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Consignment Notes

A guide to the Hazardous Waste Regulations

We are the Environment Agency. It's our job to look after your environment and make it **a better place** - for you, and for future generations.

Your environment is the air you breathe, the water you drink and the ground you walk on. Working with business, Government and society as a whole, we are making your environment cleaner and healthier.

The Environment Agency. Out there, making your environment a better place.

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1. Aims

The Hazardous Waste Regulations¹ (HWR) set out requirements for the use of consignment notes when hazardous wastes are moved. It is part of a series of documents that explain how the HWR work.

This guide applies to:

- hazardous waste movements wholly within England and Wales,
- hazardous wastes that are moved into or out of Scotland, Northern Ireland and Gibraltar into or out of England or Wales.

This guide explains:

- how to obtain consignment notes,
- situations where consignment notes must be used and those cases where they are not required,
- how to use the multiple collection consignment note for collections of more than one consignment by a single carrier in the course of a single journey,
- the procedures for moving hazardous waste from ships or via pipelines,
- the procedure where more than one carrier moves a consignment of hazardous waste,
- what to do if a consignee rejects waste,
- the procedures for moving hazardous waste into or out of Scotland, Northern Ireland and Gibraltar into or out of England or Wales

The Hazardous Waste Regulations apply the requirements of the European Hazardous Waste Directive 91/689/EEC (HWD) in England and Wales.

Other hazardous waste documents referred to in this guide may be found on our website at:

www.environment-agency.gov.uk/hazwaste

The information in this guide is based on what we know at the moment. It may change in the future if there is a change in Law, guidance from the Government changes or as a result of our experience in regulating this type of waste.

¹ "Hazardous Waste Regulations" used in this guidance is an abbreviation for both the Hazardous Waste (England and Wales) Regulations 2005 and the Hazardous Waste (Wales) Regulations 2005. These regulations replace the Special Waste Regulations 1996 that were revoked on 16th July 2005.

2. General Provisions

WASTES THAT ARE EXCLUDED FROM THE REGULATIONS

General Exclusions

Regulation 2(1)(b) of the HWR states that 'waste' means anything that -

- (i) is waste for the purposes of the Waste Directive; and
- (ii) ... is not excluded from the scope of that Directive by Article 2 of that Directive.

Therefore hazardous substances that do not meet this definition (i.e. are not Directive Waste) are excluded from the HWR and there is no need to use consignment notes.

Agricultural or Mine and Quarry Wastes

These wastes are not excluded from the scope of the Waste Directive. However, Regulations 16 and 17 of the HWR (as amended) do exclude these wastes before 15th May 2007. **Therefore consignment notes are not required to move either hazardous agricultural waste or mine and quarry waste until 15th May 2007.**

Radioactive Wastes

Most radioactive waste is not Directive Waste, but comes under the Basic Safety Standards Directive (96/29/EURATOM) and the Radioactive Substances Act 1993 (RSA). However, if radioactive waste is exempt from the requirements of sections 13 or 14 of the RSA, and has one or more of the hazardous properties listed in Appendix B, this waste will be **classified as hazardous waste for the purpose of the HWR** (regulation 15) and must be moved using consignment notes.

Domestic Wastes

Domestic waste is excluded from the controls of the HWR (regulation 12). However the following wastes, that may be produced on domestic premises, do fall under some of the controls of the regulations:

- **Certain asbestos which is also domestic waste (regulation 13)**

Where asbestos waste is produced by a person residing at domestic premises or by someone acting on their behalf without reward, a consignment note is not needed when that asbestos waste is moved from the domestic premises. This would include, for example:

- i) A householder who removes and disposes of asbestos waste from their house to a civic amenity site.
- ii) A neighbour/friend who assists in removing such waste without payment.

- **Separately collected fractions of hazardous domestic waste (regulation 14)**

These are:

- i) Hazardous waste which is domestic waste; and
- ii) Collected from premises on which it is produced separately from the collection of other wastes from those premises.

It is still a separately collected fraction even where it is collected at the same time and/or on the same vehicle as other wastes, provided that it is not mixed with those other wastes. Consignment notes are not required for these wastes up to the point where they are taken to other premises for collection, disposal and recovery. Consignment notes are however required for any onward movement from the collection, disposal and recovery site.

WHEN TO USE CONSIGNMENT NOTES

When hazardous waste is moved from “premises” then consignment notes must be used. Separate guidance on what should or should not be regarded as “premises” is available:

HWR02A - Do I Need to Notify My Premises?

Where wastes are moved from locations that are not premises then consignment notes are not required. If the waste is moved to premises for later removal then consignment notes must be used for that movement and any other movements from premises (e.g. where waste is removed from a non-premises location to a depot, for later transfer to another waste management site).

Regardless of whether consignment notes are used or not, unless the hazardous waste is also excluded from the HWR entirely as detailed above, then all of the other provisions of the HWR do apply. This includes, for example:

- prohibition on mixing
- duty to separate waste
- keeping records and making returns
- emergencies and grave danger

TYPES OF HAZARDOUS WASTE MOVEMENTS

There are two types of consignment notes available for hazardous waste movements:

- Standard procedure (single movements) consignment note – used where waste is moved from one premises to a consignee in a single journey, and
- Multiple collection consignment note – may be used where waste is collected from a number of premises and taken to the same consignee.

The standard procedure note is also used for the removal of ships waste and removal of wastes by pipeline. There is also a Schedule of Carriers Form that is to be used for some single movements of waste that involve more than one carrier for a journey, see section 7 - Schedule of Carriers.

OBTAINING CONSIGNMENT NOTES

We can supply blank consignment notes for a small charge. You can obtain the notes listed below by calling 0845-6031043 (local call rate), asking for the Hazardous Waste team, faxing an order on 01733-358172 or e-mailing hazwasteorders@environment-agency.gov.uk.

- Standard procedure (single movement) consignment note.
- Multiple collection consignment note.
- Annex to the multiple collection consignment note.
- Schedule of carriers note.
- Continuation sheets* for the:
 1. Standard Procedure (single movement) consignment note.
 2. Multiple collection consignment note.
 3. Annex to the multiple collection consignment note.

** These may be used where there are a number of waste types to be moved and there is insufficient space on a consignment note or annex to describe them properly.*

The consignment notes produced by us do vary in some minor details from those set out in the HWR. These changes are designed to enhance clarity and they are pointed out in this guidance where necessary.

You may also produce your own consignment notes provided that they require the same information and are in substantially the same format as the notes appearing in the HWR. Templates can be downloaded at no charge from our web site.

Alternatively your waste management contractor may be able to supply consignment notes to you.

GENERAL NOTES ON COMPLETION OF CONSIGNMENT NOTES

Provision of Additional Copies: The notes provided by us have a single producer's/holder's/consignor's copy. If an additional copy is required, e.g. because the consignor is different to the producer or holder, then it should be photocopied.

Duplicated details: This document provides guidance for the completion of various parts of consignment notes. There may be cases where a person has a dual role, e.g. is both a consignor and a carrier, or where some details are the same, e.g. the consignor's address and other details are the same as the producer's. In such cases there is no need to complete the duplicate details, provided the appropriate details are completed properly once and an entry is made noting that they are the same elsewhere, e.g. Part D may be completed by noting "see Part A2 above".

Contact details: Some parts of a consignment note asks for an e-mail address and facsimile number. These should be entered if available; otherwise they are not required.

The Data Protection Act 1998

Consignment notes are not routinely sent to us. However, in some situations, you may be required to provide certain copies to us and such a request shall be provided to you in writing.

Any information provided by you may be processed by us to monitor compliance with licence/permit/registration conditions and for maintaining the relevant public register(s).

We may also process and/or disclose it in connection with the following:

- offering/providing you with our literature/services relating to environmental matters;
- consulting with the public, public bodies and other organisations (e.g. Health and Safety Executive, Local Authorities, Emergency Services, DEFRA) on environmental issues;
- carrying out statistical analysis, research and development on environmental issues;
- providing public register information to enquirers;
- investigating possible breaches of environmental law and taking any resulting action;
- preventing breaches of environmental law;
- assessing customer service satisfaction and improving our service; and
- responding to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, where the Data Protection Act allows.

We may pass it on to our agents/representatives to do these things on our behalf.

WASTE ACCEPTANCE PROCEDURES

All hazardous waste to be accepted at permitted waste management facilities, including waste rejected from another facility must, in addition to complying with the HWR, meet regulatory obligations relating to waste pre-acceptance, waste acceptance and waste storage. Detailed guidance on these regulatory obligations can be found in 'Best Practice Guidance - Recovery & Disposal of Hazardous & Non-Hazardous Waste (Other than by Incineration & Landfill)' for acceptance at licensed facilities:

<http://www.environment-agency.gov.uk/business/444217/590750/590821/502174/297341>. See also the 'IPPC S5.06: Guidance for the recovery and disposal of hazardous and non-hazardous waste' for acceptance at facilities with a PPC permit: <http://www.environment-agency.gov.uk/business/444304/444641/595811/677753/955578>.

3. Standard Procedure (Single Movements) (Regulation 36)

A single movement is where one or more carriers move waste from one premises directly to one consignee. Where more than one carrier is to be involved in a movement of waste a Schedule of Carriers form must also be used, see section 7 - Schedule of Carriers. The single movement consignment note is a three-part form. Each part of the form should be completed as described below. If purchased from us they are colour-coded, no carbon required forms and labelled as:

- Producer's/Holder's/Consignor's copy (White)
- Carrier's Copy (Gold)
- Consignee's Copy (Pink)

The form of the consignment note is given on our web-site. Each of the consignment note copies is divided into 5 sections, parts A to E.

Completion of Single Movement Consignment Note

Before the Waste is Collected – *Actions for producer or holder*

You should start to complete the consignment note only when the load is ready for collection. Before the waste is removed, the producer or holder of the waste, as appropriate, must:

- Prepare a copy of the consignment note for the producer or holder, the carrier and the consignee. An extra copy is required for the consignor if he is not the producer or holder.
- Complete Parts A and B on each copy as detailed below.
- Give every completed copy to the carrier.

If there is more than one carrier transporting the waste, a Schedule of Carriers form must also be used, see section 7 - Schedule of Carriers.

Part A - HOLDERS DETAILS

A1. Consignment note code:

A unique consignment note code is required on a consignment note. We have issued a coding standard for consignment notes. The consignment note number is a combination of the six digit hazardous waste registration number (premises code) or exempt equivalent, followed by a five digit unique identifier. For rejected consignments an additional letter 'R' is added at the end of the number to denote that the original load was rejected, see section 8 – Rejected Consignments. You must use the coding standard in Appendix A to determine the consignment note code.

Note: the standard consignment note is not normally used for multiple collections. The single movement consignment note code should not have additional letter 'M' added at the end, except where it is being used for a multiple collection in a case where a carrier does not elect to apply the multiple collection procedure (see page 19 - Notification Details for multiple collections).

A2. The waste described below is to be removed from (name, address, postcode, telephone, e-mail, facsimile):

Complete the details for the premises from where the waste is being collected. Where the premises are notified under the HWR, the name, address and postcode given must match with the details on the registration issued by us.

Where the site is exempt, the details should be sufficiently accurate to fully describe the location of collection.

Where the waste being collected has been deposited in contravention of section 33 of the Environmental Protection Act 1990, (e.g. fly-tipped waste) then the site of collection must be sufficiently described to accurately locate the site. This may be an actual address with a postcode if it is deposited on premises with a postal address. Otherwise, the site should be described by reference to nearby prominent features such a highway. Note that a postcode is required for the consignment to be properly recorded on the consignee's quarterly returns that are sent to us. Because of this, the nearest known full postcode to the site must be entered. Wherever possible, a grid reference should also be used, particularly if there are insufficient details accurately describing the location.

A3. Premises Code (where applicable):

If the premises are registered with us, then the Premises Code, in the form of a hazardous waste registration number, should be entered here. If the premises is exempt from registration this should be stated here by writing "N/A".

A4. The waste will be taken to (name, address & postcode):

This provides details about the consignee. Full details of the consignee are required - any consignee you choose to send waste to must either be permitted to receive your waste or be exempt from permitting. It is your duty of care to ensure that this is the case. If the consignee is permitted this should match the name, address and postcode of the site permit.

