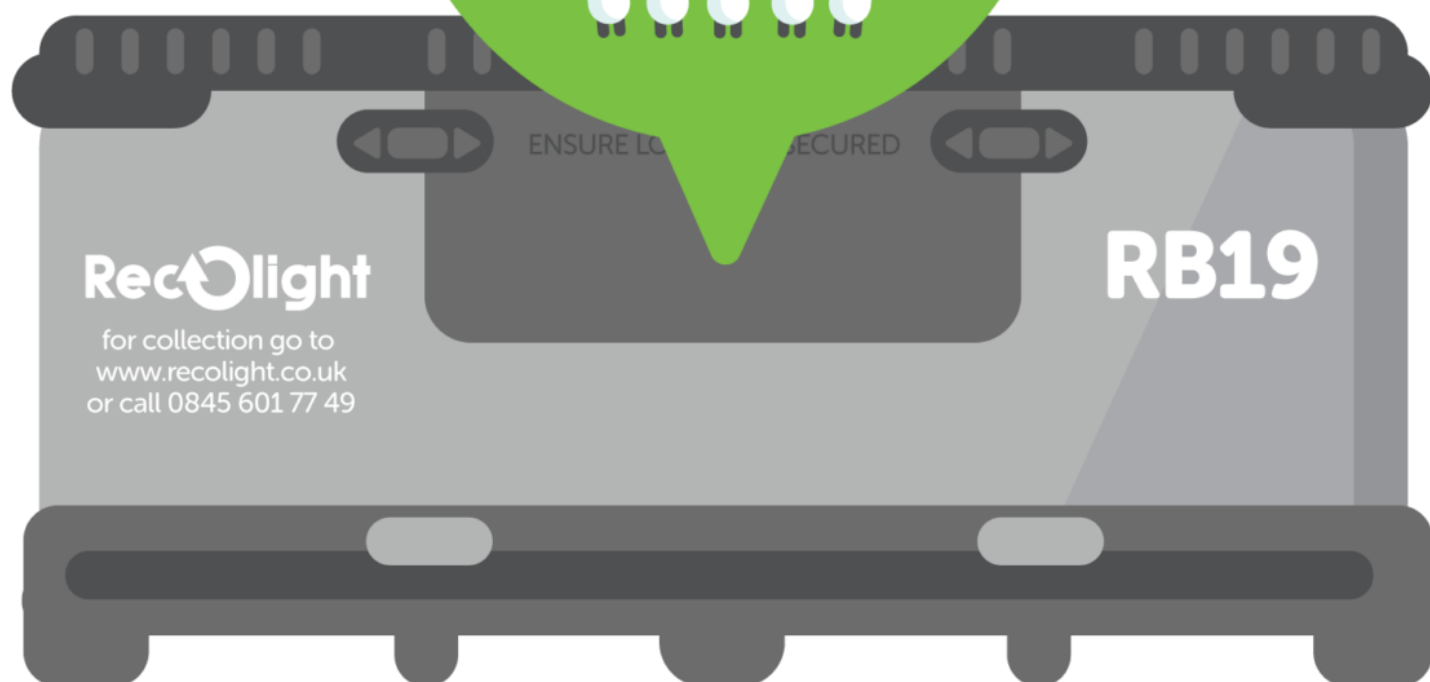


# Collection point guide

## England & Wales





As a Recolight collection point, we provide you with a free lamp recycling service. The service is completely free and made possible because we are entirely funded by our lamp producer Members.

Our service level agreement, our website and this document are all in place to help make sure both you and Recolight meet all legal obligations set out by the Environment Agency.

There are variations to waste regulations across the UK. This guide is for England and Wales only, versions for Scotland and Northern Ireland can be downloaded from our website.

## In this guide

Arranging a collection	3
<i>Keeping your service free</i>	3
<i>This can all be easily avoided if you:</i>	3
Our service level agreement	3
<i>Helping you stay compliant</i>	3
The paper work	4
<i>Storing waste lamps at your site</i>	4
<i>Waste storage exemption</i>	4
<i>Hazardous waste premises code</i>	4
<i>Moving waste lamps</i>	4
<i>Consignment Notes</i>	5
<i>Waste leaving your Recolight collection point</i>	5
<i>Moving waste between your own sites</i>	5
<i>Receiving waste at your collection point</i>	5
Lighting in scope of the WEEE regulations	6
<i>WEEE regulations - category 13</i>	6
<i>Category 5 products in scope of WEEE regulations</i>	6
<i>Not in scope of the WEEE regulations</i>	6
Storing waste lamps	7
Risk assessment	7

## Arranging a collection

All collections must be booked through our collection point portal, Recoweb; you can find the link on our home page.

