

Consignment Notes

A guide to the Hazardous Waste Regulations

CHANGE LOG: HWR03 – Consignment Notes

Version Number	Date of Publication	Changes
WR03A – Version 4.0	January 2010	
HWR03B- version 3.0	January 2010	
HWR04C- Version 2.0	June 2008	
HWR04D- Version 2.0	June 2008	
HWR04E- Version 2.0	June 2008	
HWR04F- Version 3.0	September 2010	
HWR03 – Version 1.0	April 2011	<p>HWR03 “Consignment Notes” is a consolidated version of the HWR03 Series of consignment note guides (HWR03A-3F). All the text from the previous versions of these documents has been used in this version except where indicated below.</p> <p>From all Previous guides HWR03A – HWR04F</p> <p>Agency contact details and hyperlinks updated as required.</p> <p>All references to consignment note procedure now refer to “standard” procedure and notes except where “multiple” procedure or notes are specifically mentioned.</p> <p>Reformatting as required.</p> <p>Aims, Introductions and Definitions from each guide combined into the start of the consolidated HWR03 introduction. An additional section has been added to this to state the waste hierarchy requirements.</p> <p>Order of the items for carriage details amended to reflect revised consignment note.</p>

Version Number	Date of Publication	Changes
		<p>Previous references to “waste management licence/permit/authorised exemption no(s)” now reads “waste permit/exempt waste operation number(s)”.</p> <p>References to hazard codes updated to include revised H1- H15.</p> <p>HWR03A –</p> <p>Text has been added to the description of Part D of the consignment note to reflect the hierarchy requirement.</p> <p>Revised definitions of radioactive and domestic waste.</p> <p>Revised sections of the consignment note used where appropriate. These new notes and the multiple procedure in Section B can be used from Spring 2011. They must be used from Autumn 2011.</p> <p>Confirmation that the Disposal / Recovery code entered by the consignee in Part E should be the intended code and that the Agency and producer should be informed if this is changed.</p> <p>HWR03B - All text deleted and replaced with the revised multiple consignment note procedure.</p> <p>HWR03C – Definition of harbours deleted from guide.</p> <p>HWR04D – No changes.</p> <p>HWR04E – No changes.</p> <p>HWR04F - Deletion of section related to rejection of a multiple consignment note.</p>

Aims and introduction

New regulations implemented in Spring 2011 have made changes to the assessment and consignment of hazardous waste. This guide describes several consignment note systems and also how to complete the new consignment notes.

This guide gives details of how to use and complete consignment notes when hazardous waste is moved from or to England and Wales. It does not apply directly to people or companies in Gibraltar, Northern Ireland or Scotland but it does apply to movements of hazardous waste to or from those countries.

You should read this guide if you are a producer, consignor, holder, carrier or consignee of hazardous waste (the definitions table on the next page explains what these terms mean). You should also read this guide if you move waste by pipeline to another premises (other than a sewer) or you are the master of a ship.

If someone services equipment at your site and produces small amounts of hazardous waste they will be called a “mobile service” provider. They can take responsibility for the hazardous waste they produce and complete consignment notes for you. You can check to see if this applies by reading our guide HWR07: Mobile services.

All movements of hazardous waste from one site to another need a consignment note. The consignment note acts as a paper or electronic receipt that tracks movements of hazardous waste.

Changes to the management of hazardous waste

1. A new important requirement is that anyone who produces handles or manages hazardous waste must take all reasonable measures apply the waste hierarchy when they transfer waste. Unless there is a justifiable reason not to, a waste should be managed in order of preference by:
 - (i) prevention;
 - (ii) preparing for re-use;
 - (iii) recycling;
 - (iv) other recovery (for example energy recovery);
 - (v) disposal.

The consignment note now includes a declaration in Part D for you to indicate that you have considered the hierarchy before transferring your waste. Adopting best practice advised for your sector will help you achieve the aims of the waste hierarchy.

2. A new hazard code has been introduced, H13 (sensitizing) and the previous H13 has now become H15 (waste capable by any means after disposal of yielding another substance e.g. a leachate which posses any of H1 to H14 hazardous properties). You will now need to assess your wastes using the new hazardous property and include the new codes on your consignment note as appropriate in Part B.
3. The consignment note has been changed to be used for both standard and multiple collections. If you are a carrier and operate a multiple collection round, you will need to include a round number and the number of collection sites on the consignment note.
4. You can choose to use the new consignment note from Spring 2011 but you must use it from Autumn 2011.

This document is split into six sections to describe the different ways to consign hazardous waste:

Section	Who should read it?	Page
Section A: Standard Consignment Note Procedure	Producers, consignors, holders, carriers and consignees where the hazardous waste is moved within England and Wales. The waste is taken from one site (not a ship) and delivered to another (not by pipeline).	7
Section B: Multiple collections	Producers, consignors, holders, carriers and consignees where the hazardous waste is moved within England and Wales. The waste is collected from more than one site (not a ship) and delivered to another (not by pipeline).	15
Section C: Pipelines and ships	Producers, consignors, holders and consignees where the hazardous waste is moved by pipeline within England and Wales. Producers, consignors, holders, carriers and consignees where the hazardous waste is removed from a ship.	17
Section D: Cross-border movements	Producers, consignors, holders and carriers where the hazardous waste is moved from England and Wales, to Scotland, Northern Ireland or Gibraltar. Carriers and consignees where the hazardous waste is moved to England and Wales, from Scotland, Northern Ireland or Gibraltar.	22
Section E: Schedule of carriers	Carriers who transfer hazardous waste to another carrier before it is delivered to a consignee.	24
Section F – Rejected loads	Producers, consignors, holders, carriers and consignees where the consignee decides not to accept receipt of the hazardous waste.	28

Definitions

There are five main terms used in this document. These terms are explained in the table below:

Term	What it means
Carrier	A person who collects or carries waste. A carrier must be registered with the Environment Agency or Scottish Environmental Protection Agency unless they are exempt (in other words, excused) from doing so.
Consignee	A person who receives waste to recover or dispose of it. A consignee must have a permit or be exempt from having a permit to accept waste.
Producer	A person who produces waste. A producer must hold a hazardous waste registration unless they are exempt from doing so.
Holder	A person who holds waste that was not originally produced by them. A holder must hold a hazardous waste registration unless they are exempt from doing so.
Consignor	A person who causes waste to be removed from a site. This is usually the holder or producer. In some cases (for example, when a managing agent is on site and has authority from the producer or holder), this can be the consignor. A carrier is not usually a consignor.

Note you can check permit and registration numbers at www2.environment-agency.gov.uk/epr/ or by calling us on 03708 506506.

When don't I need to use a consignment note?

Radioactive Waste

Most radioactive waste is subject to the Environmental Permitting Regulations (England and Wales) Regulations 2010 (EPR10), unless it is exempt from requiring an environmental permit by section 15 of the Radioactive Substances Act 1993 (RSA93).

When radioactive waste requires a permit under EPR 10 but has one or more hazardous properties, it is not covered by hazardous waste controls.

However, where radioactive waste is exempt from requiring an environmental permit under EPR10, it is subject to hazardous waste controls if it has one or more hazardous properties arising, other than from its radioactive nature. Items that are exempt (although not necessarily hazardous waste) include:

- some clocks and watches
- luminous items
- uranium and thorium compounds
- smoke detectors.

Domestic hazardous waste

Most domestic hazardous waste can be moved from the property without a consignment note. However, if a contractor moves asbestos from a domestic property, they need to use consignment notes.

Domestic hazardous waste that is separated from other waste (for example, a television or fluorescent tube) can be moved from the property to a consignee's site (for example, a transfer station) without a consignment note. However, the consignee must use consignment notes if the waste is then moved somewhere else. The consignee must have a permit to accept the hazardous waste at their site, unless they are exempt from registration.

Waste waters

The Hazardous Waste Regulations 2005 (HWR) only apply to 'directive waste'. 'Directive waste' does not include 'waste waters' if they are already covered by other laws.

