

# CONSIGNING SPECIAL WASTE GUIDANCE



## Introduction

The Special Waste Regulations 1996 (as amended)<sup>1</sup> (the Regulations) is the principal piece of legislation covering special waste arising in Scotland. It sets out the procedures to be followed when disposing of, carrying and receiving special waste.

This document is a guide to consigning special waste in Scotland and is applicable only to producers of special waste in Scotland. Producers from elsewhere in the UK should refer to their own domestic legislation.

In Scotland 'special waste' may also be referred to as 'hazardous waste'.

This document consolidates SEPA's current guidance on consigning special waste and supersedes the following Special Waste Advisory Notes (SWANs):

SWAN/07: Movements Within the Same Site  
SWAN/08: Landed Ships' Waste  
SWAN/09: Intra Group Movements  
SWAN/10: Island Movements  
SWAN/11: Extended Carrier's Rounds  
SWAN/13: Cancelled and Unused Consignment Notes  
SWAN/14: Successions

## Failure to comply

Regulation 18(1) of the Regulations makes it an offence to fail to comply with any of the obligations or requirements of the Regulations such as the obligation on consignors, carriers or consignees to complete their respective sections of the Special Waste Consignment Note (SWCN or 'consignment note') with the information specified in the Schedule 1 to the Regulations.

Failure to comply with your obligations under the Regulations could result in SEPA taking enforcement against you including, but not limited to, the issuing of a Fixed Monetary Penalty (FMP) up to £600, a Varied Monetary Penalty (VMP) and/or other appropriate enforcement action.

## Regulatory positions

This guidance document reflects legislative amendments, made since its original publication, and a number of operational changes, adopted by SEPA in an attempt to simplify the current system, namely the regulatory positions detailed below.

## Regulatory position pre-notification rules

SEPA has adopted a regulatory position regarding the requirement to pre-notify for some movements of special waste.

SEPA will not take enforcement action when a copy of the SWCN is not supplied to SEPA before special waste is removed from the premises where it is being held (this will usually be the place where it is produced) provided that the place where it is being moved from and the destination are both located in Scotland.

## Regulatory position on electronic tracking systems

At the time of publication, the legislative framework in Scotland does not allow for the use of electronic waste consignment notes or an electronic waste tracking system for the movement of special waste.

In recognition of the limitation of the current paper based system and the benefits that an electronic system can provide for users SEPA will accept the use of electronic waste tracking systems for the movement of special waste under the following circumstances:

For each consignment of special waste the electronic system must generate a unique record which must -

- contain a unique code (SA/SB/SC) issued by SEPA;
- be in a form agreed by SEPA; and
- contain all the information specified in schedule 1 to the Special Waste Regulations 1996 (as amended).

Consignees must still comply with regulation 5(4)(d) of the Regulations i.e. once the waste is received they must submit a paper copy of the completed Special Waste Consignment Note to SEPA (see Appendix III for address) forthwith. SEPA reserves the right to take appropriate enforcement action for a failure to comply with this requirement.

In accordance with the various duties relating to the retention of paperwork and keeping of registers, as found in regulations 5, 8, 9, 10 and 15 of the Regulations, any Holders, Waste Brokers, Consignors, Waste Carriers and Consignees using an electronic system must retain a paper copy of each SWCN for their own records and in order to demonstrate compliance with this regulatory position.

## The Special Waste Consignment Note (SWCN)

Subject to the regulatory position on electronic tracking outlined above every movement of special waste must be accompanied by paperwork referred to as a Special Waste Consignment Note (SWCN or 'consignment note').

The SWCN process provides those involved in the management of special waste with documentary evidence of their compliance with their Duty of Care obligation<sup>1</sup> to ensure that when waste is transferred it is accompanied by a written description of the waste which will enable other people to comply with their own obligations in respect of the waste.

### SA, SB and SC codes

All consignment notes must bear a unique code, issued from SEPA, consisting of two letters (prefixes) **SA**, **SB** or **SC** and a series of numbers, for example SA 123456.

Please note that SWCN's can be purchased direct from SEPA via one of our local offices or online: [webpayments.sepa.org.uk/](http://webpayments.sepa.org.uk/)

SA codes cost £15 each and are used for all other types of consignment not listed under SB or SC below.

SB codes cost £10 each and are used for the consignment of special waste consisting only of lead acid motor vehicle batteries.

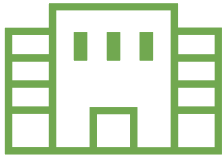

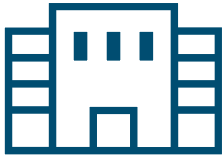

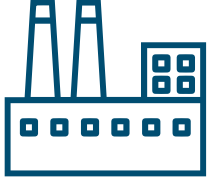
SC codes are free of charge and are restricted to the following movements:

- the second or subsequent removal of waste within a succession of extended carrier's collection rounds;
- the return of out-of-specification materials, which are waste, to the original manufacturer; and,
- the removal of waste from a ship to a conveyance or reception facility.

