



CONTROLLED WASTE TRANSFER NOTE GUIDANCE

This document has been prepared to provide you with practical information on how to complete a WTN alongside useful terms and definitions in relation to the management of waste.

Section 34 of the Environmental Protection Act 1990 (as amended) lays out a number of duties with respect to the management of waste. Waste must be managed correctly by storing it properly, only transferring it to the appropriate persons and ensuring that when it is transferred it is sufficiently well described to enable its safe recovery or disposal without harming the environment.

A waste transfer note (WTN) is a legal document and its completion is specified in the Environmental Protection Act 1990 (Section 34) and also the Waste (England and Wales) Regulations 2011.

Failure to accurately complete the Waste Transfer Note might result in ceasing the service until the correct documentation is in place, therefore the following checks must be carried out before returning a signed copy to dutyofcare@cawleys.co.uk.

- ▶ Check if your head office and service address details are correct;
- ▶ Check if the details in the Container Collection Details section are correct;
- ▶ Check if the waste type, EWC code and SIC code in the Description of Waste are correct;
- ▶ Confirm the application of the Waste Hierarchy;
- ▶ Sign and complete details in the customer declaration.

SEPARATE COLLECTION OF HAZARDOUS WASTE, WEEE WASTE AND OTHER WASTE TYPES

Some common waste types are classified as hazardous and may not be disposed of along with your general waste. Hazardous waste and electrical items along with some other waste types must be stored and collected separately. This includes the following common wastes:



Fluorescent light tubes (these contain mercury and are harmful to the environment); Any item with a plug or a battery (these present serious fire hazards); Oil contaminated waste (oily rags, aerosols, batteries – these are classed as hazardous waste and a serious fire hazard); Refrigeration unit (hazardous waste which may contain harmful CFCs); Any liquids; Tyres; Plasterboard; Asbestos, etc.

If you generate any of the above or have any questions please contact any member of Cawleys Hazardous Services team for further advice at hazardous@cawleys.co.uk.





The following definitions have been extracted from the Duty of Care Code of Practice for your reference:

- Waste** 'Waste' means any substance or object which the holder discards or intends or is required to discard.
- Controlled Waste** The term controlled waste comes from Section 75(4) of the Environmental Protection Act 1990 and is defined as "household, industrial and commercial waste or any such waste".
- Holder of Waste** The producer of the waste or the natural or legal person that is in possession of it or who has control of it.
- Waste Producer** Any person whose activities produce waste (original waste producer) or anyone who carries out pre-processing, mixing or other operations which result in a change in the nature or composition of this waste.
- Broker** An establishment or undertaking arranging the recovery or disposal of waste on behalf of others including those brokers who do not take physical possession of the waste.
- Carrier** Any person (or establishment or undertaking) transporting waste.
- Dealer** Establishment or undertaking which acts in the role of principal to purchase and subsequently sell waste including dealers who do not take physical possession of that waste.
- Transferee** The person (or establishment or undertaking) receiving the waste.
- Transferor** The person (or establishment or undertaking) holding the waste and who transfers it to another (different) person (or establishment or undertaking).
- WTN** A note which must be created for any transfer of controlled waste. The note must be signed by both parties and must contain certain prescribed information about the waste to be transferred. It must contain a written description of the waste and any further information required for the next and subsequent holders of the waste to manage it without causing pollution of the environment or harm
- Season Ticket** A controlled waste transfer note must be created for each load of waste that leaves your site. However, for repetitive transfers there is provision to use one transfer note which will cover multiple transfers. One transfer note can be used for multiple collections for a time period that is not to be longer than 12 months; it should then be renewed if required. This is called a "season ticket".
- SIC Codes** SIC is the UK Standard Industrial Classification of Economic Activities (2007). The SIC code is used to classify business establishments and other statistical units by the type of economic activities they are engaged in. You are required to record the appropriate SIC code of the transferor on all controlled waste transfer notes. Relevant codes can be determined from the Office of National Statistics
- EWC Code** Waste classification code, also referred to as LoW (List of Waste) or EWC (European Waste Catalogue) code. A list of wastes that has been produced by the EU is available online.
- Waste Hierarchy** Prevent | Re-Use | Recycle | Other Recovery | Disposal

Should you require any further information or assistance, please do not hesitate to contact us at dutyofcare@cawleys.co.uk.

