
Subject EWP 2.5.2 Waste Transfer Notes

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Reviewer
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The below to be included on the documentation

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1- Amendment Record

Issue No.	Page No.	Amendment Details	Amended By	Issue Date
1	All pages	Complete new version of document	Kerrie Jephcote	June 2025

2- Purpose

This procedure sets out the principles for the control of waste transfer notes which are required for the removal and acceptance of non-hazardous waste on site.

3- Scope

This procedure applies to all departments who arrange for the transfer of waste on and off site, as well as those responsible for managing and auditing the system on waste management.

4- Definitions

4.1 Waste Transfer Note/Equivalent

A legal document which must be accompanied with any delivery and despatch of non-hazardous waste. This can include either a standard waste transfer note form explained in this procedure, or another document such as an invoice or collection note containing the following information:

- A description of the waste in words as well as the associated (European Waste Catalogue) EWC code
- How the waste is contained or packaged
- The quantity of the waste
- The name, address, permit or exemption details of the person or company transferring the waste and their (Standard Industrial Classification) SIC code
- The name, address, permit or exemption details of the person or company collecting the waste
- The date and location where the transfer took place
- Details of any waste broker or dealer who arranged the waste transfer

4.2 Waste Transferor

A person or company who is responsible for initiating the transfer or movement of non-hazardous waste from one location to another.

4.3 Waste Transferee

A person or company who receives non-hazardous waste.

4.4 Waste Carrier

A person or company who collects and transports waste from one location to another. Waste carriers must have a waste carriers licence registered with Natural Resources Wales, the Environment Agency or the Scottish Environmental Protection Agency. Checks for waste carrier licences can be made via the public register located on each of their websites.

4.5 European Waste Catalogue (EWC) Code

A six-digit code used to identify waste according to their contents. They can be either hazardous, non-hazardous or mirrors of both marked with an asterix symbol. **Please note:** The Royal Mint is only permitted to accept EWC codes: 16 02 15*, 16 02 16 and 19 12 11*.

- 4.6 WM3 Waste Classification**
A document that provides guidance on waste classification, enabling users to assign the correct EWC codes to waste.
- 4.7 Standard Industrial Classification (SIC) Code**
A five-digit code used to identify certain businesses and their associated activities. For the Royal Mint, the SIC is: 32110
- 4.8 Environmental Permit**
A legal document required for certain industrial or commercial activities that have the potential to pollute the environment. For the Royal Mint, the environmental permit number is: EPR/KP3135KV
- 4.9 Environmental Permit Exemption**
A legal document that allows certain low-risk waste management activities to operate without needing a full environmental permit.

5- Roles and Responsibilities

- 5.1 The Safety, Health and Environment Department**
The Safety, Health and Environment department shall be responsible for ensuring that there are systems in place for the retention of waste documentation and perform regular audits to check that these records are adequately maintained for the minimum period specified by legislation and the environmental permit. The Safety, Health and Environment department shall also be responsible for ensuring that there are resources available for training with regards to the management of waste on site.
- 5.2 Departmental Managers/Supervisors**
All departmental managers and supervisors must ensure that any systems regarding the retention of waste documentation are followed and that any persons who are responsible for this are adequately trained and briefed on the necessary procedures that are in place.
- 5.3 Royal Mint Employees**
All Royal Mint employees must ensure that any waste that is delivered and despatched on site is accompanied with the correct waste documentation, and that this documentation is adequately populated and retained for the minimum period specified by legislation and the environmental permit. All Royal Mint employees shall also be responsible for performing environmental permit or environmental permit exemption checks on persons or companies they work with, in order to ensure that they are legally allowed to accept the type of waste described in waste transfer documentation.

6- Procedure

6.1 Waste Transfer Notes

For each transfer of non-hazardous waste, either a waste transfer note form or equivalent document (e.g. an invoice or a collection note containing the same waste transfer note information) must be completed.

If completing a waste transfer note form, these documents typically contain four sections (A to D).

