

A Guide to Consigning Hazardous Waste in Northern Ireland



	Page
CONTENTS	
Consigning Hazardous Waste	2
Introduction	2
The Consignment Note Procedure	2
Prior to Collection	3
Completing the Consignment Note	4
Example of a blank Consignment Note	4
Completion of Section A and B (prior to collection)	5
Section A – Consignment Details	5
Section B – Description of the Waste	6
Completion of Section C and D (when waste is collected)	7
Section C – Carrier’s Certificate	7
Section D – Consignor’s Certificate	7
At the Consignee’s facility	8
Section E – Consignee’s Certificate	8
Rejected Loads	9
Repetitive Movements – Successions	9
Other cases where prenotification not required	9
Carrier’s Rounds and Extended Carrier’s Rounds	10
Multiple Carriers	11
Cross Border Movements (within UK)	11
Contacts	11
Summary table of charges	12
Summary of how to obtain and send consignment notes	13
Appendix I – Useful References	14
Appendix II – Carrier’s Schedule	15
Appendix III – Form for multiple carriers	16
Appendix IV – Hazard Codes	17
Appendix V – Recovery or Disposal codes (R or D codes)	18

Consigning Hazardous Waste

Introduction

The Hazardous Waste Regulations (Northern Ireland) 2005 (HWR), and accompanying List of Waste Regulations (Northern Ireland) 2005 (LoWR) came into operation in Northern Ireland on 16th July 2005. These regulations fully implement the European Hazardous Waste Directive (Directive 91/689/EC) in Northern Ireland. The Hazardous Waste Directive was previously implemented in Northern Ireland by way of the Special Waste Regulations (Northern Ireland) 1998. The HWR and accompanying LoWR repeal the Special Waste Regulations (Northern Ireland) 1998 and replace the term “special waste” with “hazardous waste”.

The purpose of the HW Regulations is to provide an effective system of control for wastes which are dangerous and difficult to handle, to ensure that they are soundly managed from their point of production to their final destination for disposal or recovery. This is achieved by tracking movements of hazardous waste via a Consignment Note system.

The aim of this document is to provide a guide to consigning hazardous waste in Northern Ireland.

This document is only applicable to producers or consignors of hazardous waste in Northern Ireland, as NI Waste Legislation differs to that in force in Scotland, and England and Wales.

The Consignment Note Procedure

Every movement of hazardous waste must be accompanied by a consignment note. An example of a prenotification copy of a consignment note is reproduced on page 4 of this guide. The consignment note is a six part self-carbonising form. Each part of the form has five sections A to E, which have to be completed by the different people involved in the waste movement (i.e., the consignor, carrier or consignee). The various parts of the form are colour coded as follows in NIEA versions:

Prenotification Copy:	White
Deposit Copy:	Yellow
Consignee's Copy:	Pink
Carrier's Copy:	Gold
Consignor's Copy:	Green
Producer's Copy	Blue

Each part of the note is titled to indicate which parts should be kept, by whom, and for how long.

The **PRODUCER** is any person whose activities produce waste.

The **CONSIGNOR** is the person who causes the waste to be removed from the premises at which it was produced or is being held.

The **CARRIER** is the person who transports the waste between the premises where it was produced or is being held, and the consignee's premises.

The **CONSIGNEE** means the suitably licensed/permitted facility which receives the waste for treatment, disposal or recovery.

Prior to collection

The **CONSIGNOR** or his Agent must obtain, from the Northern Ireland Environment Agency (NIEA), either a consignment note with a unique pre-printed 'number' or a unique 'number' for entry onto their own stationary.

The number consists of a two letter prefix, either **DA**, **DB**, or **DC**, and a series of digits.

DA numbers cost **£24** and are used for all types of hazardous waste movement other than those listed below;

DB numbers cost **£10** each and are solely for the consignment of hazardous waste consisting entirely of lead-acid batteries.

DC numbers are **free of charge** and are restricted to:

- (i) the second or subsequent removal of hazardous waste within a succession of small volume/extended carrier's collection rounds – see page 10 for details;
- (ii) the return of out-of-specification hazardous materials which are waste to the original manufacturer; and
- (iii) the removal of hazardous waste from a ship in a harbour area to reception facilities within the same harbour area or to a suitably licensed/permitted facility outside the harbour area.

The unique number for the consignment is entered in the top right hand corner of the consignment note after 'the Consignment Note No.' (if not pre-printed).

