


Applies to: THERMAL	THERMAL WASTE MANAGEMENT	PR-THE-SHE-300	
Classification: internal	Uncontrolled if printed	Rev: 1	

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Thermal Waste Management - Summary


What are the risks? Storage, movement, treatment and disposal of waste across Thermal if done improperly can result in pollution events. Waste management is a key process across all Thermal sites which is subject to legal requirements with non-compliances potentially resulting in regulatory action. This guideline will assist in compliance with legislation and the requirements of the Group Environment Policy.

How are the risks managed? To manage these risks, it is important to ensure that:

- Waste Duty of Care is carried out across the Thermal sites
- We implement robust waste management process including segregation, storage, classification and transfer.
- A competent responsible person is nominated for each Thermal site to support waste management coordination and act as the site waste lead.
- Waste data is collected and reported
- Waste performance including minimisation, recycling and landfill diversion are monitored

What is the process used in this Standard? This standard covers how Thermal manage waste arrangements. The diagram below provides an overview of the standards content.



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1 Waste Management Process

Mandatory Requirements

Management of waste at operational Thermal sites requires the following:

- Appointment of a Site Waste Lead for the overarching management and coordination of waste on the Thermal site
- Identification of waste streams across the site and their characteristics
- Identification and compliance with legal requirements relevant to recognised waste streams and site waste management requirements
- Implementation of the waste hierarchy and compliant storage of waste on site
- Transferral of waste to authorised persons / contractors with the relevant permits and/or licenses
- Maintenance of waste records for legal and company requirements including a waste management document system as part of the sites Environmental Management Systems
- Auditing and inspection of waste areas on site, carriers, brokers and disposal companies

Management of waste at Large Capital Project (LCP) construction sites:

Waste management across LCPs will form part of the scope of the principal contractor engaged to deliver the project. SSE Thermal will not be the producer of waste, as a result responsibilities under applicable waste regulations will, in most instances fall to the Principal Contractor.

In some instances, the status and extents of permit / licences may need to be assessed and as needed consultation had with the environmental regulator to establish if any construction wastes for projects are considered reportable under the conditions of Env permit / licences.


The overarching process of waste management in LCPs requires the principal contractor to produce an outline CEMP (construction environment management plan) to accompany and support the planning application, to then be followed by the development of a CEMP and a Resource Waste Management Plan (RWMP) covering waste management arrangements and any requirements of planning conditions prior to construction of the LCP.

In addition to a CEMP a materials management plan may also be required particularly if the project is generating and reusing waste such as spoil.

The principal contractor will report to the SSE project team on waste quantities produced and waste performance. The PC's waste management arrangements will be checked by SSE as part of the periodic audits completed of the project by the SHE team, FO-THE-LCP-SHE-024 site waste management inspection checklist offers a guidance template.

Recommendation

Waste Management training information can be found on SafetyNet and linked in the references below.

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2 Waste Hierarchy

Mandatory Requirements


- SSE has a legal responsibility to apply the waste hierarchy and therefore all Thermal sites must apply this when managing waste materials.
- The waste hierarchy is a framework for managing waste in a sustainable way. It ranks waste management options from most preferred to least preferred, based on their environmental impact.
- Sites shall seek to apply the highest possible level of the waste hierarchy where practicable. The waste hierarchy is as follows:



- Waste must be segregated across sites to ensure reusable materials, recyclable waste and other wastes not destined for disposal are not mixed. Thermal sites should work together with their designated waste contractor through the Thermal waste action group to maximise the degree of segregation.
- SSE as a group sets annual waste targets, waste data shall be tracked at a Thermal site level by the Site Waste Lead to monitor performance.
- Thermal waste targets should align with those set at an SSE group level.

Recommendations

- Opportunities to reuse materials and equipment where safe, practicable and economically possible to do so should be explored.
- Promoting recycling and good waste practice across the site should be developed to raise awareness.