- The transferor (person or company surrendering the waste) completes section A and B, then signs the transferor's part of section D
- The transferee (person or business receiving the waste) completes a check of all completed sections, then completes section C and the remaining part of section D.

Please note: There may be occasions where the waste carrier populates section C of the form prior to the transfer of the waste.

6.1.1 Section A – Description of the Waste

The waste transferor must correctly describe the waste by including the following details:

- A description of the waste in words, as well as the appropriate European Waste Catalogue (EWC) code
Please note: On a waste transfer note or equivalent, the Royal Mint is only permitted to accept EWC code: 16 02 16.
- A description of how the waste is contained (e.g. loose, sacks, skip, drums etc.)
- The quantity of each container specified above (e.g. 3 drums, 1 skip)

6.1.2 Section B – Details of the Current Holder of the Waste

Once the waste has been correctly described, the transferor must then include the following details in section B before handing this document over to the waste carrier:

- The declaration confirming that the application of the waste hierarchy (i.e. prevention, reuse, recycle, other recovery) has been applied to the waste specified before disposing
- The name, address, postcode and (Standard Industrial Classification) SIC code of the transferor
- The name of the transferor's local unitary authority or council (if applicable)
- Details of the relationship with the waste (e.g. the producer, importer, or local authority)
- Details of the environmental permit or exemption
- Any waste carrier, broker or dealer details as applicable

6.1.3 Section C – Person or Company Collecting the Waste

Once sections A and B have been completed, section C must then be completed by either the waste carrier or the transferee. This involves the following:

- The full name, address and postcode of the waste transferee
- The declaration as to whether they are a local authority
- Details of the transferee's environmental permit or exemption
- Any waste carrier, broker or dealer details as applicable

6.1.4 Section D – The Transfer

Once section A, B and C have been completed, the transferee must then perform a check of these sections before completing section D. This involves the following:

- The address and postcode of the transfer or collection point
- The date of the transfer
- The address, postcode, registration number of the broker or dealer who arranged the transfer (if applicable)
- The waste broker or dealer registration number
- The declaration details

6.1.5 Waste Transfer Note Season Tickets

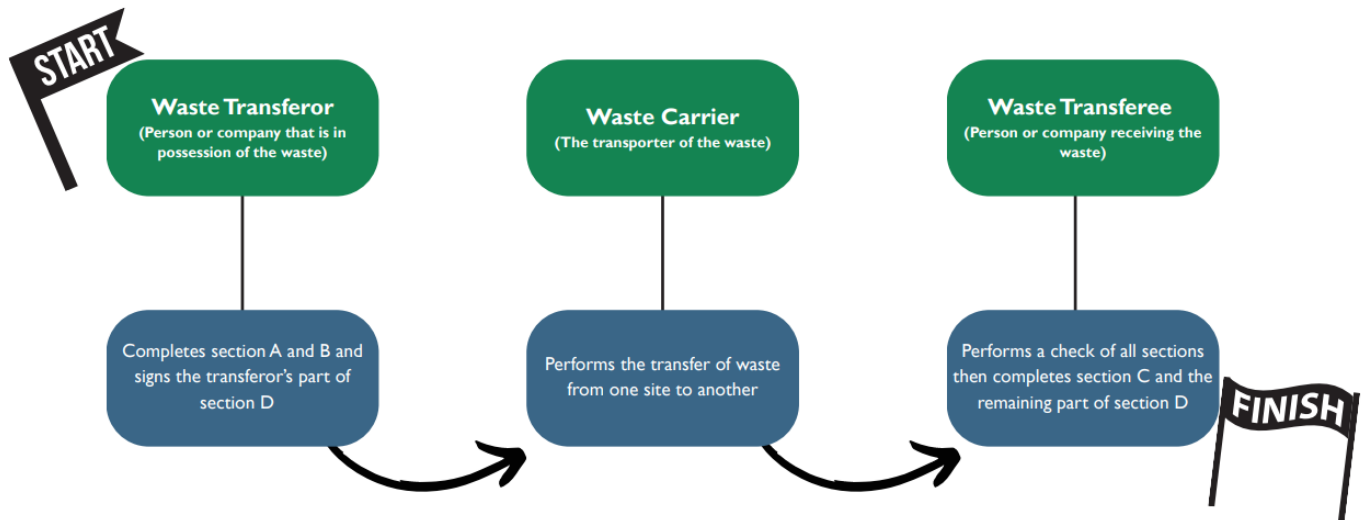
For repeat transfers of non-hazardous waste, a season ticket can be used. This is a single document which can cover multiple transfers over a period of up to 12 months. In order for a season ticket to be valid, the following details must remain the same:

