

DEPOSIT COPY

(CONSIGNEE TO SEND TO OWN AGENCY OFFICE)

PLEASE COMPLETE IN BLOCK CAPITALS



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

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

Signature

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

Date

A6. Tel

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 codes
						Component	Concentration (% or mg/kg)	

C CARRIER'S CERTIFICATE

I certify that I today collected the consignment and that the details in A1, A2 and B1 are correct. The quantity collected is

Name

On behalf of (company, address)

Postcode

Signature

Date

at

hrs.

C1. Carrier registration no./reason for exemption

C2. Vehicle registration no. (or mode of transport, if not road)

D CONSIGNOR'S CERTIFICATE

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

Name

On behalf of (company, address)

Postcode

Signature

Date

E CONSIGNEE'S CERTIFICATE

E1. I received this waste on

at

hrs.

E2. Quantity received (include units kg/ltrs/tonnes etc)

E3. Vehicle registration no. (or mode of transport if not road)

E4. Waste Management Operation(s)

I certify that waste management licence/authorisation/exemption no.

authorises the management of waste described in Section B.

Name

On behalf of (company, address)

Postcode

Signature

Date

CONSIGNEE'S COPY

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Name

On behalf of (company, address)

Postcode

Signature

Date

CARRIER'S COPY

(KEEP FOR 3 YEARS)

PLEASE COMPLETE IN BLOCK CAPITALS



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last consignment:

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On behalf of (company, address)

Postcode

Signature

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On behalf of (company, address)

Postcode

Signature

Date

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Date at hrs.

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Name On behalf of (company, address)

Postcode

Signature

Date

E CONSIGNEE'S CERTIFICATE

E1. I received this waste on at hrs. E2. Quantity received (include units kg/ltrs/tonnes etc)

E3. Vehicle registration no. (or mode of transport if not road) E4. Waste Management Operation(s)

I certify that waste management licence/authorisation/exemption no. authorises the management of waste described in Section B.

Name On behalf of (company, address)

Postcode

Signature

Date

PRENOTIFICATION COPY

(CONSIGNOR TO SEND TO CONSIGNEE'S AGENCY OFFICE)

PLEASE COMPLETE IN BLOCK CAPITALS



SPECIAL WASTE REGULATIONS 1996

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A4. Expected removal date of first consignment: last consignment:

A5. Name On behalf of (company, address)

Postcode

Signature

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

Date

A6. Tel

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No. of additional sheets

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Name On behalf of (company, address)

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Date at hrs.

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Name On behalf of (company, address)

Postcode

Signature

Date

E CONSIGNEE'S CERTIFICATE

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E3. Vehicle registration no. (or mode of transport if not road) E4. Waste Management Operation(s)

I certify that waste management licence/authorisation/exemption no. authorises the management of waste described in Section B.

Name On behalf of (company, address)

Postcode

Signature

Date

FOR OFFICIAL USE ONLY**CONSIGNMENT NOTE GUIDANCE AND INFORMATION GENERAL**

1. All consignment notes should have a unique code number (Consignment Note No.) allocated by the Agency.
- 1.1 Consignment note numbers starting SB are solely for the consignment of special waste consisting entirely of lead acid motor vehicle batteries.
- 1.2 Consignment note numbers starting SC are restricted to:
 - (i) the removal of waste within a succession of carrier's collection rounds where Regulation 14(2) applies;
 - (ii) return of out-of-specification materials to the original manufacturer/supplier;
 - (iii) the removal of waste from a ship in a harbour area.
- 1.3 All other consignment note numbers will start SA.

SECTIONS A AND B

2. When prenotification is required, this must be done not less than three working days (72 hours) and not more than one month before the waste is removed. The completed sections A and B of the prenotification copy of the consignment note, may be furnished to the consignee's local Agency office dealing with waste as described in 2.1. **Please remember to use the postcode in Section A.**
- 2.1 Prenotification copies can be furnished by post, hand-delivery, fax or electronic means. The original prenotification copy should be furnished to the consignee's local Agency office dealing with waste, before, or forthwith upon, removal of the waste if a fax or electronic copy is initially sent. The email address for electronic pre-notifications to Agency offices in Scotland is SWCN@sepa.org.uk. The postal addresses for local Agency offices in Scotland can be found at www.sepa.org.uk/contact/office-locations.
- 2.2 The waste should be identified in Section B of the consignment note. You must provide a six-digit EWC Code. B7 should show the relevant hazard code(s) for the waste namely HP1 - Explosive; HP2 - Oxidising; HP3 - Flammable; HP4 - Irritant; HP5 - Specific Target Organ Toxicity/Aspiration Toxicity; HP6 - Acute Toxic; HP7 - Carcinogenic; HP8 - Corrosive; HP9 - Infectious; HP10 - Toxic for reproduction; HP11 - Mutagenic; HP12 - Release of an acute toxic gas; HP13 - Sensitising; HP14 - Ecotoxic; HP15 - Capable of exhibiting a hazardous property listed above not directly displayed by the original waste.
- 2.3 **If the consigned waste is made up of more than one waste type and these do not all fit in Section B, then additional sheets should be used to detail all of the information required in Section B.**

Each additional sheet should be numbered and should identify the associated consignment note number. The 'No. of additional sheets' box in Section B should be completed. You can download additional sheet templates from SEPA's website (see contacts).

SECTIONS C AND D

3. The carrier should complete Section C of the consignment note when the waste is collected from the consignor and the consignor should confirm that the waste is being transferred to an authorised holder by signing Section D.

SECTION E

4. Section E4 indicates the type of management operations(s) which should reflect the disposal and recovery operations set out in the Waste Management Licensing (Scotland) Regulations 2011. Where more than one waste type is listed the relevant waste management operation(s) should be listed against the waste types.

SUBMISSION TO AGENCY

5. Once Sections A to E are fully completed and signed, the deposit or agency copy of the consignment note should be sent by post to: **SCC – SWCN, Angus Smith Building, 6 Parklands Avenue, Maxim Park, Holytown ML1 4WQ** or a copy emailed to: swcnreturns@sepa.org.uk

REPETITIVE MOVEMENTS

6. There is a procedure for the regular movement of wastes of the same description, from the same premises and consignor, going to the same consignee and premises. One prenotification can be furnished to the appropriate Agency office before the first consignment is removed and, within certain limits, subsequent consignments need not be individually prenotified. A consignment note should be completed for each movement of waste but the prenotification copy can be discarded. Each consignment note in the succession should have a unique consignment note number and also refer to the original prenotification code number.

CARRIERS ROUNDS

7. Waste carried by a carrier on a 'round' can operate using a special system. The carrier will probably complete Sections A and B. The carrier and consignor should complete and sign a schedule in place of Section C and D of the consignment note.

RESOURCES AND CONTACTS

You can download electronic templates from SEPA's website: www.sepa.org.uk/regulations/waste/special-waste/

We have produced guidance on consigning special waste and how to fill in a SWCN: www.sepa.org.uk/swcn.guidance

For general enquiries on completing SWCNs, please contact us at SWCNenquiries@sepa.org.uk or call **03000 99 66 99** or your local SEPA office.