

Contents

1. Objective.....	2
2. Scope	2
3. Using this Document.....	2
4. Procedure	3
4.1 Definition of waste.....	3
4.2 Waste management hierarchy	3
4.3 Segregation of waste	4
4.3.1 Typical non-hazardous waste types and EWC codes.....	5
4.3.2 Typical Hazardous waste types and EWC codes	5
4.3.3 Additional requirements for Scottish sites	5
4.4 Site management of waste.....	6
4.4.1 Site Registration requirements.....	6
4.4.2 General requirements for storage of all waste types	6
4.5 Duty of care and offsite waste transfers	6
4.6 Records and reporting	7
4.6.1 Hazardous waste consignee returns	7
4.6.2 Waste Records	7
4.7 Audit and review	8
5. Roles and Responsibilities	9
6. References and further information	10
6.1 External	10
6.2 Internal.....	10
7. Terms and abbreviations.....	10
8. Control of document.....	11
8.1 Distribution list	11
Appendix A. Procedure for disposal of Non Hazardous Waste (Controlled Waste)	12
Appendix B. Procedure for disposal of Hazardous Waste (Special Waste)	13

Appendix C. Example Waste Transfer Note (WTN).....	15
Appendix D. Example Hazardous Waste Consignment Note (HCWN)	16
Appendix E. Example of SEPA Special Waste Consignment Note.....	17
Appendix F. CLP Hazard Pictograms.....	18
Appendix G. Example Waste disposal/recovery route audit checklist.....	19
Appendix H. Process flow diagram.....	21

1. Objective

The purpose of this procedure is to ensure RWE Generation UK complies with the statutory requirements for the removal and recovery or disposal of wastes at all its power generation sites. Failure to comply is a criminal offence and could lead to prosecution.

2. Scope

This procedure applies to any person at any RWE Generation UK site that produces, imports, carries, keeps, treats, or disposes of waste. It is anticipated that under normal circumstances all RWE Generation UK sites will fall into the category of Producer. Any local variations to this procedure will be reflected within a Site Application document at the relevant site.

3. Using this Document

This document has been designed to include all the information required to all aspects of recycling and waste management on RWE Generation UK sites. The roadmap below highlights where the key information is held within this document and who should use it

Role in the Waste Management Process	Document Sections
I am the site waste management officer and I need to set up waste management procedures on my site	All
I am a Technical Officer and need to understand waste definitions and classifications	Sections 4.1, 4.2, 4.3 and 4.4
I need to set up my site waste compound	Sections 4.2, 4.3 and 4.4
I am involved in offsite waste transfers and liaise with the waste contractor	Section 4.4, 4.5 Appendix A, Appendix B, Appendix C

4. Procedure

4.1 Definition of waste

The definition of waste in the UK and Ireland is 'any substance or object which the producer or the person in possession of it discards, or intends to, or is required to discard and is known as 'Directive Waste'. Other categories of waste are subsets within Directive Waste.

All wastes produced at RWE Generation UK sites must be classified and identified as either non-hazardous or hazardous waste, known collectively as 'Controlled Waste' or 'Industrial Waste'. In Scotland the term Special Waste is used to describe hazardous waste. The European Waste Catalogue (EWC) can be used to classify wastes with a unique 6 digit code (also known as List of Waste Code). There are 2 types of entry in the EWC;

- Absolute entries: These are for wastes which are either always hazardous (Coloured **red**, marked with an asterisk (*) and labelled AH) or always non-hazardous (Coloured black and labelled AN).
- Mirror entries: These are for wastes which have the potential to be either hazardous or non-hazardous. Mirror hazardous wastes are coloured **blue**, marked with an asterisk (*) and labelled **MH**. Mirror non-hazardous wastes are coloured **green** and labelled **MN**.

Typical non-hazardous and hazardous wastes produced at RWE Generation UK sites are detailed in Section 4.3.1 and 4.3.2 respectively. In the absence of a suitable entry in the EWC or if you are unsure of the classification, seek guidance from the Waste Management Officer/Station Chemist/Environmental Representative. Further guidance on classification can be found in guidance note WM3: Guidance on the classification and assessment of waste entry 941 in the Compliance Obligations Register.

4.2 Waste management hierarchy

Each RWE Generation UK site must consider the 'waste hierarchy' detailed in the table below. The preference order may be changed if it provides the best overall environmental outcome and can be justified.