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3 Waste Characterisation & Off-site Transport

Mandatory Requirements

Waste Identification & Characterisation


- All sites shall have designated and segregated waste storage for routine wastes. Waste storage shall be managed in line with Section 4.
- All staff who generate or are planning to generate a waste stream (e.g. during project work) that does not have a designated container and routine collection process must contact the site Waste Lead to develop suitable arrangements for storage and management prior to the generation of the waste stream.
- All waste will need to be identified and classified before being removed off site. This will include determining the type of waste that has been generated and classifying according to its physical and chemical properties (in some instances this may require laboratory testing).
- Relevant waste guidance documents shall be used for determining a wastes European Waste Code (EWC) or List of Waste (LoW) code required for removal off site and if a waste is hazardous or non-hazardous. In the UK this is Technical Guidance WM3: Waste Classification. In the Republic of Ireland the EPA has guidance entitled Waste Classification: List of Waste and Determining if Waste is Hazardous or Non-hazardous.
- Records related to classification of wastes shall be retained in line with Section 6.

Removal of waste off site

- A waste transfer or consignment note needs to be obtained and completed before removal off site, these need to be developed in line with Section 5. Transfer / consignment notes must have all the sections and details as shown in Appendix A&B completed.
- The waste needs to be prepared for transport ensuring that the waste is in appropriate containers and is adequately labelled.
- The waste carrier before entering site should follow each sites requirements which may include for them to be inducted and competent / familiar with the location of the waste skips that are being collected. Alternatively, they shall be supervised at all times by a designated site representative if deemed necessary.
- Sites shall have designated waste storage areas / location for routine wastes storage containers / areas making site collection individual to the site.
- The waste carrier should be able to provide evidence of the waste documentation with them during transport either electronically or physically.

Waste Collection Schedules:

- Sites shall ensure that the waste collection schedule is suitable for the sites wastes and the volumes generated to avoid overloading containers or storage outside of containers.
- Ensure that the waste is collected regularly to avoid accumulation and potential health and environmental hazards.

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- Recommendations**
- Indicative (site dependent) minimum collection frequencies for the removal of waste are:
 - 1 month for recyclables
 - 2 week for general waste
 - 6 months for hazardous waste
 - 1 month for clinical waste
 - 1 week for food waste

4 Waste Storage On-Site

Mandatory Requirements

- All waste shall be stored in designated facilities on site that comply with the following:
 - Segregated dependent on waste type / classification.
 - Individual waste containers should be clearly labelled and visibly set out
 - Designated waste disposal containers should be sited on impermeable hardstanding away from drains and water courses around the site where possible.
 - For liquid and/or hazardous wastes these should be stored in areas with secondary containment.
 - Containers shall be secured on site to prevent access by third parties and properly sealed to prevent leakage and pests.
 - Containers shall be of suitable size and design to prevent escape of the waste, in line with the duty of care code. Therefore, wastes containers should not be overflowing at any time to prevent escape.
 - Everyone working on the Thermal sites is responsible for ensuring the waste they produce is disposed of via the correct waste stream.
- For the Storage of Oil and Hazardous substances, Thermal sites should follow the guidance of RS-SHE-301
- Waste Storage on site must comply with conditions set out in any relevant site permits and licenses relating to storage quantities, design and time limits.
- Waste containers shall be emptied regularly so that the area is maintained without any incidents resulting in a safety or environmental hazard
- Thermal sites without a waste activity within their environmental permit / licence are only allowed to store waste temporarily at the premises where it was produced and for no longer than 6 months.

5 Waste Documentation & Duty of Care

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Mandatory Requirements

Waste Duty of Care

- The Duty of Care is a legal requirement set out in the Environmental Protection Act, 1990. It imposes on any persons or companies who produce, import, carry, keeps, treats or disposes of waste.
- Most Thermal sites will be waste producers therefore have the responsibility to take all reasonable steps to ensure that when waste is transferred off site to another waste holder that the waste is managed correctly throughout its complete journey to disposal or recovery.

