

THE CAMBRIDGE *green* CHALLENGE

Interim Waste Management Plan

2017



Contents

1. Context.....	2
1.1. The rationale for a Waste Management Plan	2
1.2. Scope	2
1.3. Roles and responsibilities	3
1.4. Why is this an interim plan?.....	3
2. Targets and KPIs.....	3
3. Performance to date	4
4. Areas of focus	5
5. Action to date	6
5.1. Providing appropriate infrastructure and systems.....	6
5.2. Ensuring compliance with legal and other requirements	6
5.3. Communications and behaviour change	6
5.4. Collecting and reporting data and information	6
5.5. Providing training and support.....	7
7. Action plan.....	8
7.1 Providing appropriate infrastructure and systems.....	8
7.2 Ensuring compliance with legal and other requirements	9
7.3 Communications and behaviour change	9
7.4 Collecting and reporting data and information	10
7.5 Providing training and support.....	12
8. Monitoring and reporting on performance	13

1. Context

Resource and waste management is an important area of environmental sustainability within the University of Cambridge and has been identified as a key impact within the University's Environmental Sustainability Vision, Policy and Strategy.

The disposal of waste presents a significant cost to the University, while re-use and recycling of valuable resources present an opportunity to reduce procurement costs. Waste also presents an environmental risk, with impacts in terms of potential direct damage to the environment as well as indirect effects such as the release of greenhouse gas emissions from waste transport, disposal and treatment.

1.1. The rationale for a Waste Management Plan

The University of Cambridge's Environmental Sustainability Vision, Policy and Strategy contains an overarching aim on Waste Management, which is:

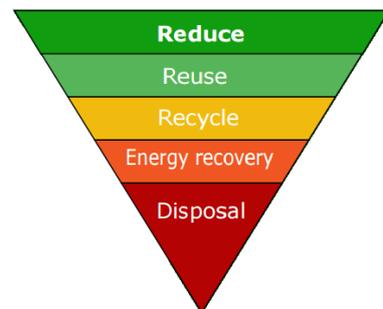
'To minimise and actively manage waste through elimination, reduction, reuse and recycling'.

In addition to aspirational motives for managing and reducing waste, it is important to note that the University has a legal responsibility to ensure that any waste removed from the University premises is stored, transported and disposed of without harming the environment. This is called our 'Duty of Care'. Specifically, it requires anyone dealing with our waste to ensure that:

- Waste is stored and transported appropriately and securely so it does not escape (whether through accidental means or theft).
- Waste is only transported by people or businesses that are authorised to do so.
- Appropriate documentation is completed and retained for all waste removed from the University estate (e.g. waste transfer notes are completed).

The University is also obliged to adhere to the principles of the 'waste hierarchy' in its treatment of waste. The "waste hierarchy" ranks waste management options according to what is best for the environment. This means that the University should, in order of priority:

1. Implement cost effective measures to prevent waste being produced in the first place (Reduction/Prevention),
2. Minimise waste (Re-use),
3. Recycle waste (Recycle),
4. Divert as much waste as possible from incineration or landfill (Recovery).



The specific pieces of waste legislation applying to the University of Cambridge are detailed in Appendix A.

1.2. Scope

The scope of this plan covers all waste streams including operational (e.g. office and lab) waste, building construction and refurbishment waste, and hazardous waste. The scope does not include Colleges which are independent from the University; however opportunities for inclusion and involvement of the Colleges will be considered and sought where practicable.

1.3. Roles and responsibilities

The University has a responsibility to manage waste in accordance with the aspirations of its Environmental Sustainability Vision, Policy and Strategy, and in accordance with all relevant legal requirements. In terms of how this translates to specific staff, this can be summarised as follows:

- The Environmental Sustainability Strategy Committee (ESSC) oversees the delivery of policies and plans supporting the Environmental Sustainability Vision, Policy and Strategy, including this Waste Management Plan.
- The Committee's terms of reference also include requiring Heads of Schools and Institutions to produce and implement environmental sustainability management plans that identify actions to improve performance and allocate appropriate resources. These could include waste management issues.
- The Head of Environment & Energy has overall responsibility for the implementation of policies and plans supporting the Environmental Sustainability Vision, Policy and Strategy, including this Waste Management Plan.
- The Environmental Manager has overall responsibility for coordinating the University's Environmental Management System, assisted by the two Environmental Coordinators.
- Responsibility for application of the practical delivery of this Plan lies with the Environmental Coordinator, working with other members of the Environment & Energy section, other University staff, students and suppliers as appropriate.
- The University's Facilities Management section oversees the delivery of waste and cleansing contracts for the majority of University buildings.
- All relevant staff at the University are responsible for ensuring that they fulfil their obligations under the University's legal 'Duty of Care' relating to waste.
- Responsibility for application of the principles and practical delivery of this Plan within the Schools and Units lies with the Head of School or Department.
- Guidance and advice with regards to all aspects listed above will be provided by the Environment and Energy Section as required.

