

CONSIGNING SPECIAL WASTE GUIDANCE

VERSION 2.2 MAY 2022



Introduction

The **Special Waste Regulations 1996** [Latest Available (Revised) version] (the Regulations) is the principal piece of legislation covering special waste arising in Scotland. It sets out the procedures to be followed when disposing of, carrying and receiving special waste.

This document is a guide to consigning special waste in Scotland and is applicable only to producers of special waste in Scotland. Producers from elsewhere in the UK should refer to their own domestic legislation.

In Scotland 'special waste' may also be referred to as 'hazardous waste'.

This document consolidates SEPA's current guidance on consigning special waste and supersedes the following Special Waste Advisory Notes (SWANs):

SWAN/07: Movements Within the Same Site
SWAN/08: Landed Ships' Waste
SWAN/09: Intra Group Movements
SWAN/10: Island Movements
SWAN/11: Extended Carrier's Rounds
SWAN/13: Cancelled and Unused Consignment Notes
SWAN/14: Successions

Failure to comply

Regulation 18(1) of the Regulations makes it an offence to fail to comply with any of the obligations or requirements of the Regulations such as the obligation on consignors, carriers or consignees to complete their respective sections of the Special Waste Consignment Note (SWCN) with the information specified in the Schedule 1 to the Regulations.

Failure to comply with your obligations under the Regulations could result in SEPA taking enforcement against you including, but not limited to, the issuing of a Fixed Monetary Penalty (FMP) up to £600, a Varied Monetary Penalty (VMP) and/or other appropriate enforcement action.

Regulatory positions

This guidance document reflects legislative amendments, made since its original publication, and operational changes, adopted by SEPA in an attempt to simplify the current system, namely the regulatory positions detailed below.

Regulatory position pre-notification rules

SEPA has adopted a regulatory position removing the requirement to pre-notify before some movements of special waste.

SEPA do not expect to be pre-notified nor will SEPA take enforcement action where the place from which the waste is being moved and the destination are both located in Scotland.

Where this applies, you are not required to submit pre-notification copies of SWCNs to SEPA.

For cross border movements you should refer to the relevant destination agency (EA, NRW or NIEA).

Regulatory position on digital tracking systems

At the time of publication, the legislative framework in Scotland does not allow for the use of digital waste tracking systems or the submission of electronic SWCNs for the movement of special waste.

In recognition of the limitation of the current paper-based system and the benefits that a digital system can provide, SEPA will accept the use of digital tracking systems and the submission of electronic SWCNs for the movement of special waste where it is done in accordance with the relevant requirements of this guidance document.

For each consignment of special waste the digital tracking system must generate a unique record which must:

- contain a unique code (SA/SB/SC) issued by SEPA;
- be in a format agreed by SEPA; and
- contain all the information specified in schedule 1 to the [Special Waste Regulations 1996](#) [Latest Available (Revised) version].

Consignees must still comply with regulation 5(4)(d) of the Regulations i.e. once the waste is received they must submit a paper or preferably an electronic copy of the completed SWCN to SEPA forthwith.

SEPA reserves the right to take appropriate enforcement action for a failure to comply with this requirement.

In accordance with the various duties relating to the retention of paperwork and keeping of registers, as found in regulations 5, 8, 9,10 and 15 of the Regulations, any Holders, Waste Brokers, Consignors, Waste Carriers and Consignees using an electronic system must retain a paper copy of each SWCN for their own records and in order to demonstrate compliance with this regulatory position.

Please note that the chosen format of any digital tracking system used must be in a form agreed by SEPA.

The Special Waste Consignment Note (SWCN)

Subject to the regulatory position on digital tracking systems outlined above every movement of special waste must be accompanied by paperwork referred to as a Special Waste ‘Consignment Note’.

The SWCN process provides those involved in the management of special waste with documentary evidence of their compliance with their Duty of Care obligation¹ to ensure that when waste is transferred it is accompanied by a written description of the waste which will enable other people to comply with their own obligations in respect of the waste.

At the time of publication, the following SWCN formats are deemed acceptable:

- Excel Spreadsheet/Word/PDF – template available from SEPA website: www.sepa.org.uk/regulations/waste/special-waste or in a bespoke form agreed by SEPA. To discuss bespoke digital formats please email your proposal with an example (if applicable) to: swcnenquiries@sepa.org.uk
- Paper – purchased direct from SEPA or in a bespoke form agreed by SEPA.

Please note that at the time of publication SEPA has a limited stock of paper SWCNs and with our organisational aim to be a net zero organisation (Regenerative SEPA) by 2030 it is our intention not to replenish this stock and to phase out the provision of SEPA issued physical SWCNs.

We are therefore encouraging waste holders to use one of the digital format SWCNs bearing a SEPA issued unique code (SA/SB/SC) available from our website when moving Hazardous Waste.

Consignees should submit digital SWCNs to the following: swcnreturns@sepa.org.uk

The diagram below outlines the preferred options for the SWCN formats.



¹ Section 34 (1) (c) Environmental Protection Act 1990

Bespoke SWCNs

There is no requirement to use a SEPA issued SWCN. The requirements of the **Special Waste Regulations 1996** [Latest Available (Revised) version] do not restrict the use of bespoke SWCNs. As such, bespoke SWCNs may be utilised as long as they meet the relevant requirements:

- format must be agreed by SEPA;
- must contain, as a minimum, the same information as detailed on SEPA issued SWCNs;
- must contain all the information specified in Schedule 1 to the **Special Waste Regulations 1996** [Latest Available (Revised) version];
- must contain a unique SEPA issued SA/SB/SC code;
- SA/SB/SC code must be unused/not shared with another movement;
- deposit copy to be sent to SEPA.

To discuss bespoke paperwork please email your proposal (with an example if applicable) to: swcnenquiries@sepa.org.uk

SA, SB and SC codes

All formats of consignment notes must bear a unique code, supplied by SEPA, consisting of two letters (prefixes) **SA**, **SB** or **SC** and a series of numbers, for example SA 1234567.

Codes can be purchased online: webpayments.sepa.org.uk

While stocks last, paper SWCNs can be purchased direct from SEPA via one of our local offices.

SA codes cost £15 each and are used for all other types of consignment not listed under SB or SC below.

