

Application for yearly registration of polychlorinated biphenyl (PCB) holdings



Guidance notes

Please read these notes and the whole form carefully before you fill the form in.

If you hold PCB contaminated equipment (as defined by the regulations) and you fail to register it you are committing a criminal offence which may result in enforcement action.

There are other legal requirements concerning PCBs. Please see guidance in Part 2: Further information.

What to fill in

You need to fill in all relevant parts of the form to give us details of your PCB holdings. If you do not fill in these sections we may need to ask you for more information.

All applicants must fill in sections 1 to 3 and 6 to 9. If you are registering a substance or piece of equipment for the first time, or renewing your registration, you must fill in section 4. If you are de-registering holdings, you must fill in section 5.

You may need extra copies of section 4 or 5 if you have several pieces of equipment to register or de-register.

Extra sheets

If you need more space for any of your answers, please use a separate sheet. Make sure you label each sheet clearly with:

- the section it applies to;
- the number of the sheet – for example, 3 of 5.

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Part 2: Further information

Part 1: Filling in the form

Section 1: Application details

The registration period runs from 31 July to 30 July the following year. You need to tell us which period you are registering or renewing for. For example, 31 July 2012 to 30 July 2013.

You must renew your registration every year until the holding has been disposed of or has been decontaminated.

Section 2: Authorised contact

The person named in this section must have the authority to act on your, or your company's, behalf.

Section 3: The applicant

We will issue the registration in the name of:

- an individual; or
- the people named on the form, if the application is for a company or partnership.

You must tell us if any of the people named on the form leave the company or partnership.

Section 4: Registering equipment

You must register any equipment which fits the legal definitions of PCB contaminated equipment.

A PCB substance is any substance with a PCB concentration of more than 50 parts per million (ppm). This is equal to more than 0.005%.

PCB contaminated equipment is any item of equipment which contains 5 litres or more of a PCB substance. This is equal to 5dm³ or more.

You need to register any item of equipment that could be contaminated equipment, unless it is reasonable to assume that it does not contain PCBs. It is reasonable to assume that any equipment manufactured after 1986 is free from PCBs. If you are in any doubt you should contact us (see section 10).

Equipment

What equipment do you hold?

Tell us what type of equipment you hold.

Please choose between transformer, power capacitor, heat transfer equipment, hydraulic equipment, pole-mounted transformer, resistor, process heating equipment, vacuum pump, stock PCBs.

If you hold other equipment, please tell us what it is.

Unique reference or serial number

Please provide us with a unique reference number for each item of equipment. This will help both you and us to compare data in the next registration year. You should keep records of any reference numbers you give.

National Grid references

National Grid references (NGRs) help us to keep more accurate records. Guidance about NGRs is available from the Ordnance Survey website. Go to www.ordnancesurvey.co.uk for more information.

Exact location of equipment or substances within the site

Tell us exactly where each piece of equipment is. This is important for large sites which hold several items of equipment.

Approximate quantity of substance (kilogrammes)

You can use the following methods to estimate amounts.

- **Transformers or other fluid holdings:** total volume of fluid (unless internal dimensions are available) expressed as kilogrammes, assuming that 1 litre (dm³) is equal to 1 kilogramme.
- **Capacitors and other contaminated equipment:** total volume of the equipment using the external dimensions (unless internal dimensions are available) expressed as kilogrammes, assuming that 1 litre (dm³) is equal to 1 kilogramme.

Planning for disposing of or decontaminating equipment

If you have plans and dates for disposing of or decontaminating transformers that are still in use and that contain 500ppm or less of PCBs please supply details (500ppm is equal to 0.05% or less). Although you can keep these items until they reach the end of their useful life, PCBs are Persistent Organic Pollutants (POPs) and are controlled under the terms of the Stockholm Convention on POPs. As a country that has signed up to the Convention, the United Kingdom must stop using equipment and oils containing PCBs by 2025.

Registered items must be re-registered every year until the equipment is disposed of or decontaminated. It should then be de-registered.

All other PCBs and PCB contaminated equipment must be disposed of or decontaminated as soon as possible. Continuing to use these items is an offence under the PCB regulations and may lead to enforcement action.

