



Scottish Environment
Protection Agency

Buidheann Dion
Àrainneachd na h-Alba

Our Ref: WML/L/1166836

Changeworks Recycling Limited
36 Newhaven Road
EDINBURGH
EH6 5PY

If telephoning ask for:
Richard O'Reilly

07 August 2018

FAO: Robert Turner

Dear Mr Turner

**ENVIRONMENTAL PROTECTION ACT 1990 (AS AMENDED)
WASTE MANAGEMENT LICENSING (SCOTLAND) REGULATIONS 2011
APPLICATION FOR WASTE MANAGEMENT LICENCE
LOCATION OF SITE: 36-40 NEWHAVEN ROAD**

Thank you for your application for a waste management licence which we received on 4 April 2018, I now enclose Waste Management Licence Number WML/L/1166836.

The Licence has been granted subject to the conditions contained in the schedule to the Licence. You may appeal against the terms of the Licence to the Scottish Ministers. Your attention is drawn to the notice in the Licence referring you to information on your right of appeal.

You will receive under separate cover a notice of the subsistence charge payable in respect of the Licence.

If you have any questions regarding your licence contact Richard O'Reilly at SEPA's Edinburgh Office, telephone 0131 273 7317.

Yours sincerely

Shona McConnell
Unit Manager

Enc: Waste Management Licence



Chairman
Bob Downes

Chief Executive
Terry A'Hearn

SEPA Edinburgh Office
Silvan House, 3rd Floor, 231 Corstorphine Road,
Edinburgh EH12 7AT.

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SCOTTISH ENVIRONMENT PROTECTION AGENCY
ENVIRONMENTAL PROTECTION ACT 1990 (AS AMENDED)
WASTE MANAGEMENT LICENSING (SCOTLAND) REGULATIONS 2011

WASTE MANAGEMENT LICENCE

LICENCE NO: WML/L/1166836
To: Changeworks Recycling Ltd
Address: 36 Newhaven Road
Edinburgh
EH6 5PY

The Scottish Environment Protection Agency ("SEPA"), being a waste regulation authority as defined in Section 30 of the Environmental Protection Act 1990 (the Act), in exercise of its powers under Section 35 and 36 of the Act, hereby grants a waste management licence to Changeworks Recycling, Company Registration Number SC244949 (the Licence holder).

The licence authorises the treatment, keeping or disposal of waste by the Licence Holder in or on the area of land at 36-40 Newhaven Road, Units 1-3 Bonnington Industrial Estate, Elizafield, Edinburgh, EH6 5PY, subject to the conditions contained in the attached Schedule(s).

Signed.....*Sharon McQueen*.....
Authorised to sign on behalf of the
Scottish Environment Protection Agency

Date: 7 August 2018

Right of Appeal

Under Section 43 (1) of the Act, you may appeal against the terms of this licence to the Scottish Ministers, except where it relates to a direction given by the Scottish Ministers. Your attention is drawn to Regulations 4 to 7 of the Waste Management Licensing (Scotland) Regulations 2011 (SI2011 No.228) which set out the procedure for appealing.

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INTERPRETATION OF TERMS

For the purposes of these Conditions, and unless the context requires otherwise, the following definitions shall apply.

"authorised SEPA officer" means any person who is authorised in writing under Section 108 of the Environment Act 1995 to carry out duties on behalf of SEPA;

"agriculture" has the same meaning as in section 86(3) of the Agriculture (Scotland) Act 1948

"Clinical Waste" has the same meaning as in the Controlled Waste Regulations 1992;

"Composting" has the same meaning as in the Waste Management Licensing (Scotland) Regulations 2011;

"Controlled Substances" has the same meaning as in the Environmental Protection (Controls on Ozone Depleting Substances) Regulations 2002;

"End-of-Life Vehicle" ("ELV") has the same meaning as in the End-of-Life Vehicles (Storage and Treatment) (Scotland) Regulations 2003;

