

# How to manage your business waste



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This pack is divided into easy to access sections outlined above, providing information to assist you to manage your waste more efficiently.

# Partners

This guide has been compiled in partnership with the following organisations:



## Business Resource Efficiency & Waste Programme

Your business can receive advice and support on improving resource efficiency measures, minimising waste production and improving its bottom line through a number of projects funded by the BREW Programme.



## Practical Environmental Advice for Business

Envirowise offers UK businesses free, independent, confidential advice and support on practical ways to increase profits, minimise waste and reduce environmental impact.



## National Industrial Symbiosis Programme

Industrial symbiosis brings together companies from all business sectors with the aim of improving cross industry resource efficiency through the commercial trading of materials, energy and water and sharing assets, logistics and expertise



## The Environment Agency

The Environment Agency is the leading public body for protecting and improving the environment in England and Wales. Their job is to make sure that air, land and water are looked after by everyone in today's society, so that tomorrow's generations inherit a cleaner, healthier world.

# Introduction

**All businesses can benefit from effective business waste management, no matter how big or small. Poor waste management practices costs you more and also contribute to the problem of climate change.**

Recognising this problem and responding to calls for support from local businesses, Islington Council has created a new business waste minimisation support service.

This accompanying guide provides a summary of the support available to help you reduce the cost of waste management to your business and to the environment.

The service provides you, as a business, with information, tools and techniques to help you manage your waste and identify opportunities to reduce, reuse and recycle. On a basic level it also provides information on your legal responsibilities when disposing of waste.

A free, on-site waste audit is included in the service. By meeting at your premises and gaining a first hand understanding of how your business operates our officers can provide you with detailed advice specific to your needs.

We would like to thank the Business Resource Efficiency and Waste (BREW) Programme for their support in developing this guide.



# Section One: Why better waste management makes business sense



Waste is anything that is disposed of or thrown away. All businesses create waste and all businesses have a legal duty to dispose of their waste responsibly. Waste is created in many ways and begins with purchasing, the first step of every business. Even your final product is likely to become someone else's waste in the future.

100 million tonnes of waste are created annually in the UK by households, commerce and industry combined. The majority of this ends up in landfill or is incinerated.

**“For every tonne of household waste produced, commercial, industrial and construction businesses produce another six tonnes”** Defra

The way in which we manage our waste streams has a significant effect on the environment and on company profits.

Waste management costs businesses money. Managing waste poorly costs even more. These costs can be as much as **4.5%** of your annual turnover. This figure will continue to rise as current and new legislation makes landfill disposal increasingly expensive.

A good environmental performance is increasingly noticed and valued by clients, customers, staff, suppliers and the public, bringing proven loyalty and public relations benefits. Customers increasingly request evidence from businesses of what efforts have been made to reduce their impact on the environment. Furthermore businesses are reporting the need for a meaningful and relevant environmental policy when bidding for contracts. Without such a policy there is the potential to be refused without consideration.

Put simply, the more waste produced, the bigger the opportunity to save money.

# Section Two:

## The true cost of waste

“The cost of your waste is not so much the cost of disposing of it as much as the value of what you are getting rid of” egeneration

Recent and expected future rises in landfill tax affect your business directly – these costs will be transferred on to you in waste removal charges. Landfill tax regulation applies to all waste going to landfill. The tax is determined by weight on all types of waste.

The situation requires cooperation between waste management groups and environmental organisations. The overall aim is to create a cleaner, more attractive environment.

It is easy to assume that waste disposal is a fixed cost. Efficient resource management requires a more considered approach that takes into account disposal costs and the total value of all inputs. You must also consider:

- the original purchase costs of your materials
- lost revenue from over-ordering
- handling and processing costs
- time taken by staff
- any potential liabilities that could increase your costs.

These hidden costs, when added to the obvious costs, give a more realistic figure of what you really spend on managing your waste.

### The Iceberg model of the costs of waste

Every business generates waste. For some, it may be only paper or glass, while other businesses may deal with hazardous or toxic wastes that require special handling and disposal on a daily basis.

Whatever the quantity or type of waste your company generates, it is all the same in one respect – it costs you money! In fact, you are paying for it twice – once when you buy it and again when you throw it away. It is a proven fact that preventing waste will increase your profits.

By consuming and throwing away less, you will reduce the need to handle, treat, and dispose of waste.

For a more detailed look at how to minimise your waste within your business see section three.



