**Introduction**

The poor management of waste can have an adverse effect on the environment by wasting valuable resources and contaminating water, the ground and air. All waste must be stored, transferred, disposed of, processed and re-used in accordance with relevant environmental legislation at all sites, company offices, depots and fixed locations.

The legal definition of waste is ‘any substance or object which the holder discards, or intends to discard or is required to discard’. If a material is classed as waste, Waste Duty of Care rules must be followed when the waste is being disposed of.

Waste Duty of Care is about taking all reasonable steps to ensure that when waste is transferred from one party to another it is managed legally throughout its complete journey to final disposal or recovery.

Waste Duty of Care applies to anyone who imports, produces, carries, keeps, treats, disposes of, or are a dealer or broker that has control of controlled waste. Balfour Beatty carries out a number of these activities, so must comply with Waste Duty of Care requirements.

**Abbreviations / Definitions**

|  |  |
| --- | --- |
| **Controlled Waste** | Any household, commercial or industrial waste such as waste from a house, commercial premises, office, factory, building site or any other business premises. |
| **Waste** | The legal definition of waste is ‘any substance or object which the holder discards, or intends to discard or is required to discard’. |
| **Waste Producer\*** | Any person whose activities produce waste. This includes private sector businesses such as shops, offices, factories and tradesman (e.g. electricians, builders, glaziers and plumbers) and public sector services such as schools, hospitals and prisons, as well as charities and voluntary and community groups. It also includes permitted operations or exempt facilities (sites or operations which operate under an Environmental Permit or exemption) that produce waste as part of their activities. If you carry out a waste operation that changes the nature or composition of the waste, you are regarded as a producer of the waste. |
| **Waste Carrier\*** | Any person, who normally and regularly collects, carries or transports waste in the course of any business or with a view to profit, including those that produce and transport their own waste e.g. builders and landscape gardeners. |
| **Waste Dealer\*** | Any person, business or organisation that buys waste with the aim of subsequently selling it, including in circumstances where the dealer does not take physical possession of the waste. |
| **Waste Broker\*** | Any person, business or organisation that arranges waste transportation and management of waste on behalf of another party, such as organisations contracting out waste collection services e.g. Reconomy, local authorities, supermarkets and producer responsibility compliance schemes. |
| **Waste Manager\*** | Any person involved in the collection, transport, recovery or disposal of controlled waste, including the supervision of these operations, the after-care of disposal sites and actions taken as a dealer or broker |
| **Standard Industrial Classification (SIC) Code** | A government indicator of what type of industry a company is categorised in i.e. what type of industry the producer of the waste is in. |
| **European Waste Catalogue (EWC) Code** | A 6-digit code used to describe a waste stream. [*Waste Classification Guidance on the classification and assessment of waste*](https://www.gov.uk/government/publications/waste-classification-technical-guidance) *(WM3)* lists the 650 (approx.) EWC codes which are divided into 20 chapters and further sub-chapters defining the type of waste and the industry which has generated it. Codes are divided into 4 types of entry:   * Mirror hazardous (coloured blue and labelled MH) or Mirror non-hazardous (coloured green and labelled MN) – wastes which may be hazardous or non-hazardous depending on whether they contain dangerous substances. * Absolute hazardous entries (coloured red and labelled AH) – entries which are always hazardous * Absolute non-hazardous (coloured black and labelled AN) – entries which are always non-hazardous   Hazardous wastes have an asterisk (\*) next to them. |
| **Inert waste** | Waste that does not undergo any significant physical, chemical or biological change. It will not dissolve, burn or otherwise physically or chemically react, biodegrade or adversely affect other matter with which it comes into contact with or is likely to cause environmental pollution, or harm to human health. Examples are uncontaminated concrete, bricks, glass, soil and stones (excluding topsoil, peat, soil and stones from contaminated sites). |
| **Non-hazardous Waste** | Waste which is neither inert nor hazardous. Examples are general waste and topsoil. |
| **Hazardous / Special waste** | Waste (or the material or substances it contains) which is harmful to humans or the environment. Examples are batteries, asbestos, non-edible oils and fluorescent light tubes. |
| **Transferor** | Current holder of the waste. |
| **Transferee** | Person receiving the waste. |
| **Reconomy** | Reconomy is a waste management company who is working in conjunction with all Balfour Beatty Strategic Business Units. They provide skip hire, waste and recycling services and hazardous waste disposal. For more information refer to the [Reconomy Welcome Pack](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1585-539), [Skip and Container Glossary](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1585-762) and [Waste Minimisation and Management Best Practice Guide.](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1585-761) |
| **WEEE (Waste Electrical and Electronic Equipment)** | Includes most products that have a plug, need a battery, have a wind-up mechanism or have a solar mechanism. |

\* Definitions taken from *Waste Duty of Care code of Practice* March 2016 (Department for Environment Food and Rural Affairs)

**Legislation and Regulation**

England and Wales **(EN) (W)**

The Waste (England and Wales) Regulations 2011 (as amended) require that waste is stored correctly, it is transported by a registered waste carrier (two-tier registration system), all collections are covered by a valid waste transfer note and waste is taken only to an authorised facility. They also require that waste collectors (i.e. skip companies) offer to collect paper (including cardboard), plastic, metal and glass separately.

The Hazardous Waste (England and Wales) Regulations 2005 (as amended) require that hazardous waste is stored and transported correctly, that different types of hazardous waste aren’t mixed and that hazardous waste is only taken to a site which can legally accept it. Consignment notes must be used for the transfer of hazardous waste.

In Wales, producers of hazardous waste are required to register premises (sites) which produce in excess of 500kg of hazardous waste in 12 months, with Natural Resources Wales prior to its removal.

Scotland **(S)**

The Environmental Protection (Duty of Care) Scotland Regulations 2014 (as amended) require that waste is stored correctly, it is collected by a registered waste carrier, all collections are covered by a valid waste transfer note, waste is taken only to an authorised facility, and that consignment notes are used for the transfer of special (hazardous) waste.

The Special Waste (Scotland) Regulations 1996 (as amended) require that the transfer of special waste must be pre-notified to SEPA 3 working days prior to its removal. A consignment note code must be obtained from SEPA.

The Waste (Scotland) Regulations 2012 require that waste producers take reasonable steps to present the following key dry recyclables for separate collection: paper (including cardboard), plastic, metal and glass.

The Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991 (as amended) introduce provisions for the registration of carriers of controlled waste and for the seizure of vehicles that are used for illegal waste disposal. They both supplement and introduce new provisions, which assist in the implementation of the Control of Pollution (Amendment) Act 1989. These Regulations entered into force in England, Wales and Scotland on the 14 October 1991, and have been subsequently amended. Although almost fully revoked in England and Wales they still apply in Scotland.

Northern Ireland **(NI)**

The Controlled Waste Duty of Care Regulations (Northern Ireland) 2002 (as amended) requires waste holders and transporters to use waste transfer notes and keep records.

The Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations Northern Ireland 1999 (as amended) requires all waste carriers to register with the Northern Ireland Environment Agency (NIEA).

The Waste Regulations (Northern Ireland) 2011 require that waste collectors set up separate collections of paper (including cardboard), plastic, metal and glass.

**What You Need To Do**

Identify who the waste is going to be transferred to

Waste duty of care regulation does not apply

3\\\

Make sure the waste is correctly contained

2\\\

Make sure waste is transferred to an authorised person / disposal site

Make sure waste documentation is retained

Make sure the correct documentation is in place

5\\\

6\\\

4\\\

1\\\

Apply the waste hierarchy and separate dry recyclable materials

Waste produced by contractors is their waste, although we must be sure they are disposing of it correctly

No

Yes

Are you responsible for its disposal?

Is it a waste?

Yes

No

**Note 1 – Is it a waste?**

Waste is legally defined as ‘any substance or object which the holder discards, or intends to or is required to discard’. This includes materials being sent to landfill, for recycling and given to third parties.

**Note 2 – Apply the waste hierarchy and separate dry recyclable materials**

All reasonable steps must be taken to apply the waste hierarchy (outlined below) to all waste streams.



There is a specific legal requirement[[1]](#footnote-1) for the following recyclable materials to be collected separately where possible:

* Paper (including cardboard)
* Plastic
* Metal
* Glass

In Scotland the responsibility is placed on the producer of the waste to present these recyclables for separate collection. In England, Wales and Northern Ireland, the responsibility is placed on the waste collectors to offer separate collections for these materials.

‘Co-mingled’ collections, where 2 or more dry recyclables are collected together in the same container (but still separate from mixed or general waste) are allowable where:

* Separate collection is not feasible; or
* Separate collection is not necessary to provide high quality recyclates.

In these cases, responsibility is passed to the waste contractor to separate the waste types.

There are additional legal requirements which require other waste streams such as hazardous waste and WEEE waste to be collected separately. Consideration should also be given to separate collection of other waste streams e.g. wood.

**Note 3 – Make sure the waste is correctly contained**

Waste must be stored safely and securely in a suitable labelled container and must not be allowed to escape to the surrounding environment:

* Consideration must be given to covering skips or loose material to prevent it from escaping (this applies to waste in-situ and waste being transported).
* Liquid wastes must be prevented from escaping into drains, watercourses or surrounding ground.
* Hazardous/special wastes must be stored separately from each other and in well ventilated areas where appropriate.

**Note 4 - Make sure waste is transferred to an authorised person / disposal site**

The person or organisation taking away the waste must be legally authorised to do so and it must be taken to a site which is licensed to accept it.

Verification of a Waste Carrier:

Anyone transporting waste must be legally allowed to do so by having a waste carriers licence. This allows an organisation to transport inert, non-hazardous and hazardous waste. Balfour Beatty must know who is carrying our waste and check waste carriers licences. This check should be made at least annually and a record of the check should be made (e.g. by saving a print screen of the check on the regulators website and dating it). They can be used as evidence that Balfour Beatty has met its duty of care. [ENV-SF-0035c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8616) Waste Contractor Checklist can be used to record the check.

* **If a Balfour Beatty company is carrying its own waste** – The Balfour Beatty Company transporting the waste must hold an Upper Tier Waste Carriers Licence. The licences held by Balfour Beatty are stored here:

<https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/Pages/Waste-Carriers-Licence.aspx>. Their application and renewal is managed by the UK Environment Team (Balfour Beatty waste carriers licences only).

Waste Carriers Licences in England, Scotland, Wales and Northern Ireland

* + If Balfour Beatty is transporting waste in England, Scotland or Wales the waste carriers licence must be applied for in the country where the registered head office is located for the Balfour Beatty company who will be carrying the waste (England, Scotland or Wales). The regulators are Environment Agency (England), Natural Resources Wales (Wales) and Scottish Environment Protection Agency (Scotland). Any of these waste carriers licences allow waste to be transported in England, Scotland and Wales.
  + If Balfour Beatty is transporting waste in Northern Ireland a separate waste carrier’s licence is required from the Northern Ireland Environment Agency.

Joint Ventures (JV) and Waste Carriers Licences

* + Where a Joint Venture (JV) is operating using the Balfour Beatty UK BMS, the JV can use the relevant Balfour Beatty waste carriers licence (see link above).
  + Where a JV is operating using another parent company’s BMS, they can use the waste carriers licence of the parent company of the BMS they are using, or apply for a waste carriers licence in the name of the JV.
  + Where a JV is operating its own JV-specific BMS they should apply for their own waste carriers licence in the name of the JV
* **Waste disposed of via Reconomy** – Reconomy verify that every waste carrier they use is licensed to carry waste. Copies of the waste carriers’ licences can be found on the Reconomy Portal [www.reconomy.com/portal](http://www.reconomy.com/portal). A username and password is required. Contact Mark O’Connor at Reconomy to arrange access (e-mail: markoconnor@reconomy.com).
* **Other Registered Waste Carriers** – each Strategic Business Unit (SBU) must examine the carrier’s certificate of registration and check with the issuing body whether the registration is still valid. Carriers can be either upper tier or lower tier. Each SBU must decide who has responsibility for checking the waste carriers certificates.

