Information for Schools/Units wishing to procure their own waste services

Pre-Approval of Waste Service Provider

Any organisation producing waste must manage its reuse / recycling and disposal in accordance with the principles outlined within section 34 of the Environmental Protection Act. This section and subsequent regulation imposes a Duty of Care on all those who import, produce, carry, keep, treat or dispose of waste. It is an offence to fail to comply with the Duty of Care.

These regulations establish a mandatory system of transfer and consignment notes dependent upon the type of waste. They also stipulates that waste carriers are registered or classed as exempt, and the facilities utilised for disposal or treatment are licensed by the regulator, in this instance the Scottish Environment Protection Agency (SEPA) or the Environment Agency (EA)

Universities and Colleges must therefore ensure all wastes are carried and treated by companies authorised to do so, or where an exemption is provided. It is the responsibility of the incumbent institution to ask for copies of these licenses / exemptions and check that they are valid for the activity in question and that they have not expired.

To do this follow the steps indicated below:

- Ask for copies of the contracted company’s Carrier’s Registration, Waste Management License (WML) or WML Exemption Certificates. Please note that some license information may be retained within the Pollution Prevention and Control (PPC) Permit, it may be necessary to request and check the relevant parts of this documentation also.

- Check the license/certificate is signed and has a valid date and is in the name of the company managing your activities. If the name of the company differs they may have asked for a transfer of details with the regulator – evidence of this should be sought.

- Check the license is valid for the waste management activity you are using them for, for example certain clinical waste should be incinerated.

- Be aware that the site to which your waste is initially transferred may not be its final destination as it is common for waste that requires specialist treatment to be bulked then transferred to the treatment/disposal facility (e.g. incinerator). Facilities where waste is stored must also be licensed or be covered by a Permit.

- Take a note of the license number and cross check this with the SEPA database. Please be aware that these databases are not always accurate and it may be necessary to check directly with the registry department within the regulator. Companies who have their head offices within England and Wales will be registered with the Environment Agency. Use the following links to check the regulator databases: http://www.sepa.org.uk/waste/waste_regulation/waste_carriers_and_brokers/who_is_registered.aspx or http://www2.environment-agency.gov.uk/epr/search.asp?type=register

It is important that you check this information carefully. Universities and Colleges should only use registered waste carriers and licensed disposal facilities to treat waste or those that are exempt. Remember to periodically review this information.