

Consignment Notes - Standard and Multiple Collections

A guide to the Hazardous Waste Regulations

About this guidance

Waste is hazardous when its composition or properties present a specific danger to people or the environment.

All hazardous waste needs safe management. It is important to create a traceable record of dates, addresses and times when waste leaves one site and arrives at another. We need accurate details of what is in the waste and the specific risk it presents. We also need the names and contact information of the people involved at each stage of the waste's journey.

All this information goes on a document, called a consignment note. Any person or business involved in producing, storing, moving, recovering or disposing of hazardous waste must fill in the parts of the consignment note that link to their responsibilities.

The guidance is in two separate documents. Both guidance documents replace the previous version of HWR03, dated April 2011.

This document is part one of the guidance. Here we give you step-by-step advice on completing the five parts of a consignment note. This includes who is responsible for completing each part, and the information you must legally include.

This guide tells you¹:

- how to fill in a consignment note;
- who fills in the different parts of the note;
- about consignment note codes;
- when you might not need consignment notes;
- where to get consignment notes.

Part two of the guidance ([HWR03b](#)) provides extra help for people and businesses when:

- the waste is rejected by the destination site;
- removing waste from ships, or via pipelines;
- moving waste from or to England, Gibraltar, Northern Ireland, Scotland or Wales;
- using more than one waste carrier to transport a single consignment of waste.

¹ In this guidance we use a standard Environment Agency consignment note for all examples and descriptions.

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Roles and introduction

A consignment note is a paper or electronic document² that records the details of hazardous waste when it moves from one site to another.

If you produce, store or are organising hazardous waste removal, you must complete a consignment note before it leaves your site.

Unlike a waste transfer note for non-hazardous waste, you must still complete a consignment note even when you are not immediately transferring the hazardous waste to someone else. If you carry your own waste from one of your premises to another, for example.

The consignment note has five parts: A, B, C, D, and E. The different people or businesses involved in moving the waste will fill in different parts of the form.

If you or your business...	...you need to complete part
create hazardous waste, you are the producer .	A and B
holds or stores waste, either created by you or someone else, you are the holder .	A and B
collects or transports hazardous waste, you are the carrier .	C
causes the hazardous waste to be moved from a site, you are the consignor . (Usually the consignor is the producer or holder. But, for example, a broker or dealer may act for a producer or holder.)	D
receives hazardous waste for recovery or disposal, you are the consignee .	E

You can find full definitions of producer, holder, carrier, consignor and consignee in the *Hazardous Waste Regulations* (HWR)³.

Please be aware that:

- Producers, holders and consignees must have a hazardous waste registration code, unless the business is exempt.
- Waste carriers must have already registered to transport hazardous waste with us, with the Northern Ireland Environment Agency (NIEA), or the Scottish Environmental Protection Agency (SEPA).
- Holders, consignors and consignees need permits, or exemptions, for handling hazardous waste⁴.

Where can I get consignment notes?

You can create your own, or buy consignment notes from us.

If you create your own consignment note, you must follow the format required in schedule 4 of the HWR.

Or you can use our template, which appears on page 6. This is also available to download from [Moving Hazardous Waste](#).

² See our website for guidance on [electronic consignment notes](#).

³ The term 'Hazardous Waste Regulations' used in this guidance is an abbreviation for both the Hazardous Waste (England and Wales) Regulations 2005 and the Hazardous Waste (Wales) Regulations 2005; both have been amended.

⁴ You can check permit and registration numbers at www2.environment-agency.gov.uk/epr/ or by calling us on 03708 506506.

You can also use consignment notes from your waste contractor, providing they comply with the specifications of the HWR.

We produce consignment notes divided into three colour-coded parts:

- a white producer's/holder's/consignor's copy
- a gold carrier's copy
- a pink consignee's copy.

If you want to move more than a few hazardous wastes to the same consignee at the same time, you will probably also need to use a continuation sheet. This will give you the extra space you need to describe your waste properly.

You can see what continuation sheets look like, and download them, on our website at [Moving Hazardous Waste](#).

You can buy consignment notes and continuation sheets from us.

- Call 03708 506 506, every Monday to Friday from 0800 to 1700 excluding bank holidays.
- Email us at hazwasteorders@environment-agency.gov.uk.

Who can change information on a consignment note?