A5. The waste producer was (if different from 2.) (name, address, postcode, telephone, e-mail, facsimile):

Where the details for the producer of a waste are not the same as those given in A2, you must identify the producer here.

Part B - DESCRIPTION OF THE WASTE

If the consigned waste is made up of more than one waste type, you will need to itemise each waste by a description and EWC code. The consignment note provided by us has space for two wastes - if you have more than this, a continuation sheet should be used detailing **all** the information required in Part B. Continuation sheets should be numbered and identify an associated consignment note code. All sheets should be securely attached to the consignment note and the number of the consignment note clearly marked on each sheet. The producer, consignor, carrier and consignee should retain a copy of each sheet.

B1. The process giving rise to the waste(s) was:

You should provide a full written description of the process that gave rise to the waste; it is not sufficient to enter, for example, 'Manufacturing'. Where there is more than one waste consigned, produced by more than one process, the primary production process should be recorded.

B2. SIC for the process giving rise to the waste:

The Standard Industrial Classification (SIC) classifies businesses and other operations. The 2003 version of the SIC is split into 17 Sections, A-Q (e.g. D Manufacturing), some of which are split into sub-sections which are denoted with two letters (e.g. DB Manufacture of textiles and textile products). Each section or sub-section comprises divisions (e.g. 17 Manufacture of textiles), which is in turn subdivided into groups (e.g. 17.5 Manufacture of other textiles), classes (e.g. 17.51 Manufacture of carpets and rugs) and sub-classes (e.g. 17.51/1 Manufacture of woven carpets and rugs).

Further details of the 2003 version of the SIC system are available as a downloadable Excel spreadsheet on our web-site.

The level of SIC required is that providing the most detail, e.g. class or sub-class as appropriate. In the textile example above, for example, the sub-class, 17.51/1, should be entered rather than the class, 17.51.

The SIC given on the consignment note is not necessarily that given at the time of notification but that for the process giving rise to the waste. For example if the premises is generally used as an office then the site premises would have been registered with us with an office SIC. If the waste is from that operation, e.g. fluorescent lighting tubes from the office, then the SIC for the waste would reflect the office use. If however there is a small laboratory producing chemical waste at the office then the laboratory SIC is more appropriate to the waste movement.

As in B1 above, where there is more than one waste consigned, produced by more than one process, the SIC for the primary production process should be recorded.

B3 – WASTE DETAILS

The waste is:*

A written description of the waste is entered here. The description must not simply reproduce the description from the LoWR. A complete description is required; for example, it is not sufficient to describe a waste acid from a pickling process as 'pickling acids' (the description from EWC 11 01 05*). A complete description is required such as 'sulphuric acid used for pickling'. It is not acceptable to write 'Laboratory Chemicals' as a waste type; each waste must be separately identified.

* In the consignment note provided by us, this heading has been replaced with a column headed "Description of waste" in the table. A written description of the waste is entered here.

If a consignment note provided by us is used, and there is insufficient space to record all of the details required in B3 on one row of the tables, then both rows may be used for a waste. Continuation sheets can be used for additional wastes for consignment notes either produced by us or any other provider.

For each waste description, the corresponding entries that need to be completed are:

List of Wastes (EWC) code (6 digits):

It is important that you choose an appropriate EWC code; it should match the waste description and the operation that produced it. How to choose a correct EWC code is described in our guidance WM2 - Interpretation of the definition and classification of hazardous waste.

Quantity (kg):

The total quantity for each EWC coded waste must be provided in kilograms. This should be the quantity that the carrier is actually collecting. Where the waste is a liquid, the quantity should be shown as kilograms by converting the volume to its equivalent weight using a suitable conversion factor. Where there is no suitable conversion factor then the factor 1 litre = 1 kilogram may be used.

The chemical/biological components of the waste and their concentrations are:

All relevant components and their concentrations should be shown so that carriers, consignees or other parties are aware of what is in each waste. This will also include components that do not render the waste hazardous, e.g. the presence of metals (such as iron) in pickling acids. Properly describing all the components of the waste is important to the choice of disposal for the waste.

Physical Form (gas, liquid, solid, powder, sludge or mixed):

Only one of the descriptions, i.e. Gas, Liquid, Solid, Powder, Sludge or Mixed should be given for each EWC.

Hazard code(s):

This must be completed for **all** of the hazards appropriate to each waste. The hazardous properties are given in Appendix B.

Container type, number and size:

Each container of waste must be described with its size and quantity e.g. 4 x 45 gallon drums, 1 x 14 cubic yard skip.

UN identification number(s), Proper shipping name(s), UN Class(es), Packing group(s) and Special handling requirements:

These items are required for transport purposes where the waste is also 'dangerous for carriage'. It is the responsibility of *consignors*² of dangerous goods to classify and assign these items. Details of these can be found in the ADR 2005, which is on the UNECE web-site:

<http://www.unece.org/trans/danger/publi/adr/adr2005/05ContentsE.html>.

Part 2 explains the principles of classification. Part 3 (Tables A and B) has lists of the substances both numerically and alphabetically and gives the appropriate packing groups.

² For the purposes of the Carriage of Dangerous Goods and the Use of Transportable Pressure Equipment Regulations 2004, "consignor" means the enterprise which consigns dangerous goods either on its own behalf or for a third party. If the transport operation is carried out under a contract for carriage, consignor means the consignor according to the contract for carriage.

If a consignment is classified as dangerous goods then *consignors* may need to also comply with the requirements of the Carriage of Dangerous Goods and the Use of Transportable Pressure Equipment Regulations 2004 SI 2004/568 as amended by the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment (Amendment) Regulations 2005 SI 2005/1732 (CDG). This legislation implements the European agreements for road (ADR 2005) and rail (RID) carriage of dangerous goods in Great Britain.

Others involved in the transport chain such as loaders, fillers and carriers should also check the requirements of ADR 2005 above including Section 1.1.3.6, Chapter 5.4 and Part 8.

Additional guidance on this may be found on the web-sites of the Department for Transport:

http://www.dft.gov.uk/stellent/groups/dft_freight/documents/divisionhomepage/032621.hcsp,

and the 'Carriage of Dangerous Goods Manual', produced by the Health and Safety Executive: <http://www.hse.gov.uk/cdg/manual/index.htm>.

Special handling requirements:

This information is equivalent to the 'instructions in writing' required by the CDG (sometimes referred to as the 'TREM CARD' information). This information typically requires more space than is provided on the consignment note. Where there is insufficient space then this item should be marked as 'see attached' and the required information must be provided with the consignment note. For the purposes of the HWR we do not expect carriers to keep the "special handling requirements/instructions in writing" after the waste has been transported. However, the CDG do require that this information must be kept for a period of three months after the waste has been transported. This information may be kept either as the documents forming part of a consignment note or as electronic records.

In most cases, the completion of these items on a consignment notes will meet the documentary requirements of the CDG. However, if carrying a full load, *consignors* may also need to supply emergency instructions for the driver.

Please note that the Environment Agency, the Department for Transport or the Health and Safety Executive cannot give advice on individual queries concerning these items.

Where a waste is not 'dangerous for carriage' there is no need to complete these items.

Completion of Part C – Actions for carrier

After the producer or holder has completed parts A and B, the carrier must complete Part C as detailed below and then give every completed copy to the consignor.

Part C - CARRIER'S CERTIFICATE

If wastes are to be transferred from one carrier to another, the '*....if a schedule of carriers is attached tick here*' box must be ticked and a Schedule of Carriers form completed. The procedure for using the Schedule of Carriers form is in section 7 - Schedule of Carriers.

When the waste is collected, the carrier should check that Parts A2, A4 and B3 are correct, i.e. the collection and destination addresses are correct and the waste being collected is as described in Part B3. It is not, however, expected that the carrier will be able to confirm that the details entered under the heading in B3: '*The chemical/biological components of the waste and their concentrations are*', are correct.

C1. Carrier Name / On behalf of (name, address, postcode, telephone, e-mail, facsimile):

The driver must give his name, and complete the name of his business and all appropriate address and contact details.

C2. Carrier registration n°./ reason for exemption:

A carrier must either be registered or exempt from registration. The carrier's registration number must be provided if applicable. If the carrier is exempt, the reason for the exemption e.g. charity, carrying own waste etc should be given. A waste producer may transport his own waste without being a registered waste carrier, but this exemption does not apply to producers of construction and demolition waste, who must always be a registered waste carrier.

It is good practice to periodically check that the details provided by the carrier are correct. A carrier registration is valid for three years and may be revoked by us in specified circumstances. The status of the carrier may be checked by contacting us on 08708 506506.

The carrier's registration details must be those of the actual carrier; so where a subcontractor has been used, it is the subcontractor's carrier's registration details, not those of the main contractor, that should be entered.

C3. Vehicle registration n° (or mode of transport if not road):

The carrier must enter the registration number of the vehicle collecting the waste. If the waste is not travelling by road, the carrier must identify the means of transport, e.g. railway, canal barge etc.

Signature:

This is the name of the person collecting the waste.

[Date]... at...[time] hrs:

This is completed with the date and time (preferably using the 24 hour clock) that the waste was collected.

Completion of Part D – Actions for consignor

After the carrier has completed Part C, the consignor must:

- Complete Part D on every copy as detailed below.
- Give a completed copy to the producer or holder if he is not also the consignor.
- Retain one copy.
- Give every remaining completed copy to the carrier.

Part D - CONSIGNOR'S CERTIFICATE

The consignor signs in Part D to certify that:

- all of Parts A, B and C are correct;
- the carrier is registered or exempt;
- the carrier was advised of any precautionary measures regarding the collection;
- all of the waste is packaged and labelled correctly and the carrier has been advised of any special handling requirements (see above).

Where the consignor is not the producer or holder of the waste, he will need to ensure that he has sufficient knowledge of the waste collection to allow him to sign Part D.

D1. Consignor Name / On behalf of (name, address, postcode, telephone, e-mail, facsimile):

The consignor must give his name, and complete the name of his business and all appropriate address and contact details.

After completion of Part D – Actions for carrier

After the consignor has completed Part D, the carrier is then in a position to remove the waste. At this stage he must ensure that every copy that he has been given travels with the consignment of waste.

If the waste is to be transferred to another carrier, the '*If schedule of carriers is attached tick here*' box must be ticked and a Schedule of Carriers form completed, see section 7 - Schedule of Carriers.

When the waste is delivered to the consignee, the carrier (or if there is more than one carrier, the final carrier) must give every copy to the consignee.

Receipt of Waste by Consignee – Actions for consignee

When the carrier transfers the waste to the consignee, the consignee must:

- Decide whether to either accept or reject the load.
- Complete Part E on both copies of the consignment note as detailed below.
- Give one completed copy to the carrier.
- Retain one copy.

Completed copies must be kept by the carrier and consignee.

Part E - CONSIGNEE'S CERTIFICATE

The consignee should make all necessary checks on the waste prior to completing Part E, including any testing required. The consignee should complete section E as follows on the consignment note and on any continuation sheets provided.

Individual EWC code(s) received:

The consignee must verify that the wastes listed in Part B match the wastes received. He should then complete a line in the table for each separately identifiable EWC coded waste.

Quantity of each EWC code received (kg):

The total quantity for each EWC coded waste must be provided in kilograms, preferably verified on a weighbridge. This should be the quantity of each EWC coded waste that the carrier has delivered. If there is no weighbridge available and the waste is a liquid, the quantity should be shown as kilograms by converting the volume to its equivalent weight using a suitable conversion factor. Where there is no suitable conversion factor then the factor 1 litre = 1 kilogram may be used.

EWC code accepted/rejected:

The consignee should make all the necessary checks on the waste prior to completing this part, including testing. If the consignee accepts each EWC coded waste at the facility this should be indicated by writing 'ACCEPTED' in the table corresponding to each EWC code. Otherwise indicate the rejection of an EWC coded waste by writing 'REJECTED' in the table. Where the consignee site listed in Part A is not the same as that of the facility receiving the waste, the load should always be rejected immediately, see section 8 - Rejected Consignments.

