

# annex 1

## sample waste transfer note

The Environmental Protection Act (Duty of Care) Regulations 1991  
**DUTY OF CARE: ANNUAL CONTROLLED WASTE TRANSFER NOTE**

Customer/Consignee Address: \_\_\_\_\_  
Waste Collector/Picker Order: \_\_\_\_\_

Failure to complete and return this document will jeopardise your waste collection.

Description of the waste to be collected: (There are a separate sheet if necessary, and an extra one inside)  
Type of Business: \_\_\_\_\_  
Classification of Waste: \_\_\_\_\_  
Standard Industry Classification Code (SIC): \_\_\_\_\_  
European Waste Code: \_\_\_\_\_

Date of Transfer (for multiple transfers, the between dates - max 12 months): \_\_\_\_\_  
Type and Size of waste containers: \_\_\_\_\_  
No. of Containers: \_\_\_\_\_  
No. of collections during period from \_\_\_\_\_ to \_\_\_\_\_

Once completed, return this form to Glendon. We will check it, add the necessary codes, renumber it, return one duplicate copy for our records and return it to you. You must then keep the returned document for at least two years.

Signature for and on behalf of the Waste Producer: \_\_\_\_\_  
Name (Please Print): \_\_\_\_\_  
Date: \_\_\_\_\_

OFFICE USE:  
Job Code: \_\_\_\_\_ Account No: \_\_\_\_\_

Waste Transfer Note Form 12/01

# annex 2

## sample hazardous waste transfer note

**CONSIGNMENT NOTE**  
Hazardous Waste Regulations 2008

**Part A NOTIFICATION DETAILS**

1. Consignment Note Code  
2. The waste described below is to be collected from:  
3. Permit No. (Where Applicable)  
4. The waste will be taken to: (WAP Number/Local Council/Designated Waste Transfer Station/Industrial Park/Industrial Plant/Workshop/Other (Where Applicable))  
5. The waste producer code (if different from 1)

**Part B DESCRIPTION OF THE WASTE**

1. The process giving rise to the waste(s) is:  
2. SIC for the process giving rise to the waste(s) is:  
3. SIC for the process giving rise to the waste(s) is:

**Waste Description** | **EMC Code** | **Quantity - kg** | **Chemical Component** | **Physical State** | **Hazard Code** | **Exemption**

**Part C CARRIER'S CERTIFICATE**

1. Verify that I have collected the consignment and that the details in A1, A2 and B1 are correct and I have been advised of any specific handling requirements.  
2. Carrier Name  
3. Carrier registration number for exemption  
4. Vehicle registration no.  
5. Schedule of Carriers attached to this note   
6. This note is part of a multiple collection consignment THE MULTIPLE COLLECTION SCHEDULE REFERENCE:

**Part D CONSIGNOR'S CERTIFICATE**

1. Verify that the information in A, B and C above are correct, that the carrier is registered or exempt and has advised of the appropriate procedures and requirements. All of the waste is packaged and labelled correctly and the carrier has been advised of any special handling requirements in accordance with the COMAH Regulations and Chapter 17 of the Waste Management Licensing Regulations 2011. Accordingly the appropriate T100 and T200 have been used.  
Name: \_\_\_\_\_ in/behalf of  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

**Part E CONSIGNEE'S CERTIFICATE**

1. I received the waste at the address given in A1 on: \_\_\_\_\_ at: \_\_\_\_\_ No: \_\_\_\_\_  
2. Vehicle registration No: \_\_\_\_\_  
3. Where waste is reported please provide details in Box 2 above.  
4. Verify that waste management licence permit/contractual exemption code: EX 0006, A2711 authorises the management of waste described in B at the address given in A1.