HAZARDOUS WASTE REGULATIONS (NI) 2005 No. of prenotice (if different) _ _ _ _ _	Consignment Note No: <i>DA 0099999</i> Sheet <i>1</i> of <i>1</i>
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Parts A and B of the consignment note must be completed by the **PRODUCER, holder or other person on his behalf** on the Pre-notification (white) copy and sent to NIEA – see notes on completion of these sections below.

The prenotification must be received by NIEA at least 72 hours (3 days) and no more than one month prior to the movement of the consignment.

Please note 72 hour period excludes:

- (a) Saturday and Sunday
- (b) Good Friday and Christmas Day
- (c) Bank Holidays
- (d) Other public holidays

The prenotification copy of the consignment note may be faxed to NIEA as well as being posted.

The 72 hour prenotification period begins when NIEA receive either a faxed copy or posted copy (if it has not been previously faxed). It must arrive in the NIEA office **before 5pm** for that day to count for prenotification purposes.

Please note that there are certain circumstances where prenotification is not required – see notes later.

Second and subsequent loads/rounds in a succession may be dispatched up to one year after pre-notification. However, the first load/round must move within one month of pre-notification.

Completion of Sections A and B (prior to collection)

Please note: if this consignment note covers a **single** movement of hazardous waste, or is the **first** in a succession of movements, then the 'No. of pre-notice (if different)' boxes will be left blank. However, if the consignment note covers the **second** or **subsequent** movement in a succession of movements the Consignment Note Number from the first consignment of the succession must be entered in the 'No. of prenotice (if different) box. This enables the Department to cross-reference all the movements within any particular succession to the original prenotification for that succession.

Section A – Consignment Details

To be completed by the producer/consignor.

A1. Full name, address and postcode from where the waste is to be removed. If you are a transfer station please ensure you tick the designated box (right hand side).

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 & postcode) <i>SMYTH'S GARAGE, 40 HILLSIDE ROAD, BELFAST BT12 7 EE</i>	

A2. Full name, address and postcode of where waste will be taken to

2. The waste will be taken to (name, address & postcode) <i>WASTE WANTED, 2 ROCKSIDE CRESECENT, BELFAST, BT1 8AA</i>

A3. The nature of the movements.

- **Single:** one movement of hazardous waste to one consignee within one month of prenotification.
- **Succession:** a series of movements of the same type of hazardous waste from the same premises to the same consignee. All movements must be completed within one year of the date of the first movement in the succession.
- **Carrier's Round Single:** movement of the same type of hazardous waste from a prenotified list of premises within a 24 hour period and delivered to the one consignee, within one week of collection, and within one month of prenotification.
- **Carrier's Round Succession:** a series of movements of the same type of hazardous waste from a prenotified list of premises, delivered to the same consignee. These should occur within one year of the date of first movement in the succession.
- **Extended Carrier's Round Succession:** second or subsequent movements of the same type of hazardous waste from a prenotified list of different premises to the same consignee which satisfy specific criteria (see details on page 10).

3. The consignment(s) will be: one single <input checked="" type="checkbox"/> a succession <input type="checkbox"/> carrier's round single <input type="checkbox"/> carrier's round succession <input type="checkbox"/> extended carrier's round <input type="checkbox"/>
(Please specify)

A4. Expected removal date of first consignment – this can be no less than 72 hours after the pre-notification copy has been received by NIEA and no more than one calendar month from the date of pre-notification.
Last consignment (date) – in the case of a single movement must be within one month of pre-notification. In the case of a succession of movements it must be within one year of date of first movement on succession.

4. Expected removal date of first consignment: <i>15/10/06</i>	last consignment: <i>14/10/07</i>
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A5. The consignor/producer must print and sign their name along with the date and give the name and full address of their company, including the postcode.

I, the undersigned, certify that the information in A & B is correct.	
5. Name <i>JOE BLOGGS</i>	On behalf of (company, address & postcode)
Signature <i>Joe Bloggs</i>	<i>AS A2</i>
Date <i>10/10/06</i>	

A6. A contact telephone number should be given. This will minimise any delay should any part of the paperwork be incorrect/incomplete.

6. Telephone No: <i>02890 123456</i>

A7. The name, address and postcode of the Producer (if different from details in A1.)

7. The waste producer was (if different than 1.) (name, address & postcode) <i>AS A1</i>
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Section B – Description of the Waste

To be completed by the producer/consignor.