"European Waste Catalogue" is a list of wastes pursuant to Article 1(a) of Directive 75/442/EEC on waste and Article 1(4) of Directive 91/689/EEC on hazardous waste contained in Council Decision 2000/532/EC (O.J. L 226, 6.9.2000p.3) as amended by Council Decisions 2001/118/EC (O.J. L 47 16.2.2001, p.32) and 2001/119/EC (O.J. L 203, 28.7.2001, p.18)(or any subsequent amendments to the same);

"incident" means any of the following situations:

- (a) Where an accident occurs which has caused or may have the potential to cause pollution of the environment;
- (b) Where any malfunction, breakdown, or failure of plant or techniques is detected which has caused or has the potential to cause pollution of the environment;

"the Licence Holder" means the Licence Holder specified in the licence or other person to whom the licence has been transferred in accordance with section 40 of the Environmental Protection Act 1990. Except where specified otherwise, any reference to the Licence Holder shall include a reference to the Licence Holder's employees, agents or contractors;

"the operator" means a person who is in occupation of the site and has responsibility for carrying out day to day activities at the site;

"other relevant person" has the same meaning as in section 74(7) of the Act;

"pollution of the environment" has the same meaning as in section 29 of the Environmental Protection Act 1990;

"sealed drainage system" has the same meaning as in paragraph 45(7) of Schedule 1 of the Waste Management Licensing (Scotland) Regulations 2011;

"SEPA" means the Scottish Environment Protection Agency;

“the site” is defined in Schedule 1 of this Licence;

“site licence” is waste management licence WML/L/1166836 granted to the Licence Holder by SEPA;

“Special Waste” has the same meaning as in the Special Waste Regulations 1996;

“waste” has the same meaning as in section 75 of the Environmental Protection Act 1990;

“Waste Motor Vehicle” has the same meaning as in regulation 2 of the End-of-Life Vehicles (Storage and Treatment) (Scotland) Regulations 2003;

“waste oil” means any mineral-based or synthetic lubricating or industrial oil which has become unfit for the use for which it was originally intended and, in particular, used combustion engine oil, gearbox oil, lubricating oil, oil for turbines and hydraulic oil;

“the water environment” means all surface water, groundwater and wetlands as defined in Section 3(1) of the Water Environment and Water Services (Scotland) Act 2003;

“WEEE” has the same meaning as in the Waste Electrical and Electronic Equipment Regulations 2006;

“WEEE” means electrical or electronic equipment which is waste including all components, subassemblies and consumables which are part of the product at the time of discarding;

“Working Plan” means the documents identified as the Working Plan in writing by SEPA at the time of grant of the licence, as listed in appendix 2 to the schedule of conditions, and any subsequent changes to that Working Plan made in accordance with the conditions of the licence;

“writing” includes text that is:

- (a) transmitted by electronic means;
- (b) received in legible form; and
- (c) capable of being used for subsequent reference.

Except where specified otherwise in these Conditions:

- “day” means any period of 24 consecutive hours,
- “week” means a period of 7 consecutive days,
- “month” means a calendar month,
- “year” means any period of 12 consecutive months, and

any derived words (e.g. “monthly”) shall be interpreted accordingly.

Except where specified otherwise, any reference to an enactment or statutory instrument includes a reference to it as amended and to any other enactment, which may replace or amend it.

1 GENERAL CONSIDERATIONS

1.1 The Site

1.1.1 This Licence shall apply strictly to the area delineated in red on the plan attached at Appendix 1 ('the site')

1.2 Licensed Activities

1.2.1 The activity/activities at the site shall be restricted to the keeping and treating of waste.

1.3 Waste Types and Quantities

1.3.1 Only the waste types detailed in Table 1 and associated Working Plan shall be accepted at the site. The quantities of waste accepted and stored at the site shall not exceed those detailed in Table 1.

