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Consignment Notes: Standard Procedure

A guide to the Hazardous Waste Regulations

We are the Environment Agency. It's our job to look after your environment and make it a better place for you and future generations.

Your environment is the air you breathe, the water you drink and the ground you walk on. Working with businesses, the Government and society as a whole, we are making your environment cleaner and healthier.

We are out there, making your environment a better place.

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Aims and Introduction

You are a producer, consignor or holder who has got **hazardous waste** on your site and you want to have it removed. **You need a consignment note to move that waste.**

You may have a **small amount** of hazardous waste on your site. If so, you can ask your collector (**carrier**) if he operates a **multiple collection round**. If he does, your carrier can complete most of the consignment note for you. If you want to know more about multiple collections of hazardous waste then look at [HWR03B Consignment Notes: multiple collection consignment notes](#).

Is your site a **ship**? Do you move hazardous waste by **pipeline**? If so, you will need to look at our guidance [HWR03C Consignment Notes: pipelines and ships](#).

If a service contractor produces small amounts of hazardous waste on your premises, they might be able to operate as a **mobile service**. The mobile service contractor can complete consignment notes for you. See [HWR07 Mobile Services](#) for more details.

In all other cases, you as the producer, consignor or holder of hazardous waste are responsible for completing a **standard** consignment note before such waste is removed from your site.

This guide tells you:

- when you might **not** need consignment notes;
- where to obtain consignment notes;
- how to complete consignment notes;
- all about consignment note codes;
- who fills in the different parts of the note; and
- why there are three sheets to each standard consignment note and who has each copy.

This guide details the standard consignment procedures for hazardous wastes moved within **England** and **Wales**. If you move hazardous waste to or from Scotland or Northern Ireland you should look at [HWR03D Consignment Notes: Moving hazardous waste into or out of Scotland and Northern Ireland](#).

If you are a carrier and you need to transfer hazardous waste from yourselves to another carrier whilst it is being delivered to a consignee you should be aware of [HWR03E Consignment Notes: Schedule of Carriers](#).

If you are a consignee and you need to reject a load coming into your site you should look at [HWR03F Consignment Notes: Rejected Loads](#).

What do the terms carrier, consignor etc mean?

There are a five main terms in this document and their meaning is given below.

Person	What that means
Carrier	A person who collects or carries waste. Unless exempt a carrier must be registered with the Environment Agency or SEPA.
Consignee	A person who receives waste for disposal or recovery. A consignee must have a permit or be exempt from permitting to accept waste.
Producer	A person who produces waste. Unless exempt a producer must hold a hazardous waste registration.
Holder	A person who holds waste that was not originally produced by them. Unless exempt a holder must hold a hazardous waste registration.
Consignor	A person who causes a waste to be removed from a place. This is usually the holder or producer. In some cases, e.g. when a managing agent is on site and has authority from the producer or holder, they can be the consignor. A carrier is not usually a consignor.

You can check permit and registration numbers at <http://www2.environment-agency.gov.uk/epr/search.asp?type=register>.

Important Note on Waste Acceptance

All hazardous waste to be accepted at permitted waste management facilities, including waste rejected from another facility must, in addition to complying with the Hazardous Waste Regulations, meet regulatory obligations relating to waste pre-acceptance, waste acceptance and waste storage. Detailed guidance on these regulatory obligations can be found in 'Best Practice Guidance - Recovery & Disposal of Hazardous & Non-Hazardous Waste (Other than by Incineration & Landfill)' for acceptance at licensed facilities:

<http://www.environmentagency.gov.uk/business/444217/590750/590821/502174/297341>.

See also 'IPPC S5.06: Guidance for the recovery and disposal of hazardous and non-hazardous waste' for acceptance at facilities with a PPC permit: <http://www.environmentagency.gov.uk/business/444304/444641/595811/677753/955578>.

When don't you need to use a consignment note?

Hazardous waste from places that are not premises

You must use a consignment note when you move any hazardous waste from premises. If hazardous waste is removed from a site that is not a "premises" it does not need to be consigned. See [HWR02A "Do I need to notify my premises?"](#) for details of what are premises.

