



Completion of Waste Transfer Notes

Leigh Phillips – Group Environment & Sustainability Manager
Version 1.2 - 04/2018

Erith		Erith Haulage Company Ltd Erith House, Queen Street, Erith, Kent DAB 1RP Tel: 01322 336 672 Registered Carrier / Broker CBDU90358		FORS 10000392		CLOCS	
DUTY OF CARE - CONTROLLED WASTE TRANSFER NOTE							
TIME ON SITE	TIME OFF SITE	WAITING TIME	DATE				
CURRENT HOLDER OF THE WASTE		DESCRIPTION OF WASTE					
PRODUCER NAME		QUANTITY					
SITE ADDRESS		WASTE INFORMATION No (WIF)					
POSTCODE		SIC CODE 2007 for the process giving rise to the waste					
		39000 Remediation Activities <input type="checkbox"/>					
		43110 Demolition <input type="checkbox"/>					
PERSON COLLECTING THE WASTE		43120 Site Preparation <input type="checkbox"/>					
VEHICLE REGISTRATION		OTHER (SPECIFY) <input type="checkbox"/>					
HAULIER		EWC WASTE CODE					
CARRIER REGISTRATION		17.01.01 Concrete <input type="checkbox"/>					
GROSS WEIGHT		17.01.07 Tiles & Ceramics <input type="checkbox"/>					
TARE		17.02.01 Wood <input type="checkbox"/>					
NETT		17.03.02 Bituminous Mixtures <input type="checkbox"/>					
PLACE OF TRANSFER		17.05.04 Soil and Stones (inert) <input type="checkbox"/>					
DISPOSAL SITE		17.05.04 Soil and Stones (non hazardous) <input type="checkbox"/>					
ADDRESS		20.02.01 Biodegradable <input type="checkbox"/>					
POSTCODE		OTHER (Specify) <input type="checkbox"/>					
		GRAB LOAD <input type="checkbox"/>					
SIGNATURES OF ALL PARTIES TO THE TRANSFER							
I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the waste (England and Wales) Regulations 2011							
PRODUCER	SIGN	PRINT					
DRIVER	SIGN	PRINT					
DISPOSAL SITE	SIGN	PRINT					
ER16 Customers ordering vehicles off the public road do so entirely on their own responsibility							



This module is designed to provide guidance to compliantly and correctly complete a waste transfer note under Duty of Care Regulations. For 4 years, we have been driving compliance within the business and with our partners. Only some improvement has been gained.



Reason for ensuring compliance

Under the **Waste (England & Wales) Act and Duty of Care Regulations**, we have a:

Legal duty to correctly and compliantly record and describe waste.

Ensure that the waste is transferred by a registered waste carrier and disposed of at a licenced or exempted waste facility.

It is very easy to get things wrong and incorrect information becomes habitual.

Duty of Care, in this case, means that although the “Producer” (Person / project who makes the waste) of the waste is legally responsible for the waste.


Every individual throughout production of the waste, transporting the waste and recycling or disposal of the waste has a legal responsibility and duties also.





Completion of the note

For this module, *Erith Haulage* notes are the example. Currently, these notes are compliant so, where using 3rd party or sub-contractor waste notes, we need to apply the same rules. If the notes are not compliant, **WE NEED TO STOP! DO NOT COMPLETE THE WASTE TRANSFER NOTE AND REPORT THIS TO YOUR SUPERVISOR OR MANAGER IMMEDIATELY.**


We need to improve and sustain compliance. We need you to take this issue seriously. It will affect us all.



Erith Haulage Company Ltd
Erith House, Queen Street, Erith, Kent DA8 1RP
Tel: 01322 336 672
Registered Carrier / Broker CBDU90358



DUTY OF CARE - CONTROLLED WASTE TRANSFER NOTE



Erith Haulage Company Ltd
Erith House, Queen Street, Erith, Kent DA8 1RP
Tel: 01322 336 672
Registered Carrier / Broker CBDU90358