SB codes cost £10 each and are used for the consignment of special waste consisting only of lead acid motor vehicle batteries.

SC codes are free of charge and are restricted to the following movements:

- the second or subsequent removal of waste within a succession of extended carrier's collection rounds;
- the return of out-of-specification materials, which are waste, to the original manufacturer;
- the removal of waste from a ship to a conveyance or reception facility.

Whether you use your own bespoke version of the SWCN or one of the digital format SWCN available from the SEPA website, each movement must be accompanied by a unique code supplied by SEPA.

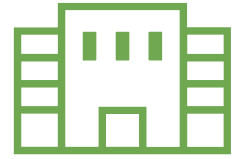
You can purchase these codes in a number of ways:

- If you wish to pay via a credit card, you can do so through our website: webpayments.sepa.org.uk SWCN codes will be issued alongside your receipt. You can purchase SA and SB codes online.
- If you require SC codes for extended carrier rounds or landings of offshore waste please email: swcnorder@sepa.org.uk
- If you wish to pay by purchase order or BACS, please contact us at: swcnorder@sepa.org.uk

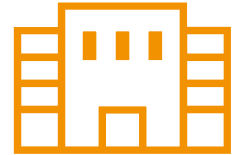
Who's who

These are the key people involved in any movement of special waste:

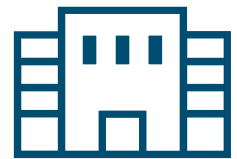
Producer 'any person whose activities produce waste ("original producer") and/or any person who carries out pre-processing, mixing or other operations resulting in a change in the nature or composition of waste'



Waste Holder 'the producer of waste or the person who is in possession of it'



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



Carrier 'the person who collects waste from the premises at which it is being held and transports it to another place'



Consignee 'the person to whom waste is to be transported'




Type of movements

There are three different types of movement of special waste: Single, Succession and Carrier's Round. The Carrier's Round can be completed either within a single 24 hour Period (a 24 hour Carrier's Round) or over a week (Extended Carrier's Round).

Single movement


'A single movement of special waste to one consignee for recovery, treatment, recycling or disposal':



- One off movement of waste
- SWCN required (SA or SB)
- Waste taken directly to consignee's site
- Must be completed within 24 hours

Succession

'Repetitive movements of the same type of special waste from the same producer/consignor to the same consignee.'



- Can involve a single producer or multiple producer(s) or holder(s)
- Waste type must be broadly the same
- Carrier and Consignee must not change throughout of duration of succession
- Can run for a maximum of one year


Under the temporary Regulatory position outlined above, pre-notification is not required for movements that occur wholly within Scotland. As such there is no advantage to a pre-notification succession.

Where regular movements of special waste originate in Scotland but end elsewhere in the UK, a succession can be used in place of pre-notification for the second and subsequent movements.

Carrier's Round – 24 hours

'A journey made by a carrier during which he collects more than one consignment of special waste and transports all consignments collected to the same consignee who is specified in the consignment note.'

Please Note that waste moved in a Carrier's Round must be consigned using a 'carrier's schedule' in addition to a SWCN. Please see 'completing a SWCN' section below for further guidance.



- SWCN (SA note) and Carrier's Schedule required for all movements
- All premises from which special waste is being removed must be located in Scotland
- Must be completed in 24 hour period

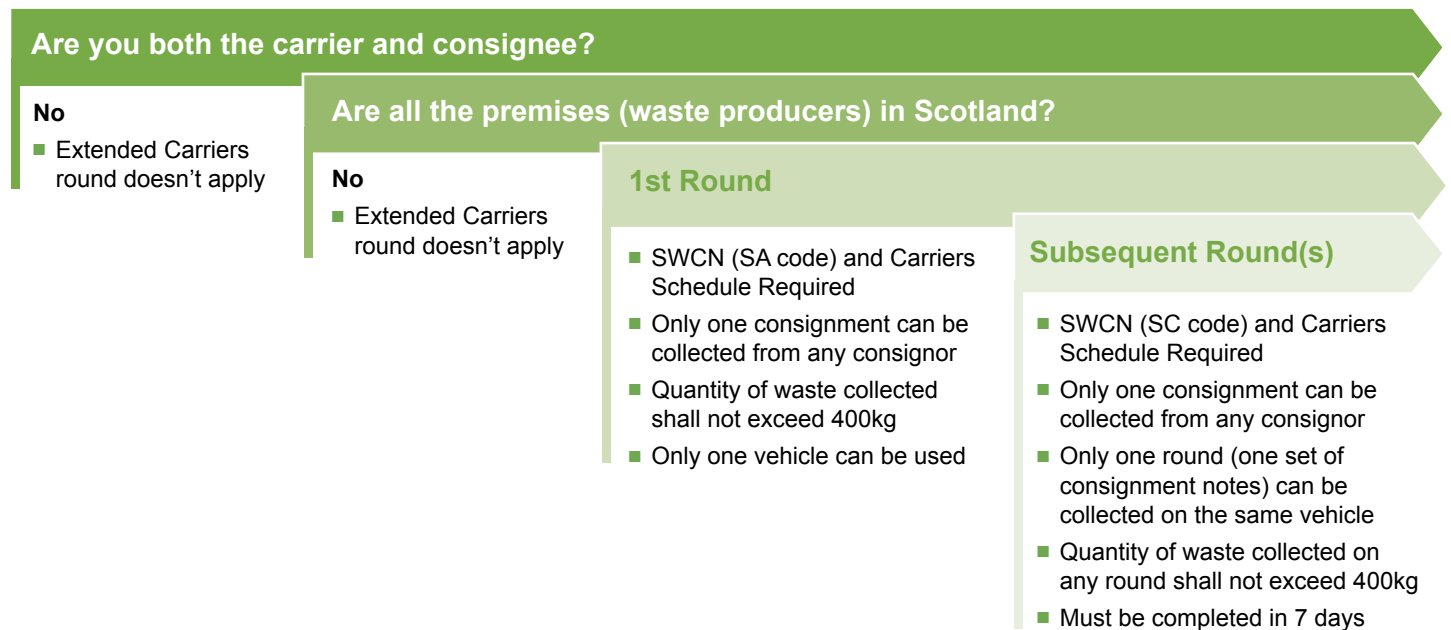
Extended Carrier's Round

'Applies to the second or subsequent round in a 'succession' and is applicable only under certain circumstances'.

