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Subject                      Consignment Notes (EWP 4.5.2)

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Reviewer

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Version                        6

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## 1- Amendment Record

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Issue No.	Page No.	Amendment Details	Amended By	Issue Date
6	4 and 7	Change of format to new corporate style. Minor revisions and modification of the reference section.	M. Grant	July 2021

## 2- Purpose

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The procedure sets out the principals for control of consignment notes, which are required for removal of hazardous waste from the Royal Mint premises.

To be valid the consignment note must have all the information fields completed and be in line with information in this procedure.

An example of the typical format for a consignment note is shown in appendix I.

## 3- Scope

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The procedure covers all consignment notes, which should be in the format and must contain the same information for consignment notes as shown in schedule 4 to the Hazardous Waste Regulations.

## 4- References

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When using this procedure, reference shall be made to the latest revision of the following connected procedures, systems or legislation:

Document Type	Doc. No.	Document Title
<a href="#">Intergrated Managment Procedure</a>	<a href="#">IMP 7.5</a>	<a href="#">Control of documented information</a>

## 5- Definations

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Definitions or Abbreviations specific to this procedure are given below:

- 5.1 Consignment Note**  
Is a document, which records accurate details of addresses and times when hazardous waste leaves one site and arrives at another. A consignment note must be completed before the hazardous waste leaves site.
- 5.2 Carrier**  
Is a person/company who collects or carries the waste. A carrier must be registered with Natural Resources Wales, the Environment Agency or Scottish Environmental Protection Agency.
- 5.3 Consignor**  
This is the Royal Mint or a representative on behalf of the Royal Mint who completes the Consignment Note.
- 5.4 Consignee**  
Is a person/company who receives hazardous waste from a waste carrier.

## 6- Roles and Responsibilities

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- 6.1 Environmental Manager**  
The Environmental Manager will ensure that systems are in place for the retention of waste documentation. These records should be maintained for at least the minimum time specified by legislation and / or the Environmental Permit.

## 6.2 Royal Mint Employees

All Royal Mint Employees can sign waste consignment notes on behalf of the company. They should check the details are correct and then return completed document to the SHE department for retention.

# 7- Procedure

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## 7.1 The consignment note is divided into three colour-coded copies:

- A white producer's/holder's/consignor's copy.
- A gold carrier's copy.
- A pink consignee's copy.

**The consignment note must be completed in line with the sequence below:**

## 7.2 Part A – Notification details

### 7.2.1 Consignment note code

There is a set format for the consignment note code, this must be followed otherwise the consignment note will not be valid.

The first part of the consignment note code has SIX characters. This will carry the Royal Mint hazardous waste producer's code of **CAB328**.

After these six characters there is then a forward slash /

The second part of the consignment note code has FIVE characters, which can be letters, or all numbers, or a mix of the two. Whatever is used the consignment note code must be unique and that code cannot be used again for another consignment of hazardous waste.

### 7.2.2 The waste described below is to be removed from (name, address, postcode, telephone, email, facsimile):

These are the details of the Royal Mint site.

To complete the consignment note properly the consignment note must include a postcode. The phone number, email address or fax number must be entered too.

### 7.2.3 Premises code (where applicable):

This is the Royal Mint's hazardous waste producer's registration number, which is **CAB328**.

### 7.2.4 The waste will be taken to (name, address & postcode):

Here will be specified where the hazardous waste is going, including the name and full address of the consignee.

The consignee must either hold a permit to receive the type of waste, or be exempt from holding a waste permit.

If the consignee holds a permit, the name, address and postcode you give on the form should match the name, address and postcode on the consignee's permit.

**7.2.5 The waste producer was (if different from 2) (name, address, postcode, telephone, e-mail, facsimile):**

The waste producer is the Royal Mint therefore it is acceptable to have 'as A2' written here.

**7.3 Part B - Description of the waste**

**7.3.1 The process giving rise to the waste(s) was:**

This should be a full written description of the process that created the waste. If the movement is for more than one hazardous waste, which was produced by more than one process, the description should describe the main production process involved in creating the waste e.g. striking of coins and medals.

**7.3.2 SIC for the process giving rise to the waste:**

The Standard Industrial Classification (SIC) is a coding scheme that classifies businesses and other economic activities.

The consignment should detail the Royal Mint's SIC code from the 2007 version of the scheme that is **32.110**.

**7.3.3 WASTE DETAILS**

The following must be filled in for each type of hazardous waste being collected:

- **Description of waste.**

This is a written description of every hazardous waste being collected and must provide a full description e.g. 'sulphuric acid used for pickling'.

Similarly it is not acceptable to write 'laboratory chemicals' as a description of the waste. Instead, each chemical must be separately identified.

