1. Version Control

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1.1 Version History

Amendment No.	Version No.	Date	Summary of Changes	Author
00	1	15/01/2026	This procedure replaces BWI52 and updates to the most update appropriate measures and regulations.	Tammy Smith
01				
02				

Suggestions for change or queries are welcomed and should be sent to
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2. Table of Contents

3. References

3.1.1 Environment Agency – Non-hazardous and inert waste: appropriate measures for permitted facilities.

3.1.2 Environment Agency – Chemical waste: appropriate measures for permitted facilities.

3.1.3 Environment Agency – Waste electrical and electronic equipment (WEEE): appropriate measures for permitted facilities.

3.1.4 Environment Agency – Waste temperature exchange equipment (WTEE): appropriate measures for permitted facilities.

3.1.5 DEFRA / Environment Agency – Oil storage regulations for businesses.

3.1.6 The Control of Pollution (Oil Storage) (England) Regulations 2001.

3.1.7 HSE – Chemical Warehousing: Storage of packaged dangerous substances (HSG71)

3.1.8 Environment Agency – Guidance for the storage and treatment of aerosol canisters and similar packaged wastes (Aerosol AM addendum to IPPC S5.06).

3.1.9 CIRIA C736.

3.1.10 ADR, CDG Regs and Dangerous Goods

4. Scope

4.1.1 Documented procedures

All branches must comply with this corporate Waste Storage & Handling Procedure AND maintain a site-specific Waste Storage Plan describing how each waste stream is stored at that location.

4.1.2 Pollution Prevention

All waste must be stored and handled in a way that prevents and minimises pollution, including preventing spills, leaks, emissions, contamination and fire risks. Ensure appropriate measures are in place to manage pollution risks during a fire, including prevention of contaminated fire-water runoff, control of incompatible wastes entering mixed drainage, and implementation of contingency plans to stop environmental harm.

4.1.3 Security

All waste must be stored within secure, access-controlled areas to prevent unauthorised access or vandalism

4.1.4 Identification & Signage

a. Each waste storage area must be clearly signed with:
   i. The waste type
   ii. Any hazard information
   iii. Maximum capacities (where required)

4.1.5 Capacity Limits

Each site must define maximum quantities for each waste stream in the Site Waste Storage Plan and must never exceed those limit and correlate to what it says in your individual permit.

4.1.6 Inspections (Evotix)

a. All waste storage areas must be inspected via EVOTIX(e.g FCE Daily inspections), following the defined inspection schedule (daily, weekly, monthly as required).
   i. EVOTIX inspections are mandatory and form the formal record of compliance.
   ii. Any issues (leaks, damage, blocked aisles, incorrect storage, incompatibles) must be logged, actioned and closed out in EVOTIX.
   iii. The EA requires frequent inspection of all waste areas, so EVOTIX entries are a key compliance document.

5. Waste Storage Requirements

5.1.1 Non-Hazardous Waste

a. Storage Requirements
   i. Each waste storage area must be clearly signed with:
   ii. The waste type
   iii. Any hazard information
   iv. Maximum capacities (where required)

5.1.2 Chemical Waste (hazardous, low hazardous)

a. Storage requirements
   i. Store in dedicated, signed hazardous waste areas.
   ii. Keep under cover if packaging is cardboard/fibre or otherwise sensitive to moisture/light/heat.
   iii. Segregate incompatibles (acids/alkalis/oxidisers/flammables/toxics) using horizontal and vertical segregation rules and the Dangerous Goods Segregation Chart (HSG71 Table 2).
   iv. Spill kits available at point of use; aisles kept clear for inspection and emergency access.
   v. Environmentally Hazardous (fish & tree pictogram) Secondary Containment:

a) Any waste displaying the “Environmentally hazardous” pictogram must be stored with appropriate secondary containment to contain contaminated run off and prevent escape to land, surface water or groundwater.
b) Secondary/tertiary containment systems must be designed in line with CIRIA C736.
c) Site drainage arrangements for these areas must prevent pollutants from leaving the storage area and must also avoid contact between incompatible wastes.

vi. This requirement applies to liquids and any waste that could generate polluting leachate if packaging fails (e.g., oils, solvent residues, paints/inks, reactive solutions, WEEE fluids).

5.1.3 Oils (waste oil, hydraulic, Disel, Lubricants)

a. Storage requirements:
   i. Must be stored in dedicated oil areas with signage.
   ii. Oils must always be stored in compliant bunded storage that prevents escape (legal requirement).
   iii. Bund = 110% largest container OR 25% total volume.
   iv. Protect from weather to avoid bund flooding and loss of containment.
   v. Keep away from incompatible substances such as oxidisers.

5.1.4 Aerosols (Product and waste)

a. Storage Requirements:
   i. Must be stored under cover, away from heat and sunlight.
   ii. Store in mesh cages or ventilated flammable stores.
   iii. Must be segregated from ignition sources.
   iv. Treat as flammable and apply DSEAR controls.
   v. Waste aerosols must be stored in approved vented containers.
   vi. Aluminium aerosol cans must be segregated from steel aerosols and stored in separate containers or cages, due to their higher rupture severity and increased fire missile risk in a heat or ignition incident.