1.4. Why is this an interim plan?

This interim plan covers the 12 month period up until the end of 2017. The reason for an interim plan is to allow for better monitoring of progress against the targets and KPIs set out below. By the end of 2017, the University will be in a much better position to evaluate the performance of the new operational waste contract, as well as to evidence departmental performance through bin weight data and audit results. At the end of the 12 month period a fresh look will be taken at how far we have progressed towards meeting the targets, and what more needs to be done. At this point, a longer-term plan for waste management will be considered.

2. Targets and KPIs

This interim plan seeks to better understand how the specific targets set out within the Environmental Sustainability Vision, Policy and Strategy can be met. These are:

- To send zero non-hazardous waste to landfill by 2020.
- To achieve continuous year-on-year reductions in waste arising per FTE staff and students.
- To recycle at least 95% of total waste produced at the University by 2016.

Progress will primarily be measured in terms of the KPIs under the Environmental Sustainability Vision Policy and Strategy, which are defined as:

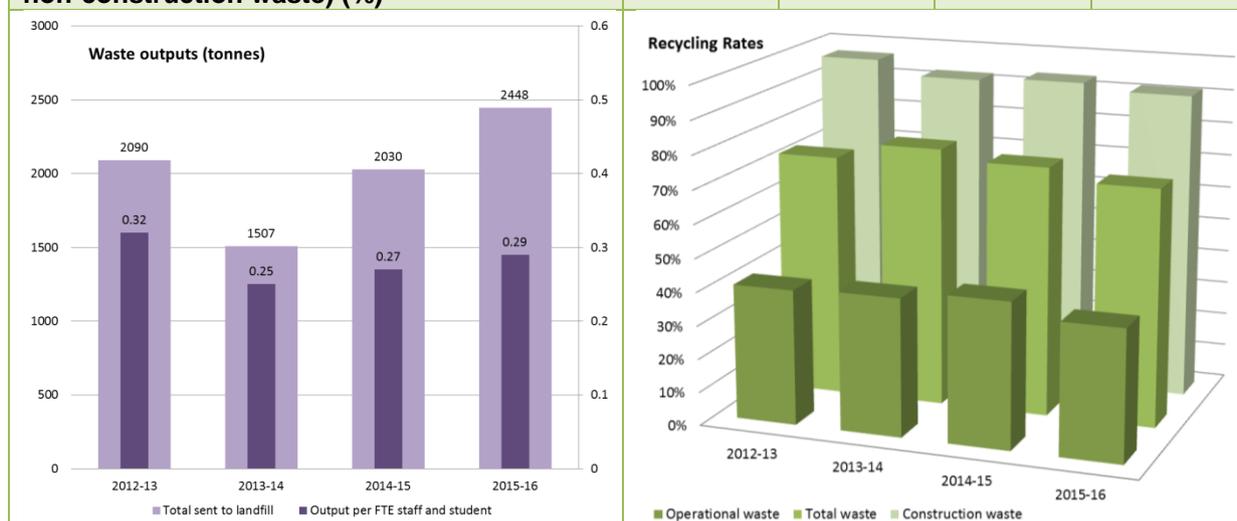
- Waste sent to landfill (tonnes).
- Waste mass generated per FTE staff and students (tonnes/FTE).
- Percentage of waste generated that is recycled or composted (construction and non-construction waste) (%).

As this plan seeks to gain additional insights into waste management performance, other KPIs will also be used, to track progress in specific areas of relevance to waste management. Where data is already available, these are displayed in section 3, below. Where data is not yet available, KPIs are proposed to be developed during implementation of the Plan. These are outlined in sections 7 and 8.

3. Performance to date

The tables and charts below provide an indication of performance to date against the aforementioned KPIs. This plan does not seek to provide an explanation of the trends, however commentary on performance to date is to be provided within the Annual Environmental Sustainability Report produced by the Environment & Energy section.