# The waste hierarchy

The waste hierarchy is a useful framework that has become a cornerstone of sustainable waste management. It sets out the order in which options for waste management should be considered based on environmental impact.

Landfill has traditionally been used to dispose of the majority of our waste. Over time we have become reliant on this method but attitudes are changing.

The diagram below clearly shows the waste hierarchy. The first and most effective action is to reduce the amount of materials coming in to your business. This immediately reduces what goes out as waste. If you buy more raw materials than you need or goods with excess packaging you are increasing your disposal costs later on.



**Minimise the amount of waste you produce**



**Use items as many times as possible**



**Recycle what you can only after you have re-used it**



**Dispose of what's left in a responsible way**

## Where does your waste go?

### Methods of waste disposal

After leaving your business your waste will predominately be disposed of by one of three methods:

- landfill
- incineration
- recovery.

The majority of the UK's waste still goes into landfill. A smaller amount is incinerated. This is still harmful to the environment, producing toxins such as hydrochloric acid, dioxins and heavy metals.

### Landfill

Most of the waste produced in England and Wales is sent to landfill. In the past it was easy to dispose of waste this way as it was cheap, and space was often available in old quarries. Space currently approved for landfill is set to run out in the next five to ten years. About two-thirds of landfilled waste is biodegradable organic matter from households, businesses and industry.

Biodegradable materials such as paper, card, textiles, food and garden waste decompose and release greenhouse gases including methane and carbon dioxide. The UK's landfills contain a higher proportion of biodegradable waste than most other European countries.

Landfill sites have been investigated as the possible cause of birth defects, cancers and respiratory illnesses including asthma. A UK study has recently identified a link between living within 2km of a landfill site and a small increased risk of certain birth defects.

### Incineration

Incineration in a high-temperature thermal treatment furnace is seen by some as an attractive alternative to landfill for waste disposal. This method effectively reduces the volume of the waste product prior to final disposal. The process also creates energy that can be converted into electricity.

However it has been a topic of controversy due to health concerns related to gases emitted into the atmosphere from the process.

The toxic gases include dioxins, which are regarded as carcinogenic and also oestrogenic (leading to lowered fertility in males). Other non-toxic greenhouse gases, such as carbon dioxide, are also emitted.

The process also produces hazardous ash residue which requires special handling for disposal after treatment. The residue is mixed with chemical stabilizers and then disposed of in landfill. These residues are sometimes used for road and path construction, which poses a health risk if water causes the compounds to leach into the ground.

Incinerating facilities have the strictest environmental laws governing their correct procedure and if properly maintained the method is considered to pose a lower risk to the environment than landfill.

## Recovery

Waste recovery is a broad term applied to the process by which waste is converted either into a usable form or energy. There are three categories, recycling, composting and energy from waste recovery.

Recycling – Recycling involves processing waste to produce a usable raw material. Recycled material can, in principle, be reused many times, unlike material that has been burnt to create energy.

Composting – Composting is a natural form of recycling. The process uses micro organisms (for example bacteria or fungi) to convert organic materials to humus containing valuable plant nutrients. When applied to land, it improves soil structure and enriches the nutrient content of the soil. The reduction in organic waste reduces methane emissions and the threat to ground water.

Energy from waste – “Energy from waste is a process by which energy stored in the waste is extracted in the form of fuel or electric power, which can then be used as power source for various applications. This option serves as the best practicable environmental option for many wastes, especially in the case where final disposal options become more limited and in situations where the environmental and economic costs of recycling are high and where the practical optimum for materials recovery has been reached” Making Waste Work





“People produce waste, it is a fact of life; a fact which we cannot change. However, what we can change is how much we produce, how we manage it, and what we do with it” Defra

Reducing the amount of waste you produce is possible in a variety of ways. The ‘Reduce, Reuse, Recycle’ slogan prioritises how to deal with the waste in your business.

Reducing is the first step to successful waste minimisation. It reduces disposal costs and decreases the amount you spend on raw materials.

A lot of your waste could have a longer life within your business. By reusing existing materials you reduce the amount of new supplies brought into your business and the amount going out, saving money at both ends.

“A London-wide switch to double-sided printing could save 17.5 billion sheets of A4 paper every year – enough paper to wrap around the Earth four times.”

Brother UK, 2006



Did you know that recycling just one aluminium can saves enough energy to power a television set for three hours? Recycling turns materials that would otherwise become waste into valuable resources. It also generates a host of environmental, financial, and social benefits. Materials are collected and sent to facilities that can process them into new materials or products.