DUTY OF CARE - CONTROLLED WASTE TRANSFER NOTE

TIME ON SITE	TIME OFF SITE	WASTING TIME	DATE
CURRENT HOLDER OF THE WASTE		DESCRIPTION OF WASTE	
PRODUCER NAME		QUANTITY	
SITE ADDRESS		WASTE INFORMATION No (WIF)	
POSTCODE		SIC CODE 2007 for the process giving rise to the waste	
PERSON COLLECTING THE WASTE		9900 Remediation Activities	
VEHICLE REGISTRATION		43110 Demolition	
HAULIER		43120 Site Preparation	
CARRIER REGISTRATION		OTHER (SPECIFY)	
GROSS WEIGHT		EWC WASTE CODE	
TARE		17.01.01 Concrete	
NETT		17.01.07 Tiles & Ceramics	
PLACE OF TRANSFER		17.02.01 Wood	
DISPOSAL SITE		17.03.02 Bituminous Mixtures	
ADDRESS		17.05.04 Soil and Stones (inert)	
POSTCODE		17.05.04 Soil and Stones (non hazardous)	
		20.02.01 Biodegradable	
		OTHER (Specify)	
		GRAB LOAD	
SIGNATURES OF ALL PARTIES TO THE TRANSFER			
I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the waste (England and Wales) Regulations 2011			
PRODUCER	SIGN	PRINT	
DRIVER	SIGN	PRINT	
DISPOSAL SITE	SIGN	PRINT	

ER16 Customers ordering vehicles off the public road do so entirely on their own responsibility

The waste transfer note is broken down into many sections but some work has gone into, and continues to ensuring our waste notes are pre-completed as much as possible and hence, easier to use.

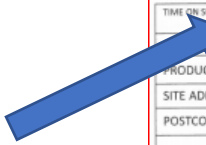
The above details our company name, address and telephone number. There is also a record of our waste carrier's licence number ALL CARRIERS MUST BE REGISTERED WITH THE ENVIRONMENT AGENCY AND MUST PROVIDE A NUMBER. If you are unable to identify a carrier's number on the waste note, **STOP**, check with the driver or report to your supervisor.

TIME ON SITE	TIME OFF SITE	WAITING TIME	DATE
08:00	08:20	20 mins	05/12/17

Where sub-contractor tickets have the “Conveyance Note / Waste Transfer Note” option, “Conveyance note” needs to be crossed out when moving waste!

All areas of this section must be completed fully to:

- Defend road accident claims.
- Ensure the waste left the site and went to the correct disposal point in good time.
- Monitor waiting time for drivers on site.



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Erith Safety 24/7

DUTY OF CARE - CONTROLLED WASTE TRANSFER NOTE

TIME ON SITE	TIME OFF SITE	WAITING TIME	DATE
HOLDER OF THE WASTE		DESCRIPTION OF WASTE	
PRODUCER NAME		QUANTITY	
SITE ADDRESS		WASTE INFORMATION No (WIF)	
POSTCODE		SIC CODE 2007 for the process giving rise to the waste	
		39000 Remediation Activities <input type="checkbox"/>	
		43110 Demolition <input type="checkbox"/>	
PERSON COLLECTING THE WASTE		43120 Site Preparation <input type="checkbox"/>	
VEHICLE REGISTRATION		OTHER (SPECIFY) <input type="checkbox"/>	
HAULIER		EWC WASTE CODE	
CARRIER REGISTRATION		17.01.01 Concrete <input type="checkbox"/>	
GROSS WEIGHT		17.01.07 Tiles & Ceramics <input type="checkbox"/>	
TARE		17.02.01 Wood <input type="checkbox"/>	
NETT		17.03.02 Bituminous Mixtures <input type="checkbox"/>	
PLACE OF TRANSFER		17.05.04 Soil and Stones (inert) <input type="checkbox"/>	
DISPOSAL SITE		17.05.04 Soil and Stones (non hazardous) <input type="checkbox"/>	
ADDRESS		20.02.01 Biodegradable <input type="checkbox"/>	
POSTCODE		OTHER (Specify) <input type="checkbox"/>	
		GRAB LOAD <input type="checkbox"/>	
SIGNATURES OF ALL PARTIES TO THE TRANSFER			
I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the waste (England and Wales) Regulations 2011			
PRODUCER	SIGN	PRINT	
DRIVER	SIGN	PRINT	
DISPOSAL SITE	SIGN	PRINT	

ER16 Customers ordering vehicles off the public road do so entirely on their own responsibility

Start writing
the address
here!



CURRENT HOLDER OF THE WASTE	Erith
PRODUCER NAME	Contractors Limited, City North,
SITE ADDRESS	Fonthill Road, 8 – 10 Goodwin
POSTCODE	Street, London, N4 3JH

This section is completed by the **PRODUCER** of the waste. This is likely to be the project, or could be you. So, you should write, for example:




*“Erith Contractors Limited
City North, Fonthill Road
8-10 Goodwin Street, Islington,
London, N4 3JH”*

It is important that the FULL address, including postcode is added here. Ensure you are aware of your project’s full address before completing these. The project **MUST** give this to you or write it themselves.

Some projects have an ink stamp with the full address details on them. Where used, please ensure **ALL COPIES ARE STAMPED** or that where hand written, all copies are clear and readable.

