

# Quick start environmental checklist for paper and cardboard businesses

Use this checklist to see if your paper and cardboard business is complying with environmental legislation.

## Meet your climate change and energy use requirements

- Check whether any climate change initiatives apply to your business, such as European Union Emissions Trading System, CRC Energy Efficiency Scheme, climate change agreements.
- Check whether any legal requirements apply to your generator, furnace or boiler.
- You should monitor and record your energy use. You can save money and reduce your environmental impact by taking steps to reduce your energy use.

[NetRegs: Climate change and emissions trading](#)

[NetRegs: Energy and steam generation](#)

## Manage your hazardous substances correctly

- Check whether you need a permit for solvents emissions. You will need a permit if you use:
  - more than 5 tonnes per year of a solvent-based product for coating paper
  - more than 5 tonnes per year of a solvent-based adhesive.
- If you use chemicals make sure you comply with REACH (Registration, Evaluation, Authorisation and restriction of Chemicals) Regulation.
- Store hazardous substances, such as oils and chemicals, securely to avoid pollution. Make sure they are labelled clearly.
- If you use any hazardous substances consider using alternative less hazardous materials and practices.

[NetRegs: Solvent emissions](#)

[NetRegs: Oil and chemical storage](#)

[NetRegs: Raw materials](#)

[NetRegs: Using chemicals \(REACH\)](#)

## **Comply with your duty of care when storing and moving waste**

- Store waste securely and protect it from vandalism.
- Store different waste types separately.
- Check that your staff know how to dispose of each type of waste produced on your site.
- Check that anyone who takes waste away from your site is authorised to do so. Ask to see their waste carriers certificate.
- 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.
- Ensure that every time someone else takes waste away from your site it is covered by a waste transfer note. Keep waste transfer notes for at least two years.
- Ensure that every time someone else takes hazardous/special waste away from your site it is covered by a consignment note. Keep consignment notes and return to producer forms for at least three years.

[NetRegs: Waste storage and transport](#)

## **Handle your hazardous/special waste correctly**

- Check if you produce hazardous/special waste. Most sites will produce hazardous waste – eg empty oil containers and fluorescent light tubes.
- Store hazardous waste separately from non-hazardous waste.
- You must pre-notify your environmental regulator at least three working days before moving any hazardous/special waste.

[NetRegs: Hazardous/special waste](#)

## **Manage your wastewater treatment**

- If you have an effluent treatment plant, manage it carefully to comply with the conditions of your authorisation. Make someone responsible for operating, inspecting and maintaining it.
- Deal with all sludges and screenings as waste. You may need to deal with some sludges and screenings as hazardous/special waste.

[NetRegs: Water and wastewater treatment](#)

## Control your discharges to water and sewer

- Get authorisation from your environmental regulator before you discharge anything other than uncontaminated water to surface waters or groundwater.
- Get permission from your water and sewerage company or authority to discharge to the foul sewer, ie a trade effluent consent or trade effluent agreement.
- Know where all of your effluents go, no matter how small the volume, eg compressor and boiler blowdown, cooling water, steam condensates.
- Treat liquid that is contaminated with hazardous substances, such as oils or chemicals, as hazardous/special waste.
- You should colour code your drains and manhole covers: blue for surface water drains and red for foul water drains.

[NetRegs: Discharges to water and sewer](#)

## Monitor your water use

- Check whether you need an abstraction or impoundment licence from your environmental regulator. If you have a licence, make sure you meet all of its conditions.
- You should recycle and reuse water within your processes wherever possible.
- You should monitor and record your water use. You can save money and reduce your environmental impact by taking steps to reduce your water use.

[NetRegs: Water use and abstraction](#)

## Further information

Keep up to date with any changes in the laws that affect you by signing up to receive the [NetRegs Updates](#)