If there is not enough space to record all the details it is acceptable to use appendices / continuation sheets.

- **List of Wastes (EWC) code (six characters).**

The chosen EWC code should match the waste description and the process that produced it.

- **Quantity (kg).**

For each hazardous waste with an EWC code, to be transported, the total weight, in kilograms is recorded.

Waste contractors vehicles, excluding general waste collection vehicles, which have on board weighing facilities, are required to weigh in and offsite. The weight of the load will be recorded in the quantity section of the Consignment Note or a copy of the Royal Mint weighbridge ticket is attached to the Consignment Note and sent with the completed Consignment Note to the SHE Department.

- **The chemical/biological components of the waste and their concentrations are.**

Any chemical or biological parts of the waste should be included.

- **Physical form (gas, liquid, solid, powder, sludge or mixed).**

This should be the physical form, acceptable descriptions are: either 'gas', 'liquid', 'solid', 'powder', 'sludge' or 'mixed'.

- **Hazard code(s).**

This lists the hazards for each waste according to the Hazardous Properties list. Specific details on this can be obtained from persons competent to assign waste.

Refer to EMP 4.5.I List of Competent Waste Classification Personnel

- **Container type, number and size.**

This details the number and size of each container of hazardous waste. For example 'three 205 litre drums', 'two 1,000 litre IBCs' or 'skip'.

- **UN identification number(s), 'Proper shipping name(s)', 'UN Class(es)', 'Packing group(s)' and 'Special handling requirements'.**

The consignment note must give these details if the waste is 'dangerous for carriage'. This responsibility falls to the carrier of dangerous goods, whether they move them for themselves or for some other person or business.

## 7.4

### Part C - Carrier's Certificate

The waste carrier completes this section.

#### 7.4.1 **Carrier name: On behalf of (name, address, postcode, telephone, email, facsimile):**

This details the waste carrier's name, the name of the business, the business address, and contact details.

#### 7.4.2 **Carrier registration no./reason for exemption:**

This details the waste carrier's registration code or states why the carrier is exempt.

#### 7.4.3 **Vehicle registration no. (or mode of transport, if not road):**

The registration number of the vehicle being used to collect the hazardous waste, must be recorded.

## 7.5

### Part D - Consignor's Certificate

Part D should not be filled in before the carrier has arrived to collect the waste and the checks have been made that the information provided by them on Part C of the consignment note is complete and correct.

Part D is a declaration and by signing it is confirmation that:

- The information in Parts A, B and C of the consignment note is complete and correct.
- The carrier is registered or exempt.
- The waste packaging and labelling is correct.
- The carrier is notified if the waste needs special handling.
- The Royal Mint has taken all reasonable steps to apply the 'waste hierarchy'. Circulating Coin Overseas.

#### 7.5.1 **Consignor name: On behalf of (name, address, postcode, telephone, email, facsimile):**

The person completing the form must give his/her name, the Royal Mint's name and address and contact details. It is also acceptable to write 'as A2' in place of the Royal Mint's details.

When the details above have been filled in and checked, Part D should be signed with the date and time. Use the 24-hour clock for the time.

## 7.6 **Part E – Consignee’s Certificate**

### **The waste consignee completes this section.**

The consignee returns copies of the consignment note or a report detailing any Royal Mint’s hazardous waste received, treated or disposed of.

Quarterly returns in whatever format should be checked that the details correspond with the original consignment note and are completed correctly.

Documentation is retained for a period of 6 years

## 7.7 **All Completed Documentation**

Any Royal Mint employee completing waste documentation as described by this procedure should submit the completed documentation to the SHE department so that it can be retained for the appropriate period required by legislation and / or the Environmental Permit.

# 8- Appendix 1 Example

Form HWCN01v111

## The Hazardous Waste Regulations 2005: Consignment Note



PRODUCER'S/HOLDER'S/CONSIGNOR'S COPY (Delete as appropriate)