The premises from which the Hazardous Waste is being removed must be located in Scotland.

The first movement in an extended carriers round requires a SWCN (SA code) and Carrier's Schedule (see Appendix II for an example).

Where specific criteria are met, each subsequent movement to the same consignee may use a SWCN (SC code) and Carrier's Schedule. Any movement to a new consignee will require a new SWCN (SA code).



Completing a SWCN

There is no requirement to use a SEPA issued SWCN.

A properly formatted SEPA issued SWCN consists of five sections labelled A–E. Each section of the SWCN refers to a different aspect of the waste transfer and must be completed by the appropriate person. Please see the relevant sections above for guidance on the correct usage of bespoke and/or electronic SWCNs.

This section details how to complete each section of the SWCN.

Information entered in each section should preferably be type-written. If hand-written, it must be completed in BLOCK CAPITALS and clearly legible on all copies.

The form of the SWCN is found in Schedule I to the Regulations. The form sets out, as a minimum, the information to be recorded during the transfer of special waste.

Although there is similarity in the Duty of Care requirements for movements of special waste and for movements of non-hazardous waste, a standard SWCN (as detailed in Schedule I) is not equivalent to a transfer note, and failure to make a transfer note, in the prescribed form (as required by the Environmental Protection (Duty of Care) Regulations 2014 in respect of the movement of non-hazardous waste would be a criminal offence.

Similarly, any movement of special waste on a SWCN which does not correspond with the standard form detailed in Schedule I to the Regulations may be deemed a criminal offence.

Consignor's copy

Kept by producer/holder for 3 years

Carrier's copy

Kept by carrier for 3 years

Consignee's copy

Kept by licensed facility until licence is revoked, surrendered or for 3 years if earlier

Deposit copy

Kept by SEPA

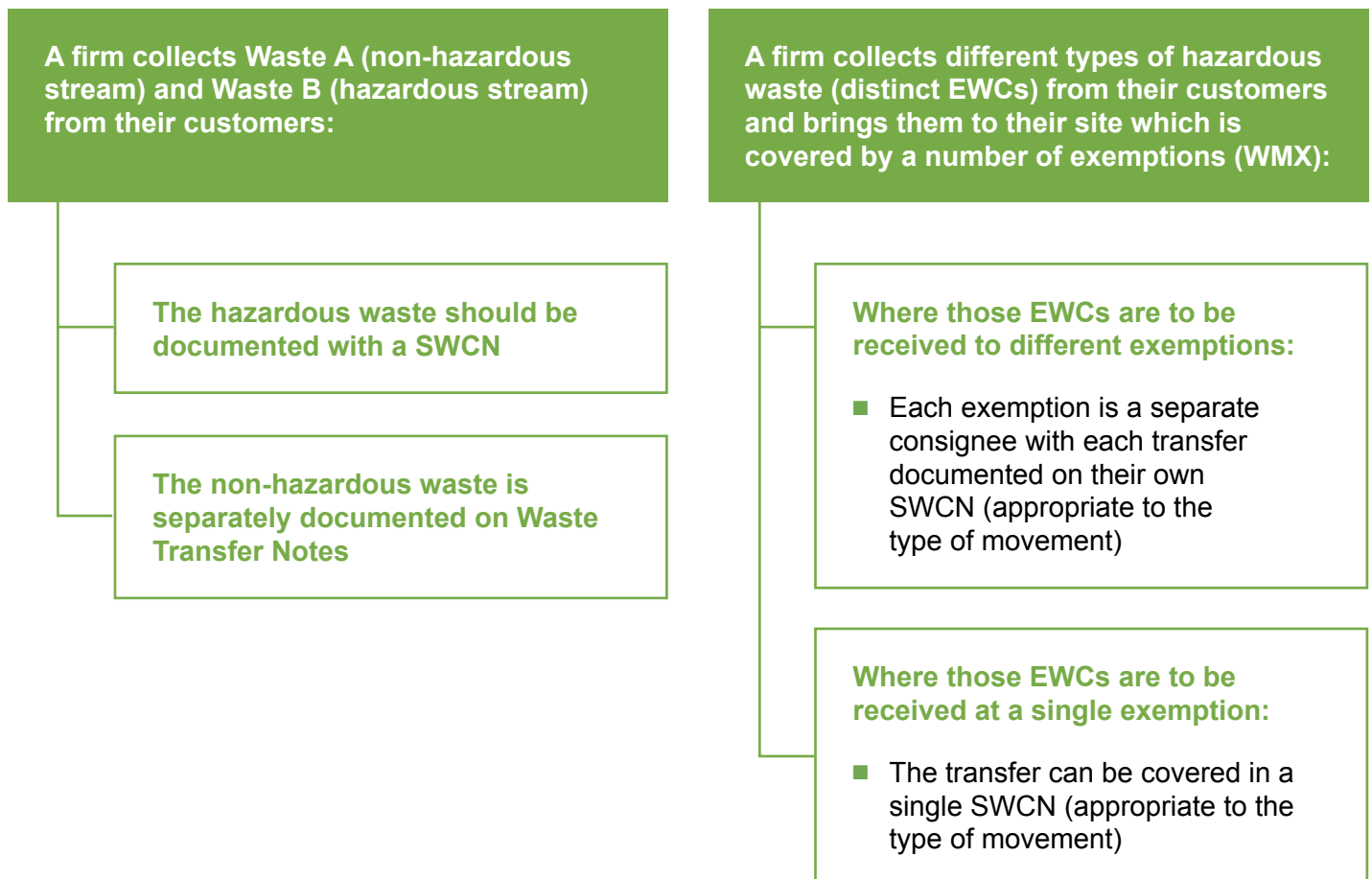
The ‘Duty of Care’ Obligations in Section 34 (1) of the Environmental Protection Act 1990 apply to any person who imports, produces, keeps or manages controlled wastes including ‘Special’ wastes. Under this duty ‘producers’ must ensure that their waste is managed in an appropriate manner.