<sup>1</sup> Section 34 (1) (c) Environmental Protection Act 1990

## Who's who

These are the key people involved in any movement of special waste:

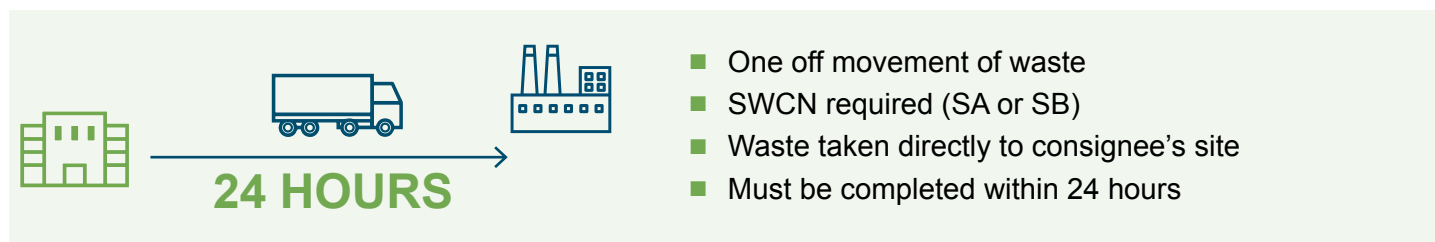
Producer	'any person whose activities produce waste ("original producer") and/or any person who carries out pre-processing, mixing or other operations resulting in a change in the nature or composition of this waste'	
Waste Holder	'the producer of waste or the person who is in possession of it'	
Consignor	'the person who causes that waste to be removed from the premises at which it is being held'	
Carrier	'the person who collects that waste from the premises at which it is being held and transports it to another place'	
Consignee	'the person to whom that waste is to be transported'	

## Type of movements

There are three different types of movement of special waste: single, succession and carrier's round. The carrier's round can be completed either within a single 24 hour period (a 24 hour carrier's round) or over a more extended period of time, for example, a week or a month (extended carrier's round).

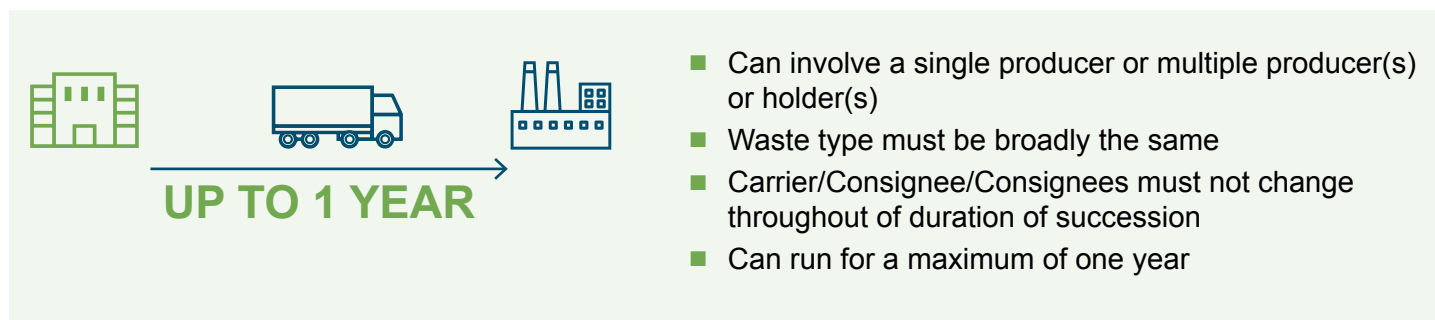
### Single movement

'A single movement of special waste to one consignee for recovery, treatment, recycling or disposal':



### Succession

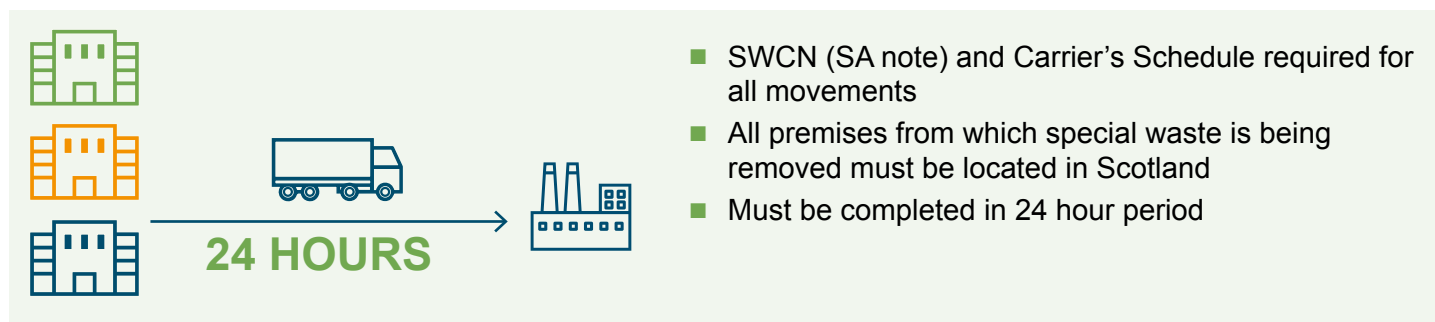
'Repetitive movements of the same type of special waste from the same producer/consignor to the same consignee.'