Please provide details of what methods are planned and when you expect this work to be done.

Section 5: De-registering equipment

You will need to de-register if you have registered substances or equipment that have now been:

- disposed of; or
- decontaminated to a PCB concentration of less than 50ppm; or
- sold; or
- moved.

If you need to de-register because you have sold or moved PCB contaminated equipment, please see the guidance notes in Part 2: Further information.

PCBs are hazardous. Waste oils or contaminated equipment must only be removed from site by a licensed waste carrier and must be transferred to a permitted waste management facility.

Please contact us if you need advice (see section 10).

Equipment

Type of equipment to be de-registered

Tell us what type of equipment you are de-registering.

Please choose between transformer, power capacitor, heat transfer equipment, hydraulic equipment, pole-mounted transformer, resistor, process heating equipment, vacuum pump, stock PCBs.

If you hold other equipment, please tell us what it is.

Unique reference or serial number

Please provide us with a unique reference number for each item of equipment. This will help us to compare data to previous registration years and make sure the correct item of equipment is de-registered.

National Grid references

See guidance on National Grid references in section 4: Registering equipment.

Exact location of equipment or substances within site

See guidance on exact locations in section 4: Registering equipment.

Approximate quantity of substance (kilogrammes)

See guidance on estimating quantities in section 4: Registering equipment.

Substance concentration

The substance concentration (ppm)

If your substance has been tested, please tell us the result.

Evidence of concentration provided (for example, lab reports)

Please tell us what evidence you have provided of the tested level of concentration. This is normally oil sample laboratory reports, but we may accept other evidence. If you are not sure about what evidence to provide, please contact us for advice (see section 10).

Method of disposal or decontamination

Biological treatment, incineration, physicochemical treatment, permanent storage

Tell us how you disposed of or decontaminated equipment.

Your waste contractor will be able to give you more information about this.

Evidence of disposal or decontamination

Please tell us what evidence you are providing about disposing of or decontaminating equipment. This is normally consignment note numbers or laboratory test reports, though we may accept other evidence. If you are not sure about what evidence to provide, please contact us for advice (see section 10).

De-registering for other reasons

Has the equipment been sold or moved?

Please write 'sold' or 'moved' as appropriate.

You need to send us extra information if you have sold or moved equipment. Please see guidance in Part 2: Further information.

If you are de-registering because you have disposed of or decontaminated the equipment, please write 'not applicable'.

Section 6: The Data Protection Act 1998

We, the Environment Agency, will process the information you provide so that we can:

- deal with your application;
- make sure you keep to the conditions of the licence, permit or registration;
- process renewals; and
- keep the public registers up to date.

We may also process or release the information to:

- offer you documents or services relating to environmental matters;
- consult the public, public organisations and other organisations (for example, the Health and Safety Executive, local authorities, the emergency services, the Department for Environment, Food and Rural Affairs) on environmental issues;
- carry out research and development work on environmental issues;
- provide information from the public register to anyone who asks;
- prevent anyone from breaking environmental law, investigate cases where environmental law may have been broken, and take any action that is needed;
- assess whether customers are satisfied with our service, and to improve our service; and
- respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows).

We may pass the information on to our agents or representatives to do these things for us.

Section 7: Disclosure

7a Confidential information

If you want to withhold any details of your registration from the public, please use a separate sheet to say:

- which information you want to withhold; and
- why you want to withhold it.

If we decide that the information is not confidential:

- we will write to you to let you know within 21 days; and
- you have a period of 21 days to appeal before we enter the information onto the public register (and release it through our website).

7b National security

If you believe the information you are providing should be restricted for national security reasons, you need to apply for a direction from the Secretary of State (in England) or Welsh Ministers (in Wales). You need to send us a copy of any direction that is approved. If you are waiting for a decision, send us a copy of your request for a direction.

Section 8: Checklist

8a Payment

We will not process applications until we have been paid.

Tell us how you are paying the registration fee. If you want to pay by BACS or credit card, please tell us the date you intend to pay.

