

# Consignment Notes - Rejected Consignments and Movements by Pipelines, Ships, Cross-border Movements and Carrier Schedules

A guide to Hazardous Waste Regulations

## About this guidance

This document gives additional information to the main guidance, *HWR03a - Consignment Notes - Standard and Multiple Collections*. We have created it to give extra advice for people and businesses when:

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

This guidance replaces the previous edition, HWR03, dated April 2011.

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## Rejected loads

This guide applies to waste rejected by a consignee when it arrives at their site AND BEFORE the consignee signs Part E of the consignment note.

**After a consignee signs Part E of a consignment note accepting waste at their site, the load has not been rejected and this guidance does not apply.**

### Aims and introduction

A consignee can reject hazardous waste when it reaches their site. This guide tells:

- consignees what to do if they need to reject hazardous waste;
- carriers what action to take when a consignee rejects waste they are carrying;
- consignors, holders or producers what choices they have when their carrier contacts them about the rejection.

If, after accepting the waste, the consignee later decides to reject the waste, they must not use the Hazardous Waste rejection procedures in this guide. Instead, if they want to remove the hazardous waste from their site, they must treat it as a new consignment. They must follow the normal procedures for transferring hazardous waste to a site that holds the correct authorisation under the Environmental Permitting Regulations.

### Why do consignees reject waste?

The main reasons are:

#### a) Unplanned closures

There is an unexpected breakdown in machinery or equipment at the consignee's site, and no alternative means or plans for managing the waste.

#### b) Planned closures

A consignee has shut down machinery or equipment for maintenance work that affects their capacity to receive waste, but waste arrives on site anyway.

#### c) Weather

High winds or heavy rain can cause sites, especially landfills, to close temporarily.

#### d) Hazardous waste arriving at a consignee's site without a consignment note

Apart from a few exceptions, producers, holders or consignors must prepare a consignment note for all hazardous waste moved from their premises. If waste arrives at a consignee's site with no consignment note, and there is no legal reason for this, the consignee must reject it.

#### e) Consignment problems

A consignor must properly describe the waste on the accompanying consignment note. When the description is wrong a consignee cannot certify the consignment in Part E of the note and must reject the load.

Carriers must not change a consignment note once they have collected the waste. If consignees suspect the carrier has amended the consignment note without the consignor knowing, they must check the details with the consignor. If the details are wrong, they should reject the load.

#### **f) Waste rejected because it falls outside a consignee's permit, exemption or other authorisation**

Consignees may hold a permit to accept waste, may have an exemption, or have another form of authorisation such as a modern waste regulatory position.

A permit defines what waste a consignee can accept, including maximum quantities. Even if a consignee is exempt from holding a permit, or covered by another authorisation, they will need to adhere to certain controls. For example, some sites may have permits excluding certain waste with explosive properties. Or they may have limits on amounts of specific waste they can accept, such as oil.

A consignee must reject any load falling outside their permit or other authorisation terms.

#### **I am a consignee. What do I have to do if I reject waste?**

**If the carrier gives you copies of consignment notes, you must do the following:**

- Make sure you state on Part E of the consignment note, that you do not accept all or part of the waste. Under the heading **'Where waste is rejected, please provide details below'**, you must give your reason for rejecting the waste.
- Keep one copy of the note.
- Give one copy to the carrier.
- Send a copy to the consignor immediately. Also send copies to the producer or holder if they are not the consignor.

If the waste has been incorrectly described on the consignment note, the consignment must be rejected. However, if your permit or exemption allows you to receive the waste, according to the correct description, you can still accept it onto site, but you must do the following:

- Contact the producer/holder and confirm the new waste description and that you can receive the waste;
- Make a copy of the original consignment note;
- Complete the original copy in the manner described above;
- Add 'R' onto the consignment note number of the new note
- Enter the correct details for the waste description;
- State that the waste has now been accepted;
- Give one copy of the new note to the carrier;
- Send a copy of the new note to the consignor and/or producer.

The details of both consignments must be entered onto the consignee return.

**If the carrier does not give you copies of consignment notes, prepare a written explanation. Include:**

- your reasons for rejecting all or part of the consignment;
- details of the waste;
- details of the producer, holder or consignor.

You also need to create a code for the rejected load. Use the format **REJECT/XXXYY**, where:

- You write REJECT before the forward slash /.
- 'XXX' is three letters or numbers chosen by you that identify in some way the producer's or holder's business name. Enter exactly three characters, not more or fewer.
- 'YY' is two letters or numbers chosen by you to give the rejected load a unique code. Enter exactly two characters, not more or fewer.