If the consigned waste is made up of more than one waste type or if there is not enough space in section B, then additional sheets can be used. The box entitled 'No of additional sheets' should also be completed. For every page of the consignment note there should be a copy sheet of any additional information, which should be dispatched or retained with each consignment note page where appropriate.

Each additional sheet should contain the same level of information as requested in B1- B3 and should be numbered clearly. The Consignment Note number that the additional sheets refer to should be clearly identified at the top of each sheet.

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

The Standard Industrial Classification code (SIC) for the process giving rise to the waste should be entered in the space provided. Please see Appendix 1 for sources of these codes.

SIC for the process giving rise to the waste is: 45200
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B1. Give a full and meaningful description of the waste to be collected. This can be either a physical term, chemical term or a common name. It is not enough to simply describe the waste as being e.g. "commercial" or "industrial".

B. DESCRIPTION OF WASTE	No. of Additional sheets: <input type="checkbox"/>
1. The waste is: DRUM OF OIL FILTERS	

B2. State the process during which the waste was produced e.g. galvanising steel, servicing of vehicles, etc.

2. The process giving rise to the waste: SERVICING OF MOTOR VEHICLES
--

B3. The waste details are entered in this table. **Please note that where more than one type of waste is collected all of the information requested on this table must be completed for each EWC identified.**

- Ensure that a 6-digit European Waste Catalogue (EWC) code is assigned to the waste, or if it consists of different waste streams, that the relevant EWC codes are listed in relation to each component of the waste. Advice on selecting the right EWC code can be found in the Technical Guidance WM2 document (see **Appendix 1** for list of references)
- Estimate or calculate the total weight of the waste to be transferred and also include the units of measurement e.g. tonnes. If the consignment is part of a succession of movements the total weight should be an estimate of the total weight to be transferred for the duration of the succession.
- List the components of the waste and the concentrations that they are present in. Provided the hazards present in a waste and the handling requirements necessary to deal with it do not vary across a range, then the concentrations of hazardous components within the waste may be given as a range e.g. 5-10%, rather than a specific value.
- Indicate the physical form of the waste using abbreviations given e.g. "S" if waste is solid in composition.
- Indicate the relevant hazard code(s) for the waste namely H1 – H14 (see **Appendix IV** for definitions)
- Indicate the container type or size that the waste is being transferred in e.g. 8 cubic metre skip.

3. WASTE DETAILS (where more than one waste type is collected all of the information given below must be completed for each EWC* identified):

List of Wastes (EWC) Code (6 digits)	Quantity (kg/lts/tonnes)	The chemical/biological components of the waste and their concentrations are:		Physical Form (gas (G), liquid (L), solid (S), powder (P), sludge (SL) or mixed (M)):	Hazard Code(s)	Container type, size
		Component	Concentration (% or mg/kg)			
160107	150kg	USED OIL	>0.1%	M	H7	205L

On the Day of Collection

Section C – Carrier’s Certificate

The **CARRIER** should complete Part C of the consignment note when the waste is collected from the Producer/Consignor and if it is part of a carrier’s round the relevant section of the carrier’s schedule should be completed.

C1. The Carrier’s Registration Number or reason for exemption

C. CARRIER’S CERTIFICATE (<i>if more than one carrier is used attach schedule for subsequent carriers</i>) If carrier schedule is attached please tick <input type="checkbox"/>			
I certify that today I collected the consignment and that the details in A1, A2 and B3 above are correct and that I have been advised of any specific handling requirement. The Quantity collected in the load is:			
Name	<i>PETER JONES</i>	On behalf of (company, address, postcode & telephone no:)	<i>AS A2</i>
Signature	<i>Peter Jones</i>	Date	<i>15/10/06</i> at <i>14.30</i> Hrs.
1. Carrier Registration No./Reason for Exemption: <i>ROC 4444</i>			

C2. The vehicle registration number or mode of transport (if not by road) e.g. trains.

2. Vehicle registration No. (or mode of transport if not road): <i>ZBZ 888</i>
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In the event of there being differences between the waste collected and that which was pre-notified then the Producer/Consignor and the Carrier should agree an amendment.

Please note that any such amendments should only cover minor alterations in quantity or in units. A new consignment note will be required if amendments are such that the nature of the waste has changed, as have the precautions for handling and managing the waste.

If there is no space for such amendments, additional sheets can be used. For every coloured 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 and bear a reference to the Consignment Note Number.