- All parties involved in the transfer
- The description of the waste being transferred
- The location where the waste is transferred from one person/company to another

Should any changes occur at any time, a new season ticket must be issued.

7- Appendix

7.1 Waste Transfer Note Completion Process



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Duty of care: waste transfer note Keep this page and copy it for future use. Please write as clearly as possible.**Section A – Description of waste**

A1 Description of the waste being transferred

List of Waste Regulations code(s)

A2 How is the waste contained?

Loose Sacks Skip Drum Other

A3 How much waste? For example, number of sacks, weight

Section B – Current holder of the waste – TransferorBy signing in Section D below 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 Yes

B1 Full name

Company name and address

Postcode SIC code (2007)

B2 Name of your unitary authority or council

B3 Are you:

The producer of the waste? The importer of the waste? The local authority? The holder of an environmental permit? Permit number Issued by Registered waste exemption? Details, including registration number A registered waste carrier, broker or dealer? Registration number Details (are you a carrier, broker or dealer?) **Section C – Person collecting the waste – Transferee**

C1 Full name

Company name and address

Postcode

C2 Are you:

The local authority?

C3 Are you:

The holder of an environmental permit? Permit number Issued by Registered waste exemption? Details, including registration number A registered waste carrier, broker or dealer? Registration number Details (are you a carrier, broker or dealer?) **Section D – The transfer**

D1 Address of transfer or collection point

Postcode Date of transfer (DD/MM/YYYY)

D2 Broker or dealer who arranged this transfer (if applicable)

Postcode Registration number Time(s) Transferor's signature Name Representing Transferee's signature Name Representing

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Duty of care: waste transfer note Keep this page and copy it for future use. Please write as clearly as possible.

Section A – Description of waste

A1 Description of the waste being transferred

List of Waste Regulations code(s) _____

A2 How is the waste contained?

Loose Sacks Skip Drum
Other _____

A3 How much waste? For example, number of sacks, weight

Section B – Current holder of the waste – Transferor

By signing in Section D below 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 Yes

B1 Full name

Company name and address

Postcode _____ SIC code (2007) _____

B2 Name of your unitary authority or council

B3 Are you:

The producer of the waste?
The importer of the waste?
The local authority?
The holder of an environmental permit?
Permit number _____
Issued by _____
Registered waste exemption?
Details, including registration number _____

A registered waste carrier, broker or dealer?

Registration number _____

Details (are you a carrier, broker or dealer?) _____

Section C – Person collecting the waste – Transferee

C1 Full name

Company name and address

Postcode _____

C2 Are you:

The local authority?

C3 Are you:

The holder of an environmental permit?
Permit number _____
Issued by _____
Registered waste exemption?
Details, including registration number _____

A registered waste carrier, broker or dealer?

Registration number _____

Details (are you a carrier, broker or dealer?) _____

Section D – The transfer

D1 Address of transfer or collection point

Postcode _____

Date of transfer (DD/MM/YYYY) _____

D2 Broker or dealer who arranged this transfer (if applicable)

Postcode _____

Registration number _____

Time(s) _____

Transferor's signature _____

Name _____

Representing _____

Transferee's signature _____

Name _____

Representing _____