Key Performance Indicator	2012-13	2013-14	2014-15	2015-16
Waste sent to landfill (tonnes)	2090	1507	2030	2448
Waste mass generated per FTE staff and students (tonnes/FTE)	0.32	0.25	0.27	0.28
Percentage of waste generated that is recycled or composted (construction and non-construction waste) (%)	72.5%	77.5%	74.5%	70.0%



In addition, performance in a number of specific areas has been summarised, to provide a basis for ongoing comparison.

Key Performance Indicator	Performance in 2015/16
Percentage of construction waste generated that is recycled or composted (%)	92%
Percentage of non-construction waste generated that is recycled or composted (%)	39%
Number of items re-used via Warp-It	72 items

Number of departments receiving waste & recycling audits (including as part of wider Environmental Management System audits)	4
Number of departments adopting food waste collections.	12
Total weight of food waste disposed of by composting or anaerobic digestion per year.	215.8 tonnes
Food waste disposal as a proportion of total waste disposal (%).	6%
Number of staff engaged by waste and recycling-related events and other communications (measured through attendance at events and readership of articles)	314
Number of Green Impact 'waste and recycling' actions completed by participating teams	397
The proportion of recyclable waste being incorrectly placed into landfill or general waste bins	43% ¹

4. Areas of focus

This plan will focus on five key areas, which are:

Providing appropriate infrastructure and systems

This means providing the waste and recycling infrastructure and systems which make it easier for University staff, students and visitors to minimise the waste they produce and recycle it correctly.

Ensuring compliance with legal and other requirements

This means improving understanding of the University's current compliance with legal requirements and obligations, and best practice, addressing areas of poor performance, and checking progress on an ongoing basis.

Communications & behaviour change

This means ensuring that staff are aware firstly of the importance of waste management, and secondly that they are aware of their individual contribution to improving performance, for instance through awareness and adoption of correct recycling procedures. To quote one of the underpinning principles of the University's Environmental Policy Framework, the aim should be to create '*a culture where the University community is engaged, empowered and supported in improving their personal and collective environmental sustainability practices*'.

Collecting and reporting data and information

This means collecting data to understand performance on waste management, analysing this to determine areas where performance is poor or could be improved, and reporting this to staff and to wider audiences to encourage feedback and accountability.

Providing training and support

This means identifying where members of staff lack the knowledge or capacity to act on waste management issues, and providing training, guidance or support which will address this.

¹ Based on 'bin-busting' audit of nine department's external bins, carried out in December 2015

5. Action to date

The University of Cambridge has already taken action towards the aims of the Environmental Sustainability Vision, Policy and Strategy through a number of initiatives and activities. These include:

5.1. Providing appropriate infrastructure and systems

- Re-tendering the main operational waste contract with a 'zero waste to landfill' approach. The contract, introduced in July 2016 with an initial bedding-in phase, is diverting almost all non-hazardous general waste to an energy-from-waste facility, replacing the previous landfill waste stream. In addition, the contract includes the provision for the roll out of collections of food waste across the estate, which is being sent to an anaerobic digestion facility.
- Introduction in 2014 of 'Warp-It', an internal web portal for resource re-use. This allows staff to advertise to others across the University any items that are no longer required but which are still usable.
- The introduction of 'Vegware' compostable packaging, to reduce the amount of non-recyclable or contaminated waste from University Catering Service (UCS) outlets.
- Dedicated collections for hazardous waste, including electronic waste, fluorescent tubes and batteries are provided free of charge to University departments.
- The introduction of 'KeepCups' in UCS outlets, to encourage a reduction in the use and disposal of single-use cups.

5.2. Ensuring compliance with legal and other requirements

- A programme of waste audits has been trialled in several departments and sites, to identify and flag up potential legal issues relating to waste disposal.
- The University's Environmental Management System details a Compliance Register, which is updated regularly and any changes to waste legislation cascaded to relevant staff.
- A Sustainable Food Policy for the University has been adopted, which includes a number of objectives relating to waste.

5.3. Communications and behaviour change

- Encouragement of departments taking part in Green Impact to adopt waste and recycling best practices. Twenty-four actions within the Green Impact 'workbook' aim to encourage improvements in recycling practices, and these are reviewed and updated annually.
- Web and printed resources promoting good recycling practices (this includes waste & recycling awareness posters, bin labels, and an interactive online 'Waste A-Z').
- Holding numerous events to raise awareness of recycling and waste issues. For instance during 'Spotlight on Waste month' in August 2016, seven waste roadshow events were held across the estate, and staff were offered a tour of Mick George's (the University's waste contractor) waste processing facility. The University Catering Service also hold regular waste sorting challenges and 'Green Days'.

