

EPP-1.4 Completing of Hazardous Waste Consignment Notes

1. PURPOSE:

To document the procedure for the completion of hazardous waste consignment notes to accompany both inwards and outwards hazardous wastes in England and Wales.

2. SCOPE:

There are five sections of the consignment note that must be fully completed. Parts A – D are to be completed whilst at the producer's facility. Once this has been done the top copy (white) is left with the producer. The carrier takes the carriers copy (yellow) and the consignees copy (pink) with them to travel with the waste. Please note - If there was an environmental incident on route to the disposal site the information detailed within the consignment note may be required by the authorities to understand the contents of the load and to risk assess the incident. Once the carrier arrives at the disposal site part E is completed by the consignee and the driver takes his copy (yellow). For EMR transport movements this copy is held on file with the transport department. The pink copy is filed at the receiving depot.

The consignment note comprises three copies:

- Producers/holders/consignors copy (white)
- Carriers copy (gold/yellow)
- Receiver or disposal site / consignee's copy (pink)

Hazardous waste consignment notes must accompany all hazardous waste transfers including inter-depot transfers.

Any site that produces more than 500Kgs of hazardous waste in any 12 month period in Wales is required to register with the NRW for a code. You can search for the correct code for a hazardous waste producer at <https://hazwasteregistrations.naturalresources.wales/hazwaste/publicregister/search>

From 1st April 2016 there is no longer a requirement for registration for any sites based in England.

EMR will provide pre printed notes in pads for use in England and Wales. Very few exceptions exist, and these are listed under the advice on specific waste types further on.

The EA require hazardous waste returns to be submitted by the consignee, i.e. EMR for all wastes received, on a quarterly basis. EMR are then invoiced for the waste movements. Returns are managed centrally at EMR.

3. PROCEDURE:

There are three sections of the consignment note that must be filled out and completed:

3.1 Part A – Notification Details:

- 3.1.1 The producer (or consignor) e.g., EMR depot dispatching is responsible for filling out this part.
- 3.1.2 A1. Consignment note code: the first part of the code is the hazardous registration number (premises code) for Wales and all six characters must be entered. And for sites in England the first six letters of the company name as detailed in A2 should be entered. If the company name is less than six letters then a Q should complete this part, for example METALQ. The following five numbers are unique pre generated numbers.
- 3.1.3 A2. Address removed from: Full name, address and postcode must be written
- 3.1.4 A3. Premises code: Hazardous registration number (premises code) again for Wales or for England enter the six characters from the company name (as done so in A1).
- 3.1.5 A4. Address taken to: Full name, address and postcode must be written
- 3.1.6 A5. Only fill this in if the waste is not arising from the depot in box A2.

Issue no:	01	Date:	Oct 2017	Parent document:	Health & Safety, Environmental and Quality Policy			
Approved for IMS:	IMS Management Team		Document owner:	Group SHE Manager	File location:	E1.10	Page 1 of 4	

EPP-1.4 Completing of Hazardous Waste Consignment Notes

PROCEDURE (Continued):

3.2 Part B – Description of the Waste

- 3.2.1 The producer or consignor is responsible for filling out this part.
- 3.2.2 B1. Process giving rise to waste: Full description of process giving rise to waste (e.g. 'End of life vehicle depollution')
- 3.2.3 B2. SIC for the process giving rise to the waste: Standard Industry Classification (SIC) code that classifies a type of business activity and is unique to that type of business. The 2007 series of codes must be used here. For all EMR sites, enter 38.32 and leave the space after the slash empty.
- 3.2.4 B3. Waste Details: Some common waste streams are already printed on the note and all that is required is quantity to be completed. For anything else the following are needed. If in doubt contact your Environmental Co-ordinator:
- Description of waste: full description of each type of hazardous waste being removed. Some common waste streams are already printed on the note;
 - List of wastes (EWC) code: EWC (European Waste Catalogue) code designated to particular type of waste must be chosen (list available on EA's website or checked against EMR weighbridge system,);
 - Quantity (kg): quantity of waste must be expressed in kilograms (kg) – estimates are acceptable (e.g. convert 1Litre into 1 Kg);
 - The chemical/biological components of the waste and their concentrations: Approximate concentrations would be required – most hazardous materials are single items/waste streams from/into scrap metal sites;
 - Physical form (gas, liquid, solid, powder, sludge or mixed): write form, for each waste listed;
 - Hazard (HP) code (s): list codes HP1-HP15, most commonly used ones are: HP1: explosive, HP2: oxidising, HP3: flammable, HP4: irritant, HP5: harmful (Specific Target Organ Toxicity or STOT), HP6: Acute toxicity, HP7:carcinogenic, HP8: corrosive, HP9: infectious;
 - Container type number and size: the number and size of each container must be given e.g. '4 x 205Litre drums'.
 - UN identification numbers; proper shipping name; packing group; UN classes and special handling requirements: this will only really apply to highly flammable fuels such as petrol and will be the carriers (tanker company's) responsibility to describe; few other hazardous substances we handle are 'dangerous for transportation', therefore you can write: 'waste not dangerous for transportation' in this section.

When Parts A and B have been completed, the carrier completes Part C (including signature) even if this is still EMR.

The consigner completes part d, including signature even if this is still EMR.