The law clearly states:

- who is responsible for filling in the five separate parts of a consignment note;
- when to complete the parts of the consignment note;
- the parts of the note needing completion before removing the waste;
- when changes to the consignment note may happen.

You can carry out changes if:

- you are the person responsible in law for completing that part of the form;
- you have authorisation from that responsible person to act for them.

For example, only producers or holders of waste can amend Part A of the consignment note. And they can only make this change *before* the carrier removes the waste. If they amend Part A after the carrier checks the note and fills in Part C, the carrier must check the note again before removing the waste.

No changes can happen to the consignment note after the carrier checks and completes Part C, and the consignor checks and signs Part D.

Consignees seeing any changes to a consignment note must reject the waste (see guidance note [HWR03b](#)), unless clearly:

- the person responsible for filling in that part of the note, or a person authorised by them, made the change;
AND
- the change happened before the carrier or consignor checked it; AND
- the change happened before removal of the waste from the producer's or holder's property or land.

When don't I need to use a consignment note?

A consignment note must generally be completed when hazardous waste is moved, even if the person who produced the waste is moving it themselves.

There are a few specific occasions when you do not need to complete a consignment note:

Waste which is not Directive Waste

Some wastes including animal by-products, waste waters and decommissioned explosives are not directive wastes. This means they are not controlled by the HWR, even if they have hazardous properties, and you do not need a consignment note to move them. Some radioactive wastes are not directive wastes but they may still be hazardous waste. See our guidance document [HWR01 What is hazardous waste?](#) for more details.

Domestic hazardous waste

In most cases you can move domestic hazardous waste from a home without a consignment note. However, contractors moving asbestos from a domestic property will need to use consignment notes. Further guidance is available on our [website](#).

Where a Regulatory Position Statement applies

There are a small number of situations where we will not pursue the need for a consignment note. Please see our Regulatory Position Statement ([RPS 025](#)).

International Waste Shipments

When hazardous waste is imported or exported under the International Waste Shipments rules, the documentation required means you do not need a consignment note. See our [website](#) for more details.

The Hazardous Waste Regulations 2005: Consignment Note

PRODUCER'S/HOLDER'S/CONSIGNOR'S COPY (Delete as appropriate)

PART A Notification details

1 Consignment note code:

2 The waste described below is to be removed from (name, address, postcode, telephone, e-mail, facsimile):

4 The waste will be taken to (name, address and postcode):

5 The waste producer was (if different from 2) (name, address, postcode, telephone, e-mail, facsimile):

3 Premises code (where applicable):
PART B Description of the waste

If continuation sheet used, tick here ☐

1 The process giving rise to the waste(s) was:

2 SIC for the process giving rise to the waste:

3 WASTE DETAILS (where more than one waste type is collected all of the information given below must be completed for each EWC identified)

Description of waste	List of wastes (EWC code)(6 digits)	Quantity (kg)	The chemical/biological components in the waste and their concentrations are:		Physical form (gas, liquid, solid, powder, sludge or mixed)	Hazard code(s)	Container type, number and size
			Component	Concentration (% or mg/kg)			

The information given below is to be completed for each EWC identified

EWC code	UN identification number(s)	Proper shipping name(s)	UN class(es)	Packing group(s)	Special handling requirements

PART C Carrier's certificate
PART D Consignor's certificate

(If more than one carrier is used, please attach schedule for subsequent carriers. If schedule of carriers is attached tick here. ☐)

I certify that I today collected the consignment and that the details in A2, A4 and B3 are correct and I have been advised of any specific handling requirements.

Where this note comprises part of a multiple collection the round number and collection number are:

1 Carrier name:

On behalf of (name, address, postcode, telephone, e-mail, facsimile):

2 Carrier registration no./reason for exemption:

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

Signature

Date Time

I certify that the information in A, B and C has been completed and is correct, that the carrier is registered or exempt and was advised of the appropriate precautionary measures. All of the waste is packaged and labelled correctly and the carrier has been advised of any special handling requirements.

I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011.

1 Consignor name:

On behalf of (name, address, postcode, telephone, e-mail, facsimile):

Signature

Date Time
PART E Consignee's certificate (where more than one waste type is collected all of the information given below must be completed for each EWC)

Individual EWC code(s) received	Quantity of each EWC code received (kg)	EWC code accepted/rejected	Waste management operation (R or D code)

1 I received this waste at the address given in A4 on: Date Time

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

Name:

3 Where waste is rejected please provide details:

On behalf of (name, address, postcode, telephone, e-mail, facsimile):

I certify that waste permit/exempt waste operation number:

authorises the management of the waste described in B at the address given in A4.