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

Section D – Consignor’s Certificate

The **PRODUCER/CONSIGNOR** should complete Part D of the consignment note to confirm that the information in Section B and C is correct and the waste is being transferred to a licensed/permitted site. If the collection is part of a round, the relevant section of a carrier’s schedule should be completed as shown later in this section (see page 10 ‘Carrier’s Rounds’)

D. CONSIGNOR’S CERTIFICATE			
I certify that the information in B and C above is correct and the carrier was advised of the appropriate precautionary measures. All of the waste is packaged and labelled correctly and the carrier has been advised of any specific handling requirements.			
Name	<i>JOHN SMITH</i>	On behalf of (company, address & postcode)	<i>AS A1</i>
Signature	<i>John Smith</i>	Date	<i>15/10/06</i> at <i>14.30</i> Hrs.

The **CONSIGNOR’S** copy (green) should be detached and retained by the **CONSIGNOR**. If the **CONSIGNOR** is not the producer of the waste they must provide a copy to the **PRODUCER**, the **PRODUCER’S** copy (blue). **CONSIGNORS** and **PRODUCERS** should retain these copies as part of a register for not less than three years. The remaining three copies should be passed to the **CARRIER**.

The CARRIER must ensure that the consignment note travels with the consignment of hazardous waste during transportation.

At the Consignee's Facility

On delivery of the consignment, the **CARRIER** must give the three remaining copies to the **CONSIGNEE**. The **CONSIGNEE** must complete Part E on the three remaining copies and give the completed **CARRIER'S** copy (Gold) to the **CARRIER**. The **CARRIER** must retain their copy as part of a register for not less than three years. The **CONSIGNEE** must **forthwith** dispatch the completed Deposit copy (Yellow) to the NIEA Office. The **CONSIGNEE** must retain the completed **CONSIGNEE'S** copy (pink) until the licence for their site expires, when they should then submit all the retained copies to NIEA.

Consignees are now also required to send a return to the producer. This may be a completed copy of the consignment note or a return containing the details specified in Schedule 8 of the HW Regulations.

Section E – Consignee's Certificate

This is completed by the **CONSIGNEE**. Sections A-D should be checked at this time.

The details for the individual EWC code(s), quantity of each EWC code, and Recovery or Disposal code (R or D code) for the waste management operation to be performed on each waste received by the Consignee site are entered on the table. See **Appendix V** for list of R and D codes.

E. CONSIGNEE'S CERTIFICATE		
Where more than one waste type is collected all of the information given must be completed for each EWC.		
Individual EWC Code(s) received	Quantity of each EWC Code received (kg)	Waste Management operation (R or D code)
<i>160107</i>	<i>150kg</i>	<i>D09</i>

Please note that where more than one type of waste is delivered to the Consignee site all of the information requested on this table must be completed for each EWC Code identified.

As with section B, if there is not enough space in the table, then additional sheets can be used. There should be a copy of the additional information for every coloured page of the consignment note. This should be dispatched or retained with each consignment note page where appropriate.

Each additional sheet should contain the same level of information as requested in the table in section E and should be clearly numbered. The Consignment Note number that the additional sheets refer to should be clearly identified at the top of each sheet.

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

E1. The date (day, month and year) and time of day that the waste was received at the consignee site must be entered

1. I received this waste at the address given in A2 on	<i>15/10/06</i>	at	<i>15.00</i>	hrs
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E2. Registration number of vehicle delivering waste to consignee site.

2. Vehicle registration no:	<i>ZBZ 888</i>
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The consignee must certify the Waste Management Licence number, permit number or exemption number for the consignee site.

I certify that Waste Management Licence/permit/authorised exemption no:		<u>777 BCC</u>
Name	<i>ROBERT BROWN</i>	On behalf of (company) <i>WASTE WANTED</i>
Signature	<i>R Brown</i>	Date <i>15/10/06</i>

Rejected Loads

If the consignee decides to reject a load of hazardous waste, **and they have the consignment note in their possession**, then they should indicate clearly, in Section E, why the consignment was rejected, send a copy of the note to NIEA, retain a copy and give the carrier a copy.

