Waste Transfer Notes and Consignment Notes

EMS DOCUMENT TYPE:	Operational Control Document
ENVIRONMENTAL ASPECT:	Waste
PURPOSE:	To ensure the correct completion and provision of legally required waste documentation.

Introduction:

The University has a number of responsibilities when moving waste which can be summarised as:

1. We must only use licensed businesses to collect, recycle or recover our waste.
2. We must be appropriately licensed ourselves
3. Whenever waste is moved the appropriate legal paperwork must be produced and stored as follows:
   - An Annual Duty of Care Note – kept for two years
   - A Waste Transfer Note – kept for two years
   - A Consignment Note – kept for three years

The Environmental Manager ensures steps 1 and 2 are completed which is why you must only use centrally approved contractors. The Environmental Manager also ensures all Annual Duty of Care Notes are received. Some staff however may be involved in the receipt of Waste Transfer Notes and Consignment Notes and therefore need to be aware of the requirements for how these are to be completed.

The following table shows a list of our waste contractors, the type of Note used and those responsible for ensuring the paper work is correct.

Contractor	Type of Waste Note	Responsible Person
Wastecycle – routine collections	Annual Duty of Care Note	Environmental Manager
Wastecycle – temporary skips	Waste Transfer Note	Individual in specific location
EOS Solutions (Toner Cartridges)	Annual Duty of Care Note	Environmental Manager
Biffa (Hazardous Waste)	Consignment Note	Last location or Environmental Manager
PHS (Clinical Waste)	Consignment Note	Last location or Environmental Manager
To Be Confirmed (Waste Oil)	Consignment Note	AACME - Dave Travis
CDL (WEEE)	Consignment Note	Environmental Manager/Assistant
SHP (Mobile Phones)	Consignment Note	Environmental Manager
R-Oil / Arrow Oil (Waste Cooking Oil)	Waste Transfer Note	Individual locations
Wasteline (Drains)	Consignment Note	Builders – Scott Briggs
Charnwood Borough Council	Annual Duty of Care Note	Environmental Manager
SafetyKleen (Art Cleaning)	Consignment Note	SotA – Rachael Jermyn

Instructions for Staff:

Waste Transfer Notes and Consignment Notes – It is the waste producers (the University) responsibility to provide this paperwork but it is normally the contractor that will do this on our behalf. However anyone accepting them is required to:

1. ensure they are completed correctly
2. complete any missing aspects
3. Sign to say that waste responsibility has been transferred to the contractor.

The notes vary slightly but will always be made up of a number of key sections. These key sections and how they should be completed are detailed in the following Waste Transfer Note and Consignment Notes. Please hover over the sticky note messages for further details.

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Instructions for Contractors:

It is imperative that all Waste Transfer and Consignment Notes are correctly completed, this means:

1. All sections must be clearly and legibly completed, this includes:
    a. All waste details, descriptions, weights and EWC codes.
    b. All names and addresses
    c. All dates and times
2. Where multipart copy pads are used please ensure the information appears on all copies.
3. Please ensure any appropriate tick boxes are ticked by University staff
4. **Please ensure that only the SIC Code 85.42/1 is used.** Although there are many sub processes given rise to the wastes the overarching process, which is why we do everything we do, is the delivery of **First Degree Level Higher Education** which has an SIC code of 85.42/1.
5. Please ensure the Notes are signed and when handing them over please ask the member of staff to ensure that the document is passed to the Environmental Manager for safe keeping in accordance with the legal requirements.
6. Consignment Notes – With effect from the 1st April the Premises codes of NYG675 and AAA843 are no longer valid and the code **LOUGHB** is to be used as per the attached example. Please ensure you use this from this date.

The following two pages contain the Waste Transfer Note and Consignment Note Examples.

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