Radioactive Waste

Radioactive waste is usually managed by the Radioactive Substances Act 1993 and hazardous waste consignment notes are not needed when you move it. However if radioactive waste is exempt from the requirements of Sections 13 or 14 of the Radioactive Substances Act, and has one or more hazardous properties, you must use consignment notes to move it.

Domestic Hazardous Waste

Most domestic hazardous waste can be moved from the dwelling without a consignment note. However if a contractor moves asbestos from a domestic dwelling the contractor needs to use consignment notes.

Separately collected domestic hazardous waste e.g. a television, fluorescent tube etc can move from the domestic dwelling to a consignee's site e.g. a transfer station, without consignment. However the consignee must use consignment notes if the waste is then moved on elsewhere. Note that such consignee sites must, unless exempt, be permitted to accept those hazardous wastes.

What do consignment notes look like?

The format for standard movement consignment notes is given in Schedule 4 to the Hazardous Waste Regulations. Any consignment note you use must contain the same information as that given in the Regulations.

The Environment Agency has produced a template for standard movement consignment notes that is consistent with the Regulations. You can see the template on our website and you can download it from there.

Where can you obtain consignment notes?

You can produce your own consignment notes using the format in the Regulations or using the template you can download from our website.

You can use consignment notes produced by your waste contractor.

Alternatively, you can buy standard movement consignment notes from us for a small charge. The notes we have produced are three-part forms, colour-coded and printed on no-carbon-required paper. They are coloured and labelled:

- (White) Producer's/Holder's/Consignor's copy
- (Gold) Carrier's Copy
- (Pink) Consignee's Copy

If you want any, either:

- call 0845 6031043 (local call rate) and ask for the Hazardous Waste team;
- fax an order to 01733 464949; or
- e-mail us at hazwasteorders@environmentagency.gov.uk.

If you want to move more than a couple of hazardous wastes on one consignment note you will probably need to use a continuation sheet. These are used where there are a number of hazardous waste types to be moved and there is insufficient space on a consignment note to describe them properly. You can buy them in the same way as consignment notes.

You can see what a continuation sheet looks like on our web site and download it from there.

How do you fill in a standard movement (single movement) consignment note?

The description of the note in this guide is a description of the Environment Agency consignment note.

Before hazardous waste is collected from your site, you need to start completing the top Producer's/Consignor's/Holder's copy. As you write on the top sheet the information will be copied to the sheets below.

Each of the consignment note copies is divided into 5 sections, parts A to E. Advice on how to complete each part of a consignment note is given below:

Part A NOTIFICATION DETAILS

The **producer** or **holder** of the waste fills in this section.

PRODUCER'S/HOLDER'S/CONSIGNOR'S COPY (Delete as appropriate)

PART A Notification details	
1 Consignment note code: <input type="text"/>	4 The waste will be taken to (name, address and postcode):
2 The waste described below is to be removed from (name, address, postcode, telephone, e-mail, facsimile):	5 The waste producer was (if different from 2) (name, address, postcode, telephone, e-mail, facsimile):
3 Premises code (where applicable): <input type="text"/>	

PART B Description of the waste If continuation sheet used, tick here

1 Consignment note code

The Environment Agency sets the format of the consignment note code. You must follow the format otherwise your consignment note is not valid.

The consignment note code must be unique. If you use a code for one load you **must not use that number again for another.**

The consignment note code depends on whether your site is **exempt from registration** or **required to be registered**. You should look at [HWR02A "Do I need to notify my premises?"](#) if you are not certain.

If your site is **exempt from registration** the consignment note code must be **EXEAAA/YYYZZ** (or **FLYAAA/YYYZZ**)

where,

EXE denotes an exempt collection (**FLY** denotes that the waste was fly-tipped in contravention of section 33 of the Environment Protection Act 1991).

AAA can be any letters or numbers, e.g. first three letters of the name of the waste collection business (or the postcode of the fly-tipping incident).

YYY is any letters or numbers denoting the trading name for the premises.

ZZ is any letters or numbers giving the collection a unique identifier.