You can also buy recycled versions of products for your business. If you have already purchased recycled products then you can recycle them again. Recycling lessens the need for manufacturers to use new raw materials when making new goods.

In this section you'll find some ideas and top tips for a range of working environments including offices, restaurants, cafés, bars and retail premises.

Many of the tips, such as double-sided printing and using email in place of printed copies, are cheap and simple to implement, often involving only a change in attitude or work procedures.

Get your staff involved from the start and ask them for their ideas on how to reduce, reuse and recycle at work. The more they feel part of the process the more likely you are to achieve success.



**“60% of the waste generated by large and head offices is paper and cardboard, all of which is recyclable”** Waste Watch

# Section Three:

## The benefits of good waste management

### Economic benefits

An effective waste minimisation and management program can reduce the amount of waste being sent to landfill by over 60%.

Savings on collection and disposal costs can then be offset against the cost of initiating waste minimisation and management programs.

Landfill sites are becoming harder to find and are located further away from city centres. Much higher operating standards are also now expected, as well as restrictions on the types of waste that can be sent to landfill. All these factors have led to an increase in costs.

A cooperative approach is key to reducing costs. As suppliers and producers respond to 'green' pressure and streamline their systems to minimise packaging and waste their costs should also decrease.

The many potential benefits to be gained from minimising waste can only be realised by identification of all costs associated with existing disposal systems, including hidden costs.

### Positive public relations

Minimising waste is an ideal way to reinforce existing community attitudes and current environmental awareness and education programs. Market research consistently shows that concern for the environment rates highly within the community.

Waste minimisation and management programs are seen by many as an ideal opportunity to do something for the environment. These programs can create goodwill within the community, and thus opportunities for centres and retailers to promote their 'green image'.

### Environmental benefits

Minimising waste conserves resources. Conserving resources not only reduces waste, it can reduce pollution. As industry consumes fewer raw materials, it uses less fossil fuel and less pollution as a result.

At present most solid waste ends up in landfill. Specific risks associated with landfill sites are now better understood.

An effective waste minimisation and management program can take a proactive approach to lessening the impact of businesses on the environment.



# Case study – The Duke of Cambridge

The Duke of Cambridge is a popular organic pub in the Angel area of Islington. The business, which opened in 1998, has always placed an emphasis on efficient waste management and only uses suppliers who share their efforts to minimise waste. The pub is proof that good environmental practice and a strong reputation as a quality food and drink establishment can go hand in hand. Most importantly, they have a strong customer base that fully supports this.

From day one they recycled their glass, paper and cardboard and chose an energy supplier that could provide electricity from renewable sources, namely wind and solar. They used reclaimed building materials and second hand furniture instead of buying new. Buying second hand reduces the demand for new consumable items and extends the life span of items that are otherwise considered to be at the end of their shelf life.

One of their initial aims was to source local, seasonal and organic produce. They bought from small, independent local suppliers to support the community and reduce travelling distance of the produce. They bought goods with little or no packaging. This reduced both the amount of waste produced and subsequent disposal costs to the business.

Today the pub is a huge success with continued support from the local community. They recycle more materials than ever before, including corks, tetra packs, additional plastics, food waste and used vegetable oil. Even hazardous waste that can be very harmful to the environment, like batteries, light bulbs and computer equipment, is recycled. Placing water-saving devices in the cisterns has also reduced water usage.

They have a strict food policy, supporting organisations such as Fairtrade. They do not buy produce whose industries have harmful effects on the environment, particularly on marine stocks, and follow the Marine Conservation Society's guidelines when buying fish.

In recognition of their long and sustained work to achieve their original goals they are the only organic pub in Britain to be certified by the Soil Association.

“Why do it? I believe business has a duty to act responsibly. Beyond that it makes the smartest marketing sense, saves money and creates fantastic team loyalty.”

Geetie Singh Founder & Managing Director

More information about the soil association can be found at <http://www.soilassociation.org/>

More information about Marine Stewardship Council can be found at <http://www.mcsuk.org/>



# Section Four:

## Increase your profit

### A guide to best practice

#### Office top tips

##### Reduce

- print double sided (saves up to 50%)
- print only when necessary
- proof read documents for mistakes before printing to avoid waste
- send email memos to save paper
- avoid printing emails
- review any hard copy storage, replace with a back up hard drive for centralised storage
- sign up to have your business name removed from junk mail lists
- use email instead of sending letters by post
- switch equipment off completely in the evening and at weekends
- put equipment on power save where possible
- purchase durable equipment
- have paper recycling stations next to photocopiers & printers
- fit water saving cistern devices in your toilets
- use energy efficient light bulbs (On average they consume 8% less energy than a standard bulb and last about 12 times longer).