5.4. Collecting and reporting data and information

- The weighing of individual external bins was a condition of the University's new main waste contract, and will allow for monitoring of waste disposal on a site-by-site basis across the University.

- The running of a 'bin-busting' session in December 2015, where students carried out a physical audit of 11 departments' external bins to determine the composition of, and contamination rates within, operational waste.

5.5. Providing training and support

- The production of a 'waste and recycling guidance document', setting out a checklist and step-by-step improvements that can be made to improve recycling practices within a department. The guidance was developed by collating best practice from a range of departments, and has been publicised widely.

7. Action plan

This plan sets out actions which will be carried out as part of this Interim Waste Management Plan, as well as the KPIs proposed to measure progress against each action. All planned activities and scope of these activities are subject to feasibility and modification, subject to: legislation, best practice and guidance changes, facility and technology developments, and financial and demand fluctuations.

Action	Description	Timescale	Who	KPI
7.1 Providing appropriate infrastructure and systems				
Promote and communicate the new main waste contract, working with Facilities Management and Mick George (the contractor)	Communication to include: <ul style="list-style-type: none"> • Roadshow events • Greenlines and web articles • Articles in central communications channels (e.g. UAS bulletin/reporter) 	Mar 2017	Environmental Coordinator (EC), Facilities Management, Mick George	Number of staff & students engaged by waste and recycling-related events and other communications per year
Use and promotion of Warp-It	Continue monitoring the success of, and promoting, Warp-It Investigate expanding the Warp-It scheme to allow disposals of items to staff and/or to external organisations such as charities	Ongoing Mar 2017	EC	Number of items advertised on Warp-It Number of items re-used via Warp-It Weight of waste avoided (KG) via Warpit
Work with problem materials and establish disposal routes	Disposal routes and/or guidance on 3 problem materials (e.g. common lab waste) produced and added to 'Waste A-Z'. Solutions should focus on 'take back' and closed loop solutions	Dec 2017	EC	Number of materials for which disposal routes and guidance have been developed

Action	Description	Timescale	Who	KPI
7.2 Ensuring compliance with legal and other requirements				
Develop a departmental waste audit programme and plan	Building/site waste audits, providing guidance, targets and plans. Target to undertake site audits for 5 sites by deadline.	May 2017	EC	Number of building/site waste audits
Carry out Duty of Care (DoC) audits	Carry out at least one DoC audit of a waste contractor	July 2017	EC	Number of DoC audits carried out
Requirement for Site Waste Management Plans (SWMPs) to be developed for all capital projects	<ul style="list-style-type: none"> Sustainable Buildings Advisor (SBA) to monitor compliance/enforce this requirement Carry out investigation into what waste is going to landfill (i.e. what proportion is hazardous waste) 	Ongoing July 2017	SBA/EC	Number of capital projects incorporating SWMPs
7.3 Communications and behaviour change				
Carry out at least two waste & recycling events per year	Suggested activities include 'Spotlight on Waste' roadshow events and WEEE collection events	Annual	EC	Number of staff & students engaged by waste and recycling-related events and other communications per year
At least 3 new waste and recycling-related news articles or web pages per year	<p>This could include promotion of initiatives such as Warp-It, Vegware, KeepCups etc.</p> <p>Look at ways to incorporate content from waste and recycling guidance document into Environment & Energy website</p>	Ongoing	EC	

Action	Description	Timescale	Who	KPI
Proactively encourage composting in departments	Promote through Green Impact and Environment and Energy Coordinators (EEC) network. Provide details about collection infrastructure and available caddies	Ongoing	EC	Number of departments adopting composting collections Tonnes of food waste collected per year
Waste & recycling integrated within staff and student inductions	Ensure waste & recycling issues are included within online staff training Ensure waste & recycling is included within template student induction presentations	Mar 2017	EC	Number of staff & students engaged by waste and recycling-related events and other communications per year
Continue to embed waste awareness into Green Impact programme, and provide waste & recycling resources to EEC network.	Ensure waste & recycling criteria within Green Impact workbook are reviewed annually, and support is provided to teams in how to complete these. Ensure EECs are provided with regular guidance on waste & recycling	Ongoing	EC	Number of Green Impact 'waste and recycling' actions completed by departmental and lab teams per year
7.4 Collecting and reporting data and information				
Use bin weighing data to drive site-by-site improvements	Analyse Mick George collection weights data, and determine a way to benchmark building/site performance	Feb 2017	EC	Number of departments provided with waste & recycling performance statistics
Provide and share waste & recycling-related data	Consider sending out annual reports on waste disposal, publicising waste data on the E&E website, or sending departments and sites regular reports on their waste production	Feb 2017 onwards	EC	