Sites in England and Wales must state on the waste transfer and consignment note that the waste hierarchy has been used..

1 – Most Preferable	Prevention	Using less material in design and manufacture. Keeping products for longer; re-use. Using less hazardous materials.
2	Preparing for re-use	Checking, cleaning, repairing, refurbishing, whole items or spare parts.

3	Recycling	Turning waste into a new substance or product. Includes composting if it meets quality protocols.
4	Other recovery (for example energy recovery)	Includes anaerobic digestion, incineration with energy recovery, gasification and pyrolysis which produce energy (fuels, heat and power) and materials from waste; some backfilling.
5 – Least Preferable	Disposal	Landfill and incineration without energy recovery.

4.3 Segregation of waste

In order to allow the effective application of the waste management hierarchy, waste must be segregated into appropriate waste streams prior to collection.

Hazardous waste must not be mixed with non-hazardous waste and must be stored and disposed of separately.

Any containers or substances displaying a hazardous symbol/pictogram should be treated as hazardous waste and segregated appropriately. Different types of hazardous waste must not be mixed and must be segregated and stored separately in appropriately labelled containers. Appendix E gives further guidance on Classification Labelling Packaging (CLP) regulation labels.

Waste Electronic, Electrical Equipment (WEEE) waste must also be segregated and stored separately. Any component which contains a printed circuit board should be treated as WEEE waste and stored appropriately.

For further guidance refer to WM3 in the Compliance Register (entry 941) or discuss with the onsite Waste Officer/Environment Representative or Site Chemist.

The **Waste Management Officer** will ensure that “The Classification, Labelling and Packaging of substances and mixtures regulations 2009” and “The Carriage of Dangerous Goods and use of transportable pressure equipment regulations 2009” are applied where applicable. Guidance can be found on the [HSE website](#).

Sections 4.3.1 and 4.3.2 give details of the typical non-hazardous and hazardous waste streams in used at RWE Generation UK sites, these lists should not be regarded as exhaustive and additional waste types may be needed at some sites.

4.3.1 Typical non-hazardous waste types and EWC codes

Non-Hazardous Waste	EWC Code
<i>Paper and Cardboard Packaging</i>	15 01 01
<i>Glass Packaging</i>	15 01 07
<i>Mixed Packaging</i>	15 01 06
<i>Scrap Wood (Clean)</i>	17 02 01
<i>Scrap Glass</i>	17 02 02
<i>Scrap Aluminium (Clean)</i>	17 04 02
<i>Scrap Iron and Steel (Ferrous, Clean)</i>	17 04 05
<i>Scrap Mixed Metals</i>	17 04 07
<i>Non Asbestos Lagging i.e. MMMF/Calcium silicate</i>	17 06 04
<i>Saturated or Spent Ion Exchange Resins</i>	19 09 05
<i>Non-Packaging Paper and Cardboard</i>	20 01 01
<i>Biodegradable Kitchen & Canteen Waste</i>	20 01 08
<i>Mixed General Waste</i>	20 03 01
<i>Septic Tank Waste</i>	20 03 04
<i>Waste from Sewage Cleaning</i>	20 03 06
<i>Blade Wash</i>	16 10 01
<i>Blade Wash containing Glycol</i>	16 10 03 or 16 10 04
<i>Bottom ash, slag and boiler dust</i>	10 01 01
<i>Coal fly ash</i>	10 01 02

4.3.2 Typical Hazardous waste types and EWC codes

Waste Category	EWC Code
<i>Oil Bath Degreaser</i>	11 01 13
<i>Waste Oils</i>	Depends on Type 13 XX XX
<i>Oily Water from Oil/Water Separators</i>	13 05 07
<i>Mixtures of waste from grit chambers and oil/water separators</i>	13 05 08
<i>Solid Oily Waste i.e. rags, absorbent mats, oil filters</i>	15 02 02
<i>Batteries</i>	Depends on Type 16 06 XX 20 01 XX
<i>Insulation Materials containing Asbestos</i>	17 06 01
<i>Sanitary and Clinical Waste</i>	18 01 03
<i>Discarded electrical and electronic equipment containing hazardous components</i>	20 01 35
<i>Fluorescent Tubes</i>	20 01 21
<i>Sludges from on-site effluent treatment containing dangerous substances</i>	10 01 20
<i>Tanalised timber - Treated wood, glass, plastic (alone or in mixtures) containing hazardous substances</i>	17 02 04
<i>Ash containing Hazardous Substances</i>	10 01 14* or 10 01 16*

