

Waste (Scotland) Regulations 2012 – Guidance for Offices

Regulatory Requirements

Since 1 January 2014 all businesses, not-for-profit organisations and public sector bodies must take all reasonable steps to separate the target dry recyclable materials (i.e. glass, metals, plastics, paper or card, including cardboard) from the rest of their waste for collection.

Food businesses¹, which produce over 50 kg of food waste per week, must take all reasonable steps to ensure their food waste is separately collected. In such circumstances food waste disposal to sewer via a macerator is prohibited.

Food businesses which produce between 5 and 50 kg of food waste per week will have to present that food waste for separate collection from 1 January 2016.

There is an exemption to the food waste segregation requirement and disposal to sewer ban for premises situated in rural areas. To check whether your premises are defined as rural for the purposes of the Regulations follow this link to a postcode checker <http://faq.zerowastescotland.org.uk/ruralsearch/>

Expectations for offices to comply with the Waste (Scotland) Regulations 2012

SEPA expect that all key recyclable waste streams generated by the business are separated for collection and recycling.

As a guide the following non-exhaustive list of waste streams should be targeted in the respective areas of operation.

No.	Area of operation	Target materials for recycling
1	Office areas	Paper, cardboard
2	Staff canteen facilities (if applicable)	<ul style="list-style-type: none"> • Food waste • Food packaging such as cardboard, metal (tins), glass (jars) & recyclable plastic containers • Glass, metal or recyclable plastic drinks containers
3	Staff room / welfare areas	Provision should be available for staff to recycle metal or recyclable plastic drinks containers and newspapers & magazines.
Appropriate systems should be established from each area of operation and storage areas to maintain the quality of material prior to collection.		

The best way your business can promote high quality recycling is to segregate these key waste streams at source, so that they can be presented for separate collection to your waste management service provider.

¹ A Food Business is defined as whether for profit or not, public or private, carrying out any activity relating to the processing, distribution, preparation or sale of food

Co-mingling of dry recyclables is acceptable, provided it does not result in significantly lower quality material than would be achieved from a fully separate collection. To avoid this, fully co-mingled collection systems which include both paper and glass together should be avoided.

Businesses should seek advice from their waste contractor on how they should present the dry recyclables for collection. In turn, contractors should conduct spot checks for contamination and feedback, as appropriate,

It is recommended that only clear bags are used for the sack collection of recyclable materials in order to facilitate a visual quality check. Black and opaque bin bags should be avoided for this purpose.

Best Practice Recommendations

Continually review the waste streams generated by your business in order to maximise the quality and quantity of materials recycled.

European Waste Catalogue (EWC) codes should be used when describing material in waste transfer notes, as follows:

Material	EWC code	EWC description
Cardboard packaging	15 01 01	Paper & cardboard packaging
Plastic bottles or product packaging	15 01 02	Plastic packaging
Cans	15 01 04	Metallic packaging
Mixed recyclables	15 01 06	Mixed packaging
Glass bottles & jars	15 01 07	Glass packaging
Paper	20 01 01	Paper & cardboard
Food waste	20 01 08	Biodegradable kitchen & canteen waste
General waste	20 03 01	Mixed municipal waste

Useful Links

Duty of Care – A Code of Practice <http://www.scotland.gov.uk/Publications/2012/10/2631>

SEPA website

http://www.sepa.org.uk/waste/moving_towards_zero_waste/zero_waste_regulations.aspx

Frequently Asked Questions <http://www.zerowastescotland.org.uk/RegulationsFAQS>

Resource Efficient Scotland <http://www.resourceefficientscotland.com/>