Erith Safety 24:7		Erith Haulage Company Ltd Erith House, Queen Street, Erith, Kent DA8 1RP Tel: 01322 336 672 Registered Carrier / Broker CBDU90358		 	
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TIME ON SITE	TIME OFF SITE	WAITING TIME	DATE		
CURRENT HOLDER OF THE WASTE		DESCRIPTION OF WASTE			
PRODUCER NAME		QUANTITY			
POSTCODE		WASTE INFORMATION No (WIF)			
PERSON COLLECTING THE WASTE		SIC CODE 2007 for the process giving rise to the waste			
VEHICLE REGISTRATION		39000 Remediation Activities <input type="checkbox"/>			
HAULIER		43110 Demolition <input type="checkbox"/>			
CARRIER REGISTRATION		43120 Site Preparation <input type="checkbox"/>			
GROSS WEIGHT		OTHER (SPECIFY) <input type="checkbox"/>			
TARE		EWC WASTE CODE			
NETT		17.01.01 Concrete <input type="checkbox"/>			
PLACE OF TRANSFER		17.01.07 Tiles & Ceramics <input type="checkbox"/>			
DISPOSAL SITE		17.02.01 Wood <input type="checkbox"/>			
ADDRESS		17.03.02 Bituminous Mixtures <input type="checkbox"/>			
POSTCODE		17.05.04 Soil and Stones (inert) <input type="checkbox"/>			
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		OTHER (Specify) <input type="checkbox"/>			
		GRAB LOAD <input type="checkbox"/>			
SIGNATURES OF ALL PARTIES TO THE TRANSFER					
I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the waste (England and Wales) Regulations 2011					
PRODUCER	SIGN	PRINT			
DRIVER	SIGN	PRINT			
DISPOSAL SITE	SIGN	PRINT			
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PERSON COLLECTING THE WASTE	
VEHICLE REGISTRATION	GN60 ABC
HAULIER	ABC Haulage Limited
CARRIER REGISTRATION	CBDU12345
GROSS WEIGHT	1 Load
TARE	
NETT	

 Erith Haulage Company Ltd Erith House, Queen Street, Erith, Kent DAB 1RP Tel: 01322 336 672 Registered Carrier / Broker CBDU90358		 
DUTY OF CARE - CONTROLLED WASTE TRANSFER NOTE		
TIME ON SITE	TIME OFF SITE	WAITING TIME
CURRENT HOLDER OF THE WASTE		DESCRIPTION OF WASTE
PRODUCER NAME	QUANTITY	
SITE ADDRESS	WASTE INFORMATION No (WIF)	
POSTCODE	SIC CODE 2007 for the process giving rise to the waste	
	39000 Remediation Activities <input type="checkbox"/>	
	43110 Demolition <input type="checkbox"/>	
PERSON COLLECTING THE WASTE	43120 Site Preparation <input type="checkbox"/>	
VEHICLE REGISTRATION	OTHER (SPECIFY) <input type="checkbox"/>	
HAULIER	EWC WASTE CODE	
CARRIER REGISTRATION	17.01.01 Concrete <input type="checkbox"/>	
GROSS WEIGHT	17.01.07 Tiles & Ceramics <input type="checkbox"/>	
TARE	17.02.01 Wood <input type="checkbox"/>	
NETT	17.03.02 Bituminous Mixtures <input type="checkbox"/>	
	17.05.04 Soil and Stones (Inert) <input type="checkbox"/>	
PLACE OF TRANSFER	17.05.04 Soil and Stones (non hazardous) <input type="checkbox"/>	
DISPOSAL SITE	20.02.01 Biodegradable <input type="checkbox"/>	
ADDRESS	OTHER (Specify) <input type="checkbox"/>	
POSTCODE	GRAB LOAD <input type="checkbox"/>	
SIGNATURES OF ALL PARTIES TO THE TRANSFER		
I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the waste (England and Wales) Regulations 2011		
PRODUCER	SIGN	PRINT
DRIVER	SIGN	PRINT
DISPOSAL SITE	SIGN	PRINT
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This section is completed by the “Carrier”, normally the driver of the vehicle.

- Vehicle Registration** – Full vehicle registration
- Haulier** – Erith Haulage Limited or where a sub-contractor are using our notes, their name needs to be entered, i.e. “ABC Haulage”
- Carrier Registration** – IF an Erith Haulage load, then our carrier’s number can be entered.
- Where a sub-contractor uses our tickets. They should enter their own Carrier’s Licence Number **and cross out our number at the top.**
- As far as “weight” is concerned, its very unlikely that there will be a weighbridge on the project so write “1 load” diagonally across the “Gross Weight, TARE, NETT” section.

