

# Portsmouth Demolition & Salvage Ltd



419 Victory Business Centre - Somers Road North - Portsmouth - PO1 1PJ Tel: 023 9243 9168 Fax: 023 9243 9691

Web: [www.portsmouthdemolition.co.uk](http://www.portsmouthdemolition.co.uk) Email: [office@portsmouthdemolition.co.uk](mailto:office@portsmouthdemolition.co.uk)

## WASTE MANAGEMENT POLICY

### INTRODUCTION

*Portsmouth Demolition and Salvage Ltd are committed to reducing its impact on the environment by managing its waste in an efficient and sustainable manner. Landfill is a major source of methane, a powerful greenhouse gas contributing to climate change. Methane is produced when biodegradable materials such as paper, food and green wastes, decompose in the absence of oxygen.*

*Putting waste into landfill is not environmentally or financially sustainable and Portsmouth Demolition, like society, needs to learn to do more with less. It is important to make better use of resources, putting materials to better use and thereby reducing our impact on the environment.*

*To this end Portsmouth Demolition has set a target of 10% of waste sent to landfill by 2012. This will be achieved by implementing good waste management practises, including adhering to a waste hierarchy and ensuring waste is only sent to landfill as a last resort.*

*The treatment of waste is governed by a wide range of legislation which is summarised at Appendix 1.*

### DEFINITION OF WASTE

*The Environmental Protection Act 1990 describes waste as any substance which constitutes a scrap material, an effluent or other unwanted surplus arising from the application of any process or any substance or article which requires to be disposed of which has been broken, worn out, contaminated or otherwise spoiled; this is supplemented with anything which is discarded otherwise dealt with as if it were waste shall be presumed to be waste unless the contrary is proved. This definition was amended by the Waste Management Licensing Regulations 1994 defining waste as 'any substance or object which the producer or the person in possession of it, discards or intends or is required to discard but with exception of anything excluded from the scope of the EPA' (Environmental Protection Act 1990).*

*Having defined the material as waste, various legislation, including the Environmental Protection Act 1990, the Controlled Waste Regulations 1992 and the Waste Management Licensing Regulations 1994, seek to further define the types of wastes as they are legally defined by the processes or premises from which they are produced. These are as follows:*

- *Controlled waste - encompasses household, industrial and commercial waste.*
- *Household waste - is that which arises from dwellings of various types including houses, caravans, houseboats, campsites, prisons and wastes from schools, colleges and universities.*
- *Commercial waste - comes from premises used wholly or mainly for trade, business, sport, recreation or entertainment; excludes household and industrial waste.*
- *Industrial waste - waste from a factory or industrial process; it excludes wastes from mines and quarries and agricultural wastes.*
- *Wastes from agriculture (non-natural wastes) and mining and quarrying recently came into the same controlled waste regime.*



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*Some controlled wastes are further classified and subject to further regulation because of the nature of the waste and the need to handle them differently:*

- *Clinical waste - waste from human or animal tissue, blood, excretion, body fluids, pharmaceutical products, swabs, dressings, syringes, needles, sharps, or any other waste that may cause the infections of persons coming into contact with it.*
- *Hazardous wastes - hazardous for a variety of reasons including toxicity, explosiveness etc. They also must be handled and dealt with differently to other wastes.*

*All of these must be disposed of safely by an approved and appropriately licensed waste carrier.*

## **WASTE TRANSFER NOTES**

*There is a regulatory requirement to complete, sign and keep a Waste Transfer Note (WTN) for any waste transfer. The WTN contains an accurate description of the waste to enable the contractor to handle the waste correctly and lawfully. There is also an additional regulatory requirement to keep a copy of the description of the waste that is transferred for a period of two years.*

*All hazardous waste movements must be accompanied by a Consignment Note that must include:*

- *Details of address and postcode of the premises from which it is being removed*
- *Details of everyone involved in the movement of the waste*
- *An accurate description of the waste*

*Upon receipt, all Waste Transfer Notes and Consignment Notes must be sent to our Office Manager to be archived.*

## **HOUSEHOLD WASTE RECYCLING CENTRES**

*Household Waste Recycling Centres (HWRC - commonly termed the tip or dump). These sites are provided for the use of private households and must not be used for the disposal of wastes produced by the Portsmouth Demolition or any other business.*

## **DUTY OF CARE**

*Portsmouth Demolition has a legal duty to ensure that any waste produced is handled safely and within the law. This is the 'duty of care'. It applies to anyone who produces, imports, transports, stores, treats or disposes of controlled waste from business or industry. Commercial, industrial and household wastes (including hazardous/special wastes) are classified as controlled waste. The duty of care also applies to anyone that acts as a waste broker.*

*A breach of the Duty of Care is a criminal offence and can incur penalties of up to £20,000 or an unlimited fine if convicted on indictment of a waste crime. The duty of care has no time limit, extending until the waste has either been finally disposed of or fully recovered and does not end when a Waste Transfer Note is received.*



