

Environmental legislation quick start checklist for offices

Use our checklist to see if your office is complying with environmental legislation.

Comply with your duty of care when moving and pre-treating waste

- Designate different storage areas for each waste type, eg plastics, cardboard, glass, cans, food waste.
- Check that the containers you use for moving your waste are in good condition and waste can't escape.
- Check that anyone who takes any waste away from your office is authorised to do so. Ask to see their waste carriers certificate – remember to recheck these details regularly as registrations can expire or be revoked.
- Complete waste transfer notes every time someone takes waste away from your office.
- You should 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 check if you think your waste may be being fly-tipped.
- If you take your own office waste to a disposal site, check that they have a permit or exemption.
- Complete a waste transfer note if you take your waste to a disposal site. In the future your business maybe required to register to transport its own waste.
- Keep waste transfer notes for two years.
- Complete consignment notes for all hazardous/special waste that leaves your office.
- Keep consignment notes and return to producer forms (for hazardous/special waste) for three years.
- Pre-treat your waste before it goes to landfill. If you use a waste contractor, check that they are pre-treating your waste before it is landfilled.
- Keep records to prove that your waste has been pre-treated.

 [NetRegs: Your waste responsibilities \[www.netregs.gov.uk/offices-waste-responsibilities\]](http://www.netregs.gov.uk/offices-waste-responsibilities)

Use our Waste Directory to find waste disposal or recycling sites and contractors near you.

 [NetRegs Waste Directory \[www.netregs.gov.uk/wastedirectory\]](http://www.netregs.gov.uk/wastedirectory)

Comply with waste electrical and electronic equipment regulations

- Check which office equipment is covered by the Waste Electrical and Electronic Equipment (WEEE) Regulations, eg computers, printers and mobile phones. You may also have kitchen equipment such as microwaves, fridges or vending machines.
- Check whether any of your office WEEE is classed as hazardous/special waste. You will need to complete consignment notes when disposing of these items.
- Check that you have the producer registration number for your EEE. Use this to contact the producer for details of their compliance scheme and take-back system when you need to dispose of these products.

In some cases disposal of your office WEEE will be free.

- Store your WEEE separately from your general (non-hazardous) office waste.
- Keep records to prove that your WEEE has been treated and disposed of in an environmentally sound way.
- Make sure you comply with your duty of care for your WEEE.

 [NetRegs: Your electrical and electronic equipment \[www.netregs.gov.uk/business-eee\]](http://www.netregs.gov.uk/business-eee)

Handle hazardous/special waste correctly

- Check how much hazardous/special waste you produce at your office. Hazardous/special waste includes fluorescent light tubes, energy saving bulbs, toner and ink cartridges from printers and photocopiers and old computer monitors.
- If your business is in **England or Wales**, register with the Environment Agency as a hazardous waste producer if you produce 500kg or more of hazardous waste in a year.
- If your business is in **Northern Ireland or Scotland**, pre-notify your environmental regulator three days before moving your hazardous/special waste.
- Store hazardous/special waste separately from your general (non-hazardous) waste.
- Make sure you comply with your duty of care for your hazardous/special waste.

 [NetRegs: Hazardous/special waste \[www.netregs.gov.uk/offices-hazardous-special-waste\]](http://www.netregs.gov.uk/offices-hazardous-special-waste)

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Check your air-conditioning

- Check what type of refrigerant your air-conditioning equipment contains.
If your refrigerant is an ozone-depleting substance (ODS) or fluorinated gas (F-gas) you will have to comply with requirements for servicing and maintaining these systems.
- Check that anyone who services or decommissions your air-conditioning equipment holds a recognised minimum qualification for the refrigerant you use.
- Test your air-conditioning equipment regularly for leaks. If your equipment contains over 3kg of ODS or F-gas you will have to do this at least once a year.
- Keep records about your air-conditioning equipment, including service history.
- Recover ODS or F-gases during servicing, maintenance and at the end of equipment's life.

 [NetRegs: ODS in refrigeration and air-conditioning \[www.netregs.gov.uk/ods-air-conditioning\]](http://www.netregs.gov.uk/ods-air-conditioning)


 [NetRegs: F-gas in refrigeration and air-conditioning \[www.netregs.gov.uk/f-gas-air-conditioning\]](http://www.netregs.gov.uk/f-gas-air-conditioning)

Manage the energy performance of your buildings

- Check whether you need to register your energy use (electricity, gas, fuel oil) under the CRC Energy Efficiency Scheme.
- Check you have an Energy Performance Certificate (EPC) for your commercial building (eg an office) when it is sold, rented or built. Recheck this regularly as an EPC is valid for 10 years.

Check that the EPC is produced by an energy assessor accredited by a recognised accreditation scheme and with the appropriate qualifications.

- Make sure your air-conditioning equipment is inspected by an accredited energy assessor.

 [NetRegs: CRC Energy Efficiency Scheme and energy performance \[www.netregs.gov.uk/offices-energy-performance-buildings\]](http://www.netregs.gov.uk/offices-energy-performance-buildings)

Further information

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

 [NetRegs: Offices \[www.netregs.gov.uk/offices\]](http://www.netregs.gov.uk/offices)

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)