Ensuring Sites Comply with Duty of Care


- Thermal sites shall have appointed waste contractors (in line with SSE Group category level procurement) who collect routine wastes on a regular basis, the appointment of additional and ad-hoc collections of specialist wastes should be managed by the site waste lead.
- The site shall check whether a person or business is authorised to transport and manage the waste before transferring waste offsite to them.
- The following are required:
 - A valid waste registration, waste collection permit or license as a carrier, broker or dealer of waste to transport waste
 - An environmental permit or registered exemption to accept and deposit/recover such waste.
- In Ireland, authorised waste facilities for disposal or recovery have applicable:
 - Certificate of Registration (CoR) from the EPA or the Local Authority (if private sector)
 - Waste Facility Permit (WFP) from the local authority
 - Waste or Industrial Emissions License from the EPA.
- This information can be found on the public register, if not provided by the company or person.
- Sites shall keep a waste carrier and waste site register, to log authorised companies and carriers that are used. The key information too include within this register is:
 - Waste carriers – license number, expiry date and registered as, this information can be found here [Waste carriers and brokers public register](#)
 - Waste sites – permit number, relevant EWCs, site and status of permit, for registered waste sites this information can be found here [Waste Operations](#) or on the sites permit.
 - For Ireland this information can be found here [National Waste Collection Permit Office](#)

A List of currently authorised waste sites in each local authority can be found here [Ireland Authorised Waste Sites](#)

A list of sites currently licensed by the EPA (Industrial emissions or Waste license) can be found here [Sites Licenses by the EPA](#)

Waste Transfer Documentation

- Waste transfer documentation is essential for the legal transfer of waste between parties. For non-hazardous waste, a waste transfer note (WTN) is

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generally required. For hazardous waste, a waste consignment note (WCN) or waste transfer form is necessary.

- An accurate written description of the waste is required to inform WTN / WCN and will require as a minimum the following information (an example of both and all the details can be found in Appendix B):

- Generators name and address

- Standard Industrial Classification (SIC) code

- 35110 for the production of electricity

- 35220 for natural gas storage activity

- Transporters name and address

- Waste description

- Quantity of waste


- Date of waste generation

- Destination

- For non-hazardous routine wastes a season ticket may be in place to cover transfers. For the group waste contracts the season tickets are saved here: DOC Season tickets
- For hazardous wastes different countries have different transfer documentation. A hazardous consignment note is required in England through the Environment Agency, a waste transfer form is required in Republic of Ireland by the Environment Protection Agency, this is done through an online portal (linked below) and in Scotland a special waste consignment note is required through SEPA (Appendix B).
- Hazardous wastes need a consignment note (or equivalent) including classification of the waste (EWC) and considerations of problems associated with the waste so that subsequent users can handle it properly and safely.
- Upon ultimate recovery or disposal of the hazardous waste, a certificate of recovery or disposal will be issued. This can be supplied by the waste contractor up to 6 months after waste collection from the site.

Auditing and Inspection

- All site personnel should be responsible for reporting any waste issues that may arise across site through SEARs.
- The Waste Lead shall undertake regular desk based and on-site checks to ensure that this waste management process is being correctly implemented and compliant, this can include:
 - Regular checks on waste transfer notes / consignment notes e.g. ensuring that the data is correct for the waste removed and assigned the correct EWC.
 - Updating waste carriers / waste operator register and checking that licenses are still valid and in date
 - Auditing of their site waste disposal areas to check wastes are containerised and segregated properly
 - Checks on skips as they are leaving site to ensure they are secured

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and not overfilled.

- The SSE Group contracted waste services are required to provide a list of transporters / sites used with details of waste licenses / permits / exemptions. This should be requested by sites and updated periodically to check for service changes.
- Where waste contractors are appointed at a site level it is the responsibility of the site to check DOC compliance.
- Thermal sites shall complete DOC audits of a waste contractor's used to ensure that the intended cradle to grave management of waste is being fully implemented once the waste leaves the site. This shall include:
 - A minimum frequency of one audit per Thermal site every 2-years;
 - The selection of waste contractor sites to be visited based on a risk-based review, for example; the waste site which takes the largest tonnage of waste or the waste site which takes larger quantities or more complex hazardous waste should be prioritised for a full audit.
 - A waste DOC audit template has been provided in FO-THE-SHE-300-001 which should be used when conducting these duty of cares.
 - Completed audits shall be shared with the Thermal Waste Action Group and a copy saved within the following location in the Thermal Environmental Working Group: [DOC Audits](#)
 - The DOC audits shall include a visit to the external waste site to assess management and handling practices but some elements of the audit can be undertaken prior to the visit such as the document checks.