4.3.3 Additional requirements for Scottish sites

In Scotland all businesses are required to segregate recyclables (paper, card, plastic, metal and glass) for recycling. Co-mingled collections are only permitted if it can be demonstrated

	Generation UK EMS Management of Waste GMD-ENV-007	RWE Generation UK
---	--	--

that the subsequent separation of recyclables can achieve the same high quality recycling as would be achieved through separate collection. There is also a requirement to remove key recyclables (plastics and metals) from mixed waste prior to incineration. In addition, businesses that produce more than 5kg of food waste per week need to separate this for collection.

Sources for further guidance on the waste hierarchy can be found in Section 6.

4.4 Site management of waste

4.4.1 Site Registration requirements

Sites in England and Wales are required to register as a waste carrier if the business regularly transfers its own waste to another location for disposal or treatment. Also, separate collections of waste paper, metal, plastic and glass are mandatory unless it is not technically, environmentally and economically practicable to do so.

In Wales site's must register annually as a Hazardous Waste Producer if they produce or store over 500kg of hazardous waste per year.

The registration code must be used on the Hazardous Waste Consignment Note (HWCN) as part of the consignment note code. The premises (SIC) code is also required

. Guidance on registration can be found on the NRW Website.

4.4.2 General requirements for storage of all waste types

All waste must be stored appropriately in clearly labelled suitable receptacles to prevent:

- Corrosion or wear of the waste receptacle.
- Accidental spillage or leakage.
- Cross contamination with other waste materials.
- Scavenging of waste by unauthorised persons & animals.
- Overloading of waste receptacles.
- Hazardous waste containers should be labelled with the appropriate CLP pictograms for the waste they contain

Waste should not be stored on site for longer than 12 months.

Sources for further guidance on waste management can be found in Section 6.

4.5 Duty of care and offsite waste transfers

Each RWE Generation UK site must apply the duty of care to managing waste where reasonable steps must be taken to:

- Prevent unlawful or harmful disposal of waste.
- Prevent causing yourself or another person to breach their waste authorisation conditions.
- Prevent escape of waste.

- Ensure that waste is only transferred to authorised persons.
- Provide an accurate description of waste when transferred.

Sources for further guidance on duty of care can be found in Section 6.

RWE Generation has dedicated procedures for the management of offsite waste transfers to ensure that the duty of care requirements proforma procedures are included in this procedure for use on Generation UK sites;

- Appendix A: Proforma procedure for managing the offsite transfer of non-hazardous waste
- Appendix B: Proforma procedure for managing the offsite transfer of hazardous (special) waste.

Examples of a non-hazardous waste transfer note, a hazardous waste consignment note and a special waste consignment note are included in appendices C, D and E of this procedure

4.6 Records and reporting

4.6.1 Hazardous waste consignee returns

For sites in England and Wales, following the completion of an offsite transfer of hazardous waste, the hazardous waste contractor is required to send consignee returns to the waste producers detailing the way the waste has been treated. These must be received within one month of the end of the quarter that the waste was sent, i.e.:

<i>Quarter waste was sent</i>	<i>Part E Received by</i>
<i>Q1 – 1st Jan to 31st Mar</i>	<i>30th Apr</i>
<i>Q2 – 1st Apr to 30th Jun</i>	<i>31st Jul</i>
<i>Q3 – 1st Jul to 30th Sep</i>	<i>31st Oct</i>
<i>Q4 – 1st Oct to 31st Dec</i>	<i>31st Jan</i>

4.6.2 Waste Records

Records must be kept to show that any waste produced on site has been dealt with in an appropriate manner which are detailed in the table below, it should be noted that sites regulated by an EPR permit are required to keep all records for a minimum of 6 years

Records should be stored chronologically. Where a Producer of waste ceases to occupy any premises that have been notified to the regulator before the statutory document retention period has ended, then the regulator must be informed and a new suitable location for the retention of the register should be agreed.