Lower Tier (England, Wales, Northern Ireland) / Professional Carrier (Scotland)

Operators must register as a Lower Tier (England, Wales and Northern Ireland) or as a Professional Carrier (Scotland) if they:

* Only carry waste they produced in the course of carrying out their business **unless** it is construction or demolition waste
* Only carry, arrange (broker) or deal (dealer) in:
  + Animal by-products
  + Waste from mines and quarries
  + Waste from agricultural premises
* Are a charity or voluntary organisation
* Are a waste collection, disposal or regulation authority

Upper Tier (England, Wales, Northern Ireland) / Waste Carrier (Scotland)

If none of the lower tier criteria apply, a person or organisation will be in the upper tier. Key examples are if a business:

* Transports other people's waste, like a skip company
* Carries construction and/or demolition waste
* Arranges for waste from other businesses’ to be transported, recovered or disposed of (broker)
* Buys or sells waste, or uses an agent to do so (dealer)

Use the following regulator websites to check against the public register to assess the validity of a waste carrier:

Environment Agency

<https://environment.data.gov.uk/public-register/view/search-waste-carriers-brokers>

Scottish Environment Protection Agency

<http://apps.sepa.org.uk/rocas/>

Natural Resources Wales

<https://naturalresources.wales/permits-and-permissions/check-for-a-permit-licence-or-exemption/?lang=en>

Northern Ireland Environment Agency

<https://www.daera-ni.gov.uk/articles/registered-waste-carriers-transporters>

Verification of the Disposal Site

The site where the waste is being taken to must be legally allowed to accept it. Balfour Beatty must be aware of the destination of the waste and check the site’s licence, permit or exemption number. This check should be made at least annually and a record of the check should be made (e.g. by saving a print screen of the check on the regulators website and dating it). They can be used as evidence that Balfour Beatty has met its duty of care. [ENV-SF-0035c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8616) Waste Contractor Checklist can be used to record the check. A more detailed audit form is also available for conducting an audit at a waste contractor’s facility, [ENV-SF-0035h](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-10031) Waste Contractor Audit.

* **If a Balfour Beatty company is carrying its own waste** – The Balfour Beatty Company generating the waste is responsible for checking the disposal sites licence or permit to verify that the waste can be accepted.
* **Waste disposed of via Reconomy** – Reconomy verify that disposal sites have the correct licence in place to accept the waste. Copies of the site licences and permits can be found on the Reconomy Portal [www.reconomy.com/portal](http://www.reconomy.com/portal). A username and password is required. Contact Mark O’Connor at Reconomy to arrange access (e-mail: [markoconnor@reconomy.com](mailto:markoconnor@reconomy.com)).
* **Other Registered Waste Carriers** – Assurance must be obtained by the Balfour Beatty Strategic Business Unit engaging with the waste carrier that waste is being taken to a site which is licensed to accept it. This can be done by ensuring that the waste carrier has a process in place to check disposal sites licences or permits to verify that the waste can be accepted, or directly checking the disposal site licences or permits to verify that the waste can be accepted. Each SBU must decide who has responsibility for making and recording these checks. Examples of ‘other’ waste carriers include:
  + A skip/waste company who isn’t engaged through Reconomy e.g. a local waste company who is employed directly / a ‘muck-away’ contractor removing spoil from site / a landscaping contractor who removes garden waste from site / a tanker company who is employed directly to empty effluent tanks or suck out drains.
  + A subcontractor carrying out construction work on behalf of Balfour Beatty

Further details on waste management licences, environmental permits and waste exemptions can be found in [ENV-RM-0039a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8756) Waste Management Licences Permits and Exemptions.

Use the following websites to check the validity of an environmental permit or licence.

Environment Agency

<https://environment.data.gov.uk/public-register/view/search-waste-operations>

Scottish Environment Protection Agency

Contact SEPA’s registry department:

* **Aberdeen registry**: email [registryaberdeen@sepa.org.uk](mailto:registryaberdeen@sepa.org.uk) or call 01224 266600
* **Dingwall registry:** email [registrydingwall@sepa.org.uk](mailto:registrydingwall@sepa.org.uk) or call 01349 862021
* **Angus Smith registry**: email [RegistryAngusSmith@sepa.org.uk](mailto:registryAngusSmith@sepa.org.uk) or call 01698 839000

Natural Resources Wales

<https://naturalresources.wales/permits-and-permissions/check-for-a-permit-licence-or-exemption/?lang=en>

Northern Ireland Environment Agency

<https://www.daera-ni.gov.uk/topics/waste/public-registers>

**Note 5 – Make sure the correct documentation is in place**

A waste transfer note is required for non-hazardous and inert waste, and a consignment note is required for hazardous / special waste.

Waste Transfer Note

When non-hazardous or inert waste is transferred to another company, a waste transfer note must be completed and be signed by both parties. The following types of waste transfer note can be used:

* A paper waste transfer note for a single movement of waste (alternative documentation such as an invoice can be used as long as it contains all the required information). Only 1 type of waste should be listed on each waste transfer note.
* A ‘season ticket’ – a single waste transfer note that covers a series of repeated waste transfers. A season ticket can last up to 12 months for regular transfers of the same type of waste with the same waste carrier. If several sites are serviced by the same carrier with the same type of waste collected, they can be listed in a schedule to the season ticket. Typically a season ticket covers welfare waste and removals in skips that remain permanently on the premises for the duration of use.

Only one waste transfer note is needed for each waste movement. Waste transfer notes are normally provided by the waste carrier. If a third party provides a waste transfer note, there is no need for Balfour Beatty to also produce a waste transfer note (unless the third party document doesn’t contain all the required information).

A waste transfer note is not required for non-hazardous waste if the waste holder does not change on the transfer of the waste e.g. the waste is moved from one premises to another belonging to the same business. This includes Balfour Beatty moving its own non-hazardous waste from a site back to a Balfour Beatty depot.

However, it is considered best practice to keep a record of internal transfers.

A waste transfer note doesn’t have to be in a set format but it must contain the following information:

* An accurate written description of the waste being transferred.
* The six digit EWC (European Waste Catalogue) code. EWC codes are listed in link to Appendix A of [Waste Classification Guidance on the classification and assessment of waste](https://www.gov.uk/government/publications/waste-classification-technical-guidance) (WM3).
* An indication of how the waste is contained e.g. is it loose, in a sack, skip or drum.
* The SIC code of the transferor (current holder of the waste). Further information is provided in [ENV-RM-0035b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8610) Standard Industrial Classification (SIC) Codes.
* A tick box to state that the waste hierarchy has been considered.
* The quantity and nature (solid, liquid) of waste being passed on, for example the number of sacks or other containers, the volume of waste or its weight.
* The name and address of the producer of the waste.
* The name and address of the company the waste is being passed to and their status, for example a registered waste carrier, including their registration number.
* The address where the waste was passed to the other company.
* The time and date of transfer.
* Signatures of both parties.

The Balfour Beatty Waste Transfer Note template is [ENV-SF-0035f](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-10029) Waste Transfer Note. If a third party provides a correctly completed waste transfer note, there is no need for Balfour Beatty to also produce a waste transfer note.

An example of how to complete a waste transfer note is outlined in [ENV-TB-0035a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8617) How to complete a Waste Transfer Note.

