

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

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

These guidance notes are designed for the PDF version of the SWCN.

1. All consignment notes should have a unique code number (Consignment Note No.) allocated by SEPA. You can purchase there here: <https://webpayments.sepa.org.uk>
- 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.
- 1.4 You can pass this PDF consignment note 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.
- 1.5 All parties must be clearly identified and contact details provided. They must confirm the relevant declaration box in their section.
- 1.6 Printing and using the PDF consignment note on paper means the consignor and carrier may not receive their own confirmed 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:
 - (i) 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.
 - (ii) The consignee can scan and email a copy of the completed paper note to all other parties in the transfer. The PDF consignment note captures email addresses for this purpose.

SECTIONS A AND B

- 2 When pre-notification is required (see SEPA's guidance on consigning special waste), this must be done not less than three working days (72 hours) and not more than one month before the waste is removed. To pre-notify using the PDF consignment note, a copy with Sections A and B completed may be furnished to SEPA as described in Section 2.1. **Please remember to use the postcode in Section A.**
- 2.1 Pre-notification copies should be furnished by electronic means. The email address for electronic pre-notifications to SEPA is swcn@sepa.org.uk.
- 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 an additional sheet template from SEPA's website (see Resources and Contacts).

SECTIONS C AND D

3. The carrier should complete Section C of the consignment note and the consignor should confirm that the waste is being transferred to an authorised holder by ticking the declaration box in Section D.

SECTION E

4. Section E4 indicates the type of management operation(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 confirmed, a photocopy, scan or digital copy of the consignment note should be sent by email to SEPA at 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. When pre-notification is required, a copy of the consignment note with Sections A and B completed can be furnished to SEPA before the first consignment is removed and, within certain limits, subsequent consignments need not be individually pre-notified. A consignment note should be completed for each movement of waste. Each consignment note in the succession should have a unique consignment note number and refer to the original pre-notification 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 confirm a schedule in place of Section C and D of the consignment note. You can download a carrier's schedule template from SEPA's website (see Resources and Contacts).

RESOURCES AND CONTACTS

You can download digital 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