If you have forgotten your username and password please email your site details to [info@recolight.co.uk](mailto:info@recolight.co.uk) and we will reset them for you.

- ✓ Our lead time for collection is TEN working days
- ✓ Book your collection when your container is 90% full

### Keeping your service free

The Recolight service is free, however, you will be charged for:

- ✓ A failed collection.
- ✓ Low weight of waste lamps.
- Excess contamination in your container.
- Lost or stolen container.



Collection Lead time  
is **10 days**  
Book your collection  
when container is 90%  
full

This can all be easily avoided if you:

- ✓ Tell us of **access restrictions** to your site and your site opening times – this must be done at the time of booking your collection on Recoweb.
- ✓ Arrange your **permits and exemptions** from your Environment Agency.
- ✓ Look after your containers and provide **safe and secure storage**.
- ✓ Only collect lamps included in the WEEE Regulations.
- ✓ Stack your lamps to **avoid breakage**, and in compliance with health and safety standards.
- ✓ **Remove all packaging** from lamps; containers are for lamps only, not paper, cartons or other hazardous waste.
- ✓ Book your collection when your **container is 90% full**.

## Our service level agreement

### Helping you stay compliant

As a Recolight collection point there are environmental, health and safety regulations with which you should comply. This is to control the risks associated with the storage and management of hazardous waste.

Our service level agreement (SLA) has been written to make sure that you and Recolight are compliant, and to keep your service free. You can find a copy on our website at:



**[Recolight](#) > [Business](#) > [service level agreement](#)**



## The paper work

### Storing waste lamps at your site

#### Waste storage exemption

A Non Waste Framework Directive (NWFD) exemption allows you to store at any one time:

- 30 m<sup>3</sup> of Waste Electrical and Electronic Equipment (WEEE).
- 50 m<sup>3</sup> of non-hazardous waste that isn't WEEE that will be recovered elsewhere.
- 5 m<sup>3</sup> of waste, other than those mentioned above.

A NWFD does not require registration

Conditions for a NWFD exemption

- If more than one type of waste is stored, the different types must not be mixed.
- You can only store waste temporarily; generally no longer than three months.
- You cannot receive payment for collecting waste or collect waste as your main business activity.

If you do not meet the storage requirements above – you must apply for a Section 2 exemption. This allows you to store up to 400m<sup>3</sup> of WEEE in a secure container up to six months. There is no charge for an S2 exemption.

#### Hazardous Waste Premises Code - HWPC

##### England

A HWPC is not required

##### Wales

If you produce more than 500kg of hazardous waste in a 12 month period you must apply for a hazardous waste premises code with the Environment Agency. This would apply to virtually all our collection points as 500kg equates to two RB19 containers.

Under the Hazardous Waste Regulations 2005 (as amended), it is an offence to produce hazardous waste or remove such waste from a site, unless the

site is registered with Natural Resources Wales.

- Without the code, our recyclers will not be able to collect your containers, as it must be on all consignment notes for waste leaving your site.
- **The code must be renewed every 12 months and costs £18.**
- You must keep track of this and make sure you keep your code current. If your code expires, you will need to inform us of your new code and expiry date.

### Moving waste lamps

**No Registration required** if you carry waste that you have produced on a one off basis. But if you start to do this regularly, you will have to register as a lower tier waste carrier.



**Lower Tier Waste Carriers** - For waste producers transporting their own waste. There is no charge to register and the registration only has to be done once as it lasts indefinitely.

**Upper Tier Waste Carriers** - For all who transport waste which they don't produce i.e. not their own. This applies to all who are not exempt or in lower tier.

The cost is £154 and is valid for three years.

**You need to register with the agency in the county of your principle business.**

Cross border arrangements are in place for Scotland, Wales and England. There are no cross border arrangements for Northern Ireland.

Therefore if your business is primarily in Scotland, but you move waste in England and Wales and Northern Ireland, then you only need to register in Scotland and Northern Ireland.

## Consignment Notes

Consignment notes are used by the Environment Agencies in the UK to track the movement of hazardous waste.

They make sure the waste is managed responsibly from where it's produced through to its final destination.

**You must keep copies of consignment notes for three years** - this is an environment agency requirement.

A consignment note has three copies, these are for:

<b>Producers</b>	Whoever produced the waste, either
<b>Carriers</b>	Whoever carried the waste to your site - if this was you should retain the copy, if it was your customer then your customer should retain this
<b>Consignee</b>	This should be retained by the company who accepts the waste onto site - usually you, the collection

## Waste leaving your Recolight collection point

- ✓ The Recolight appointed contractor will complete the consignment note on your behalf and bring it with them.
- ✓ You sign this consignment note as true and correct, confirming that waste leaving the site matches what is on the consignment note. The top copy will be left with you.
- ✓ When this waste arrives at our Recolight approved contractors site, they will complete part E of the consignment note and a copy will be sent back to you.
- ✓ When received, you must attach this part E to the corresponding consignment note as evidence that the waste has been processed at an approved recycler.

