

TOOLBOX TALK  
NO.59  
Waste Transfer Notes



Every time a waste transfer occurs, it should be covered by the appropriate documentation. For most waste produced by Lucas this would be covered by a waste transfer note (WTN). If any of the waste is “hazardous” then a consignment note should be in place prior to the movement of the hazardous materials.

Waste transfer notes are legal documents and as such should contain specific information, including signatures from both the party releasing the waste and the party collecting the waste. Templates are available online, but Lucas has its own internal waste transfer document and other collection companies will have their own documents available.

As long as both parties have copies of the same document then this is acceptable. Information that is required includes:

- A brief written description of the waste being transferred
- The correct EWC code for the waste
- An indication of how the waste is contained (e.g. loose, bagged etc.)
- A SIC 2007 code
- A tick box to state that the waste hierarchy has been considered with the relevant words
- Identifies the amount of waste being transferred (by weight, volume or quantity)
- List your name and identify that you are the producer of the waste
- List the name of the person that the waste is being passed to and their status (e.g. registered waste carrier, including their registration number)
- Provide the address where you passed the waste to the other person as well as the time and date of the transfer
- The document should be signed by both parties and copies held for at least 2 year

Waste Transfer notes now require a waste hierarchy statement as follows:

*“By signing in Section D below, 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”*

It is **ILLEGAL** to collect or have collected commercial or industrial non-hazardous waste with a WTN. Normally the waste collector would generate the documentation, but it is the transferor’s legal responsibility to ensure the EWC code is correct.

Waste carriers don’t need to carry copies with them but if stopped by the Police, Environment Agency or Local Authority, a copy must be provided within 7 days under the Controlled Waste Regulations.

The WTN should include both a brief written description and European Waste Catalogue (EWC) code. This description and code are extremely important:

- They ensure that the person to whom the waste is being transferred understands the handling requirements.
- The EWC code determines whether a site can receive the waste as all sites operating under the Environmental Permit or an exemption are restricted to certain EWC codes.



Please refer to the appendix/ attachment for example copies of completed WTN.

# Waste transfer note checklist

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- 1** Date and time of transfer.
- 2** Written description of the waste.
- 3** European waste code.
- 4** Waste container and size.
- 5** Waste hierarchy declaration.
- 6** Name and address of the site.
- 7** Name of the waste carrier.
- 8** SIC code (Standard Industrial Classification).
- 9** Waste carrier license number.
- 10** The address and permit number of the facility the waste is being taken to.
- 11** Signatures from the site team and the waste carrier.

# Waste transfer note example

10  
9

7

1

TICKET No. 219992



Date: 02-07-2014  
Sic Code: 41201  
Driver's Signature: *[Signature]*

**DUTY OF CARE**  
Environmental Permit No. EPR/AP3096NE  
Waste Carrier Licence No. CB/AM3852DL

St. Albans Farm – Staines Road – Feltham – Middlesex – TW14 0HH  
Telephone: 020 8570 3424 – Facsimile: 020 8570 8469 – mail@ronsmithrecycling.co.uk  
www.ronsmithrecycling.co.uk VAT Reg No. 776 2713 06

**NO FRIDGES – NO FIRES – NO ASBESTOS – NO FLUORESCENT TUBES – NO HAZARDOUS WASTE – LEVEL LOAD**

*By signing below the Customer confirms that they have fulfilled their duty to apply the Waste Hierarchy as required by Waste (England & Wales) Regulations 2011*

8  
11  
5  
4

WASTE PRODUCER/  
CUSTOMER NAME: **MACE LTD**

SITE ADDRESS: **B SKY B  
HARLEQUINN AVENUE OFF A4  
ISLEWORTH  
TW8 9EW  
0207 068 6436**

ON/OFF ROAD: **OFF ROAD** COUNCIL: **[Blank]**

PERMIT No. **[Blank]** EXPIRY: **[Blank]**

ORDER No. **MIL 7954**

SIGNATURE: *[Signature]* PRINT NAME: **DACIAN**

COMMENTS: **[Blank]**

WAITING IN TIME: **[Blank]** OUT: **[Blank]**

6

11

TIME: **08:00:00**

ACCOUNT No.: **2MACELTD**

SERVICE TYPE: **Exchange**

CONTAINER: **8 Cu Yd Open Skip**

VEHICLE REG: **GJ12 ESF**

DRIVER'S NAME: **Andy O'Leary**

WASTE DESCRIPTION: **170201  
WOOD**

Waste Comprises Groups 1, 2 & 3 LQMO (2011) (Qualifying Material)

PAYMENT DETAILS: **ACCOUNT**

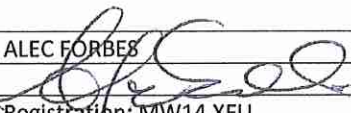

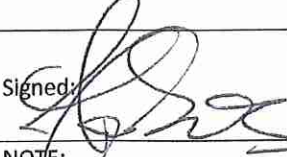

AMOUNT: **[Blank]**

VAT: **[Blank]**

TOTAL DUE: **[Blank]**

3  
2

**All waste transfer notes must be filed and if requested, sent electronically to Head Office.**

<b>A) Waste producer:</b> (Customer name & address)		<b>Disposal Site</b> (DDC store name & address)		
LUCAS F. GREENWICH SQUARE		DDC BECKENHAM, BR3 4BY		
2007 SIC: 43.34/1	Delivery/Collection Date: 18/09/2019			
<b>B) Description of waste</b>	EWC code	Container	Quantity	Physical Form
EMPTY CAN	150102, 150104	MIXED	120	MIXED
<input checked="" type="checkbox"/> The waste described above does NOT contain any hazardous waste as identified in the European Waste Catalogue.				
<b>C) Person Collecting the Waste (Waste Carrier)</b>		Carrier Reg number: CBDU195067		
DDC store name and address: DDC Beckenham, BR3 4BY		Driver: ALEC FORBES		
		Signed: 		
		Vehicle Registration: MW14 XFU		
		Vehicle Type: DDC Van		
<b>D) The transfer</b>				
Time on site: 8:15 am	Time unloaded: 8:30 am	Time departed: 8:40 am		
<b>WASTE TRANSFER DECLARATION:</b> By signing this document, I (the waste producer) 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. Should this material be classified as dangerous goods, I verify that in accordance with CDG and ADR regulations, we have provided the carrier with a hazardous waste consignment note and that the dangerous goods as presented may be carried. I have ensured that all containers are in fit condition for carriage and that where there are several packages, they are packed together in the relevant bag.				
Signed: 	Print name: NICI HEMMING	Position: PROJECT SUPPORT	Date: 18/9/19	
<b>E) Disposal Details</b>				
Time on site:	Time unloaded:	Date: 18/09/2019		
Signed: 	Print name: ALEC FORBES	Position: DRIVER	Time departed:	
<b>NOTE:</b> This document is your annual waste transfer note and MUST be retained for a minimum period of two years. Do not leave blank spaces.				
Customer  Store ONE COPY MUST BE RETAINED BY THE PRODUCER AND ONE FILED IN STORE				