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*Under the Duty of Care all businesses, including Portsmouth Demolition, must:*

- *Stop anyone storing, disposing of or recovering any of their waste unless they have an environmental permit or an exemption. The business must check their permit, licence or exemption to make sure that they are within its conditions.*
- *Make sure their waste is not illegally disposed of.*
- *Ensure that all waste is stored in a safe and secure manner e.g. in locked containers or in a compound.*
- *Package all waste materials appropriately and robustly to stop them escaping from their or anyone else's control.*
- *Keep records of any waste transactions for a minimum of two years (three years in the case of Hazardous Wastes).*
- *Make every effort to audit contractors to check for compliance with the law; this could be from checking environmental permits to visiting the landfill sites to which the waste is destined.*

## **WASTE CARRIERS**

*If waste is removed by a carrier, under the duty of care any business must ensure that contractors are either:*

- *A registered carrier of controlled waste.*
- *Exempt from registration as a carrier of controlled waste.*
- *A Waste Disposal Authority in England and Wales*

*A registered carrier should be able to produce a current certificate of registration or a certified copy when asked. This certificate will show when their registration expires. A photocopy does not provide evidence of registration and staff must ask to see the original or a certified copy. Photocopies must be taken and passed to the Site Supervisors and Office Manager having been dated and annotated to confirm that the original has been seen. If a carrier claims to be exempt, proof must be obtained.*

## **WASTE CONTRACTORS**

*Any contract engaged by Portsmouth Demolition must conform to the requirements of the approved contractors' policy by providing:*

- *A copy of their public liability insurance*
- *A copy of their employers liability insurance*
- *A company environmental policy*
- *Any contractor dealing with wastes must also provide:*
- *Copies of any permits issued by the Environment Agency, for example a current Waste Carriers License. Photocopies are acceptable and must be checked on the Environment Agency public register.*
- *A Waste Transfer Note (WTN) for all waste transfers. This can be an annual WTN for wastes which will not change in type over the 12 month period.*
- *For transfers of hazardous waste a consignment note must be issued detailing the wastes to be transferred. The consignment note must detail the wastes using the European Waste Catalogue.*

## **REGISTRATION AS A CARRIER OF WASTE**

*In the course of its daily operations Portsmouth Demolition has to carry waste on the public highway. The company is therefore registered as an Upper Tier Carrier of Controlled Waste with the Environment Agency.*

*Registration Reference: CB/SN5871DB (This information can be found on the Environment Agency public register website. <http://www.environment-agency.gov.uk/>)*



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## Appendix 1

### SUMMARY OF RELEVANT LEGISLATION

*The Environment Act 1995 - the Environment Agency has been made responsible for issuing waste management licenses and other aspects of waste regulation.*

*The Environmental Protection Act 1990 - The majority of waste leaving the Portsmouth Demolition sites is controlled waste. This is described in section 74(4) of the EPA 1990 as the waste arising from household, commercial or industrial premises. Controlled waste includes waste from offices, food handling, shops and other domestic activities.*

*The Environmental Protection Act 1990, section 34 - Imposes a "Duty of Care" on producers and handlers of waste, "to take reasonable measures to prevent the unauthorised deposit, treatment or disposal of waste."*

*The Landfill Directive (last phase commenced 30th October 2007) - There is a requirement to pre-treat all non-hazardous waste. The legal definition of treatment requires a 3-point test. It must:*

- 1. Be a physical, thermal, chemical or biological process (including sorting)*
- 2. Must change the characteristics of the waste*
- 3. must do so in order to*
  - a. reduce its volume or*
  - b. reduce its hazardous nature or*
  - c. facilitate its handling or*
  - d. enhance its recovery*

*The Hazardous Waste Regulations 2005 - This legislation is relevant to those wastes that may be hazardous or toxic. They detail how hazardous waste should be kept, stored, treated and disposed of. In order to move this type of waste Portsmouth Demolition has registered all sites that produce more than 200kg of hazardous waste per annum with the Environment Agency. All hazardous waste movements are recorded using the consignment note system and these must be kept for a minimum of three years on file.*

*Fines for not adhering to this legislation can be up to £5,000 and/or 2 years in prison.*

*Safe Disposal of Clinical Waste 1992 - All clinical waste must be kept in lockable containers and collection, disposal and transfer must comply with current legislation.*

*Waste Electrical and Electronic Equipment (WEEE) Regulations 2005 - These regulations aim to ensure that waste electrical and electronic equipment is disposed in an appropriate environmentally suitable way at the end of its operational life. They aim to cover all electrical and electronic equipment used by consumers and professionals, which would more than likely end up in the waste stream. The key principle of this directive is producer responsibility for disposal.*

*Batteries and Accumulators Regulations (2009) - This legislation prohibits the incineration and landfill of batteries and accumulators and also sets targets for the recycling of these items (25% by 2012 & 45% by 2016) The UK currently produces 25,000 tonnes of batteries per year.*



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