##### Reuse

- reuse envelopes for internal circulation
- reuse clean side of used paper for internal printing
- convert scrap paper into post-it notes
- purchase sticky labels to cover old addresses and reuse envelopes externally
- try to use paper for more than one purpose
- reuse incoming packaging and boxes for outgoing deliveries
- remove plastic drink cups from the water cooler and use reusable mugs
- repair furniture where possible or donate it to charity
- shred low-quality paper and use as packaging.

##### Recycle

- recycle your dominant material (most likely paper)
- organise a commingled collection for easy mixed recycling
- recycle toner and inkjet cartridges
- recycle office furniture
- recycle your IT Hardware & mobile phones.

**request a waste audit from Islington Council to identify your recyclables**

## Food & drink top tips

### Reduce

- request reusable, recyclable or recycled packaging from your supplier
- do not over-package take away items
- source local producers and suppliers to reduce transportation emissions
- bulk buy produce to reduce unnecessary packaging
- buy serviettes made from recycled material
- ask before supplying carrier bags – if you use less it costs less
- sign up to have your business name removed from junk mail lists
- fit water saving cistern devices in your toilets.

### Reuse

- replace all disposable cutlery where possible
- avoid using individual sachets of sauces, serve in reusable containers
- refill glass jugs for water instead of selling plastic bottles
- if you sell water by the bottle, source a biodegradable cornstarch alternative
- use concentrated cleaning agents in refillable containers.

### Recycle

- recycle your food waste
- recycle your glass
- recycle your cooking oil
- provide a recycling point in-house for customer usage
- produce written internal policy on sustainability, especially with a high staff turnover
- support schemes like Fairtrade and the Soil Association
- manage your office responsibly by viewing the 'office top tips' above.

**request a waste audit from Islington Council to identify your recyclables**



## Retail top tips

### Reduce

- consider your packaging methods for mail order
- adopt a sustainable packaging policy and circulate amongst your staff
- opt out of junk mail. Remember, you have to pay to dispose of this unwanted mail
- ask before supplying carrier bags, if you use less it costs less, avoid plastic bags
- avoid using disposable cups for staff drinks. Supply staff with a reusable option.

### Reuse

- reuse cardboard boxes
- reuse packaging internally between departments
- create your own packaging from shredded newspaper
- use concentrated cleaning agents in refillable containers.

### Recycle

- recycle your dominant material, probably cardboard
- recycle all other possible materials
- use bags made from recyclable material for your customers
- have a visible recycling point for the customer's use to advertise your own efforts
- manage your office responsibly by viewing the 'office top tips' above
- request a waste audit from Islington Council to identify your recyclables
- provide a commingled recycling point for your staff to recycle their lunchtime waste.

**request a waste audit from Islington Council to identify your recyclables**

## General purchasing tips

On average 90% of all raw materials are wasted in the manufacture of consumable goods. On average, 90% of all consumable goods are waste after only six months. On average then, 99% of raw materials are turned into waste in only six months”

DETR – Waste Strategy 2000, England and Wales

- buy recycled paper, pens and pencils
- investigate the range of recycled products now available. This will increase the demand for recycled goods, lowering the cost generally as well as saving resources
- change your energy supplier to one that can provide you with sustainable energy from a renewable source, namely wind and solar
- purchase products with minimal packaging, as you have to pay for the excess packaging twice – once when receiving the goods and again through disposal
- do not buy more than necessary just to get a discount. If you have to dispose of unused materials (for example, goods past their sell by date, damaged in storage etc) you will have to pay for disposal as well with no benefit to you at all. Waste costs are often hidden costs and affect your profitability
- buy locally. Buying locally reduces transportation costs and vehicle emissions
- contact your supplier to see if they can modify their packaging arrangements to make them more sustainable
- purchase durable, long life, energy efficient and rechargeable products. Avoid disposable products in all forms where possible
- avoid harmful solvents and hazardous cleaning products and replace with organic versions
- purchase energy saving appliances.