### Carrier's round – 24 hours

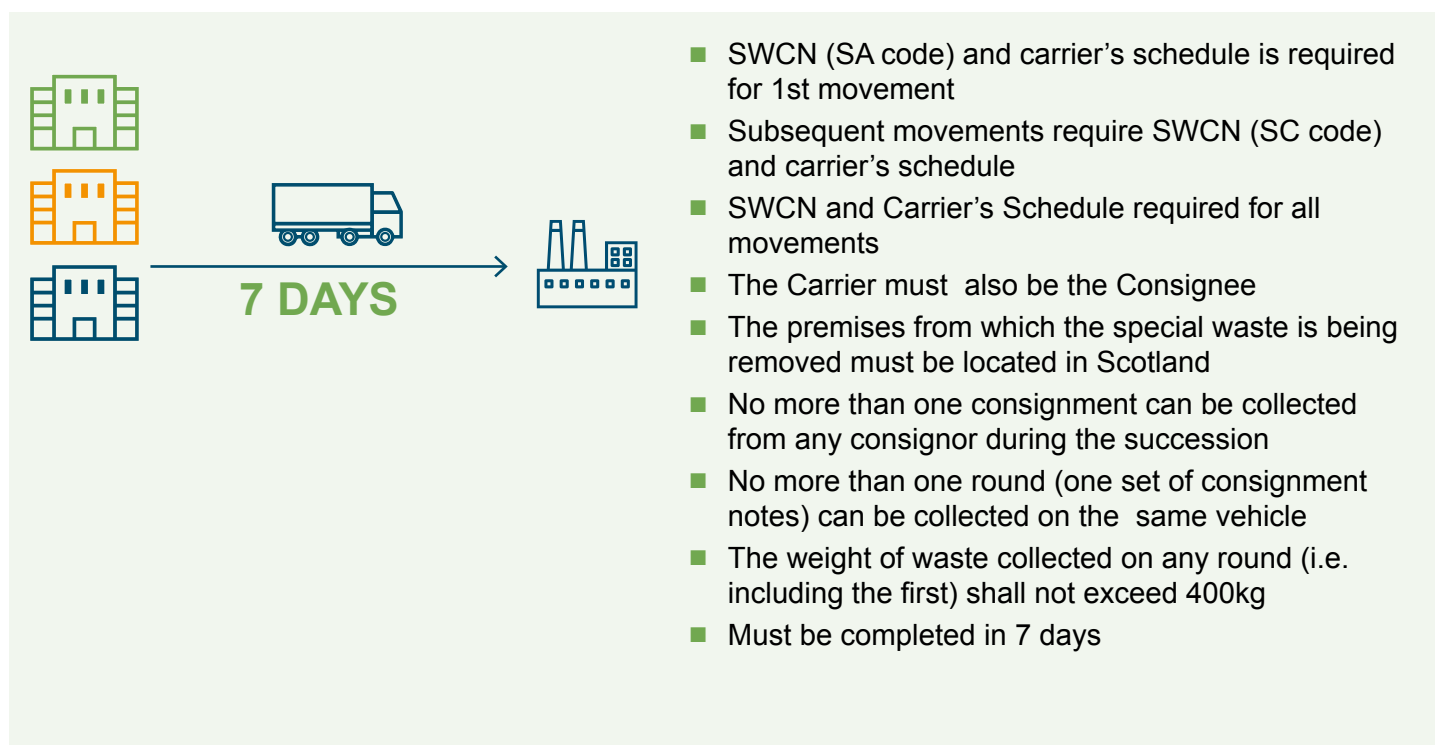
'A journey made by a carrier during which he collects more than one consignment of special waste and transports all consignments collected to the same consignee who is specified in the consignment note.'

**Please Note** that waste moved in a carrier's round must be consigned using a 'carrier's schedule' in addition to a SWCN. Please see 'completing a SWCN' section below for further guidance.



## Extended carrier's round

'Applies to the second or subsequent round in a 'succession' and is applicable only under certain circumstances'



## Supplementary information – extended carrier's round

Please note if the vehicle sets down or returns to its base mid-round, it has in effect completed its run and any further movement will require either a new SA or SC note.

If the next destination is to the final consignee then a new SA note will be required. If the run is to be resumed as normal, a new SC note will also be required.

During an extended carrier's round supplementary lists detailing the consignors are required.

If a weekly succession of rounds is repeated over a year the first round of each week must still use a SA note.

A carrier's schedule or separate schedule of all pick-ups is required, as consignors should sign for each collection.






See Appendix II for an example of a carrier's schedule.

## Completing a SWCN

There is no requirement to use a SEPA issued Special Waste Consignment Note (SWCN).

Bespoke SWCNs can be used as long as they contain a code (SA/SB/SC) issued by SEPA however please note that any bespoke SWCNs used should correspond to or be similar to the form found in Schedule I to the Special Waste Regulations 1996 and contain the information required by the regulations. It is recommended that you discuss any proposed format with SEPA in the first instance.

A SEPA issued consignment note consists of five different coloured (self carbonising) pages each with five sections labelled A–E. Please note that the use of self-carbonising paper or coloured pages is not a legal requirement.

	<b>Pre-Notification copy (white)</b> No longer needed provided that SEPA's regulatory position is adhered to		<b>Consignor's copy (green)</b> Kept by producer/holder for 3 years
			<b>Carrier's copy (blue)</b> Kept by carrier for 3 years
			<b>Consignee's copy (pink)</b> Kept by licensed facility until licence is revoked, surrendered or for 3 years if earlier
			<b>Deposit copy (yellow)</b> Kept by SEPA

Each section of the SEPA issued SWCN refers to a different aspect of the waste transfer and must be filled out by the appropriate person.

This section details how to complete each section of the consignment note.

Information entered in each section should be in BLOCK CAPITALS and legible on all carbonised copies.

The form of the Special Waste Consignment Note is found in Schedule I to the Regulations. The form sets out, as a minimum, the information to be recorded during the transfer of special/hazardous waste.

Please note that although there is similarity in the Duty of Care requirements for movements of special waste and for movements of non-hazardous waste, a standard SWCN (as detailed in Schedule I) is not equivalent to a transfer note, and failure to make a transfer note, in the prescribed form (as required by the Environmental Protection (Duty of Care) Regulations 2014 in respect of the movement of non-hazardous waste would be a criminal offence.

Similarly, any movement of special waste on a SWCN which does not correspond with the standard form detailed in Schedule I to the Regulations may be deemed a criminal offence.



The 'Duty of Care' Obligations in Section 34 (1) of the Environmental Protection Act 1990 apply to any person who imports, produces, keeps or manages controlled wastes including 'Special' wastes. Under this duty 'producers' must ensure that their waste is managed in an appropriate manner.