Where no copies of the consignment note have been provided to the consignee he must, as soon as possible, provide NIEA with a written explanation for rejecting the load - including full details of the consignment and carrier if known. The carrier must also inform NIEA of the rejection and seek instructions from the consignor. The consignor must inform the carrier and NIEA of his intentions which can be:

- to return the consignment to the place where it was collected;
- to return the consignment to the place where it was produced; or
- to take it to another suitably licensed or permitted site which can accept the waste (provided acceptance is granted)

If the consignor decides to take the rejected load to other specified premises a new consignment note must be prepared. NIEA will generally grant immediate clearance to allow the waste to be transferred to a suitable facility the same day, removing the need for the three day pre-notification period. Please note however that this clearance will be at NIEA discretion, regarding risk to the environment and human health. The new note is completed in the manner already outlined in this guide except that only four rather than six copies are prepared – the pre-notification copy and producers copy are not required. The carrier may, where he has received written instructions from the consignor, complete Part D of each copy on the consignor's behalf and send him the consignor's copy.

Repetitive Movements – Successions

There is a procedure for the movement of waste of the same description, from the same premises and consignor, going to the same consignee and premises. These repetitive movements are called successions and can be applied to both single loads and to carrier's rounds. Prenotification of the first load or round within the succession should be furnished to the NIEA office and the first load must move within one month of the prenotification. Second and subsequent consignments or rounds that satisfy the above conditions do not require to be pre-notified to NIEA provided they occur within twelve months of prenotification of the first consignment. Please note that for such subsequent movements a consignment note, with a unique code obtained from NIEA, should still be completed for each movement of waste but the prenotification copy (white) can be discarded.

Please note that the Consignment Note Number from the first consignment of the succession must be entered in the 'No. of prenotice (if different)' box (see page 5)

Other cases where prenotification is not required

Prenotification is not required for the following types of consignments:

- Off-specification products, which have been declared to be waste, and are to be returned to the supplier or manufacturer (DC code: free)
- Waste produced on a ship being removed to a conveyance or reception facility (DC code: free)
- Lead-acid batteries (DB code: £10)
- Intra-group movements, for storage pending disposal or recovery (DA code: £24 or DB code: £10)

Carrier's Rounds

A Carrier's Round is a journey made by a carrier during which more than one consignment of hazardous waste is collected, and all consignments are taken to the same consignee. To be treated as a 'Carrier's Round' under these regulations the round, with the exception of a round that satisfies the requirements for an 'extended carrier's round' (described below), must be completed within 24 hours.

Waste carried by a carrier on a 'round' can be consigned using a special system which uses an additional self-carbonising form called a 'Carrier Schedule' (five parts: one for consignor, one for the producer, one for the carrier, one for NIEA and one for the consignee). An example of a carrier schedule (NIEA copy) is reproduced in **Appendix II**. The schedule is used in conjunction with the consignment note. The consignor's (top) copy of the schedule is divided into strips, each of which is used in place of part of Section C and all of Section D of the normal consignment note. For each round, including the first and subsequent rounds in a succession, the carrier must:

- Complete Parts A to C of the consignment note and make one (photo)copy of the consignment note for each producer/consignor, with the unique number for the round, and the number for the first round of a succession;
- Enter the basic details onto the schedule including the consignment note number (please include postcode in address);
- Ensure a strip of the carrier's schedule is completed, at the time of waste collection, by the carrier and each consignor (instead of Section D); and
- Leave a photocopy of the consignment note and the relevant tear-off strip of the schedule with each consignor and producer (if producer is not consignor).

At the end of the round Section E of the consignment note should be completed by the consignee and copies of the note and the schedule should be distributed as in the standard procedure.

Extended Carrier's rounds

A fee is not required for a consignment note (DC type) for a second and subsequent round in a succession of carrier's rounds where:

- the carrier is also the consignee;
- no more than one consignment is collected from any consignor during the succession;
- the total weight of hazardous waste in each round (including the first round) does not exceed 400 kg; and
- the time between the first collection in the first round in the succession and the delivery of the last consignment is no more than one week.

Carrier's Rounds satisfying the criteria above are referred to as 'Extended Carrier's Rounds.'

Multiple Carriers

Where more than one carrier transports, or is to transport the consignment a separate schedule of carriers (called a 'Form for Multiple Carriers') is required to be completed. See **Appendix III** for the format of this schedule. These forms can be ordered from NIEA. There is a handling charge of 50p each.

Before the consignment moves the consignor must ensure that a copy of the schedule is prepared for the hazardous waste producer or holder (where different from the consignor), the consignor, every carrier and the consignee and that the copies are given to the first carrier. The first carrier must ensure the copies travel with the consignment.