OGCbuying.solutions is an Executive Agency of the Office of Government Commerce in the Treasury. It is a dedicated procurement service available to the public sector.

If you visit their website you can download a list of recommended IT equipment conforming to the organisation's high environmental standards.  
<http://online.ogcbuyingsolutions.gov.uk/news/>

## Close the loop

Choosing to buy recycled products is an important step in creating a sustainable workplace and helps to stimulate markets for the materials we recycle. If a recycled option is not available you may find there are more sustainable options than that which you currently use.

Closed loop recycling is a concept that simply involves buying recycled products as well as recycling, thereby significantly reducing raw material usage. The success of recycling depends on strong markets for recycled goods. Please look at the links to some recycled databases.

Buy Recycled: If you would like more information about buying recycled-content products please go to this Defra sponsored recycled database.  
<http://www.wastebook.org/recprod.htm>

The sustainable product directory provides a comprehensive database of sustainable products and suppliers with information on nearly 300 products.

Click on the link below to view the international catalogue of recycled products, sustainable products or sustainable suppliers.  
<http://www.recycledproduct.info/emc.asp?pagelD=466>

# Case study – paper

“Currently 60% of commercial and industrial paper and cardboard (4.68 million tonnes) is not recovered, with most of it being sent to landfill” PaperChain

The manufacture of virgin paper is energy demanding, and produces large amounts of air and water pollutants. In comparison, producing recycled paper requires around 28% lower energy consumption, and involves far less chemical treatment.

Since UK timber production is not sufficient to meet its paper demand, wood pulp is imported. It is the UK's fourth biggest import.

Recycling reduces demand for virgin pulp, which is primarily made from wood. Increased paper recycling reduces the need for unsustainable and intensive forestry schemes. This also reduces the use of harmful chemicals in the bleaching process. Virgin pulp has to be bleached and the commonest form of bleach is chlorine. This produces dioxins as a by-product, which are highly toxic. Recycled paper is not usually re-bleached and if it is then oxygen rather than chlorine bleaching is used. – Waste watch manual

“Every tonne of cardboard recycled saves 17 trees, 7000 gallons of water, 2 cubic yards of landfill and 4,100 kw/hours of electricity”  
Environmental Information Exchange

## A guide to the composition of recycled paper



Paper and cardboard that is accorded the NAPM recycled paper mark must be manufactured from a minimum of 75% genuine paper and board waste fibre, no part of which should contain mill produced waste.



The Mobius loop is another logo used on recycled paper. The percentage shown in the centre of the loop indicates the percentage of recycled fibre.

“Every year we need a forest the size of Wales to provide all of the paper we use in Britain”  
Steve Henry, Change the World 9 to 5

If the loop does not contain a percentage, this means that the product has not been made using recycled products but can still be recycled.



The Blue Angel is Europe's tightest specification for recycled paper. The German government, with the backing of the United Nations, has developed the system. You can find this symbol on other products as well as paper. To qualify for the Blue Angel award the paper must meet certain strict criteria. In addition it must be manufactured from 100% scrap paper, 51% of which must be low or medium grade.

# Section Five:

## Your legal requirements

### Duty of care – your waste responsibilities

If you are a business, the duty of care applies to you. Commercial, industrial and household wastes (including hazardous/special wastes) are classified as 'controlled waste'. The duty of care applies to all controlled waste – this means that waste materials produced as part of your business or within your workplace are regulated by law.

If you produce or deal with waste that has certain hazardous properties, you will also have to comply with the requirements of the hazardous/special waste regulations. (See section six)

### What is the duty of care?

As a business, you have a duty to ensure that any waste you produce is handled safely and in accordance with the law (see below). This is the 'duty of care' and it applies to anyone who produces, imports, carries, keeps, treats or disposes of controlled waste from business or industry or acts as a waste broker in this respect.

You must make sure that anyone you pass your waste on to, such as a waste contractor, scrap metal merchant, recycler, local council or skip hire company, is authorised to take it. If you don't, and your waste is illegally disposed of, you could be held responsible.

Check with the Environment Agency on **08708 506 506** (Mon-Fri 8am – 6pm)

The duty of care has no time limit, and extends until the waste has either been finally and properly disposed of or fully recovered.