Table 1

Waste Types	Yearly Tonnage accepted	Maximum Tonnage/Number stored at any one time
Paper and Cardboard	15000	30
Glass	2500	20
Metal cans	1200	20
Plastic	1000	15
Wood	1500	15
Discarded equipment containing chlorofluorocarbons	100	15
Discarded electrical and electronic equipment other than those mentioned in 20 01 21, 20 01 23 and 20 01 35	100	15
Discarded electrical equipment other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components	100	15
Mixed municipal waste	3500	15
Total:	25,000	160

1.3.2 Waste types detailed in Table 2 shall not be accepted at the site.

Table 2

Wastes Excluded
All special wastes other than those waste types detailed in Table 1.

1.4 Maximum Duration of Storage

- 1.4.1 Waste shall not remain on site for a period exceeding that specified in Table 3.

Table 3

Waste Type	Maximum Storage Period
Paper and Cardboard	30 days
Glass	3 months
Metal cans	3 months
Plastic	3 months
Wood	30 days
Discarded equipment containing chlorofluorocarbons	30 days
Discarded electrical and electronic equipment other than those mentioned in 20 01 21, 20 01 23 and 20 01 35	30 days
Discarded electrical equipment other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components	30 days
Mixed municipal waste	5 days

1.5 Adequate Storage Capacity

- 1.5.1 In the event that the maximum capacity of the storage facilities, as detailed in Table 1, is reached, no further waste shall be accepted at the site until capacity becomes available. The Working Plan shall detail the storage capacity and storage locations of the waste types detailed in Table 1 and Table 3.

1.6 Waste Tracking

- 1.6.1 A system, as detailed in the Working Plan shall be used to show at any time the total amount of waste and the total amount of any type of waste on site

1.7 Hours of Operation

- 1.7.1 The site shall only receive waste within the following hours:

Monday to Friday 0000 hours - 2359 hours
Saturday 0000 hours - 2359 hours
Sunday 0000 hours - 2359 hours

- 1.7.2 The site shall only process/handle waste within the following hours:

Monday to Friday 0000 hours - 2359 hours
Saturday 0000 hours - 2359 hours
Sunday 0000 hours - 2359 hours

1.8 Staffing and Management

- 1.8.1 The site shall be staffed during the hours of operation.

- 1.8.2 At least one technically competent person shall be responsible for supervising the site and shall be contactable by site staff and SEPA at all times during the hours of operation.
- 1.8.3 The site licence, its conditions and the details of the Working Plan shall be made known to all staff manning, or responsible for supervising, the site.
- 1.8.4 The Licence Holder shall ensure that all staff are fully conversant with those aspects of the Licence conditions which are relevant to their duties.
- 1.8.5 All staff shall be provided with adequate training and operating instructions to enable them to carry on their duties.
- 1.8.6 The site shall be inspected daily by the Licence Holder for any defects in plant, equipment or structure or in any working practice that may lead to non compliance with the licence. Steps shall be taken as are necessary to rectify any such defect forthwith. The results of each inspection and any steps taken to rectify the defect shall be recorded daily in the site diary.

1.9 Working Plan

- 1.9.1 All operations on site shall be carried out in accordance with the Working Plan. The Working Plan shall include the operational details listed in Appendix 2. Where any licence condition conflicts with the Working Plan, the licence condition shall take precedence.
- 1.9.2 Any changes to the operational details of the Working Plan shall be submitted in writing to SEPA. Any proposed changes shall not be implemented until SEPA has given its written consent to the proposed changes. If SEPA does not give a written response within 14 days of receipt of the proposed changes the request for changes shall be deemed accepted.

2 SITE INFRASTRUCTURE

2.1 Site Surfaces

- 2.1.1 Areas of impermeable pavement shall be constructed and maintained at the site.
- 2.1.2 Impermeable pavements shall be constructed of concrete or similar material and be laid to a fall so as to direct pavement water run-off to a sealed drainage system and oil interceptor. The impermeable pavement shall be of such a design that any spillage on it or run-off from it is fully contained and cannot escape onto adjacent ground.
- 2.1.3 Site drainage shall be provided and maintained to ensure that:
- rainfall run-off from surrounding areas does not drain into the waste;
 - contaminated surface water run-off does not enter watercourses; and
 - the site does not become subject to ponding or waterlogging.
- 2.1.4 Site surfaces shall be constructed and maintained in a condition such that their use is not compromised by debris, ruts, potholes or ponded surface water.

