




Quick start environmental checklist for paper and cardboard businesses

Use this checklist to see if your paper and cardboard business is complying with environmental legislation.


Meet your climate change and energy use requirements

- Check whether any climate change initiatives apply to your business, such as European Union Emissions Trading System, CRC Energy Efficiency Scheme, climate change agreements.
- Check whether any legal requirements apply to your generator, furnace or boiler.
- You should monitor and record your energy use. You can save money and reduce your environmental impact by taking steps to reduce your energy use.
-  [NetRegs: Climate change and emissions trading](http://www.netregs.gov.uk/paper-climate-change) [www.netregs.gov.uk/paper-climate-change]
-  [NetRegs: Energy and steam generation](http://www.netregs.gov.uk/paper-energy-generation) [www.netregs.gov.uk/paper-energy-generation]


Manage your hazardous substances correctly

- Check whether you need a permit for solvents emissions. You will need a permit if you use:
 - o more than 5 tonnes per year of a solvent-based product for coating paper
 - o more than 5 tonnes per year of a solvent-based adhesive.
- If you use chemicals make sure you comply with REACH (Registration, Evaluation, Authorisation and restriction of Chemicals) Regulation.
- Store hazardous substances, such as oils and chemicals, securely to avoid pollution. Make sure they are labelled clearly.
- If you use any hazardous substances consider using alternative less hazardous materials and practices.
-  [NetRegs: Solvent emissions](http://www.netregs.gov.uk/paper-solvent-emissions) [www.netregs.gov.uk/paper-solvent-emissions]
-  [NetRegs: Oil and chemical storage](http://www.netregs.gov.uk/paper-oil) [www.netregs.gov.uk/paper-oil]
-  [NetRegs: Raw materials](http://www.netregs.gov.uk/paper-materials) [www.netregs.gov.uk/paper-materials]
-  [NetRegs: Using chemicals \(REACH\)](http://www.netregs.gov.uk/paper-reach) [www.netregs.gov.uk/paper-reach]


Comply with your duty of care when storing and moving waste

- Store waste securely and protect it from vandalism.
- Store different waste types separately.
- Check that your staff know how to dispose of each type of waste produced on your site.
- Check that anyone who takes waste away from your site is authorised to do so. Ask to see their waste carriers certificate.
- 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.
- Ensure that every time someone else takes waste away from your site it is covered by a waste transfer note. Keep waste transfer notes for at least two years.
- Ensure that every time someone else takes hazardous/special waste away from your site it is covered by a consignment note. Keep consignment notes and return to producer forms for at least three years.
-  [NetRegs: Waste storage and transport](http://www.netregs.gov.uk/paper-waste-storage) [www.netregs.gov.uk/paper-waste-storage]

Handle your hazardous/special waste correctly

- Check if you produce hazardous/special waste. Most sites will produce hazardous waste – eg empty oil containers and fluorescent light tubes.
 - Store hazardous waste separately from non-hazardous waste.
 - In **England** and **Wales**, you must register with the Environment Agency as a hazardous waste producer if you produce 500kg or more of hazardous waste in a 12 month period.
 - In **Northern Ireland** and **Scotland**, you must pre-notify your environmental regulator at least three working days before moving any hazardous/special waste.
-  [NetRegs: Hazardous/special waste \[www.netregs.gov.uk/paper-hazardous-waste\]](http://www.netregs.gov.uk/paper-hazardous-waste)


Manage your wastewater treatment

- If you have an effluent treatment plant, manage it carefully to comply with the conditions of your authorisation. Make someone responsible for operating, inspecting and maintaining it.
 - Deal with all sludges and screenings as waste. You may need to deal with some sludges and screenings as hazardous/special waste.
-  [NetRegs: Water and wastewater treatment \[www.netregs.gov.uk/paper-waste-water\]](http://www.netregs.gov.uk/paper-waste-water)

Control your discharges to water and sewer

- Get authorisation from your environmental regulator before you discharge anything other than uncontaminated water to surface waters or groundwater.
 - Get permission from your water and sewerage company or authority to discharge to the foul sewer, ie a trade effluent consent or trade effluent agreement.
 - Know where all of your effluents go, no matter how small the volume, eg compressor and boiler blowdown, cooling water, steam condensates.
 - Treat liquid that is contaminated with hazardous substances, such as oils or chemicals, as hazardous/special waste.
 - You should colour code your drains and manhole covers: blue for surface water drains and red for foul water drains.
-  [NetRegs: Discharges to water and sewer \[www.netregs.gov.uk/paper-discharges\]](http://www.netregs.gov.uk/paper-discharges)

Monitor your water use

- Check whether you need an abstraction or impoundment licence from your environmental regulator. If you have a licence, make sure you meet all of its conditions.
 - You should recycle and reuse water within your processes wherever possible.
 - You should monitor and record your water use. You can save money and reduce your environmental impact by taking steps to reduce your water use.
-  [NetRegs: Water use and abstraction \[www.netregs.gov.uk/paper-water-use\]](http://www.netregs.gov.uk/paper-water-use)

Further information

Find guidance on your other paper and cardboard environmental impacts on the NetRegs website.

 [NetRegs: Paper and cardboard \[www.netregs.gov.uk/paper\]](http://www.netregs.gov.uk/paper)

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

 [NetRegs: Sign up for environmental legislation updates \[www.netregs.gov.uk/updates\]](http://www.netregs.gov.uk/updates)