### What does that mean?

You and/or your business have a duty to take all reasonable measures to:

- prevent anyone keeping, depositing, disposing of or recovering your 'controlled waste' without a waste management licence or an exemption from the need for a licence
- ensure that their waste management licence has not been suspended or partially revoked and that they are not in breach of the conditions of that licence or exemption
- stop materials escaping from your control or the control of anyone else by packaging it appropriately and robustly
- ensure that waste is only transferred to an authorised person. Make sure that a person or business is authorised to deal with your particular type of waste
- ensure that the waste being transferred is accompanied by a written description that will enable anyone receiving it to dispose of it or handle it in accordance with his or her own duty of care.

This legislation is also meant to ensure that the transfer of waste is only to an authorised person or to a person for authorised transport purposes and that a written description of waste is also transferred. This description is called a waste transfer note. (WTN)

A waste transfer note is usually a one-page sheet supplied to you by your waste contractor and it should contain the following details:

- your company details
- type and quantity of waste
- method of waste containment
- time, date and location of waste collection
- details of the company collecting the waste.

In basic terms, you should ensure that:

- All waste is stored and disposed of responsibly
- Waste is only handled or dealt with by individuals or businesses that are authorised to deal with it
- A record is kept of all waste received or transferred through a system of signed Waste Transfer Notes (WTN).

To access the code of practice for the duty of care please visit – <http://www.defra.gov.uk/environment/waste/legislation/duty.htm>

## Enforcement of duty of care

- Islington Council's Street Environment Officers (SEOs) deal with enforcement of the duty of care throughout the borough
- local authorities have the authorisation to check businesses to see if they are demonstrating appropriate duty of care regarding their waste management. This means an officer may come to your premises and ask you to demonstrate that you have a valid waste contract
- you are required by law to keep copies of your waste transfer notes for two years.

**Duty of Care Controlled Waste Transfer Note**  
ENVIRONMENTAL PROTECTION ACT 1990, SECTION 34

Please complete the **DECLARATION** box on both copies.  
The **GREEN** copy must be signed and returned to ICSSL Accord  
Retain the white copy for your own records.

**PRODUCER** To be completed by the CUSTOMER

Invoice Address

Type of Business

Description of Waste

Disposal Site  
HORNSEY STREET WRC, LONDON N7 8HU

Waste Carrier Registration Number  
TNE/374637

**FOR OFFICE USE ONLY**  
**CARRIER**

ICSSL Accord  
Commercial Waste Sales  
Cottage Road  
London  
N7 8TP

Type of Business  
**INDUSTRIAL & COMMERCIAL WASTE**

For advice on completing this form, please contact:  
WHITE - CUSTOMER GREEN - ICSSL ACCORD

# Section Six:

## Hazardous waste

### What is hazardous waste?

Hazardous waste is essentially waste that has hazardous properties that may make it harmful to human health or the environment. Hazardous waste has legal requirements for its controlled management and disposal.

This will mean that you must make the company that takes away your waste aware of what you are putting in your waste sack and follow their advice as to whether you are required to contain certain materials separately.

One battery in a bag full of normal non-hazardous waste is unlikely to be identified and will therefore end up in landfill. This is harmful to the environment and human health so please take the time to consider your disposal methods. Incidentally, most companies will not charge you extra for this service, they will just ask you to separate the item from the rest of the waste.

### How do I know whether my waste is hazardous?

Some common examples of hazardous waste include:

- batteries (including mobile phone batteries)
- used vegetable oil
- electrical equipment / IT hardware
- paints, solvents, glues and varnishes
- fluorescent light tubes
- used nappies
- asbestos
- cleaning materials.

Hazardous waste also includes substances that are explosive, toxic or flammable.

If you are unsure about whether you have hazardous waste or whether these laws apply to you please contact the Environment Agency – [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk) or telephone on **08708 506 506** (Mon-Fri 8pm – 6pm)

## Waste of electrical and electronic equipment (Weee)

The Weee directive aims to increase recycling and recovery targets and prevent electrical and electronic equipment becoming waste.

If you are a manufacturer of electrical or electronic equipment you will be made responsible for the goods you sell.

When looking to dispose of unwanted electrical and electronic goods first check to see if it may be of use to someone else.

Some manufacturers have a take-back scheme for the dismantling and recovery of electrical goods. Check directly with them for details.

## Categories of Weee

- IT hardware and software
- telecommunications equipment
- lighting equipment
- electrical and electronic tools
- consumer equipment
- medical devices
- toys, leisure and sports equipment
- monitoring and control equipment
- automatic dispensers.