Waste management operation (R or D code):

There are 15 disposal codes and 13 recovery codes listed in Appendix C. For each EWC coded waste the consignee must indicate which waste management operation is to be applied to each waste. The proposed operation should match with those allowable under the permit conditions for the site. If the disposal or recovery operation is not exactly described by a code listed in Appendix C then the code that provides the closest description of the disposal or recovery method should be used.

E1. I received this waste at the address given in A4 on [date]... at...[time] hrs:

This section should be completed with the date and time (preferably using the 24 hour clock) that the waste arrived at the facility, regardless of whether the waste is then accepted or rejected by the consignee.

E2. Vehicle registration n° (or mode of transport, if not road):

The vehicle registration number of the vehicle transferring waste to the consignee must match that of the original carrier given in C3, unless the waste has been transferred to another carrier. In this case, the registration number of the vehicle should match that of the final carrier carrying this load as indicated on the Schedule of Carriers form.

E3. Where waste is rejected please provide details:

Give a full written description of the reasons why individual wastes, or whole consignment, is rejected as appropriate, see section 8 - Rejected Consignments.

I certify that waste management licence/permit/authorised exemption n°(s).....authorises the management of the waste described in B at the address given in A4:

We give each consignee facility a reference number when they become permitted and, in most cases, issue a number to exempt facilities to identify that we are aware of the exemption. This reference number must be given here.

Name:

This is the name of the person signing the consignment note who is responsible for authorising the acceptance or rejection of the waste. It is not the business name of the consignee.

On behalf of (name, address, postcode, telephone, e-mail, facsimile):

The person authorising the acceptance or rejection of the load at the site must give the business name of the consignee and all appropriate address and contact details.

4. Multiple Collections (Regulation 38)

Where a carrier collects waste that meets all of the following conditions:

- Only one carrier is involved for the entire journey.
- More than one consignment of waste is collected during a journey.
- Each consignment is collected from different premises, of which none is a ship.
- All of the collections are made in England and/or Wales.
- All of the consignments collected during the journey are delivered to the same consignee.

Then the carrier can apply the multiple collection procedure.

Multiple collections may use the two, three-part forms as detailed below. If purchased from us, they are colour-coded, no carbon required forms, and labelled as:

Multiple Collection Consignment Note*

- Producer's/Holder's/Consignor's Copy (White)
- Carrier's Copy (Gold)
- Consignee's Copy (Pink)

Annex to Multiple Collection Consignment Note*

- Producer's/Holder's/Consignor's Copy (White)
- Carrier's Copy (Gold)
- Consignee's Copy (Pink)

** Although the HWR refers to these two forms separately, they are to be treated as one note. Therefore a reference to a 'Multiple Collection Consignment Note' in this guidance means copies of both forms, except where stated otherwise.*

The form of the Multiple Collection Consignment Note and the Annex may be found at our web-site.

Completion of Multiple Collection Consignment Note

Prior to the First Collection – Actions for carrier

Before the first collection takes place, the carrier must prepare:

- Two copies of the Multiple Collection Consignment Note for the carrier and consignee.
- Additional copies of the Multiple Collection Consignment Note for each waste producer or holder from whom waste is to be collected. An Annex is to be completed for each producer or holder, i.e. each producer or holder will only receive the copy applicable to them.
- Additional copies of the Multiple Collection Consignment Note for each consignor where a waste producer or holder is not also the consignor. Similarly, an Annex is to be completed for each consignor, i.e. each consignor will only receive the copy applicable to them.

The carrier must then complete Parts A and B on each copy of the Multiple Collection Consignment Note (not the Annex) as follows:

Part A - CONSIGNEE DETAILS

The waste will be taken to (name, address & postcode):

Full details of the consignee are required. Any consignee you choose to send waste to must be permitted to receive your waste or exempt from permitting. It is your duty of care to ensure that this is the case. If the consignee is permitted this should match the name, address and postcode of the site permit.

Part B – CARRIER DETAILS

Carrier name / On behalf of (name, address, postcode, telephone, e-mail, facsimile):

The driver must give his name and the name of his company, with all appropriate address and contact details.

Carrier registration no./ reason for exemption:

A carrier must either be registered or exempt from registration. The carrier's registration number must be provided if applicable. If the carrier is exempt, the reason for the exemption e.g. charity, carrying own waste etc should be given. A waste producer may transport his own waste without being a registered waste carrier, but this exemption does not apply to producers of construction and demolition waste, who must always be a registered waste carrier.

It is good practice to periodically check that the details provided by the carrier are correct. A carrier registration is valid for three years and may be revoked by us in specified circumstances. The status of the carrier may be checked by contacting us on 08708 506506.

The carrier's registration details must be those of the actual carrier; so where a subcontractor has been used, it is the subcontractor's carrier's registration details not those of the main contractor, that should be entered.

Vehicle registration no. (or mode of transport if not road):

The carrier must identify the vehicle registration number for the vehicle collecting the waste. If the waste is not travelling by road, the carrier must identify the means of transport e.g. railway, canal barge etc.

Signature:

This is the name of the person collecting the waste.

[Date]... at...[time] hrs:

This should be completed with the date and time (preferably using the 24 hour clock) that the form was completed.

Prior to the Removal of Waste from each set of Premises - Actions for producer, holder, consignor and carrier

Prior to waste being removed from each premises, except where stated otherwise, the producer or holder must complete the following details on the Annex that relates to his premises.

CONSIGNMENT DETAILS

COLLECTION No (i.e. 1st, 2nd etc)*:

This is the order in which waste is collected from the premises in the collection round, i.e. enter whether it is the 1st, 2nd etc premises to have waste collected on the round. The producer or holder should complete this, where the order of collection is known to them, otherwise the carrier may complete.

* *The Annex produced by us uses the following form of words: **Collection no. on this multiple collection round (i.e. the first pickup will be '1st collection' etc.)***

I. Notification Details*

1. Consignment Note Code:

A unique consignment code is required to be put onto each consignment note for each premises from where hazardous waste is collected. The consignment note code is a combination of the hazardous waste registration number (premises code) or exempt equivalent, followed by a five digit unique identifier. You must use the coding standard in Appendix A to determine the unique code that you need to put onto each of your consignment notes. For all multiple collections, the consignment note code must end with an 'M' to show that it is part of a multiple collection (if an Environment Agency Multiple Collection Consignment Note and Annex is used, the 'M' is pre-inserted).

* *The Annex produced by us uses the following heading: **Part A Notification details.***

2. The waste described below is to be removed from (name, address, postcode, telephone, e-mail, facsimile):

Complete the details for the premises from where the waste is being collected. Where the premises is registered (i.e. not exempt from the requirement to notify), the name, address and postcode given here must match the details on the premises registration certificate issued by us. Where the site is exempt, the details should be sufficiently accurate to fully describe the location of collection.

Where the waste being collected has been deposited in contravention of section 33 of the Environmental Protection Act 1990, (e.g. fly-tipped waste) then the site of collection must be sufficiently described to accurately locate the site. This may be an actual address with a postcode if it is deposited on premises with a postal address. Otherwise, the site should be described by reference to nearby prominent features such a highway. Note that a postcode is required for the consignment to be properly recorded on the consignee's quarterly returns that are sent to us. Because of this, the nearest known full postcode to the site must be entered. Wherever possible, a grid reference should also be used, particularly if there are insufficient details accurately describing the location.

3. Premises Code (where applicable):

If the premises is registered with us then the Premises Code, in the form of a hazardous waste registration number, should be entered here. If the premises are exempt from registration this should be stated here by writing 'N/A'.

4. The waste producer was (if different from above) (name, address, postcode, telephone, e-mail, facsimile):

Where the details for the producer of a waste are not the same as those given in 2., the consignor or carrier as appropriate, must identify the producer here.

II. Description of the waste*

The description of the waste and the waste details to be entered in this part are the same as those given in 'PART B DESCRIPTION OF THE WASTE' of section 3 - Standard Procedure (Single Movements). If there is insufficient space to record all of the details required, then continuation sheets may be used for additional wastes. We have produced continuation sheets for the Multiple Collection Consignment Note and the Annex. Note that the Multiple Collection Consignment Note continuation sheet does not have a copy for the producer, holder or consignor as this is completed after all of the wastes have been collected on the collection round.

* *The Annex produced by us uses the following heading: **Part B Description of the waste**.*

Prior to the Removal of Waste from each set of Premises – Actions for carrier and consignor

After the notification and waste details above have been completed on the Annex for a premises, the consignor and the carrier must sign their respective declarations on the Annex:

CONSIGNOR'S DECLARATION

The person signing this is declaring:

"I certify that the information provided for my consignment is correct, that the carrier is registered or exempt and was advised of the appropriate precautionary measures. All of the waste is packaged and labelled correctly and the carrier has been informed of any specific handling requirements".

The consignor must be able to certify that:

- The carrier he is transferring the waste to is either registered as a waste carrier or is exempt from the need to be registered. If there is any doubt, the status of the carrier may be checked by contacting us on 08708 506506.
- The carrier has been advised of appropriate precautionary measures that must be taken to ensure that the waste is handled and transported safely.
- All waste transferred is properly packaged and labelled.

Name: (Consignor):

This is the name of the person responsible for transferring the waste to the carrier and who is making the above declaration. It is not the business name of the consignor, or producer or holder.

Signature:

This is the signature of the person stated in ***Name: (Consignor)*** above.

Date:

Date when the waste was transferred to the carrier.

CARRIER'S DECLARATION

The person signing this is declaring:

I certify that today I collected the quantity of waste given on this part of the form for the address given on this part of the form from the address given here and will take it to the address given in Part A.*

* *Note: in the declaration in the Annex produced by us, an alternative form of words are used as follows:*

I certify that today I collected the quantity of waste given on this Annex from the address on this Annex and will take it to the address given in Part A of the Multiple Collection Consignment Note.

This person completing this must be able to certify:

- That the waste(s) transferred to him is of the quantity described in part II (Part B on Environment Agency notes) of the Annex '3. WASTE DETAILS'.
- That the address he is collecting the waste from is as described in part I, (Part A on Environment Agency notes) '2. *The waste described below is to be removed from...*' in the Annex.
- That he will take the waste to the consignee's address given in '*The waste will be taken to...*' in '*Part A - CONSIGNEE DETAILS*' of the Multiple Collection Consignment Note.

Name: (Carrier):

This is the name of the driver and not the business name of the carrier.

Signature:

This is the signature of the person stated in *Name: (Carrier)* above.

[Date]... at...[time] hrs:

Date and time when the waste was transferred from the consignor. This should be completed with the date and time (preferably using the 24 hour clock) that the waste was collected.

After Completion of the Annex - Action for carrier

After the consignor and carrier have signed their declarations, the carrier must give a completed copy of the Annex to the producer or holder as appropriate, plus a copy of the Multiple Collection Consignment Note with Parts A and B completed. He must also give a copy of each note to the consignor where the producer or holder is not also the consignor.

After Collection of the Final Consignment - Action for carrier

When the carrier has completed his final collection of his multiple collection round, but before delivery to the consignee, he must complete part C of the Multiple Collection Consignment Note (not the Annex) on the remaining two copies. This is done by transferring the following details from each of the completed Annexes to the section in the table in Part C headed 'TO BE COMPLETED BY THE CARRIER':

- ***Consignment note code:*** The consignment note code for each of the premises collected from.

- **Individual EWC code(s) per consignment received:** For each of the premises identified by the consignment note code above, enter the EWC codes of the wastes collected from those premises.

On Delivery of the Waste to the Consignee – Actions for carrier and consignee

When the waste is delivered to the consignee, the carrier must give the two remaining copies of the Multiple Collection Consignment Note, with each of the completed Annexes for the premises collected from, to the consignee.