For example, for a collection by Bob's Waste from a company called E B Aardvark, the consignment note code could be **EXEBOB/EBA01** or **EXEBOB/EBAG1**

If you are **required to register** your site, the consignment note code must be **REGNUM/YYYYY**

where,

REGNUM is the premises registration number given to you when your premises was notified to us. A registration number has the format XXXNNN (X is a letter, N is a number) e.g. ABC049.

YYYYY is any letters or numbers e.g. HW02L

For example, the consignment note code could be **ABC049/HW02L**.

2 The waste described below is to be removed from (name, address, postcode, telephone, email, facsimile)

These are the details of the place from where the hazardous waste is being removed.

If the premises are registered, the name, address and postcode given must match with the details given when the site was notified to us.

Where the site is exempt from registration, the details must fully describe the location of collection.

Note that a postcode is required for the consignment to be properly completed. If your site does not have a postcode, the nearest known full postcode to the site must be used.

If you have a telephone number, email and/or fax number enter these details too.

3 Premises code (where applicable):

If the premises are registered with us, then the Premises Code, in the form of a hazardous waste registration number, should be entered here. If the premises are excluded or exempt from registration write "N/A" or "Exempt" here.

4. The waste will be taken to (name, address & postcode):

This provides details about the site to where the hazardous waste is going to be delivered, i.e., the consignee. Full details of the consignee are required - any consignee you choose to send waste to must be allowed to receive your waste. This is controlled by use of a waste permit, or an exemption from holding a waste permit. It is your duty of care to ensure that this is the case. If the consignee holds a waste permit, the name, address and postcode given here should match the name, address and postcode on the site permit.

5. The waste producer was (if different from 2.) (name, address, postcode, telephone, e-mail, facsimile):

If the waste producer's details are the same as those in Part A2 you can write "As A2" here. Otherwise if the producer is different, you must identify the producer's details. For example if the waste is asbestos, and a contractor produced it at your facility, you need to identify the asbestos contractor as the waste producer and enter his business address here.

Part B DESCRIPTION OF THE WASTE

The **producer** or **holder** of the waste fills in this section.

PART B Description of the waste						If continuation sheet used, tick here <input type="checkbox"/>	
1 The process giving rise to the waste(s) was:			2 SIC for the process giving rise to the waste: <input type="text"/>				
3 WASTE DETAILS (where more than one waste type is collected all of the information given below must be completed for each EWC identified)							
Description of waste	List of wastes (EWC code) (6 digits)	Quantity (kg)	The chemical/biological components of the waste and their concentrations are:		Physical form (gas, liquid, solid, powder, sludge or mixed)	Hazard code(s)	Container type, number and size
			Component	Concentration (% or mg/kg)			
The information given below is to be completed for each EWC identified							
EWC code	Packing group(s)	UN identification number(s)	Proper shipping name(s)	UN class(es)	Special handling requirements		

You need to complete Part B for each hazardous waste that is being collected. You should use continuation sheets if necessary.

1. The process giving rise to the waste(s) was:

You should provide a full written description of the process that gave rise to the waste; it is not sufficient to enter 'Manufacturing'. Where there is more than one hazardous waste consigned, produced by more than one process, the primary production process should be recorded.

2. SIC for the process giving rise to the waste:

The SIC or Standard Industrial Classification is a coding scheme that classifies businesses and other operations.

You must provide the most detailed SIC code from the 2003 version of the scheme for the main activity that produced (or holds) the waste.

When premises are notified to us, you need to identify the SIC code for the main waste-producing activity on the premises. The SIC you provide on the consignment note is not necessarily that given at the time of registration but that for the actual process giving rise to the hazardous waste(s) described on the note.

Where there is more than one waste consigned, produced by more than one process, the SIC for the primary production process should be recorded.

For more details on the SIC 2003 code see <http://www.environment-agency.gov.uk/subjects/waste/1019330/1217981/1218079/>

3 – WASTE DETAILS

All of the following must be completed for each hazardous waste being collected.

Description of the waste:

On consignment notes provided by your contractor this section might be identified as **“The waste is:”**.