Season Tickets and Waste Volumes

Season Tickets include an estimate of the quantity of waste which will be removed over the period it is valid for. In order to track the volume of actual waste removed:

* For waste disposed of via Reconomy, the actual waste volumes removed are uploaded to the Reconomy Portal for each movement. The portal can be accessed at <http://portal.reconomy.com/login>.
* For waste disposed of via non-Reconomy waste contractors, the waste contractor should be contacted for this information. The format in which this information is provided may vary but could include the provision of individual invoices or collection notes which contain the quantity of waste removed for each collection.

Taking Waste to Company Waste Transfer Station

Some Balfour Beatty depots have an Environmental Permit in place to allow them to operate as a waste transfer station. This allows larger quantities of waste to be brought back to the depot and stored prior to disposal as well as allowing other activities which aren’t covered by an environmental exemption, for example dewatering gulley waste.

It is advisable to complete a waste transfer note when taking Balfour Beatty waste to a company waste transfer station which operates under an Environmental Permit. This allows Balfour Beatty to:

* Monitor that the amount of waste being stored doesn’t exceed the Permit requirements.
* Have the necessary information available for Balfour Beatty to complete the quarterly waste returns for the Environment Agency.

For further information see [ENV-RM-0039a Waste Management Licences Permits and Exemptions](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8756) and [ENV-TB-0039a Using a Company Waste Transfer Station](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9576).

Consignment Note

A consignment note must be used for all movements of hazardous waste (special waste in Scotland). This includes:

* Collections from businesses by registered waste carriers
* Movements from one premises to another within the same business
* Movements from customer premises where another business has produced the waste

A consignment note must contain all the information required by a waste transfer note, and additionally:

* Hazardous waste premises code (Wales only – see below)
* Details of the disposal site

Only one consignment note is needed for each waste movement. Consignment notes must be provided by the waste carrier. If a third party provides a consignment note, there is no need for Balfour Beatty to also produce a consignment note.

The Balfour Beatty Consignment Note template is [ENV-SF-0035g](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-10030) Hazardous Waste Consignment Note.

Hazardous Waste Premises Registration in Wales

In Wales, premises which produce or store more than 500kg of hazardous waste in a 12 month period must be registered with Natural Resources Wales. When a site is registered, a hazardous waste producers number will be provided, called a ‘premises code’. The premises code must be entered on the consignment note. Further information and details on how to register can be found at

<http://naturalresources.wales/apply-for-a-permit/waste/register-as-a-producer-of-hazardous-waste/?lang=en>

There is additional guidance on:

* Mobile service operators (HWR07 Mobile Services) <https://naturalresources.wales/permits-and-permissions/waste/register-as-a-producer-of-hazardous-waste/?lang=en>
* Sites which are exempt from registration (Guidance Statement Premises notification for the Hazardous Waste Regulations) <https://naturalresources.wales/permits-and-permissions/waste/register-as-a-producer-of-hazardous-waste/?lang=en>

There is no requirement to register premises in England, Scotland or Northern Ireland.

The rules about consignment notes and pre-notifying the regulator prior to the movement of hazardous waste differ depending on which country in the UK the waste is being moved from:

|  |  |  |
| --- | --- | --- |
|  | **Consignment note requirements** | **Pre-notification requirement** |
| England | An EA consignment note or a company’s own consignment note can be used. This can be either a Balfour Beatty consignment note if Balfour Beatty is moving the waste or a subcontractor or waste contractors’ consignment note if they are moving the waste.  The format of the consignment note code is XXXXXX**/**YYYYY. The first 6 characters of the consignment note number must be the first 6 letters or numbers of the business name. BALFOU should be used across the business. YYYYY is 5 numbers or letters that you choose.  Each consignment note number must be unique, so for YYYYY consider choosing two or three letters that relate to the project and then number sequentially e.g. BALFOU/HP001, BALFOU/HP0002 etc.  Further information is available at <https://www.gov.uk/government/publications/hazardous-waste-consignment-note>. | None |
| Wales | An NRW consignment note or a company’s own consignment note can be used. This can be either a Balfour Beatty consignment note if Balfour Beatty is moving the waste or a subcontractor or waste contractors’ consignment note if they are moving the waste.  If your site is in Wales and generates >500kgs of hazardous waste per year, you must register as a hazardous waste producer to obtain a premises code for use on consignment notes.  The consignment note code is made up of the premises code followed by a set of five letters or numbers that are unique.  If the waste is from an exempt site, the consignment note number must be EXE followed by eight letters or numbers. Each consignment note number must be unique, so consider choosing two or three letters that relate to a project and then number sequentially e.g. EXE/HPC00001, EXE/HPC00002 etc.  Further information is available at <https://naturalresources.wales/guidance-and-advice/environmental-topics/waste-management/moving-hazardous-waste/?lang=en> | None |
| Scotland | All special (hazardous) waste produced in Scotland must be consigned using a SEPA-issued consignment note or code, regardless of its final destination within the UK. Special waste consignment notes (SWCNs) can be purchased online at <https://webpayments.sepa.org.uk/>. | Pre-notification must be provided to SEPA at least 3 working days prior to removal of hazardous waste. Further information is provided in [SEPA’s guidance on consigning special waste](https://www.sepa.org.uk/regulations/waste/special-waste/). |
| Northern Ireland | Contact NIEA directly to obtain a consignment note containing a unique number - or a consignment number if using your own forms. | Pre-notification must be provided to the NIEA at least 72 hours prior to removal of hazardous waste. Further information is provided at <https://www.gov.uk/hazardous-waste-movement-notice-northern-ireland>. |

**Note 6 – Make sure waste documentation is retained**

Signed copies must be kept as follows (an electronic system and scanned copies are acceptable):

* Waste Transfer Notes – 2 years
* Consignment Notes – 3 years
* Hazardous waste consignee returns (Quarterly Hazardous Waste Returns) – 3 years

Electronic Consignment Notes (England)

Electronic hazardous waste consignment notes can be used but their use must comply with the law.

As with paper copies, before a waste is removed from a premises, the producer, holder or consignor must confirm the details are correct, sign part D and retain their copy.

In all cases a signature must be provided and a copy retained before the waste is removed. A copy may be retained either by keeping an electronic copy on a local computer system, printed out locally, or by being accessible from the site via either a local or remote secure server or website.

It is an offence for the carrier to remove the waste before a copy has been provided to the producer/holder.

Hazardous Waste Consignee Returns (Quarterly Hazardous Waste Returns)

As a producer of hazardous waste, it is a legal requirement that Balfour Beatty receives hazardous waste consignee returns (known as ‘quarterly hazardous waste returns’) from each business that receives our hazardous waste (such businesses are known as ‘consignees’). This could be a waste contractor such as a skip company. It is a legal requirement that we receive these returns and keep them for 3 years. If consignee returns are not being received, they must be requested in writing.