For example, if you reject a load originally produced by a company called A A Aardvark, the consignment note code could be REJECT/AAA01.

- keep a copy of your explanation;
- give the carrier a copy of your explanation;
- send the consignor, and producer or holder, a copy of your explanation as soon as you can.

### Consignee returns

You must also record the details any waste you reject on your normal consignee return. You must do this even if you are not authorised to receive hazardous waste. If you did not receive an original consignment note, you must use the code you created above (REJECT/XXXYY). If you were given a copy of the consignment note you must use the consignment note code on the return note. In both cases you must enter 'REJ' in the 'Mode of Disposal' field in the 'Consignment Details' section of the return. You will not be charged for a rejected consignment.

If you rejected the load because it was incorrectly described or there was no consignment note, but you still decide to take receipt of the waste, you must enter two returns for the waste. One return will be as described above. The second return will use the same consignment note number, but you must put 'R' at the end. You must also write the new, correct description of the waste on the return and the correct R or D code according to what you do with it.

If it was determined the waste was not actually hazardous, but you accept it anyway, you must still provide the details of the rejected load on your consignee returns. But you do not need to add a second line for the correct description. This is because it is not hazardous waste and we do not require notification in the returns for non-hazardous waste.

For more information on consignee returns, read our guides [HWR04A Hazardous Waste Consignee Returns - Sending an Electronic Return](#), or [HWR04C Hazardous Waste Consignee Returns – Sending a Paper Return](#).

### Example of a rejected load, where the consignee decides to accept the waste

A consignment of sulphuric acid arrives at your site with a consignment note, number ABC123/HW123. Before signing Part E of the consignment note you test the waste and identify it as nitric acid. You reject the waste, clearly stating your reasons on the consignment note, for example '*The waste was not as described in Part B and was nitric acid*'. You complete Part E as described above.

Your permit allows you to receive nitric acid for treatment and you decide to accept the waste. You discuss this with the waste producer, who agrees with this decision. You inform the carrier that the load has been rejected but that you have accepted it for treatment.

You make a record on your hazardous waste register, including the consignment note number, clearly stating what actions you have taken.

You make a consignee return, which includes two entries for the waste, as follows:

	Consignment note number	Waste description	R&D code
Rejected consignment	ABC123/HW123	06 01 01* sulphuric acid and sulphurous acid	REJ
Accepted consignment	ABC123/HW123R	06 01 05* nitric acid and nitrous acid	D09

The component, concentration, hazardous code (H1-H15) and other details may also need amending on the consignment note.

**Important!** During a round comprising more than one collection, some waste, like oil, goes in a single tank. If you reject this waste, you cannot return it to any of the producers or holders that have sent the waste because it is now part of a mixed collection. All the waste must go to another consignee.

### **I am a carrier. What should I do if the consignee rejects the waste I have delivered?**

When the consignee tells you they are rejecting the load, you should contact us immediately. Call us on 03708 506 506. Give us this information:

- the consignment note code;
- the consignee's name and address;
- the date and time of consignment rejection;
- the consignee's reasons for rejecting the waste.
- The producer and/or consignor details

Arrange with the original waste producer or holder to transfer the consignment to another consignee who can accept the waste. You must then make sure that you take all reasonable steps to carry out the producer's or holder's instructions. This includes filling in consignment notes for the producer or holder.

If the consignee rejects the waste based on an incorrect description, he may decide he can accept the waste. If this happens the consignee must still indicate on the consignment note that the original load was rejected and make a record in his hazardous waste register. If this happens you must still contact the original producer and explain that the load was rejected, but that the consignee has taken receipt of the waste.

### **I am the waste producer or holder. What should I do if the consignee rejects my waste?**

The carrier should ring you to tell you the consignee rejected your waste. You should then do the following:

- Arrange immediately to have the rejected consignment transferred to another consignee, or the original consignee if they can accept the waste (see above). The original consignee does not have a responsibility to keep any rejected waste for more than five days after it arrives on their site. So consider this as the maximum time limit for removing the waste.
- You can take back any rejected waste if you cannot find another suitable consignee to accept the waste.
- You must store any waste returned to you in line with Waste Directive conditions. In summary these say:
  - Do not put people's health at risk by storing the waste.
  - Do not use storage or disposal methods that could harm the environment, especially if they:

- put water, air, soil and plants and animals at risk;
- create noise or smells that cause a nuisance;
- harm the countryside or places of special interest.
- Whatever you decide you must tell the carrier where to deliver the waste consignment.
- You must also tell us what is happening. Contact us on 03708 506 506.