Waste Record	Retention Period
Waste Transfer Note (WTN)	Statutory Minimum 2 Years
Hazardous Waste Consignment Note including Part E (HWCN)	Statutory Minimum 3 Years
Waste Carriers Licence	For transporting non-hazardous waste 2 Years For transporting hazardous waste 3 Years
Destination Site Authorisation (Waste Management Licence/Environmental Permit/Certificate of Registration/Exemption Certificate)	For non-hazardous waste 2 Years For hazardous waste 3 Years
Special Requirements i.e. training certificates	As specified by relevant legislation
Records of Audits and Reviews	Recommended 5 Years
Regulatory Waste Submissions	Statutory Minimum 6 Years
Note: Some RWE Generation UK sites may have different statutory retention requirements documented in their permits/licences/legislation. In this instance, records shall be retained for the greater period.	

4.7 Audit and review

Regular audits and reviews must be undertaken of waste contractors to ensure they are competent and authorised to manage waste. The frequency of these audits should be determined on a risk-rated basis. This could be determined by the type of waste, quantity produced and/or frequency removed from site.

Where practicable, the waste disposal/recovery route will be audited to ensure that the waste is being handled and dealt with in the correct manner. This audit will most likely involve checking a batch of waste from site to the final disposal/recovery point. An example audit checklist is provided in Appendix F.

Records of audits and reviews must be retained.

5. Roles and Responsibilities

Local Position	Responsibility
Location Manager	a) Ensuring that procedure(s) are in place for management of waste. b) Ensuring that budgets allocations are available for the management of waste from operational and outage activities. c) Appointing a Waste Management Officer.
Waste Management Officer	a) Ensuring that any waste produced is managed and removed from site in accordance with waste management legislation and company procedures. b) Ensuring there are sufficient arrangements for the storage of waste and communicating the arrangements to all staff. c) Managing the site waste management contract. d) Maintaining waste management records. e) Nominating a deputy Waste Management Officer when away from site. f) Authorising suitably trained staff to sign waste transfer or consignment notes. g) Obtaining where necessary expert advice when the site does not have the knowledge to fully discharge its waste management duties.
Environmental Rep.	a) Collate waste reports for submission to the regulatory authority. b) Provide specialist advice on waste streams and compliance requirements.
Technical Officers	a) Estimating the type and amount of waste likely to be produced from the contract and consider in the budget. b) Ensuring that any waste produced is managed and removed from site in accordance with waste management legislation and company procedures. c) Including the waste management requirements in contract documentation and stressing the requirements at the pre-contract meeting. d) Liaising with the Waste Management Officer over the waste management arrangements and providing the Waste Management Officer with the waste management records for the contract.
All Staff	a) Ensuring that all waste produced is placed in the appropriate receptacle(s). b) Advising the Waste Management Officer in reasonable time when waste is expected to be produced, for which waste management arrangements are not typically provided. c) Advising the Waste Management Officer when typically provided waste receptacle(s) are not available, are damaged or need to be replaced.
Waste Management Contractor	a) Ensuring that any waste removed from site is managed in accordance with waste management legislation and company procedures. b) Providing the Waste Management Officer with the waste management records for any waste removed from site. c) Ensuring there are authorised competent staff to remove waste from site.

RWE Generation UK sites may use a site waste management contractor to collect, sort, process and remove waste from site, however, this does not remove RWE's responsibility to ensure that any waste produced is managed and removed from site in accordance with waste management legislation and company procedures.

	Generation UK EMS Management of Waste GMD-ENV-007	RWE Generation UK
---	--	--

6. References and further information

6.1 External

Legislation

Waste Legislation applicable to RWE Generation UK sites can be found on the Environmental Compliance Register.

Guidance

[Gov.uk](https://www.gov.uk) for UK general waste management guidance including waste classification, waste hierarchy and duty of care and links to UK regulators.

[NRW](https://www.nrw.gov.uk) for general waste management guidance in Wales.

[SEPA](https://www.sepa.gov.uk) for general waste management guidance in Scotland.

[epa.ie](https://www.epa.ie) for Ireland general waste management guidance including waste classification, waste hierarchy and duty of care.

Appendix F – Waste Management Process Flow Diagram

6.2 Internal

Associated company documents

GMD ENV 001	Environmental Management System Manual
GMD ENV 004	Environmental Audit
GMD ENV 005	Management Review

7. Terms and abbreviations

Term / Abbreviation <i>(In alphabetical order)</i>	Definition
CLP	Classification Packaging and Labelling
EMS	Environmental Management System
EWC	European Waste Classification
HWCN	Hazardous Waste Consignment Note
WEEE	Waste Electronic and Electrical Equipment
WTN	Waste Transfer Note

	Generation UK EMS Management of Waste GMD-ENV-007	RWE Generation UK
---	--	-------------------

8. Control of document

Original document with signatures archived by GCU-OE

Review frequency: 3 years or on significant change to Processes/Legislation.

