

Tips for reducing waste

If you're a small business you can take your own waste to a licensed tip where you will pay for its disposal based on weight. You will be asked to complete waste transfer documentation and will be given copies. You must keep this documentation for at least two years.

Failure to produce it when asked is an offence under section 34 of the 1990 Environmental Protection Act. You must not take it home and put it out with your household rubbish.

Tips for for lawfully disposing of rubbish

- Keep your waste contained safely on your premises and don't let litter escape.
- Employ a waste contractor to regularly collect your waste.

They will provide a suitable container for you to securely store your waste in. This contractor must be a Registered Carrier of Waste with the Environment Agency and will provide you with Waste Transfer Notes which you must keep for two years.

If you are approached by someone to take away your waste, it's your duty to ensure that they are a Registered Waste Carrier. If it is later proven that you knowingly gave your waste to an unregistered person then you will be in breach of section 34 of the Environmental Protection Act and liable for prosecution.

For more information call us on 0118 974 6302/6303.

10 ways to cut down on business waste

1. Carry out an audit of your waste - it may highlight areas in which you could save money and resources.
2. Where possible, use electronic communications and only print when absolutely necessary.
3. Have copiers and printers defaulted to double-sided copying.
4. Return unwanted junk mail to sender.
5. Reuse envelopes for internal post.
6. Return/recycle your copier/printer cartridges.
7. Use scrap paper for messages etc.
8. Offer unwanted office furniture/computers for resale or to charities.
9. Ask your waste contractor if they can recycle any of your waste. Alternatively, look in a local directory to employ your own recycler.
10. Remember that all wastage in all areas of business costs money and affects efficiency.