Where the consignment forms part of a multiple collection, as identified in Part C, I certify that the total number of consignments forming the collection are:

Signature

Date Time

Part A – Notification details

The producer or holder of the waste is responsible for ensuring this section is completed correctly.

Most consignment notes have three sheets:

- the top sheet is the producer, holder or consignor's copy;
- the middle sheet is the waste carrier's copy;
- the bottom sheet is the consignee's copy.

PART A Notification details													
1. Consignment note code:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>/</td><td></td><td></td><td></td><td></td><td></td></tr></table>							/					
						/							
2. The waste described below is to be removed from (name, address, postcode, telephone, e-mail, facsimile):													
3. Premises code (where applicable):	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>												
4. The waste will be taken to (name, address and postcode):													
5. The waste producer was (if different from 2) (name, address, postcode, e-mail, facsimile):													

'1. Consignment note code'

There is a set format of the consignment note code. You must follow this format, otherwise your consignment note will not be valid.

The first part of the consignment note code has SIX characters. Do not enter more or fewer than six.

- If the waste is leaving registered premises, you enter the registration number of the premises. Every registration number comprises three letters and three numbers. For example ABC123.
*If you are uncertain, or do not know if your site needs registration, please see guidance note **HWR02A – Do I Need to Notify My Premises?***
- If the waste is leaving exempt premises, write EXE, followed by a series of three letters or numbers of your choosing. You can use all letters, or all numbers, or a mix of the two.
- If the waste is from a fly-tip, write FLY, followed by a series of three letters or numbers of your choosing. You can use all letters, or all numbers, or a mix of the two.

After these six characters there is then a forward slash /

The second part of the consignment note code has FIVE characters of your choosing. Do not enter more or fewer than five.

You can use all letters, or all numbers, or a mix of the two. Whatever you choose, remember that **you MUST make the consignment note code unique. You must never use that code again for another consignment of hazardous waste.**

The table on the next page shows examples of how you might create a code.

Type of producer	REGISTERED	EXEMPT	FLYTIPPED
Consignment note code format	ABC123/YYYYY	EXEAAA/YYZZ	FLYAAA/YYZZ
First six digits	"ABC123" - is the registration number we gave you when you registered your premises with us – it will have the format XXXNNN (X is a letter, N is a number), for example, ABF599.	"EXE" shows the premises is exempt; "AAA" can be any letters or numbers (for example, the first three letters of the name of the waste-collection business).	"FLY" shows the waste was flytipped; "AAA" can be any letters or numbers (for example, the first three letters of the name of the waste-collection business).
Second five digits	"YYYYY" - is any letters or numbers (for example, HW02L)	"YYY" can be any letters or numbers (for example, the initials of the trading name of the premises); "ZZ" is any letters or numbers used to give the consignment a unique code.	"YYY" can be any letters or numbers (for example the first three digits of the postcode where the fly-tipping took place); "ZZ" is any letters or numbers used to give the consignment a unique code.
Example	For example, the consignment note code could be ABF599/HW02L.	For example, if Bob's Waste Management were collecting the waste from a company called E B Aardvark, the consignment note code could be EXEBOB/EBA01.	For example, if Bob's Waste Management were collecting the waste from a street with a postcode of BN1 1AB, the consignment note code could be FLYBOB/BN101

'2. The waste described below is to be removed from (name, address, postcode, telephone, email, facsimile):'

These are the details of the place the hazardous waste is being removed from.

If your premises is registered as a place that produces hazardous waste, the name, address and postcode on the form must match the details given to us when the site was registered.

If the site is exempt from registration, the details must fully describe the place the waste is being removed from.

To complete the consignment note properly you will need to provide a postcode. If your site does not have a postcode, give the nearest full postcode to the site that you know. If you have a phone number, email address, or fax number, you must enter these details too.

'3. Premises code (where applicable):'

If the premises is registered with us, you should enter the premises code here. This is the registration number we gave the premises when it was registered as a hazardous waste producer. If the premises are exempt from registration, write 'N/A' or 'exempt' here.