Consignee returns can be received in one of two formats:

* A form which details multiple hazardous waste consignments where a site sends regular loads to a specific disposal site.

OR

* A fully completed consignment note (including part e) which includes a description of the method of disposal or recovery undertaken in relation to the waste.

In both cases, Balfour Beatty must receive the documentation within one month of the end of the quarter in which the waste was accepted by the person receiving the waste (the consignee).

For waste disposed of via Reconomy, fully completed consignment notes (including part e) are uploaded via the Reconomy Portal and can be accessed at <https://portal.reconomy.com/login>. Further notification may also be received at the site where the waste arose.

For waste disposed of via non-Reconomy waste contractors, consignee returns are provided to the site where the waste arose.

Balfour Beatty must ensure that consignee returns are complete and accurate. If they aren’t, a record of any missing information must be kept.

**Additional Information**

**Moving Small Amounts of Hazardous Waste**

It is usual for small amounts of hazardous waste to be generated on a construction site and returned to a Balfour Beatty depot for disposal. Examples include used spill kits and empty aerosol cans. There are different rules for how this waste must be moved depending on where the waste was generated.

England - Highways, railways, waterways or utility infrastructure

If hazardous waste is produced at a clearly defined premises on the network, for example a station, depot, substation, pumping station, building or equivalent then waste must be consigned when it is removed from the premises.

England – Mobile services

A mobile service is where hazardous waste is produced at a customer premises, other than a domestic premises. The following must be followed:

* Consign the hazardous waste when its removed from the customer premise
* Enter the customer’s business name and address for where the waste was created, and use this to create the consignment note code
* Enter Balfour Beatty’s name and address for the producer of the waste

Wales – Mobile services

[HWR07 Mobile Services – a guide to the Hazardous Waste Regulations](https://naturalresources.wales/permits-and-permissions/waste/register-as-a-producer-of-hazardous-waste/?lang=en) provides details about hazardous waste being produced by mobile service operators in Wales. A mobile service is one where a limited amount of waste is produced at a site which is neither owned nor operated by Balfour Beatty. The mobile service operator can produce limited amounts of waste at each customer premises without those premises being notified to NRW. For further information refer to HWR07.

Scotland – Intra Group Movements

When special waste is moved from a site back to a depot for storage prior to its disposal or recovery then a consignment note must be raised but it doesn’t need pre-notifying to SEPA.

<https://www.sepa.org.uk/media/62577/swan09-intra-group-movements.pdf>

There may be instances where special waste can be moved from an operational site back to a depot specifically for that project without the need to consign the waste from the operational site. For example, if it is deemed that keeping it at the operational site before consignment would likely cause further environmental harm. This must be checked with SEPA. The waste must be consigned from the depot.

**Donating Materials to a Third Party for reuse**

There are some instances where materials may be given to a third party. Using the legal definition of waste an assessment must be made as to whether the material is classified as waste.

If the material is classified as waste then the Waste Duty of Care must be followed and the third party must be licensed to accept it. They will need to have an environmental permit, waste management licence or waste exemption. A waste transfer note / consignment note must be used to transfer the materials to the third party.

If an assessment concludes that the material is not classed as waste then Waste Duty of Care does not apply. For the material not to be a waste, the person receiving it must have a use for it and it should be used for its original purpose. The items supplied must not pose a risk to health and safety and adequate information must be provided about using any equipment supplied. [ENV-SF-0035a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8614) Material Donation Form must be used to record each such donation. The donations must also be recorded in your [SUS-TF-0002a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9095) Involved Plan and in the Sustainability Portal (<http://portal.balfourbeatty.net/sustainability>) under ‘donations’.

|  |  |  |
| --- | --- | --- |
| **Example** | **Is it a waste?** | **Documentation Required** |
| Type 1 aggregate has been used to create a temporary access track and a landowner asks for the stone once Balfour Beatty has taken the track up. | In this example, as the access track was temporary, then Balfour Beatty were always planning on removing the track and the stone is likely to be classed as waste. | Waste Transfer Note to transfer the waste from Balfour Beatty to the landowner. The landowner must have the relevant permissions in place to accept the waste\*. |
| Balfour Beatty is refurbishing one of its offices and has some surplus desks they plan to donate to charity. | No, as the desks are fully functional and are going to be given to a charity for use for their original purpose. | * ENV-SF-0035a Materials Donation Form * SUS-TF-0002a Involved Plan * Sustainability Portal |

\* Further details on the permissions required are provided in:

[ENV-RM-0039a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8756) Waste Management Licences, Permits and Exemptions

[ENV-RM-0039b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8757) Common Waste Management Licences Permits and Exemptions

Scotland - SEPA provides guidance in [WST-G-051: Reuse activities and waste regulation](https://www.sepa.org.uk/library/library-search?q=WST-G-051).

**Dealing with Fly Tipped Waste**

Fly tipping is the illegal deposit of waste on land. Local councils and the EA / SEPA / NRW / NIEA have a responsibility in respect of illegally deposited waste. Local councils deal with most cases of fly tipping on public land, whilst the relevant environmental regulator investigates and enforces against the larger, more serious and organised illegal waste crimes.

Balfour Beatty employees and anyone working on a Balfour Beatty site is forbidden from bringing personal waste in from home and disposing of it in skips / bins etc. This is a form of fly tipping and costs the business a significant amount of money.

If waste is fly-tipped within the perimeter of a Balfour Beatty site or depot it is Balfour Beatty’s responsibility to dispose of it legally and in line with our Waste Duty of Care responsibilities. Waste transfer notes / consignment notes must be produced to cover the disposal of fly tipped waste.

If waste is fly-tipped on public land then the local Council should be informed and they will remove the waste.

If Balfour Beatty is contracted to collect fly tipped waste on behalf of a Council, waste transfer notes / consignment notes must be produced to cover the disposal of fly tipped waste.

Flytipped waste can be reported using the following links:

England & Wales <https://www.gov.uk/report-flytipping>

Scotland <http://dumbdumpers.org/flytipping-online-report-form/>

Northern Ireland <https://www.nidirect.gov.uk/articles/report-waste-crime>

In England, consignment note codes for flytipped waste must have an ‘F’ added to the end of them e.g. BALFOU/12345F

**Disposing of Waste Electrical and Electronic Equipment (WEEE)**

All waste electrical and electronic equipment produced by Balfour Beatty must be disposed of in line with the Waste Electrical and Electronic Equipment Regulations. This includes electrical equipment inherited with a site which Balfour Beatty needs to remove.