N.B. For site licence number in part E, if exempt, annotate this field with NWFD exempt.

## Moving waste

### between your own sites

If you are registered with the Environment Agency as a carrier to transfer waste from another site, you must complete a consignment note. You will need to obtain their consignment note code to enter on the form.

The producers copy should be left at the site you move the waste from. You keep the carriers and consignee copy, which should be fully completed once the waste is accepted onto your site.

## Receiving waste at your collection point

### Completing quarterly returns

As a consignee, you must submit quarterly returns to the Environment Agency to document waste received onto your site.

The cost for a quarterly return is £10.

On this form, the consignment note code should be entered in the format **AAAAAA/QxYYC**.

<b>AAAAAA</b>	Insert first six characters of your business name*
<b>Qx</b>	X is the number of relevant quarter Q1 January to March Q2 April to June Q3 July to September Q4 October to December
<b>YY</b>	The Year – so 15 for 2015
<b>C</b>	Country – E for England & W for Wales

\*The first six characters can be alpha and/or numeric, and must be consistent across all consignment forms.

You only need to enter one specific code and entry for the whole quarter.

You do not need to do a form for each consignment.



all copies of  
consignment notes  
must be kept for  
three years  
this is an environment  
agency requirement



## Lighting in scope of the WEEE regulations

Recolight recycle all waste lamps and luminaires in scope of the WEEE regulations.

This includes:

- ✓ all GDLs
- ✓ LEDs
- ✓ Business luminaires

## WEEE regulations - category 13

### Gas discharge lamps:

- ✓ Straight fluorescent tubes
- ✓ Circular fluorescent tubes
- ✓ Compact fluorescent lamps
- ✓ High Intensity Discharge lamps
- ✓ High pressure sodium HPS or SON
  - Low pressure sodium SOX lamps (street lighting)
  - Metal halide
  - Ceramic metal halide
  - Mercury
  - Xenon
  - Induction

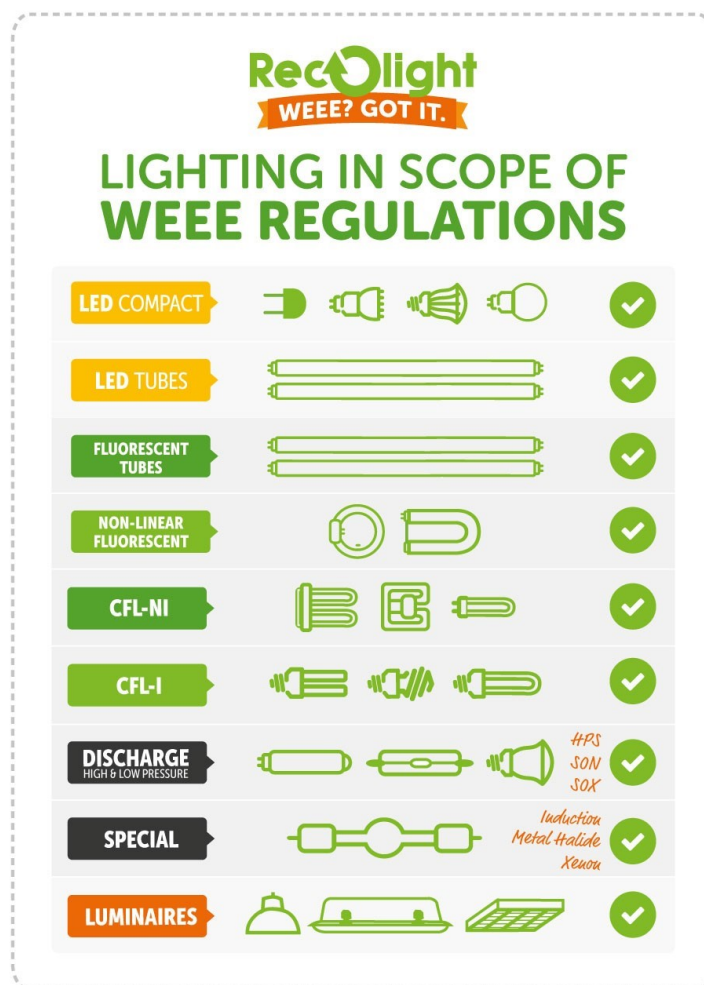
Most of these lamp types are used in both household and non-household applications. All gas discharge lamps are identified under the Hazardous Waste Regulations as hazardous waste.