## Computer and IT hardware recycling

Like mobile phones, discarded computer equipment often has potential retail value.

Charities like Computer Aid International will look to refurbish a computer first before recycling its components and donating them to those unable to afford new versions, for example schools in poorer countries. [www.computeraid.org](http://www.computeraid.org) Tel: 0207 281 0091

## Waste oil

Restaurants, cafes & bars often produce large quantities of waste cooking oil. Waste oil can cause a public health hazard if large amounts of it are disposed of in sinks or sewer drains – the oil tends to coagulate in the sewer causing blockages. This can attract rodents and release foul odours.

As well as being disposed of responsibly waste oil can actually be recycled as well. After purification it can be used as a calorific enhancer in animal feed, in soap and cosmetic production, or even converted into bio-fuel.

There are a number of companies that offer recycling services for used oil and in most cases they will not charge to collect. To find out more visit [http://www.wastecare.co.uk/waste\\_recycling\\_services/veg\\_oil.htm](http://www.wastecare.co.uk/waste_recycling_services/veg_oil.htm)

## Engine oil

Oil is a common and highly visible form of pollution – even a small quantity can cause a lot of harm to the environment.

The Oil Care Campaign was set up by the Environment Agency for people to dispose of waste engine oil safely and responsibly.

To locate your nearest oil bank visit <http://www.oilbankline.org.uk>



# Section Seven:

## How can Islington Council help you?

### Business Waste Management Team

Islington Council offers businesses a range of services to help reduce, reuse and recycle their waste. You can request an on-site waste audit and minimisation advice at your business location. Alternatively you can email or call the team to ask for advice and support.

Our website is constantly updated with the latest information on waste minimisation and legislation. There is also a useful contacts list detailing some of the current waste/recycling operators in the borough.

Web: [www.islington.gov.uk](http://www.islington.gov.uk)  
Tel: **020 7527 7556** or **020 7527 1864**  
Email: [business.waste@islington.gov.uk](mailto:business.waste@islington.gov.uk)

### swapXchange

There's no such thing as junk, only stuff that hasn't found the right person!

That's the idea behind swapXchange – a simple, innovative website that encourages the exchange of goods, ideas and information in your community.

The idea is to swap, giveaway or find items that may otherwise go to waste. Why not put them to good use and swap them for something you do want?

This site will help you to dispose of items that you don't need anymore – and may help you to find something that you do need at the same time! It will also save you from discarding stuff just because you don't know what to do with it.

SwapXchange is a service for the whole of Islington. People are always asking us what they can do with stuff that they no longer need. Now, you can use swapXchange to find someone who wants it so it doesn't end up in the rubbish! (If you live outside the Islington area, you can also visit the national site [www.swapxchange.org](http://www.swapxchange.org))

### Islington swapXchange is a great success

So far over 17,000 people have visited the Islington swapXchange website and swapped over 16 tonnes of items. That's the equivalent of 354 fridge freezers, 785 televisions, 1040 lawnmowers or 114 pianos!

### It's Free!

There is no charge to use swapXchange and everything that you find advertised on the site is offered as a swap or a giveaway.

### Climate Change Partnership

Islington has set a target to save 55,000 tonnes of carbon by 2010. This is equivalent to almost 6,000 return flights from London to Sydney or the annual energy use in 9,000 average homes.

In order to reach this target a unique local Climate Change Partnership has been established.

The Islington Climate Change Partnership consists of 50 organisations including law firms, taxi companies, universities, shops, housing associations, restaurants and pubs, as well as the council itself.

Organisations joining the Partnership commit to reducing their carbon emissions by 15% by 2010 through a variety of measures including efficiency improvements, behavioural change and renewable projects.

The partnership provides them with support to be able to implement changes. For more information, please contact climate change partnership team; [contact@islington.gov.uk](mailto:contact@islington.gov.uk) or call **020 7527 2000**

## Deliver

Islington Council is working with local businesses to improve their travel. Over 20 businesses have signed up to the Deliver partnership to work on making travel to and from their organisation more efficient.

Through the partnership they have been able to access a range of grants. These grants enable businesses to receive free consultancy time, facilities for their workplaces and advice on their fleet. They have also have the opportunity to have a say in what the council is doing for transport.