- Recommendations**
- Training available for hazardous waste consignment notes, may be required if gatehouse staff are signing off consignment notes
 - Inspection of sites waste areas into routine site walk arounds

6 Waste Records & Reporting

Mandatory Requirements


Retention of waste documentation

- Maintain records of waste collection and disposal activities, including dates, types of waste collected and the name of the waste management company – these records are essential for regulatory compliance and tracking waste management efforts.
- A copy of the waste description including the consignment note and/or transfer note for waste transferred offsite or have received must be retained for:
 - 2 years for non-hazardous waste
 - 2 years for season tickets
 - 3 years for hazardous consignment notes
- If an authorised officer asks for written descriptions of waste or a copy of it and we fail to provide this, a fixed penalty notice can be issued.
- The Site Waste Lead shall ensure that a process is in place to collate and report monthly waste management data, including a breakdown of

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quantities of waste disposal by type and category, to allow for the measurement of performance against targets.

- Site waste lead should receive a monthly report from the main waste management contractor and other waste contractors used on tonnages and categories of waste removed that month to assist in information for monthly reporting
- At the end of each month the types, quantities and fate of waste (reused, recycled, recovered, landfilled, treated or composted) should be collated, recorded and inputted into the Thermal KPI Generation SharePoint. [Linked here Thermal Waste KPI Reporting](#). This data then feeds into the overall Thermal process support report, [linked here Thermal Operational KPIs](#).
- Waste reported monthly is used at the end of each calendar year to produce an annual figure for the quantity of each type of disposal / recovery method used. For permitted sites in England and Scotland these figures will be used for pollution inventory reporting and in Ireland waste records need to be submitted to the EPA annually in the annual environmental report.
- Sites shall have their own documentation and log for all off-site waste movements and waste tracking to enable them to accurately report on the above requirements.

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7 Roles & Responsibilities

Mandatory Requirements

The **Station Manager / Location Manager (or equivalent)** is responsible for:

- Provision of personnel and resources to enable implementation of this procedure.

The **O&M Process Support Manager (or equivalent)** shall ensure that:

- The overall implementation of this procedure at their site(s).
- Appointment of a competent Site Waste Lead for the day to day management and coordination of waste on the Thermal site. A number of the responsibilities below may be delegated to the Site Waste Lead.

The **Site Waste Lead** will provide support to the Process Support Manager (or equivalent) and day to day implementation of this procedure including:


- Identification and characterisation of waste streams across the site.
- Arranging services and collections with waste contractors.
- Managing storage of waste on site.
- Transferral of waste to authorised persons / contractors with the relevant permits and/or licenses.
- Maintenance of waste records in line regulatory and company requirements (including the SHE Management System).
- Auditing and inspection of waste areas on site, carriers and disposal companies.

All Thermal employees have an obligation to:

- Correctly segregate wastes into provided waste receptacles.
- Prevent or minimise, where possible, the amount of waste produced.
- Identify any new waste streams to the Site's Waste Lead to enable characterisation, storage and off-site management arrangements to be established.
- Seek recycling and recovery options for waste rather than disposal.

Thermal contractors working operational Thermal sites are responsible for ensuring that:

- They inform their contract manager how they intend to dispose of any waste arising from their work on-site and this is agreed before work commences.
- Only use SSE waste facilities where they have permission from the contract manager.
- Where wastes are managed directly by the contractor, copies of waste transfer documents shall be provided to the SSE Contract manager to enable types and quantities (etc.) to be recorded.
- They comply with the requirements of legislation and SSE in relation to the management of waste.
- They apply the waste hierarchy with all the waste they produce and apply good segregation and storage practices identified in this document.
- No contractor waste should be left on site at the end of a job / project.