The consignee must complete the following details, for each of the corresponding premises and their wastes, in the table in Part C of the Multiple Collection Consignment Note headed 'TO BE COMPLETED BY THE CONSIGNEE':

- **Quantity of each EWC code received (kg):** The total quantity for each EWC coded waste must be provided in kilograms, preferably verified on a weighbridge. This should be the quantity of each EWC coded waste from each of the premises that the carrier is depositing at the consignee's facility.
- **EWC code accepted/rejected:** The consignee should make all the necessary checks on the waste prior to completing this part, including testing. If the consignee accepts each EWC coded waste at the facility this should be indicated by writing 'ACCEPTED' in the table corresponding to each EWC code. Otherwise indicate the rejection of an EWC coded waste by writing 'REJECTED' in the table. Where the consignee site listed in Part A is not the same as that of the facility receiving the waste, the load should always be rejected immediately, see section 8 - Rejected Consignments.
- **Waste management operation (R or D code):** There are 15 disposal codes and 13 recovery codes listed in Appendix C. For each EWC coded waste the consignee needs to indicate which waste management operation is applicable to each waste. The operation method proposed should match with those allowable under the permit conditions for the facility. If the disposal or recovery method is not exactly described by a code listed in Appendix C then the code that provides the closest description of the disposal or recovery method should be used.

Completion of Consignee's Certificate – Actions for consignee

The consignee must complete Part D of the Multiple Collection Consignment Note (not the Annex) as follows:

1. I received all of the consignments described in Part C at the address given in Part A on [Date]... at...[time] hrs:

This should be completed with the date and time (preferably using the 24 hour clock) that the waste arrived at the facility.

2. Vehicle registration no. (or mode of transport, if not road):

The vehicle registration number of the vehicle transferring waste to a consignee must match that of the carrier given in Part B.

3. Where waste is rejected please provide details below:

Give a full written description of the reasons why individual wastes or a whole load is rejected as appropriate, see section 8 - Rejected Consignments.

I certify that waste permit no(s)..... authorises the management of the waste described in Part C at the address given in Part A:

We give each consignee facility a reference number when they become permitted and, in most cases, issue a number to exempt facilities to identify that we are aware of the exemption. This reference number must be given here.

Name:

This is the name of the person responsible for authorising the acceptance or rejection of the waste. It is not the business name of the consignee.

On behalf of (company name, address, postcode, telephone, e-mail, facsimile):

The person authorising the acceptance or rejection of the load at the site must give the business name of the consignee and all appropriate address and contact details.

Signature:

The signature of the person representing the company or business of the consignee.

Date... at...[time] hrs:

Date and time when the consignments were accepted or rejected.

After completing Parts C and D, the consignee must return one copy of the completed note to the carrier and keep a copy of the multiple collection consignment note and a copy of each of the annexes.

5. Removal of Ships' Wastes (Regulations 39 and 40)

Waste from ships may be removed and taken to either reception facilities provided within a harbour area* or to a facility outside a harbour area. Both regulations apply to removal of waste from ships that are in a harbour area and do not apply to ships unloading outside a harbour. The procedure for using a consignment note is different for each scenario, however in both cases a standard procedure (single movement) consignment note should be used (see section 3 - Standard Procedure (Single Movements)), following the procedures described below. In both situations the Master of the Ship takes the role of the consignor.

* 'Harbour area' has the meaning provided by the *Dangerous Substances in Harbour Areas Regulations 1987*
http://www.legislation.hmso.gov.uk/si/si1987/Uksi_19870037_en_1.htm , i.e:

'Harbour area' means-
(a)

- (i) *all areas of water within the statutory jurisdiction of a statutory harbour authority, other than the areas of water referred to in sub-paragraph (b),*
- (ii) *any berth, abutting any of the areas of water falling within head (i) above, where the loading or unloading of any dangerous substance takes place (whether or not that berth is for other purposes under the statutory jurisdiction of the harbour authority),*
- (iii) *any land, within the statutory jurisdiction of a statutory harbour authority or occupied by a statutory harbour authority, used in connection with the loading or unloading of vessels,*
- (iv) *a monobuoy connected to one or more storage facilities in a harbour area as defined above and its monobuoy area,*

but excluding-

- (b) *areas of water which are within the statutory jurisdiction of another statutory harbour authority where those areas of water are used primarily by vessels using berths or land within the harbour area of that other statutory harbour authority....;*

REMOVAL OF SHIPS' WASTE TO RECEPTION FACILITIES WITHIN A HARBOUR AND BY PIPELINE OUTSIDE A HARBOUR (REGULATION 39)

Waste may be removed from a ship as a result of:

- Unloading of waste.
- Excesses or spillage from loading or unloading, which have been accidentally spilled onto land adjacent to a ship, and which then becomes waste.

Such wastes may be taken to a reception area within the harbour area or may consist of liquid wastes removed by pipeline from a ship to reception facilities outside the harbour area. In both cases the following procedures apply.

Prior to Removal of Waste – Actions for the Master of the Ship (consignor)

A consignment note must be prepared before the waste is removed. Where the waste is being moved by pipeline, the note should be prepared in advance of the pumping of the wastes being started. Note that the Master of the Ship takes the role of consignor and producer.

The Master of the Ship must:

- Prepare two copies of the consignment note for himself and the consignee.
- Complete Parts A, B* and D on each copy. Details on how to complete each heading of the form is as found in section 3 - Standard Procedure (Single Movements).
- Retain a copy.
- Give one copy to the operator of the reception facility (consignee).

Part C of the consignment note is not completed for this transfer.

* *Note: no entries need to be made for the following in part B where either the waste is moved via a pipeline or where the waste is not being transported to the reception facility, i.e. the waste is unloaded directly from a ship to the reception facility in a harbour:*

Packing Group(s)

UN identification number(s)

Proper shipping name(s)

UN Class(es)

Receipt of Waste by Operator of the Reception Facility (Consignee) – Actions for consignee

When the operator of the reception facility has received the waste, he must complete Part E on the copy he has received. Details on how to complete each heading in Part E is as found in section 3 - Consignee's Certificate. However where waste has been received via pipeline:

- A vehicle registration number is not required in Part E2, however 'Pipeline' should be inserted here.
- The quantity of waste should be entered as the total quantity received from the ship for each EWC coded waste. Where the waste is a liquid, the quantity should be shown as kilograms by converting the volume to its equivalent weight using a suitable conversion factor. Where there is no suitable conversion factor then the factor 1 litre = 1 kilogram may be used.

Completed copies are to be kept by the Master of the Ship and operator of the facility.

If the consignment, or part of the consignment, is rejected by the operator of the facility the procedure set out in section 8 - Rejected Consignments must be followed.

REMOVAL OF SHIPS' WASTE TO FACILITIES OUTSIDE A HARBOUR (REGULATION 40)

Waste may be removed from a ship and taken to a facility outside of the Harbour area. Note that this does not provide for such wastes to be moved via a pipeline.

The procedure is the same as the Standard Procedure (Single Movements) in section 3, except that in all cases the Master of the Ship takes the role of consignor and producer.

Details on how to complete each heading of the form is as found in section 3 - Standard Procedure (Single Movements).

Prior to Removal of Waste – Actions for the Master of the Ship (consignor)

The consignment note should be prepared before the waste is removed. The Master of the Ship must:

- Prepare three copies of the consignment note for himself, the carrier and the consignee.
- Complete Parts A and B on each copy.
- Give every completed copy to the carrier.

Completion of Part C – Actions for carrier

After the Master of the Ship has completed parts A and B, the carrier must complete Part C and then give every completed copy to the Master of the Ship.

Completion of Part D – Actions for Master of the Ship

After the carrier has completed Part C, the Master of the Ship must:

- Complete Part D on every copy.
- Retain one copy for himself.
- Give every remaining completed copy to the carrier.

After completion of Part D – Actions for carrier

After the Master of the Ship has completed Part D, the carrier is then in a position to remove the waste. At this stage he must ensure that every copy that he has been given travels with the consignment of waste.

If the waste is to be transferred to another carrier, the '*If schedule of carriers is attached tick here*' box must be ticked and a Schedule of Carriers form completed, see section 7 - Schedule of Carriers.

When the waste is delivered to the consignee, the carrier (or if there is more than one carrier, the final carrier) must give every copy to the consignee.

Receipt of Waste by Consignee – Actions for consignee

When the Carrier transfers the waste to him, together with the two copies of the consignment note, the consignee must:

- Complete Part E on both copies.
- Give one completed copy to the carrier.
- Retain one copy.

Completed copies are to be kept by the carrier and consignee.

If the Consignee rejects the consignment, or part of the consignment, the procedure set out in section 8 - Rejected Consignments must be followed.

6. Removal of Wastes by Pipeline (Regulation 41)

This applies to situations where waste is removed by a pipeline from premises (other than a ship) on which it is stored or produced. There is a separate procedure for wastes removed by pipeline from a ship in section 5 - Removal of Ships' Waste to Reception Facilities Within a Harbour and by Pipeline Outside a Harbour.

Applicability of the Hazardous Waste Regulations to 'Waste Waters' and 'Waste in Liquid Form'

Liquid wastes may consist of either 'waste waters' or 'waste in liquid form'. The HWR are only applicable to 'Directive Wastes' as defined by the Waste Framework Directive (75/442/EEC). Article 2(1)(b)(iv) of this Directive excludes waste waters, with the exception of waste in liquid form, from the scope of the Directive if they are already covered by other legislation. Therefore waste waters covered by the Urban Waste Water Treatment Directive (91/271/EEC) (UWWTD) are not Directive waste and as such are not hazardous waste. Our 'Guidance on the Application of the PPC and Waste Management Licensing Regulations to Water Companies':

http://www.environment-agency.gov.uk/commondata/103599/guidance_345_03_842272.doc

gives further guidance and notes that waste waters are defined under the UWWTD. These can be both domestic and industrial in nature (see Annex 4, section A4.2 – 'definition of STW influents').

Where waste waters are discharged to a sewer under UWWTD controls, the HWR will not apply and a consignment note is not required. However where waste waters are delivered by means other than a sewer (such as a private pipeline) the provisions of the HWR would apply and a consignment note is required.

Where a waste is a waste in liquid form, the provisions of the HWR will apply and a consignment note is required.

Use of Consignment Notes for Waste Removed by Pipeline

There are two procedures for the removal of piped waste, either:

- where a specific batch of waste is piped with a definite start and finish time, or
- where the piping is *continuous*.

"*Continuous*" should be taken to mean where waste is piped without interruption or in an unbroken series or pattern. Waste that is pumped through the pipe intermittently would not be considered to be continuous.

The procedures for using consignment note is different for batch and continuous piping, however in both cases a standard procedure (single movement) consignment note should be used (see section 3 - Standard Procedure (Single Movements), following the procedures described below.

WHERE WASTE IS PIPED IN A BATCH

Before Waste is Piped – *Actions for the producer or holder*

- Prepare a copy of the consignment note for the consignor and the consignee. An extra copy is required for the producer or holder if he is not also the consignor. This should be done before the first occasion on which the piping commences.³
- Complete Parts A, B and D on each copy. See below for details on how to complete part B3. Completion of Parts A and D is as described section 3 - Standard Procedure (Single Movements).
- Retain a copy.
- Give a completed copy to the consignee.

Completion of Part B3: Under '**Quantity**' enter the proposed average flow rate, e.g. litres/hour. An estimate of the total quantity of waste to be piped in each week or calendar month should be also entered, shown as kilograms per week or month as appropriate, by converting the volume to its equivalent weight using a suitable conversion factor. Where there is no suitable conversion factor then the factor 1 litre = 1 kilogram may be used. Under the heading '**Container type, number & size**' enter 'Batch via pipeline'.

No entries need to be made for the following:

Packing Group(s)

UN identification number(s)

Proper shipping name(s)

UN Class(es)

After Waste has been Piped – *Actions for the consignee*

- Complete Part E. Note the requirements for the following parts:
 - **Quantity of each EWC code received (kg):** The actual total quantity of waste that was piped with respect to the consignment should be entered, expressed as kilograms by converting the volume to its equivalent weight using a suitable conversion factor. Where there is no suitable conversion factor then the factor 1 litre = 1 kilogram may be used.
 - **E1 I received this waste at the address given in A4 on [date]...at...[time]hrs:** Enter the date and time when the last part of the pumped batch was received that relates to the consignment note.
 - **E2 Vehicle registration no. (or mode of transport, if not road):** No vehicle registration details are required, however you should enter 'Batch via pipeline'.
- Retain one copy and give a copy to the consignor and the producer or holder where he is not also the consignor.