Start
writing the
address
here!

PLACE OF TRANSFER	ABC Disposal Limited
DISPOSAL SITE	143 High Street
ADDRESS	Dartford, Kent
POSTCODE	DA8 1AB

This section is completed by the **producer** or the **driver** but, this is the record of disposal site the waste is being taken to. Here too, **we require the full postal address and postcode of the disposal site.** You should have this information to hand prior to completing waste transfer notes. If not, please report to your Supervisor or Manager.



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CURRENT HOLDER OF THE WASTE		DESCRIPTION OF WASTE			
PRODUCER NAME		QUANTITY			
SITE ADDRESS		WASTE INFORMATION No (WIF)			
POSTCODE		SIC CODE 2007 for the process giving rise to the waste			
		39000 Remediation Activities <input type="checkbox"/>			
		43110 Demolition <input type="checkbox"/>			
PERSON COLLECTING THE WASTE		43120 Site Preparation <input type="checkbox"/>			
VEHICLE REGISTRATION		OTHER (SPECIFY) <input type="checkbox"/>			
HAULIER		EWC WASTE CODE			
CARRIER REGISTRATION		17.01.01 Concrete <input type="checkbox"/>			
GROSS WEIGHT		17.01.07 Tiles & Ceramics <input type="checkbox"/>			
TARE		17.02.01 Wood <input type="checkbox"/>			
NETT		17.03.02 Bituminous Mixtures <input type="checkbox"/>			
		17.05.04 Soil and Stones (inert) <input type="checkbox"/>			
		17.05.04 Soil and Stones (non hazardous) <input type="checkbox"/>			
OF TRANSFER		20.02.01 Biodegradable <input type="checkbox"/>			
DISPOSAL SITE		OTHER (Specify) <input type="checkbox"/>			
ADDRESS		GRAB LOAD <input type="checkbox"/>			
POSTCODE					
SIGNATURES OF ALL PARTIES TO THE TRANSFER					
I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the waste (England and Wales) Regulations 2011					
PRODUCER	SIGN	PRINT			
DRIVER	SIGN	PRINT			
DISPOSAL SITE	SIGN	PRINT			
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DESCRIPTION OF WASTE
QUANTITY 1 Load
WASTE INFORMATION No (WIF)

This is the description of load section.




Quantity will be written as “1 load”

Waste Information No. (WIF) – This section is normally provided by the Haulage Department and may relate to a soil test or other reference. This should be on a crib sheet or information given to the driver.

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TIME ON SITE	TIME OFF SITE	WAITING TIME	DATE		
CURRENT HOLDER OF THE WASTE		DESCRIPTION OF WASTE			
PRODUCER NAME		QUANTITY			
SITE ADDRESS		WASTE INFORMATION No (WIF)			
POSTCODE		SIC CODE 2007 for the process giving rise to the waste			
		39000 Remediation Activities <input type="checkbox"/>			
		43110 Demolition <input type="checkbox"/>			
PERSON COLLECTING THE WASTE		43120 Site Preparation <input type="checkbox"/>			
VEHICLE REGISTRATION		OTHER (SPECIFY) <input type="checkbox"/>			
HAULIER		EWC WASTE CODE			
CARRIER REGISTRATION		17.01.01 Concrete <input type="checkbox"/>			
GROSS WEIGHT		17.01.07 Tiles & Ceramics <input type="checkbox"/>			
TARE		17.02.01 Wood <input type="checkbox"/>			
NETT		17.03.02 Bituminous Mixtures <input type="checkbox"/>			
PLACE OF TRANSFER		17.05.04 Soil and Stones (inert) <input type="checkbox"/>			
DISPOSAL SITE		17.05.04 Soil and Stones (non hazardous) <input type="checkbox"/>			
ADDRESS		20.02.01 Biodegradable <input type="checkbox"/>			
POSTCODE		OTHER (Specify) <input type="checkbox"/>			
		GRAB LOAD <input type="checkbox"/>			
SIGNATURES OF ALL PARTIES TO THE TRANSFER					
I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the waste (England and Wales) Regulations 2011					
PRODUCER	SIGN	PRINT			
DRIVER	SIGN	PRINT			
DISPOSAL SITE	SIGN	PRINT			
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SIC CODE 2007 for the process giving rise to the waste	
39000 Remediation Activities	<input checked="" type="checkbox"/>
43110 Demolition	<input type="checkbox"/>
43120 Site Preparation	<input type="checkbox"/>
OTHER (SPECIFY)	<input type="checkbox"/>

This is a list of Standard Industry Codes, a system the government uses to identify types of business. As you can see, we have selected and pre-printed the most common options for our business. However, if you believe another code (There are hundreds) should be used, refer this to your Supervisor or Manager or a member of the SHEQ Team and enter an alternative code next to "OTHER (SPECIFY)" and in all cases, tick or cross the corresponding box.