You need to provide a written description of every hazardous waste being collected.

The description must not simply reproduce the description from the List of Waste Regulations (LoWR), which is the catalogue of wastes. You must provide a complete description; for example, it is not sufficient to describe a waste acid from a pickling process as ‘pickling acids’ (the description in the LoWR for code 11 01 05*); instead write for example ‘sulphuric acid used for pickling’.

It is not acceptable to write ‘Laboratory Chemicals’ as a waste type; each hazardous waste chemical must be separately identified.

If there is insufficient space to record all of the details required in section 3 on one row of the table, then use both rows. Continuation sheets can be used for additional hazardous wastes.

List of Wastes (EWC) code (6 digits):

You should choose an appropriate EWC code for each hazardous waste. The code should match the waste description and the operation that produced it. You can get help on choosing an EWC code from our guide “WM2 - Interpretation of the definition and classification of hazardous waste” which can be found at:

<http://www.environment-agency.gov.uk/subjects/waste/1019330/1217981/1384307/>.

Quantity (kg):

The total quantity of each EWC-coded hazardous waste must be provided in kilograms. This should be the quantity that the carrier is actually collecting. Where the hazardous waste is a liquid, the quantity should be shown as kilograms by converting the volume to its equivalent weight using a suitable conversion factor. Where there is no suitable conversion factor then the factor 1 litre = 1 kilogram may be used.

The chemical/biological components of the waste and their concentrations are:

All relevant components and their concentrations should be shown so that carriers, consignees or other parties are aware of what is in each hazardous waste. This will also include components that do not render the waste hazardous, e.g. the presence of metals (such as iron) in pickling acids. Properly describing all the components of the waste is important to the choice of disposal for the waste.

Physical Form (gas, liquid, solid, powder, sludge or mixed):

Only one Gas, Liquid, Solid, Powder, Sludge or Mixed should be given for each EWC coded waste.

A carrier registration is valid for three years and may be revoked by us in specified circumstances. The status of the carrier may be checked by checking the [online electronic public register](#) on our website or by contacting us on 08708 506506.

The carrier's registration details must be those of the actual carrier; so where a subcontractor has been used, it is the subcontractor's carrier's registration details, not those of the main contractor, which should be entered.

3. Vehicle registration n° (or mode of transport if not road):

The carrier must enter the registration number of the vehicle collecting the hazardous waste. If the waste is not travelling by road, the carrier must identify the means of transport, e.g. railway, canal barge etc.

Part D CONSIGNOR'S CERTIFICATE

After completing Part C the carrier should give you the consignment notes back. The **consignor** should then sign Part D of the note. The consignor is the person who causes the waste to be removed; this can be the producer, the holder or an agent acting with authority from the producer or holder of the hazardous waste.

PART D Consignor's certificate	
I certify that the information in A, B and C above is correct, that the carrier is registered or exempt and was advised of the appropriate precautionary measures. All of the waste is packaged and labelled correctly and the carrier has been advised of any special handling requirements.	
1. Consignor name: On behalf of (name, address, postcode, telephone, e-mail, facsimile):	
Signature	
Date	Time

There is a declaration in Part D. The consignor needs to check that Parts A and B are completed correctly and that the carrier has completed Part C. In Part C the carrier writes his carrier registration number - you are declaring that you have checked the carrier is registered by signing Part D.

You are also declaring that the waste is packaged and labelled correctly.

If you are aware of any particular handling issues with the waste you should inform the carrier about them.

Note: You should not complete Part D before the carrier has arrived to collect the waste and has provided you with copies, with Part C completed, for you to check.

1. Consignor Name / On behalf of (name, address, postcode, telephone, e-mail, facsimile):

The consignor must give his name, and complete the name of his business and all appropriate address and contact details. If these are the same as in Part A2 you can write "As A2".

When you have checked and completed the details above, you should sign Part D. You can then enter the date and time (24 hour clock) that you signed the form.

What happens next?

Now you have completed Part D, take the top copy (labelled Consignor's copy). This is your copy, which you must keep for three years. For details about keeping consignment notes and registers see [HWR05 Record Keeping](#).