2.2 Site Security

- 2.2.1 The site shall be maintained in a secure condition to prevent unauthorised access in accordance with the Working Plan.

2.3 Storage of Liquids

- 2.3.1 All containers used to store any liquids shall be located in a bund. The minimum capacity of any bund shall be either; 110% of the capacity of the largest container, or 25% of the total capacity of all the containers within the bund, which-ever is the greater. In the event of any containers being connected to one another, they shall be treated as one container.
- 2.3.2 The bunded areas and containers shall conform to the following standards:
- the walls and base of the bund shall be impermeable;
 - the base shall drain to a sump;
 - when not in use all taps, valves, pipes and every part of each container shall be located within the area served by the bund;
 - vent pipes shall be directed downwards into the bund; and
 - no part of the bund shall be within 10 metres of a watercourse.
- 2.3.3 The accumulation of rainwater, spillages or leaks shall be managed to ensure that at least 95% of the capacity of the bund is free of liquid.

2.4 Bays and Bins

- 2.4.1 Separate facilities shall be provided for the reception of different types of wastes. These facilities shall be as detailed in the Working Plan.

2.5 Waste Storage and Labelling

- 2.5.1 Separate areas shall be provided for the storage of different types of wastes as detailed in the Working Plan. All waste storage areas shall be clearly labelled to identify the material stored in the area and any hazardous properties. This information shall be legible from outside the storage area.

3 SITE OPERATIONS

3.1 Waste Reception

- 3.1.1 All waste shall be inspected on receipt to check that the waste is permitted for acceptance under the conditions of this licence.
- 3.1.2 Any waste found not to conform to the conditions of this licence detected during this inspection shall be refused acceptance.
- 3.1.3 Wastes that are accepted and subsequently found not to conform to the conditions of this licence shall be immediately removed to a secure compound, as detailed in the Working Plan, and arrangements made to remove the waste from the site.

3.2 Plant and Machinery

- 3.2.1 All plant, machinery, equipment and instrumentation used at the site shall be operated, maintained and inspected in accordance with the manufacturers' guidelines.

3.3 Spillages

- 3.3.1 Any spillages of waste, fuel or other liquids shall be cleaned up immediately. A supply of a suitable absorbent material shall be kept on site to deal with any such spillages.

3.4 Tidiness

- 3.4.1 All storage areas shall be cleared of all wastes at least once every 6 months and the area thoroughly cleaned. Details of such cleaning shall be recorded in the Site Diary.

3.5 Handling and Storage of Waste

Skips

- 3.5.1 Empty skips shall be stored in a designated area(s), as identified in the Working Plan.

Storage of Other Materials

- 3.5.2 Other wastes produced as a result of the licensed activities shall be stored at locations detailed in the Working Plan.

4 POLLUTION CONTROL

4.1 Polluting Discharge

- 4.1.1 In the event of any contaminants from the site discharging beyond the site boundary, SEPA shall be informed immediately. Immediate action shall be taken to terminate such a discharge and to implement such other remedial action as may be necessary.

4.2 Dust

- 4.2.1 The emission of dust to the atmosphere shall be minimised and dust suppression water spraying equipment shall be provided, maintained and used as detailed in the Working Plan.

4.3 Mud on Roads

- 4.3.1 The Licence Holder shall ensure that all roads and site surfaces are kept free from mud and other debris to the extent necessary to prevent fouling of the public highway.

4.4 Odour

- 4.4.1 Waste Operations shall be carried out so that offensive odours from the site in the opinion of an authorised SEPA officer do not become detectable beyond the boundaries of the site.

4.5 Vermin/Insect/Bird Control

- 4.5.1 All site operations shall be carried out so as to minimise the presence of insects, birds and vermin. The site shall be inspected at least once every month by a person suitably qualified and experienced in pest control and a treatment programme shall be undertaken to deal with any identified infestation forthwith.