If waste waters are released to a sewer under the controls of the Urban Waste Water Treatment Directive, the HWR will not apply and you will not need to fill in a consignment note. However, if waste waters are moved by other methods (such as a private pipeline), the HWR would apply and you would need to fill in a consignment note.

Any premises identified in a Regulatory Position Statement of premises notification

We may decide that in particular circumstances there is no requirement to use consignment notes. Details of these regulatory position statements will be published on our website, www.environment-agency.gov.uk/business/regulation/99685.aspx, under the heading 'Hazardous wastes'.

What do consignment notes look like?

The format for consignment notes is shown in schedule 4 to the Hazardous Waste Regulations (HWR). Any consignment note you use must contain the same information as that given in the regulations.

We have produced a template for consignment notes that keeps to the regulations. You can see the template on our website at "[Moving hazardous Waste](#)". You can also download it from there.

Where can I get consignment notes?

You can produce your own consignment notes using the format in the regulations or using the template on our website.

You can use consignment notes your waste contractor has produced.

Or, you can buy consignment notes from us for a small charge. The notes we have produced are colour-coded and divided into three parts. They do not use carbon paper. The notes are coloured and labelled as follows:

- 'Producer's/Holder's/Consignor's Copy' (white)
- 'Carrier's Copy' (gold)
- 'Consignee's Copy' (pink).

If you want any of these notes, either:

- call: 03708 506 506 (Mon–Fri excluding bank holidays 0800-1700)
- e-mail us at hazwasteorders@environment-agency.gov.uk.

If you want to move more than a couple of types of hazardous waste on one consignment note, you will probably need to use an extra sheet (known as a continuation sheet). You should use these sheets if you are moving a number of types of hazardous waste and you do not have enough space on a consignment note to describe the waste properly. You can buy the sheets in the same way as you would buy consignment notes.

You can see what continuation sheets look like on our website at "[Moving hazardous Waste](#)"; you can also download them from there.

Section A Consignment Note Standard Procedure

If you are the producer, holder or consignor of hazardous waste you must ensure that a consignment note is completed when the waste is moved. A consignment note acts as a paper or electronic receipt for movements of hazardous waste.

This guide tells you:

- when you might not need consignment notes;
- where to get consignment notes, if you do need them;
- how to fill in consignment notes;
- all about consignment note codes;
- who fills in the different parts of the note;
- why there are three sheets to each consignment note and who has each copy.

How do I fill in a consignment note?

The description of the note in this guide is a description of the Environment Agency consignment note

Before the hazardous waste is collected from your site, you need to start filling in the top sheet (the 'Producer's/Consignor's/Holder's Copy') of the consignment note. As you write on the top sheet, the information will be copied to the sheets below.

Each of the consignment note copies is divided into five sections, parts A to E. We explain below how to fill in each part of a consignment note.

Part A Notification details

The producer or holder of the waste should fill in this section.

PART A Notification details	
1. Consignment note code: <input style="width: 100%; height: 20px;" type="text"/>	4. The waste will be taken to (name, address and postcode):
2. The waste described below is to be removed from (name, address, postcode, telephone, e-mail, facsimile):	5. The waste producer was (if different from 2) (name, address, postcode, e-mail, facsimile):
3. Premises code (where applicable): <input style="width: 100%; height: 20px;" type="text"/>	

1. 'Consignment note code'

We set the format of the consignment note code. You must follow this format, otherwise your consignment note will not be valid.

The consignment note code must be unique. If you use a code for one load, you must not use that number again for another.

The consignment note code depends on whether your site is exempt from registration or needs to be registered. You should look at HWR02A – 'Do I need to notify my premises?' if you are not sure.

If your site is **exempt from registration**, the consignment note code must be **EXEAAA/YYYYZZ** (or **FLYAAA/YYYYZZ**), where:

- 'EXE' shows that the collection is exempt ('FLY' shows that the waste was tipped and breaking section 33 of the Environmental Protection Act 1990 a result);
- 'AAA' can be any letters or numbers (for example, the first three letters of the name of the waste-collection business, or the postcode of the place the fly-tipping took place);
- 'YYY' is any letters or numbers showing the trading name for the premises;
- 'ZZ' is any letters or numbers used to give the waste a unique code.

For example, if Bob's Waste were collecting the waste from a company called E B Aardvark, the consignment note code could be for example **EXEBOB/EBA01** or **EXEBOB/EBAG1**.

If you need **to register** your site, the consignment note code must be **REGNUM/YYYYY**, where:

- 'REGNUM' is the registration number we gave you when you registered your premises with us – it will have the format XXXNNN (X is a letter, N is a number), for example , ABC049;
- 'YYYYY' is any letters or numbers (for example, HW02L).

For example, the consignment note code could be **ABC049/HW02L**.

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

These are the details of the place the hazardous waste is being removed from.

If your premises are registered, the name, address and postcode on the form must match the details given to us when the site was registered..

If the site is exempt from registration, the details must fully describe the place the waste is being removed from.

You will need to provide a postcode for the consignment to be properly completed. If your site does not have a postcode, you must give the nearest known full postcode to the site.

If you have a phone number, e-mail address or fax number, enter these details too.

3. 'Premises code (where applicable):'

If the premises are registered with us, you should enter the premises code here. This is the registration number we gave the premises when they were registered. If the premises are exempt from registration, write 'N/A' or 'Exempt' here.

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

This provides details about the site the hazardous waste is going to be delivered to (that is, the consignee). You must provide full details of the consignee, and any consignee you choose to send waste to must either hold a permit to receive your waste or be exempt from holding a waste permit. You are responsible for making sure this is the case. If the consignee holds a waste permit, the name, address and postcode you give on the form should match the name, address and postcode on the consignee's permit.

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

If the waste producer’s details are the same as those in part A2, you can write ‘As A2’ here. If the producer is different, you must give the producer’s details. For example, if the waste is asbestos and a contractor produced it at your facility, you need to identify the asbestos contractor as the waste producer and enter their business address.

Part B Description of the waste

The producer or holder of the waste should fill in this section.

PART B Description of the waste				If continuation sheet used, tick here ■											
1 The process giving rise to the waste(s) was:			2 SIC for the process giving rise to the waste:			<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>									
3 WASTE DETAILS (where more than one waste type is collected all of the information given below must be completed for each EWC identified)															
Description of waste	List of Wastes (EWC) code (6 digits)	Quantity (kg)	The chemical / biological components of the waste and their concentrations are:		Physical form (gas, liquid, solid, powder, sludge or mixed)	Hazard code(s)	Container type, number and size								
			Component	Concentration (% or mg/kg)											
The information given below is to be completed for each EWC identified															
EWC Code	UN Identification number(s)	Proper shipping name(s)	UN class(es)	Packing Group(s)	Special handling requirements										

You need to fill in part B for each type of hazardous waste that is being collected. You should use continuation sheets if necessary.

1. ‘The process giving rise to the waste(s) was:’

You should provide a full written description of the process that created the waste. It is not enough to just enter ‘Manufacturing’. If you are moving more than one type of hazardous waste which has been produced by more than one process, you should describe the main production process involved in creating the waste.

2. ‘SIC for the process giving rise to the waste:’

The SIC (or Standard Industrial Classification) is a coding scheme that classifies businesses and other economic activities.

You must provide the most detailed SIC code from the 2003 version of the scheme for the main activity that produced (or holds) the waste.

The SIC you give on the consignment note is not necessarily the code you were given at the time you registered the premises, but is the code used for the actual process that created the hazardous waste described on the note.

If you are moving more than one type of waste which has been produced by more than one process, you should give the SIC for the main production process involved in creating the waste.

For more details on the SIC 2003 code, see <http://www.environment-agency.gov.uk/business/topics/waste/32198.aspx>

‘WASTE DETAILS’

You must fill in all of the following for each type of hazardous waste you are having collected

‘Description of waste’

You need to provide a written description of every type of hazardous waste you are having collected.

The description must not simply reproduce the description from the List of Waste Regulations (LoWR), which is the catalogue of all types of waste. You must provide a full description. For example, it is not enough to describe a waste acid from a pickling process as ‘pickling acids’ (the description in the LoWR for code 11 01 05). You should instead write something like ‘sulphuric acid used for pickling’.