Give the other two copies of the consignment note to the carrier. The carrier must keep these copies with him to accompany the load to its destination.

When your carrier takes hazardous waste from your site, he should take it directly to the consignee listed in A4. The waste **cannot be taken to a consignee that is different to the one you completed in Part A**. The Carrier or Consignee are not allowed to amend Part A or B once the waste leaves your site except in emergency situations.

When the carrier arrives at the consignee, he will give the consignee the consignment notes to complete. When the consignee accepts the load he will complete Part E, keep a copy for himself and give one to the carrier to keep.

The only time when the movement from your site to the consignee will involve you again, other than for Duty of Care purposes, is if the consignee rejects the load. If this happens, your carrier will contact you to find out what you want to happen to your hazardous waste. It can be delivered to another consignee site or you might wish to receive it back at your site. Hopefully this will not happen but if you need to check what to do in this case, please look at [HWR03F Consignment Notes: Rejected Loads](#).

Within a set period of time (no later than four months after the waste left your site) your consignee must send you a document, called the "Consignee's Return to a Producer or Holder", to show that he has received hazardous waste from you. You should be told by the consignee what he has done with your waste e.g. incinerated, landfilled, transferred it etc. You should check that all of the loads of waste sent out of your site have been properly received and managed by your consignee by matching the return from the consignee with the consignment notes in your register. Details of the return can be found in [HWR05 Record Keeping](#).

What changes can be made to the information on a consignment note?

The legislation identifies:

- who is responsible for completion of each part of a consignment note;
- when and in what order the parts must be completed.

Changes cannot be made:

- after removal of the waste, to those parts of the note that must be completed prior to removal of the waste.
- to a Part of the consignment note, other than by the person who is allowed to complete that Part, or by someone who is authorised by them to make the amendment. For example, only the producer or holder of the waste can amend Part A of the consignment note, and s/he can only make this amendment before the waste is removed. If Part A is amended after the carrier has certified the note, the carrier must re-certify before the waste is removed.
- to Parts of the note that have already been certified by the carrier or consignor.

Consignee's who receive waste on consignment notes that have been amended, should reject the waste unless it is clearly apparent from the note that:

- the amendment has been made, or authorised, by the party responsible for completion of that part of the note;
- the amendment was made prior to certification by the carrier or consignor;
- the amendment was made prior to the waste being removed.

What does a completed consignment note look like?

The copy you keep as a producer, consignor or holder will be completed to Section D. The copy your carrier and consignee keeps will be fully completed to Section E. In Appendix A you can see an example of a completed Carrier's Copy consignment note.