4.6 Litter

- 4.6.1 All site operations shall be carried out such that no litter escapes beyond the site boundary. On a daily basis any litter lying within the site shall be removed and contained.

4.7 Burning

- 4.7.1 No waste shall be burned within the boundaries of the site.

5 RECORDS & REPORTING

5.1 Site Licence

5.1.1 A copy of the site licence, its conditions and the associated Working Plan shall be made available on the site during hours of operation.

5.2 Site Diary

5.2.1 The Licence Holder shall keep on site a diary to record significant events including as a minimum those detailed below:

- presence of Technically Competent Person on site;
- any instruction issued to staff regarding compliance with licence conditions;
- plant maintenance;
- incidents and details of remedial action taken; and
- pest control inspections and details of remedial action taken.

The site diary shall be kept in a form that is legible and shall be made available for inspection at any reasonable time.

5.3 Training

5.3.1 The Licence Holder shall keep records of all relevant training given to staff.

5.4 Commencement of Operations

5.4.1 SEPA shall be advised in writing of the date the site is to become operational and receive waste.

5.5 Temporary Cessation of Operations

5.5.1 Any temporary cessation of operations in excess of two weeks shall be notified to SEPA in writing.

5.6 Permanent Cessation of Operations

5.6.1 Written notice shall be given to SEPA of the designated date when the site shall cease operations permanently.

5.7 Incident Procedures

5.7.1 SEPA shall be informed as soon as reasonably practicable of any incident occurring on site. Immediate action shall be taken to deal with the incident. A written report shall be sent to SEPA within seven days of any such incident. This shall include the circumstances of the incident, the identity of any persons responsible or thought to be responsible for the incident and the actions taken by the Licence Holder.

5.8 Reporting of Relevant Offences

5.8.1 Where the Licence Holder or other relevant person has been convicted of an offence prescribed by Regulation 3 of The Waste Management Licensing Regulations 1994, the Licence Holder shall notify SEPA in writing within

seven days of the conviction, whether or not the conviction is subsequently appealed.

5.9 Reporting

- 5.9.1 All reports required by any condition shall be submitted either by providing two hard copies to the postal address or electronically to the e-mail address specified in the explanatory notes attached to this Licence

5.10 Monitoring Data

- 5.10.1 Accurate records of the data obtained from each monitoring point shall be maintained at the location detailed on the working plan and made available for inspection upon request by authorised officers of SEPA.

5.11 Waste Data Returns

- 5.11.1 The Licence Holder shall compile the data required to complete the Site Returns Form as prescribed by SEPA. A copy of the completed form shall be returned to SEPA within 28 days of the last day of March, June, September and December each year.

6 WEEE OPERATIONS

6.1 Scope

6.1.1 This schedule applies to those parts of the site utilised for WEEE operations as detailed in the Working Plan.

6.2 Receipt of WEEE

6.2.1 Upon arrival at the site, all waste refrigerators and freezers shall be deposited in the designated area identified in the Working Plan. This area shall be constructed of hardstanding or impermeable pavement. The date of deposit of each unit shall be recorded by the Licence Holder and be made available for inspection on request by officers of SEPA during operating hours.

6.2.2 On arrival at the site, all units shall be checked by the Licence Holder for damage or leaks. Any unit which is found to be damaged or corroded and at risk of releasing ozone-depleting coolant or oil shall immediately be removed to a designated area of impermeable pavement where it shall be drained of oil and degassed of coolant immediately.