You must not write ‘Laboratory chemicals’ as a type of waste. Instead, you must separately identify each chemical in the hazardous waste.

If you do not have enough space to record all of the details on one row of the table, use both rows. You can use continuation sheets for other types of hazardous waste you are having collected.

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

You should choose an appropriate EWC code for each type of hazardous waste. The code should match the description of the waste and the business or process that produced it. You can get help on choosing an EWC code from our guide ‘WM2 - Interpretation of the definition and classification of hazardous waste’, which you can find at: www.environment-agency.gov.uk/static/documents/GEHO0603BIRB-e-e.pdf

‘Quantity (kg):’

You must give the quantity (total weight), in kilograms, of each type of hazardous waste that has an EWC code. This should be the total weight of the waste the carrier is actually collecting. If the hazardous waste is a liquid, you can show the weight in kilograms by using a suitable method to convert the volume of the liquid to its equivalent weight. If you do not have a suitable method for doing this, convert one litre into one kilogram.

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

You should give details of all the relevant chemical or biological parts (components) of the waste and their concentrations so that carriers, consignees or other people can see what is in each type of hazardous waste. This will also include parts of the waste that do not make it hazardous (for example, metals such as iron in pickling acids). Properly describing all the components of the waste is important in choosing how to dispose of the waste.

‘Physical form (gas, liquid, solid, powder, sludge or mixed)’

You should write either ‘Gas’, ‘Liquid’, ‘Solid’, ‘Powder’, ‘Sludge’ or ‘Mixed’ for each type of waste that has an EWC code.

‘Hazard code(s)’

You must give this information for all of the hazards appropriate to each hazardous waste. The hazardous properties are set out in Section A. You must provide the correct hazards for each type of the waste – it is not enough to put ‘H1 to H15’.

‘Container type, number and size’

You must give the number and size of each container of hazardous waste (for example, ‘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’

You need to fill in these sections if the hazardous waste is also ‘dangerous for carriage’. See page 10 for more details.

Part C Carrier’s certificate

PART C Carrier’s certificate

(If more than one carrier is used, please attach schedule for subsequent carriers. If schedule of carriers is attached tick here.)

I certify that I today collected the consignment and that the details in A2, A4 and B3 are correct and I have been advised of any specific handling requirements.

Where this note comprises part of a multiple collection the round number and collection number are:

/

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

2 Carrier registration no./reason for exemption:

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

Signature

Date	D	D	M	M	Y	Y	Y	Y	Time	H	H	M	M
------	---	---	---	---	---	---	---	---	------	---	---	---	---

You have filled in parts A and B and the carrier now comes to collect the hazardous waste. Hand over the consignment notes to the carrier.

The carrier will fill in part C. They will check that the following information is correct:

- The name and address of your site in part A2.
- The consignee details you have given in part A4.
- The description of the waste you have given in part B3.

The carrier will then fill in their details, sign and put the date and time (using the 24-hour clock) on the note.

1. ‘Carrier name’, ‘On behalf of (name, address, postcode, telephone, e-mail, facsimile):’

The carrier must give their name, the name of their business and all appropriate address and contact details.

2. ‘Carrier registration no./reason for exemption’:

A carrier must either be registered or exempt from registration. The carrier must give their registration number if they have one. If the carrier is exempt, they should give the reason for the exemption (for example, a waste producer can transport their own waste without being a registered waste carrier). However, producers of construction and demolition waste must always be registered as a carrier.

It is good practice to regularly check that the details the carrier has given are correct. A carrier registration is valid for three years, and we may revoke (cancel) it in certain circumstances. You can check if the carrier has a valid registration by looking at the online electronic public register on our website or by contacting us on 03708 506 506.

The carrier’s registration details must be those of the actual carrier. So, if a subcontractor has been used, the subcontractor’s registration details must be given, not the main contractor’s details.

3. ‘Vehicle registration no. (or mode of transport, if not road):’

The carrier must enter the registration number of the vehicle they are using to collect the hazardous waste. If the waste is not being carried by road, the carrier must identify which method of transport they are using (for example, railway, canal barge and so on).

4. Round and collection number: (only for notes forming part of a multiple collection)

If this consignment forms part of a multiple collection the carrier will also need to fill in the round number / collection number of Part C. Details of the format for these and the requirements for a multiple collection are given in Section B. If the collection is not part of a multiple collection round do not enter anything in this box.

Part D Consignor’s certificate

PART D Consignor’s certificate

I certify that the information in A, B and C has been completed and 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 advised of any special handling requirements.

I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011.

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

Signature

Date	D	D	M	M	Y	Y	Y	Y	Time	H	H	M	M
------	---	---	---	---	---	---	---	---	------	---	---	---	---

After they have filled in part C, the carrier should give you the consignment notes back. You, as the consignor, should then sign part D of the note.

There is a declaration in part D. You need to check that you have filled in parts A and B correctly and that the carrier has filled in part C. In part C the carrier writes his carrier registration number – by signing part D, you are declaring that you have checked the carrier is registered.

You are declaring that the waste is packaged and labelled correctly. If you are aware of any particular issues relating to how the waste should be handled, you should tell the carrier about them.

There is also a requirement for anyone who produces, handles or manages hazardous waste that all measures as are reasonable must be taken to apply the waste hierarchy when waste is transferred. Unless there is a justifiable reason not to, a waste should be managed in order of preference by:

- (i) prevention;
- (ii) preparing for re-use;
- (iii) recycling;
- (iv) other recovery (for example energy recovery);
- (v) disposal.

You will need to sign a declaration in Part D to say that you have made these considerations.

Note: You should not fill in part D before the carrier has arrived to collect the waste and has given you copies of the consignment note, with part C filled in, for you to check

1. ‘Consignor name:’, ‘On behalf of (name, address, postcode, telephone, e-mail, facsimile):’

You must give your name, the name of your business and all appropriate address and contact details. If these are the same as in part A2, you can write ‘As A2’.

When you have checked and filled in the details above, you should sign part D. You can then enter the date and time (using the 24-hour clock) that you signed the form.

What happens next?

Now you have filled in part D, take the top copy (labelled ‘Consignor’s copy’). This is your copy, which you must keep for three years. For details about keeping consignment notes and registers, see HWR05 – ‘Record Keeping’.

Give the other two copies of the consignment note to the carrier. The carrier must keep these copies with them when they take the load to its destination.

When the carrier takes hazardous waste from your site, they should take it directly to the consignee listed in part A4. They must not take the waste to a consignee that is different to the one you listed in part A. The carrier or consignee are not allowed to amend part A or B once the waste leaves your site, except in emergency situations.

When the carrier arrives at the consignee’s site, they will give the consignee the consignment notes to fill in. When the consignee accepts the load, they will fill in part E, keep a copy for themselves and give one to the carrier to keep.

PART E Consignee’s certificate (where more than one waste type is collected all of the information given below must be completed for each EWC)			
Individual EWC code(s) received	Quantity of each EWC code received (kg)	EWC code accepted/rejected	Waste management operation (R or D code)
<p>1 I received this waste at the address given in A4 on: Date DDMMYYYY Time HHMM</p> <p>2 Vehicle registration no. (or mode of transport if not road): Name:</p> <p>3 Where waste is rejected please provide details: On behalf of (name, address, postcode, telephone, e-mail, facsimile):</p> <p>I certify that waste permit/exempt waste operation number: </p> <p>authorises the management of the waste described in B at the address given in A4. Signature</p> <p>Where the consignment forms part of a multiple collection, as identified in Part C, I certify that the total number of consignments forming the collection are: Date DDMMYYYY Time HHMM</p>			

The only time when you will be involved in the process again, other than for making sure the consignee holds a waste permit, is if the consignee rejects the load. If this happens, your carrier will contact you to find out what you want to happen to your hazardous waste. It can be delivered to another consignee's site or you might want to take it back at your site. Hopefully this will not happen but if you need to check what to do in this case, please look at Section F – Rejected loads

Within a set period of time (no later than four months after the waste left your site), your consignee must send you a document, called the 'Consignee's Return to a Producer or Holder', to show that they have received hazardous waste from you. The consignee should tell you what they have done with your waste (for example, treated it, taken it to a landfill, transferred it and so on) or if the waste is still in storage awaiting treatment what they intend to do with it. If subsequently a different waste operation is actually carried out the consignee should inform you of the change. You should check that the consignee has properly received and managed all of the loads of waste sent out of your site by matching the return the consignee gives you with the consignment notes in your register. If the consignee does not send you a return, contact them and ask for one. You will need a return if we audit your premises. You can find details of the return in HWR05 – 'Record Keeping'.