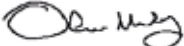
Producers of waste should be aware that their responsibility in respect of their waste still applies where a third party e.g. a broker has raised the paperwork or arranged for the removal of waste. The producer may still be liable for any breach of the waste Duty of Care obligations or the Regulations. Further guidance on the Duty of Care for waste can be found in the Scottish Government document 'Duty of Care – A Code of Practice'.

Please note special waste cannot be consigned to more than one person (consignee) or to more than one authorised facility. Where the site operator holds e.g. a PPC permit and has also registered an exempt activity then Section A and Section E must detail the appropriate authorisation number (PPC/WML/WMX) and where applicable separate consignment notes must be used for example where a multi-authorised site accepts waste from the same producer but then manages that waste under different authorisations.



## Section A – consignment details

Section A must be completed before the special waste is removed from the premises where it is being held; it is recommended that the person holding the waste or the consignor complete this section.

A CONSIGNMENT DETAILS		PLEASE TICK IF YOU ARE A TRANSFER STATION <input type="checkbox"/>
1. The waste described below is to be removed from (name, address) KERINS CONSTRUCTION, MCNEILL AVENUE, HAMILTON	POSTCODE M L 6 7 1 2 1 X	
2. The waste will be taken to (name, address & postcode) HOMME WASTE MANAGEMENT LTD., DOHERTY ROAD, HAMILTON M L 1 2 1 3 N U		
3. The consignment(s) will be:    one single <input checked="" type="checkbox"/> a succession <input type="checkbox"/> carrier's round <input type="checkbox"/> other <input type="checkbox"/> <i>please specify</i>		
4. Expected removal date of first consignment: 17/06/19	last consignment: 17/06/19	
5. Name OLIVIA MCKAY	On behalf of (company, address & postcode) AS IN A1	
Signature 	7. The waste producer was (if different from 1.) N/A (name, address)	
Date 17/06/19		
6. ☎ 01698 123 456	POSTCODE <input type="text"/>	

- Full name, address and postcode of where the waste is to be removed from (Transfer stations should tick the designated box (right hand side). (A1)
- Full name, address and postcode of where the waste will be taken to. (A2)
- The nature of the movements. (A3)
- Expected removal date of first consignment and date of last consignment. (A4)
- Name and signature of consignor, company details and date. (A5)
- Consignor's contact telephone number. This may help to minimise any delay should any part of the paperwork be incorrect/incomplete. (A6)
- The name, address and postcode of the waste producer (if different from details in A1). (A7)

## Supplementary information – consignment details

Please note that if this consignment note is the first in a succession then the 'No. of pre-notice (if different)' boxes at the top of the form (see Appendix I) will be left blank. If the consignment is the second or subsequent movement in a succession the consignment note number from the first consignment of the succession must also be entered in the 'No. of pre-notice (if different)' boxes.

## Section B – description of the waste

Section B must be completed before the special waste is removed from the premises where it is being held; it is recommended that the person holding the waste or the consignor complete this section.

Note – where there are multiple waste types in the consignment a separate Section B must be completed for each additional waste type. See the section below headed “Supplementary Information – Descriptions of Multiple Wastes”

<b>B DESCRIPTION OF THE WASTE</b> N° of additional sheets <input type="text" value="0"/>			
1. The waste is <b>BONDED ASBESTOS PANELS</b>		2. Six-Digit EWC Code(s) <b>17 06 05*</b>	
3. Physical Form: Liquid <input type="checkbox"/> Powder <input type="checkbox"/> Sludge <input type="checkbox"/> Solid <input checked="" type="checkbox"/> Mixed <input type="checkbox"/> Gas <input type="checkbox"/>		4. Colour: <b>WHITE</b>	
5. Total quantity for removal (include units kg/ltrs/tonnes etc): <b>12 TONNES</b>		Container size, type & number: <b>LOCKABLE SKIP</b>	
6. The chemical/biological components that make the waste special are:			
<b>Component</b>	<b>Concentration (% or mg/kg)</b>	<b>Component</b>	<b>Concentration (% or mg/kg)</b>
<b>ASBESTOS</b>	<b>5 - 10%</b>		
7. The hazard codes (e.g. H7) are: <b>HP7 - CARCINOGENIC</b>			
8. The process giving rise to the waste is: <b>DEMOLITION</b>			

- A full and meaningful description of the waste to be collected (B1)
- The six-digit European Waste Catalogue (EWC) code for each waste or a reference to any attached paperwork as discussed below (B2)
- Tick the relevant box to indicate the physical form of the waste (B3)
- The colour(s) of the waste (B4)
- The total weight of the waste to be transferred, including unit of measurement (e.g. 10 Tonnes) and the container size, type and number (B5)
- List the components of the waste and the concentrations they are present in (B6)
- Relevant hazardous property or properties for the waste, namely: HP1–HP15 (B7)
- The process which resulted in production of the waste (B8)

## Supplementary information – description of the waste

In Section B1 it is not enough to simply describe the waste as being, for example, “household”, “commercial” or “industrial”. You (i.e. the person completing this section) should provide an accurate description and be as specific as possible by using either a physical term, chemical term or a common name, for example “Bonded Asbestos Panels”.

In Section B2 you must ensure that you assign the correct six-digit European Waste Code (EWC) to the waste or, if the consignment consists of different waste streams, that the relevant EWC is listed in relation to each component of the waste. Advice on selecting the right EWC is given in the UK Agency technical guidance ‘Waste Classification: Guidance on the classification and assessment of waste’.

When listing the components of the waste and their concentrations, at Section B6, the concentrations of hazardous properties within the waste may be given as a range (e.g. 5-10%), rather than a specific value, provided the hazards present in a waste, and the handling requirements necessary to deal with it, do not vary across a range.