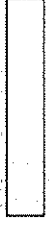
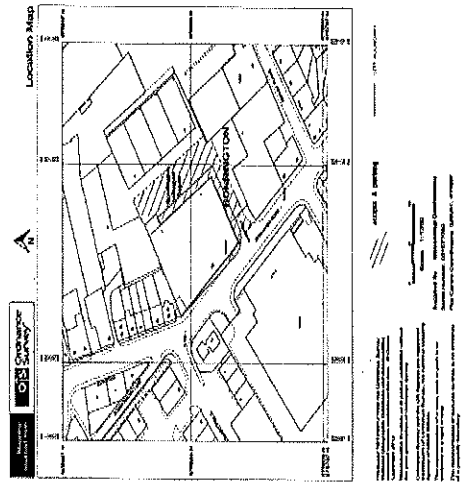
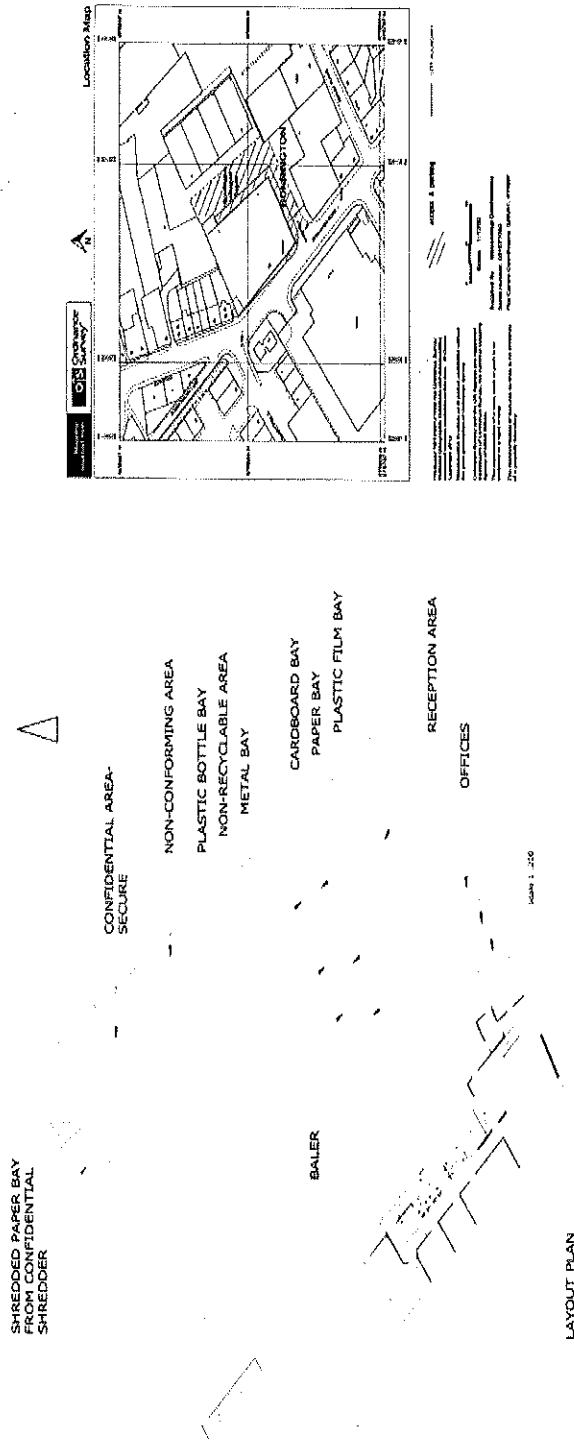
6.2.3 All units shall be stored in a manner which ensures that they do not become damaged during storage.

6.3 Storage of WEEE

6.3.1 The storage and / or treatment of any WEEE shall be carried out in accordance with such requirements of Article 6(1), (3), (4) and Annexes II and III of Directive 2002/96/EC as are applicable to the activity in question.