5.1.5 WEE (Electrical Waste)

a. Storage Requirement:
   i. All WEEE must be stored under cover in designated to prevent rainwater entering, corrosion, deterioration, or creation of contaminated run-off (pollution risk).
   ii. Small mixed WEEE should be stored in containers to prevent breakage.
   iii. Must be removed within 6 months or earlier as required.
   iv. Fire risk controls: maintain spacing, do not block aisles, no hot work nearby.

5.1.6 WTEE (Temperature Exchange Equipment: fridges, freezers, heat-pumps)

a. Storage requirements:
   i. All WTEE must be stored under cover to prevent exposure to rain and weathering.
   ii. WTEE must be stored upright and whole - never tipped or stacked horizontally.
   iii. Any damaged WTEE must be isolated immediately e.g foam exposed, oil/refrigerant release.
   iv. Mechanical handling equipment must not cause crushing, circuit damage, or foam rupture
   v. WTEE must be removed from site within a maximum of 3 months.
   vi. Fire risk controls: maintain spacing, do not block aisles, no hot work nearby. WTEE insulation foam and plastic components are combustible so adhere to fire controls.

5.1.7 Batteries (Lead-Acid, NIMH, Alkaline ETC)

a. Storage Requirements:

i. Store under cover in weather-protected areas to prevent rainwater ingress and corrosion.
ii. Use acid-resistant, lidded, leak-proof containers or heavy-duty tubs.
iii. Segregate by chemistry (e.g., lead-acid kept separate from NiMH and alkaline).
iv. Keep away from heat and direct sunlight; prevent damage during handling and storage.
v. Prevent short-circuiting (e.g., tape terminals where appropriate, use dividers/compartments, avoid loose bulk piles).
vi. If received damaged or leaking, isolate immediately under cover in a lidded container and log an incident/NCR in EVOTIX
vii. Lithium and Lithium ion batteries– Only delivered in line with ADR regulations- In Un approved drums, terminals taped if exposed, packed in vermiculite. Max 30kg in a 50kg drum. Prioritised for removal from site as soon as is practicable

6. ADR Hazard Class & Segregation

6.1.1 Hazardous waste must be segregated using ADR hazard classes:

a. Not Dangerous for Transport
b. Class 2: Gases
c. Class 3: Flammable liquids
d. Class 4.1: Flammable solids
e. Class 5.1: Oxidisers
f. Class 5.2: Organic peroxides
g. Class 6: Toxic substances
h. Class 8: Corrosives
i. Class 9: Miscellaneous dangerous substances

6.1.2 Vertical segregation

a. Do not store incompatible substances above one another.
b. Example: Corrosives must never be stored above flammables.
c. Assess risk of leaks dripping from higher levels.

6.1.3 Horizontal Segregation

a. Use separate bays, cages, bunds or distance separation for incompatible substances.
b. All sites must follow the Dangerous Goods Segregation Chart (HSG71 Table 2).

6.2 Flammable liquids

a. Storage requirement:
i. Store under cover in a secure, designated flammable storage area.
ii. Keep in robust, closed containers designed to prevent leakage and vapour release.
iii. Maintain 3–5 metre fire-breaks between flammable storage and other waste streams.
iv. Store away from oxidising agents, corrosives, toxics and heat sources.
v. No smoking, no hot-work, no open flames within the area.
vi. Ensure forced or natural ventilation is present to prevent vapour accumulation.
vii. Aerosols must be kept in mesh cages or fire-resistant cabinets to reduce missile risk in a fire.

6.2.2 Storage of Oxidising Substances (Class 5.1)

a. Storage requirements:
i. Store oxidisers separately from flammable liquids, flammable solids, gases, organic peroxides, and combustible materials.
ii. Do not store oxidisers in the same building compartment as incompatible classes unless an appropriate barrier is in place (30 minute fire resistant wall or separate external compound).

iii. Never store oxidisers above flammables or above anything that could react violently with them.
iv. Vertical segregation is critical -if an oxidiser leaks, it must not drip onto flammables or combustibles.
v. Ensure good ventilation and avoid heat build-up.
vi. Keep oxidisers away from contamination from organic materials (paper, cardboard, wood), oils, greases, or reducing agents.
vii. Use non-combustible shelving and racking.
viii. Store in cool, dry conditions, ideally under cover and protected from moisture.
ix. Follow the Dangerous Goods Segregation Chart to confirm specific incompatibilities with each hazard class. Oxidising substances (Class 5.1) must be stored in a dedicated area, under cover, in non-combustible shelving, and segregated horizontally and vertically from flammables, organics, combustibles, peroxides and incompatible chemicals, following the Dangerous Goods Segregation Chart (HSG71 Table 2).

6.2.3 Combustible Storage

a. Storage requirements:
   i. In line with regulatory guidance.
   ii. Combustible materials ie pallets kept to a minimum, any excess pallets removed to a 3rd party where not needed. Stacks of empty pallets kept away from flammable substances.