Activity	OU	Name	Date	Signature
Prepared	GCU-OE	B Williams	11/05/20	
Reviewed	GCU-OE	A Mosley / D Baird	07/05/20	
Consistency Check	GCU-OE	G Kirk	07/05/20	
Approved by	GCU-OE	S Waygood	07/05/20	

8.1 Distribution list

Brief description of who should receive the document i.e. all employees of RWE Generation UK.

All employees working under RWE Generation UK Environmental Management System

Change Log

Version	Date	Next Review date	Page	Modification	Who has changed?
1.0	14/07/17	14/07/2018	all	Original Version	
1.1	20/08/2018	20/08/2019		Amends to sections 3.1.2, 3.2.1, 3.2.2 & 3.4	Sarah Hardwick
2.0	02/04/20	02/04/23	All	Layout change	B Williams / A Mosley / D Baird

	Generation UK EMS Management of Waste GMD-ENV-007	RWE Generation UK
---	--	--

Appendix A. Procedure for disposal of Non Hazardous Waste (Controlled Waste)

This procedure should be used for the disposal of all non-hazardous waste from RWE sites

	ACTIVITY	NOTES
PREPARATION FOR THE WASTE TRANSFER:		
To be completed at least 24 hours before the first transfer.		
1.	All non-hazardous waste should be segregated into separate waste streams where possible and placed in the appropriate receptacle	
2.	Ensure that waste to be disposed of is clearly identified with the waste type and that it is not mixed with other waste types	
3.	Contact an approved waste contractor, advise them of the waste requiring collection and any special handling requirements such as the type of skip required	
4.	If the contractor has not been used on site previously obtain a copy of the waste carriers licence and the authorisation for the receiving location. Check that the carriers licence is valid and that the destination site is authorised to receive the waste and the authorisation is valid. Details can be checked on the public registers via gov.uk, nrw, sepa, ni.gov.uk and epa.ie (<u>For existing contractors this check should be carried out on an annual basis</u>) NOTE: The authorisation may be a Waste Management Licence, an Environmental Permit, IPPC Permit, a Certificate of Registration or an Exemption Certificate).	
THE WASTE TRANSFER		
5.	When the waste contractor arrives on site complete the waste transfer note with the contractor. The waste transfer note must contain the following; ▪ A clear description of the waste, including its EWC Code. ▪ The quantity of waste and the type of container ▪ The locations Standard Industrial Classification (SIC) (2007) code ▪ The name and address of the Waste Producer. ▪ The name and address of the Waste Carrier. ▪ The name and address of where the waste is to be sent. ▪ Any registration numbers of the carrier and consignee. ▪ A statement that the waste hierarchy has been used.	For production of electricity the SIC is 35.11
6.	Once the waste has been loaded confirm that the waste is secure and that there is no likelihood of spillage, wind blow etc during transportation	
7.	Once parts of the waste transfer note identified in step 5 above have been completed, sign the waste transfer note along with waste contractors representative NOTE: The person signing the waste transfer note is making a legal description of the waste on behalf of RWE Generation UK. Signatories should therefore be confined to the Waste Officer or suitably trained staff.	
8	Retain a copy of the waste transfer note and ensure that the driver retains a copy of waste transfer note	

	Generation UK EMS Management of Waste GMD-ENV-007	RWE Generation UK
---	--	--

9	The site copy of the waste transfer note must be held for 6 years for EPR regulated sites and 2 years for all other locations	
---	---	--

Appendix B. Procedure for disposal of Hazardous Waste (Special Waste)

This procedure should be used for the disposal of all hazardous waste (special waste) from RWE sites