PART A Notification details						
1 Consignment note code: <input style="width: 100px; border: none; border-bottom: 1px solid black; text-align: center; font-family: monospace; font-size: 1.2em; margin: 0 5px;" type="text"/> / <input style="width: 100px; border: none; border-bottom: 1px solid black; text-align: center; font-family: monospace; font-size: 1.2em; margin: 0 5px;" type="text"/>		4 The waste will be taken to (name, address and postcode):				
2 The waste described below is to be removed from (name, address, postcode, telephone, e-mail, facsimile):		5 The waste producer was (if different from 2) (name, address, postcode, telephone, e-mail, facsimile):				
3 Premises code (where applicable): <input style="width: 100px; border: none; border-bottom: 1px solid black; text-align: center; font-family: monospace; font-size: 1.2em; margin: 0 5px;" type="text"/>						
PART B Description of the waste						If continuation sheet used, tick here <input type="checkbox"/>
1 The process giving rise to the waste(s) was:			2 SIC for the process giving rise to the waste: <input style="width: 100px; border: none; border-bottom: 1px solid black; text-align: center; font-family: monospace; font-size: 1.2em; margin: 0 5px;" type="text"/>			
3 WASTE DETAILS (where more than one waste type is collected all of the information given below must be completed for each EWC identified)						
Description of waste	List of wastes (EWC code)(6 digits)	Quantity (kg)	The chemical/biological components in the waste and their concentrations are:		Physical form (gas, liquid, solid, powder, sludge or mixed)	Hazard code(s)
			Component	Concentration (% or mg/kg)		
The information given below is to be completed for each EWC identified						
EWC code	UN identification number(s)	Proper shipping name(s)	UN class(es)	Packing group(s)	Special handling requirements	
PART C Carrier's certificate			PART D Consignor's certificate			
<p>(If more than one carrier is used, please attach schedule for subsequent carriers. If schedule of carriers is attached tick here. <input type="checkbox"/>)</p> <p>I certify that I today collected the consignment and that the details in A2, A4 and B3 are correct and I have been advised of any specific handling requirements.</p> <p>Where this note comprises part of a multiple collection the round number and collection number are:</p> <p style="text-align: center;"><input style="width: 100px; border: none; border-bottom: 1px solid black; text-align: center; font-family: monospace; font-size: 1.2em; margin: 0 5px;" type="text"/> / <input style="width: 100px; border: none; border-bottom: 1px solid black; text-align: center; font-family: monospace; font-size: 1.2em; margin: 0 5px;" type="text"/></p> <p>1 Carrier name: On behalf of (name, address, postcode, telephone, e-mail, facsimile):</p> <p>2 Carrier registration no./reason for exemption:</p> <p>3 Vehicle registration no. (or mode of transport, if not road):</p> <p>Signature</p> <p>Date <input style="width: 100px; border: none; border-bottom: 1px solid black; text-align: center; font-family: monospace; font-size: 1.2em; margin: 0 5px;" type="text"/> Time <input style="width: 100px; border: none; border-bottom: 1px solid black; text-align: center; font-family: monospace; font-size: 1.2em; margin: 0 5px;" type="text"/></p>			<p>I certify that the information in A, B and C has been completed and is correct, that the carrier is registered or exempt and was advised of the appropriate precautionary measures. All of the waste is packaged and labelled correctly and the carrier has been advised of any special handling requirements.</p> <p>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.</p> <p>1 Consignor name: On behalf of (name, address, postcode, telephone, e-mail, facsimile):</p> <p>Signature</p> <p>Date <input style="width: 100px; border: none; border-bottom: 1px solid black; text-align: center; font-family: monospace; font-size: 1.2em; margin: 0 5px;" type="text"/> Time <input style="width: 100px; border: none; border-bottom: 1px solid black; text-align: center; font-family: monospace; font-size: 1.2em; margin: 0 5px;" type="text"/></p>			
PART E Consignee's certificate (where more than one waste type is collected all of the information given below must be completed for each EWC)						
Individual EWC code(s) received	Quantity of each EWC code received (kg)	EWC code accepted/rejected	Waste management operation (R or D code)			
1 I received this waste at the address given in A4 on: Date <input style="width: 100px; border: none; border-bottom: 1px solid black; text-align: center; font-family: monospace; font-size: 1.2em; margin: 0 5px;" type="text"/> Time <input style="width: 100px; border: none; border-bottom: 1px solid black; text-align: center; font-family: monospace; font-size: 1.2em; margin: 0 5px;" type="text"/>		Name: On behalf of (name, address, postcode, telephone, e-mail, facsimile):				
2 Vehicle registration no. (or mode of transport if not road):						
3 Where waste is rejected please provide details:						
I certify that waste permit/exempt waste operation number:						
<input style="width: 100%; border: none; border-bottom: 1px solid black; text-align: center; font-family: monospace; font-size: 1.2em; margin: 0 5px;" type="text"/>						
authorises the management of the waste described in B at the address given in A4.						
Where the consignment forms part of a multiple collection, as identified in Part C, I certify that the total number of consignments forming the collection are: <input style="width: 100px; border: none; border-bottom: 1px solid black; text-align: center; font-family: monospace; font-size: 1.2em; margin: 0 5px;" type="text"/>						
Signature						
Date <input style="width: 100px; border: none; border-bottom: 1px solid black; text-align: center; font-family: monospace; font-size: 1.2em; margin: 0 5px;" type="text"/> Time <input style="width: 100px; border: none; border-bottom: 1px solid black; text-align: center; font-family: monospace; font-size: 1.2em; margin: 0 5px;" type="text"/>						

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