### **What document do I need for moving waste to a new consignee, or for returning to the original holder or producer?**

You will need to create a new consignment note.

If you are the producer or holder, and not near the consignee's site, you may ask the carrier to fill in the consignment note for you. **However you are still responsible for the new consignment note.**

The original consignor, producer or holder, carrier, and the new consignee will each need a copy of the consignment note.

You should fill in **Part A** of the consignment note as follows.

#### **'1. Consignment note code:'**

If the original consignment note code is correct, copy it on the new consignment note and add an 'R' at the end of the number. For example, if the original code was ABF843/WEF01, the new code will be ABF843/WEF01R.

Where there is no original consignment note or correct code, create a new code using the REJECT/XXXYYR format, where:

- You write REJECT before the forward slash /.
- 'XXX' is three letters or numbers chosen by you that identify in some way the producer's or holder's business name. Enter exactly three characters, not more or less.
- 'YY' is two letters or numbers chosen by you to give the rejected load a unique code. Enter exactly two characters, not more or less.
- 'R' to show this is a previously rejected load.

For example, if the consignee rejects a load originally produced by a company called A A Aardvark, the consignment note code could be REJECT/AAA01R

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

Write here the details of the consignee rejecting the waste.

#### **'3. Premises code (where applicable):'**

Write here the registration number of the original producer. Enter 'N/A' if the original producer's site was exempt, or 'REJECT' if there is no original consignment note.

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

Here you must provide full details about the site of the new consignee. The new consignee must either hold a permit to receive the waste, be exempt from holding a permit, or covered by another authorisation. If the consignee holds a permit, the name, address and postcode you give here 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, email, facsimile):'**

Write here the details of the original producer or holder. You will find this at Part A1 of the original consignment note.

You should fill in **Part B** of the consignment note following our standard guidance, [HWR03a](#), bearing in mind that:

- If the original consignee says the waste description is wrong or incomplete, first check this. If it is in any way wrong or incomplete you will need to provide a correct description.
- If the rejection applies to the whole consignment, copy the correct information from Part B of the original consignment note. If the rejection applies only to part of the consignment, copy only the details for the rejected waste.

Then follow our standard guidance for completing **Parts C, D and E** of the consignment note, bearing in mind that:

- The original consignor would normally fill in Part D. If they are not available to do this, the carrier can do it for them.
- If the waste is going back to the original producer or holder, they now take the role of consignee. While they can do this without holding a permit or having a registered exemption, we need to know their status. This means:
  - If the original producer or holder has a permit or a registered exemption, write their code in the box that appears between the following paragraph on Part E of the consignment note:

**'I certify that waste permit/exempt waste operation number:**

[INSERT PERMIT OR REGISTERED EXEMPTION CODE]

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

- If the original producer or holder has **neither** a permit nor a registered exemption:
  - Write 'NO PERMIT OR REGISTERED EXEMPTION' in the same box in Part E of the consignment note.
- If an unregistered exemption applies, also called a non-Waste Framework Directive exemption, you will need to describe this as best you can in the same box in Part E of the consignment note.

For example, if the unregistered exemption is 'temporary storage at the place of production' under non-Waste Framework Directive 2 of Schedule 25 of the Environmental Permitting (England and Wales) Regulations 2010, enter NWFD2.



## Pipelines and ships

This guidance will help:

- masters of ships where hazardous waste is moving from the vessel;
- people or businesses moving hazardous waste by pipeline;
- people or businesses transporting or receiving hazardous waste from ships or pipelines.

### Removing waste from ships

The Hazardous Waste Regulations<sup>1</sup> (HWR) set out controls for moving waste from a ship, by pipeline or other methods, to places within or outside a harbour area.

### Filling in consignment notes for waste collected from ships

You need to fill in some sections of the consignment note in a particular way. For the rest of the sections, you should look at the general procedures described in our main guidance on consignment notes, [HWR03a](#).

#### Filling in Part A1, consignment note code

Ships are exempt from having to register as premises that produce hazardous waste. So you will not have a registration code from us. But you still need to create a unique consignment note code.