What changes can be made to the information on a consignment note?

The law says:

- who is responsible for filling in each part of a consignment note;
- when and in what order the parts must be filled in;
- the parts of the note that must be filled in before the waste is removed cannot be changed after the waste has been removed;
- a part of the consignment note cannot be changed, other than by the person who is allowed to fill in that part or by someone who is authorised by them to make the amendment. For example, only the producer or holder of the waste can amend part A of the consignment note, and they can only make this amendment before the waste is removed. If they amend part A after the carrier checked the note by filling in part C, the carrier must check the note again before they remove the waste.
- if the carrier or consignor has checked and signed the relevant part of the note, that part cannot be changed.

Consignees who receive waste on consignment notes that have been changed should reject the waste, unless it is clear from the note that:

- the change has been made, or authorised, by the person responsible for filling in that part of the note;
- the change was made before the carrier or consignor checked it;
- the change was made before the waste was removed.

Carriage details

'UN identification number(s)', 'Proper shipping name(s)', 'UN Classes(es)', 'Packing groups(s)' and 'Special handling requirements'

The consignment note must give these details if the waste is also 'dangerous for carriage'. It is the responsibility of the business which transports dangerous goods either on its own behalf or for someone else. If the waste is transported under a contract for carriage the responsibility would lie with the consignor set out in the contract. Please note the meaning of the term consignor may be different to that used for the Hazardous Waste Regulations.

More information on carriage of dangerous goods can be found on the Health and Safety Executives' website <http://www.hse.gov.uk/cdg/manual/index.htm>.

Hazardous properties

H1	“Explosive”: substances and preparations which may explode under the effect of flame or which are more sensitive to shocks or friction than dinitrobenzene.
H2	“Oxidizing”: substances and preparations which exhibit highly exothermic reactions when in contact with other substances, particularly flammable substances.
H3A	<p>“Highly flammable”</p> <ul style="list-style-type: none"> - liquid substances and preparations having a flash point below 21°C (including extremely flammable liquids), or - substances and preparations which may become hot and finally catch fire in contact with air at ambient temperature without any application of energy, or - solid substances and preparations which may readily catch fire after brief contact with a source of ignition and which continue to burn or be consumed after removal of the source of ignition, or - gaseous substances and preparations which are flammable in air at normal pressure, or - 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 and preparations containing viable micro-organisms or their toxins which are known or reliably believed to cause disease in man or other living organisms.
H10	“Toxic for reproduction”: 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	Waste which releases toxic or very toxic gases in contact with water, air or an acid.
H13	“Sensitizing”: substances and preparations which, if they are inhaled or if they penetrate the skin, are capable of eliciting a reaction of hypersensitization such that on further exposure to the substance or preparation, characteristic adverse effects are produced. [As far as testing methods are available].
H14	“Ecotoxic”: waste which presents or may present immediate or delayed risks for one or more sectors of the environment.
H15	Waste capable by any means, after disposal, of yielding another substance, e.g. a leachate, which possesses any of the characteristics above.

Section B Multiple Consignment Collection Rounds

A carrier can decide whether to include consignments they collect on a multiple consignment collection round if those consignments meet the requirements below. There is no difference in the way that the consignment note are completed by the producer or holder, carrier or consignee of the waste to the standard procedure set out in section A except for the extra information detailed below. As in the standard procedure each collection from the different premises will require its own consignment note.

Multiple Consignment Collection requirements

A multiple collection is a journey that meets the following conditions:

- (a) the carrier collects more than one consignment of hazardous waste in the course of the journey;
- (b) each consignment is collected from different premises;
- (c) all the premises from which a collection is made are in England or Wales ;
- (d) all consignments collected are transported by that carrier in the course of a journey to the same consignee.

If all of these conditions are met the consignee pays a reduced fee to us compared to a single movement.

Round number and collection number

The carrier and the consignee are required to provide extra information on the consignment note in Parts C and E respectively for each consignment that is part of a multiple round. The consignee must include this information in the consignee return.

(See <http://www.environment-agency.gov.uk/hazwaste> for details of consignee returns).

The format for the round number and collection number in Part C is:

XXXXXXXXXXXXXXXXXX/YY

The X's represent the round number. This number may be any combination of numbers and letters up to a maximum of 15. The round number may also contain either the forward slash (/) or hyphen (-) characters but no spaces are allowed. YY is the collection number and these must be a numbers only up to a maximum of 99.

However before collection the carrier must agree a format of the round number with the consignee to ensure that the round number used is unique for that consignee when combined with the consignee site details and the date of delivery.

Possible round number formats could include one of the following:

- the vehicle registration number if that vehicle only completes one round on that day, if more than one round is completed the registration can be followed by another character, e.g. AA54ABC where the vehicle completes one round in a day or AA54ABC2 where it is the vehicle's second round;
- a job number for the collection which is generated by the carrier's company;
- a round number which is given to carriers by the consignee who maintain a register of unique numbers for each day of delivery.

In addition the carrier should add the collection number in the relevant space, this is the number the particular collection is in the round so using the registration example above the first collection in the first round would be AA54ABC/1, the second AA54ABC/2 and so on.

Both the round number and collection number must be entered into Part C before Part D is completed by the consignor. After delivery to the consignee as well as the standard information to be completed in Part E the consignee must also indicate the total number of consignments in the multiple collection round. This information must not be provided where the consignment was not part of a multiple round.

Note: If a carrier collects a consignment from one premises but does not pick up any further consignments, perhaps because the expected waste is not ready for transport, then the consignee must not fill in the number of collections box in Part E and the consignment will be considered a single for the purposes of consignee returns and fees.

Section C Pipelines and Ships

You should read this part of the guide if:

- you are the Master of a ship moving hazardous waste from your vessel;
- you are moving hazardous waste by pipeline;
- you transport or receive hazardous waste.

Removing waste from ships

The HWR set out controls for moving waste from a ship, by pipeline or other methods, to facilities within or outside a harbour area.

Filling in consignment notes for waste from ships

You need to fill in some sections of the consignment note in a particular way. For the rest of the sections, you should look at the procedure described in the standard procedure should be followed

Filling in parts A1 and A3

Part A: consignment note code:

Ships are exempt (excused) from having to register as premises, no matter how much waste they produce. You will not need a registration number ('premises code') from us. Each consignment note you use, however, must have a unique consignment note code.

You must use the following code on your consignment notes. SHPXXX/YYYYZZ, where:

- 'SHP' shows that the waste is being collected from a ship;
- 'XXX' is letters or numbers used as necessary (for example, the first three letters of the postcode of the harbour where the ship is docked);
- 'YYY' is letters or numbers used to show the trading name of the business that runs the ship;
- 'ZZ' is letters or numbers used to give the collection of waste a unique code.

For example, for waste being moved from a ship managed by Container Shippers Ltd and docked in a harbour with a postcode L22 OLG, the consignment note code might be SHPL22/CON01 or SHPL22/CO2G1.

Part A3: premises code

Enter 'Exempt' in this part.

Using a pipeline to remove ships' waste to facilities either within or outside the harbour area

Before the waste is first piped, the Master of the Ship must:

- prepare two copies of the consignment note – one for themselves and one for the consignee (that is, the person running the facility);
- fill in part A – see above for details of how to fill in parts A1 and A3;
- fill in part B, except for the 'UN identification number(s)', 'Proper shipping name(s)', 'UN Class(es)' and 'Packing group(s)' 'Special handling requirements' sections
- fill in part D;
- keep a copy;
- give a copy to the consignee.