Producers of waste should be aware that their responsibility in respect of their waste still applies where a third party e.g. a broker has raised the paperwork or arranged for the removal of waste. The producer may still be liable for any breach of the waste Duty of Care obligations or the Regulations. Further guidance on the Duty of Care for waste can be found in the Scottish Government document ‘Duty of Care – A Code of Practice’.

Within the Regulations, the term ‘consignee’ means the person to whom a consignment of special waste is to be transported and that person must hold an appropriate authorisation.

Please note, any one movement of special waste (Single, Carriers Round, or Extended Carriers Round) cannot be consigned to more than one consignee, nor can it be consigned to more than one authorisation (PPC permit, WML, or WMX). Where a consignee holds multiple authorisations at a single site and intends to manage the accepted wastes via multi-authorisations without first applying a waste management activity to the consignment, then a SWCN is required for each of the individual authorisations. In effect each authorisation should be viewed as being a single consignee in their own right. Section A and Section E must detail the correct authorisation, additionally Section B must reflect the specific wastes being accepted at said authorisation.

Multiple Authorisation and/or Waste Types Scenarios



Section A – consignment details

Section A must be completed before the special waste is removed from the premises where it is being held; it is recommended that the person holding the waste or the consignor complete this section.

A CONSIGNMENT DETAILS		PLEASE TICK IF YOU ARE A TRANSFER STATION <input type="checkbox"/>	
A1. The waste described below is to be removed from (name, address)		Postcode	
Kerin's Construction, McNeill Avenue, Hamilton		ML3 2IX	
Producer email address (if not consignor): N/A			
A2. The waste will be taken to (name, address)		Postcode	
Homme WM (Landfill), Doherty Road, Hamilton		ML3 3NU	
A3. The consignment(s) will be: one single <input checked="" type="checkbox"/> a succession <input type="checkbox"/> carrier's round <input type="checkbox"/> other <input type="checkbox"/> please specify			
A4. Expected removal date of first consignment: 15/07/22 last consignment: 15/07/22			
A5. Name		On behalf of (company, address)	
Ted Henderson		As in A1	
A6. Tel 07700 900526		Postcode As in A1	
		Date 15/07/22	
A7. The waste producer was (if different from 1.) (name, address)		Postcode	
N/A		N/A	

- Full name, address and postcode of where the waste is to be removed from (Transfer stations should tick the designated box (right hand side). (A1)
- Full name, address and postcode of where the waste will be taken to. (A2)
- Tick the relevant box to indicate the nature of the movements. (A3)
- Expected removal date of first consignment and date of last consignment. (A4)
- Name of consignor, company details and date. (A5)
- Consignor's contact telephone number. This may help to minimise any delay should any part of the paperwork be incorrect/incomplete. (A6)
- The name, address and postcode of the waste producer (if different from details in A1). (A7)

Supplementary information – consignment details

If this note is the first in a succession then the 'No. of pre-notice (if different)' boxes will be left blank. If the consignment is the second or subsequent movement in a succession the Consignment Note Number from the first consignment of the succession must also be entered in the 'No. of pre-notice (if different)' boxes.

Section B – description of the waste

Section B must be completed before the special waste is removed from the premises where it is being held; it is recommended that the person holding the waste or the consignor complete this section.

Note - where there are multiple waste types in the consignment, a separate Section B must be completed for each additional waste type. See the section below headed “Supplementary Information – Descriptions of Multiple Wastes”.

B DESCRIPTION OF THE WASTE								
No. of additional sheets			0					
			B8: The process giving rise to the waste is Demolition					
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)	
Bonded asbestos panels	17 06 05*	Solid	White	12 Tonnes	1 x 15 tonne lockable skip	Asbestos	5-10%	HP7

- A full and meaningful description of the waste to be collected. (B1)
- The six-digit European Waste Catalogue (EWC) code for each waste or a reference to any attached paperwork as discussed below. (B2)
- The physical form of the waste. (B3)
- The colour of the waste. (B4)
- The total weight of the waste to be transferred, including unit of measurement (e.g. 12 Tonnes) and the container size, type and number. (B5)
- List the components of the waste and the concentrations they are present in. (B6)
- Relevant hazardous property or properties for the waste, namely: HP1–HP15. (B7)
- The process which resulted in production of the waste. (B8)

Supplementary information – description of the waste

In Section B1 it is not enough to simply describe the waste as being, for example, “household”, “commercial” or “industrial”. You (i.e. the person completing this section) should provide an accurate description and be as specific as possible by using either a physical term, chemical term or a common name, for example “Bonded Asbestos Panels”.

In Section B2 you must ensure that you assign the correct six-digit European Waste Code (EWC) to the waste or, if the consignment consists of different waste streams, that the relevant EWC is listed in relation to each component of the waste. Advice on selecting the right EWC is given in the UK Agency technical guidance [Waste Classification: Guidance on the classification and assessment of waste](#).

When listing the components of the waste and their concentrations, at Section B6, the concentrations of hazardous properties within the waste may be given as a range (e.g. 5-10%), rather than a specific value, provided the hazards present in a waste, and the handling requirements necessary to deal with it, do not vary across a range.


When describing the process during which the waste was produced, in Section B8, be as specific and accurate as possible (e.g. acid manufacture, demolition, etc.).

Supplementary information – descriptions of multiple wastes

On occasion the consigned waste may be made up of multiple waste streams and the space provided in Section B will not be sufficient for you to provide a full and accurate description of the wastes being consigned. In this case, the required information must be supplied using additional sheets. A PDF template of an additional sheet can be downloaded (free of charge) from our website (see Appendix III).

Where the waste being described consists of different waste streams (i.e. with different EWCs) you should also provide an estimated total weight for each type of waste being consigned.