There are 10 broad categories of WEEE:

* Large household appliances e.g. fridges, cookers, microwaves, washing machines and dishwashers
* Small household appliances e.g. vacuum cleaners, irons, toasters and clocks
* IT and telecommunications equipment – e.g. personal computers, copying equipment, telephones and pocket calculators
* Consumer equipment e.g. radios, televisions, hi-fi equipment, camcorders and musical instruments
* Lighting equipment e.g. straight and compact fluorescent tubes and high intensity discharge lamps, street lamps, street lanterns and cut out and isolators from street lighting columns
* Electrical and electronic tools – e.g. drills, saws and sewing machines, electric lawnmowers
* Toys, leisure and sports equipment e.g. electric trains, games consoles and running machines
* Medical devices e.g. (non infected) dialysis machines, analysers, medical freezers and cardiology equipment
* Monitoring and control equipment e .g. smoke detectors, thermostats and heating regulators
* Automatic dispensers e.g. hot drinks dispensers and money dispensers

Further information is provided in [ENV-RM-0035c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8611) Disposing of Waste Electrical and Electronic Equipment.

**Disposing of ‘Empty’ Containers**

When disposing of ‘empty’ packaging such as paint tins, drums and bottles there are rules which must be applied to correctly classify the waste. These are described in Appendix A, example 7 [Waste Classification Guidance on the classification and assessment of waste Technical Guidance WM3](https://www.gov.uk/government/publications/waste-classification-technical-guidance).

In summary,

* For a waste container to be classed as packaging waste it must be effectively ‘empty’:
  + If there is a small amount of residual material a container will not be empty if that residual material can be removed.
  + If a container is not empty it will not be classed as packaging waste. It should be classified on the basis of its contents and the source or activity that produced it.
* If a container is nominally ‘empty’ it can be classed as packaging waste but if it contains a residue then the packaging waste must be assessed on the basis of the residue:
  + If the residue is classed as hazardous waste, the packaging will be classed as hazardous waste
  + If the residue is classed as non-hazardous waste, the packaging will be classed as non-hazardous waste.

Refer to example 7 in WM3 for further guidance. This applies in England, Scotland, Wales and Northern Ireland.

**Disposing of Road Sweeper Arisings**

Road sweepers are widely used for keeping public roads, site roads, runways and other accesses clean and for suppressing dust. They use water as a means of capturing dirt and dust and are intended to clean up surfaces used by vehicles.

* Any company operating a road sweeper that collects and carries construction or demolition waste must be registered as a waste carrier.
* An appropriate licence or permit is required to empty sweeper arisings onto land.

England – the Environment Agency [Regulatory Position Statement 65 on The Dewatering of Street Sweepings](https://www.gov.uk/government/publications/dewatering-of-street-sweepings) allows contractors operating road sweepers and employed by a Local Authority, or the Highways Agency, to bring back arisings to a yard which the contractor controls to be dewatered. It does not cover a contractor taking road sweeping arisings back to a yard controlled by the Local Authority or Highways Authority. That activity would require an Environmental Permit. Gulley wastes are not covered by the position statement.

See the regulatory position statement for further information and the conditions which must be complied with.

Street sweepings do not include gulley waste. Dewatering gulley waste requires an environmental permit as outlined in [ENV-TBT-0039a Using a Company Waste Transfer Station](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9576).

**Disposing of Gas bottles / cylinders**

Empty gas bottles/cylinders which are designed to be refilled are a ‘reuse’ system and not normally classed as a waste where the bottles remain actively in use. They have a remarkably long life and should always be returned for refilling to the company whose name is on the cylinder.

Damaged cylinders must never be disposed of in general waste or metal recycling bins because they can cause a safety hazard. They must be returned to the supplier so that they can be properly emptied to remove any traces of gas and the valve removed.

The table below outlines whether a gas cylinder is classed as waste or not.

|  |  |  |
| --- | --- | --- |
|  | **Cylinder Type** | **Documentation Required** |
| **Waste** | A cylinder has been damaged and likely to be unsuitable for refilling is returned to the supplier | Must be transported by a registered waste carrier and a waste transfer note is required. |
| **Unlikely to be waste** | Cylinder returned to a company for refilling | No waste transfer documentation, either on delivery or collection if they are being returned for refilling |

SEPA provide additional guidance in [WST-G-051: Reuse activities and waste regulation](https://www.sepa.org.uk/library/library-search?q=WST-G-051)

**Disposing of Printer & Toner Cartridges**

Used printer and toner cartridges are normally classed as waste when the holder discards them or intends to discard them. However, there are some circumstances where they are not likely to be classed as a waste as outlined in the table below:

|  |  |  |
| --- | --- | --- |
|  | **Used printer & toner cartridges** | **Documentation Required** |
| **Waste** | * Damaged so that they cannot be re-used * Collected to be recycled (other than being re-filled and re-used) * Collected to be disposed of | Must be transported by a registered waste carrier and a waste transfer note is required |
| **Unlikely to be waste** | * Refilled with a filling kit * Sent to a company for refilling * Given to an organisation to be refilled and sold on | No waste transfer documentation, either on collection or if posted if they are being returned for refilling |

**Disposing of Dog Faeces**

Dog faeces from collection bins should be classified using EWC code 20 01 99 (municipal wastes – other fractions not specified). Dog faeces must be segregated as a separate waste stream where it is produced in quantities over 7kg or 1 bag per collection. If less is produced it can be placed in with mixed municipal waste (‘black bag’ waste) using EWC code 20 03 01 (mixed municipal waste).

**Disposing of Cigarette Waste**

Cigarette waste from collection bins should be classified using EWC code 20 01 99 (municipal wastes – other fractions not specified). Cigarette waste must be segregated as a separate waste stream where it is produced in quantities over 7kg or 1 bag per collection. If less is produced it can be placed in with mixed municipal waste (‘black bag’) using EWC code 20 03 01 (mixed municipal waste).

**Disposing of Electronic Cigarettes**

E-cigarettes (both cartridge style and re-fillable tank style) are classed as waste electrical and electronic equipment (WEEE) and must be disposed of as such using EWC code 20 01 36 discarded electrical and electronic equipment.

Further information is provided in [ENV-RM-0035c Disposing of Waste Electrical and Electronic Equipment](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8611).

**Disposing of Offshore generated Waste**

All waste generated offshore must be brought onshore for disposal.