APPENDIX 1 – SITE PLAN

PUBLIC REGISTER COPY



APPENDIX 2 – LIST OF INFORMATION TO BE INCLUDED IN THE WORKING PLAN

In accordance with Condition 1.8.1 the Site Working Plan shall contain the following information and records:

Operational Details

1. Name and contact information of Licence Holder
2. Hours of operation
3. List of Technically competent persons for the site (including copies of Certificates of Technical Competence)
4. Details of site security provided at the site
5. Operational procedures for:
 - a. Receiving waste
 - b. Inspecting waste
 - c. Segregating, treating & bulking of waste
 - d. Removing waste from the site
 - e. Attending to spillages (including details of the absorbent material, decanters and cleanser degreasers kept on site)
6. Details of the waste tracking system
7. Maintenance procedures (including planned frequency of maintenance) for:
 - a. Site surfaces
 - b. Plant and machinery
 - c. Drainage system and oil interceptor, if appropriate
 - d. Fencing, walls and gates
8. Construction details (including "as built" drawings) of:
 - a. Site infrastructure
 - b. Drainage system and oil interceptor, if appropriate
9. Specific composting information (where appropriate):
 - a. The methodology for compost temperature recording
 - b. Details of how the moisture and oxygen content of material to be composted is to be controlled and monitored
 - c. Details of moisture recording
 - d. Details of oxygen content recording
 - e. Details of bioaerosol monitoring

EXPLANATORY NOTES

(These explanatory notes do not form part of the licence)

1. GRANT OF LICENCE

This licence is granted in accordance with the provisions of Section 35 and 36 of the Environmental Protection Act 1990.

2. MODIFICATION OF LICENCE

Licence conditions may only be modified in accordance with Section 37 of the Environmental Protection Act 1990. The working plan may be modified in accordance with the relevant conditions of the licence.

3. SUSPENSION OF LICENCE

SEPA may suspend or partially suspend a licence in accordance with the provisions of Sections 38 and 42 (5) and (6) of the Environmental Protection Act 1990 and Section 41(6) of the Environment Act 1995.

4. REVOCATION OF LICENCE

A licence may be revoked or partially revoked in accordance with the provisions of Sections 38, and 42(5) and (6) of the Environmental Protection Act 1990 and Section 41(6) of the Environment Act 1995.

5. SURRENDER OF LICENCE

A licence may only be surrendered in accordance with the provisions of Section 39 of the Environmental Protection Act 1990.

A licence shall remain in effect, subject to any modification, revocation or transfer issued by SEPA until such time as the licensed activity has ceased, an application for surrender of licence has been made by the licence holder and the certificate of completion has been issued by SEPA.

6. TRANSFER OF LICENCE

A licence may only be transferred in accordance with the provisions of Section 40 Environmental Protection Act 1990.

7. GENERAL STATUTORY REQUIREMENTS

A licence does not detract from any other statutory requirements applicable to the licence holder or his operations, such as any need to obtain planning permission or building regulations approval or any responsibilities under legislation for health, safety and welfare in the workplace.

8. SUBSISTENCE CHARGES

An annual subsistence charge will be payable in respect of the licence under Section 41 of the Environment Act 1995.

9. OFFENCES

Under Section 33(6) of the Environmental Protection Act 1990, a person who contravenes any condition of a waste management licence commits an offence.

A person who commits an offence under Section 33(6) may be liable to imprisonment and/or to a fine.

10. ADDRESS AND TELEPHONE NUMBERS

The contact address and telephone number for all information to be reported in terms of the licence, is as follows:

Scottish Environment Protection Agency
Silvan House,
Edinburgh
EH12 7AT

Tel No: 0800 80 70 60 and/or 0131 449 7296

E-mail: EPIDinburgh@SEPA.org.uk

11. WASTE DATA RETURNS

The information required for each Reporting Quarter may be submitted in any format, however a submission form in Excel format is available should you wish to use it.

<http://www.sepa.org.uk/environment/waste/waste-data/guidance-and-forms-for-operators/licensed-and-permitted-sites/>

Alternatively a submission form in Word Format is available on request by emailing waste.data@sepa.org.uk

Completed Licensed/Permitted Site Return forms can be submitted to waste.data@sepa.org.uk or posted to SEPA Data Unit, Strathallan House, Castle Business Park, Stirling, FK9 4TZ

Further guidance on the submission of quarterly returns can be found at <http://www.sepa.org.uk/environment/waste/waste-data/guidance-and-forms-for-operators/licensed-and-permitted-sites/>

