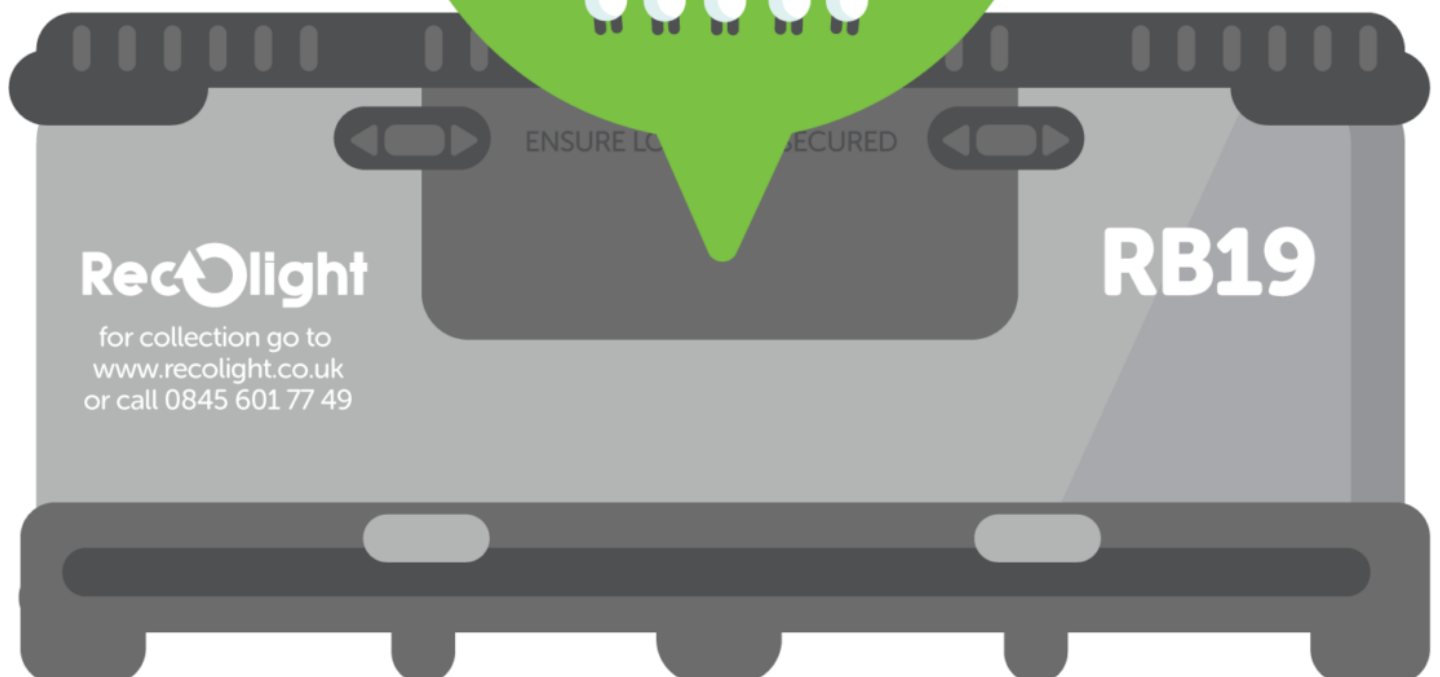


Collection point guide

Scotland





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.

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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 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 > Collection Points > service level agreement



The paper work

Storing waste lamps at your site

Waste storage exemption

A simple exemption notification must be submitted to SEPA, this allows you to store up to 50 m³ of WEEE in a three month period.

The registration is: paragraph 48 exemption - storage of WEEE pending recovery elsewhere.

It is free and not time limited as long as the requirements of the registration are being met.

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.

Moving waste lamps

If you carry your own waste

(excluding construction and demolition waste) you need to complete a simple registration form and send it to SEPA.



There is no charge for this registration which is intended to implement the Waste Framework Directive provisions and is required by The Waste Management Licensing (Scotland) Regulations 2011.

If you carry third party waste,

e.g. collecting from your customer, you need to register as a waste carrier as required by The Controlled Waste (Registration and Seizure of Vehicles) Regulations 1991 (as amended).

You must to complete an application form (hard copy only) and send together with payment to SEPA.

The current cost £174 for 3 years, £119 for renewal.

