



natural
scotland
SCOTTISH GOVERNMENT



SEPA
Scottish Environment
Protection Agency



End-of-life vehicles

Information for authorised treatment facilities

1. What is this guide about?

This booklet is a simple guide to SEPA's requirements under the end-of-life vehicle (ELV) legislation. The information is applicable only to sites operating in Scotland.

It explains what you, as a site operator, are required to do by SEPA when keeping, treating and disposing of ELVs and the waste produced by the treatment process.

This guidance will help you to:

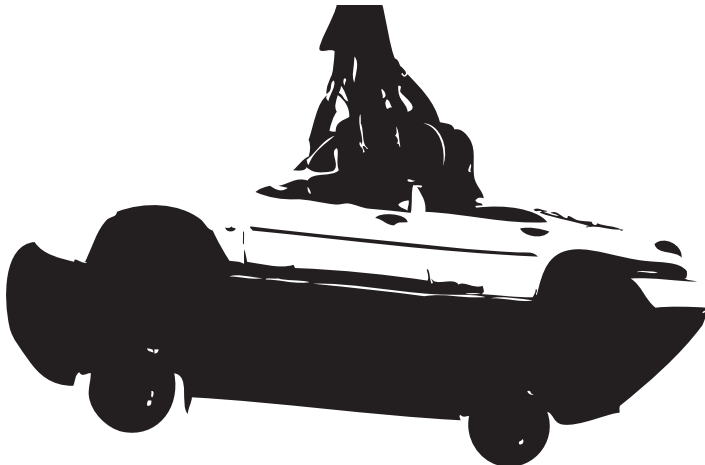
- comply with the legislation;
- protect the environment;
- continue the industry's good record on recycling material that would otherwise have gone to landfill.

Advice on the requirements of the Driving and Vehicle Licensing Agency (DVLA) can be found on their website at: www.dft.gov.uk/dvla

More information is available from the Department for Business, Innovation and Skills (BIS) at: www.bis.gov.uk

2. What is an end-of-life vehicle?

An end-of-life vehicle (ELV) is any type of motor vehicle that is waste. Waste is anything that you discard, intend to discard or are required to discard – including metal sent for recycling or reuse.



3. Why do we have the ELV regulations?

There are two sets of ELV regulations that implement the requirements of the EU ELV Directive. The directive aims to ensure that:

- new vehicles do not contain certain harmful substances above set threshold levels;
- sites where ELVs are stored or treated have a licence and are run in a way that prevents harm to the environment;
- ELVs are treated to remove harmful components and substances such as fuel, oils and batteries;
- targets are set for vehicle manufacturers and site operators to reduce waste from ELVs and improve the recycling of materials;
- a network of authorised treatment facilities (ATFs) is maintained where the public can return ELVs without charge;
- the owner of an ELV can receive a certificate of destruction (CoD) when they take their vehicle to an ATF.

While some aspects of the ELV regulations only apply to the vehicle types covered by the ELV Directive (eg cars and vans), the site licence and treatment requirements have been extended to include all waste motor vehicles, including motorcycles, lorries, coaches and buses.

4. What must I do if I want to operate a business treating ELVs?

Before anything else, you will need planning permission from your local authority. You must also have a waste management licence from SEPA and you must meet certain standards to ensure that you:

- store and treat ELVs in a way that does not harm the environment;
- remove all hazardous components and liquids (known as 'depollution');
- recycle, store and dispose of the parts appropriately – see Section 9 of this guide for further details.

We will visit you and, if you meet all these standards, you will be classed as an authorised treatment facility and given access to the DVLA's electronic certificate of destruction (CoD) system.

