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Subject            EWP 4.5.3 Hazardous Waste Consignment Notes

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Reviewer

Date                June 2025

Version            2

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The below to be included on the documentation

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## 1- Amendment Record

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Issue No.	Page No.	Amendment Details	Amended By	Issue Date
1	All pages	A review and update of all pages.	Kerrie Jephcote	June 2025

## 2- Purpose

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

## 3- Scope

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

## 4- Definitions

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- 4.1 Waste Consignment Note**  
A legal document which must be accompanied with any delivery and despatch of hazardous waste.
- 4.2 Waste Producer**  
A person or company whose activity generates waste.
- 4.3 Waste Holder**  
A person or company that is in possession of waste.
- 4.4 Waste Consignor**  
A person or company who is responsible for initiating the transfer or movement of hazardous waste from one location to another.
- 4.5 Waste Consignee**  
A person or company who receives hazardous waste.
- 4.6 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.
- 4.7 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\*.
- 4.8 Waste Hazard Code**  
A code used to identify the specific hazards associated with waste.
- 4.9 WM3 Waste Classification**  
A document that provides guidance on waste classification, enabling users to assign the correct EWC code and hazard codes to waste.
- 4.10 Standard Industrial Classification (SIC) Code**  
A five-digit code used to identify certain businesses and their associated activities. For the Royal Mint, the SIC code is: 32110

- 4.11 Environmental Permit Exemption**  
A legal document that allows certain low-risk waste management activities to operate without needing a full environmental permit.
- 4.12 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.
- 4.13 Dangerous Goods**  
Substances or articles that pose a significant risk to health, safety, property or the environment during transport or storage.

## 5- Roles and Responsibilities

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- 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 consignment documentation.

## 6- Procedure

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- 6.1 Waste Consignment Notes**  
For each transfer of hazardous waste, a waste consignment note must be completed. A waste consignment note has 5 parts (A to E). Each part must be completed in order, by the correct person at the correct time.
- The producer/holder of the waste completes parts A and B
  - The carrier of the waste completes a check of parts A and B then completes part C
  - The consignor completes part D
  - The waste consignee of the waste performs a check of parts A, B, C and D then completes part E

**Please note:** It is often the case that the producer/holder of the waste and the consignor are the same person or company.

### 6.1.1 Part A – Notification Details

When completing part, A of a consignment note, the following details must be included:

- Consignment note code: Each consignment note must contain a unique consignment note code in order for the documentation to be valid. If the Royal Mint is the producer/holder of the waste, a Royal Mint employee will be required to assign this code. When this is the case, the first part of the consignment note code must be the Royal Mint's hazardous waste producer's code: **CAB328** followed by a / then a unique set of five characters which can be letters, numbers or a combination of both.
- Details of where the waste is to be removed from (name, address, postcode, telephone, email)
- Details of where the waste will be taken to (name, address and postcode)
- Details of the waste producer (name, full address and postcode)

**Please note:** If the waste producer is the same as the site where the waste is to be removed from, **A2** can be written in this section as an alternative from repopulating this information from above.

### 6.1.2 Description of the Waste

When completing section B of the waste consignment note, the following details must be included:

- A description of the process that generated the waste as well as the applicable Standard Industrial Classification (SIC) code
- A detailed description of the waste in words as well as the corresponding European Waste Catalogue (EWC) code

**Please note:** On a waste consignment note, the Royal Mint is only permitted to accept EWC codes: 16 02 15\* and 19 12 11\*.

- The total weight of the waste in kilograms
- The chemical or biological components of the waste including their concentrations
- The physical form of the waste (e.g. solid, liquid, gas, powder, sludge or mixed)
- The hazard code of the waste
- The type of container the waste is currently stored in
- If the waste is classified as 'dangerous goods', the EWC code, the UN identification number, the proper shipping name, the UN classes, the packaging group and any special handling requirements.

