

## **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](http://www.netregs.gov.uk/foodanddrink-wastestorage) [www.netregs.gov.uk/foodanddrink-wastestorage]

### **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 pollution](http://www.netregs.gov.uk/preventpollution) [www.netregs.gov.uk/preventpollution]

### **Special 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.gov.uk/foodanddrink-hazardouswaste) [www.netregs.gov.uk/foodanddrink-hazardouswaste]

### **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: Your waste responsibilities](http://www.netregs.gov.uk/foodanddrink-wasteresponsibilities) [www.netregs.gov.uk/foodanddrink-wasteresponsibilities]

## 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](http://www.netregs.gov.uk/foodanddrink-wastestorage) [[www.netregs.gov.uk/foodanddrink-wastestorage](http://www.netregs.gov.uk/foodanddrink-wastestorage)]

## 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: Animal by-products and food waste](http://www.netregs.gov.uk/animalbyproducts) [[www.netregs.gov.uk/animalbyproducts](http://www.netregs.gov.uk/animalbyproducts)]

## Further information

---

If you are not certain that you already do everything on the checklist, see the relevant links above for further information or visit our [waste learning tool](http://foodwastesc.netregs.gov.uk) [<http://foodwastesc.netregs.gov.uk>].

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

[NetRegs: Food and drink processing](http://www.netregs.gov.uk/foodanddrink) [[www.netregs.gov.uk/foodanddrink](http://www.netregs.gov.uk/foodanddrink)]

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

[NetRegs: Checklists for food and drink businesses](http://www.netregs.gov.uk/foodanddrink-checklists) [[www.netregs.gov.uk/foodanddrink-checklists](http://www.netregs.gov.uk/foodanddrink-checklists)]

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](http://www.netregs.gov.uk/updates) [[www.netregs.gov.uk/updates](http://www.netregs.gov.uk/updates)]