

## **General guidance on the use of Consignment Notes provided by IWM**

Under the Hazardous Waste Regulations 2005 all movements of hazardous waste from any premises must be accompanied by a completed Consignment Note.

There are three copies of a Consignment Note and **all three copies** need to be **fully** completed in the relevant sections before the waste leaves the premises.

- **The Producer's/Holder's/Consignor's copy**
- **The Carrier's copy**
- **The Consignee's copy**

Each copy of an IWM Consignment Note will be made up of a minimum of two pages:

- **Page 1**
  - **Part A: Notification details**
  - **Part B: Description of the waste**
  - **Part C: Carrier's certificate**
  - **Part D: Consignor's certificate**
  - **Part E: Consignee's certificate**
- **Page 2 (and any additional pages) - the continuation sheet listing the waste(s) details**

### **Completion of Consignment Notes**

- IWM will usually provide a partially completed Consignment Note, with some detail completed in sections A, B, C and all relevant sections of the attached sheets/additional pages, from the information supplied by the **Producer/Holder/Consignor** and the **Carrier**.
- As the **Producer/Holder/Consignor** is responsible for originating the Consignment Note and the detail therein, please check carefully to ensure that you are satisfied with the accuracy of all information contained.
- On collection, the **Carrier** of the waste must complete all details in **PART C**, on all three copies (providing the name of the driver, check or complete the carrier's details; the carrier's registration number; the vehicle registration number and then sign, date and enter the time).
- The **Producer/Holder/Consignor** of the waste must complete all details in **PART D** on all three copies (providing the name of the Consignor, check or complete the address details; and then sign, date and enter the time).
- The **Producer/Holder/Consignor** retain their copy (completed in sections A, B, C and D) while the two remaining similarly completed copies are left with the driver.
- Upon receipt of the waste at the disposal site the **Consignee** will complete **PART E** on the two remaining copies of the consignment note; the **Carrier** retaining their copy and the **Consignee** retaining their copy.

**If you have any further queries, questions or issues, please do not hesitate to contact IWM**

\* Please note: This document is only provided to assist in your understanding of the basic detail in the completion of IWM Consignment Notes and not intended to replace the full & detailed guidance and advisory information available from the Environment Agency (copies available on [www.innovationwaste.co.uk](http://www.innovationwaste.co.uk)) or indeed reference to the full Hazardous Waste Regulations 2005 (and amendments). This information therefore, does not include all of the detail that may be relevant and required to fully and legally comply with regulations covering the proper completion of Hazardous Waste Consignment Notes.