Appendix A – Completed consignment note

Form HWCN01v051

The Hazardous Waste Regulations 2005: Consignment Note



PART A Notification details							
1 Consignment note code: A B F 8 4 3 / H N 1 0 1		4 The waste will be taken to (name, address and postcode): The Disposal Place Company Ltd East Gable Street Stoke-on-Trent ST6 3AA					
2 The waste described below is to be removed from (name, address, postcode, telephone, e-mail, facsimile): Environment Agency Units 10 & 11, Greyfriars Business Park, Stafford, ST17 4QU Tel: 01785 782500, Fax: 01785 782599		5 The waste producer was (if different from 2) (name, address, postcode, telephone, e-mail, facsimile): As A2					
3 Premises code (where applicable): A B F 8 4 3							
PART B Description of the waste							
1 The process giving rise to the waste(s): replacing old lighting tubes		2 SIC for the process giving rise to the waste: 7 5 . 1 3 /					
3 WASTE DETAILS (where more than one waste type is collected all of the information given below must be completed for each EWC identified)							
Description of waste	List of wastes (EWC code)(6 digits)	Quantity (kg)	The chemical/biological components of the waste and their concentrations are:		Physical form (gas, liquid, solid, powder, sludge or mixed)	Hazard code(s)	Container type, number and size
fluorescent lighting tubes	2 0 0 1 2 1	22	mercury	0.1%	Mixed	H5	1 cubic metre bin
The information given below is to be completed for each EWC identified							
EWC code	Packing group(s)	UN identification number(s)	Proper shipping name(s)	UN class(es)	Special handling requirements		
2 0 0 1 2 1	N/A	N/A	N/A	N/A	N/A		
PART C Carrier's certificate				PART D Consignor's certificate			
(If more than one carrier is used, please attach schedule for subsequent carriers. If a schedule of carriers is attached tick here. <input type="checkbox"/>) I certify that I today collected the consignment and that the details in A2, A4 and B3 are correct and I have been advised of any specific handling requirements. 1 Carrier name: Bob LeCarre On behalf of (name, address, postcode, telephone, e-mail, facsimile): Carre-it-all Ltd, 10 High Way, Stafford, ST16 4RF Tel: 01785 992040, Fax: 01785 992041 2 Carrier registration no./reason for exemption: BUT/995689 3 Vehicle registration no. (or mode of transport, if not road): CA51 RRE Signature Date 1 1 1 1 2 0 0 6 Time 0 8 4 5				I certify that the information in A, B and C above is correct, that the carrier is registered or exempt and was advised of the appropriate precautionary measures. All of the waste is packaged and labelled correctly and the carrier has been advised of any special handling requirements. 1 Consignor name: Trevor Inspector On behalf of (name, address, postcode, telephone, e-mail, facsimile): Environment Agency Units 10 & 11, Greyfriars Business Park, Stafford, ST17 4QU Tel: 01785 782500, Fax: 01785 782599 Signature Date 1 1 1 1 2 0 0 6 Time 0 8 4 4			
PART E Consignee's certificate (where more than one waste type is collected all of the information given below must be completed for each EWC)							
Individual EWC code(s) received	Quantity of each EWC code received (kg)	EWC code accepted/rejected	Waste management operation (R or D code)				
2 0 0 1 2 1	22	Accepted	R13				
1 I received this waste at the address given in A4 on: Date 1 1 1 1 2 0 0 6 Time 1 1 0 0							
2 Vehicle registration no. (or mode of transport if not road): CA51 RRE			Name: Frank James On behalf of (name, address, postcode, telephone, e-mail, facsimile): The Disposal Place Company Ltd East Gable Street Stoke-on-Trent ST6 3AA Tel: 01782 993456, Fax: 01782 993457				
3 Where waste is rejected please provide details:							
I certify that waste management licence/permit/authorised exemption no(s). EAV/VML/99234							
authorises the management of the waste described in B at the address given in A4. Signature Date 1 1 1 1 2 0 0 6 Time 1 1 2 0							

Appendix B - Hazardous Properties

The hazardous properties listed in Schedule 3 to the Hazardous Waste Regulations are:

H1 "Explosive": substances and preparations which may explode under the effect of flame or that are more sensitive to shocks or friction than dinitrobenzene.

H2 "Oxidising": substances and preparations which exhibit highly exothermic reactions when in contact with other substances, particularly flammable substances.

H3A Highly flammable

H3A (first indent): liquid substances and preparations having a flash point below 21°C (including extremely flammable liquids), or

H3A (second indent): Substances and preparations which may become hot and finally catch fire in contact with air at ambient temperature without any application of energy, or

H3A (third indent): solid substances and preparations which may readily catch fire after brief contact with a source of ignition and which continue to burn or to be consumed after removal of the ignition source, or

H3A (fourth indent): gaseous substances and preparations which are flammable in air at normal temperature and pressure, or

H3A (fifth indent): substances and preparations which, in contact with water or damp air, evolve highly flammable gases in dangerous quantities.

H3B "Flammable": liquid substances and preparations having a flash point equal to or greater than 21°C and less than or equal to 55°C.

H4 "Irritant": non-corrosive substances and preparations which, through immediate, prolonged or repeated contact with the skin or mucous membrane, can cause inflammation.

H5 "Harmful": substances and preparations which, if they are inhaled or ingested or if they penetrate the skin, may involve limited health risks.

H6 "Toxic": substances and preparations (including very toxic substances and preparations) which, if they are inhaled or ingested or if they penetrate the skin, may involve serious, acute or chronic health risks and even death.

