN when that transfer occurs.

**I only use one carrier; do I need to do this every time?**

No. You can use a 'Season Ticket' for multiple transfers of waste of the same description between the same two parties for up to 12 months. You can do this by simply writing a waste transfer note in the usual way, and using that transfer note multiple times for multiple loads of waste of the same description being transported from and to the same place - saving duplication of effort.

**Help us to support legitimate businesses**

If you know someone that is carrying waste who is not registered, you can help us by reporting them. Please call our Freephone\* service on 0800 80 70 60 (24 hour service).

*\*Calls from mobile phones are charged at normal network operator's call rates.*

**Useful links**

[www.netregs.gov.uk](http://www.netregs.gov.uk)

Free environmental guidance for small & medium sized businesses.

[www.wastedirectory.org.uk](http://www.wastedirectory.org.uk)

Free directory for locating licensed waste sites in your area, giving information of the waste types they accept.