**Waste Disposal**

**Scope and Purpose of Procedure**

The purpose of this procedure is to ensure that waste is consigned for disposal in accordance with legal requirements. This procedure incorporates all controlled and special waste produced by WZ Packaging Limited

**Key Responsibilities**

It is the responsibility of the EHS department representative to ensure that:

* Waste is disposed of within an adequate time frame.
* Arrange for waste to be disposed of and/or recycled.
* Check and select waste contractors.
* Pre-notify the Environment Agency.
* Maintain waste records.

**Measures and Records Associated with this Procedure**

Refer to the text of the requirements

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**Procedure**

**1 Section Title**

The EHS Department and nominated representatives must be fully conversant with the consequences of the waste regulations to their business.

**2 Requirements**

2.1 Controlled Waste: Controlled waste is defined as any industrial or commercial waste produced by the site.

* All controlled waste transferred to a waste carrier should be accompanied by a properly completed Controlled Waste Transfer Note. In some cases (i.e. general waste in skips), an annual Transfer Note may be used for multiple consignments where waste characteristics and disposal routes do not change.
* All waste carriers or contractors should be checked to ensure that they are suitably licensed or registered and are competent to deal with the waste safely and without risk to the equipment. An up to date copy of all waste licenses should be held on site.

2.2 Hazardous Waste: is defined as any controlled waste with particular environmental or health and safety hazards.

* Before a Hazardous Waste consignment is removed from site, five copies of the Hazardous Waste Consignment Note must be completed. On each copy, the consignment details (Part A) and the description of the waste (Part B) must be entered together with the relevant consignment code.
* At the time of transfer, the waste carrier must complete Part C on each of the four remaining copies, and the Environmental Champion must ensure that Part D is completed on each of the four remaining copies. One copy is retained the remaining three copies are held by the carrier.
* If the Hazardous Waste forms part of a repeat consignment, a copy of the Consignment Note and Schedule provided by the carrier must be retained.

2.3 Records Keeping: A waste file must be maintained which includes, as appropriate, the following records:

* Copies of waste carriers registration documents for all waste carriers
* Copies of waste management licenses for all waste contractors
* Information on any checks that are made on carriers or contractors
* Copies of all Controlled Waste Transfer Notes
* Copies of all Hazardous Waste Consignment Notes.

2.4 The above information must be kept on site for a minimum of two years in the case of Controlled Waste and three years in the case of Hazardous Waste.

**3 Review Period**

This procedure must be reviewed regularly

**4 Related Documents**

See IMS document