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.






all copies of consignment notes must be kept for **three years**

this is an environment agency requirement

A consignment note has **5 copies** with 5 sections labelled A-E which are:




copy	colour	kept by	
pre-notification	white	SEPA	Sent to your local SEPA office
deposit	yellow	SEPA	Sent to your local SEPA office
consignee	pink	licensed facility	Receives the waste for storage, treatment, disposal or recovery at a suitably licensed/ permitted / exempt facility.
carrier	gold	carrier	Transports the waste between the premises of the consignor and the consignee.
consignor	green	consignor/ producer	Causes the waste to be removed from the place of production - this can also be the producer; the person who's activities produced the waste.

Pre-notification is required more than three working days and less than one month before the first load is moved.

-  This should be sent to consignee's local SEPA office.
-  Each consignment note has a unique code; this is £15 and can be bought by ringing your local SEPA office.
-  You will be sent your consignment note with the code printed on it, these can be bought in advance.

Waste leaving your site

When you arrange a collection through Recolight, our carrier will bring the consignment note 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 green copy will be left with you.
-  The carrier will send the gold copy to SEPA, and a copy to the producer to confirm that the waste has been treated.

Backhauling waste

You must notify SEPA at least three working days in advance and the waste must be moved within one month of the given expected date.

To do this, send the completed **white** copy of the consignment note to your local SEPA office, you can fax this, but will also need to send the original in the post.

Quick guide to consigning waste

1. Determine classification of the waste
2. Obtain note from SEPA
3. Complete section A & B and send pre-notification (white) copy to your local office
4. Complete section D before the waste leaves the site – confirm the carrier has completed section C
5. Check that yellow, pink and gold copy travel with the Consignee.
6. Consignee retains pink and yellow, the gold is returned to the Carrier and kept by them for 3 years.
7. Consignee sends yellow copy to SEPA



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.

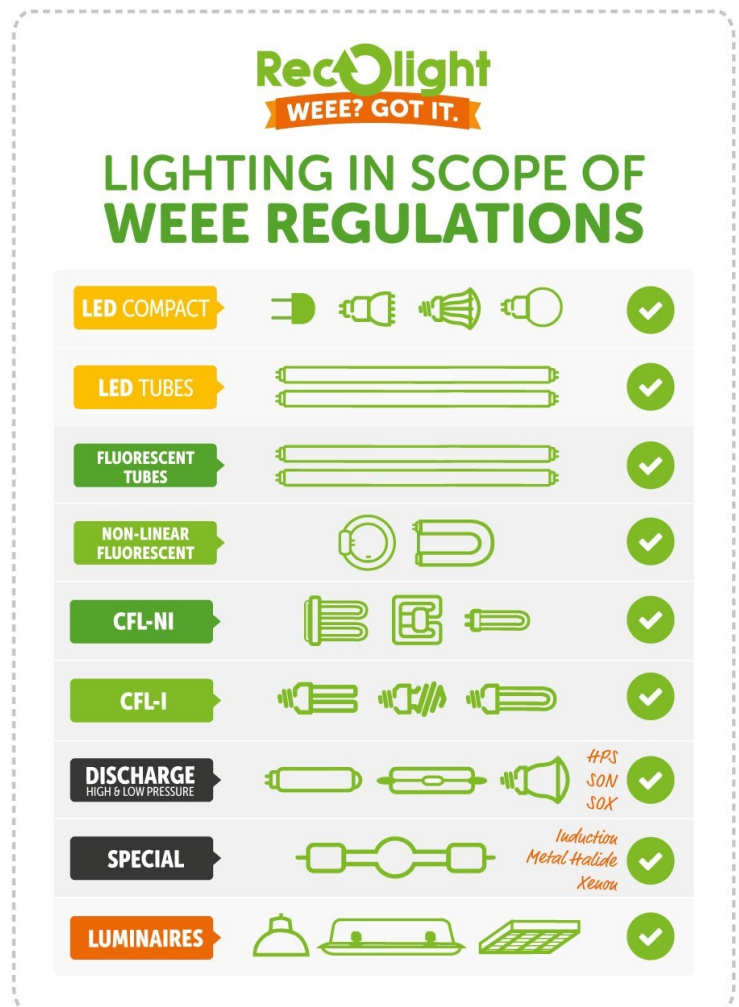
LEDs

- ✓ 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 - filament
- ✗ 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 advise for storing sodium and xenon lamps

Go to > [Recolight](#) > [Collection Points](#) > [WEEE lamps & luminaires](#)

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

020 8253 9750

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

Recolight Limited, Airport House,
Purley Way, Croydon CR0 0XZ

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.