When describing the process during which the waste was produced, in Section B8, be as specific and accurate as possible (e.g. acid manufacture, demolition, etc.).

### Supplementary information – descriptions of multiple wastes

On occasion the consigned waste may be made up of multiple waste streams and the space provided in Section B will not be sufficient for you to provide a full and accurate description of the wastes being consigned. In this case, the required information must be supplied using additional sheets.

Where the waste being described consists of different waste streams (i.e. with different EWCs) you should also provide an estimated total weight for each type of waste being consigned.

Each additional sheet should contain the same level of information as requested in B1 – B8 and should be identified clearly. For example, a collection from an ELV operator may consist of three waste types. The table below shows an example of supplementary information for Section B, 'Description of Waste':

Supplemental Information for Section B		1	2	3
SA XXXXXXXXXXXXX				
B1	Waste	Used Oil Filters	Waste Antifreeze	Brake Pads containing asbestos
B2	Six-digit EWC	16 01 07*	16 01 14*	16 01 11*
B3	Physical Form	Mixed	Liquid	Solid
B4	Colour	Black	Pink	Black
B5	Qty. (kg, tonnes, etc.)	16 Kg	1000 ltr.	12 Kg
	Container	1 x 120 ltr. open top drum	1 x IBC (1000ltr)	1 x 120 ltr. open top drum
B6	Component	Oil	ETHYLENE GLYCOL	Asbestos
	Concentration (% or mg/kg)	10 – 15%	> 90%	30 – 50%
B7	Hazardous Properties	HP7	HP5	HP7
B8	Process	Dismantling ELV	Dismantling ELV	Dismantling ELV

If using additional sheets, the box marked 'No. of additional sheets' in Section B should be completed. A copy of the additional sheet(s) should be dispatched or retained with each consignment note page where appropriate.

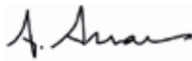
The appropriate SA/SB/SC code should be clearly identified at the top of each additional sheet.

All additional information should preferably be type written. If hand written it must be clearly legible and completed in BLOCK CAPITALS.

Please note that although multiple codes are permitted on consignment notes they should correspond to the wastes being consigned and each waste type should be fully and meaningfully described. Furthermore multiple codes should not be used to describe a single waste stream.

## Section C – carrier’s certificate

Section C should be completed by the carrier when the waste is collected from the place where it is being held, and if it is part of a carrier’s round the relevant section of a carrier’s schedule should be completed. Section C should contain the following information:

<b>C CARRIER’S CERTIFICATE</b>	
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 88Z
Signature 	Date 17/06/19 at 14:15 hrs.
1. Carrier registration n° /reason for exemption: WCR/R/9999999 2. Vehicle registration n° (or mode of transport, if not road): SF99XOX	

- The carrier’s registration number or reason for exemption (C1)
- The vehicle registration number or the mode of transport (if not by road) e.g. train, ship (C2)

## Supplementary information – carrier’s certificate

The carrier should only complete Section C if they are satisfied that the information supplied in Sections A and B is correct.

Where differences occur between the paperwork and the waste being collected, the consignor and the carrier should agree an amendment.

Please note that such amendments should be limited to MINOR alterations in quantity or in units. A new consignment note will be required if the amendments are such that the nature of the waste or the precautions for handling and managing the waste have changed.

If there is no space for such amendments, additional sheets can be used. For every copy page of the consignment note there should be a copy of additional information which should be dispatched or retained with each consignment note page where appropriate.

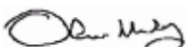
Each additional sheet should be numbered, with a reference also made to the appropriate SA/SB/SC code.

All additional information should be typed or at least be legible and completed in BLOCK CAPITALS.

## Section D – consignor’s certificate

The consignor should complete Section D once they are satisfied that the information in Sections B and C is correct that the carrier is registered (or exempt from the requirement to be registered) and has been advised of the appropriate precautionary measures. In order to comply with their Duty of Care obligations the consignor (and the waste producer/waste holder if different) should also satisfy themselves that the waste is being transferred by a registered or exempt carrier to a suitably authorised site.


If the collection is part of a round, the relevant section of a carrier’s schedule should be completed as shown elsewhere. Section D should contain the following information:

<b>D CONSIGNOR’S CERTIFICATE</b>	
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, ML67 21X
Signature 	Date 17/06/19

- Consignors name, signature, company details and date of collection.

## Section E – consignee's certificate

Section E should be completed by consignee/receiving facility. All other Sections (A to D) will be checked at this time. Section E should contain the following information:

<b>E CONSIGNEE'S CERTIFICATE</b>	
1. I received this waste on 17/06/2019 at 15:15 hrs.	2. Quantity received (include units kg/ltrs/tonnes etc): 12 TONNES
3. Vehicle registration n° SF99XOX	4. Waste Management Operation(s): LANDFILL
I certify that waste management licence/authorisation/exemption n° WML/L/99999999 authorises the management of waste described in B.	
Name M. BARR	On behalf of (company, address & postcode).
Signature 	HOMME WASTE MANAGEMENT LTD., DOHERTY ROAD,
Date 17/06/19	HAMILTON M L 1 2 1 3 N U

- Date (day, month and year) and time of day (E1)
- Quantity (including units) e.g. 6 Tonnes (E2)
- Registration number of the vehicle (E3)
- The type of waste management operation(s) must be indicated. Where more than one waste type is listed, the relevant waste management operations should be listed against the waste types (if applicable) (E4)
- The waste management licence number, authorisation number or exemption number must also be provided.

Where the waste received consists of waste described under separate EWCs then the Consignee should provide an accurate total weight for each type of waste received.