5. Applying for a waste management licence

Information on how to apply for a licence, as well as application forms and charges, can be found at:

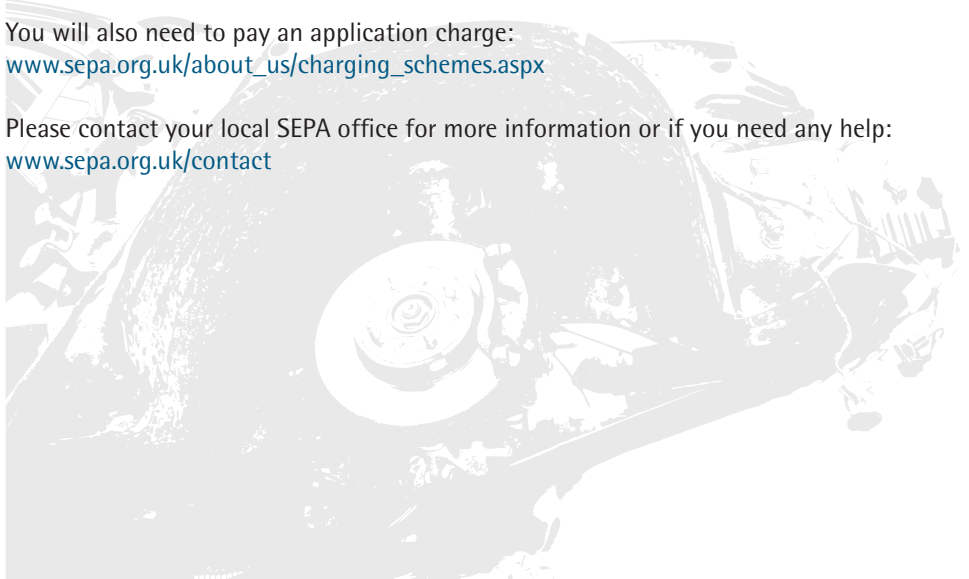
www.sepa.org.uk/wastecarriers

You will also need to pay an application charge:

www.sepa.org.uk/about_us/charging_schemes.aspx

Please contact your local SEPA office for more information or if you need any help:

www.sepa.org.uk/contact



6. I have my licence, what now?

An Environment Protection Officer from your local SEPA office will visit you regularly.

The officer will look around the site to ensure the licence conditions are being complied with and will give you a written report of the visit. The officer will be able to answer many of your questions regarding the site but if not, they will be able to find an answer for you.

SEPA operates a compliance assessment scheme which rates all licence holders at the end of every year, based on our assessment throughout the year of how well a site is managed and if any licence conditions have not been complied with. The scheme allocates a performance band to each site, ranging from 'excellent' to 'very poor', and the band for every site will be published annually on the web from April 2011. Your SEPA officer will be able to give you more details about the scheme.

It is an offence not to comply with the conditions of a licence.

To find out where your SEPA local office is, visit:

www.sepa.org.uk/contact

To find out how we assess a site, visit:

www.sepa.org.uk/complianceassessment

7. Why should I obtain a licence?

There are two reasons why you should obtain a licence.

1. If you keep or treat undepolluted ELVs without the appropriate licence you are committing a criminal offence and you may be prosecuted.
2. Without a licence we will not be able to approve you as an authorised treatment facility. This means that your site will not be notified to the DVLA and you will not be able to access the CoD system or issue CoDs. If you cannot issue CoDs you risk losing business.

See Section 8 of this guide for further information.

8. What is a certificate of destruction?

When an ELV (of the type listed below) is brought to your authorised treatment facility, you will usually have to issue a certificate of destruction (CoD) to the owner; this is their proof that the vehicle has been transferred and will be treated to the required standards before being destroyed. The CoD is an important document because it allows the last owner to show that their vehicle is no longer their responsibility.

CoDs only need to be issued for the following classes of vehicle:

- passenger vehicles up to 3500kg/3.5t;
- light goods vehicles (LGVs) up to 3500kg/3.5t;
- three wheeled motor vehicles.

The depollution requirements are necessary for all vehicles however.

As an authorised treatment facility you will notify the DVLA that the vehicle has been destroyed. This will usually be done electronically.

To obtain further information on the CoD scheme visit the DVLA website:
www.dft.gov.uk/dvla

Please see Section 12 of this guidance if you intend to collect ELVs or transport waste.

9. What will the conditions of a waste management licence require me to do?

If you want to keep or depollute ELVs then:

- the site must be secure in order to prevent unauthorised access, and to ensure that no material can escape;
- if you are just keeping ELVs then the area must be impermeable and drainage must go to a sealed tank or via an oil interceptor to the foul sewer or a watercourse (you will need to contact Scottish Water or SEPA to arrange appropriate consents);
- if you are depolluting ELVs then the drainage should not escape the impermeable surface;
- whether keeping or depolluting ELVs you must have spillage kits for all the liquids likely to be present in an ELV;
- vehicles should be depolluted as soon as possible after arriving at your site. Health and Safety guidance is available on depolluting vehicles. For more information please visit: www.hse.gov.uk

10. What needs to be removed?

All the hazardous components must be removed.