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Definitions

Authorised Person	An authorised person is a waste management company, transport operator or other third-party receiving Waste for re-use, recovery or disposal who is authorised to carry, treat, reuse, or dispose of the Waste. Authorised persons include council waste collectors, registered waste carriers, holders of a waste management licence or exemption, charities, and voluntary organisations.
Site Waste Lead	A person with the necessary knowledge, experience and training to implement and administer this waste management procedure for the most common waste streams produced within their operational area.
Controlled Waste	Household, industrial, and commercial Waste or any such Wastes that require a waste management licence for treatment, transfer, or disposal.
DOC	Duty of Care - safe management of waste to protect human health and the environment from point of generation to point of recovery / disposal / treatment.
Hazardous / Special Waste	Hazardous / Special wastes are high risk because they could potentially cause the greatest impact to people or the environment. A simple way to identify these materials is by hazard symbols on their containers or those supplied with a safety data sheet. Typical hazardous / special wastes are: <ul style="list-style-type: none"> • Acids and Alkalis • Solvents • Oils, oily sludges, and oil contaminated solids (rags / soil) • Batteries • Asbestos • Pesticides and herbicides; and • Wood impregnated with preservatives
Waste	Any substance or object which the holder discards or intends or is required to discard and falls within the Annex I categories of the Waste Framework Directive, which include off-specification products, products whose date for appropriate use has expired, substances which no longer perform satisfactorily and adulterated materials. Any materials, substances or products which are not contained in the above categories, including those commonly regarded as Waste undergoing or intended for a disposal or recovery operation and not produced intentionally by the holder.
WEEE	Waste Electrical and Electronic Equipment discarded by the user. The main categories applicable to SSE businesses are household appliances, IT and telecommunications equipment, consumer equipment, electrical and electronic tools (except for large-scale stationary industrial tools), medical devices, monitoring and control instruments and automatic dispensers.


Supporting documents

FO-THE-SHE-300-001	Duty of Care Audit Template
RS-SHE-300	Waste Management (SSE Risk Standard)
RS-SHE-301	Storage of Oil and Hazardous Substances (SSE Risk Standard)
DOC Season Tickets	Annual WTN
DOC audits folder	DOC audit - completed audits stored here
RS-SHE-402	Reference – A to Z of Common SSE Wastes
FO-THE-LCP-SHE-024	LCP Waste Management Inspection Checklist

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References

Section 34 of the UK Environmental Protection Act	Section 34 – Duty of Care
England and Wales Statutory Guidance: Waste Duty of Care: Code of Practice	Waste Duty of Care: Code of Practice
Scotland Duty of Care: Code of Practice for managing Controlled Waste	Code of Practice for managing Controlled Waste
UK Waste Classification Guidance	WM3 Guidance Document
Irish Waste Classification Guidance	2019--FULL-template.pdf (epa.ie)
Thermal Waste KPI reporting	Thermal sites waste reporting input data
Thermal Operational KPIs	Thermal operational waste numbers YTD
Waste Management Training	SSE Group - Basic Segregation Training


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Appendix A

European Waste Catalogue Codes

The following table gives the EWC codes for some routine hazardous / non-hazardous waste across the Thermal sites:

Code	Description	Site Waste	Hazardous (yes/no)
15 02 02* (15 02 03 mirror non-haz)	Absorbents, filter materials, wiping cloths, protective clothing contaminated by dangerous substances	Oily rags, contaminated PPE, used absorbent pads, socks etc	Yes
17 06 05*	Asbestos containing materials	Flanges, gaskets	Yes
16 06 04	Batteries (Alkaline)	Alkaline batteries	No
16 06 01*	Batteries (Lead)	Lead batteries	Yes
20 01 21*	Fluorescent tubes and other mercury containing waste	Fluorescent light tubes	Yes
13 01 10*	Hydraulic oil waste (mineral, non-chlorinated)	Hydraulic oil	Yes
17 06 04 (17 06 03* haz entry)	Insulation material	Rockwool type lagging	No
16 05 06*	Laboratory chemicals	Waste / residue chemicals from laboratory processes	Yes
16 10 01*	Liquid gas condensate	Gas condensate liquid from storage caverns	Yes
13 02 05*	Lubricating oils (mineral based, non-chlorinated)	Engine, gear and lubricating oils	Yes
17 04 07	Metals	Scrap metal	No
17 09 04	Mixed municipal waste	General Waste	No
15 01 06	Mixed Packaging	General packaging waste	No
17 01 07	Mixture of concrete, bricks, tiles and ceramics (not containing dangerous substances)	Construction waste	No
20 01 01	Paper and Cardboard	Recyclable paper and cardboard	No
20 01 39	Plastics	Waste plastic	No
20 02 03	Other non-biodegradable wastes	River dredgings, sludges, landscaping works	No
19 09 05	Saturated / Spent Ion Exchange Resins	Ion exchange resin	No
20 03 04	Septic tank sludge	Sludge from septic tank	No
17 05 04	Soil and Stone not containing dangerous substances	Excavation spoil	No
13 02 05*	Waste Oil (mineral, non-chlorinated)	Waste Oils	Yes
17 02 01 (17 02 04* haz entry)	Wood (uncoated / untreated)	Wood / Wood Packaging	No

