

# 5 simple steps disposing of hazardous business waste

**1**

## Classify your waste to check if it's hazardous

If your business deals with hazardous waste disposal on a regular basis such as Waste Electrical and Electronic Equipment (WEEE) including laptops, phones and computer towers; paints; oily rags; and chemicals you may not be aware of the necessary steps you need to take to ensure waste is disposed of responsibly. Follow these five simple steps for disposing of your hazardous business waste responsibly:

- The waste classification code
- Whether it's hazardous
- The type of premises or business where the waste was produced
- The name of the substance or substances
- The process that produced the waste
- A chemical and physical analysis
- Any special problems, requirements or knowledge related to the waste

**2**

## Separate and store hazardous waste safely

You must store waste safely and securely as follows:

**Remember - It's illegal to mix hazardous waste with either non-hazardous or another hazardous waste.**

- Store waste in a secure place
- Use suitable containers that will stop waste escaping
- Label containers clearly with the type of waste they contain
- Use covers to stop waste blowing away
- Use waterproof covers if rain could cause contaminated run-off or prevent the waste from being reused



3

## Use an authorised waste carrier to collect, recycle or dispose of your hazardous waste

Ensure that your selected waste carrier is registered and their waste sites have environmental permits. Your business is still responsible for the disposal of waste even after it has left the premises.



4

## Fill in the parts of the consignment note that apply to you

You must use consignment notes to move hazardous waste and it must stay with hazardous waste until it reaches its final destination.

**For more information on filling out consignment notes visit [gov.uk](https://www.gov.uk)**



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## Keep records for 3 years at the premises that produced or stored the waste

For further information on dealing with hazardous waste on a small scale within the workplace check out our blog post:

**[Dealing With Hazardous Waste In The Workplace](#)**