Use the format SHPXXX/YYYYZZ, where:

- *SHP* shows the waste comes from a ship.
- *XXX* are letters or numbers, or a mix of both, chosen by you that link to the location. Perhaps you might use the first three digits of the postcode of the ship's harbour.
- *YYY* are letters or numbers, or a mix of both, chosen by you that help identify the company that runs the ship.
- *ZZ* are letters or numbers, or a mix of both, chosen by you that give the waste collection a unique code.

For example, for waste moved from a ship managed by Container Shippers Ltd and docked in a harbour with a postcode L22 OLG, the consignment note code might be SHPL22/CON01.

#### Part A3: premises code

Write *exempt* in this part.

### Using a pipeline to remove ship waste to a place either within or outside the harbour area

#### As the master of a ship, before waste piping begins you must:

- Prepare two copies of the consignment note, one for you and one for the consignee. The consignee is the person or business receiving the waste.
- Fill in Part A – see above for details of how to fill in parts A1 and A3.
- Fill in part B, except for the '*UN identification number(s)*', '*Proper shipping name(s)*', '*UN Class(es)*', '*Packing group(s)*' and '*Special handling requirements*' sections. Leave these blank.
- Fill in Part D.
- Keep one copy.

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<sup>1</sup> 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.

- Give the other copy to the consignee.

No one needs to fill in Part C.

**On receiving the piped waste, the consignee must:**

- Fill in Part E on the consignment note copy given to them.

The consignee enters the quantity of waste, giving the total weight for each EWC-coded waste piped from the ship. If the waste is a liquid, show the quantity in kilograms after using a suitable method to convert the volume to its equivalent weight. If you do not have a suitable method for doing this, convert using one kilogram for each litre of liquid.

In part E2, write *by pipeline*.

Keep a copy of the consignment note for your records.

If you decide to reject all or part of the consignment, please read the section on rejected loads. This tells you what to do with the consignment notes, and other actions you need to take.

**Removing ship waste direct to a consignee's reception within a harbour area**

**As the master of the ship, before the waste moves you must:**

- prepare two copies of the consignment note – one for you and one for the consignee receiving your waste;
- fill in Parts A and B on both notes – see above for details of how to fill in Parts A1 and A3;
- fill in Part D;
- keep one copy;
- give the other copy to the consignee.

No one needs to fill in Part C.

**Receiving waste – what the consignee must do:**

When the waste arrives, the consignee must fill in Part E on the copy they have received.

The consignee enters the quantity of waste, giving the total weight for each EWC-coded waste removed from the ship. If the waste is a liquid, show the quantity in kilograms using a suitable method to convert the volume to its equivalent weight. If you do not have a suitable method for doing this, convert using one kilogram for each litre of liquid.

Both the master of the ship and the consignee keep completed copies of the consignment note. If the consignee rejects the consignment, or part of the consignment, please read the first section of this guidance note.

**Using other methods to remove ship waste to a reception place outside the harbour area**

**As the master of a ship, before waste piping begins you must:**

- Prepare three copies of the consignment note – one for you, one for the carrier and one for the consignee.
- Fill in parts A and B. Give identical information on each.
- Keep your copy and give all other copies to your carrier.

### **Filling in part C – what the carrier must do:**

After the master of the ship fills in Parts A and B, the carrier must fill in Part C on each consignment note and give them back to the master of the ship.

### **Filling in Part D – what the master of the ship must do:**

After the carrier fills Part C, the master of the ship:

- fills in Part D;
- keeps a copy;
- gives the other two copies to the carrier.

### **Only when Part D is complete can the carrier can remove the waste**

At this stage, the carrier must make sure all copies of the consignment note travels with the waste.

If the waste is transferring to another carrier, the first carrier must tick the '*If schedule of carriers is attached tick here*' box. They must also fill in a schedule of carriers form. When the waste arrives with the consignee, the carrier making the delivery gives all the consignment documents for the waste to the consignee.

### **On receiving the waste, the consignee:**

Takes the two consignment notes from the carrier, and:

- fills in part E on **both** copies;
- keeps one copy;
- gives the other copy to the carrier.

Both the carrier and consignee should keep the completed copies of the consignment note. If the consignee rejects the consignment, or part of the consignment, see the first section of this guidance note.

### **Removing waste by pipeline from premises other than a ship**

There are two procedures for removing piped waste:

- Removing a specific batch of waste with set times for when the piping starts and finishes.
- Piping the waste continuously. This means waste piped without interruption or in an unbroken series or pattern.