Action	Description	Timescale	Who	KPI
Improve waste & recycling data coverage and quality	<p>Carry out at least two actions per year to improve data quality. These could include:</p> <ul style="list-style-type: none"> • Waste gap analyses • Improvements in data collection from new builds that come online • Mid-year reviews of data, for instance construction data • Consider how data can be better collected and interpreted from mixed-use sites • Building an evidence base on where the majority of waste comes from at the University • Drawing on lessons from research on the circular economy, particularly any that is taking place at the University 	Ongoing	EC	Number of actions per year carried out to improve data quality
Complete a research project.	Carry out one research project. This could take the format of a follow-up research project to the 'bin busting' audit carried out in December 2015	Dec 2017	EC/LLC	Number of waste & recycling research projects completed
Investigate the feasibility of a waste & recycling map for the University	A layer could be created on the University map (map.cam.ac.uk) displaying locations of recycling points.	July 2017	EC	Number of recycling points displayed on University map.

Action	Description	Timescale	Who	KPI
7.5 Providing training and support				
Carry out at least one training session per year relating to waste duty of care and other legal compliance issues	<p>Training could include:</p> <ul style="list-style-type: none"> • Training for building managers / facilities staff / cleaners (or cleaning contractors) on responsibilities relating to waste, in particular duty of care • Workshop/training/webinar/promotion of the recycling guide for EECs/Green Impact teams • Warp-It training for waste and procurement staff 	Ongoing	EC	<p>Number of waste & recycling training sessions</p> <p>Number of staff receiving training on waste & recycling issues</p>
Encourage consideration of waste minimisation through procurement	<p>Investigate ways of incorporating waste & recycling considerations within the University's procurement guidance</p> <p>Investigate whether a tendering exercise or direct negotiation with suppliers could be used to obtain preferred suppliers/models of bins to offer internally</p>	<p>Aug 2017</p> <p>Mar 2017</p>	EC	Waste produced per FTE staff and student

8. Monitoring and reporting on performance

This Interim Waste Management Plan sets out a range of actions to be taken on waste & recycling, each of which will be tracked via the KPIs set out below. At the end of the Plan period, the Environment and Energy Section will report progress back to the Environmental Sustainability Strategy Committee, in order to inform a decision on what action is required to meet the targets in the Environmental Sustainability Vision, Policy and Strategy.

#	Key Performance Indicator	Current ² performance
1	Waste sent to landfill (tonnes)	2448
2	Waste mass generated per FTE staff and students (tonnes/FTE)	0.283
3	Percentage of waste generated that is recycled or composted (construction & non-construction waste) (%)	70%
4	Percentage of construction waste generated that is recycled or composted (%)	92%
5	Percentage of non-construction waste generated that is recycled or composted (%)	39%
6	Number of items re-used via Warp-It	72
7	Number of departments receiving waste & recycling audits annually	4
8	Number of departments adopting food waste collections	12 ³
9	Total weight of food waste disposed of by composting or anaerobic digestion per year (tonnes)	153 ⁴
11	Number of staff & students engaged by waste and recycling-related events and other communications per year	314
12	Number of Green Impact 'waste and recycling' actions completed by departmental and lab teams per year	397
13	The proportion of recyclable waste being incorrectly placed into landfill or general waste bins	43% ⁵
14	Number of waste & recycling training sessions	0
15	Number of staff receiving training on waste & recycling issues	0
16	Number of waste & recycling research projects completed	1 ⁵
17	Number of departments provided with waste & recycling performance statistics	0
18	Number of actions per year carried out to improve data quality	0
19	Number of recycling points displayed on University map.	0
20	Number of waste & recycling events held	6
21	Number of departments adopting composting collections	12
22	Tonnes of food waste collected per year	153
23	Number of building/site waste audits	0

² 2015/16 unless specified

³ In September 2016 (14% of a total of 86 departments which receive mixed recycling collections)