No-one needs to fill in part C.

Receiving waste at the reception facility – what the consignee must do:

When the person running the facility (the consignee) has received all the piped waste, they must fill in part E on the copy they have received.

The consignee should enter the quantity of waste as the total weight of each type of EWC-coded waste that has been piped from the ship. If the waste is a liquid, the quantity should be shown as kilograms by using a suitable method to convert the volume to its equivalent weight. If you do not have a suitable method for doing this, convert one litre into one kilogram.

In part E2, put 'By pipeline'.

The consignee must keep a copy of the consignment note.

If the consignee rejects the consignment, or part of the consignment, please look at Section F – Rejected Loads

Using other methods to remove ships' waste to facilities within a harbour area

Before the waste is moved, the Master of the Ship must:

- prepare two copies of the consignment note – one for themselves and one for the consignee (that is, the person running the reception facility);
- fill in parts A and B on each copy – see above for details of how to fill in parts A1 and A3;
- fill in part D;
- keep a copy;
- give a copy to the consignee.

No-one needs to fill in part C.

Receiving waste at the facility – what the consignee must do:

When the person running the reception facility (the consignee) has received the waste, they must fill in part E on the copy they have received.

The consignee should enter the quantity of waste as the total weight of each type of EWC-coded waste they have received from the ship. If the waste is a liquid, the quantity should be shown as kilograms by using a suitable method to convert the volume to its equivalent weight. If you do not have a suitable method for doing this, convert one litre into one kilogram.

Both the Master of the Ship and the consignee should keep filled-in copies of the consignment note. If the consignee rejects the consignment, or part of the consignment, please look at Section F – Rejected Loads

Using other methods to remove ships' waste to facilities outside the harbour area

Before the waste is removed, the Master of the Ship must:

- prepare three copies of the consignment note – one for themselves, one for the carrier and one for the consignee;
- fill in parts A and B on each copy;
- give every other copy to the carrier.

Filling in part C – what the carrier must do:

After the Master of the Ship has filled in parts A and B, the carrier must fill in part C and then give every fully filled-in copy to the Master of the Ship.

Filling in part D – what the Master of the Ship must do:

After the carrier has filled in part C, the Master of the Ship must:

- fill in part D;
- keep a copy;
- give a copy to the carrier.

After part D has been filled in – what the carrier must do:

After the Master of the Ship has filled in part D, the carrier can then remove the waste. At this stage, the carrier must make sure that every copy of the consignment note they have been given travels with the consignment of waste.

If the waste is to be transferred to another carrier, the carrier must tick the 'If schedule of carriers is attached tick here' box and fill in a schedule of carriers form. See Section E – Schedule of carriers

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

Receiving the waste – what the consignee must do:

When the carrier transfers the waste, with the two copies of the consignment note, to the consignee, the consignee must:

- fill in part E on both copies;
- keep one copy;
- give one filled-in copy to the carrier.

Both the carrier and consignee should keep filled-in copies of the consignment note. If the consignee rejects the consignment, or part of the consignment, see Section F – Rejected Loads

Removing waste by pipeline from premises other than a ship

There are two procedures for removing piped waste:

- removing a specific batch of waste within a specific period (with set times for when the piping starts and finishes);
- piping the waste continuously.

By 'continuously', we mean waste being piped without being interrupted or in an unbroken series or pattern. Waste that is not pumped through the pipe in this way would not be continuous.

The procedures for using a consignment note are different for the two methods of piping mentioned above. However, in both cases, you should use a consignment note and follow the procedures described below.

Filling in consignment notes:

You need to fill in some sections of the consignment note in a particular way. For the rest of the sections, you should look at Standard procedure.

If the waste is piped in a batch:

Before the waste is piped – what the producer or holder must do

The producer or holder of the waste must prepare two copies of the consignment note – one for the consignor and one for the consignee. If the producer or holder is not the consignor, they will also need to prepare an extra copy for themselves. They should do this before the first time the piping begins.

The producer or holder must:

- fill in parts A, B and D on each copy (see below for details on how to fill in part B3);
- keep a copy;
- give a filled-in copy to the consignee.

Part B3

Under 'Quantity', enter the proposed average rate of flow (for example, litres per hour). You should also enter an estimate of the total quantity (weight) of waste which will be piped in each week or calendar month (shown as kilograms per week or per month as appropriate). You should do this by using a suitable method to convert the volume to its equivalent weight. If you do not have a suitable method for doing this, convert one litre into one kilogram.

Under the heading 'Container type, number & size', enter 'Batch via pipeline'.

You do not need to enter any information under the 'UN identification number(s)', 'Proper shipping name(s)', 'UN Class(es)', 'Packing group(s)' and 'Special handling requirements' sections.

No-one needs to fill in part C.

After the waste has been piped – what the consignee must do:

The consignee is the person who runs the facility the waste is being piped to. They must:

- fill in part E (see below for details of how to fill in specific parts);
- keep one copy;
- give a copy to the consignor and the producer or holder if they are not also the consignor.

Specific help on part E; Quantity of each EWC code received (kg):

You should enter the actual total quantity (weight) of waste that was piped for that consignment. You should show this total as kilograms by using a suitable method to convert the volume to its equivalent weight. If you do not have a suitable method for doing this, convert one litre into one kilogram.

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

Enter the date and time you received the last part of the pumped batch for that consignment note.

Part E2 Vehicle registration no. (or mode of transport, if not road): Enter 'Batch via pipeline'.

If the waste is piped continuously

What the producer or holder must do:

The producer or holder must prepare a copy of the consignment note for the consignor and the consignee. They should also prepare an extra copy for themselves if they are not also the consignor. The producer or holder should do this:

- before the first time the continuous piping begins;
- then at the start of each quarter of the year (that is, 1 January, 1 April, 1 July or 1 October).

The producer or holder must:

- fill in parts A, B and D on each copy (see below for details on how to fill in parts A2 and B3);
- keep a copy;
- give a filled-in copy to the consignee.

Part A1 'Consignment note code': The premises you are using to hold or produce the waste must be registered with us.

The consignment note code you must use on your consignment note is RegNum/QxYYn, where:

- 'RegNum' is your registration number;
- 'Qx' is the relevant quarter (use 'Q1' or 'Jan-Mar' for January to March, 'Q2' or 'Apr-Jun' for April to June, 'Q3' or 'Jul-Sep' for July to September and 'Q4' or 'Oct-Dec' for October to December);
- 'YY' is the year (for example, '07' for 2007);
- 'n' is a number that is normally 1, but changes when a new consignment note is needed because the continuous piping has been interrupted (for example, because of a breakdown or for maintenance). Start at 1 for each quarter, 2 if a new consignment note is needed in that quarter, and so on.

For example, the consignment note code might be XYZ123/Q1071 or XYZ123/ Q1072. The five digits at the end (QxYYn) should make the consignment note code unique for the particular consignment of waste being piped.

Part B3

Under 'Quantity', enter the proposed average rate of flow (for example, litres per hour). You should also enter an estimate of the total quantity (weight) of waste which will be piped in each week or calendar month (shown as kilograms per week or per month as appropriate). You should do this by using a suitable method to convert the volume to its equivalent weight. If you do not have a suitable method for doing this, convert one litre into one kilogram.

Under the heading 'Container type, number & size', enter 'Batch via pipeline'.

You do not need to enter any information under the 'UN identification number(s)', 'Proper shipping name(s)', 'UN Class(es)', 'Packing group(s)' and 'Special handling requirements' sections.

No-one needs to fill in part C of the consignment note.

At the end of each quarter or when the waste has been piped – what the consignee must do

The consignee must:

- fill in part E (see below for details of how to fill in specific parts);
- keep one copy;
- give a copy to the consignor and the producer or holder if they are not also the consignor.

Specific help on Part E:

Quantity of each EWC code received (kg): This applies to the quantity (weight) of waste pumped in the full quarter or, if the pumping stopped before the end of a quarter, the quantity from the start of the quarter to the time the pumping stopped. You should show this total as kilograms by using a suitable method to convert the volume to its equivalent weight. If you do not have a suitable method for doing this, convert one litre into one kilogram.