WHERE WASTE IS PIPED CONTINUOUSLY

Actions for the producer or holder

- Prepare a copy of the single movement consignment note for the consignor and the consignee. An extra copy is required for producer or holder if he is not also the consignor. This should be done:
 - before the first occasion on which the continuous piping commences, and thereafter

³ Where the piping of the waste is commenced before the 16th July 2005, then the notes must be prepared on 16th July 2005 in accordance with Schedule 12, Part 1 of the HWR.

- the notes should be prepared at the start of each quarter of the year, i.e, 1st January, 1st April, 1st July or 1st October.
- Complete Parts A, B and D on each copy. See below for details on how to complete part B3. Completion of Parts A and D is as described section 3 - Standard Procedure (Single Movements).
- Note that there is a specific coding standard for wastes that are continuously piped for more than one quarter; see coding standard for continuously piped wastes in Appendix A.
- Retain a copy.
- Give a completed copy to the consignee.

Part C of the consignment note is not completed for this transfer.

Completion of Part B3: Under '**Quantity**' enter the proposed average flow rate, e.g. litres/hour. An estimate of the total quantity of waste to be piped in each week or calendar month should be also entered, shown as kilograms per week or month as appropriate, by converting the volume to its equivalent weight using a suitable conversion factor. Where there is no suitable conversion factor then the factor 1 litre = 1 kilogram may be used. Under the heading '**Container type, number & size**' enter 'Batch via pipeline'.

No entries need to be made for the following:

Packing Group(s)
UN identification number(s)
Proper shipping name(s)
UN Class(es)

At the End of each Quarter or on Completion of Piping – Actions for the consignee

- Complete Part E. Note the requirements for the following parts:
 - **Quantity of each EWC code received (kg):** This applies to the quantity pumped in the full quarter or, where pumping ceased before the end of a quarter, the quantity from the start of the quarter to time pumping ceased. This should be shown as kilograms by converting the volume to its equivalent weight using a suitable conversion factor. Where there is no suitable conversion factor then the factor 1 litre = 1 kilogram may be used.
 - **E1 I received this waste at the address given in A4 on [date]...at...[time]hrs:** Enter the date of the end of the quarter that relates to the consignment note. If the pumping ceased before the end of the quarter, enter the date and time of the cessation of pumping.
 - **E2 Vehicle registration no. (or mode of transport, if not road):** No vehicle registration details are required, however you should enter 'Continuous via pipeline'.
- Retain one copy and give a copy to the consignor and the producer or holder where he is not also the consignor.

7. Schedule of Carriers (Regulation 37)

Where more than one carrier transports a consignment of hazardous waste, a Schedule of Carriers form must be completed before the waste is removed. A template for this form is given at our web-site.

Regulation 37 refers to a 'person' being a carrier. For the purposes of this regulation a 'person' should be taken to mean a carrier business, i.e. a Schedule of Carriers form is only required where waste is to be transferred from one carrier business to another. It is not required where either a vehicle and/or driver engaged by the same carrier changes.

This schedule is used for single movements under regulation 36, or the removal of ships' wastes, other than to reception facilities, under regulation 40 of the HWR. Regulation 43 (Further consignment note for rejected consignment) provides a similar procedure for using more than one carrier, and this section may applied to such movements.

A movement using more than one carrier requires the use of a six-part form. If purchased from us, they are colour-coded, no carbon required forms, and labelled as:

- Producer's/Holder's/Consignor's Copy (White)
- First Carrier's Copy (White)
- Second Carrier's Copy (White)
- Third Carrier's Copy (White)
- Fourth Carrier's Copy(White)
- Consignee's Copy (Pink)

The flow chart on page 33 illustrates how a consignment note with a Schedule of Carriers form is used for a single movement.

The form should be completed as follows:

1. The consignor must prepare a copy of the schedule for:
 - i) the consignor;
 - ii) the producer or holder (if different to the consignor);
 - iii) **every** carrier in the proposed chain of carriers where these are known;
 - iv) the consignee.

Preparing a copy of the schedule means completion, on each of the copies, of the following details, where known, on the Second, Third or Fourth Carrier's Certificates, depending on how many carriers will be involved. Where certain details are not known in advance (such as a vehicle registration number) these may be completed by the appropriate carrier when the waste is transferred to him:

- ***Name / On behalf of (name, address, postcode, telephone, e-mail, facsimile):***
Enter the driver's name if known. At a minimum the business name, address, postcode and telephone number of each carrier should be entered and the e-mail and facsimile only if available.

- **1. Carrier registration n°/ reason for exemption:** A carrier must either be registered or exempt from registration. The number of the carrier's registration must be provided if applicable. If the carrier is exempt the reason for the exemption e.g. charity, carrying own waste etc, should be given. The carrier's registration details must be those of the actual carrier; so where a subcontractor has been used, it is the subcontractor's carrier's registration details, not those of the main contractor that should be entered.
 - **2. Vehicle registration n° (or mode of transport if not road):** The carrier should identify the vehicle registration number for the vehicle that will be collecting the waste, if known. If the waste is not travelling by road the carrier must identify the means of transport, e.g. railway, canal barge etc.
 - **3. Original consignment note number:** the consignment note code from Part A1 of the consignment note should be entered.
2. After preparing the schedule, the consignor must retain a copy. The producer or holder must also retain a copy if they are different to the consignor. The purpose of these copies is as a record of the planned arrangements of the carriers that the waste is to be transferred to. The consignor must then give every remaining copy to the first carrier to collect the waste who must ensure that all of the copies travel with the consignment.
 3. When the first carrier delivers the waste to the second carrier, the second carrier must complete the second carrier's certificate on the schedule by completing the following:
 - The name of the first carrier after the words '*I certify that....*'. This is the name of the carrier from Part C of the consignment note.
 - The driver and details of his business should be entered if this has not already been completed in advance.
 - His signature and the date and time (24 hour clock should be used).
 - The vehicle registration number or the mode of transport, if not being transported by road, if this has not already been completed in advance.
 4. The second carrier must then give a copy of the schedule to the first carrier who must retain it. The second carrier must then ensure that every remaining copy travels with the consignment.
 5. If the second carrier delivers the waste to a third carrier, then points 2. to 4. above are repeated as if the reference to the first carrier is the second carrier and the second carrier is the third carrier. Similarly, points 2. to 4. are repeated when a waste is transferred from a third to a fourth carrier.
 6. When the final carrier in the chain delivers the waste to the consignee he must retain one copy of the schedule and give the remaining copies to the consignee.
 7. **When No Arrangements Have Been Made for Additional Carriers in a Single Waste Movement:** This applies where a single movement (standard procedure) of waste is being undertaken and it is necessary to transfer the waste to a new carrier, rather than directly to the consignee (for example, due to a vehicle breakdown). In this situation it will be necessary to complete a Schedule of Carriers form such that the carrier transferring the waste takes the role of the

consignor in 1. and 2. above in preparing the schedule and giving the copies to the next carrier who then takes the role of the first carrier for point 3. onwards. The waste would then be taken directly to the consignee, unless a further carrier is required prior to delivery to the consignee in which case the 2nd, 3rd and 4th etc certificates are completed.

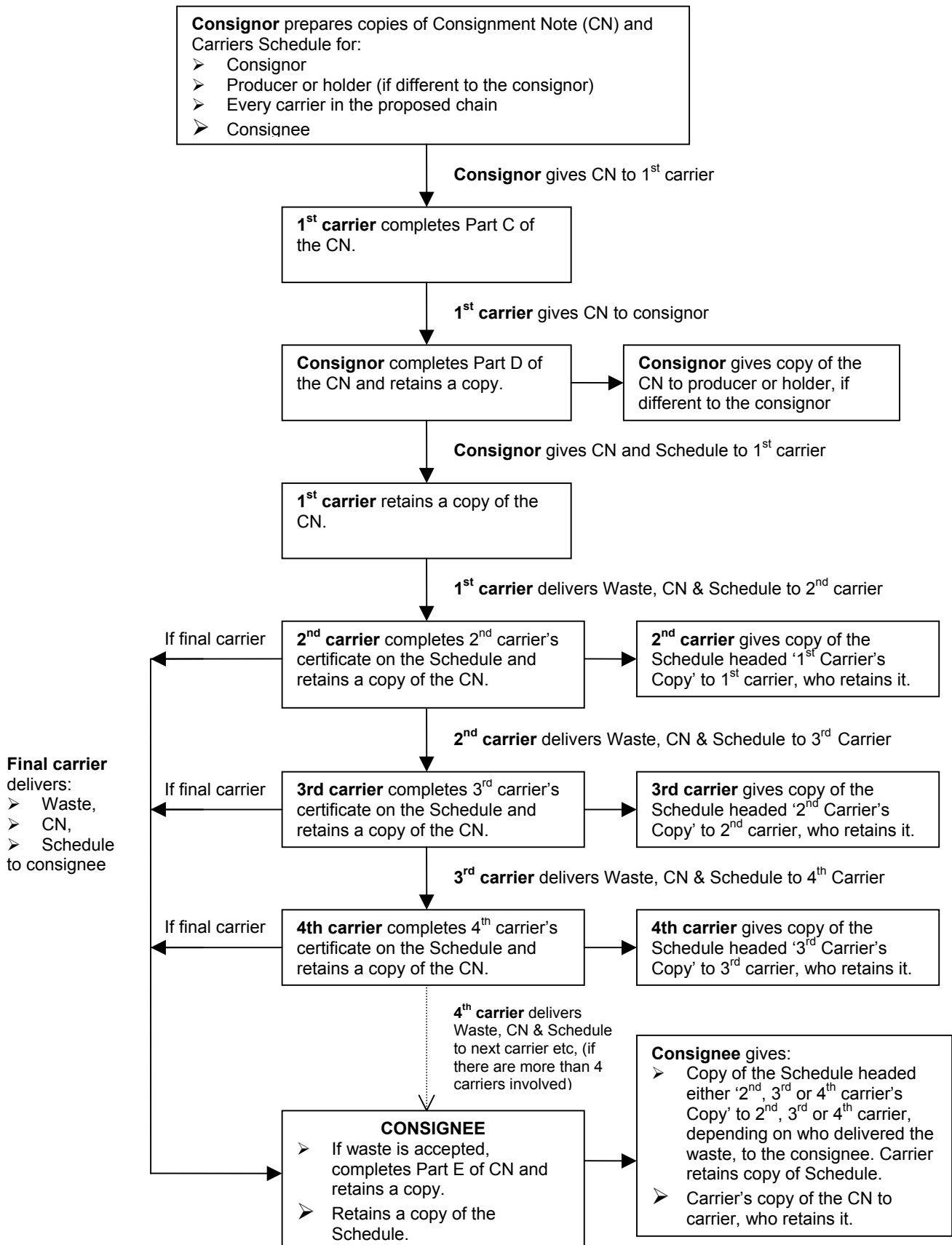
8. **Where Arrangements for an Existing Chain of Carriers Change:** This applies where a Schedule of Carriers form has been completed in advance as described in 1. above and there is a change in the carriers previously arranged that affects the pre-prepared details. In this situation, and where there are sufficient carrier's certificates available on the Schedule, then the new carrier should complete the next available certificate. Any details relating to carriers that are not to be used should be deleted or amended with the new carriers details as appropriate.

Use of Consignment Notes Where There is More Than One Carrier

When waste is to be transported by a chain of carriers then the producer or holder must prepare sufficient additional copies of the consignment note for every carrier involved in its movement. Copies of the consignment note must then be furnished to each subsequent carrier by the preceding carrier. The final carrier in the chain then provides the consignment note to the consignee. The consignee then completes part E and gives a copy to the final carrier in the chain.