'4. The waste will be taken to (name, address & postcode):'

Here you must specify where the hazardous waste is going, including the name and full address of the consignee.

Be aware that any consignee you choose to send waste to must either hold a permit to receive your type of waste, or be exempt from holding a waste permit. You are responsible for making sure this is the case. If the consignee holds a permit, the name, address and postcode you give on the form should match the name, address and postcode on the consignee's permit.

'5. The waste producer was (if different from 2) (name, address, postcode, telephone, e-mail, facsimile):'

If the waste producer's details are the same as those in part A2, you can write 'as A2' here. If the producer is different, you must give the producer's details. For example, if the waste is asbestos and a contractor produced it at your facility, you need to identify the asbestos contractor as the waste producer and enter their business address.

You do not need to tell us about the previous producer if the waste was originally produced elsewhere and you are the current holder.

Part B - Description of the waste

The producer or holder of the waste is responsible for ensuring this section is completed correctly.

PART B Description of the waste						If continuation sheet used, tick here <input type="checkbox"/>											
1 The process giving rise to the waste(s) was:				2 SIC for the process giving rise to the waste: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>													
3 WASTE DETAILS (where more than one waste type is collected all of the information given below must be completed for each EWC identified)																	
Description of waste	List of wastes (EWC code)(6 digits)	Quantity (kg)	The chemical/biological components in the waste and their concentrations are:		Physical form (gas, liquid, solid, powder, sludge or mixed)	Hazard code(s)	Container type, number and size										
			Component	Concentration (% or mg/kg)													
The information given below is to be completed for each EWC identified																	
EWC code	UN identification number(s)	Proper shipping name(s)	UN class(es)	Packing group(s)	Special handling requirements												

You need to fill in part B for each hazardous waste due for collection. Use continuation sheets if necessary.

'1. The process giving rise to the waste(s) was:'

You should provide a full written description of the process that created the waste. It is not enough to write 'manufacturing'. If you are moving more than one hazardous waste produced by more than one process, you should describe the main production process involved in creating the waste.

'2. SIC for the process giving rise to the waste:'

The Standard Industrial Classification (SIC) is a coding scheme that classifies businesses and other economic activities.

You should provide the most detailed SIC code from the 2003 version of the scheme for the main activity that produced or holds the waste¹.

The SIC you give on the consignment note is not necessarily the same as the one you gave when you registered the premises. But it must be the correct SIC code for the process that created the hazardous waste for which you are creating the consignment note.

If you are moving more than one waste produced by more than one process, you should give the SIC code for the main production process involved in creating the waste.

'3. WASTE DETAILS'

You must fill in all of the following for each type of hazardous waste you are having collected.

'Description of waste'

You need to provide a written description of every hazardous waste being collected.

The description must not simply reproduce the description from the European Waste Catalogue (EWC)², which is the catalogue of all types of waste. You must provide a full description. For example, it is not enough to describe a waste acid from a pickling process as 'pickling acids' (the description in the EWC for code 11 01 05). You should instead write something like 'sulphuric acid used for pickling'.

¹ We have produced a Regulatory Position Statement about using the 2003 SIC for consignment notes. Further guidance can be found on our [website](#).

² The European Waste Catalogue is reproduced into English and Welsh law in full by the List of Waste Regulations 2005

Similarly you must not write 'laboratory chemicals' as a description of the waste. Instead, you must separately identify each chemical in the hazardous waste.

If you do not have enough space to record all the details on one row of the table, use two rows. You can use continuation sheets for other types of hazardous waste you are having collected.

'List of Wastes (EWC) code (six characters):'

You should choose an EWC code for each hazardous waste. The code should match the waste description and the business or process that produced it. You can get help on choosing an EWC code from our guide [WM2 - Interpretation of the Definition and Classification of Hazardous Waste](#).

'Quantity (kg):'

You must give the total weight, in kilograms, for each hazardous waste with an EWC code that is to be transported. If the hazardous waste is a liquid, you can show the weight in kilograms by using a suitable method to convert the volume of the liquid to its equivalent weight. If you do not have a suitable method for doing this, convert one litre into one kilogram.

'The chemical/biological components of the waste and their concentrations are:'

Include details of the chemical or biological parts of the waste, and their concentrations. This helps carriers, consignees or other people understand what is in each hazardous waste.