Depolluting an ELV is the removal of:

- the battery;
- the liquefied gas tank (if needed);
- all potentially explosive materials (including air bags and seat belt pre-tensioners).

All liquids in the ELV must also be removed:

- fuel;
- transmission oil;
- hydraulic oil;
- antifreeze;
- air conditioning fluids;
- any other fluid.
- motor oil;
- gearbox oil;
- cooling liquids;
- brake fluid;
- windscreen wash;

You must also remove:

- oil filters;
- any components containing mercury (eg some switches);
- the liquid from the shock absorbers, or the shock absorbers themselves.

There is separate depollution guidance for vehicles over 3.5 tonnes. For full guidance visit: www.defra.gov.uk

For guidance on pollution prevention visit:
www.sepa.org.uk/ppc

11. Do I have to remove the liquids if I can reuse or sell the part?

You do not have to remove the liquids from parts intended for reuse if they need to remain in order for a part to work properly (ie an engine). You may only keep enough liquid in them to allow the part to work. These parts must be stored on an impermeable surface.

Care must be taken with storage (see Section 12 for further information) and you should place leakproof bungs in any hole from which liquids may leak.

12. Storage

Removed parts for resale

Parts should be stored on racks where practical. Any parts from which liquids could escape should be stored on an impermeable surface and no liquid should be able to escape from this surface.

Liquids, oil filters and undrained shock absorbers

After removal from the ELV, liquids must be stored in separate, clearly labelled leakproof containers and within a bunded area. You can store different types of oil in the same container if it doesn't hamper recycling.

Batteries

Batteries must be stored in clearly labelled acid resistant containers which are leakproof and prevent entry of rainwater.

Car shells

Car shells can be stored on a hardstanding provided they are fully depolluted.



13. What if I want to collect the ELVs myself or if I want to employ someone to collect them for me?

Anyone who collects an ELV on a commercial basis (ie by way of trade or for financial gain), must be registered with SEPA as a waste carrier.

For information on how to register as a waste carrier or to check for registered waste carriers visit: www.sepa.org.uk/wastecarriers

A transfer note must be completed and the owner of the vehicle must be given a CoD if their vehicle is to be destroyed.

If you are collecting an undepolluted ELV from a business, or a privately owned ELV from any site other than a household or highway, a special waste consignment note will probably be required. See Section 15 for further information.

14. How do I deal with materials from ELVs?

You must ensure that all parts, fluids and materials are reused, recycled or disposed of safely. You should maximise reuse and recycling.

Materials sent for recycling or disposal are still classified as waste regardless of any value they may have. Some items, such as lead acid batteries or engine oil, are special (ie hazardous) waste.

You must check that the site you plan to send the waste to, either for recycling or disposal, is permitted to accept that waste type. You can check sites in Scotland by visiting: www.sepa.org.uk/wastemaps

Sites in England and Wales can be checked at: www.environment-agency.gov.uk/publicregister

You must also ensure that you or the person moving the waste on your behalf is a registered waste carrier, visit: www.sepa.org.uk/wastecarriers

The paperwork will vary depending on whether the type of waste you wish to remove from the site is hazardous or non-hazardous. See Section 15 for further information.

It is possible to send certain waste abroad for reuse or recycling. See Section 17 for further information.

15. The 'Duty of care'

Anyone producing, keeping, treating or disposing of waste must comply with the 'Duty of care'. Waste must not be allowed to escape and must only be passed to another authorised person. When transferring waste you will need to complete a waste transfer note or, if hazardous waste (eg batteries, undepolluted ELVs, waste engine oil), a hazardous waste consignment note.

Detailed guidance on how to comply with the Duty of care and the special waste regulations is available online at: www.sepa.org.uk/dutyofcare and at: www.sepa.org.uk/specialwaste

Non-hazardous waste

For non-hazardous waste (eg metal, plastic, fully depolluted ELVs, tyres) you must complete a waste transfer note.