Part 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 stopped before the end of the quarter, enter the date and time the pumping stopped.

Part E2 Vehicle registration no. (or mode of transport, if not road): You do not need to enter any registration details for the vehicle. However, you should enter 'Continuous via pipeline'.

Section D – Cross-border Movements

Introduction

The Hazardous Waste Regulations 2005 (HWR) do not apply in Scotland, Northern Ireland and Gibraltar. However, the regulations do set conditions for moving waste between England or Wales, Scotland, Northern Ireland and Gibraltar by making sure consignment notes for 'cross-border movements' are recognised in the relevant countries.

This guide explains how the consignment notes are managed.

Transferring hazardous waste from Scotland or Northern Ireland into England or Wales

Producers of hazardous waste

What consignment notes should I use?:

If you are a producer in Scotland or Northern Ireland, you do not have to use a hazardous-waste consignment note to move waste into England or Wales. Instead, you can use properly filled-in 'cross-border consignment notes', in line with the laws in Scotland or Northern Ireland. (These notes must contain the information set out in the annex to Commission Decision 94/774 of 24 November 1994.)

The England and Wales hazardous-waste consignment note contain enough information to keep to the Carriage of Dangerous Goods laws. When a carrier moves waste on a consignment note prepared in Scotland, Northern Ireland or Gibraltar, they must make sure that they prepare separate documents to cover the dangerous goods they will be collecting.

If you want to use an England and Wales hazardous-waste consignment note to move waste from Scotland, Northern Ireland or Gibraltar, you should ask the relevant environment agency in that country whether they will allow you to do this.

I have to pre-notify in my own country. Do you want to be pre-notified?:

No. Under the HWR, you do not need to send us pre-notification copies of consignment notes. We do not expect to receive, and will not consider, any pre-notification copies that may be referred to in any regulations that exist in your own country.

Consignees in England or Wales

What should I do when I accept waste from Scotland, Northern Ireland or Gibraltar?:

You must fill in part E of the consignment note and then send the filled-in copy to the Scottish Environment Protection Agency (SEPA) for Scotland or the NIEA (Northern Ireland Environment Agency) for Northern Ireland. You do not need to send any consignment notes to Gibraltar.

You will need to include the consignment in the quarterly returns you send to us. (See our guides HWR04A Hazardous waste consignee returns - sending an electronic return or HWR04C Hazardous waste consignee returns – sending a paper return, that describe how to record such movements.

What fees do I have to pay if I accept a consignment of hazardous waste from Scotland or Northern Ireland?:

If you are based in England or Wales and you accept hazardous waste from Scotland or Northern Ireland, you must send us quarterly returns and pay us the appropriate fees. These fees are on top of any consignment note fees you need to pay SEPA or the NIEA.

What should I do when I reject waste from Scotland, Northern Ireland or Gibraltar?:

If you reject all or part of the hazardous waste, you must show this either on the cross-border consignment note (if you have one) or by providing a written record of the rejected waste and the reasons for it. You 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.

You must send the consignment note or written record to SEPA for Scotland or NIEA for Northern Ireland. You do not need to send any documents to Gibraltar.

You will also need to include the consignment in the quarterly returns you send to us.

Consignees in England or Wales who receive waste from carriers registered in Northern Ireland or Scotland

Carriers who are registered in Northern Ireland must also be registered in England and Wales or in Scotland, unless they are exempt when moving waste here. Carriers who move waste from Scotland can use their registration with SEPA, unless they are exempt. You can check valid registrations in England, Wales and Scotland on our website using the online electronic public register or by calling us on 08708 506506.

Carriers

What should I do if the consignee rejects waste from Scotland or Northern Ireland?:

If you are told that the consignee will not accept a load (or part of a load), you must:

- let us know by phoning 03708 506 506 (between 8am and 6pm on business days) as soon as possible after the consignment has been rejected;
- follow all reasonable instructions the producer or holder of the waste has given you.

Before the waste is moved again, you must also make sure:

- you fill in an England and Wales consignment note for the waste (you can find guidance on these procedures in Section F – rejected loads);
- you send a copy of this note to either SEPA (for waste from Scotland) or the NIEA (for waste from Northern Ireland) as appropriate;
- before you arrange for the rejected consignment to be transferred, that you keep to the regulations that apply in the country the waste is being moved to for waste to be accepted at an authorised waste-management facility.

Producers from Jersey, Guernsey, Isle of Man and so on

If you are not from England, Scotland, Northern Ireland, Wales or Gibraltar, you must follow transfrontier shipment (TFS) rules. You should call our TFS service on 01925 542143, who will give you advice on what you need to do to move waste to England or Wales.

Transferring hazardous waste out of England or Wales:

To move waste to consignees in Scotland or Northern Ireland, you must fill in an England and Wales hazardous-waste consignment note.

You will also need to pre-notify the authorities before you can move the waste to Scotland or Northern Ireland. You must send a copy of the consignment note to SEPA (if the waste is going to Scotland) or the NIEA (if the waste is going to Northern Ireland). You must wait for 72 hours after you have sent this pre-notification before you move the waste.

You will also need to prepare an extra copy of the consignment note and sent it with the load. The consignee will send this 'deposit copy' to SEPA or NIEA when they receive it.

Fees:

You do not have to pay us a fee when you send waste to Northern Ireland or Scotland.

When waste transported from England or Wales is rejected

If your waste is rejected in Scotland or Northern Ireland, you will need to follow the rules set in each of those countries for rejected loads. You should ask for advice from SEPA (Scottish Environment Protection Agency) or the NIEA as appropriate.

Section E - Schedule of carriers

When do I use a schedule of carriers form?

You use a schedule of carriers form when more than one carrier is used to transport a consignment of hazardous waste from the premises of a single producer, consignor or holder (or from a ship) to a consignee's site.

The carrier cannot be changed during a multiple collection round. The Hazardous Waste Regulations (HWR) do not allow you to do this.

If waste is transferred from a carrier to a consignee and then collected again, a new consignment note is needed for the next transfer. The schedule of carriers form is not used in this case.

Under the HWR, you do not need to use a schedule of carriers form if you are:

- transferring waste from one vehicle to another, if the new vehicle is run by the original carrier;
- changing driver in the same vehicle, if the new driver works for the original carrier.

However, to avoid confusion we suggest that you do use a schedule of carriers note to identify that the driver or vehicle has changed.

What is a schedule of carriers form?

The format for the schedule of carriers form is shown in schedule 5 to the HWR. You can see what a schedule looks like by going to our website.

You can produce your own form but any schedule you use must contain the same information as that given in the regulations.

We have produced a schedule of carrier's form that meets the regulations. The schedule is colour-coded and divided into six parts. It does not use carbon paper. The forms are coloured and labelled as follows.

- '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).

Where can I get schedule of carriers notes?

You can produce your own schedule of carriers notes using our template or the template in the regulations.

You can also use notes your waste contractor has produced. Or, you can get blank notes from us free of charge. Either:

- call 03708 506 506 (local call rate) and ask for the Hazardous Waste team;
- e-mail us at hazwasteorders@environmentagency.gov.uk.

How do I use the schedule of carriers form?

1. The consignor prepares copies of the consignment note (CN) and the schedule of carriers form ('schedule') for:

- themselves;
- the producer or holder (if different to the consignor);
- every carrier involved in the transfer;
- the consignee.