H7 "Carcinogenic": substances and preparations which, if they are inhaled or ingested or if they penetrate the skin, may induce cancer or increase its incidence.

H8 "Corrosive": substances and preparations which may destroy living tissue on contact.

H9 "Infectious": substances containing viable micro-organisms or their toxins which are known or reliably believed to cause disease in man or other living organisms.

H10 "Toxic for Reproduction"*: substances and preparations which, if they are inhaled or ingested or if they penetrate the skin, may induce non-hereditary congenital malformations or increase their incidence.

H11 "Mutagenic": substances and preparations which, if they are inhaled or ingested or if they penetrate the skin, may induce hereditary genetic defects or increase their incidence.

H12 Substances and preparations which release toxic or very toxic gases in contact with water, air or an acid.

H13 Substances and preparations capable by any means, after disposal, of yielding another substance, e.g. a leachate, which possesses any characteristics listed above.

H14 "Ecotoxic": substances and preparations which present or may present immediate or delayed risks for one or more sectors of the environment.

*In Directive 92/32/EEC amending for the seventh time Directive 67/548/EEC the term 'toxic for reproduction' was introduced. The term 'teratogenic' was replaced by a corresponding term 'toxic for reproduction'. This term is considered to be in line with property H10 in Annex III to Directive 91/689/EEC (The Hazardous Waste Directive).

Appendix C - Carriage Details

UN identification number(s), Proper shipping name(s), UN Class(es), Packing group(s) and Special handling requirements:

These items are required for transport purposes where the waste is also 'dangerous for carriage'. It is the responsibility of *consignors** of dangerous goods to classify and assign these items. Details of these can be found in the ADR 2005, which is on the United Nations Economic Commission for Europe (UNECE) web-site:

<http://www.unece.org/trans/danger/publi/adr/adr2005/05ContentsE.html>.

*For the purposes of the Carriage of Dangerous Goods and the Use of Transportable Pressure Equipment Regulations 2004, "consignor" means the enterprise which consigns dangerous goods either on its own behalf or for a third party. If the transport operation is carried out under a contract for carriage, consignor means the consignor according to the contract for carriage.

Part 2 explains the principles of classification. Part 3 (Tables A and B) has lists of the substances both numerically and alphabetically and gives the appropriate packing groups.

If a consignment is classified as dangerous goods then *consignors* may also need to comply with the requirements of the Carriage of Dangerous Goods and the Use of Transportable Pressure Equipment Regulations 2004 SI 2004/568 as amended by the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment (Amendment) Regulations 2005 SI 2005/1732 (CDG). This legislation implements the European agreements for road (ADR 2005) and rail (RID) carriage of dangerous goods in Great Britain.

Others involved in the transport chain such as loaders, fillers and carriers should also check the requirements of ADR 2005 above including Section 1.1.3.6, Chapter 5.4 and Part 8.

Additional guidance on this may be found on the web-sites of the Department for Transport:

http://www.dft.gov.uk/stellent/groups/dft_freight/documents/divisionhomepage/032621.hcsp,

and the 'Carriage of Dangerous Goods Manual', produced by the Health and Safety Executive: <http://www.hse.gov.uk/cdg/manual/index.htm>.

Special handling requirements:

This information is equivalent to the 'instructions in writing' required by the CDG (sometimes referred to as the 'TREM CARD' information). This information typically requires more space than is provided on the consignment note. Where there is insufficient space then this item should be marked as 'see attached' and the required information must be provided with the consignment note. For the purposes of the HWR we do not expect carriers to keep the "special handling requirements/instructions in writing" after the waste has been transported. However, the CDG require this information to be kept for a period of three months after the

waste has been transported. This information may be kept either as the documents forming part of a consignment note or as electronic records. In most cases, the completion of these items on a consignment notes will meet the documentary requirements of the CDG. However, if carrying a full load, *consignors* may also need to supply emergency instructions for the driver.

Please note that the Environment Agency, the Department for Transport or the Health and Safety Executive cannot give advice on individual queries concerning these items.

Where a waste is not 'dangerous for carriage' there is no need to complete these items.

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