	ACTIVITY	NOTES
PREPARATION FOR THE WASTE TRANSFER: To be completed at least 24 hours before the first transfer.		
1.	All hazardous waste should be segregated into separate waste streams where possible and placed in the appropriate receptacle	
2.	Ensure that waste to be disposed of is clearly identified with the waste type and that it is not mixed with other waste types	
3.	Contact an approved hazardous waste contractor, advise them of the waste requiring collection and any special handling requirements, such as the type of skip required, the MSDS's for any chemicals or oils should also be supplied to the contractor	
4.	If the contractor has not been used on site previously obtain a copy of the waste carriers licence and the authorisation for the receiving location. Check that the carriers licence is valid and that the destination site is authorised to receive the waste and the authorisation is valid. Details can be checked on the public registers via gov.uk, nrw, sepa, ni.gov.uk and epa.ie (For existing contractors this check should be carried out on an annual basis) NOTE: The authorisation may be a Waste Management Licence, an Environmental Permit, IPPC Permit, a Certificate of Registration or an Exemption Certificate).	
THE WASTE TRANSFER		
5.	When the waste contractor arrives on site complete the consignment note with the contractor. The waste transfer note must contain the following; ▪ The sites EPR permit number and site registration code ▪ A clear description of the waste, including its EWC Code. ▪ The quantity of waste and the type of container ▪ The locations Standard Industrial Classification (SIC) (2007) code ▪ The name and address of the Waste Producer. ▪ The name and address of the Waste Carrier. ▪ The name and address of where the waste is to be sent. ▪ Any registration numbers of the carrier and consignee. ▪ A statement that the waste hierarchy has been used.	For production of electricity the SIC is 35.11
6.	Once the waste has been loaded confirm that the waste is secure and that there is no likelihood of spillage, wind blow etc during transportation	
7.	Once parts of the consignment note identified in step 5 above have been completed. sign the consignment note along with waste contractors representative	



Generation UK EMS
Management of Waste
GMD-ENV-007

RWE Generation UK

	NOTE: The person signing the consignment note is making a legal description of the waste on behalf of RWE Generation UK. Signatories should therefore be confined to the Waste Officer or suitably trained staff.	
8	Retain a copy of consignment note and ensure that the driver retains a copy of consignment note	
9	The site copy of the waste transfer note must be held for 6 years for EPR regulated sites and 3 years for all other locations	
10	After 90 days confirm that the part E consignee returns have been received for the waste transfer	



Generation UK EMS
Management of Waste
GMD-ENV-007

RWE Generation UK

Appendix C. Example Waste Transfer Note (WTN)

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 _____

Appendix D. Example Hazardous Waste Consignment Note (HCWN)

[illegible]

Appendix E. Example of SEPA Special Waste Consignment Note

DEPOSIT COPY
(Consignee to send to own Agency office)

SEPA

SPECIAL WASTE REGULATIONS 1996

Consignment Note No. **SA**

N° of prenotice (if different) _____ Sheet _____ of _____

A. CONSIGNMENT DETAILS

1. The waste described below is to be removed from (name, address)
KERINS CONSTRUCTION, MCNEILL AVENUE, HAMILTON POSTCODE **ML15 1T1**

2. The waste will be taken to (name, address & postcode)
HOMME WASTE MANAGEMENT LTD., DOHERTY ROAD, HAMILTON ML1 2 1 3 N U

3. The consignment(s) will be: one single ☐ a succession ☐ carrier's round ☐ other ☐ please specify _____

4. Expected removal date of first consignment: **17/05/19** last consignment: **17/05/19**

5. Name **OLIVIA MCKAY** On behalf of (company, address & postcode) **AS IN A1**

Signature _____ Date: **17/05/19**

7. The waste producer was (if different from 1.) **N/A** (name, address)

6. **01698 123 456** POSTCODE _____

B. DESCRIPTION OF THE WASTE

1. The waste is: **BONDED ASBESTOS PANELS**

2. Six-Digit EWC Code(s): **17 05 05***

3. Physical Form: Liquid ☐ Powder ☐ Sludge ☐ Solid ☐ Mixed ☐ Gas ☐

4. Colour: **WHITE**

5. Total quantity for removal (include units kg/tonnes etc): **12 TONNES** Container size, type & number: **LOCKABLE SKIP**

6. The chemical/biological components that make the waste special are:

Component	Concentration (% or mg/kg)	Component	Concentration (% or mg/kg)
ASBESTOS	5 - 10%		

7. The hazard codes (e.g. H7) are: **HP7 - CARCINOGENIC**

8. The process giving rise to the waste is: **DEMOLITION**

C. CARRIER'S CERTIFICATE

I certify that I today collected the consignment and that the details in A1, A2 and B1 are correct. The Quantity collected is: **12 TONNES**

Name: **AMELIE ANAIS** On behalf of (company, address & postcode): **SIOUX TRANSPORT, WATERFRONT PARK, RUTHERGLEN, G18 8BZ**

Signature _____ Date: **17/05/19** at **14:15** hrs.