The procedures for using a consignment note are different for these two methods of piping. But in both cases you need a consignment note. You do not need to consign your waste if you are discharging directly to a sewer via a trade discharge consent with your local sewerage undertaker.

### **Filling in consignment notes:**

You need to fill in some sections of the consignment note in a particular way. For the rest of the sections, you should look at our main guidance on consignment notes, [HWR03a](#).

## Piping waste in a batch

### Before first piping the waste, the producer or holder must:

- Prepare two copies of the consignment note. You will keep one copy and the other is the consignee's copy. The consignee is the person or business receiving the waste. Note that a producer or holder is often the consignor. If they are not, you will need to create a third note for them.

The producer or holder:

- fills in Parts A, B and D on each copy;
- keeps one copy;
- gives a completed copy to the consignee.

### How to complete Part B3

Under '*Quantity*', enter the proposed average rate of flow, for example, in litres an hour. You should also enter an estimate of the total quantity by weight of waste you will pipe each week or month. Show this as kilograms a week or month, depending on what best suits your arrangement. To do this you need to convert the volume to its equivalent weight. If you do not have a suitable method for doing this, convert using one kilogram for each litre of liquid.

Under the heading '**Container type, number & size**', write '*batch via pipeline*'.

You do not need to enter any information under the '*UN identification number(s), Proper shipping name(s), UN Class(es), Packing group(s)*' and '*Special handling requirements*' sections. Leave these blank.

No one needs to fill in part C.

### After piping the waste the consignee must:

- fill in Part E on all consignment notes;
- keep one copy;
- give a copy to the consignor, and a copy to the producer or holder if they are not also the consignor.

### Specific help on Part E

#### **'Quantity of each EWC code received (kg)'**

You should enter the total quantity by weight of waste piped for that consignment. You should show this total as kilograms, using a suitable method to convert the volume to its equivalent weight. If you do not have a suitable method for doing this, convert using one kilogram for each litre of liquid.

#### **'Part E1 - I received this waste at the address given in A4 on [date]...at...[time] hrs'**

Enter the date and time you received the last part of the pumped batch for that consignment note.

#### **'Part E2 Vehicle registration no. (or mode of transport, if not road)'**

Write '*batch via pipeline*'.

## For waste piped continuously

### As the producer or holder you must:

Prepare a copy of the consignment note for yourself and the consignee. If you are not the consignor, prepare a third copy for them.

Do this before:

- The first time the continuous piping begins.
- The start of each yearly quarter. This means on 1 January, 1 April, 1 July and 1 October.

As the producer or holder you must:

- fill in Parts A, B and D on each copy;
- keep a copy;
- give a completed copy to the consignee and, if necessary, the waste producer or holder.

### Part A1 '**Consignment note code:**'

The format for the code is *RegNum/QxYYn*, where:

- *RegNum* is the six digit registration code for the producer's premises. We gave this to you when you registered your premises with us as a place that produces hazardous waste.
- *Qx* is the quarter you are creating the consignment note for. Use *Q1* for January to March, *Q2* for April to June, *Q3* for July to September and *Q4* for October to December.
- *YY* is the year, for example 12 for 2012.
- *n* is normally 1. But if, for example, there is interruption to continuous piping during a quarter, perhaps because of equipment failure, you will need a new consignment note. At the start of each quarter write 1. After that if you need further consignment notes during the same quarter, number them sequentially from 2 onwards.

### Part B3

Under '**Quantity**', enter the proposed average rate of flow, for example, litres an hour.

You should also enter an estimate of the total quantity by weight of waste you expect to pipe. Show this as kilograms a week or a month as best suits your circumstance. You should do this by using a suitable method to convert the volume to its equivalent weight. If you do not have a suitable method for doing this, convert using one kilogram for each litre of liquid.

Under the heading '**Container type, number & size**', write '*batch via pipeline*'.

You do not need to enter any information under the '*UN identification number(s), Proper shipping name(s), UN Class(es), Packing group(s)*' and '*Special handling requirements*' sections. Leave these blank.

No one needs to fill in Part C of the consignment note.

At the end of each quarter, or when you stop piping waste, the consignee must:

- fill in Part E;
- keep one copy;
- give a copy to the consignor, and another copy to the producer or holder if they are not also the consignor.