2. The consignor gives the CN to the first carrier, who fills in part C of the note.
3. The first carrier gives the CN back to the consignor, who fills in part D and keeps a copy for themselves. The consignor gives a copy of the CN to the producer or holder of the waste (if different to the consignor).
4. The consignor gives the CN and schedule to the first carrier, who keeps a copy.
5. The first carrier delivers the waste, the CN and the schedule to the second carrier.
6. The second carrier fills in the second carrier's certificate on the schedule and keeps a copy of the CN. The second carrier gives the part of the schedule headed 'First carrier's copy' to the first carrier.
If the second carrier is the final carrier, they deliver the waste, the CN and the schedule to the consignee.
If the second carrier is not the final carrier, they deliver the waste, the CN and the schedule to the third carrier.
7. The third carrier fills in the third carrier's certificate on the schedule and keeps a copy of the CN. The third carrier gives the part of the schedule headed 'Second carrier's copy' to the second carrier.
If the third carrier is the final carrier, they deliver the waste, the CN and the schedule to the consignee.
If the third carrier is not the final carrier, they deliver the waste, the CN and the schedule to the fourth carrier.
8. The fourth carrier fills in the fourth carrier's certificate on the schedule and keeps a copy of the CN. The fourth carrier gives the part of the schedule headed 'Third carrier's copy' to the third carrier.
If the fourth carrier is the final carrier, they deliver the waste, the CN and the schedule to the consignee.
If the fourth carrier is not the final carrier, they deliver the waste, the CN and the schedule to the next carrier. If more than four carriers are involved, the process continues until the waste is delivered to the consignee.
9. If the consignee accepts the waste, they fill in part E of the CN and keep a copy. They also keep a copy of the schedule. The consignee gives the copy of the schedule headed either 'Second carrier's copy', 'Third carrier's copy' or 'Fourth carrier's copy' to the second, third or fourth carrier, depending on who delivered the waste.
10. The consignee gives the carrier's copy of the CN, and a copy of the schedule, to the carrier.

Filling in the schedule of carriers form

In normal circumstances, the consignor will know beforehand that their hazardous waste will be changing vehicle or driver one or more times in the course of the journey to the consignee's site.

A The consignor will start to fill in the schedule of carrier's paperwork before the consignment of waste leaves their site.

The consignor needs to prepare a copy of the schedule for:

- themselves;
- the producer or holder (if different to the consignor);
- every carrier who will be involved in the process (if the consignor knows this);
- the consignee.

They should also prepare copies of the consignment note for each of the other carriers involved.

The schedule of carriers note has room to enter details of a second carrier, a third carrier and a fourth carrier. The following descriptions show how to fill out the details of the second carrier only. If third, fourth and other carriers are involved, the consignor must fill in the relevant details for each one.

Second carrier's certificate	
I certify that <input type="text" value="FIRST CARRIER"/>	Name:
transferred the waste identified in B3 to me today for onward transportation to another carrier/the consignee listed in A4 (delete as appropriate)	
The quantity transferred is: <input type="text"/> kg	On behalf of (name, address, postcode, telephone, e-mail, facsimile):
1 Carrier registration no./reason for exemption:	
2 Vehicle registration no. (or mode of transport if not road):	
3 Original consignment note number:	Signature
<input type="text"/>	Date <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Time <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

I certify that [FIRST CARRIER] transferred the waste identified in B3 to me today for onward transportation to another carrier/the consignee listed in A4 (delete as appropriate):

The consignor fills in the name of the carrier (the 'first carrier') who will be transporting the waste. The first carrier is the same as the carrier given in section C of the consignment note.

The quantity transferred is:

The quantity (weight) in kilograms given here should be the same as the quantity in part B3 of the consignment note.

Name:

Enter the name of the driver for the **second carrier** (if known).

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

This is the business name, address, postcode and phone number of the second carrier and the e-mail address and fax number if available.

1 Carrier registration no/ reason for exemption: A carrier must either be registered or exempt from registration. The second carrier must give their registration number if they have one. If the carrier is exempt, they should give the reason for the exemption. The carrier's registration details must be those of the actual carrier. So, if a subcontractor has been used, the subcontractor's carrier's registration details must be given, not those of the main contractor.

2 Vehicle registration no (or mode of transport if not road): If known, the consignor should give the registration number of the vehicle the **second carrier** will use to transport the waste that has been transferred from the first carrier. If the waste is not being carried by road, the consignor must identify which method of transport is being used (for example, railway, canal barge and so on).

3 Original consignment note number: The consignor must enter the consignment note code from part A1 of the consignment note.

Signature, date and time

This information is left blank at this stage. It is filled in when the waste is transferred from the first carrier to the second carrier.

B After preparing the schedule, the consignor (and the producer or holder, if they are different to the consignor) must keep a copy. For details about keeping consignment notes, schedules and registers, see our guide HWR05 – ‘Record Keeping’. The purpose of these copies of the schedule is to act as a record of the planned arrangements of the carriers the waste is being transferred to.

The consignor must then give every other copy to the first carrier, who must make sure that all of the copies are delivered with the consignment.

C When the **first carrier** delivers the waste to the **second carrier**, the **first carrier** must give the **second carrier** all but one copy of the consignment note (keeping a copy for themselves) and all of the copies of the schedule.

The **second carrier** must fill in the second carrier’s certificate.

The driver must fill in any item of information that the consignor has not already filled in on the schedule.

The driver should sign the form and enter the date and time (using the 24-hour clock).

D The **second carrier** must then give a copy of the schedule to the **first carrier** for them to keep. The **second carrier** must then make sure that the copies of the consignment note and every other copy of the schedule is delivered with the consignment.

E If the **second** (then third, fourth and so on) **carrier** delivers the waste to a third (then fourth, fifth and so on) carrier, then:

- the **second carrier** acts in the same way as the **first carrier** in points C and D above;
- the **third** (then fourth, fifth and so on) **carrier** acts in the same way as the **second carrier** in points C and D above.

F When delivering the waste to the consignee, the final carrier should give the consignee all of the copies of the consignment note and all but one copy of the schedule (keeping one for themselves). The consignee fills in section E of the consignment note in the usual way, and should give a copy of the consignment note to the carrier. The consignee keeps a copy of the consignment note and the schedule of carriers form.

What happens if my vehicle breaks down and I need to transfer waste to another carrier?

When hazardous waste is transferred to another carrier after it has left the consignor’s site and the transfer was not planned (for example, because of a vehicle breaking down), the carrier can fill in a schedule of carriers form. In this case, the carrier transferring the waste takes the role of the consignor in preparing the schedule and gives the copies to the next carrier. The (first) carrier should make the consignor aware of the problem and send the consignor a copy of the schedule for their records.

The intended arrangements have broken down – what should I do?

If the consignor has filled in a schedule of carriers form but there is a change to the carriers previously arranged, the incorrect details should be deleted and the correct details added. Again, the carrier takes the role of the consignor. It is appropriate for the carrier to make the consignor aware of this – the carrier should send the consignor a copy of the amended schedule for their records.

Section F – Rejected Loads

Aims and introduction

Sometimes a consignee will reject hazardous waste when it is delivered to their site. This guide tells:

- consignees what to do if they need to reject hazardous waste;
- carriers what action to take if waste they are carrying is rejected;
- consignors, holders or producers what their options are when their carrier contacts them about the rejection.

This guide applies to the rejection of waste at a consignee site, for the purposes of the Hazardous Waste Regulations (HWR), at the time of completion of the consignee's part of the consignment note.

After a consignee signs a consignment note to accept a waste at their site this guidance does not apply.

If, after accepting the waste, the consignee subsequently decides to reject the waste they must not use the Hazardous Waste rejection procedures in this guide.

In this situation, to remove the hazardous waste from their site, they must consign it as a new consignment using the normal procedures for consigning hazardous waste to a site that holds a suitable authorisation in accordance with the Environmental Permitting Regulations.

Why is waste rejected?

Consignees do not often reject hazardous waste but it can happen. They might reject the waste for the following reasons.

An unplanned breakdown in the machinery and equipment at the consignee's site.

The equipment or machinery at a consignee's site might break down for a long period, forcing the consignee to reject the waste. It will not always be necessary for the consignee to reject the waste, as they will often have emergency plans in place.

Planned closures

If a consignee plans to shut down machinery or equipment for maintenance work and doing so would affect their ability to receive waste, they should tell their customers. The consignee would not need to reject waste for this reason but there will be times when this might happen.

Weather conditions

High winds or heavy rain can cause sites (especially landfills) to close temporarily.

Hazardous waste arriving at a consignee's site without a consignment note

Except in certain specific circumstances (Page 5 for details), producers or holders must fill in a consignment note for all hazardous waste moved from their premises. If waste arrives at a consignee's site without a consignment note, and a consignment note is needed, the consignee must reject it.