This is a document with details of the waste type, quantity, method of carriage (ie skip, lorry), date and time of the movement, the operator's details and the carrier's details.

You must describe the waste and use the appropriate code from the European Waste Catalogue. Visit: www.sepa.org.uk/specialwaste to download the catalogue

The code is a six digit number; common codes used in the industry are listed in Section 16 of this guidance.

Both you and the waste carrier should sign the transfer note to show that the transfer has taken place and records must be kept for two years.

If you have the same waste collected regularly throughout the year by the same carrier and it goes to the same destination then you can complete an annual transfer note known as a 'season ticket'. This contains the same information but is only completed once a year.

Special (hazardous) waste

Special waste leaving the site (eg any vehicle not fully depolluted, oil, oil filters, batteries etc) requires the completion of a special waste consignment note. For further information on consigning special waste, visit: www.sepa.org.uk/specialwaste

Commonly used codes for hazardous wastes are listed in Section 16 of this guidance. Codes with a star* next to them are special (hazardous).

Waste returns

You will have to supply data to us regarding the amount of waste taken into and out of your site.

The returns can be made by email or by paper copy to your local office. Your licence will describe what information is required and when it should be submitted.

16. European Waste Catalogue Codes

These codes are needed to complete waste transfer notes or special waste consignment notes. This list gives you the headings for the generic waste types likely to arise from an authorised treatment facility. The headings are divided into specific waste types.

To see the complete list, visit: www.sepa.org.uk/specialwaste and download the catalogue.

16 01 06	Fully depolluted car shells
16 01 03	Tyres
16 06 01*	Lead batteries
13 02 06*	Synthetic engine, gear and lubricating oils
13 07 01*	Fuel oil and diesel
13 07 02*	Petrol
16 01 13*	Brake fluids
16 01 14*	Anti-freeze fluids (including windscreen wash)
16 01 07*	Oil filters

Codes with a star* next to them are special (hazardous) waste.

17. Can I send materials abroad?

Before sending waste abroad you must check whether or not the export is allowed and, if so, what controls apply. Generally you can only export waste for recovery – exports for disposal are almost always prohibited.

Exports of certain types of waste are prohibited to some countries, even if being exported for recovery. Potentially allowed exports are subject to either notification or 'green list' controls.

Notification controls entail obtaining several different permissions before moving the waste. Fees are applicable and you must have written permission from SEPA and the country where the waste is going. You must also notify the receiving country before actually moving the waste.

With green list controls, the necessary procedures are simple and cheap to comply with – critically you do not need permission from us before proceeding with such exports.

In all cases the person exporting the waste must ensure it is destined to either an appropriately permitted facility if being exported to a site in the EU or, if being exported outside the EU, to a facility that operates in accordance with human health and environmental protection standards that are broadly equivalent to those established in EU legislation.

Exports in breach of the applicable rules will always involve the commission of criminal offences and perpetrators will face regulatory sanctions.

18. What if I only want to break vehicles that have already been depolluted?

You will need to have an appropriate waste management licence or to have registered an exemption with us. A 'paragraph 45' exemption is likely to be the most appropriate. To find out more about exemptions, visit: www.sepa.org.uk/wasteapplication