On transferring the consignment to each subsequent carrier the previous carrier will hand over all copies of the schedule. The subsequent carrier completes the relevant certificate on each copy, gives one to the previous carrier (who retains it) and ensures that all remaining copies travel with the consignment.

On delivering the consignment to the consignee site the carrier retains one copy of the schedule and gives the remaining copies to the consignee.

On receipt of the consignment the consignee must forthwith forward a copy of the completed schedule to NIEA.

Cross border movements (within the UK)

All hazardous waste produced within Northern Ireland must be consigned using an NIEA issued consignment note or number regardless of its final destination within the UK. Pre-notification to NIEA, where appropriate is still required.

When exporting hazardous waste to **England** or **Wales** for treatment, disposal or recovery, the consignee site which receives the waste is required to send a completed deposit note to NIEA.

When exporting hazardous waste to **Scotland** for treatment, disposal or recovery, the local SEPA office covering the consignee site's area will forward a copy of the completed deposit note to NIEA.

Summary

See table on next page for a summary of the pre-consignment procedure and the appropriate fees.

Contacts

To order Consignment Notes (with pre-printed numbers), numbers for your own stationery or copies of carrier schedules and forms for multiple carriers contact the NIEA office.

The contact for the NIEA office is:

**Hazardous Waste/TFS
Northern Ireland Environment Agency
Land Resource Management
1st Floor
Klondyke Building
Cromac Avenue
Belfast
BT7 2JA**

Tel:(028) 9056 3710 Fax:(028) 9056 9310

Summary Table of Charges and Prenotification requirements

TYPE OF MOVEMENT	NOTE PREFIX	PRENOTIFICATION REQUIRED	FEE
Single movement	DA	Yes	£24
First movement in a succession	DA	Yes	£24
Second or subsequent movement in a succession	DA	No	£24
Single or repetitive movements consisting entirely of lead-acid batteries	DB	No	£10
Intra group movements between bodies corporate belonging to the same group	DA/DB	No	£24/£10
Return of off-specification material to supplier or manufacturer	DC	No	Nil
Removal of Landed Ships Waste to conveyance for transportation outside harbour area	DC	No	Nil
Removal of Landed Ships Waste to reception facilities within the harbour area	DC	No	Nil
Removal of Landed Ships Waste by pipeline to reception facilities outside harbour area	DC	No	Nil
Carrier's Rounds			
Any single Carrier's Round (not consisting entirely of lead-acid batteries)	DA	Yes	£24
First Carrier's Round in a succession of such rounds (not consisting entirely of lead-acid batteries)	DA	Yes	£24
Second and any subsequent Carrier's Round in a succession of such rounds (not consisting entirely of lead-acid batteries)	DA	No	£24
First Round in an Extended Carrier's Round (not consisting entirely of lead-acid batteries)	DA	Yes	£24
Second and any subsequent round in an Extended Carrier's Round	DC	No	Nil
Carrier collection round (unless the second or subsequent in an Extended Carrier's Round) consisting entirely of lead-acid batteries	DB	No	£10

Summary of How to Obtain and Send Consignment Notes

How do I consign hazardous waste?

To consign hazardous waste you will need to notify the Northern Ireland Environment Agency (NIEA) in advance of the movement, by completing a multi-part consignment note. This pre-notification copy should be returned to the NIEA office. (See Part B for information on completing the note). It must bear a unique number (referred to as a 'code' in the Hazardous Waste Regulations) to that load of hazardous waste. These numbers are available from NIEA, and can be provided either on pre-printed consignment notes or as a list of numbers for inclusion on your own stationery. Your waste disposal contractor may be able to help you.

How do I obtain consignment notes or numbers?

First, you will need to decide how many notes or numbers of each type you require. Notes pre-printed with consignment numbers are available from the NIEA office. If preferred, a list of consignment note numbers for your own stationery can be obtained from the NIEA office.

Then, you should contact NIEA to place an order - this can be done by fax or post. Faxed or written confirmation on headed paper is required before notes or numbers can be issued. This must be received before 4pm for notes or numbers to be despatched on that day.

Alternatively, you may obtain notes or numbers by calling into the NIEA office between the hours of 9am and 4pm – it is advisable to ring NIEA in advance.

How much do they cost?