Offshore platforms (OSPs) are considered vessels by the Environment Agency, as even though they are normally stationary, a considerable portion of them will be floated out to their eventual location. This means that a consignment note / waste transfer note is required for the movement between the OSP and the harbour/port. The Environment Agency’s approach to hazardous waste is that the Ship’s Master must issue a hazardous waste consignment note when landing the waste ashore. It is Balfour Beatty’s practice to apply this to non-hazardous waste as well. Movement between the harbour/port and disposal facility will require an additional consignment note / transfer note.

Waste may be temporarily stored or ‘bulked-up’ at an onshore facility (at the port) before being sent for final disposal. The onshore facility must have the appropriate environmental permit/s or waste exemption/s in place for the storage of waste. A waste transfer note or hazardous waste consignment note must be issued for transport of the waste from the onshore facility to the disposal facility.

Ships do not require a waste carriers licence to transport waste. Once on land, a waste carriers licence must be held by any company transporting the waste.

The flow diagrams below show three different scenarios of moving waste generated on an offshore platform and the hazardous waste consignment notes / waste transfer notes required:

Waste transfer note or hazardous waste consignment note required

Waste transfer note or hazardous waste consignment note required

Non-hazardous / hazardous waste generated on an offshore platform

Waste transported by boat

A\\\

Waste landed at port and transferred to BB vehicle

BB transport waste by road

Waste stored at onshore substation)

Waste contractor collects waste

Disposal site

Waste transfer note or hazardous waste consignment note required

Waste transfer note or hazardous waste consignment note required

Waste contractor collects waste

Non-hazardous / hazardous waste generated on an offshore platform

Waste transported by boat

BB\\\

Waste landed at port and for storage

Disposal site

Waste transfer note or hazardous waste consignment note required

Waste transfer note or hazardous waste consignment note required

BB transport waste by road

Waste transported by boat

Non-hazardous / hazardous waste generated on an offshore platform

C\\\

Waste landed at another offshore platform

Waste transported by boat

Waste landed at port and transferred to BB vehicle

Waste stored at onshore substation

Waste contractor collects waste

Disposal site

**Registration of Polychlorinated Biphenyl (PCB) containing Equipment**

PCBs are organic chlorine compounds which are good electrical insulators. They are chemically stable, fire resistant and don’t easily generate a vapour. These characteristics also make them more environmentally damaging because they are not easily broken down in the environment and tend to accumulate on the fatty tissues of animals and humans.

PCBs were used as insulators in some types of electrical equipment such as transformers, switchgear and capacitators and in the starter units of fluorescent lights.

The PCB Regulations apply to PCBs which are defined as including the following substances

* polychlorinated biphenyls (PCB)
* polychlorinated terphenyls (PCT)
* monomethyl-dibromo-diphenyl methane
* monomethyl-dichloro-diphenyl methane
* monomethyl-tetrachlorodiphenyl methane

PCBs are banned and PCBs and equipment or material containing them must be disposed of as soon as possible unless they are covered by an exception. Exceptions to the ban include:

* Research or disposal
* Transformers
* Small components of equipment

Since 31st July 2000 any equipment contaminated with PCBs must be registered by the holder. Any equipment that contains more than 5 litres of fluid containing PCBs (or more than 5 litres of fluid that has a PCB concentration of more than 0.005% is classed as contaminated equipment).

Any PCB contaminated equipment that Balfour Beatty own must be registered with the relevant regulator. This includes contaminated equipment that:

* Has a legal use (for example transformers with a PCB concentration below 0.05%)
* Does not have a legal use, but has not been disposed of yet (you must tell the regulator how you plan to dispose of it as soon as possible)

More information on the requirements for registration, disposal and labelling of PCBs is available via the following links:

* England & Wales - <https://www.gov.uk/guidance/polychlorinated-biphenyls-pcbs-registration-disposal-labelling#contaminated-equipment>
* Scotland – [The Environmental Protection (Disposal of Polychlorinated Biphenyls and other Dangerous Substances (Scotland) Regulations 2000 – External Guidance](https://www.sepa.org.uk/regulations/waste/guidance/)
* Northern Ireland - <https://www.daera-ni.gov.uk/articles/registration-and-disposal-polychlorinated-biphenyls-pcbs>

Disposing of Polychlorinated Biphenyls (PCBs)

If Balfour Beatty generates PCB-containing waste through working on our Client’s equipment (for example fluid containing PCBs or contaminated PPE), the waste must be disposed via a licensed waste contractor. PCBs are normally destroyed in an incinerator authorised to burn PCBs, although there are other ways of destroying them.

**Disposing of Clinical Waste**

Small quantities of clinical waste such as used plasters and dressings can be placed in with mixed municipal waste / domestic waste. As a precaution, to protect cleaning staff emptying waste bins, it is advisable to place the used dressings/plasters into a closed plastic bag before placing in the bin.

**Disposing of Fire Extinguishers**

Fire extinguishers must not be placed in a bin or skip. This is because they are pressurised containers and are potentially dangerous if crushed and the contents can be hazardous to the environment. The manufacturer of the fire extinguisher should be contacted to discuss disposal options and potential take-back schemes. It may also be possible to dispose of them under a fire extinguisher maintenance agreement.

**Reuse and Recycling of PPE**

Balfour Beatty PPE suitable for re-use within the business can be advertised on the [Balfour Beatty Project Portal](http://portal.balfourbeatty.net/frmAssetSearch.aspx).

For security reasons, PPE cannot be passed onto third parties without guaranteed certificates of destruction.

A waste transfer note / hazardous waste consignment note must be completed when PPE is disposed of and it must be transported by a registered waste carrier.

**Supplementary Information**

England, Scotland, Wales & Northern Ireland

Supply Chain Sustainability School [Waste Management toolbox talk (video)](https://www.supplychainschool.co.uk/uk/sustainability/construction/support/resources/videos/537/waste-management-toolbox-talk/) and [guidance for trainers](https://www.supplychainschool.co.uk/documents/Waste%20Facilitator%20Guide.pdf).

England and Wales

Balfour Beatty must take all reasonable steps to ensure that when waste is transferred to another waste holder, it is managed correctly throughout its complete journey to disposal or recovery.

[DEFRA Waste Duty of Care Code of Practice.](https://www.gov.uk/government/publications/waste-duty-of-care-code-of-practice)

England

Hazardous Waste: consignment note guidance <https://www.gov.uk/guidance/hazardous-waste-consignment-note-supplementary-guidance>

Scotland

A waste producer’s Duty of Care extends along the entire chain of management of the waste, The Duty is not discharged on handing over the waste to the next holder. Reasonable steps must be taken to make sure that the waste will be managed correctly and legally.