Include parts of the waste that do not make it hazardous. For example in pickling acids you would include any metals present, like iron.

Fully describing everything in the waste is important. This information will help the consignee decide how best to manage the waste.

'Physical form (gas, liquid, solid, powder, sludge or mixed)'

You should write either 'gas', 'liquid', 'solid', 'powder', 'sludge' or 'mixed' for each waste that has an EWC code.

'Hazard code(s)'

You must list the hazards for each waste according to the Hazardous Properties list. Be specific. Do not simply write 'H1 to H15'. There is a Hazardous Properties in our guidance *WM2 - Interpretation of the Definition and Classification of Hazardous Waste*.

'Container type, number and size'

You must give the number and size of each container of hazardous waste. For example 'three 45 gallon drums', or 'two 1,000 litre IBCs'.

'UN identification number(s)', 'Proper shipping name(s)', 'UN Class(es)', 'Packing group(s)' and 'Special handling requirements'

The consignment note must give these details if the waste is 'dangerous for carriage'. This responsibility falls to the carrier of dangerous goods, whether they move them for themselves or for some other person or business. However, if the waste moves under a contract for carriage, the consignor named in the contract takes responsibility. Be aware the term 'consignor' may be different from that used for the Hazardous Waste Regulations.

You can get more information on carriage of dangerous goods from Health and Safety Executive website <http://www.hse.gov.uk/cdg/manual/index.htm>.

When you have filled in Parts A and B and the carrier comes to collect the hazardous waste, hand the consignment notes to the carrier.

The carrier will fill in Part C.

If you are also the consignor of the waste, you will need to complete Part D as well. But only complete Part D after the carrier completes Part C.

Part C - carrier's certificate

The waste carrier completes this section

As the waste carrier you must check the following information is correct:

- the name and address of the site in Part A2;
- the consignee details in Part A4;
- the waste description in Part B3.

If more than one waste carrier is moving the waste, then please read our further guidance in [HWR03b](#).

PART C Carrier's certificate	
(If more than one carrier is used, please attach schedule for subsequent carriers. If schedule of carriers is attached tick here. <input type="checkbox"/>)	
I certify that I today collected the consignment and that the details in A2, A4 and B3 are correct and I have been advised of any specific handling requirements.	
Where this note comprises part of a multiple collection the round number and collection number are:	
<input type="text"/> / <input type="text"/>	
1 Carrier name:	
On behalf of (name, address, postcode, telephone, e-mail, facsimile):	
2 Carrier registration no./reason for exemption:	
3 Vehicle registration no. (or mode of transport, if not road):	
Signature	
Date	Time
<input type="text"/>	<input type="text"/>

All carriers must complete sections 1, 2 and 3

'1. Carrier name: On behalf of (name, address, postcode, telephone, email, facsimile):'

You must give your name, the name of your business, the business address, and contact details.

'2. Carrier registration no./reason for exemption:'

You must provide your registration code or state why you are exempt.³

The carrier's registration details must be yours. So, if you are a subcontractor contracted by a main contractor, you must use *your* registration details, *not* the main contractor's details.

'3. Vehicle registration no. (or mode of transport, if not road):'

You must enter the registration number of the vehicle you are using to collect the hazardous waste. If you are not carrying the waste by road, you must identify the method of transport you are using, for example, train or canal barge.

For carriers involved in multiple collections

A multiple collection is a journey that meets the following conditions:

- You collect more than one consignment of hazardous waste during the journey to the consignee.
- The consignments you collect are at different premises.
- All the premises from which you collect are in England or Wales.
- All consignments you collect and transport are going to the same consignee.
- Only involves one waste carrier

The consignment is a multiple collection if it meets all these conditions, and you must enter a round and collection number. The format for this is XXXXXXXXXXXXXXXX/YY.

The Xs represent the **round number**. You can use any combination of numbers and letters up to a maximum of 15. The round number may also contain a forward slash (/) or hyphen (-) characters, but no spaces. YY is the **collection number**, and must be between 1 and 99.

³ The law is changing, which will mean more people and businesses who didn't need to register will soon have to. You can find more details, including the timeframes for these changes on our [website](#)

Important! Before collection you must agree the format of the round number with the consignee. This confirms the round number used is unique to them.