Consignment problems

A producer or holder must properly describe their waste on a consignment note. If the description is wrong or the waste collected does not match that described on the note, the consignee should reject the load. Carriers must not change a consignment note once they have collected the waste. If consignees suspect that the carrier has amended the consignment note without the producer or holder knowing, they must check the details with the producer or holder. If the details are not correct, they should reject the load.

If waste is not allowed under the consignee's permit, exemption or other authorisation

Consignees may hold a permit to accept waste, may be exempt from holding a permit or covered by a modern waste regulatory position for example. A permit sets out the types and quantities (weights) of waste that the consignee can accept. If the consignee is exempt from holding a permit or covered by another authorisation, they have special conditions to follow. If the site is not allowed to accept the waste because of the conditions of the consignee's permit, for example, they must reject any load that does not keep to the restrictions. This means a site that is only permitted to accept non-hazardous waste must reject hazardous waste that is delivered to it.

A site that has restrictions on the types of hazardous waste it can accept must only accept those types of waste. Some sites may be restricted from taking waste with certain hazardous properties (for example, explosive types of waste may be excluded in the permit). Some sites may be restricted to taking waste with less than set amounts of dangerous substances (for example, threshold levels of oils may be restricted).

I am a consignee. What do I have to do if I reject waste?

If you are given copies of consignment notes, you must do the following:

- on all the copies you have received, say in part E of the consignment note, that you do not accept all or part of the consignment. Under the heading **'Where waste is rejected, please provide details below'**, you must give your reason for rejecting the waste;
- keep one copy of the note;
- give one copy to the carrier;
- send a copy to the consignor as soon as possible. You must also send a copy to the producer or holder as appropriate.

If you are not given copies of consignment notes, you must do the following:

Prepare a written explanation, including the following details if you know them.

Your reasons for not accepting all or part of the consignment.

Details of the waste.

Details of the producer, holder or consignor.

A consignment note code for the rejected load. You give the load a code using the following format.

REJECT/XXXYYR, where:

- 'R' shows that you have rejected the load;
- 'XXX' is letters or numbers to show the original producer's or holder's business name;
- 'YY' is letters or numbers used to give the rejected load a unique code.

For example, if you reject a load originally produced by a company called A A Aardvark, the consignment note code could be

REJECT/AAA01R or REJECT/AA1G1R.

- Keep a copy of your explanation.
- Give the carrier a copy of your explanation.
- Send the consignor a copy of your explanation as soon as you can. You must also send a copy to the producer or holder as appropriate.

Whenever you reject a consignment of hazardous waste, you must record the details of the rejection on your quarterly return (See our guides HWR04A Hazardous waste consignee returns - sending an electronic return or HWR04C Hazardous waste consignee returns – sending a paper return, that describe how to record such movements). You must do this even if you do not have a permit to receive hazardous waste.

I am a carrier. What should I do if the consignee rejects the waste I have delivered?

When the consignee tells you that they are rejecting the load, you should do the following.

- tell us by phoning 03708 506 506 as soon as possible after the consignment has been rejected, providing the following information:
 - the consignment note code;
 - the consignee's name and address;
 - the date and time the consignment was rejected
 - the consignee's explanation for rejecting the waste.

Make arrangements with the original waste producer or holder to transfer the consignment to another consignee, as long as the other consignee is able to accept the waste. You must then make sure that you take all reasonable steps to carry out the producer's or holder's instructions. This includes filling in consignment notes for the producer or holder.

I am the producer of the waste. What should I do if the consignee rejects my waste?

The carrier should ring you, as the producer or holder of the waste, to tell you that the consignee has rejected your waste. You should then do the following;

- make arrangements, as soon as possible, to have the rejected consignment transferred to another consignee. If you cannot find another consignee within five business days, the waste must be returned to you to be stored. The consignee does not have a responsibility to keep any rejected waste on their facility for more than five days before it is removed, so you should consider this to be the maximum time limit for removing the waste. The waste can be returned to you for storage as soon as you have found that there is no other suitable consignee available to accept the waste. You must store any waste returned to you in line with 'waste directive' conditions. These conditions say you must not:
 - put people's health at risk by storing the waste;
 - use processes or methods which could harm the environment, and in particular:
 - put water, air, soil and plants and animals at risk;
 - create noise or smells which cause a nuisance;
 - harm the countryside or places of special interest.
- tell the carrier where to deliver the consignment;
- tell us what is happening by phoning 03708 506 506.

What consignment note should I use for a rejected load?

You must use a consignment note to have that waste removed from your site.

If the waste you reject from the original consignment note is to be delivered to other different consignees, you will need a number of consignment notes.

Some types of waste, such as oil, can be mixed together on a vehicle. If you reject this waste, it cannot be delivered back to the original producers. This is because the waste is no longer the same as that which was originally consigned. The waste must be delivered to another consignee.

How is the consignment note filled in?

The original hazardous-waste producer or holder is responsible for making sure that a consignment note is filled in before the waste is:

- carried to another consignee;
- returned to the producer's or holder's premises.

It is likely that the original producer or holder is not able to fill in the notes themselves because they are not based at the site at which the waste is being rejected. They can ask the carrier to fill in the consignment note for them, but will continue to be responsible for making sure this is done.

The consignor, producer or holder, the carrier and the new consignee will each need a copy of the consignment note.

You should fill in **part A** of the consignment note as follows.

1 Consignment note code:

If a consignment note code was supplied on the original note and it was in the correct format, you should copy the number into the consignment note code boxes and add an 'R' at the end of the number. For example, if the original number was ABF843/WEF01, the new number will be ABF843/WEF01R.

If a consignment note was not supplied originally, the following consignment on the new consignment note should be 'REJECT/XXXYYR', where:

- 'R' shows that the consignee has rejected the load;
- 'XXX' is letters or numbers showing the producer's or holder's business name;
- 'YY' is letters or numbers used to give the rejected load a unique code.

For example, if the consignee rejects a load which was originally produced by a company called A A Aardvark, the consignment note code could be REJECT/AAA01R or REJECT/AA1G1R.

2 The waste described below is to be removed from (name, address, postcode, telephone, email, facsimile):
These are the details of the consignee who has rejected the waste.

3 Premises code (where applicable):

This is the registration number of the original producer. Enter 'N/A' if the original producer's site was exempt, or 'REJECT' if a consignment note was not supplied originally.

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

This provides details about the site the hazardous waste is to be delivered to (that is, the new consignee). You need to give full details of the new consignee, and the consignee must either hold a permit to receive the waste, be exempt from holding a permit or covered by another authorisation. If the consignee holds a permit, the name, address and postcode you give here should match the name, address and postcode on the consignee's permit.

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

These are the details of the original producer or holder. This will be from part A1 on the original consignment note.

You should fill in **part B** of the consignment note as follows.

If you are rejecting the whole consignment, you should copy the relevant information from part B of the original consignment note. If you are rejecting only part of the consignment, you only need to copy the details relating to the part of the waste you have rejected.

If the consignee has said in their written explanation that the description of the waste was incorrect or missing, you must include a new and accurate description.

See Standard procedure for a description of how to correctly fill in section B.

You should fill in **parts C, D and E** of the note as described in the Standard procedure section. However, the following also apply.

- In **part D**, the consignor would normally fill in the note. Because the consignor may not be available to sign the note, the carrier should act on their behalf.
- In **Part E**, if the waste is being delivered to the original producer or holder, they should take the role of the consignee for the purposes of filling in part E, no matter whether or not they hold a permit or registered exemption. So, in the section:

'I certify that waste permit/exempt waste operation number(s)..... authorises the management of the waste described in B at the address given in A4', the producer or holder should enter their permit number if they have one.

If they do not hold a permit or exemption, or the exemption is not registered, they should say this here. For example, non waste framework exemption number (NWFE) 2 in Schedule 25 of the Environmental Permitting covers temporary storage of any waste at the place of production before it is collected from the site where it was produced. However, this exemption does not need to be registered and so the producer or holder will not be issued with a reference number. So the consignment note should state NWFE 2.