Each additional sheet should contain the same level of information as requested in B1 – B8 and should be identified clearly. For example, a collection from an ELV operator may consist of three waste types. The table below shows an example of supplementary information for Section B, ‘Description of Waste’:

SUPPLEMENTARY INFORMATION FOR SECTION B (ADDITIONAL SHEET)								 <small>Scottish Environment Protection Agency Buidheann Sòn Àrainneachd na h-Alba</small>	
PLEASE COMPLETE IN BLOCK CAPITALS. PLEASE SECURELY ATTACH TO THE DEPOSIT COPY									
SPECIAL WASTE REGULATIONS 1996		Consignment Note No. SA 1234567		Sheet 2 of 2		B8 The process giving to the waste is DISMANTLING ELV			
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 codes	
						Component	Concentration (% or mg/kg)		
USED OIL FILTERS	16 01 07*	MIXED	BLACK	16KG	1 x 120 LITRE OPEN TOP DRUM	OIL	10 - 15%	HP7	
WASTE ANTIFREEZE	16 01 14*	LIQUID	PINK	1,000 LITRES	1 x IBC (1,000 LITRES)	ETHYLENE GLYCOL	> 90%	HP5	
BRAKE PADS CONTAINING ASBESTOS	16 01 11*	SOLID	BLACK	12KG	1 x 120 LITRE OPEN TOP DRUM	ASBESTOS	30 - 50%	HP7	

If using additional sheets, the box marked ‘No. of additional sheets’ in Section B should be completed and you should enter the correct number of sheets at the top of the SWCN, e.g. Sheet 1 of 2. A copy of the additional sheet(s) should be dispatched or retained with each SWCN page where appropriate (securely stapled if using paper formats).

The appropriate SA/SB/SC code should be clearly identified at the top of each additional sheet.

All additional information should preferably be type written. If hand-written it must be clearly legible and completed in BLOCK CAPITALS.

Please note that although multiple EWC codes are permitted on SWCNs they should correspond to the wastes being consigned and each waste type should be fully and meaningfully described. Furthermore, multiple EWC codes should not be used to describe a single waste stream.

Section C – carrier’s certificate

Section C should be completed by the carrier when the waste is collected from the place where it is being held and, if it is part of a Carrier’s Round, the relevant section of a carrier’s schedule should be completed (see page 13). Appendix III has details of how to obtain paper and digital copies of the carrier’s schedule.

Section C should contain the following information:

C CARRIER’S CERTIFICATE		The quantity collected is: 12 Tonnes	
Name: John Adams	On behalf of (company, address): A2B Transport, Stonelaw Industrial Estate, Rutherglen	Postcode: G73 88Z	Date: 15/07/22
Email address: A2BTransport@example.com		at 15:15 hrs.	
C1. Carrier registration no./reason for exemption: WCR/R/9999999	C2. Vehicle registration no. (or mode of transport, if not road): SF99 XOX		
I certify that I today collected the consignment and that the details in A1, A2 and B1 are correct. <input checked="" type="checkbox"/> Please tick to confirm			

- The carrier’s registration number or reason for exemption (C1)
- The vehicle registration number or the mode of transport (if not by road) e.g. train, ship (C2)

Supplementary information – carrier’s certificate

The carrier should only complete Section C if they are satisfied that the information supplied in Sections A and B is correct.

Where differences occur between the paperwork and the waste being collected, the consignor and the carrier should agree an amendment.

Please note that such amendments should be limited to MINOR alterations in quantity or in units. A new SWCN will be required if the amendments are such that the nature of the waste or the precautions for handling and managing the waste have changed.

If there is no space for amendments, additional sheets can be used. For every copy page of the SWCN there should be a copy of additional information which should be dispatched or retained with each SWCN page where appropriate as per the normal procedure (securely stapled if using paper formats).

Each additional sheet should be numbered, with a reference also made to the appropriate SA/SB/SC code.

All additional information should be type-written or, if hand-written, at least be legible and completed in BLOCK CAPITALS.

Section D – consignor’s certificate

The consignor should complete Section D once they are satisfied that the information in Sections B and C is correct, that the carrier is registered (or exempt from the requirement to be registered) and has been advised of the appropriate precautionary measures. In order to comply with their Duty of Care obligations the consignor (and the waste producer/waste holder if different) should also satisfy themselves that the waste is being transferred by a registered or exempt carrier to a suitably authorised site.

If the collection is part of a round, the relevant section of a carrier’s schedule should be completed as shown elsewhere. Section D should contain the following information:

D CONSIGNOR’S CERTIFICATE			
Name	Ted Henderson	On behalf of (company, address)	Kerin’s Construction, McNeill Avenue, Hamilton
Email address	Kerins@example.com	Postcode	ML3 2IX
		Date	15/07/22
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.			<input checked="" type="checkbox"/> Please tick to confirm

- Consignors name, declaration, company details and date of collection.

Section E – consignee’s certificate

Section E should be completed by the consignee/receiving facility. All other Sections (A to D) will be checked by the consignee at this time. Section E should contain the following information:

E CONSIGNEE’S CERTIFICATE			
E1. I received this waste on	15/07/22	at	16:00 hrs.
E2. Quantity received (include units kg/ltrs/tonnes):	12.2 Tonnes		
E3. Vehicle registration no. (or mode of transport if not road)	SF99 XOX	E4. Waste Management Operation(s):	Landfill
Name	Mark Boyle	On behalf of (company, address)	Homme WM (Landfill), Doherty Road, Hamilton
Email address	HommeWM@example.net	Postcode	ML3 3NU
		Date	15/07/22
I certify that waste management licence/authorisation/exemption no. PPC/A/9999999 authorises the management of waste described in B that was received on the date given above.			<input checked="" type="checkbox"/> Please tick to confirm

- Date (day, month and year) and time of day. (E1)
- Quantity (including units) e.g. 12 Tonnes. (E2)
- Registration number of the vehicle or the mode of transport (if not by road) e.g. train, ship. (E3)
- The type of waste management operation(s) must be indicated. Where more than one waste type is listed, the relevant waste management operations should be listed against the waste types (if applicable). (E4)
- Consignee company details, name of responsible person at the company, their declaration and the date.
- The waste management licence number, authorisation number or exemption number must be provided.

Where the waste received consists of waste described under separate EWCs then in Section E2, the Consignee should provide an accurate total weight for each type of waste received.

On receiving the consignment of waste the Consignee must submit a copy of the completed paperwork to SEPA immediately using the details given in Appendix III.

Completing a carrier's schedule (Carrier's Round)

Waste moved in a 'Carrier's Round' must be consigned using a 'carrier's schedule'.