The cost varies depending on the content of the consignment. Consignment codes (numbers) comprise two letters and eight numbers, e.g. DA 12345678. The second letter indicates cost:

- A = £24 applicable for most consignments
- B = £10 applicable only for loads consisting entirely of lead-acid batteries
- C = £0 free codes for use in certain circumstances

You will normally be invoiced for the consignment notes or numbers you receive by NIEA accounts section. You may however pay directly by cash or cheque at the NIEA office if you are collecting them in person. Consignment notes/numbers cost the same regardless of them being supplied on NIEA pre-printed stationery or for inclusion on your own stationery. The fee is zero rated for VAT.

Carrier Schedules cost 40p each and **Forms for Multiple Carriers** cost 50p each

Where do I send the NIEA copies of the consignment note?

The parts of the consignment note that have to be sent to the NIEA should be sent to the following address:

**Hazardous Waste/TFS Section
Northern Ireland Environment Agency
1st Floor
Klondyke Building
Cromac Avenue
Gasworks Business Park
Belfast
BT7 2JA**

Appendix 1:

Useful References

The following list provides sources of data and information that may be of assistance to users of this guide

- **The Hazardous Waste Regulations (Northern Ireland) 2005**
ISBN 0-337-96064-X
- **The List of Wastes Regulations (Northern Ireland) 2005**
ISBN 0-337-96095-X

You can obtain copies of the above publications from:

The Stationery Office, Government Bookshop, 16 Arthur Street, Belfast.
Telephone (O28) 9023 8451

European Council Directive 91/689/EEC (Hazardous Waste Directive)

The above may be downloaded from www.europa.eu

Technical Guidance WM2 – Interpretation of the definition and classification of hazardous waste

Please note: WM2 includes a copy of the European Waste Catalogue (EWC)

WM2 may be viewed or downloaded from NIEA website at <http://www.ni-environment.gov.uk/>

Approved Supply List (8th edition) – Information approved for the classification and labelling of substances and preparations dangerous for supply.

ISBN 0-7176-6138-5

Approved classification and labelling guide - Chemicals (Hazard Information and Packaging for supply) Regulations 2002 (5th Edition)

ISBN 0-7176-2369-6

Copies of the last two publications can be obtained from:

Health and Safety Executive (HSE) Books,
PO Box 1999, Sudbury, Suffolk, CO10 6FS
(01787 881165 fax 01787 313995)

Indexes to the UK Standard Industrial Classification of Economic Activities 2003

ISBN 0-11-621642-5

The above is available from:

TSO
PO Box 29, Norwich, NR3 1GN
(0870 600 5522 fax 0870 600 5533)

and online at www.tso.co.uk/bookshop

Websites for UK Agencies:

- <http://www.ni-environment.gov.uk/>

- www.sepa.org.uk

- www.environment-agency.gov.uk

Appendix II

Carrier's Schedule

HAZARDOUS WASTE REGULATIONS (NI) 2005
CARRIER SCHEDULE

CONSIGNOR'S COPY
Consignment Note No:
Sheet _____ of _____

PLEASE COMPLETE IN BLOCK CAPITALS

Name and address of premises from which waste was removed

Consignment Note No:

Waste	EWC Code(s)	Quantity (Kgs)	Physical Form	Hazard Code

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.

Name (Carrier)	Signature
Date	at hrs

I certify that the waste collected is as detailed above and conforms with the description given in B on the Consignment note.

Name (Consignor)	Signature
Date	

Name and address of premises from which waste was removed

Consignment Note No:

Waste	EWC Code(s)	Quantity (Kgs)	Physical Form	Hazard Code

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.

Name (Carrier)	Signature
Date	at hrs

I certify that the waste collected is as detailed above and conforms with the description given in B on the Consignment note.

Name (Consignor)	Signature
Date	

Name and address of premises from which waste was removed

Consignment Note No:

Waste	EWC Code(s)	Quantity (Kgs)	Physical Form	Hazard Code

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.

Name (Carrier)	Signature
Date	at hrs

I certify that the waste collected is as detailed above and conforms with the description given in B on the Consignment note.

Name (Consignor)	Signature
Date	

Name and address of premises from which waste was removed

Consignment Note No:

Waste	EWC Code(s)	Quantity (Kgs)	Physical Form	Hazard Code

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.

Name (Carrier)	Signature
Date	at hrs

I certify that the waste collected is as detailed above and conforms with the description given in B on the Consignment note.