Please note that on receiving the consignment the Consignee must submit a copy of the completed paperwork to SEPA immediately.

## Completing a carrier's schedule (carrier's round)

Waste moved in a 'carrier's round' must be consigned using a 'carrier's schedule'. These schedules can be obtained, for a small charge, from SEPA.

The carrier's schedule is of a similar format to a SWCN in that it consists of four self-carbonising sheets. An example of a carrier's schedule can be found in Appendix II.

The consignor's (top) copy of the schedule is divided into strips:

Each strip is used in place of part of Section C and all of Section D of the normal consignment note

Name and address of premises from which waste was removed		Waste		Quantity	
Consignment Note N°					
I certify that today I collected the quantity of waste given on this part of the schedule from the address given here and will take it to the address given in A2 on the consignment note.				I certify that the waste collected is as detailed above and conforms with the description given in B on the consignment note.	
Name (Carrier)		Signature		Name (Consignor)	
Date		at		hrs	
				Date	



For each round, including the first in a succession, the carrier must collect information on both the regular consignment note and the carrier's schedule:

REGULAR SWCN	Complete Sections A to C and make one copy of the consignment note for each producer/consignor, including the unique SA, SB or SC SEPA issued code for the round.
	If it is a succession, the code for the first round must also be included. Section A1 does not need to be completed as a list detailing all the producers will be attached.
CARRIER'S SCHEDULE	Enter the basic details onto the schedule including the consignment note number and the postcode.
	One strip of the carrier's schedule must be completed at the time of waste collection by the carrier and each producer/consignor (instead of Section D).
	Leave a copy of the consignment note and the relevant tear-off strip of the schedule with each producer/consignor.
	On completion of the round, the consignee must complete Section E of the consignment note.
	Copies of the note and the schedule are then sent and retained as in the standard consignment note procedure.
	Please note that any changes to the producer/consignor's details must be notified to SEPA within 72 hours.

## Additional guidance

The following section replaces existing guidance (Special Waste Advisory Notes, or SWANs) that dealt exclusively with the consignment and movement of special waste.

### Cross border movements

All special (hazardous) waste produced in Scotland must be consigned using a SEPA issued consignment note or a code issued by SEPA regardless of its final destination within the UK.

When exporting special (hazardous) waste to England, Wales or Northern Ireland for treatment, disposal or recovery, the consignee who receives the waste is required to send a copy of the completed deposit note to SEPA.

Producers in England, Wales or Northern Ireland should use the paperwork for their own country, completed in accordance with the relevant domestic legislation.

Collections on carrier's rounds can only be made within Scotland, although the waste collected on the round can be delivered to any waste management site.

### Can I use a non-hazardous code to describe a hazardous waste?

SEPA's view is that there is no de-minimis level for hazardous waste if it is mixed with a non-hazardous waste. Therefore any non-hazardous waste placed in a container containing hazardous waste is deemed to be hazardous.

If non-hazardous EWC codes are used to describe special wastes, whether on a label, a container or a SWCN, SEPA will consider this an inaccurate description of the waste and therefore, it is likely that the person providing that description would not be fulfilling their Duty of Care obligations and may be in breach of relevant legislation.

### Movement of special waste within the same site

For the purposes of this guide, SEPA views a site as being any area within a single boundary wholly owned or occupied by the same legal entity.

SEPA will not expect consignment notes to be prepared for movements between buildings on a site that are owned or occupied by the same individual, company or partnership, provided the waste is not transferred to a third party.

The onward movement of waste to a waste management facility must be accompanied by a consignment note.

Movements from more than one company on the same site (e.g. on an industrial estate leased out to several businesses) must be accompanied by a consignment note.

A site under the same ownership but on both sides of a public highway will be regarded as the same 'site' for the purposes mentioned above. This does not include areas of land connected by rail or road services.

The movement of waste between the same company on different sites is covered below.



## Intra group movements

A consignment note, raised by the consignor, is required for intra group movements i.e. any movement of special waste where the consignor and consignee are within the same group of companies.

An example of an intra group movement includes the movement of asbestos pipes from road maintenance works by a utilities company to one of its depots prior to the asbestos being collected for disposal.

For the purposes of the guide on intra group movements the term 'group' is defined in Regulation 6(3) of the Regulations as including any holding company or subsidiary but excluding a Scottish partnership.

A company is a 'subsidiary' of another company (i.e. its 'holding company') if, for example, the other company holds a majority of its voting rights or, as a member, is able to appoint or remove its board of directors. This does not include companies, for instance, which may be part of a joint venture or acting as contractors since they will not share the same interest as a 'group'.

## Landed ship's waste

Where special waste is generated on board a ship or transferred from one ship to another for landing, the Regulations apply from the point where the waste is unloaded at the harbour.

When waste is removed from a ship in a harbour area to reception facilities within the harbour area or by pipe to any facilities outside the harbour area a consignment note (SC code - no fee) is required but there is no requirement to pre-notify.

This rule does not cover harbour dredgings and general flotsam and jetsam unless they are collected by a dredging vessel.

## Landed ship's waste – SWCN procedure

No fees are payable for the removal of ships' waste however this only includes the first movement.

The onward movement will not be free unless exempt, for example part of an extended carrier's round.

If the waste is transferred from more than one vehicle or mode of transport before its final destination, a fresh set of consignment notes is required for each transfer.

## Landed ship's waste – preparation of the SWCN

Parts A and B of the consignment note should be completed before the waste is removed and the master of the ship shall ensure that Part D is completed.

Where the waste originates from another ship, the original producer (e.g. rig operator) or their shore agent can do this, provided the ship's master verifies in Part D that they have received the waste for landing.

