



This document has been prepared in order 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 compliance@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, ELECTRICAL WASTE AND SOME 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 – contain mercury and are harmful to the environment; Any item with a plug or a battery – present serious fire hazards; Oil contaminated waste e.g.: oily rags – hazardous waste and serious fire hazard; Aerosols – hazardous waste and serious fire hazard; Refrigeration unit – hazardous waste which may contain harmful CFCs; Any liquids; Tyres; Batteries – most are hazardous waste and are serious fire hazards; Plasterboard; Asbestos.



If you generate any of the above or have any questions please contact any member of Cawleys Hazardous Services team for further advice. Telephone: 0845 260 2001 or email: 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 Season Ticket	<p>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</p> <p>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".</p>
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 https://www.gov.uk/how-to-classify-different-types-of-waste
Waste Hierarchy	Prevent Re-Use Recycle Other Recovery Disposal