Regulation 36(4)(a) requires that the carrier transferring waste to a consignee is given a copy of the consignment note. Neither regulation 36 or 37 of the HWR specifically requires each of the previous carriers in a chain to retain a copy of the consignment note. However regulation 50 does require an establishment or undertaking which transports hazardous waste to keep a record of “*..the quantity, nature, origin and, where relevant, the destination, frequency of collection, mode of transport and treatment method of the waste..*”. It further requires that such records must be kept for at least 12 months after the waste was delivered to its destination and keep them in a register. Additionally, regulation 50 requires that a person who keeps such a register must enter any consignment notes received by them into that register. **The effect of this is that all of the carriers in a chain should retain a copy of all consignment notes passed to them by the previous carrier when transporting hazardous waste.**

Single Waste Movement Using More than One Carrier



8. Rejected Consignments (Regulations 42, 43 & 44)

Duty of Consignee not Accepting Delivery

There may be circumstances where a consignee does not accept a consignment, or part of a consignment, of waste that has been delivered to his site. In these circumstances the need for a consignee to complete the relevant part of a consignment note, i.e.:

- Part E on a 'Standard Procedure' consignment note, or
- Parts C and D of a Multiple Collection consignment note,

only applies for completion of the details noted in section 1. below for that part of the consignment that has been rejected, i.e. the reason for rejection.

A consignee must do one of the following, depending on whether copies of the consignment notes are given to him or not:

1. When Copies of Consignment Notes are given to a Consignee – *Actions for consignee*

The consignee must:

- On all the copied received, state on Part E of the Standard consignment note, or part D if a Multiple Collection consignment note, that he does not accept all or part of the consignment. The reason for rejection must be stated under the heading '***Where waste is rejected, please provide details below***'.
- Retain one copy.
- Give one copy to the carrier.
- As soon as possible, a copy must be sent to the consignor. A copy must also be sent to the producer or holder as appropriate if they are not the consignor.

2. When Copies of Consignment Notes are NOT given to a Consignee – *Actions for consignee*

The consignee must:

- Prepare a written explanation, including the following details where known:
 - A consignment note code for the rejected load that has been assigned by the consignee. This must use the coding standard in Appendix A provided for this situation (this is also to be used for the consignee quarterly returns),
 - Reasons for not accepting all or part of the consignment,
 - Details of the waste,
 - Details of the producer, holder or consignor.
- Retain a copy of his explanation.
- Give a copy of his explanation to the carrier.
- As soon as reasonable practicable, send a copy of his explanation to the consignor. A copy must also be sent to the producer or holder as appropriate, if they are not the consignor.

After being informed that the consignee has rejected a consignment – *Actions for carrier*

The carrier must:

- Inform us by telephoning on 08708 506506 as soon as possible after the consignment has been rejected, providing the following information:
 - Consignment note code.
 - Name and address of the consignee.
 - Date and time that the consignment was rejected
 - Explanation for the rejection.
- Seek instruction from the original waste producer or holder as to arrangements to be made for the transfer of the consignment to another consignee. He must then ensure that all reasonable steps are taken to ensure that the instructions given are carried out. This includes completing consignment notes on their behalf. Note that the regulatory obligations relating to waste pre-acceptance, waste acceptance and waste storage, for waste to be accepted at an authorised waste management facility, outlined in section 2, General Provisions - Waste Acceptance Procedures must be complied with by the original waste producer or holder – see below.

After being informed by the carrier that the consignee has rejected a consignment – *Actions for producer or holder*

The producer or holder must:

- As soon as reasonably practicable make arrangements for the rejected consignment to be transferred to another consignee. Where no alternative consignee can be found within 5 business days the waste must be returned to the original producer or holder for storage. There is no obligation to keep any rejected waste on the consignee's facility for 5 days before it is removed and this should be regarded as a maximum time pending removal. It is acceptable for the waste to be returned to the original producer or holder for storage as soon as it is established that there is no suitable alternative consignee available to accept the waste. As a minimum, wastes returned to the producer or holder must be stored in accordance with 'Waste Directive' conditions. They require that waste is held without endangering human health and without using processes or methods which could harm the environment and in particular:
 - without risk to water, air, soil and plants and animals;
 - without causing a nuisance through noise or odours; and
 - without adversely affecting the countryside or places of special interest.
- Tell the carrier where the consignment is to be delivered and must also inform us by telephoning 08708 506506.
- Ensure that the regulatory obligations relating to waste pre-acceptance, waste acceptance and waste storage for waste to be accepted at an authorised waste management facility outlined in section 2, General Provisions - Waste Acceptance Procedures, are complied with before arrangements are made to transfer the rejected consignment.

NEW CONSIGNMENT NOTE AND PROCEDURES FOR MOVEMENTS OF REJECTED CONSIGNMENTS (Regulations 43 and 44)

A standard procedure (single movement) consignment note must be used in all cases other than where waste from a multiple collection round is rejected, and two or more consignments of the rejected wastes are moved to a single alternative consignee and the carrier elects to use a Multiple Collection Note.

MOVEMENT OF A REJECTED CONSIGNMENT USING A STANDARD PROCEDURE (SINGLE MOVEMENT) CONSIGNMENT NOTE

Preparation of a new Consignment Note – *Actions for the original producer or holder*

Before the consignment is moved from the site where it was rejected by the consignee, the producer or holder* who is identified in the original consignment note must:

- * *Because the original producer or holder is likely to be remote from where the consignment note is being completed, it is acceptable for the carrier to complete parts A, B and D on their behalf and give out the copies, provided that they have authority to do this from the producer or holder.*
- Prepare a copy of the consignment note for the producer or holder, the carrier and the new consignee. An extra copy is required for the consignor where he is not also the producer or holder.
- Complete Parts A and B on each copy as follows:
 - Part A – The information from Part A of the original consignment note is to be copied. This must include the original consignment note code to which the letter 'R' is added to the end to show that it is rejected (see Appendix A for the coding standard for rejected loads). The new consignee's name, address and postcode are then entered in Part A4, i.e. next to '***The waste will be taken to (address & postcode)***'.
 - Part B - The relevant information from Part B of the original consignment note is to be copied, i.e. where the whole consignment is rejected then all of the waste details are copied but if it is only partly rejected then the waste details relating to the rejected part only are copied. Where the consignee has stated in his written explanation that the waste description was incorrect, then the producer or holder must not copy the original description but ensure that a new and accurate description is included.
 - Where no consignment note was originally provided, the consignment note code is as provided in Appendix A for rejected loads where no consignment note was provided. Part A should be completed as above except that the details should relate to the original producer/holder and the new consignee's detail are written in Part A4. Part B should contain an accurate description of the waste.
- Give every completed copy to the carrier collecting the waste.

Completion of Part C – Actions for the carrier

After Parts A and B have been completed, the carrier collecting the waste must:

- Complete part C on each copy.
- Give all of the copies to the producer or holder.

Completion of Part D– Actions for the producer or holder

After Part C has been completed, the original producer or holder, as identified in the original consignment note, must:

- Complete part D on each copy.
- Where the producer or holder is not also the consignor, give a copy to the producer or holder, otherwise the consignor should keep a copy.
- Give every remaining copy to the carrier collecting the waste.

Movement of Waste - Actions for carrier

After parts A to D have been properly completed, the carrier collecting the waste must ensure that:

- Every remaining copy of the new consignment note travels with the rejected consignment.
- Every copy of the new consignment note is given to the new consignee when the consignment is delivered to him.

On Delivery of the Consignment - Actions for new consignee

When the consignment is delivered to the new consignee, he must:

- Complete Part E on both remaining copies of the new consignment note, then,
- Give one copy to the carrier.

Where the waste is being delivered to the original producer or holder, he should take the role of the consignee for the purposes of completing Part E regardless of whether he is a holder of a waste management licence, permit or authorised exemption. Therefore in the section:

I certify that waste management licence/permit/authorised exemption n°(s)..... authorises the management of the waste described in B at the address given in A4:

the producer or holder should enter their reference number if they have one. If no permit or exemption is held, or the exemption is not registered, this should be stated here. For example, exemption number 41 in Schedule 3 of the Waste Management Licensing Regulations 1994 provides for the storage of hazardous and non hazardous wastes, pending its collection at the site where it was produced. However this exemption does not need to be registered and therefore there will be no reference number issued.

MOVEMENT OF A REJECTED CONSIGNMENT USING A MULTIPLE COLLECTION ROUND CONSIGNMENT NOTE

Unlike the procedure for a single waste movement, the HWR do not provide for more than one carrier to be used to deliver the waste(s) to a new consignee when the multiple collection consignment note is used.

Preparation of a new Consignment Note – *Actions for carrier*

Before the consignment is moved from the site where the consignee rejected it, the carrier must:

- Prepare two copies of the Multiple Collection Consignment Note for the carrier and the new consignee.
- Also prepare copies for each of the producers or holders whose consignments have been rejected. Additional copy/copies is required for the consignor(s) where he is not also the producer or holder.
- Complete parts A and B on each of the copies.

Before Removal of the Waste – *Actions for producer or holder, consignor and carrier*

Before the waste is removed from the consignee's premises:

- The producer or holder* must complete the Annex to the Multiple Collection Consignment Note that has been prepared by the carrier.
- The consignor and carrier must sign their respective declarations in the Annex to the Multiple Collection Consignment Note on each of the copies.
- The carrier must then give a completed copy to the producer or holder, and where they are not also the consignor, a copy is given to the consignor.

** Because the original producer or holder is likely to be remote from where the consignment note is being completed it is acceptable for the carrier to complete this on their behalf, provided that they have authority to do this from the producer or holder.*

On Delivery of the Waste to the New Consignee - *Actions for the carrier and consignor*

When the waste is delivered to the new consignee:

- The carrier must complete Part C headed '**TO BE COMPLETED BY THE CARRIER**', on each copy of the Multiple Collection Consignment Note.
- The carrier must give the consignee all copies of the note.
- The consignee must then complete Part C headed '**TO BE COMPLETED BY THE CONSIGNEE**' and complete Part D on each copy of the note.
- The consignee must then return one copy of the completed note to the carrier.

9. Cross Border Movements (Regulation 46)

The HWR are not applicable to Scotland, Northern Ireland and Gibraltar. The regulations do however make provision for waste to be moved across the borders, to or from England or Wales, by allowing for a mutual recognition of consignment notes for “cross border movements”.

TRANSFERS INTO ENGLAND OR WALES

Schedule 7 of the HWR provides that such transfers do not require a consignment note, as provided by the HWR, to accompany the waste **provided** that the following accompanies the waste:

- i) a consignment note which is required and completed in accordance with laws in Scotland, Northern Ireland or Gibraltar accompanies the waste into England or Wales, and
- ii) the note contains the information required by the standard consignment note set out in the Annex to Commission decision 94/774 of 24 November 1994 (the notification form for transfrontier movements of waste).

Such a note is referred to as a ‘cross border consignment note’. **The Environment Agency will accept a consignment note that has been properly and fully completed in accordance with laws in Scotland, Northern Ireland or Gibraltar, i.e. no additional information to that required by the legislation in those countries needs to be supplied for the purposes of the HWR.** Consignors and carriers should be aware that such notes may not have sufficient information to comply with The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2004 as amended (CDG), see B3 – WASTE DETAILS in section 3 - Standard Procedure (Single Movements).

Where a cross border consignment note is not used, then alternatively a note provided and completed under Part 6 of the HWR must accompany the waste, provided that this is permitted by the relevant laws in Scotland, Northern Ireland or Gibraltar.

Prenotifications Not Required

The HWR do not require any prenotification copies of consignment notes to be provided to us. We do not expect to receive, and will not consider any prenotification copy, that may be referred to in any regulations other than the HWR.

When a Cross Border Movement Waste is Accepted

When a consignee accepts the waste he must send a copy of the cross border consignment note (or a consignment note under Part 6 of the HWR where provided) to either the Scottish Environment Protection Agency (SEPA) for Scotland or the Environment and Heritage Service (EHS) for Northern Ireland as appropriate. The consignment will also need to be included in the consignee’s quarterly returns sent us.

When a Cross Border Movement Waste is Rejected

Where a consignment of waste is rejected, wholly or in part, then the consignee must indicate this either on the cross border consignment note (where provided) or provide a written record of the rejection and the reasons for it being rejected. The consignee must keep a copy of the note or record, give a copy to the carrier and send a copy to the consignor and (if different to the consignor) the producer or holder of the waste.

When a carrier is informed that the consignee will not accept a load (or part) he must:

- inform us by telephoning us on 08708 506506 (business hours: 08.00 to 18.00 on business days) as soon as possible after the consignment has been rejected.
- seek out and follow all reasonable instructions from the producer or holder.