## **Specific help on Part E**

### **‘Quantity of each EWC code received (kg)’**

This applies to the quantity in weight of waste pumped in the full quarter or, if the pumping stopped before the end of a quarter, the quantity from the start of the quarter to the time the pumping stopped. You should show this total as kilograms, using a suitable method to convert the volume to its equivalent weight. If you do not have a suitable method for doing this, convert using one kilogram for each litre of liquid.

### **‘Part E1: I received this waste at the address given in A4 on [date]...at...[time] hrs’**

Enter the date of the end of the quarter for which the consignment note applies. If pumping stopped before the end of the quarter, enter the date and time the pumping stopped.

### **‘Part E2 Vehicle registration no. (or mode of transport, if not road)’**

Write here *‘continuous via pipeline’*.

## Cross-border movements

The Hazardous Waste Regulations 2005<sup>2</sup> (HWR) do not apply in Gibraltar, Northern Ireland or Scotland. However, there are conditions for moving waste between these countries, part of which includes recognising the consignment notes of other countries when hazardous loads cross borders.

This guide explains how to manage consignment notes for waste movements between these countries.

### Transferring hazardous waste from Northern Ireland or Scotland into England or Wales

#### What consignment notes should I use?

If you are a producer in Gibraltar, Northern Ireland or Scotland, you do not have to use England and Wales consignment notes. You can use the paperwork for your own country, completed in accordance with the relevant domestic legislation.

The England and Wales consignment note contains enough information to comply with the Carriage of Dangerous Goods laws. When a carrier moves waste on a consignment note prepared in Gibraltar, Northern Ireland or Scotland, they must make sure they prepare separate documents to cover the dangerous goods they are moving.

If you want to use an England and Wales consignment note to move waste from Gibraltar, Northern Ireland or Scotland, you should first ask the environment agency of that country whether they will allow you to do this.

Remember, there is no requirement to register as a hazardous waste producer outside England and Wales.

#### Do I have to prenotify you that I am moving waste to England or Wales?

No. Under the HWR, you do not need to send the Environment Agency in England and Wales prenotification copies of consignment notes. We do not expect to receive these, and will not consider any prenotification copy required as part of any regulations that exist in your own country.

### Consignees in England or Wales

#### What should I do when I accept waste from Gibraltar, Northern Ireland or Scotland?

You must fill in Part E of the consignment note and then send the completed copy to:

- The Northern Ireland Environment Agency (NIEA) if the waste comes from Northern Ireland.
- The Scottish Environment Protection Agency (SEPA) if the waste comes from Scotland.

You do not need to send any consignment notes to Gibraltar.

You must send the producer a return in the normal way, even if they are in Northern Ireland or Scotland.

You will need to include the consignment in the quarterly returns you send to us. For more information see our guidance [HWR04A Hazardous Waste Consignee Returns - Sending an Electronic Return](#), or [HWR04C Hazardous Waste Consignee Returns – Sending a Paper Return](#).

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<sup>2</sup> 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.

### **What fees do I have to pay if I accept a consignment of hazardous waste from Northern Ireland or Scotland?**

If you are in England or Wales and you accept hazardous waste from Northern Ireland or Scotland, you must send us quarterly returns and pay us the correct fees. These fees are on top of any consignment note fees you need to pay the NIEA or SEPA.

### **What should I do when I reject waste from Gibraltar, Northern Ireland or Scotland?**

If you reject all or part of the hazardous waste, you must show this, either on the consignment note or by providing a written record of the rejected waste and the reasons for it. You must keep a copy of the note or record, give a copy to the carrier and send a copy to the consignor. Send another copy to the waste producer or holder if they are not also the consignor.

You must send the consignment note or written record to NIEA for Northern Ireland, or SEPA for Scotland. You do not need to send any documents to Gibraltar.

You will also need to include the consignment in the quarterly returns you send to us.

### **Consignees in England or Wales who receive waste from carriers registered in Northern Ireland or Scotland**

Unless exempt, carriers registered in Northern Ireland must also have registration in England and Wales before moving waste to these countries. Carriers moving waste from Scotland can use their SEPA registration.

You can check valid registrations in England, Scotland and Wales on our website using the online electronic public register or by calling us on 03708 506 506. If the carrier is registered in Northern Ireland, you can contact the NIEA on 02890 569360.

### **What should I do if the consignee rejects waste from Northern Ireland or Scotland?**

If you are a carrier and the consignee says they will not accept part, or all, of your load, you must:

- Phone us as soon as you can after the consignee rejects the waste. Call 03708 506 506 between 0800 and 1800, Monday to Friday.
- Follow all reasonable instructions the producer or holder of the waste has given you.

