

## SPECIAL WASTE CONSIGNMENT NOTES

### 1. Background

- 1.1 SEPA has issued a [COVID -19 philosophy](#) that confirms that SEPA's focus will be to make our best contribution to helping our nation get through this public health emergency in a way that protects and improves Scotland's environment.
- 1.2 SEPA recognises that during a significant outbreak of COVID-19 the ability of operators to run their operations may be compromised by a lack of available staff, and/or the need to protect staff and minimise transmission of the COVID-19 virus.
- 1.3 SEPA is clear we expect everyone we regulate to make their best endeavours to meet their environmental obligations. We expect operators to be ensuring that the impacts of COVID-19 on the environment are minimised. We recognise, however, that in some cases operators may be unable to comply for reasons beyond their control.
- 1.4 SEPA has adopted [overarching guidance](#) setting out our position on compliance, enforcement, monitoring and permitting during the COVID-19 outbreak. This guidance applies to all regulated businesses. We recognise however that in some cases, more specific temporary regulatory positions may also be needed. For such cases we have developed [principles](#) for determining where a specific temporary regulatory position statement may be necessary.

1.5 We have adopted this temporary regulatory position on special waste consignment notes (SWCN). This temporary regulatory position statement will be published on [SEPA's COVID-19 hub](#) on our website.

## 2. SEPA position

- 2.1 During the response, it remains important to maintain secure hazardous waste management. This includes the requirement for a form of SWCN to accompany every movement.
- 2.2 Unfortunately, SEPA remains unable to sell pre-coded paper notes due to the reduced use of SEPA offices. This temporary regulatory position provides a number of options for operators to use in the interim.
- 2.3 Subject to the conditions set out in Section 3 of this temporary regulatory position statement, and the adopted regulatory position on pre-notification in the [current general SWCN guidance](#), any failure to comply with the Section 5: consignment note: standard procedure requirements of the Special Waste Regulations 1996 (as amended) will not be treated as a non-compliance for enforcement purposes:
- 2.4 This temporary regulatory position statement only applies to those matters set out in paragraph 2.2 and covered by conditions set out in Section 3. It does not apply to any other regulatory requirements and does not detract from any other statutory requirements applicable to the operator or their operations.
- 2.5 This temporary regulatory position applies from 17 July 2020.

## 3. Conditions that apply

### Specific conditions

3.1 All movements of hazardous waste must be accompanied by a form of Special Waste C consignment Note. Regardless of the option used below, you must include a SEPA issued SA/SB/SC code on your note.

#### Option 1: SEPA Issued SWCNs

3.2 If you have a stock of SEPA issued pre-coded paper notes, you can continue to use these normally.

#### Option 2: Company specific SWCNs

3.3 If you have designed your own SWCNs you can continue to use these normally. Your notes must be accompanied by a unique SEPA issued code. If you wish to design your own notes, please contact us via [swcnenquiries@sepa.org.uk](mailto:swcnenquiries@sepa.org.uk) to discuss the requirements.

#### Option 3: SEPA issued one page SWCN – electronic or paper

3.4 SEPA has produced a [one-page \(PDF\) version of the SWCN and carrier schedule](#) for you to use electronically or on paper. These are branded with a purple 'CVD-19'. You can pass this one-page SWCN and carrier schedule electronically (via email or other means) between parties, or you can print a copy and use it to accompany the waste, passing it between holders at the time of transfer. This note must be accompanied by a unique SEPA issued code.

3.5 Where you pass the one-page SWCN and carrier schedule electronically (via email or other means) the preferred option is to use electronic signatures provided by the parties involved. Where this is not possible the code “**CV19**” should be used in place of missing signatures. In any case, all parties must be clearly identified and contact details provided.

3.6 Printing and using the one-page SWCN on paper means the consignor and carrier will not receive their own signed copy at the time of transfer. All parties must continue to maintain their own records and you must make arrangements so this can happen. For example:

- Consigners and carriers can scan, photocopy or take a photograph of the note at the time of transfer to maintain a complete record. Records should be kept in a central place so they can be made available for inspection.
- The consignee can scan and email a copy of the completed paper note to all other parties in the transfer. The one-page SWCN and carrier schedule capture email addresses for this purpose.

#### **Option 4: SEPA issued five page SWCN – electronic or paper**

3.7 SEPA has produced a [five-page \(PDF\) version of the SWCN and carrier schedule](#) for you to use electronically or on paper. You can pass this five-page SWCN and carrier schedule electronically (via email or other means) between parties, or you can print a copy and use it to accompany the waste, giving the relevant paper copy to each holder at the time of transfer. If you use a printed copy, it is best to complete and sign as much of the five-page note as possible before printing.

Otherwise, every party will have to complete each of the printed pages during

transfer. When completing the five-page versions electronically, the fields auto-populate for text so you only have to fill in the information once. This note must be accompanied by a unique SEPA issued code.

- 3.8 Where you pass the five-page SWCN and carrier schedule electronically (via email or other means), the preferred option is to use electronic signatures provided by the parties involved. Where this is not possible the code “**CV19**” should be used in place of missing signatures. In either case, all parties must be clearly identified and contact details provided.

### **Purchasing unique SWCN codes**

- 3.9 Whether you use your own version of the SWCN, or one of the PDF versions we have provided, 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. 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](mailto:swcnorder@sepa.org.uk)
- If you wish to pay by purchase order or BACS, please contact us at [swcnorder@sepa.org.uk](mailto:swcnorder@sepa.org.uk)
- We will not accept payments by cash or cheque at this time.

## **Record keeping**

- 3.10 You must submit the deposit copy to SEPA. When using the one-page PDF, the consignee must submit the completed 'CVD-19' copy to SEPA. As use of our offices is reduced this should be done by email. After the movement the please send the deposit or completed 'CVD-19' copy to [nationalwaste@sepa.org.uk](mailto:nationalwaste@sepa.org.uk)
- 3.11 Those involved in the movement are still required to retain copies of the SWCN as outlined in the regulations (three years for Carrier/Consignor, site lifetime for Consignee). You may hold these copies electronically, but must be able to provide them if requested.

## **General conditions**

- 3.12 This position statement applies only in Scotland.
- 3.13 The terms of this temporary regulatory position statement may be subject to periodical review and may be varied or withdrawn at any time.
- 3.14 SEPA reserves its discretion to depart from this temporary regulatory position statement and to take appropriate action as necessary.