The top copy (white) is kept by the consignor (waste producer) and the remainder are passed to the carrier to go with the driver.

The carrier copy (yellow) is kept by the carrier after delivery of the waste to its destination. EMR drivers should hand these to their manager for file.

3.3 Part C – Carriers Certificate

- 3.3.1 C1. This won't be needed for most EMR movements. This will be applicable where a carrier is collecting from more than one site (multiple collections) on one round. A round number and collection number would be required for any multiple collections.
- 3.3.2 C2. Carrier name: on behalf of (name, address...etc.): name, address and contact details must be completed, even if this is still EMR.
- 3.3.3 C3. Carrier registration etc.: waste carrier's license registration code must be provided. EMR's carriers certificate is at www.emrgroup.com, info centre. The number can change every three years, so check first.
- 3.3.4 C4. Vehicle registration number: Registration number of the vehicle to be entered. Alternatively this can be checked at: <http://epr.environmentagency.gov.uk/ePRInternet/searchregisters.aspx>
- 3.3.5 Once completed the driver should sign, date and document the time.

Issue no:	01	Date:	Oct 2017	Parent document:	Health & Safety, Environmental and Quality Policy			
Approved for IMS:	IMS Management Team			Document owner:	Group SHE Manager	File location:	E1.10	Page 2 of 4

EPP-1.4 Completing of Hazardous Waste Consignment Notes

PROCEDURE (Continued):

3.4 Part D – Consignor’s Certificate

- 3.4.1 D1 and D2 must be completed by the consignor (waste producer) signed and dated with time entered.
- 3.4.2 On arrival at consignee’s site (disposer/recycler), the consignment note is given to them to complete Part E, even if this is still EMR.
- 3.4.3 The carrier keeps the carrier’s copy (yellow) and the remaining copy (pink) is kept by the consignee.

3.5 Part E – Consignee’s Certificate

- 3.5.1 E1, E2 and E3 must be completed by the consignee (waste disposer/recycler).
- 3.5.2 The environmental permit number/exempt waste operation number of the receiving site must be entered into the appropriate box; and signatures, times and dates entered into boxes.
- 3.5.3 This can be found at <http://epr.environment-agency.gov.uk/ePRInternet/searchregisters.aspx> or within the sites environmental folders
- 3.5.4 Part E requires the completion of a waste management operation (R or D code). The two main codes used by EMR are R4 and R13. R4 is used for wastes treated by the receiving depot, for example ELV’s (where applicable). R13 is used when the depot cannot treat this waste type and it needs to be sent to another site, for example SMW (apart from Liverpool), fridges (apart from Willesden and Darlaston) or batteries.

4. ASSOCIATED GUIDANCE & INFORMATION:

- EA Guidance document (Consignment Note) HWR03a
- EPP-1.1 *Waste Acceptance – The Duty of Care Acceptance of Incoming Material*
- EPP-1.2 *Waste Acceptance – Inspection of Incoming Material*
- EPP-1.3 *Waste Acceptance – Identifying Hazardous Waste*
- EPP-1.5 *Waste Acceptance – ELV Acceptance*
- EPP-1.6 *Waste Acceptance – Identification of Radioactive Items*
- EPP-1.7 *Waste Acceptance – Identification of Explosive Materials*
- EPP-1.8 *Waste Acceptance – Rejection of Waste Material*

Issue no:	01	Date:	Oct 2017	Parent document:	Health & Safety, Environmental and Quality Policy		
Approved for IMS:	IMS Management Team	Document owner:	Group SHE Manager	File location:	E1.10	Page 3 of 4	

EPP-1.4 Completing of Hazardous Waste Consignment Notes

Competency Test			
Assessor Name:		Date of Assessment:	
Assessor Signature:		Assessment Score: (marks / total)	/ 5
Employee Name:			<input type="checkbox"/> Pass (100%)
Employee Signature:			<input type="checkbox"/> Fail (below 100%)

Please tick correct answer(s)

Q1	Hazardous waste consignment notes must accompany all (commercial) hazardous waste movements including:		
A:	All skip lorries.		<input type="checkbox"/>
B:	Inter-depot transfers.		<input type="checkbox"/>
C:	All tyre waste movements.		<input type="checkbox"/>
Q2	Who is responsible for filling out Part A and Part B of a hazardous waste consignment note?:		
A:	EMR weighbridge staff.		<input type="checkbox"/>
B:	The waste Producer (consignor).		<input type="checkbox"/>
C:	The driver.		<input type="checkbox"/>
Q3	Who is responsible for filling out Part E?		
A:	The Transport department.		<input type="checkbox"/>
B:	The Environment Agency.		<input type="checkbox"/>
C:	The consignee (waste disposer/recycler).		<input type="checkbox"/>
Q4	Which series of codes is used for the SIC code for hazardous waste consignment notes?		
A:	2007		<input type="checkbox"/>
B:	1996		<input type="checkbox"/>
C:	2002		<input type="checkbox"/>
Q5	Quantities of waste are expressed in:		
A:	Pounds.		<input type="checkbox"/>
B:	Kilograms (Kgs).		<input type="checkbox"/>
C:	Tonnes.		<input type="checkbox"/>

Issue no:	01	Date:	Oct 2017	Parent document:	Health & Safety, Environmental and Quality Policy			
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