Carrier Schedule templates can be downloaded from the SEPA website or alternatively bespoke versions can be used. To discuss bespoke paperwork please email your proposal (with an example if applicable)

to: swcnenquiries@sepa.org.uk

An example of a carrier's schedule (in PDF format) can be found in Appendix II. The PDF example consists of three 'schedules' with each 'schedule' used in place of part of Section C and all of Section D in the normal SWCN. An Excel version of the carrier schedule is also available (see Appendix III).

SPECIAL WASTE REGULATIONS 1996							Consignment Note No. SA1527465		Sheet 2 of 2		
Name and address of the premises from which waste was removed					B8 The process giving rise to the waste is						
Neon Lights, Sanders Way, Holytown					Postcode		Clearance of used items				
					ML1 4WP		Producer email address (if not consignor): N/A				
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)				
8" neon tubes	20 01 21*	Solid	Clear	3 Kgs	1 x coffin 5 kg capacity	Mercury, Neon	1-2% each	HP4-6			
Name (Carrier) John Adams					Name (Consignor) John Dunn						
Date 20/07/22 at 10:15					Email address neon@example.net Date 20/07/22						
I certify that today I collected the quantity of waste given on this part of the schedule from the address given above and will take it to the address given in A2 on the consignment note. <input checked="" type="checkbox"/> Please tick to confirm					I certify that the waste collected is as detailed above and conforms with the description given in B on the consignment note. <input checked="" type="checkbox"/> Please tick to confirm						

For each round, including the first in a succession, the carrier must collect information on both the regular SWCN and the carrier's schedule:

REGULAR SWCN	Complete Sections A to C and make one copy of the SWCN for each producer/consignor, including the unique SA, SB or SC SEPA issued code for the round.
	If it is a succession, the code for the first round must also be included. Section A1 does not need to be completed as a list detailing all the producers will be attached.
CARRIER'S SCHEDULE	Enter the details onto the schedule including the SWCN number and the postcode of the premises from which the waste is removed.
	One copy of the carrier's schedule must be completed at the time of waste collection by the carrier and each producer/consignor (instead of Section D in the SWCN).
	Leave a copy of the SWCN and the relevant schedule with each producer/consignor.
	On completion of the round, the consignee must complete Section E of the SWCN.
	Copies of the SWCN and the schedule are then sent and retained as in the standard SWCN procedure.
	Any changes to the producer/consignor's details must be notified to SEPA within 72 hours.

Cross border movements

All special (hazardous) waste produced in Scotland must be consigned using a SWCN or code issued by SEPA, regardless of its final destination within the UK.

When exporting special waste to England, Wales or Northern Ireland for treatment, disposal or recovery, the consignee who receives the waste is required to send a copy of the completed deposit note to SEPA immediately.

Producers in England, Wales or Northern Ireland should use the paperwork for their own country, completed in accordance with the relevant domestic legislation.

Collections on Carrier's Rounds can only be made within Scotland, although the waste collected on the round can be delivered to any waste management site in the UK.

Can I use a non-hazardous code to describe a hazardous waste?

SEPA's view is that there is no de-minimis level for hazardous waste if it is mixed with a non-hazardous waste. Therefore, any non-hazardous waste placed in a container containing hazardous waste is deemed to be hazardous.

If non-hazardous EWC codes are used to describe special wastes, whether on a label, a container or a SWCN, SEPA will consider this an inaccurate description of the waste and, therefore, it is likely that the person providing that description would not be fulfilling their Duty of Care obligations and may be in breach of relevant legislation.

Movement of special waste within the same site

For the purposes of this guide, SEPA views a site as being any area within a single boundary wholly owned or occupied by the same legal entity.

SEPA will not expect SWCNs to be prepared for movements between buildings on a site that are owned or occupied by the same individual, company or partnership, provided the waste is not transferred to a third party.

The onward movement of waste to a waste management facility must be accompanied by a SWCN.

Movements from more than one company on the same site (e.g. on an industrial estate leased out to several businesses) must be accompanied by a SWCN.

A site under the same ownership but on both sides of a public highway will be regarded as the same 'site' for the purposes mentioned above. This does not include areas of land connected by rail or road services.

The movement of waste between the same company on different sites is covered below.

Intra group movements

A SWCN, raised by the consignor, is required for intra group movements i.e. any movement of special waste where the consignor and consignee are within the same group of companies.

An example of an intra group movement includes the movement of asbestos pipes from road maintenance works by a utilities company to one of its depots prior to the asbestos being collected for disposal.

For the purposes of the guide on intra group movements the term 'group' is defined in Regulation 6(3) of the Regulations as including any holding company or subsidiary but excluding a Scottish partnership.

A company is a 'subsidiary' of another company (i.e. its 'holding company') if, for example, the other company holds a majority of its voting rights or, as a member, is able to appoint or remove its board of directors. This does not include companies, for instance, which may be part of a joint venture or acting as contractors since they will not share the same interest as a 'group'.

Landed ship's waste

Where special waste is generated on board a ship or transferred from one ship to another for landing, the Regulations apply from the point where the waste is unloaded at the harbour.

When waste is removed from a ship in a harbour area to reception facilities within the harbour area or by pipe to any facilities outside the harbour area, a SWCN (SC code - no fee) is required but there is no requirement to pre-notify.

This rule does not cover harbour dredgings and general flotsam and jetsam unless they are collected by a dredging vessel.

Landed ship's waste – SWCN procedure

No fees are payable for the removal of ships' waste; however, this only includes the first movement.

The onward movement will not be free unless exempt, for example part of an extended Carrier's Round.

If the waste is transferred from more than one vehicle or mode of transport before its final destination, a fresh set of SWCNs is required for each transfer.

Landed ship's waste – preparation of the SWCN

Parts A and B of the consignment note should be completed before the waste is removed and the master of the ship shall ensure that Part D is completed.

Where the waste originates from another ship, the original producer (e.g. rig operator) or their shore agent can do this, provided the ship's master verifies in Part D that they have received the waste for landing.

The master of the ship should ensure the carrier completes Part C for waste that is to be removed from the ship for conveyance beyond the harbour.

Where the waste is removed in a harbour to a reception facility or by pipeline to a reception facility outside the harbour, there will be no carrier and the operator of the facility should complete Part C and retain the consignee copy. The ship's master should retain the consignor copy.