### 6.1.3 Part C – Carrier’s Certificate

After checking parts A and B of the consignment note, the waste carrier is then required to complete this section before handing all copies back to the consignor. This includes the following:

- A confirmation that they have checked the details provided by the waste producer/holder in parts A and B
- Details of multiple collections, if required
- Their own details (e.g. name, address, postcode, email, telephone, vehicle registration number)

### 6.1.4 Part D – Consignor Certificate

Once part C of the note has been completed and all of the necessary checks have been carried out. Part D must be completed by the consignor to confirm the following:

- The information in parts A, B and C of the consignment note are complete and correct
- The carrier of the waste is a registered waste carrier or exempt
- The waste packaging and labelling is suitable and correct
- The carrier has been notified that the waste requires special handling if necessary
- All of the necessary steps have been taken to apply the waste hierarchy before disposal (i.e. prevention, reuse, recycle or other recovery).

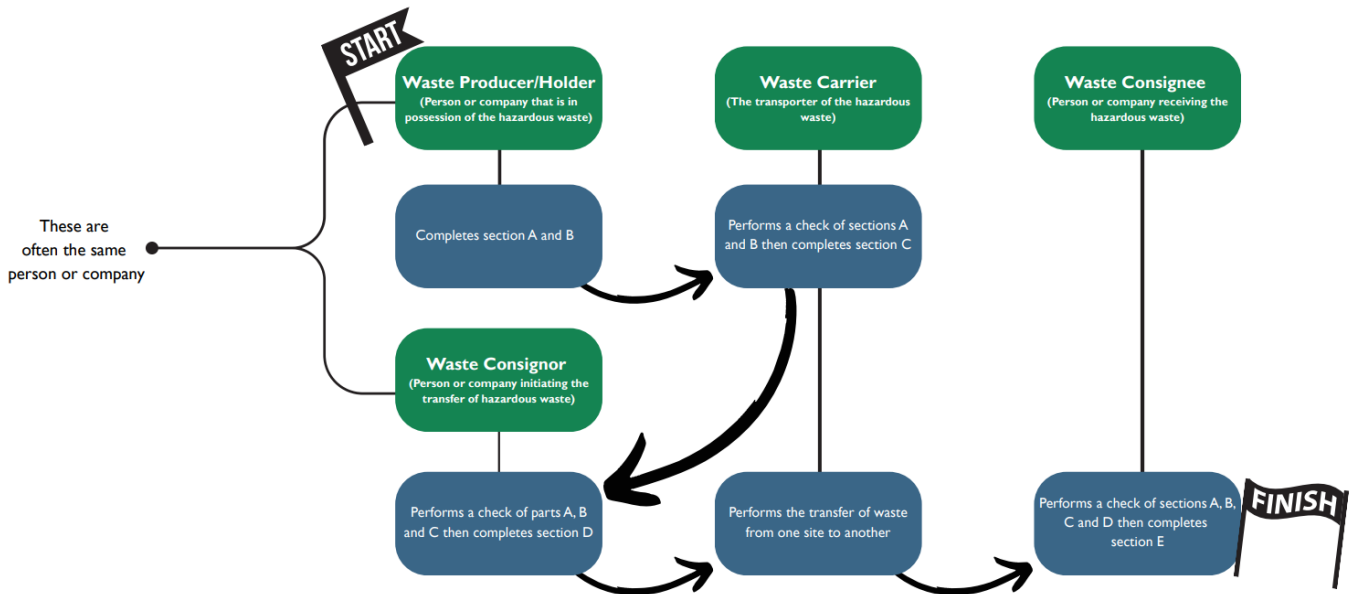
### 6.1.5 Part E – Consignee’s Certificate

Once the waste has been delivered to the receiving site, part E of the consignment note is completed by the consignee. This includes the following:

- The assigned European Waste Catalogue (EWC) code of the received waste as set by the consignor
- The quantity of each load received in kilograms
- The accepted or rejected European Waste Catalogue (EWC) code for the received waste as set by the consignee including any details as to why the waste was rejected where required
- The waste management operation (e.g. either R (recovery) or D (disposal))
- The date and time that the waste was delivered
- The registration number of the vehicle that transported the waste
- The name and contact details of the consignee as well as a signature, date and time completed

# 7- Appendix

## 7.1.1 The Consignment Note Completion Process



CELEBRATE | COLLECT | INVEST | CURRENCY | SECURE | DISCOVER



CELEBRATE | COLLECT | INVEST | CURRENCY | SECURE | DISCOVER