Possible round number formats could include:

- The vehicle registration number where that vehicle completes only one round on that day. When completing more than one round, use the registration number and add another character. For example, where AA54ABC is the registration, use that for your first round. Then use AA54ABC2 for the second round. Replace number 2 with 3 for the third round and so on.
- A job number for the collection supplied by the carrier company.
- A round number given to carriers by the consignee who keeps a register of unique numbers for each day of delivery.

As the waste carrier you must also add the **collection number**. For the first collection in your round write /1, or /01. For the next collection write /2, or /02. Then /3, or /03 in strict sequence of collection until you finish the round.

Enter both the round number and collection number in Part C before the consignor completes Part D.

The driver of the vehicle carrying the consignment must have access to the consignment note until they deliver the consignment. Where a paper consignment note is used, they must have that with them. If using an electronic consignment note, the driver must still have access to the consignment details, for example through an electronic PDA.

When the delivery reaches the consignee, they complete Part E. They must write the total number of consignments in the multiple collection round.

When you have filled in Part C, hand the consignment note back to the consignor, usually the producer or holder, for them to sign.

When you arrive at the destination site with the waste, hand the consignment note to the consignee. They will complete Part E. You must keep a copy of the completed consignment note.

Part D - consignor's certificate

The waste consignor completes this section

You should not fill in Part D before the carrier has arrived to collect the waste, and you have checked the information provided by them on Part C of the consignment note is complete and correct.

PART D Consignor's certificate

I certify that the information in A, B and C has been completed and is correct, that the carrier is registered or exempt and was advised of the appropriate precautionary measures. All of the waste is packaged and labelled correctly and the carrier has been advised of any special handling requirements.

I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011.

1 Consignor name:
On behalf of (name, address, postcode, telephone, e-mail, facsimile):

Signature

Date Time

As the consignor, you are the person who confirms the details in Part A are correct. You are confirming the waste description, and that you are authorising the carrier to remove it. You must be present when the waste is collected to be able to complete this section. Most often you are the waste producer or holder, but you could be a dealer or broker with authority to have waste removed.

Part D is a declaration. By signing it you are saying:

- The information in Parts A, B and C of the consignment note is complete and correct.
- You have checked the carrier is registered or exempt⁴.
- The waste packaging and labelling is correct.
- You have told the carrier if the waste needs special handling.
- You are taking all reasonable steps to apply the 'waste hierarchy'.

'1. Consignor name: On behalf of (name, address, postcode, telephone, email, facsimile):'

You must give your name, the name of your business, and the business address and contact details. If these are the same as in Part A2, you can write 'as A2'.

When you have checked and filled in the details above, you should sign Part D. Add the date and time you signed the form. Use the 24-hour clock for the time.

What is the waste hierarchy?

Anyone producing, handling or managing hazardous waste must take all reasonable measures to follow the waste hierarchy when they transfer waste. Unless you have just reason not to, you must use this preference order when deciding how to manage waste:

- (i) prevention
- (ii) preparing for reuse
- (iii) recycling
- (iv) other recovery, such as energy recovery
- (v) disposal.

The consignment note now includes a declaration in Part D for you to show you have considered the hierarchy before transferring your waste. Adopting the best practice advised for your industry or business sector will help you achieve the aims of the waste hierarchy. Further information on the waste hierarchy is available on our website.

While your waste carrier can complete Parts A and B for you, using information you provide, Part D remains YOUR responsibility and the declaration is YOURS. This means you are stating that all the information supplied, including all EWC codes and waste descriptions including hazardous properties, are accurate. By signing Part D YOU are legally confirming all the information in Parts A, B, C and D is correct. You must keep one copy and give the other two copies to the waste carrier.

⁴ It is good practice to regularly check that the details the carrier has given are correct. A carrier registration is valid for three years, and we may cancel it in certain circumstances. You can check if the carrier has a valid registration by looking at the online electronic public register on our website, or by contacting us on 03708 506 506.

What happens to my waste next?

When the carrier takes hazardous waste from your site, they must take it only to the consignee listed in Part A4. They must not take the waste to a consignee other than the one you have named, unless that site rejects it.

The carrier must keep copies of the consignment note with them throughout their journey to the load's destination.

It is not permissible for the carrier to amend Part A or B once the waste leaves your site. Nor can the consignee amend the details when the waste arrives at their premises. The only exceptions are serious emergencies, such as a fire at the destination premises, or a road traffic accident involving the carrier.