Before the waste is moved again the carrier must also ensure:

- that a consignment note provided under the HWR is completed in accordance with regulation 43 (further consignment note for rejected consignment). Guidance on these procedures can be found in section 8 - Rejected Consignments relating to the use of a new consignment notes. *Note that the multiple collections consignment note referred to in regulation 44 (procedure for rejected multiple collection consignments) cannot be used for rejected wastes moved into England or Wales and being returned to the country of origin, i.e. returned to Scotland, Northern Ireland or Gibraltar.*
- a copy of this note is be sent to either SEPA (for waste from Scotland) or the EHS (for wastes from Northern Ireland) as appropriate.
- that if the waste is to be moved to a new consignee in England or Wales, the regulatory obligations relating to waste pre-acceptance, waste acceptance and waste storage for waste to be accepted at an authorised waste management facility outlined in section 2, General Provisions - Waste Acceptance Procedures, are complied with before arrangements are made to transfer the rejected consignment.

Consignee Returns and Fees

For cross border wastes transported to them from Scotland, Northern Ireland or Gibraltar, a consignee in England and Wales must provide quarterly returns to us and pay the appropriate fees.

TRANSFERS OUT OF ENGLAND OR WALES

Wastes moved to premises in Scotland or Northern Ireland must be accompanied by a consignment note provided and prepared in accordance with Part 6 of the HWR.

There are additional requirements placed on the producer or holder or, for multiple collections, the carrier prior to removing the waste as follows:

- A copy of the consignment note is prepared for SEPA (when going to Scotland) or the EHS (for Northern Ireland) and an additional copy is provided for the consignee.
- These additional copies are completed and the appropriate person must send the copy to SEPA or EHS at least 72 hours before the waste is removed or, if that is not possible, as soon as reasonably practicable.
- The copy for the consignee must travel with the waste and be given to the consignee on delivery.

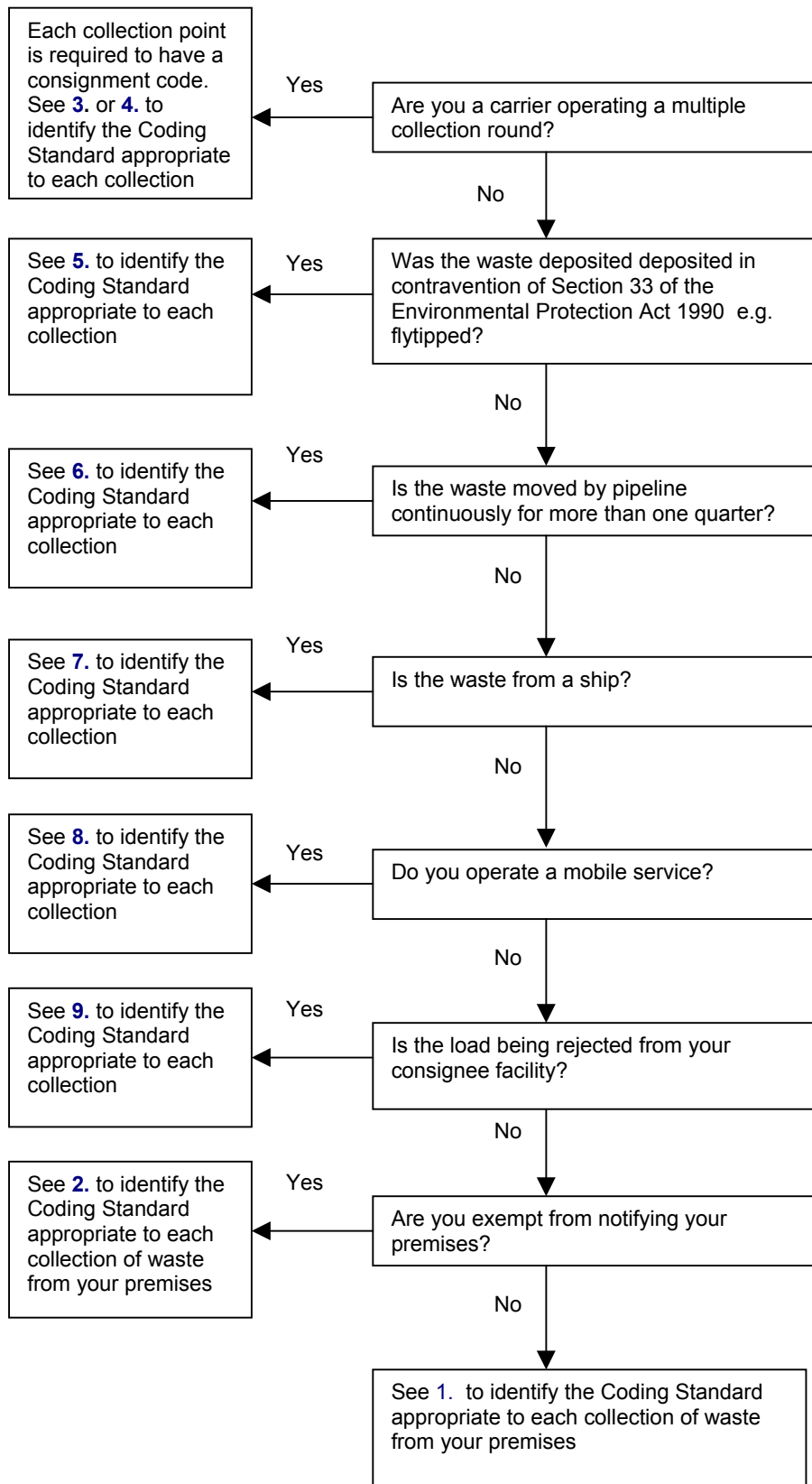
When Waste Transported from England or Wales is Rejected

When the consignee in Scotland, Northern Ireland or Gibraltar rejects a waste, either in whole or in part, then the producer, holder or consignor should make arrangements for the waste in accordance with the legislation of those countries.

Consignee Returns and Fees

The HWR do not have any provision to require consignees in Scotland, Northern Ireland or Gibraltar to provide quarterly returns to us or to pay fees.

Appendix A - Coding Standards for Consignment Notes



1. Consignment Note Code for Standard Procedure (Single Movements) Collections

The producer, holder or consignor who is neither:

- exempt (see 2. for further information) or;
- moving waste deposited in contravention of Section 33 of the Environmental Protection Act 1990 e.g. flytipped (see 5. for further information); or
- a mobile service operator (see 8. for further information).

MUST hold a Registration Number (Premises Code) for their particular premises. For details of how to register a premises, see our guidance HWR02B - How to Notify your Premises.

The Registration Number is an alphanumeric code in the form XYZ123, where XYZ are letters and 123 are numbers.

Each collection of waste requires a consignment note containing a consignment note code. A consignment note code required for a collection of hazardous waste must be unique in accordance with regulation 33. In order for the number to be unique the consignment note code must follow the Coding Standard shown below:

Coding Standard = 6 digit Registration Number/5 digit alphanumeric

e.g.

XYZ123/00001 or XYZ123/HW025

The 5 digit alphanumeric should make the consignment note code unique for the particular premises for each movement. The producer, holder or consignor as appropriate must ensure that there are no two consignment notes with the same consignment note code.

If you use three carriers, then uniqueness can be aided, for example, by choosing the first digit or two to signify the carrier e.g. XYZ123/A0001, XYZ123/B0001 and XYZ123/C0001.

Similarly if the producer has multiple departments that are responsible for disposal of waste you could determine a way in which each department does not duplicate the unique consignment note codes used by one another.

2. Consignment Note Code for Exempt Premises (Not Multiple Collections)

Some premises are not required to be notified to the us. For details of how a site may be exempt, see our guidance HWR02A - Do I Need to Notify my Premises.

Exempt premises do not get a Registration Number (Premises Code) from us but must still use a consignment note for any movement of hazardous waste. The consignment note must have a unique consignment note code.

An exempt premises must use the following standard for their consignment note code:

Coding Standard = EXEXXX/YYZZ

where

EXE denotes an exempt collection.

XXX is an alphanumeric that may be used as required, e.g. first three letters of the name of the waste collection business.

YYY is an alphanumeric denoting the trading name for the premises.

ZZ is an alphanumeric giving the collection a unique identifier.

e.g. for a collection by Bob's Waste from a company called A A Aardvark:

EXEBOB/AAA01 or **EXEBOB/AAAG1**

The consignment note code should be unique for the particular premises for each movement of waste. There should not be two consignment notes from the same premises with the same consignment note code.

If waste from an exempt producer is being collected as part of a multiple collection the consignment note code is given in 3. below.

3. Consignment Note Code for Multiple Collections (Non-Exempt Producers)

Each collection of waste on a multiple collection requires a consignment note and a consignment note code. A consignment note code required for a collection of hazardous waste must be unique. In order for the number to be unique, the consignment note code must follow the Coding Standard shown below for collections from non-exempt producers or the Coding Standard in 4. for exempt producers.

Coding Standard = 6 digit Registration Number/5 digit alphanumeric + M

where M denotes that the load is being collected as part of a multiple collection by a carrier, e.g.

XYZ123/00001M or XYZ123/HW025M

The 5 digit alphanumeric should make the consignment note code unique for the particular premises for each movement. There should not be two consignment notes with the same consignment note code.

If a producer uses three carriers, uniqueness can be aided by choosing the first digit or two to signify the carrier e.g. XYZ123/A0001M, XYZ123/B0001M and XYZ123/C0001M.

Similarly if the producer has multiple departments that are responsible for disposal of waste you should determine a way in which departments do not duplicate the unique consignment note codes used by one another.

4. Coding Standard for Multiple Collections (Exempt Producers)

Some premises are not required to be notified to the us. For details of how a site may be exempt, see our guidance HWR02A - Do I Need to Notify my Premises.

Exempt premises do not get a Registration Number (Premises Code) from us but must still use a consignment note for any movement of hazardous waste. The consignment note must have a unique consignment note code.

Coding Standard = EXEXXX/YYZZ + M

where

EXE denotes an exempt collection.

XXX is an alphanumeric that may be used as required, e.g. first three letters of the name of the waste collection business.

YYY is an alphanumeric denoting the trading name for the premises.

ZZ is an alphanumeric giving the collection a unique identifier.

M denotes that the load is being collected as part of a multiple collection.

e.g. for a collection by Bob's Waste from a company in a multiple collection round called A A Aardvark:

EXEBOB/AAA01M or EXEBOB/AAAG1M

The consignment note code should be unique for the particular premises for each movement of waste. There should not be two consignment notes from the same premises with the same consignment note code.

5. Consignment Note Code for Waste Deposited in Contravention of Section 33 of The Environmental Protection Act 1990

Where waste has been deposited at premises in contravention of Section 33 of the Environmental Protection Act 1990 (EPA90), e.g. fly-tipped waste, it may be removed from those premises without requiring registration.

Such premises do not need a Registration Number (Premises Code) from us but must still use a consignment note for any movement of hazardous waste. The consignment note must also have a unique consignment note code.

The following standard should be used:

Coding Standard = FLYXXX/YYZZ

where

FLY denotes a collection of waste deposited in contravention of section 33 of the EPA90.

XXX is an alphanumeric, e.g. the first three letters of the postcode of the location of the waste.

YYY is an alphanumeric denoting the name of the business collecting the waste.

ZZ is an alphanumeric giving the collection a unique identifier.

e.g. for a collection of flytipped waste by Bob's Waste at a location with postcode B97 6EN:

FLYB97/BOB01 or **FLYB97/BO3G1**

In many cases waste will only be collected from a particular site once, however waste may be collected frequently from the same site, e.g. fly-tipping 'hot-spots'. In all cases the consignment note code should be unique for each movement of waste regardless of the collection site. There should not be two consignment notes with the same consignment note code.

If waste is being collected as part of a multiple collection (e.g. where fly-tipped waste is being collected from more than one site on a collection round) the consignment note code must have an additional 'M' added to the end, e.g:

FLYB97/BOB01M or **FLYB97/BO3G1M**

6. Consignment Note Code for Continuously Piped Wastes

Where wastes are piped continuously for more than one quarter the following standard is used:

Coding Standard = Registration Number/QxYYn

where

Qx denotes the relevant quarter (use Q1 or Jan-Mar, Q2 for Apr-Jun, Q3 for Jul-Sep and Q4 for Oct-Dec)

YY is the year, e.g. 05 for 2005

n is a number that is normally 1, but is changed where a new consignment note is required due to interruption in the continuous piping, e.g. breakdowns or down-time for maintenance. Start at 1 for each quarter and then 2 if a new consignment note is required in that quarter etc, e.g.