Before moving the waste to another place, you must make sure you:

- Fill in an England and Wales consignment note for the waste. You can find out more about how to complete the document in our main guidance, [HWR03a](#) and in the first section of this guidance note.
- Send a copy of this note to either NIEA if the waste is from Northern Ireland or SEPA if the waste is from Scotland.
- Check the rules for the country the waste is going to, so you know the new waste management centre can accept delivery.

### **Transfers out of England and Wales**

Waste moving to consignees in Northern Ireland or Scotland must travel with a consignment note provided and prepared as directed in Part 6 of the HWR.

Before moving the waste, the producer or holder or, for multiple collections, the carrier, must also:

- Prepare a consignment note for the NIEA if taking waste to Northern Ireland
- Prepare a consignment note for SEPA if taking waste to Scotland.



Complete and send these extra copies to either the NIEA or SEPA at least 72 hours before moving the waste or, if this is not possible, as soon as you can.

The remaining copies of the consignment note must travel with the waste. Present a copy to the consignee on delivery.

## **Fees**

You do not have to pay us a fee when you send waste to Northern Ireland or Scotland.

## **When a consignee rejects waste transported from England or Wales**

If the consignee is in Northern Ireland or Scotland, you will need to follow the rules of these countries for rejected loads. Get advice from either the NIEA or SEPA.

## **Producers from Jersey, Guernsey, Isle of Man and so on**

If you are not from England, Gibraltar, Northern Ireland, Scotland or Wales, you must follow transfrontier shipment (TFS) rules. You should call our International Waste Shipments service on 01925 542 265. They will advise you on what to do to move waste to England or Wales.

## Schedule of carriers

### When do I use a schedule of carriers form?

Use a schedule of carriers form when more than one carrier is transporting your consignment of hazardous waste to a consignee. By this we mean from one place of a single producer, holder, consignor, or ship, to a single consignee's site.

You cannot change carrier during a multiple collection round. The Hazardous Waste Regulations (HWR) do not allow this.

If waste is transferring from a carrier to a consignee and then collected again, you do not use a schedule of carriers form. Treat this as a new journey and create a new consignment note.

Under the HWR, you do not need to use a schedule of carriers form if you are:

- Transferring waste from one vehicle to another, if the new vehicle is part of the original carrier's fleet.
- Changing driver in the same vehicle, if the new driver works for the original carrier.

However, as good practice and to avoid confusion, we suggest you use a schedule of carriers note to identify the change in driver or vehicle.

### What information goes on a schedule of carriers form?

You can see the format for the *schedule of carriers* form in schedule 5 of the HWR, or on our [website](#). You can produce your own form, but any schedule you use must include all the information stipulated in the regulations.

Our schedule of carriers form meets the regulations, comes in six parts, and does not need carbon paper. It comprises copies for:

- the producer/holder/consignor;
- up to four carriers;
- the consignee.

### Where can I get schedule of carriers' notes?

You can produce your own schedule of carriers' notes using our template or the template in the regulations.

You can also use notes produced by your waste contractor. Or you can get free *schedule of carriers'* notes from us. To order:

- call us on 03708 506 506 and ask for the Hazardous Waste team;
- email us at [hazwasteorders@environmentagency.gov.uk](mailto:hazwasteorders@environmentagency.gov.uk).

### The six steps to filling in and using a schedule of carriers form

In normal circumstances, the consignor will know their hazardous waste is changing vehicle or driver one or more times during a journey to the consignee's site.

## STEP ONE

As the consignor you need to fill in the consignment note *and* the schedule of carrier's paperwork before the waste leaves the site.

You need to prepare copies of the schedule for:

- you, as the consignor;
- the producer or holder, if this is not you;
- the first carrier, and, where known, every carrier involved in moving the waste to the consignee;
- the consignee.

The schedule of carriers note has room to enter details of a second carrier, a third carrier and a fourth carrier. The following descriptions show how to fill out the details of the second carrier only. If third, fourth and successive carriers are moving the waste, the consignor must fill in details for all of them.

