

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 the notes:

- ▶ Check if your head office and service address details are correct; if not, please contact [accounts@cawleys.co.uk](mailto:accounts@cawleys.co.uk)
  - ▶ Check if the Container Collection Details are correct; if not, please contact [keyaccounts@cawleys.co.uk](mailto:keyaccounts@cawleys.co.uk)
  - ▶ Check if the EWC code & SIC code are correct; if not, please contact [compliance@cawleys.co.uk](mailto:compliance@cawleys.co.uk)
- Sign and complete details in the customer declaration section and return to [dutyofcare@cawleys.co.uk](mailto:dutyofcare@cawleys.co.uk)

### 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](mailto:hazardous@cawleys.co.uk)



The following definitions have been extracted from the Duty of Care Code of Practice for your reference:  
(a full copy of the DEFRA Duty of Care Code of Practice can be found online)

- 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 person that is in possession of it or who has control of it.
- Waste Producer** Any person whose activities produce waste 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** A legal document which must be created for any transfer of controlled waste. A controlled waste transfer note must be created for each load of waste that leaves your site. However, for repetitive transfers there is provision of an annual waste transfer note which can cover multiple transfers for a period that is no longer than 12 months. 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 (the code that is registered with the Companies House).
- 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