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Appendix B

Example Waste Transfer Note (Non-Hazardous Waste)

Duty of care: waste transfer note Keep this page and copy it for future use. Please write as clearly as possible.

Section A – Description of waste

A1 Description of the waste being transferred

 List of Waste Regulations code(s)

A2 How is the waste contained?

Loose ☐ Sacks ☐ Skip ☐ Drum ☐
 Other ☐ _____

A3 How much waste? For example, number of sacks, weight

Section B – Current holder of the waste – Transferor

By signing in Section D below 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 Yes ☐

B1 Full name

Company name and address

Postcode _____ SIC code (2007) _____

B2 Name of your unitary authority or council

B3 Are you:

The producer of the waste? ☐

The importer of the waste? ☐

The local authority? ☐

The holder of an environmental permit? ☐

Permit number _____

Issued by _____

Registered waste exemption? ☐

Details, including registration number

A registered waste carrier, broker or dealer? ☐

Registration number _____

Details (are you a carrier, broker or dealer?)

Section C – Person collecting the waste – Transferee

C1 Full name

Company name and address

Postcode _____

C2 Are you:

The local authority? ☐

C3 Are you:

The holder of an environmental permit? ☐

Permit number _____

Issued by _____

Registered waste exemption? ☐

Details, including registration number

A registered waste carrier, broker or dealer? ☐

Registration number _____

Details (are you a carrier, broker or dealer?)

Section D – The transfer

D1 Address of transfer or collection point

Postcode _____

Date of transfer (DD/MM/YYYY) _____

D2 Broker or dealer who arranged this transfer (if applicable)

Postcode _____

Registration number _____

Time(s) _____

Transferor's signature


Name _____

Representing _____

Transferee's signature

Name _____

Representing _____

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Appendix B

Waste Consignment Note – Environment Agency


Form HWCN01v051

The Hazardous Waste Regulations 2005: Consignment Note



PRODUCER'S/HOLDER'S/CONSIGNOR'S COPY (Delete as appropriate)

PART A Notification details						
1 Consignment note code: <input 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, telephone, e-mail, facsimile):						
3 Premises code (where applicable): <input type="text"/>						
PART B Description of the waste						
1 The process giving rise to the waste(s) was:		2 SIC for the process giving rise to the waste: <input type="text"/>				
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)
			Component	Concentration (% or mg/kg)		Container type, number and size
The information given below is to be completed for each EWC identified						
EWC code	Packing group(s)	UN identification number(s)	Proper shipping name(s)	UN class(es)	Special handling requirements	
PART C Carrier's certificate			PART D Consignor's certificate			
<p>(If more than one carrier is used, please attach schedule for subsequent carriers. If a schedule of carriers is attached tick here. <input type="checkbox"/>)</p> <p>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.</p> <p>1 Carrier name: On behalf of (name, address, postcode, telephone, e-mail, facsimile):</p> <p>2 Carrier registration no./reason for exemption:</p> <p>3 Vehicle registration no. (or mode of transport, if not road):</p> <p>Signature <input type="text"/> Date <input type="text"/> Time <input type="text"/></p>						
<p>I certify that the information in A, B and C above 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.</p> <p>1 Consignor name: On behalf of (name, address, postcode, telephone, e-mail, facsimile):</p> <p>Signature <input type="text"/> Date <input type="text"/> Time <input type="text"/></p>						
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)			
1 I received this waste at the address given in A4 on: Date <input type="text"/> Time <input type="text"/>						
2 Vehicle registration no. (or mode of transport if not road): Name: On behalf of (name, address, postcode, telephone, e-mail, facsimile):						
3 Where waste is rejected please provide details:						
I certify that waste management licence/permit/authorised exemption no(s). <input type="text"/>						
authorises the management of the waste described in B at the address given in A4. Signature <input type="text"/> Date <input type="text"/> Time <input type="text"/>						