This partnership is an excellent opportunity to take advantage of the grants available to businesses in Islington and ensure that travel at your organisation is as efficient as possible. To read more about the partnership log on to

[www.islington.gov.uk/businesstravel](http://www.islington.gov.uk/businesstravel)

or contact the Deliver team at

[contact@islington.gov.uk](mailto:contact@islington.gov.uk)

or call 020 7527 2000

## Islington Business Partnership

The Islington Business Partnership exists to help local companies and traders of all types do business in the borough better. Our work includes helping organisations implement government legislation, which the council has a duty to enforce.

We publish a newsletter for our members and email regular bulletins that detail everything of interest to the Islington business community including:

- free training and development opportunities
- scam and fraud alerts
- guidance on council services
- profiling of support agencies.

To learn more about the Partnership please log on to

[www.islington.gov.uk/Business/supportbusinesspartnership](http://www.islington.gov.uk/Business/supportbusinesspartnership)

or contact the Islington Business Partnership Team at

[contact@islington.gov.uk](mailto:contact@islington.gov.uk)

or call 020 7527 3185



# Section Eight: Directory

## BREW

Business resource efficiency and waste programme. Your business can receive advice and support on improving resource efficiency measures, minimising waste production and improving its bottom line through a number of projects funded by the BREW Programme.

<http://www.defra.gov.uk/environment/waste/brew/>

## Defra

Department for Environment, Food & Rural Affairs  
Defra works for the essentials of life water, food, air, land, people, animals and plants. Defra's core purpose is to improve the current and future quality of life.

For information on any aspect of Defra's work, please contact the Defra Helpline by telephone on **08459 33 55 77** or by email at [helpline@defra.gsi.gov.uk](mailto:helpline@defra.gsi.gov.uk)

Defra  
Customer Contact Unit  
Eastbury House  
30 - 34 Albert Embankment  
London  
SE1 7TL

## Environment Agency

"We are the leading public body for protecting and improving the environment in England and Wales. It's our job to make sure that air, land and water are looked after by everyone in today's society, so that tomorrow's generations inherit a cleaner, healthier world."

General Enquiries: **08708 506 506** (Mon-Fri 8-6)  
To contact us by email please use:  
[enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)  
<http://www.environment-agency.gov.uk/>

## Envirowise

Practical Environmental Advice for Business. Envirowise offers UK businesses free, independent, confidential advice and support on practical ways to increase profits, minimise waste and reduce environmental impact.

For more expert advice, you may also call the Advice Line on **0800 585794**  
<http://www.envirowise.gov.uk>

## NISP

National Industrial Symbiosis Programme. Industrial symbiosis brings together companies from all business sectors with the aim of improving cross industry resource efficiency through the commercial trading of materials, energy and water and sharing assets, logistics and expertise.

National Industrial Symbiosis Programme  
44 Imperial Court,  
Kings Norton Business Centre,  
Pershore Road South,  
Birmingham,  
B30 3ES  
T: **0121 433 2650**  
F: **0121 433 2651**  
E: [info@nisp.org.uk](mailto:info@nisp.org.uk)

## Waste Watch Business Network

WWBN is a waste minimisation network, which provides businesses with ongoing support in identifying ways to improve efficiency and save money.

Lornamead House  
1-5 Newington Causeway  
London SE1 6ED  
Tel: 020 7939 0788  
Fax: 020 7407 8146  
Email: [bn@wastewatch.org.uk](mailto:bn@wastewatch.org.uk)  
Web: [www.wastewatch.org.uk/business](http://www.wastewatch.org.uk/business)

## Disclaimer

Notwithstanding anything to the contrary stated herein, whilst Islington Council has used reasonable endeavours to give guidance as to legislation applicable to waste disposal at the time of issue of this information pack, the Council makes no representation, undertaking or warranty, whether expressed or implied, as to the accuracy, relevance, suitability, quality and/or correctness of the information and guidance contained

herein and accepts no liability (whether consequential, indirect or otherwise) for any losses, costs, expenses, liabilities, claims, penalties and/or damages howsoever incurred in the event either you or any third parties use such information or guidance. Islington Council suggests users of this information pack obtain legal advice prior to implementing procedures for waste disposal.

**If you would like this document in large print or Braille, audiotape or in another language, please contact 020 7527 2000.**

### **Contact Islington**

222 Upper Street

London N1 1XR

**E** [contact@islington.gov.uk](mailto:contact@islington.gov.uk)

**T** 020 7527 2000

**F** 020 7527 5001

**Minicom** 020 7527 1900

**W** [www.islington.gov.uk](http://www.islington.gov.uk)