XYZ123/Q1061 or XYZ123/ Q1062

The 5 digit alphanumeric (QxYYn) should make the consignment note code unique for the particular continuous piping.

7. Consignment Note Code for Arising from Ships

Regulations 39 and 40 set out procedures for the removal of waste from ships to either reception facilities within or outside a harbour or via pipeline.

Ships are exempt from the need to notify as a premises, regardless of the amount of waste produced, therefore such premises do not need a Registration Number (Premises Code) from us but must still use a consignment note for movements of hazardous waste. The consignment note must also have a unique consignment note code.

The Master of the Ship must use the following standard for their consignment note code:

Coding Standard = SHPXXX/YYZZ

where

SHP denotes a collection of waste from a ship.

XXX is an alphanumeric that may be used as required, e.g. the first three letters of the postcode of the harbour where the ship is docked.

YYY is an alphanumeric denoting the trading name of the business that operates the ship.

ZZ is an alphanumeric giving the collection a unique identifier.

e.g. for a movement of waste from Container Shippers PLC from a ship docked in a harbour with a postcode L22 OLG:

SHPL22/CON01 or **SHPL22/CO2G1**

The consignment note should be unique for each movement of waste from the for the ship. There should not be two consignment notes with the same consignment note code.

8. Consignment Note Code for Mobile Service Operators

In accordance with regulation 29, some premises are registered as mobile service premises with us.

We provide a Registration Number the mobile service operator. The Registration Number is an alphanumeric code in the form XYZ123, where XYZ are letters and 123 are numbers.

Each collection of waste by a mobile service operator requires a consignment note code using the following standard:

Coding Standard = Mobile service premises registration number/5 digit alphanumeric

e.g.

= XYZ123/00001 or XYZ123/HW025

The 5 digit alphanumeric should make the consignment note code unique for the particular movement of hazardous waste. There should not be two consignment notes with the same consignment note code.

If waste is being collected as part of a multiple collection by the mobile service operator, the consignment note codes for the collections from each premises must have an additional 'M' added to the end, e.g:

XYZ123/00001M or XYZ123/HW025M

9. Consignment Note Code for Loads Rejected from a Consignee

Regulation 43 identifies the consignment note requirements where a load is rejected from a consignee. In accordance with regulation 43(3)(a)(i) the original consignment note code must have a letter 'R' added to the end. The coding standard in this case is:

Coding Standard for the Onward Movement of Rejected Loads (where an original consignment note code has been given)

Coding Standard = Consignment Note Code + R

Consignment Note Code Is the original consignment note code.

R denotes rejection, e.g.

XYZ123/00001R (standard producer) or **EXE05E/AAAG1MR** (multiple collection from exempt premises)

In cases where a load is received with no consignment note or with no consignment note code provided, the coding standard is:

Coding Standard for the Onward Movement of Rejected Loads (where NO consignment note code has been given originally)

Coding Standard = REJECT/XXXYYR

where the **R** denotes that the load has been rejected by the facility.

XXX is an alphanumeric denoting the producer's/holder's business name.

YY is an alphanumeric giving the rejected load a unique identifier.

e.g. a load rejected where A A Aardvark was the original producer could be coded:

REJECT/AAA01R or **REJECT/AA1G1R**

Coding Standard For Rejected Loads Where No Consignment Note Has Been Given Originally (to be used by consignee on the written explanation and quarterly returns)

This consignment note code is only to be used on any written explanation provided to the carrier, and on the Consignee Quarterly Returns sent to us and is not to be used on the further consignment note for onward movement of a rejected load (the coding standard for this is given above):

Coding Standard = REJECT/XXXYY

XXX is an alphanumeric denoting the producer's/holder's business name.

YY is an alphanumeric giving the rejected load a unique identifier.

e.g. a load rejected where A A Aardvark was the producer could be coded:

REJECT/AAAG1 or **REJECT/AA1G1**

Appendix B - Hazardous Properties

Wastes in EWC2002 are identified as hazardous if they are deemed to possess one of the fourteen hazardous properties, which are listed in Schedule 3 of the HWR:

- H1** "Explosive": substances and preparations which may explode under the effect of flame or that are more sensitive to shocks or friction than dinitrobenzene.
- H2** "Oxidising": substances and preparations which exhibit highly exothermic reactions when in contact with other substances, particularly flammable substances.
- H3A** Highly flammable (first indent): liquid substances and preparations having a flash point below 21°C (including extremely flammable liquids), or
- H3A** Highly flammable (second indent): Substances and preparations which may become hot and finally catch fire in contact with air at ambient temperature without any application of energy, or
- H3A** Highly flammable (third indent): solid substances and preparations which may readily catch fire after brief contact with a source of ignition and which continue to burn or to be consumed after removal of the ignition source, or
- H3A** Highly flammable (fourth indent): gaseous substances and preparations which are flammable in air at normal temperature and pressure, or
- H3A** Highly flammable (fifth indent): substances and preparations which, in contact with water or damp air, evolve highly flammable gases in dangerous quantities.
- H3B** "Flammable": liquid substances and preparations having a flash point equal to or greater than 21 °C and less than or equal to 55°C.
- H4** "Irritant": non-corrosive substances and preparations which, through immediate, prolonged or repeated contact with the skin or mucous membrane, can cause inflammation.
- H5** "Harmful": substances and preparations which, if they are inhaled or ingested or if they penetrate the skin, may involve limited health risks.
- H6** "Toxic": substances and preparations (including very toxic substances and preparations) which, if they are inhaled or ingested or if they penetrate the skin, may involve serious, acute or chronic health risks and even death.
- H7** "Carcinogenic": substances and preparations which, if they are inhaled or ingested or if they penetrate the skin, may induce cancer or increase its incidence.
- H8** "Corrosive": substances and preparations which may destroy living tissue on contact.
- H9** "Infectious": substances containing viable micro-organisms or their toxins which are known or reliably believed to cause disease in man or other living organisms.
- H10** "Teratogenic"⁴⁵: substances and preparations which, if they are inhaled or ingested or if they penetrate the skin, may induce non-hereditary congenital malformations or increase their incidence.
- H11** "Mutagenic": substances and preparations which, if they are inhaled or ingested or if they penetrate the skin, may induce hereditary genetic defects or increase their incidence.
- H12** Substances and preparations which release toxic or very toxic gases in contact with water, air or an acid.
- H13** Substances and preparations capable by any means, after disposal, of yielding another substance, e.g. a leachate, which possesses any characteristics listed above.
- H14** "Ecotoxic": substances and preparations which present or may present immediate or delayed risks for one or more sectors of the environment.

⁴ In Directive 92/32/EEC amending for the seventh time Directive 67/548/EEC the term 'toxic for reproduction' was introduced. The term 'teratogenic' was replaced by a corresponding term 'toxic for reproduction'. This term is considered to be in line with property H10 in Annex III to Directive 91/689/EEC.

Appendix C - Disposal and Recovery Operation Codes

Disposal operations

Code	Description
D01	Deposit into or onto land
D02	Land Treatment
D03	Deep injection
D04	Surface impoundment
D05	Specially engineered landfill
D06	Release into a water body except seas/oceans
D07	Release into seas/oceans including seabed insertion
D08	Biological treatment not specified elsewhere which results in final compounds or mixtures which are disposed of by any of the operations numbered D01 to D12
D09	Physico-chemical treatment not specified elsewhere which results in final compounds or mixtures which are disposed of by any of the operations numbered D01 to D12
D10	Incineration on land
D11	Incineration at sea
D12	Permanent storage
D13	Blending or mixing prior to submission to any of the operations numbered D01 to D12
D14	Repackaging prior to submission to any of the operations numbered D01 to D13
D15	Storage pending any of the operations numbered D01 to D14 (excluding temporary storage pending collection on the site where it is produced).

Recovery operations

R01	Use principally as a fuel or other means to generate energy
R02	Solvent reclamation/regeneration
R03	Recycling/reclamation of organic substances which are not used as solvents (including composting and other biological transformation processes)
R04	Recycling/reclamation of metals and metal compounds
R05	Recycling/reclamation of other inorganic materials
R06	Regeneration of acids or bases
R07	Recovery of components used for pollution abatement
R08	Recovery of components from catalysts
R09	Oil refining or other re-uses of oil
R10	Land treatment resulting in benefit to agriculture or ecological improvement
R11	Use of wastes obtained from any of the operations numbered R01 to R10
R12	Exchange of wastes for submission to any of the operations numbered R01 to R11
R13	Storage of wastes pending any of the operations numbered R01 to R12 (excluding temporary storage pending collection on the site where it is produced).

APPENDIX D – Glossary of Definitions and Abbreviations

Definitions

TERMS USED

Business Day means any day other than:

- Saturday or Sunday,
- Good Friday or Christmas day,
- Bank and other public holidays (see <http://www.dti.gov.uk/employment/bank-public-holidays/index.html> for a current listing).

Carrier is a person who collects a consignment of hazardous waste from the premises at which it was produced or being held and delivers it to a consignee, or transports it in the course of its transfer from those premises to the consignee.

Consignee is the person to whom the waste is being transported for disposal or recovery.

Consignor is the person who causes the waste to be removed from the premises at which it is produced or is being held.

Domestic Waste is not defined in the HWR but should be taken to mean waste from accommodation used purely for living purposes (and without commercial gain).

Directive Waste is waste for the purposes of the Waste Directive (see below) and, subject to regulation 15 of the HWR, is not excluded from the scope of that Directive by Article 2 of the Waste Directive.

Holder is the producer of the waste and/or the person who is in possession of it.

Master of the Ship is not defined in the HWR, but will include any person, other than a pilot, having charge of a vessel.

Producer is the person whose activities produce waste or a person who carries out pre-processing, mixing or other operations resulting in a change in the nature or composition of this waste.

Waste Directive is Council Directive 75/442/EEC on waste as amended by Council Directives 91/156/EEC and 91/692/EEC, Commission Decision 96/350/EC and Regulation (EC) No 1882/2003: http://europa.eu.int/eur-lex/en/consleg/pdf/1975/en_1975L0442_do_001.pdf

Waste Permit means either of the following:

- Waste management licence under section 35(1) of the Environmental Protection Act 1990.
- Disposal licence under 3(1) of the Control of Pollution Act 1974.
- Authorisation under Part I of the Environmental Protection Act 1990.
- Permit under the Pollution Prevention and Control (England and Wales) Regulations 2000.
- Resolution under section 54 of the Environmental Protection Act 1990.
- Licence under Part II of the Food and Environment Protection Act 1985.
- Consent under Chapter II of Part III of the Water Resources Act 1991 or under Part II of the Control of Pollution Act 1974.

ACRONYMS USED

ADR	The European agreement for road carriage of dangerous goods (Accord européen relatif au transport international des marchandises dangereuses par route).
CDG	The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2004 as amended.
EPA90	The Environmental Protection Act 1990.
EWG	European Waste Catalogue (EWG 2002 - Commission decision 2000/532/EC as amended).
HWD	The European Hazardous Waste Directive 91/689/EEC: http://europa.eu.int/smartapi/cgi/sga_doc?smartapi!celexapi!prod!CELEXnumdoc&lg=EN&numdoc=31991L0689&model=guichett .
HWR	The Hazardous Waste (England and Wales) Regulations 2005 and the Hazardous Waste (Wales) Regulations 2005.
IPPC	Integrated Pollution Prevention and Control.
LoWR	The List of Waste (England) Regulations 2005 and the List of Waste (Wales) Regulations 2005.
PPC	The Pollution Prevention and Control (England and Wales) Regulations 2000.
RID	The European agreement for rail carriage of dangerous goods (<i>Règlement concernant le transport international ferroviaire des marchandises dangereuses</i>).
RSA	The Radioactive Substances Act 1993.
UWWTD	Urban Waste Water Treatment Directive (91/271/EEC).

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