For movements of waste described as 'Landed Ships Waste', SEPA suggests the following format is suitable for Section D Consignor's Certificate:

D. CONSIGNOR'S CERTIFICATE					
I certify that I received this waste on	<input type="text"/>	at	<input type="text"/>	hrs. Quantity received was:	<input type="text"/>
The waste was landed at	<input type="text"/>	on	<input type="text"/>		
Name (Master of ship):	<input type="text"/>	On behalf of (company)	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

SEPA considers the information contained above to be the minimum information required for compliance under this rule. The consignor is not legally bound to retain copies of the certificates but is advised to hold copies for their records.

Island movements

The Regulations do not make provision for SWCNs to include more than one carrier. However, for practical purposes SEPA will only apply this restriction to movements on land and has adopted a position to enable one SWCN to cover all the stages of an island to island, island to mainland or mainland to island transfer (within Great Britain).

Island movements – SWCN procedure

Parts A, B and D of the SWCN shall be completed by the consignor.

Part C of the SWCN shall be completed by the carrier immediately prior to the movement of the consignment by ship.

Part E of the SWCN shall be completed by the consignee following receipt after movement by ship.

A separate schedule (see below) shall be prepared for all the carriers involved in the transfer of waste (other than the initial carrier). A schedule detailing the relevant carrier's information should accompany the SWCN on each stage. A suggested schedule example is shown below:

I certify that I received this consignment on Consignment Note SAxxxxxxx					
on	<input type="text"/>	at	<input type="text"/>	hrs. The quantity received was:	<input type="text"/>
The waste was delivered to	<input type="text"/>	on	<input type="text"/>	at	<input type="text"/>
Name (Master of ship):	<input type="text"/>	On behalf of (company)	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Carrier registration No / reason for exception	<input type="text"/>				
Vehicle registration No / name of vessel	<input type="text"/>				

SEPA considers the information contained above to be the minimum information required for compliance with this position. The consignor is not legally bound to retain copies of the schedules but is advised to hold copies for their records.

The following is an example of Island Movement:

Transfer 1	Consignor to Lorry Driver A (C1)	Consignor completes sections A-D on a SWCN (SA code) as above
Transfer 2	Lorry Driver A (C1) driver to Ship's Master (C2)	Additional Schedule 1
Transfer 3	Ship's Master (C2) to Lorry Driver B (C3)	Additional Schedule 2
Transfer 4	Lorry Driver B (C3) to Consignee	Additional Schedule 3 and Section E of SWCN (SA code)

Unused codes and SEPA issued SWCNs

SEPA's policy on 'refunds' or the issuing of 'credit' on cancelled and unused codes and SEPA issued SWCNs is as follows:

Unused codes

SEPA may issue a credit for unused codes purchased from us where the code has not been, and will not be, received by SEPA and/or no waste has been moved.

Where a pre-purchased code is notified to SEPA but no waste is moved, no refund/credit will be issued because SEPA has carried out work in assessing and entering the return.

All requests for credit will be handled by the Finance Department at SEPA's Corporate Office in Stirling. Please contact: swcnorder@sepa.org.uk

Unused SEPA issued SWCNs with codes

SEPA will not send back a returned SWCN for re-use, or authorise a re-use of its code, if work has been carried out in its assessment or entry but no waste has been moved against that note.

If a pre-purchased note is cancelled, any returns received will have 'cancelled' written on them by the consignor or SEPA and any entry made on the special waste database rejected. These returns will be retained on the database to ensure the same code is not used twice.

Where SWCNs were issued with the codes, the unchanged notes must be returned to SEPA before a credit can be given.

Rejected consignments

If a consignee does not accept delivery of a consignment, they should complete Part E, indicating the reason(s) for non-acceptance and forward a copy of the note to SEPA.

If the consignee has not received a SWCN, they should forward written details of the non-acceptance to SEPA, including details of the consignment carrier. In this circumstance, the carrier must also inform SEPA of the refusal of the consignee to accept the consignment and seek instructions from the consignor. Furthermore, the consignor must inform SEPA of their subsequent intentions with regards to the consignment.


APPENDIX I – EXAMPLE OF A SWCN

1

Scottish Environment Protection Agency (SEPA) SWCN Special Waste Regulations 1996

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



Scottish Environment
Protection Agency
Buidheann Dion
Àrainneachd na h-Alba

SPECIAL WASTE REGULATIONS 1996 Consignment Note No. **SA1683549**

No. of prenotice (if different) _____ Sheet **1** of **1**

A CONSIGNMENT DETAILS PLEASE TICK IF YOU ARE A TRANSFER STATION

A1. The waste described below is to be removed from (name, address) Postcode
Kerin's Construction, McNeill Avenue, Hamilton **ML3 2IX**
 Producer email address (if not consignator): **N/A**

A2. The waste will be taken to (name, address) Postcode
Homme WM (Landfill), Doherty Road, Hamilton **ML3 3NU**

A3. The consignment(s) will be: one single a succession carrier's round other please specify _____

A4. Expected removal date of first consignment: **15/07/22** last consignment: **15/07/22**

A5. Name On behalf of (company, address) Postcode
Ted Henderson **As in A1** **As in A1**

A6. Tel **07700 900526** Date **15/07/22**

A7. The waste producer was (if different from 1.) (name, address) Postcode
N/A **N/A**

B DESCRIPTION OF THE WASTE No. of additional sheets **0** B8: The process giving rise to the waste is **Demolition**

B1 Description of Waste	B2 Six-Digit EWC code	B3 Physical Form (liquid, powder, sludge, solid, mixed, gas)	B4 Colour (company, address)	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)	
Bonded asbestos panels	17 06 05*	Solid	White	12 Tonnes	1 x 15 tonne lockable skip	Asbestos	5-10%	HP7

C CARRIER'S CERTIFICATE The quantity collected is: **12 Tonnes**

Name **John Adams** On behalf of (company, address) Postcode **G73 8BZ**
A2B Transport, Stonelaw Industrial Estate, Rutherglen
 Email address **A2BTransport@example.com** Date **15/07/22**
 at **15:15** hrs.