⁴ Equivalent to 0.05% of operational waste

⁵ In December 2015

24	Number of DoC audits carried out	0
25	Number of capital projects incorporating SWMPs	Unknown
26	Number of materials for which disposal routes and guidance have been developed	69 ⁶
27	Number of items advertised on Warp-It	43 (comprising 493 items)
28	Number of items re-used via Warp-It	18 (comprising 58 items)

⁶ Based on number of items at www.environment.admin.cam.ac.uk/recyclingA-Z

Appendix A – Waste legislation

<p>Environmental Protection Act 1990 Chapter 43</p>	<p>The Act defines waste and places a 'Duty of Care' on anyone who imports, produces, carries, keeps, treats or disposes of controlled waste. Controlled waste includes household, industrial or commercial waste. The 'duty of care' places responsibility on producers of waste to store, transport and dispose of waste legally and in a way that doesn't harm the environment. The Act requires that measures are taken to:</p> <ul style="list-style-type: none"> - prevent another person illegally treating, keeping or disposing of waste on the University's land, - prevent the escape of waste, - ensure the transfer of waste only occurs to an authorised person.
<p>Environmental Permitting (England and Wales) Regulations SI 2010/675</p>	<p>The Regulations aim to create a standardised environmental permitting system to protect human health and the environment. The permits aim to reduce and simplify the administration of industrial facilities, waste management operations, water discharge consenting, groundwater authorisations and radioactive substance authorisations. The Regulations introduce the regime of waste exemptions.</p> <p>Requirements for waste activities: An environmental permits are required to operate the following waste activities, except where the activity is exempt:</p> <ul style="list-style-type: none"> - Keeping/transfer of waste - Biological treatment of waste - Metal recovery/scrap metal - Materials recovery/recycling - Recovery or use of waste on land - Treatment to produce aggregate or construction materials - Incineration. <p>Requirements for radioactive substances: An environmental permit will be required if an institution uses quantities of radioactive materials or accumulated radioactive waste above the quantities listed in the regulations. Schedule 23, Section 9, table 4 of the regulations lists the maximum quantities of radioactive material or accumulated radioactive waste required before an environmental permit is required. Organisations that use or store quantities below the thresholds will not need an Environmental Permit, however organisations will need to register an exemption with the Environment Agency.</p>
<p>Finance Act 2014</p>	<p>The Finance Act 2014 applied a landfill tax of £80/ tonne, which will rise in line with inflation going forwards, applying to waste ending up in landfill.</p>
<p>List of Wastes (England) Regulations SI 2005/895</p>	<p>Schedule 1 of the Regulations sets out the list of waste from the European Waste Catalogue which classifies and codes waste into different categories. Relevant EWC codes linked to each waste type should be included on waste transfer notes as stated in the Waste (England and Wales) Regulations and Hazardous Waste (England and Wales) Regulations.</p>
<p>Hazardous Waste (England and Wales) Regulations SI 2005/894 - Only part 11 apply to Wales.</p>	<p>The Regulations set out the rules for assessing whether a waste is hazardous or not; i.e. whether it is considered to be harmful to human health or the environment. Hazardous wastes may have explosive, flammable, toxic, corrosive, carcinogenic or ecotoxic properties. The regulations also set requirements for controlling and tracking the movement of hazardous waste. Organisations must notify the Environment Agency (EA) of its premises that produce more than 500kg of hazardous waste in a 12 month period. If the premises produces less than 500kg of hazardous waste in a 12 month period then they are exempt and do not need to notify the EA. In addition, a consignment note must be completed and kept for 3 years where hazardous waste is removed from any premises. Consignment notes are divided into 5 parts. Part A should be completed by your organisation and must include the following:</p> <ul style="list-style-type: none"> - a consignment note code; - the address of the place where the waste is being removed from; - a premises code or EXE for exempt premises; - the address of where the waste is being taken to; <p>Part 'B' should be completed by your organisation and must include:</p> <ul style="list-style-type: none"> - the process giving rise to the waste; - the SIC code for the process; - a description of the waste; - the relevant EWC code; - the quantity; - the chemical/biological component; - the physical form (e.g. liquid / gas) - the hazardous code - container type, number and size <p>Part C should be completed by the waste carrier and must include:</p> <ul style="list-style-type: none"> - Carriers name, registration number/exemption & vehicle registration. <p>Part D should be completed by your organisation and must include:</p> <ul style="list-style-type: none"> - Consignor/organisation name and signature; - Declaration to apply the waste hierarch. <p>Part E should be completed and signed by the consignee and must include:</p> <ul style="list-style-type: none"> - Name and address of site accepting the waste; - Environmental permit or exemption reference number. <p>Please note: as of the 1st April 2016 hazardous waste producers no longer need to notify their premises with the Environment Agency; and a change in the unique consignment note code which appears on every consignment note.</p>

