

FOR OFFICIAL USE ONLY

CONSIGNMENT NOTE GUIDANCE AND INFORMATION GENERAL

1. All consignment notes should have a unique code number (Consignment Note N^o) allocated by the Agency.
- 1.1 Consignment note numbers starting SB are solely for the consignment of special waste consisting entirely of lead acid motor vehicle batteries.
- 1.2 Consignment note numbers starting SC are restricted to:
 - (i) the removal of waste within a succession of carrier's collection rounds where Regulation 14(2) applies.
 - (ii) return of out-of-specification materials to the original manufacturer/supplier.
 - (iii) the removal of waste from a ship in a harbour area.
- 1.3 All other consignment note numbers will start SA.

SECTIONS A AND B

2. Sections A and B of the prenotification copy of the consignment note, when required, should be completed (ensuring all the other lower copies are legible) and furnished to the consignee's local Agency office dealing with waste not less than three working days (72 hours) and not more than one month before the waste is removed. **Please remember to use the postcode.**
- 2.1 Prenotification copies can be furnished by post, hand-delivery, fax or electronic means. The original prenotification copy, however, should be furnished to the Agency office dealing with waste, before or forthwith upon removal of the waste if a fax or electronic copy is initially sent.
- 2.2 The waste should be identified in part 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 H1 - Explosive; H2 - Oxidising; H3A - Highly Flammable; H3B - Flammable; H4 - Irritant; H5 - Harmful; H6 - Toxic; H7 - Carcinogenic; H8 - Corrosive; H9 - Infectious; H10 - Teratogenic; H11 - Mutagenic; H12 - Substances which release toxic gases when in contact with air or an acid; H13 - Substances capable of yielding another substance after disposal; H14 - Ecotoxic.
- 2.3 If the consigned waste is made up of more than one waste type then separate sheets should be used detailing all the information required in part B.

Each sheet should be numbered and should identify the associated consignment note number. The "N^o of additional sheets" box in part B should be completed.

SECTIONS C AND D

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

SECTION E

4. E4 indicates the type of management operation(s) which should reflect the disposal and recovery operations set out in the Waste Management Licensing Regulations 1994. Where more than one waste type is listed the relevant waste management operation(s) should be listed against the waste types. A copy of the consignment note completed in section E should be sent by post to the consignee's local Agency office dealing with waste.

REPETITIVE MOVEMENTS

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

CARRIERS ROUNDS

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

If you require further consignment note copies, the location of the consignee's local Agency office dealing with waste or any other information or advice about the Special Waste Regulation please contact your local Agency Area Office.

These guidance notes are only advisory.