

Waste checklist for food and drink businesses

Use this checklist to see if you are complying with waste regulations in Scotland.

Storing waste

- Store waste securely and protect it from vandalism.
- Cover or place a net over any loose waste.
- Store different waste types separately.
- Check your waste containers for leaks, holes or other damage.
- Keep all liquid wastes in a container inside an impermeable bund (or other appropriate secondary containment system).
- Check that your staff know how to dispose of each type of waste produced on your site.

[NetRegs: Waste storage and transport \[www.netregs.org.uk/library_of_topics/waste/storage_handling_transport.aspx\]](http://www.netregs.org.uk/library_of_topics/waste/storage_handling_transport.aspx)

Preventing pollution

- Check that your staff know what to do if there is a spill of any waste on your site.
- Label all your surface water drains, so that you will know where any spill will end up.
- Keep a map of all the surface water drains on your site.

[NetRegs: Preventing water pollution \[www.netregs.org.uk/library_of_topics/water/preventing_water_pollution.aspx\]](http://www.netregs.org.uk/library_of_topics/water/preventing_water_pollution.aspx)

Hazardous waste

- Check whether you produce special waste on your site. Most sites will produce special waste – did you know that empty oil containers and fluorescent light tubes are classes as special waste?
- Store special waste separately from non-special waste.
- Check that you don't store too much special waste on your site.
The limits are:
 - liquid waste – 23,000 litres
 - solid waste in a secure container – 80 cubic metres
 - solid waste in a secure place – 50 cubic metres

[NetRegs: Hazardous/special waste](http://www.netregs.org.uk/library_of_topics/waste/waste_materials/hazardous_special_waste.aspx)

[\[www.netregs.org.uk/library_of_topics/waste/waste_materials/hazardous_special_waste.aspx\]](http://www.netregs.org.uk/library_of_topics/waste/waste_materials/hazardous_special_waste.aspx)

Waste exemptions

- Check whether you need to register any exemptions with SEPA. You need an exemption for some low risk waste activities e.g. composting, compacting waste or storing certain types of waste.
- Register your exemptions with SEPA.
- Make sure that you know the limitations of your exemptions, and that you meet them.
- Re-notify SEPA and pay your renewal fee annually for any complex exemptions.
- Keep records of all the exemptions you hold and the conditions of the exemptions.

[NetRegs: Waste exemptions \[www.netregs.org.uk/library_of_topics/permits_licences/waste_exemptions.aspx\]](http://www.netregs.org.uk/library_of_topics/permits_licences/waste_exemptions.aspx)

Moving waste

- Check containers that you use 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 else takes waste away from your site.
- Check that your waste ends up where your waste carrier says it does. You should check periodically that your waste is being disposed of correctly – remember it is your responsibility (your duty of care) to make sure your waste isn't fly-tipped.
- If you take your own waste to a disposal site, check that they have a permit.
- Complete a waste transfer note if you take your own waste to a disposal site.
- Keep waste transfer notes for at least two years.
- Pre-notify SEPA before you move any special waste in Scotland, or import special waste into Scotland.
- Complete consignment notes whenever anyone else takes special waste away from your site.
- Keep consignment notes and consignee returns (for special waste) for at least three years.

[NetRegs: Waste storage and transport \[www.netregs.org.uk/library_of_topics/waste/storage_handling_transport.aspx\]](http://www.netregs.org.uk/library_of_topics/waste/storage_handling_transport.aspx)

Food and catering waste

- Keep different categories of animal by-products separate and clearly labelled to avoid contamination.
- Complete commercial documents and make sure they accompany all movements of animal by-products.
- Keep all commercial documents for at least two years.
- Make sure your animal by-products are disposed of at an approved plant.

[NetRegs: Canteen waste \[www.netregs.org.uk/library_of_topics/waste/waste_materials/canteen_waste.aspx\]](http://www.netregs.org.uk/library_of_topics/waste/waste_materials/canteen_waste.aspx)

Further information

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

[NetRegs: Food and drink processing \[www.netregs.org.uk/business_sectors/food_drink_processing.aspx\]](http://www.netregs.org.uk/business_sectors/food_drink_processing.aspx)

Use our water checklist to see if you are complying with water regulations and best practice guidelines.

[NetRegs: Checklists for food and drink businesses \[www.netregs.org.uk/business_sectors/food_drink_processing.aspx\]](http://www.netregs.org.uk/business_sectors/food_drink_processing.aspx)

Keep up to date with any changes in the laws that affect you by signing up for NetRegs free email updates.

[NetRegs: Environmental legislation updates \[www.netregs.org.uk/about_netregs/business_environmental_updates.aspx\]](http://www.netregs.org.uk/about_netregs/business_environmental_updates.aspx)