Name (Consignor)	Signature
Date	

Appendix III

Form for Multiple Carriers



FORM FOR MULTIPLE CARRIERS
PRODUCER/HOLDER/CONSIGNOR COPY
PLEASE COMPLETE IN BLOCK CAPITALS

HAZARDOUS WASTE REGULATIONS (NI) 2005

Consignment Note No:

SECOND CARRIER'S CERTIFICATE

I Certify that _____ carrier transferred the waste identified in B3 of (Consignment Note No.....) to me today for onward transportation to another *carrier/the consignee listed in A2 (*delete as appropriate). The quantity collected in the load is:

Name: _____ On behalf of (company, name, address & postcode): _____

Signature: _____ Date: _____ at _____ hrs.

1. Carrier registration no/reason for exemption:
 2. Vehicle registration no. (or mode of transport if not road):
-

THIRD CARRIER'S CERTIFICATE

I Certify that _____ carrier transferred the waste identified in B3 of (Consignment Note No.....) to me today for onward transportation to another *carrier/the consignee listed in A2 (*delete as appropriate). The quantity collected in the load is:

Name: _____ On behalf of (company, name, address & postcode): _____

Signature: _____ Date: _____ at _____ hrs.

1. Carrier registration no/reason for exemption:
 2. Vehicle registration no. (or mode of transport if not road):
-

FOURTH CARRIER'S CERTIFICATE

I Certify that _____ carrier transferred the waste identified in B3 of (Consignment Note No.....) to me today for onward transportation to another *carrier/the consignee listed in A2 (*delete as appropriate). The quantity collected in the load is:

Name: _____ On behalf of (company, name, address & postcode): _____

Signature: _____ Date: _____ at _____ hrs.

1. Carrier registration no/reason for exemption:
2. Vehicle registration no. (or mode of transport if not road):

Appendix IV

Hazard Codes

- H1** **‘Explosive’**: substances and preparations which may explode under the effect of flame or which are more sensitive to shocks or friction than dinitrobenzene.
- H2** **‘Oxidizing’**: substances and preparations which exhibit highly exothermic reactions when in contact with other substances, particularly flammable substances.
- H3-A** **‘Highly flammable’**:
- liquid substances and preparations having a flash point below 21°C (including extremely flammable liquids), or
 - substances and preparations which may become hot and finally catch fire in contact with air at ambient temperature without any application of energy, or
 - 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 source of ignition, or
 - gaseous substances and preparations which are flammable in air at normal pressure, or
 - substances and preparations which, in contact with water or damp air, evolve highly flammable gases in dangerous quantities.
- H3-B** **‘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 and 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 preparation 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, eg, a leachate, which possesses any of the 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.

Appendix V

Recovery or Disposal codes (R or D code):

Code	Disposal operation
D01	Deposit into or onto land
D02	Land Treatment
D03	Deep injection
D04	Surface impoundment
D05	Specially engineered landfill
D06	Release into a water body except seas/oceans
D07	Release into seas/oceans including seabed insertion
D08	Biological treatment not specified elsewhere which results in final compounds or mixtures which are disposed of by any of the operations numbered D01 to D12
D09	Physic-chemical treatment not specified elsewhere which results in final compounds or mixtures which are disposed of by any of the operations numbered D01 to D12
D10	Incineration on land
D11	Incineration at sea
D12	Permanent storage
D13	Blending or mixing prior to submission to any of the operations numbered D01 to D12
D14	Repackaging prior to submission to any of the operations numbered D01 to D12
D15	Storage pending any of the operations numbered D01 to D14 (excluding temporary storage, pending collection, on the site where it is produced).

	Recovery operation
R01	Use principally as a fuel or other means to generate energy
R02	Solvent reclamation/regeneration
R03	Recycling/reclamation of organic substances which are not used as solvents (including composting and other biological transformation processes)
R04	Recycling/reclamation of metals and metal compounds
R05	Recycling/reclamation of other inorganic materials
R06	Regeneration of acids or bases
R07	Recovery of components used for pollution abatement
R08	Recovery of components from catalysts
R09	Oil refining or other re-uses of oil
R10	Land treatment resulting in benefit to agriculture or ecological improvement
R11	Use of wastes obtained from any of the operations numbered R01 to R11
R12	Exchange of wastes for submission to any of the operations numbered R01 to R11
R13	Storage of wastes pending any of the operations numbered R01 to R12 (excluding temporary storage, pending collection, on the site where it is produced).

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Our aim is to protect, conserve and promote the natural environment and built heritage for the benefit of present and future generations.



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