You should pay the fee as early as possible. We are not responsible for any delay in payment.

8b Extra information

Please make sure you have provided all the necessary information for your application, and tick the relevant boxes to show what you have provided.

Section 9: Declaration

The person who fills in the form should be the one who signs it. This person must have the authority to sign the application on behalf of the organisation applying for the registration. For example, they may be the company director or a company secretary.

If you deliberately make a statement that is false or misleading to get approval, we may take enforcement action, which can include prosecution.

Section 10: Your application and how to contact us

If you need to speak to someone about filling in the application form, or about disposing of PCB waste, please contact us as shown below.

National Customer Contact Centre: 03708 506 506
(Monday to Friday, 8am to 6pm)

Textphone: 03702 422 549 (Monday to Friday, 8am to 6pm)

Email: PCB-enquiries@environment-agency.gov.uk

Website: www.gov.uk/environment-agency

Where to send your application

Once you have filled in the form, please email it to PCB-enquiries@environment-agency.gov.uk, or send it to

Waste and Industry Regulatory Service
Environment Agency
Quadrant 2
99 Parkway
Sheffield
S9 4WF.

To help us process your application quickly, please:

- make sure that you answer all the questions;
- provide all the necessary documents;
- label all the documents you send to us; and
- include the right payment for the registration charge.

When to send your application

If you are registering for the first time you should send us your filled-in form straight away.

If you are renewing an existing registration, please send the form back by 31 July of this year.

You should de-register when you have moved a piece of registered equipment or as soon as you have written proof that the holding has been disposed of, decontaminated (to contain 50ppm or less of PCBs) or sold.

If we need more information

We will contact you if we need more information about certain areas of your application.

We may refuse to register you if you do not give us all the information we need. If we cannot register you we will write and tell you why.

How long it takes to process your application

We are allowed 56 days to process your application, though we aim to finish processing it no more than 28 days after receiving it.

If we cannot finish processing your application within these timescales, we will usually:

- be able to tell you why; and
- contact you to extend the timescale.

If you are not happy to wait longer, you can appeal to the Secretary of State (in England) or Welsh Ministers (in Wales).

Once we are happy with your application, we will send you confirmation of your registration.

Appeals

You can appeal to the Secretary of State (in England) or Welsh Ministers (in Wales) if:

- you are not happy with our decision on confidentiality;
- we refuse your application for registration; or
- we do not process your application on time.

If we refuse to register you, we will automatically let you know how to appeal. You usually have to appeal within 28 days of the date we made the decision.

Part 2: Further information

If you have sold or moved PCB contaminated equipment

If you need to de-register equipment for other reasons, such as if you have sold it or moved it to another site, you will need to write to us.

If you have sold the equipment, you will need to send proof of sale and tell us who the equipment has been sold to.

If you have sold the site where the equipment is, please tell us the new owner of the site and their contact details. Please also provide proof of the sale.

You will still be legally responsible for the equipment until you give us proof of the sale.

If you have moved the equipment to another site, you will need to register it again using the new site details.

If you have moved the equipment to a site that is not in England or Wales, you will need to register it with the environmental regulator for the new site.

If your site has equipment tested at 50ppm or less

If your site has decontaminated equipment that has been tested and shown to contain PCBs at 50ppm or less, but has not been registered before, please fill in section 5. We will register and de-register the equipment at the same time to make sure it is on our records as being at that site but no longer needs to be registered.

Other legal requirements

Registered holders of PCB contaminated equipment have to meet other requirements, including using the right labelling. You should check that you are in line with the regulations.

PCB contaminated components that are part of a larger piece of equipment may be held until the larger piece of equipment reaches the end of its useful life. You do not need to register either the component or the equipment if they do not fit the legal definition of PCB contaminated equipment (see section 4: Registering equipment). Capacitors in fluorescent lighting units are an example of this.

Holding other PCBs, or equipment containing PCBs, that do not qualify as contaminated equipment (as defined by the regulations) is against the law. You should arrange to dispose of or decontaminate these substances or items of equipment immediately. If you need advice about disposal, contact our National Customer Contact Centre on 03708 506 506.