

# Quick start checklist for retail and wholesale staff

Use this checklist for retail and wholesale staff to see if your business is complying with environmental regulations and good practice guidelines.

## Energy efficiency

- Switch off equipment when it is not in use, e.g. computer monitors, printers.
- Do not leave equipment on overnight, e.g. computers, lights, air-conditioning.
- Use fluorescent tubes or energy efficient light bulbs. They last much longer than ordinary bulbs and use less energy.

### [Energy use and efficiency](#)

## Storing waste

- Store different waste types separately, e.g. plastics, cardboard, glass, cans, food waste.
- Store waste securely and protect it from vandalism, wind and rain.
- Cover or place a net over any loose waste.
- Check waste containers for leaks, holes or other damage.
- Keep liquid wastes in a container inside an impermeable bund (to contain liquids if they spill).
- Store hazardous/special waste separately from non-hazardous waste.  
Hazardous/special waste include fluorescent tubes, some electrical equipment, empty oil containers.

### [Waste storage and transport](#)

## Moving waste

- Check containers used to move waste for leaks. This includes tankers, skips and drums etc.
- Check that anyone who takes waste away from your site is authorised to do so. Ask to see their waste carriers certificate.
- Complete waste transfer notes every time someone takes waste away from your site, or use a season ticket for multiple transfers.
- If you take your waste to a disposal site, check that they have a permit.
- Complete a waste transfer note if you take your waste to a disposal site.

- Complete consignment notes whenever you move hazardous/special waste, or anyone takes hazardous/special waste away from your site.

### [Waste storage and transport](#)

## **Food waste**

- Dispose of catering waste, e.g. leftover food, out-of-date produce and spoiled food goods, at a licensed landfill, approved biogas or composting plant or approved incinerators and rendering plant.
- Store catering waste separately from your other waste.
- Do not pour used cooking oil down the drain. Collect it so that it can be taken away by an authorised waste carrier.

## **Site drainage and discharges to water**

- Make sure that only clean water, such as roof drainage and uncontaminated surface run-off, drains to surface water drains.
- Make sure that contaminated water, such as sewage and trade effluent, drains to foul drains.
- Report blocked drains to your site manager so that they can be unblocked quickly.
- Treat liquid contaminated with hazardous substances, such as oils or chemicals, as hazardous/special waste.
- Check that cleaners and contractors know how to dispose of wastewater properly.
- If you wash vehicles, or contract somebody else to wash vehicles, on your site make sure cleaning only takes place in designated areas which do not drain to surface water drains.

### [Discharges to water and sewer](#)

### [Vehicle cleaning](#)

## **Preventing pollution**

- Make sure you know what to do if there is a spill of any waste, chemicals, oil or fuel on your site.
- Make sure you know where spill kits are kept, and how to use them if there is a spill.
- Store hazardous liquids and substances that are potentially harmful to the environment securely within a bund, e.g. oils, cleaning chemicals, milk, and label them clearly.

- Allocate, mark and isolate your loading and unloading areas from the surface water drainage system. Consider using catch pits, sumps with isolating valves, raised kerbs or drain covers to protect surface water drains.
- Supervise all deliveries.
- Label all storage areas and tanks correctly and clearly.
- Locate storage areas away from watercourses and surface water drains.
- Make sure storage areas and tanks are secure and protected from vandalism.

### [Pollution incidents](#)

## **Water use and efficiency**

- Ensure leaking pipes and dripping taps are repaired promptly.
- Do not use more water than you need, e.g. when cleaning vehicles.
- Reuse water wherever possible.

### [Water use and efficiency](#)

## **Further information**

Find guidance on your other office environmental impacts on the NetRegs website.

### [NetRegs: Retail and wholesale](#)

Keep up to date with any changes in the laws that affect you by signing up to receive the [NetRegs update](#) (Scotland and Northern Ireland)