The master of the ship should ensure the carrier completes Part C for waste that is to be removed from the ship for conveyance beyond the harbour.

Where the waste is removed in a harbour to a reception facility or by pipeline to a reception facility outside the harbour, there will be no carrier and the operator of the facility should complete Part C and retain the consignee copy. The ship's master should retain the consignor copy.

SEPA suggests the following format for Section D Consignor's Certificate to be used for movements of waste described as 'Landed Ship's Waste' is as follows:

D. CONSIGNOR'S CERTIFICATE	
I certify that I received this waste on <input type="text"/> at <input type="text"/> hrs. Quantity received was: <input type="text"/>	
The waste was landed at <input type="text"/> on <input type="text"/>	
Name (Master of ship): <input type="text"/>	On behalf of (company) <input type="text"/>
Signature <input type="text"/>	Date <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Please note that SEPA considers the information contained in the above schedule to be the minimum information required for compliance under this rule. The consignor is not legally bound to retain copies of the certificates but is advised to hold copies for their records.

## Island movements

The Regulations do not make provision for consignment notes to include more than one carrier. However for practical purposes SEPA will only apply this restriction to movements on land and has adopted a position to enable one consignment note to cover all the stages of an island to island, island to mainland or mainland to island transfer (within Great Britain).

## Island movements – SWCN procedure

Parts A, B and D of the consignment note shall be completed by the consignor.

Part C of the consignment note shall be completed by the carrier immediately prior to the movement of the consignment by ship.

Part E of the consignment note shall be completed by the consignee following receipt after movement by ship.

A separate schedule (see below) shall be prepared for all the carriers involved in the transfer of waste (other than the initial carrier). A schedule detailing the relevant carrier's information should accompany the consignment note on each stage. A suggested schedule example is shown below:

I certify that I received this consignment on Consignment Note SAxxxxxxx	
on <input type="text"/> at <input type="text"/> hrs. The quantity received was: <input type="text"/>	
The waste was delivered to <input type="text"/> on <input type="text"/> at <input type="text"/> hrs.	
Name (Master of ship): <input type="text"/>	On behalf of (company) <input type="text"/>
Signature <input type="text"/>	Date <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Carrier registration No / reason for exception <input type="text"/>	
Vehicle registration No / name of vessel <input type="text"/>	

Please note that SEPA considers the information contained above to be the minimum information required for compliance with this position. The consignor is not legally bound to retain copies of the certificates but should be advised to hold copies for their records.

The following is an example of Island Movement:

Transfer 1	Consignor to Lorry Driver A (C1)	Consignor completes sections A-D on a SWCN (SA code) as above
Transfer 2	Lorry Driver A (C1) driver to Ship's Master (C2)	Additional Schedule 1
Transfer 3	Ship's Master (C2) to Lorry Driver B (C3)	Additional Schedule 2
Transfer 4	Lorry Driver B (C3) to Consignee	Additional Schedule 3 and Section E of SWCN (SA code)

## Unused codes and SEPA issued SWCNs

SEPA's policy on 'refunds' or the issuing of 'credit' on cancelled and unused consignment note codes and SEPA issued SWCNs is as follows:

### Unused codes

SEPA may issue a credit for unused consignment note codes purchased from us where the code has not been, and will not be, received by SEPA and/or no waste has been moved.

Where a pre-purchased code is notified to SEPA but no waste is moved, no refund/credit will be issued because SEPA has carried out work in assessing and entering the return.

All requests for credit will be handled by the Finance Department at SEPA's Corporate Office in Stirling (Tel. 01786 457700).

## Unused SEPA issued consignment notes with codes

SEPA will not send back a returned SWCN for re-use, or authorise a re-use of its code, if work has been carried out in its assessment or entry but no waste has been moved against that note.

If a pre-purchased note is cancelled, any returns received will have 'cancelled' written on them by the consignor or SEPA and any entry made on the special waste database rejected. These returns will be retained on the database to ensure the same code is not used twice.

Where consignment notes were issued with the codes, the unchanged notes must be returned to SEPA before a credit can be given.

## Rejected consignment notes

If a consignee does not accept delivery of a consignment, they should complete Part E, indicating the reason(s) for non-acceptance and forward a copy of the note to SEPA.

If the consignee has not received the consignment note, they should forward written details of the non-acceptance to SEPA, including details of the consignment carrier. In this circumstance, the carrier must also inform SEPA of the refusal of the consignee to accept the consignment and seek instructions from the consignor. Furthermore, the consignor must inform SEPA of their subsequent intentions with regards to the consignment.