When the carrier arrives at the consignee's site, they will give the consignee the consignment notes to fill in. When the consignee accepts the load, they fill in Part E. They keep a copy for themselves and give one to the carrier.

If the consignee rejects your waste

The only time when you will have further involvement in the waste removal is if the consignee rejects the load.

If this happens, your carrier will contact you to find out what you want to happen to your hazardous waste. For more information on the choices you have when this happens, and the steps you must take, go to our rejected loads section in our guidance note [HWR03b](#).

Confirmation from the consignee

Within a set period of time⁵ the consignee must send you a document called the *Consignee's Return to a Producer or Holder*.

This confirms they have received the hazardous waste from you. It should say what has happened to your waste, including details of the treatment or disposal. If the waste remains in storage, they must say how they plan to manage it. They must tell you about any changes to previous plans for managing your waste.

You should check the consignee has properly received and managed all the loads of waste sent from your site. You do this by matching the return the consignee gives you with the consignment notes in your register.

If the consignee does not send you a return, contact them and ask for one. You will need a return document if we audit you or your business. You can find more information about returns in [HWR05 – Record Keeping](#).

If a registered waste broker or dealer is organising the waste collection, you should ensure that they also receive a copy of the Consignee's return. They have a legal duty to keep records of all consignments they have organised for three years.

⁵ The legal date is within one month following the end of the quarter period in which the consignee accepted your waste. For example, quarter 1 runs from January to the end of March, so the returns are due at the end of April.

Part E – consignee's certificate

The waste consignee completes this section

PART E Consignee's certificate (where more than one waste type is collected all of the information given below must be completed for each EWC)									
Individual EWC code(s) received		Quantity of each EWC code received (kg)		EWC code accepted/rejected		Waste management operation (R or D code)			

1 I received this waste at the address given in A4 on: Date Time

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

3 Where waste is rejected please provide details:

Name:
On behalf of (name, address, postcode, telephone, e-mail, facsimile):

I certify that waste permit/exempt waste operation number:

authorises the management of the waste described in B at the address given in A4.

Where the consignment forms part of a multiple collection, as identified in Part C, I certify that the total number of consignments forming the collection are:

Signature
Date Time

When you receive hazardous waste from a waste carrier you must first check that it fits the description provided in Part B of the consignment note.

If it does, you must complete, in full, the table in Part E. The information you give will match that given on Part B of the consignment note.

You must then enter the waste management recovery or disposal action you propose to take. See our Annexes I and II of the [Waste Framework Directive](#) for the correct code to use. For example, if you are going to burn the waste in an on-site incinerator, enter D10. If you are going to store the waste and later move it to a recovery site, enter R13.

'1. I received this waste at the address given in A4 on:'

You should only complete this if the address in A4 is the same as your site.

'2. Vehicle registration no. (or mode of transport if not road):'

You should enter the waste carrier's vehicle registration details here. This should be the same as the carrier entered on Part C of the consignment note. If the consignment is part of a carrier's schedule, please refer to the specific information in our additional guidance document [HWR03b](#).

'3. Where waste is rejected please provide details:'

If you have to reject the waste, make sure you read our advice about what to do in our additional guidance document [HWR03b](#).

'Name: On behalf of (name, address, postcode, telephone, email, facsimile):'

You should add your name, and your company's name, address, postcode and contact details for the site where you are receiving the waste.

‘I certify that waste permit/exempt waste operation:’

In this box enter the reference number for the environmental permit you hold, or enter your exemption reference number. If you carry out different waste managements on the same site, enter the reference number that applies to the specific treatment or disposal you will carry out on this consignment of waste.

Where the consignment forms part of a multiple collection, you must state the total number of consignments forming the collection. For example, if the carrier has collected from four separate places, you must enter ‘4’ on each of the notes that make up the multiple collection.

If a carrier collects a consignment from one premises but not others, perhaps because the expected waste is not ready for transport, do not fill in the number of collections box in Part E. Instead, treat the consignment as a single delivery, including for consignee return documents and fees.

You must then sign and date the consignment note and hand one copy to the waste carrier. However, you have a further duty: to tell us and the producer or holder about what happens to the waste. There are return forms to record this information. Go to our website for more information about managing hazardous waste records.