C1. Carrier registration no./reason for exemption: **WCR/R/9999999** C2. Vehicle registration no. (or mode of transport, if not road): **SF99 XOX**

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 **Ted Henderson** On behalf of (company, address) Postcode **ML3 2IX**
Kerin's Construction, McNeill Avenue, Hamilton
 Email address **Kerins@example.com** Date **15/07/22**

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 **15/07/22** at **16:00** hrs. E2. Quantity received (include units kg/ltrs/tonnes): **12.2 Tonnes**

E3. Vehicle registration no. (or mode of transport if not road) **SF99 XOX** E4. Waste Management Operation(s): **Landfill**

Name **Mark Boyle** On behalf of (company, address) Postcode **ML3 3NU**
Homme WM (Landfill), Doherty Road, Hamilton
 Email address **HommeWM@example.net** Date **15/07/22**

I certify that waste management licence/authorisation/exemption no. **PPC/A/9999999** authorises the management of waste described in B that was received on the date given above. Please tick to confirm

05.22
Version 4.3 (PDF)

APPENDIX II – EXAMPLE OF A CARRIER’S SCHEDULE


Scottish Environment Protection Agency (SEPA)
Carrier Schedule

Special Waste Regulations 1996

1

SEPA CARRIER SCHEDULE PDF VERSION

ONE VERSION TO BE COMPLETED (BLOCK CAPITALS IF HAND-WRITTEN) AND ALL PARTIES TO MAINTAIN OWN RECORDS
CONSIGNEE TO INCLUDE WITH SWCN WHEN SUBMITTED TO SEPA



Scottish Environment
Protection Agency
Buidheann Dion
Àrainneachd na h-Alba

Consignment Note No. (if applicable to all sheets) **SA1527465**

SPECIAL WASTE REGULATIONS 1996

Name and address of the premises from which waste was removed

Neon Lights, Sanders Way, Holytown

Postcode **ML1 4WP**

Consignment Note No. **SA1527465** Sheet **2** of **2**

B8 The process giving rise to the waste is

Clearance of used items

Producer email address (if not consignor): **N/A**

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)	
8" neon tubes	20 01 21*	Solid	Clear	3 Kgs	1 x coffin 5 kg capacity	Mercury, Neon	1-2% each	HP4-6

Name (Carrier) **John Adams**

Date **20/07/22** at **10:15**

I certify that today I collected the quantity of waste given on this part of the schedule from the address given above and will take it to the address given in A2 on the consignment note. Please tick to confirm

Name (Consignor) **John Dunn**

Email address **neon@example.net** Date **20/07/22**

I certify that the waste collected is as detailed above and conforms with the description given in B on the consignment note. Please tick to confirm

SPECIAL WASTE REGULATIONS 1996

Name and address of the premises from which waste was removed

Office and Computer World, Glasgow

Postcode **G20 OXA**

Consignment Note No. **SA1527465** Sheet **2** of **2**

B8 The process giving rise to the waste is

Customer take back scheme

Producer email address (if not consignor): **N/A**

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)	
17" C/R Monitors	16 02 13*	Solid	Black	1140 Kgs	1 x 2 tonne pallet	lead, cadmium	2%, 2%	HP4-6
Keyboard cleaners	16 05 04*	Solid	White	15 Kgs	2 x 10 Kg bags	glycol, solvent	10%; 15%	HP4,5,8

Name (Carrier) **John Adams**

Date **20/07/22** at **11:00**

I certify that today I collected the quantity of waste given on this part of the schedule from the address given above and will take it to the address given in A2 on the consignment note. Please tick to confirm

Name (Consignor) **Jim Black**

Email address **OCW@example.com** Date **20/07/22**

I certify that the waste collected is as detailed above and conforms with the description given in B on the consignment note. Please tick to confirm

SPECIAL WASTE REGULATIONS 1996

Name and address of the premises from which waste was removed

Home Computer Repairs, Blantyre Way, Motherwell

Postcode **ML1 5EQ**

Consignment Note No. **SA1527465** Sheet **2** of **2**

B8 The process giving rise to the waste is

Returns from customers

Producer email address (if not consignor): **N/A**

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)	
14" cathode ray monitors	16 02 13*	Solid	Black	160 Kgs	1 x 1 tonne pallet	lead, cadmium	1-2%	HP4-6

Name (Carrier) **John Adams**

Date **20/07/22** at **12:00**

I certify that today I collected the quantity of waste given on this part of the schedule from the address given above and will take it to the address given in A2 on the consignment note. Please tick to confirm

Name (Consignor) **Jennifer Smith**

Email address **hcr@example.com** Date **20/07/22**

I certify that the waste collected is as detailed above and conforms with the description given in B on the consignment note. Please tick to confirm

05.22

Version 4.2 (PDF)

APPENDIX III – SEPA CONTACT DETAILS

Returning consignee copies

Electronic:

swcnreturns@sepa.org.uk

SCC – SWCN
Angus Smith Building
6 Parklands Avenue
Maxim Park
Holytown
ML1 4WQ

Purchasing codes

Online:

webpayments.sepa.org.uk/NReg/QuickPay.aspx

To pay by BACS, or to order SC codes, please email: swcnorder@sepa.org.uk

You can buy paper SWCNs (while stocks last) direct from your local SEPA office (see below) or by emailing swcnorder@sepa.org.uk
www.sepa.org.uk/contact/office-locations/

Downloading digital templates

Digital templates in PDF and Excel format are available for the following:

- SWCN;
- Additional sheet (to supplement Section B of the SWCN - PDF only);
- Carrier's schedule.

These can be downloaded free of charge online:

www.sepa.org.uk/regulations/waste/special-waste/

Note that if you use a digital version of the SWCN, you must still purchase a code for use with this (see above).

The most recent version of this guidance is available from: www.sepa.org.uk/swcn.guidance

For questions about the SWCN process please email: swcnenquiries@sepa.org.uk

For information on accessing this document in an alternative format or language please either contact SEPA by telephone on 03000 99 66 99 or by email to equalities@sepa.org.uk

If you are a user of British Sign Language (BSL) the Contact Scotland BSL service gives you access to an online interpreter enabling you to communicate with us using sign language.

<http://contactscotland-bsl.org/>

www.sepa.org.uk

03000 99 66 99

The Castle Business Park, Strathallan House, Stirling FK9 4TZ