# APPENDIX I – EXAMPLE OF A SPECIAL WASTE CONSIGNMENT NOTE

PLEASE COMPLETE IN BLOCK CAPITALS			
<b>DEPOSIT COPY</b> <small>(Consignee to send to own Agency office)</small>			
<b>SPECIAL WASTE REGULATIONS 1996</b>		<b>Consignment Note N° SA</b>	
<b>N° of prenotice (if different)</b> <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span>		<b>Sheet</b> of <span style="border-bottom: 1px solid black; display: inline-block; width: 50px;"></span>	
<b>A CONSIGNMENT DETAILS</b>			
<b>1.</b> The waste described below is to be removed from (name, address) KERINS CONSTRUCTION, MCNEILL AVENUE, HAMILTON		<b>PLEASE TICK IF YOU ARE A TRANSFER STATION</b> <input type="checkbox"/>	
		<b>POSTCODE</b> <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span>	
<b>2.</b> The waste will be taken to (name, address & postcode) HOMME WASTE MANAGEMENT LTD., DOHERTY ROAD, HAMILTON M L 1 2 1 3 N U			
<b>3.</b> The consignment(s) will be:    one single <input checked="" type="checkbox"/> a succession <input type="checkbox"/> carrier's round <input type="checkbox"/> other <input type="checkbox"/> <i>please specify</i>			
<b>4.</b> Expected removal date of first consignment: 17/06/19    last consignment: 17/06/19			
<b>5.</b> Name OLIVIA MCKAY    On behalf of (company, address & postcode) AS IN A1			
Signature		<b>7.</b> The waste producer was (if different from 1.) N/A (name, address)	
Date 17/06/19			
<b>6.</b> ☎ 01698 123 456		<b>POSTCODE</b> <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span>	
<b>B DESCRIPTION OF THE WASTE</b> N° of additional sheets <span style="border-bottom: 1px solid black; display: inline-block; width: 50px;"></span>			
<b>1.</b> The waste is BONDED ASBESTOS PANELS		<b>2.</b> Six-Digit EWC Code(s) 17 06 05*	
<b>3.</b> Physical Form:    Liquid <input type="checkbox"/> Powder <input type="checkbox"/> Sludge <input type="checkbox"/> Solid <input checked="" type="checkbox"/> Mixed <input type="checkbox"/> Gas <input type="checkbox"/>			
		<b>4.</b> Colour: WHITE	
<b>5.</b> Total quantity for removal (include units kg/ltrs/tonnes etc): 12 TONNES		Container size, type & number: LOCKABLE SKIP	
<b>6.</b> The chemical/biological components that make the waste special are:			
<b>Component</b>	<b>Concentration (% or mg/kg)</b>	<b>Component</b>	<b>Concentration (% or mg/kg)</b>
ASBESTOS	5 - 10%		
<b>7.</b> The hazard codes (e.g. H7) are: HP7 - CARCINOGENIC			
<b>8.</b> The process giving rise to the waste is: DEMOLITION			
<b>C CARRIER'S CERTIFICATE</b>			
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			
<b>Name</b> AMELIE ANAIS		<b>On behalf of (company, address &amp; postcode)</b> SIOUX TRANSPORT, WATERFRONT PARK, RUTHERGLEN, G18 8BZ	
Signature		Date 17/06/19    at    14:15    hrs.	
<b>1.</b> Carrier registration n° /reason for exemption: WCR/R/9999999		<b>2.</b> Vehicle registration n° (or mode of transport, if not road): SF99XOX	
<b>D CONSIGNOR'S CERTIFICATE</b>			
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.			
<b>Name</b> OLIVIA MCKAY		<b>On behalf of (company, address &amp; postcode)</b> KERINS CONSTRUCTION, MCNEILL AVENUE, HAMILTON, ML67 21X	
Signature		Date 17/06/19	
<b>E CONSIGNEE'S CERTIFICATE</b>			
<b>1.</b> I received this waste on 17/06/2019    at    15:15    hrs.		<b>2.</b> Quantity received (include units kg/ltrs/tonnes etc): 12 TONNES	
<b>3.</b> Vehicle registration n° SF99XOX		<b>4.</b> 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.			
<b>Name</b> M. BARR		<b>On behalf of (company, address &amp; postcode).</b> HOMME WASTE MANAGEMENT LTD., DOHERTY ROAD, HAMILTON M L 1 2 1 3 N U	
Signature			
Date 17/06/19			

# APPENDIX II – EXAMPLE OF A CARRIER'S SCHEDULE

<b>SPECIAL WASTE REGULATIONS 1996</b> <b>CARRIER SCHEDULE</b>		<b>CONSIGNOR'S COPY</b> Consignment Note N <sup>o</sup> _____ <b>SEPA</b> Sheet _____ of _____													
Name and address of premises from which waste was removed   Consignment Note N <sup>o</sup> _____		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 70%;">Waste</th> <th style="width: 30%;">Quantity</th> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>		Waste	Quantity										
Waste	Quantity														
I certify that today I collected the quantity of waste given on this part of the schedule from the address given here and will take it to the address given in A2 on the consignment note.		I certify that the waste collected is as detailed above and conforms with the description given in B on the consignment note.													
Name (Carrier)	Signature	Name (Consignor)	Signature												
Date _____ at _____ hrs		Date _____													
Name and address of premises from which waste was removed   Consignment Note N <sup>o</sup> _____		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 70%;">Waste</th> <th style="width: 30%;">Quantity</th> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>		Waste	Quantity										
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Waste	Quantity														
I certify that today I collected the quantity of waste given on this part of the schedule from the address given here and will take it to the address given in A2 on the consignment note.		I certify that the waste collected is as detailed above and conforms with the description given in B on the consignment note.													
Name (Carrier)	Signature	Name (Consignor)	Signature												
Date _____ at _____ hrs		Date _____													

# APPENDIX III – SEPA CONTACT DETAILS

## Returning consignee copies

SCC – SWCN  
Angus Smith Building  
6 Parklands Avenue  
Maxim Park  
Holytown  
ML1 4WQ

## Purchasing special waste consignment notes and codes

Online:  
<https://webpayments.sepa.org.uk/NReg/QuickPay.aspx>

Telephone:  
03000 99 66 99

Office Locations:  
You can buy notes direct from your local SEPA office.

<https://www.sepa.org.uk/contact/office-locations/>

For information on accessing this document in an alternative format or language please either contact SEPA by telephone on 03000 99 66 99 or by email to [equalities@sepa.org.uk](mailto:equalities@sepa.org.uk)

If you are a user of British Sign Language (BSL) the Contact Scotland BSL service gives you access to an online interpreter enabling you to communicate with us using sign language.

<http://contactscotland-bsl.org/>

[www.sepa.org.uk](http://www.sepa.org.uk)

03000 99 66 99

The Castle Business Park, Strathallan House, Stirling FK9 4TZ