Individual EMC codes received	Quantity of each EMC code received	EMC code accompanied	Waste Management Regulation (Waste Code)	Exemption waste details

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_  
Step 20

# products listed on the hazardous waste register

- paints;
- solvents (especially glues, lubricants, paint strippers, stain removers, cleaning liquids);
- medicines;
- fluorescent tubes (especially energy saving light bulbs and fluorescents that contain mercury);
- pesticides (especially those used for golf courses);
- fertilisers (especially those used for golf courses);
- batteries (especially alkaline batteries and those used for motor vehicles and emergency lighting);
- cleaning materials (especially strongly alkaline substances such as chlorine for swimming pools or drain cleaners);
- detergents (especially industrial detergents).

# annex 4

example certificate  
of registration  
for waste carrier



## assessing how much waste you produce

Identify the volume and weight of waste you produce in each business unit using the pictures here and the table overleaf.

**Step 1** - Identify the number and volume of containers used on each site for waste disposal. The pictures opposite provide a graphic of the most commonly used types of container in the UK and their capacity in litres.

### Step 2

For each waste container:

- enter the **volume of the bin** into **column A**
- the **number of bins** on each site with that capacity into **column B**
- the **number of times each bin is emptied** into **column C** (for example 52 for a contract that specifies a weekly collection).

Then **multiply AXBXC** to assess the waste volume each bin can hold if it is full when emptied.



1100 litre lockable steel or polymer container on four castors with brake control. Steel (left): Height:1.37m, Width: 0.98m, Length: 1.28m Polymer (right): Height: 1.00m, Width: 0.98m, Length:1.30m



1280 litre Continental steel container with four castors and lockable moulded lid. Height: 1.40m, Width: 0.98m, Length:1.26m



2 cubic metre lockable fully enclosed container with castors. Height: 1.30m, Width:1.26m, Length:1.89m



4 cubic metre fully enclosed lockable container. Height:1.96m, Width: 1.87m, Length:1.89m



660 litre steel or polymer container with easily operated lid on four castors with brake control. Height: 1.34m, Width:0.70m, Length:1.20m



6.1 cubic metre enclosed lockable container. Height: 2.46m, Width: 1.87m, Length:1.89m



9.2 cubic metre fully enclosed lockable container. Height: 1.55m, Width:1.78m, Length: 3.80m



240 litre polymer container with two wheels. Height: 1.10m, Width: 0.60m, Length: 3.80m



9.2 cubic metre sheeted open container. Height: 1.55m, Width: 1.78m, Length: 3.80m

## assessing how much waste you produce

**Step 3** - Add up the total volume of all bins to assess the volume of your waste – assuming all bins are full when emptied.

	A			B			C			(AXBXC)
<i>Example</i>										
Volume of bin (litres)	1100	X	Number of bins with this capacity	3	X	Number of times removed each year	52	=	Waste volume	171,600

Volume of bin (litres)		X	Number of bins with this capacity		X	Number of times removed each year		=	Waste volume	
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Total volume of waste (add up the results to estimate waste volume):

**Step 4** - To assess the likely weight of waste multiply the total volume of your waste by the average weight of waste for hospitality weight per litre (0.073):

Total volume of waste (from above)		Average weight of waste per litre		Waste produced per annum (kg)
<i>Example</i> 171,600	X	0.073	=	12,526.8

	X	0.073	=	
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## savings from recycling initiatives

Simply **enter the total weight of your waste** into the relevant column (annex 5 will help you calculate this if you do not know it already) and **multiply it by the reduction factor** to identify **how much weight will be removed** from your waste stream **through a recycling initiative**.

As a guide, a reduction of 200 kg is approximately one 1100 litre container, and 58 kg one 240 litre waste container.

As long as your recycling provision is cheaper than general waste disposal, your business will save money.

		Enter your total waste weight		Reduction factor		Reduced waste weight
Recycling	Newspapers		X	0.053	=	
	Magazines		X	0.031	=	
	Directories		X	0.05	=	
	Cardboard packaging		X	0.087	=	
	Glass		X	0.166	=	
	Metal cans		X	0.025	=	
Replacing once only items with reusables	Plastic jiggers, jam portions		X	0.007	=	
Composting	Serviettes		X	0.016	=	
	Kitchen waste		X	0.169	=	
	Garden waste		X	0.019	=	
Total weight of waste removed from the waste stream						