<p>Waste Batteries and Accumulators Regulations SI 2009/890</p>	<p>These Regulations establish a set of rules for the collection, treatment, recycling and disposal of waste batteries and accumulators. Batteries must be collected separately and cannot be disposed of in landfill or incinerated. Suppliers of portable batteries should provide a take back scheme free of charge (unless they sell less than 32kg per year). Suppliers of industrial batteries (e.g. to power forklifts, back up power suppliers) should provide a take back scheme free of charge. Provision is made for the return of batteries to a different supplier where the battery chemistry is the same, or a suitable producer cannot be located.</p>
<p>Waste (England and Wales) Regulations SI 2011/988 (note: Amendment to Regulations in 2014 (SI 656).</p>	<p>The regulations make it an offence not to apply the waste hierarchy duty, collection of waste duty or collected waste duty. Part 5 requires businesses produce, collect, transport, recover or dispose of waste to apply the waste hierarchy. Part 8 requires waste brokers and/or dealers to register with the Environment Agency (EA). It also requires carriers of controlled waste to register with the EA unless they are a specified person under the regulations. Part 9 requires anyone importing, producing, carrying, storing, treating or disposing of controlled waste to take measures to ensure that waste is only transferred to an authorised person and that all waste transfers are accompanied by a waste transfer note. Waste transfer notes must:</p> <ul style="list-style-type: none"> - identify the waste to which it relates by reference to the appropriate EWC codes; - describe the waste; - state the quantity of waste; - state whether it is loose or what type of container it is stored in; - state the time and place of transfer, - state the SIC code of the transferor; - state the waste carriers licence number, environmental permit holders number or exemption number - confirm that the transferor has carried out the waste hierarchy duty. <p>Note: Amendment to regulations came into force on 6 April 2014 applying to England and Wales. They amend the Waste (England and Wales) Regulations SI 2011/988 in order to clarify that the transfer of controlled waste can be recorded on alternative documentation, such as invoices, instead of waste transfer notes. Regulation 6 amends regulation 35 by replacing the references in that regulation to "a transfer note" with references to "written information". All previously required information is still required to be present.</p> <p>In Jan 2015, the regulations require that collections authorities collect paper, plastics, metal and glass separately where doing so is:</p> <ol style="list-style-type: none"> 1) "necessary to ensure that waste undergoes recovery operations and to facilitate or improve recovery" (Necessity Test); and 2) "technically, environmentally and economically practicable"(TEEP Test).
<p>Waste Electrical and Electronic Equipment Regulations SI 2013/3113</p>	<p>The Regulations replace the Waste Electrical and Electronic Equipment Regulations SI 2006/3289. They aim to:</p> <ul style="list-style-type: none"> - minimise the disposal of WEEE as unsorted municipal waste by creating a network of designated collection facilities; - ensure that all WEEE from private households that is collected at those facilities is sent for treatment, recovery or recycling to an approved authorised treatment facility; - achieve the recovery targets in Directive 2012/19/EU; - provide that those who produce EEE are registered with the Member State authorities and are responsible for financing the costs of managing WEEE arising from electrical and electronic equipment (EEE) in each compliance period. <p>The regulation place obligations on producers, distributor and users of EEE:</p> <p>The categories of EEE and indicative list of types of EEE which fall under these categories, between the period Jan 2014 to December 2018, are covered by the regulations is detailed in Part 2.</p> <p>Part 3 places obligations on EEE producers to finance the cost of collection, treatment, recovery and environmental sound disposal of EEE from private households and requires certain producers, in the UK, to join a producer compliance scheme.</p> <p>Part 4 & 5 cover the requirements for compliance scheme's and distributor obligations.</p> <p>Part 6 covers miscellaneous including the requirement that anyone who collects or transports WEEE in connection with any obligation to optimise reuse and recycling of that equipment or its components;</p> <p>Part 8 sets the procedure for applying for approval as an authorised treatment facility or an exporter.</p>