1. Carrier registration or reason for exemption: **WCRUR9999999**

2. Vehicle registration or (or mode of transport, if not road): **SF99XOX**

D. CONSIGNOR'S CERTIFICATE

I certify that the information in B and C above is correct, that the carrier is registered or exempt and was advised of the appropriate precautionary measures.

Name: **OLIVIA MCKAY** On behalf of (company, address & postcode): **KERINS CONSTRUCTION, MCNEILL AVENUE, HAMILTON, ML15 1T1**

Signature _____ Date: **17/05/19**

E. CONSIGNEE'S CERTIFICATE

1. I received this waste on **17/05/2019** at **15:15** hrs.

2. Quantity received (include units kg/tonnes etc): **12 TONNES**

3. Vehicle registration or **SF99XOX**

4. Waste Management Operation(s): **LANDFILL**

I certify that waste management licence/authorisation/exemption n° **WML/L/9999999** authorises the management of waste described in B.

Name: **M. BARR** On behalf of (company, address & postcode): **HOMME WASTE MANAGEMENT LTD., DOHERTY ROAD, HAMILTON ML1 2 1 3 N U**

Signature _____ Date: **17/05/19**

Consignment Note Number

Unique number assigned by SEPA, with either an SA, SB or SC prefix.

Parts A & B

Consignment Details and Description of the Waste. To be completed by the Consignor (RWE or a waste company acting on our behalf).

Part C

Carrier's Certificate. Completed by the carrier after checking parts A and B are correct.

Part D

Consignor's Certificate. To be completed by RWE personnel. When completed the green copy of the five part form is retained.

Part E

Consignee's Certificate. On completion, paperwork sent to SEPA. Note that this does not have to be returned to the consignor.

Notes

Five part Special Waste Consignment Note is used consisting of.

- Pre-notification (White)
- Consignor's Copy (Green)
- Carrier's Copy (Blue)
- Consignee's Copy (Pink)
- Deposit Copy kept by SEPA (Yellow)

Further guidance on the completion of consignment notes can be found on the SEPA website.

Appendix F. CLP Hazard Pictograms

Hazard pictograms alert us to the presence of a hazardous chemical. The pictograms help us to know that the chemicals we are using might cause harm to people or the environment. One or more pictograms might appear on the labelling of a single chemical.

	Explosive (Symbol: exploding bomb)		Corrosive (Symbol: Corrosion)
	Flammable (Symbol: flame)		Acute toxicity (Symbol: Skull and crossbones)
	Oxidising (Symbol: flame over circle)		Hazardous to the environment (Symbol: Dead tree and fish)
	Health hazard/Hazardous to the ozone layer (Symbol: Exclamation mark)		Serious health hazard (Symbol: health hazard)
	Gas under pressure (Symbol: Gas cylinder)		

	Generation UK EMS Management of Waste GMD-ENV-007	RWE Generation UK
---	--	--

Appendix G. Example Waste disposal/recovery route audit checklist

Date			
Waste Contractor			
Name			
Address			
Reg. No.			
Carriers Licence. No.			
Destination Authorisation No.			
Details of Waste Handled			
Waste Type		EWC Code	
Waste Type		EWC Code	
Waste Type		EWC Code	
Document Checks	Y/N	N/A	Comments
Carriers Licence (Checked against site copy)			
Waste Management Licence (Checked against site copy)			
Environmental Permit (Checked against site copy)			
Certificate of Registration (Checked against site copy)			
Exemption Certificate (Checked against site copy)			
Copies of WTN's/HWCN's Held (Two/Three Years)			
Wamitab Cert. Holder (Waste Management Industry training)			
ADR Licence Holders (Drivers' hold licences)			
Dangerous Goods Advisor(s) Appointed			
Site Checks	Y/N	N/A	Comments
Waste Stored Securely (Contained correctly)			
Waste Segregation			
Secure Facility (Against vandalism & outside interference)			
Auditor(s)			



Generation UK EMS
Management of Waste
GMD-ENV-007

RWE Generation UK

Appendix H. Process flow diagram