[Duty of Care a Code of Practice](https://www.gov.scot/publications/duty-care-code-practice/)

Special Waste <https://www.sepa.org.uk/regulations/waste/special-waste/>

Guidance on consigning Special Waste is provided in [A Guide to Consigning Special Waste.](https://www.sepa.org.uk/regulations/waste/special-waste/)

Northern Ireland

[Waste Management – The Duty of Care – A Code of Practice](https://www.daera-ni.gov.uk/publications/waste-management-duty-care-code-practice)

Regulatory Position Statement – Waste – [Short Guide to Duty of Care Responsibilities](https://www.daera-ni.gov.uk/publications/waste-duty-care-responsibilities)

Regulatory Position Statement – [Separate Collection of Dry Recyclables](https://www.daera-ni.gov.uk/publications/regulatory-position-statement-separate-collection-dry-recyclables)

Hazardous waste movement notice (Northern Ireland) <https://www.gov.uk/hazardous-waste-movement-notice-northern-ireland>

**UK Documentation**

|  |  |  |
| --- | --- | --- |
| **Reference** | **Type** | **Title** |
| [ENV-RM-0035b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8610) | Reference Material | Standard Industrial Classification Codes |
| [ENV-RM-0035c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8611) | Reference Material | Disposing of Waste Electrical and Electronic Equipment |
| [ENV-RM-0035d](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8612) | Reference Material | Use and Disposal of Coal Bound Tar Materials |
| [ENV-RM-0035e](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8613) | Reference Material | Waste Testing for Waste Disposal to Landfill |
| [ENV-SF-0035a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8614) | Standard Form | Materials Donation Form |
| [ENV-SF-0035b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8615) | Standard Form | Hazardous Waste Record of Equipment |
| [ENV-SF-0035c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8616) | Standard Form | Waste Contractor Checklist |
| ENV-SF-0035d | Standard Form | Carriers (available on Sustainability Portal) |
| ENV-SF-0035e | Standard Form | Waste Management Facilities (available on Sustainability Portal)) |
| [ENV-SF-0035f](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-10029) | Standard Form | Waste Transfer Note |
| [ENV-SF-0035g](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-10030) | Standard Form | Hazardous Waste Consignment Note |
| [ENV-SF-0035h](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-10031) | Standard Form | Waste Contractor Audit |
| [ENV-TB-0035a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8617) | Toolbox Talk | How to Complete a Waste Transfer Note |
| [ENV-TB-0035c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9308) | Toolbox Talk | Fly-tipping |
| [ENV-TB-0035d](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9309) | Toolbox Talk | Waste Segregation and Storage |
| [ENV-TB-0035e](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9310) | Toolbox Talk | Street Lighting – Lamp Recycling |
| [ENV-TB-0035f](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-12134) | Toolbox Talk | Coal Tar |
| [ENV-TB-0035g](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9311) | Toolbox Talk | Control of Road Sweeper Arisings |
| [ENV-TB-0035h](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-12884) | Tool Box Talk | Waste Management: Classification |
| [ENV-TB-0035i](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-12885) | Tool Box Talk | Waste Management: Consignment |
| [ENV-TB-0035j](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-12886) | Tool Box Talk | Waste Management: Compliance |
| [ENV-AL-0035a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1081) | Alert | Hazardous Waste Regulations in England |
| [ENV-AL-0035b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1436) | Alert | HBCD |
| [ENV-AD-0035a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9666) | Advice Note | Assessment and Classification of Waste |
| [ENV-AD-0035b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9667) | Advice Note | Waste Recycling in England and Wales |
| [ENV-AD-0035c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9668) | Advice Note | Hazardous Waste Consignment |
| [ENV-AD-0035d](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9669) | Advice Note | Incorrect Disposal of Spoil Potentially Contaminated with Japanese Knotweed |
| [ENV-AD-0035e](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9883) | Advice Note | Incorrect Classification of Waste Soils |
| [ENV-AD-0035f](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-10893) | Advice Note | Landfill Tax extended to cover illegal disposal of waste |
| [ENV-RM-0035h](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-14219) | Advice Note | Waste Fine in Excess of £500K |

**External Documentation**

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| **Reference** | **Type** | **Title** |
| External Document | EA / SEPA / NRW / NIEA technical guidance | [Waste Classification Guidance on the classification and assessment of waste (WM3)](https://www.gov.uk/government/publications/waste-classification-technical-guidance) |
| External Document | DEFRA Code of Practice | [Waste Duty of Care Code of Practice](https://www.gov.uk/government/publications/waste-duty-of-care-code-of-practice) |
| External Document | Natural Scotland | [Duty of Care a Code of Practice](https://www.gov.scot/publications/duty-care-code-practice/) |
| External Document | EA – Regulatory position statement | [065 Dewatering of road sweepings](https://www.gov.uk/government/publications/dewatering-of-street-sweepings) |
| External Document | NIEA | [Waste Management – The Duty of Care – A Code of Practice](https://www.daera-ni.gov.uk/publications/waste-management-duty-care-code-practice) |
| External Document | NIEA | [Regulatory Position Statement – Waste – Short Guide to Duty of Care Responsibilities](https://www.daera-ni.gov.uk/publications/waste-duty-care-responsibilities) |
| External Document | NIEA | [Regulatory Position Statement – Separate Collection of Dry Recyclables](https://www.daera-ni.gov.uk/publications/regulatory-position-statement-separate-collection-dry-recyclables) |
| External Document | SEPA | [Reuse Activities and Waste Regulation](https://www.sepa.org.uk/library/library-search?q=WST-G-051) |
| External Document | SEPA | [A Guide to Consigning Special Waste](https://www.sepa.org.uk/regulations/waste/special-waste/) |
| External Document | NRW | [HWR07 Mobile Services a guide to the hazardous waste regulations.](https://naturalresources.wales/permits-and-permissions/waste/register-as-a-producer-of-hazardous-waste/?lang=en) |
| External Document | Reconomy | [Welcome Pack](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1585-539) |
| External Document | Reconomy | [Skip and Container Glossary](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1585-762) |
| External Document | Reconomy | [Waste Minimisation and Management Best Practice Guide.](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1585-761) |

1. Waste (England and Wales Regulations) Regulations 2011 (as amended), The Waste (Scotland) Regulations 2012, The Waste Regulations (Northern Ireland) 2011 [↑](#footnote-ref-1)