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Appendix B

Special Waste Consignment Note - SEPA

Scottish Environment Protection Agency (SEPA) SWCN

Special Waste Regulations 1996

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SEPA SPECIAL WASTE CONSIGNMENT NOTE PDF VERSION

ONE VERSION TO BE COMPLETED (BLOCK CAPITALS IF HAND-WRITTEN) AND ALL PARTIES TO MAINTAIN OWN RECORDS
ALL PARTIES MUST BE CLEARLY IDENTIFIED AND CONTACT DETAILS PROVIDED
CONSIGNEE TO SEND COMPLETED COPY TO SEPA: swcnreturns@sepa.org.uk



SPECIAL WASTE REGULATIONS 1996

Consignment Note No. _____

No. of prenotice (if different) _____

Sheet _____ of _____

A CONSIGNMENT DETAILS

PLEASE TICK IF YOU ARE A TRANSFER STATION ☐

A1. The waste described below is to be removed from (name, address) _____ Postcode _____
 Producer email address (if not consignor): _____
 A2. The waste will be taken to (name, address) _____ Postcode _____
 A3. The consignment(s) will be: one single ☐ a succession ☐ carrier's round ☐ other ☐ please specify _____
 A4. Expected removal date of first consignment: _____ last consignment: _____
 A5. Name _____ On behalf of (company, address) _____ Postcode _____
 A6. Tel _____ Date _____
 A7. The waste producer was (if different from 1.) (name, address) _____ Postcode _____

B DESCRIPTION OF THE WASTE

No. of additional sheets _____

B8: The process giving rise to the waste is _____

B1 Description of Waste	B2 Six-Digit EWC code	B3 Physical Form (Liquid, powder, sludge, solid, mixed, gas)	B4 Colour	B5 Total quantity for removal (Kg, Ltrs, Tonnes)	B5 Container size, type, number	B6 The chemical/biological components that make the waste special are:		B7 Hazard code(s)
						Component	Concentration (% or mg/kg)	

C CARRIER'S CERTIFICATE

The quantity collected is: _____

Name _____ On behalf of (company, address) _____ Postcode _____
 Email address _____ Date _____
 at _____ hrs.

C1. Carrier registration no./reason for exemption: _____ C2. Vehicle registration no. (or mode of transport, if not road): _____

I certify that I today collected the consignment and that the details in A1, A2 and B1 are correct. ☐ Please tick to confirm

D CONSIGNOR'S CERTIFICATE


Name _____ On behalf of (company, address) _____ Postcode _____
 Email address _____ Date _____

I certify that the information in A, B and C above is correct, that the carrier is registered or exempt and was advised of the appropriate precautionary measures. ☐ Please tick to confirm

E CONSIGNEE'S CERTIFICATE

E1. I received this waste on _____ at _____ hrs. E2. Quantity received (include units kg/ltrs/tonnes): _____
 E3. Vehicle registration no. (or mode of transport if not road) _____ E4. Waste Management Operation(s): _____
 Name _____ On behalf of (company, address) _____ Postcode _____
 Email address _____ Date _____

I certify that waste management licence/authorisation/exemption no. _____
 authorises the management of waste described in B that was received on the date given above. ☐ Please tick to confirm

Applies to: THERMAL	THERMAL WASTE MANAGEMENT	PR-THE-SHE-300	
Classification: internal	Uncontrolled if printed	Rev: 1	