

WASTE DISPOSAL POLICY

A FU⁺UREPLUS GUIDE

WHAT IS A WASTE DISPOSAL POLICY?

A Waste Disposal Policy should provide information on **how you dispose** of any waste streams produced as a result of your business operations. This is particularly important if your business is involved in **manufacturing** or **production**, but is a vital policy for any business to have in place in order to demonstrate commitment to reducing its environmental footprint.

If applicable, you should also outline how your business disposes of any **hazardous** or **toxic waste**.

The aim of the policy should be to demonstrate the responsible management practices you have in place for dealing with waste throughout their life cycle, in order to avoid adverse impacts on human health, the climate and the environment.

YOUR POLICY



Identifying waste streams

Companies in different sectors will have huge variations in their waste streams and therefore very different requirements for waste disposal. Most office-based service companies will be producing minimal waste, but there are often still reductions that can be made.

Start by identifying your waste streams, ensuring bins are labelled, and waste is being correctly separated for recycling.

Your policy should set out what **reduction**, **reuse**, and **recycling** options are available for your business and the responsibilities your employees have for separating and recycling waste.

Making reductions

Weighing your waste is a great way to properly understand how much waste your organisation is producing each month. For more information on how to record waste data, please ask the FuturePlus team.

Your policy should set out how you measure and aim to reduce your waste streams, including any reduction targets you have set.

Remember that the disposal and treatment of any waste generated by your business makes up part of your business' **scope 3 emissions**.

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Including Hazardous Waste in your policy

If applicable, your waste disposal policy must also provide information on how you **dispose of any hazardous or toxic waste** from your business activities, including from laboratories and workshops.

What are the legal requirements on hazardous waste?

Under UK legislation, you must make sure that hazardous waste **produced** or **handled** by your business causes **no environmental or human harm or damage**.

You must also meet extra requirements depending on whether you are:

- A waste producer or holder (you produce or store waste)
- A waste carrier (you collect or transport waste)
- A waste consignee (you receive waste, such as for recycling or disposal)

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What is considered 'hazardous waste'?

The UK Government has a waste checker you can access [here](#).

Waste is generally considered hazardous if it has the potential to be harmful to humans or the environment.

Examples include, but are not limited to: asbestos, chemicals (such as brake fluid, or print toner), batteries, solvents, pesticides, non-edible oils (such a car oil), equipment containing ozone depleting substance (such as fridges), hazardous waste containers, or e-waste (such as mobile phones, computers, and electrical appliances).

Relevant UK Legislation for Hazardous Waste:

[The Environmental Protection Act 1990](#)

[The Waste \(England and Wales\) Regulations 2011](#)

[The Hazardous Waste Regulations 2005](#)

[List of Wastes \(England\) Regulations 2005](#)

[The Waste Electrical and Electronic Equipment Regulations \(WEEE\) 2013](#)

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The growing problem of e-waste

E-waste (electronic waste) includes anything with a plug, cord, or electronic components.

According to the Environment Agency, waste electrical and electronic equipment (WEEE) is the fastest growing waste stream in the UK

Broken or outdated electronic equipment that ends up in landfill can leach toxic substances such as lead and mercury into the soil and water table, so it's vital that your organisation's waste policy covers disposal and recycling of items such as mobile phones, laptops, screens and air conditioning units.

Waste Electrical and Electronic Equipment (WEEE) Regulations 2013

UK [WEEE Regulations](#) place an extended responsibility on producers and distributors of electrical and electronic equipment, requiring them to finance the collection, treatment and recovery of e-waste.

If you you like more information about your potential obligations under the WEEE Regulations, please ask the team.

WHAT SHOULD THE POLICY COVER?

POLICY STATEMENT



Provide a clear outline of your business' intentions to responsibly manage its waste streams, including chemicals, hazardous waste, and e-waste, being sure to outline why the reduction of waste is important.

RESPONSIBILITIES



Outline who is responsible for the management of waste within the organisation, and the expectations for staff in terms of separating, weighing (if applicable) and reducing waste.

RECORDING WASTE DATA



Outline how staff should record any waste data they are collecting and explain the reasons for collecting it.

FOR COMPANIES PRODUCING HAZARDOUS WASTE



- Outline the responsibilities for health and safety management in your workplace and how the disposal of hazardous waste will be recorded.
- Ensure that staff who directly deal with the disposal of hazardous waste are adequately trained and equipped.
- Make sure your policy complies with all the relevant legislation on hazardous waste management.

OTHER THINGS TO CONSIDER

1

Don't forget **food waste**. It makes up a significant part of our waste streams, particularly in countries like the UK, and is responsible for around 6% of total global emissions.

2

Communicate your policy to your staff and suppliers. This will ensure relevant members of your workforce are aware of the health and safety requirements they must undertake.

3

Consider **Circular Economy** principles when writing your waste policy. Are there any waste streams produced by your business that could be reused or repurposed?

NEED MORE HELP?

We can supply a structured template for a Waste Management policy. We also offer consultancy services if you would like more comprehensive support, for example with implementing a strategy to minimise the production of hazardous waste.

Please let us know if you would like more information – we would be happy to provide a quote for any additional services you may need:
team@future-plus.co.uk