Second carrier's certificate	
I certify that <input type="text" value="FIRST CARRIER"/>	Name:
transferred the waste identified in B3 to me today for onward transportation to another carrier/the consignee listed in A4 (delete as appropriate)	
The quantity transferred is: <input type="text" value=""/> kg	On behalf of (name, address, postcode, telephone, e-mail, facsimile):
1 Carrier registration no./reason for exemption:	
2 Vehicle registration no. (or mode of transport if not road):	
3 Original consignment note number:	Signature
<input type="text" value=""/> / <input type="text" value=""/>	Date <input type="text" value="DDMMYYYY"/> Time <input type="text" value="HHMM"/>

**'I certify that [FIRST CARRIER] transferred the waste identified in B3 to me today for onward transportation to another carrier/the consignee listed in A4 (delete as appropriate):'**

The consignor fills in the name of the first carrier transporting the waste in the FIRST CARRIER box. The first carrier is the same as the carrier given in Part C of the consignment note.

**'The quantity transferred is:'**

The quantity by weight in kilograms given here should be the same as the quantity in part B3 of the consignment note.

**'Name:'**

If known, enter the name of the driver for the **second carrier**.

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

This is the business name, address, postcode and phone number of the second carrier and, if known, the email address and fax number.

**'1 Carrier registration no/ reason for exemption:'**

A carrier will have a registration number or an exemption. The second carrier provides their registration number, or the exemption reason. The carrier's registration details must be theirs; if the carrier is a subcontractor, use *their* registration details, *not* those of the main contractor.

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

If known, the consignor writes the registration number of the vehicle the **second carrier** will use to transport the waste transferred from the first carrier. If the waste is not going by road, the consignor must specify the other means of transport, for example, railway or canal barge.

### **'3 Original consignment note number:'**

The consignor enters the consignment note code from Part A1 of the consignment note.

### **'Signature, date and time:'**

Leave this blank at this stage. The second carrier fills it in when the waste transfers from the first carrier to them.

## **STEP TWO**

After preparing the schedule, the consignor keeps a copy. These copies of the schedule form the traceable record of the planned carrier arrangements for transferring the waste to the consignee.

The consignor must also give prepared consignment notes to the carrier, who will complete Part C. The carrier then gives the consignment notes back to the consignor, who completes Part D.

The consignor keeps one copy of the consignment note and one copy of the schedule. If they are not also the producer or holder of the waste, the consignor will take copies of both the consignment note and schedule to give to them.

The carrier takes all other copies, both of the consignment note and the schedule, and leaves with the waste consignment.

For more information about keeping consignment notes, schedules and registers, see our guide [HWR05 – Record Keeping](#).

## **STEP THREE**

When the **first carrier** delivers the waste to the **second carrier**, the **first carrier** keeps one copy of the consignment note, but gives all other copies of the consignment note and all copies of the schedule to the second carrier.

The second carrier:

- fills in the second carrier's certificate;
- adds any information the consignor has not already filled in on the schedule;
- signs the form and enters the date and time using the 24-hour clock.

## **STEP FOUR**

The **second carrier** must then give a copy of the schedule to the **first carrier** for them to keep. The **second carrier** must also make sure all copies of the consignment note and all other copies of the schedule go with the consignment.

## STEP FIVE

For all following changes of carrier, for example, the second carrier handing waste on to a third carrier, then the third carrier handing on the waste to a fourth carrier, this will happen:

- The **second carrier** takes on the duties of the **first carrier**, **repeating steps three and four above**.

Then, at the next change

- The **third carrier** takes on the duties of the first carrier, repeating steps three and four above, but handing the documentation to the fourth carrier.

## STEP SIX

When delivering the waste to the consignee, the final carrier keeps one copy of the schedule, but gives the consignee all the copies of the consignment note and other copies of the schedule. The consignee fills in Part E of the consignment note in the usual way, and then gives one copy of the consignment note to the carrier. The consignee keeps the remaining consignment note and the schedule of carriers form.

### What happens if my vehicle breaks down and I need to transfer waste to another carrier?

When hazardous waste transfers to another carrier after it has left the consignor's site and the transfer is not part of the original plan, the carrier can fill in a schedule of carriers form. In this case, the carrier transferring the waste takes the role of the consignor in preparing the schedule and gives the copies to the next carrier. The first carrier must make the consignor aware of the problem and send the consignor a copy of the schedule for their records.

### The intended arrangements have broken down – what should I do?

If there is a change to the carriers originally arranged, the carrier must delete the old details and add the new details. Again, they take on the role of the consignor.

In these circumstances the carrier must make the original consignor aware of this. The carrier must also send the original consignor a copy of the amended schedule for their records.