### LEDs

- ✓ LED retrofit lamps
- ✓ OLED retrofit lamps
- ✓ User replaceable LED modules - Zhaga modules

## Category 5 products in scope of WEEE regulations

- ✓ Traditional luminaires
- ✓ LED luminaires
- ✓ LED street lighting



A Luminaire is a complete lighting unit consisting of a lamp or lamps and also the parts which help to position, protect or connect the lamps.

Our Luminaire collection and recycling service is provided for our members obligated waste.

## Not in scope of the WEEE regulations

Not in scope of the WEEE regulations, and not collected by Recolight are:

- ✗ GLS
- ✗ Halogen lamps
- ✗ Household luminaires



## Storing waste lamps

It is a requirement of the Hazardous Waste Regulations that all types of hazardous wastes are stored separately. Your Recolight containers are for storing all gas discharge lamps and LEDs, and no other type of waste.



We ask that:

- ✓ Your containers are stored in an area where they cannot be tampered with, damaged or stolen.
- ✓ Open collection points have a level of supervision in the area of the containers during opening hours - this is to stop unauthorised access or damage.
- ✓ You don't accept broken lamps at your collection point, to help minimise the risk to your site.
- ✓ If your Recolight container is damaged, please tell us so that we can arrange a replacement.

### Storing lamps

- ✓ To avoid breakage, all waste lamps should be stacked neatly and not thrown into containers.
- ✓ All packaging must be removed.
- ✓ Wherever possible, linear and non-linear lamps should be placed in separate containers.

- ✓ Broken and incorrect storage of lamps causes fugitive mercury emissions which could enter your local work environment.
- ✓ Incorrect stacking and breakages will cause problems for our transport company who may be unable to empty the containers in the correct way. This will increase the possibility of exposure to mercury emissions.
- ✓ Correct stacking will reduce damage during transport.
- ✓ The container lid should be replaced and secured when not in use and unsupervised.



**TIP: to help avoid contamination place your paper recycling bin next to your lamp container**

### For advice for storing sodium and xenon lamps

[Go to > Recolight > Business > managing your site](#)

Where you will find PDFs to download

## Risk assessment

A risk assessment identifies all hazards that exist on your site and works out how best to control those risks to an acceptable level.

It is an important step in protecting both workers and the general public, as well as ensuring compliance.

If managed in the correct way, the storage and collection of waste lamps should present a low risk to all who access your site.

### Other points to consider when looking at the hazards and risks associated with the storage and loading of waste lamps:

- We ask you all to follow all instructions given to you by Recolight.

- Wear the correct personal protective equipment; this includes cut resistant gloves when handling lamps to reduce the risk of cuts or abrasions.
- Provide a spillage procedure to deal with broken lamps.
- Do not accept broken lamps into your site from customers. You have the right to refuse.
- The containers are for waste lamps in scope of the WEEE regulations, packaging or out of scope lamps should not be placed in them.
- Adequate and clear signage.


Remember that there is a risk of mercury inhalation when handling and storing waste lamps which is significantly reduced when the lamps remain intact. Following these procedures will help to reduce this risk.


## ARE YOU COMPLIANT? YOUR CHECKLIST

 **Storing waste lamps** - have you applied for an exemption

 **Moving waste lamps** - have you got the correct authorisations

 **Consignment notes** - have you got copies for the last three years?

 **Returns** - are you completing your quarterly returns


 **Secure** - is your container in a secure area with the lid secured too?

 **Correct storage** - are you stacking your lamps correctly and removing all packaging?

All collections must be booked through Recoweb

The collection point section on our website includes:



 **Links to the Environment Agency to apply for authorisations and consignment notes**

 **A frequently asked question section**

If you have any questions you can't find an answer to here, please contact us:

**[info@recolight.co.uk](mailto:info@recolight.co.uk)**

**020 8253 9750**

**[www.recolight.co.uk](http://www.recolight.co.uk)**

## About Recolight

Recolight was set up by the lighting industry in 2005 to take on their WEEE responsibility for recycling when the WEEE regulations were introduced into the UK.

Recolight, the only specialist WEEE compliance scheme for the lighting industry, was set up by the industry to provide WEEE compliance and free lamp recycling for all business waste lamps across the UK.

This service is free because we operate as a non-profit organisation, funded by our 180 members. Our network of 3200 collection points across the UK includes over 700 consumer recycling points for low-energy light bulbs.

We are dedicated to keeping waste lamps out of landfill. To date we have funded the recycling of over 280 million household and business lamps, preventing over one tonne of mercury from entering landfill.

# Recolight

Recycling light

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WEE compliance number WEE/MP3838PR/SCH

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The information in this document may become out of date due to changes in legislation. It is your responsibility to remain compliant with waste and WEEE legislation.