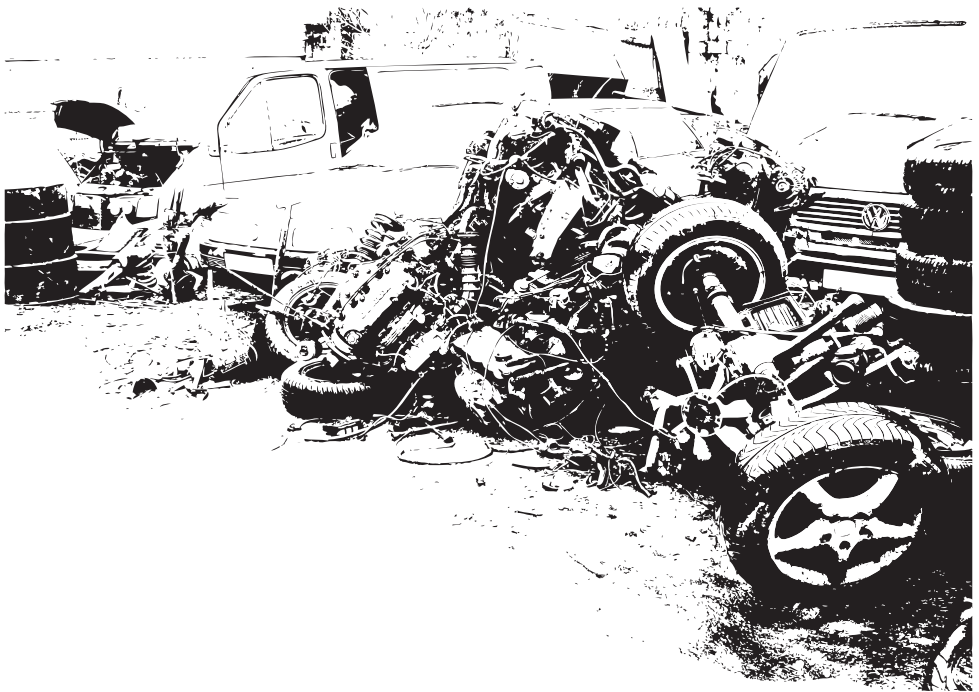
19. I've paid my fees but there are other sites and waste carriers operating illegally. What can I do?

If you are concerned that a site is operating without a licence, please contact SEPA on 0800 80 70 60 or your local SEPA team: www.sepa.org.uk/contact

You can contact us by phone or by email. If you don't want to speak to us directly, please contact your trade association and they will let us know. Please supply as much information as possible (name, address, dates, what the suspected illegal activity is, registration number etc).

What is SEPA doing about illegal operators?

We have set up a specialist project to tackle the problem of illegal ELV dismantlers and waste carriers. We are working with your trade associations and other organisations such as the police, HM Revenue and Customs (HMRC) and the Vehicle and Operator Services Agency (VOSA) to tackle illegal operators.



20. Further information

Scottish Environment Protection Agency (SEPA)

SEPA is responsible for protecting and improving Scotland's unique and beautiful environment. Our work makes Scotland a greener place to live and creates a sustainable legacy for future generations.

www.sepa.org.uk

Motor Vehicle Dismantlers Association (MVDA)

Formed in 1943, the MVDA is the trade association representing the interests of some 200 plus vehicle dismantlers and their customers throughout the UK. The association's role is to promote the interests of its members and those of the motoring public whilst at the same time ensuring protection of the environment.

Telephone: 01543 254254

Email: mail@mvda.org.uk

www.mvda.org.uk

British Vehicle Salvage Federation (BVSF)

The BVSF represents the common interests of independent vehicle salvage companies in negotiations with insurers, government, the European Commission, police and other interested parties. It aims to promote recycling as well as the protection of the environment by its members.

Telephone: 01689 855583

Email: email@bvsf.org.uk

www.bvsf.org.uk

British Metals Recycling Association (BMRA)

BMRA represents the £5 billion UK metal recycling sector – a globally competitive industry supplying environmentally-friendly raw material to metals manufacturers. Their 300 members trade and process steel, aluminium, copper and most other ferrous and non ferrous metals, and recycle a wide range of related products such as end of life vehicles, packaging, batteries, domestic appliances, building materials and electronic goods.

Telephone: 01480 455249

Email: admin@recyclemetals.org

www.recyclemetals.org

Department for Business Innovation and Skills

BIS is the UK Government department responsible for compliance with the recycling targets. Authorised treatment facilities which handle vehicles outside arrangements with vehicle manufacturers are required to report annually to BIS by 1 April each year, setting out the number of vehicles they have treated in the preceding calendar year and the recycling rate achieved – the regulations set a minimum 85% target.

For authorised treatment facilities which have arrangements with vehicle manufacturers, it is the vehicle manufacturer that has the responsibility for reporting to BIS and ensuring that the recycling target is met.

www.bis.gov.uk

Driver and Vehicle Licensing Agency (DVLA)

DVLA's role in relation to ELVs is to facilitate and enforce the issue of CoDs by ATF's for eligible vehicles, and to update the vehicle keeper record.

www.dft.gov.uk/dvla

This guide has been produced with kind permission from the Environment Agency.