		Erith Haulage Company Ltd Erith House, Queen Street, Erith, Kent DA8 1RP Tel: 01322 336 672 Registered Carrier / Broker CBDU90358			
DUTY OF CARE - CONTROLLED WASTE TRANSFER NOTE					
TIME ON SITE	TIME OFF SITE	WAITING TIME	DATE		
CURRENT HOLDER OF THE WASTE		DESCRIPTION OF WASTE			
PRODUCER NAME		QUANTITY			
SITE ADDRESS		WASTE INFORMATION No (WIF)			
POSTCODE		SIC CODE 2007 for the process giving rise to the waste			
		39000 Remediation Activities <input type="checkbox"/>			
		43110 Demolition <input type="checkbox"/>			
		43120 Site Preparation <input type="checkbox"/>			
		OTHER (SPECIFY) <input type="checkbox"/>			
PERSON COLLECTING THE WASTE		EWC WASTE CODE			
VEHICLE REGISTRATION		17.01.01 Concrete <input type="checkbox"/>			
HAULIER		17.01.07 Tiles & Ceramics <input type="checkbox"/>			
CARRIER REGISTRATION		17.02.01 Wood <input type="checkbox"/>			
GROSS WEIGHT		17.03.02 Bituminous Mixtures <input type="checkbox"/>			
TARE		17.05.04 Soil and Stones (Inert) <input type="checkbox"/>			
NETT		17.05.04 Soil and Stones (non hazardous) <input type="checkbox"/>			
PLACE OF TRANSFER		20.02.01 Biodegradable <input type="checkbox"/>			
DISPOSAL SITE		OTHER (Specify) <input type="checkbox"/>			
ADDRESS		GRAB LOAD <input type="checkbox"/>			
POSTCODE					
SIGNATURES OF ALL PARTIES TO THE TRANSFER					
I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the waste (England and Wales) Regulations 2011					
PRODUCER	SIGN	PRINT			
DRIVER	SIGN	PRINT			
DISPOSAL SITE	SIGN	PRINT			
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EWC WASTE CODE	
17.01.01 Concrete	<input checked="" type="checkbox"/>
17.01.07 Tiles & Ceramics	<input type="checkbox"/>
17.02.01 Wood	<input type="checkbox"/>
17.03.02 Bituminous Mixtures	<input type="checkbox"/>
17.05.04 Soil and Stones (inert)	<input type="checkbox"/>
17.05.04 Soil and Stones (non hazardous)	<input type="checkbox"/>
20.02.01 Biodegradable	<input type="checkbox"/>
OTHER (Specify)	<input type="checkbox"/>
GRAB LOAD	<input type="checkbox"/>

This section is where the waste type is formally identified and again, we have provided the most common waste types we dispose of. As with SIC's there are hundreds of codes and if you are in doubt, raise this with your Supervisor or Manager. EWC'S (European Waste Codes) describe the waste and define if the waste is hazardous or not. It's important you use the correct code.

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DUTY OF CARE - CONTROLLED WASTE TRANSFER NOTE					
TIME ON SITE	TIME OFF SITE	WAITING TIME	DATE		
CURRENT HOLDER OF THE WASTE		DESCRIPTION OF WASTE			
PRODUCER NAME		QUANTITY			
SITE ADDRESS		WASTE INFORMATION No (WIF)			
POSTCODE		SIC CODE 2007 for the process giving rise to the waste			
		39000 Remediation Activities <input type="checkbox"/>			
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PERSON COLLECTING THE WASTE		43120 Site Preparation <input type="checkbox"/>			
VEHICLE REGISTRATION		OTHER (SPECIFY) <input type="checkbox"/>			
HAULIER		EWC WASTE CODE			
CARRIER REGISTRATION		17.01.01 Concrete <input type="checkbox"/>			
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PLACE OF TRANSFER		17.05.04 Soil and Stones (inert) <input type="checkbox"/>			
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ADDRESS		20.02.01 Biodegradable <input type="checkbox"/>			
POSTCODE		OTHER (Specify) <input type="checkbox"/>			
		GRAB LOAD <input type="checkbox"/>			
SIGNATURES OF ALL PARTIES TO THE TRANSFER					
I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the waste (England and Wales) Regulations 2011					
PRODUCER	SIGN	PRINT			
DRIVER	SIGN	PRINT			
DISPOSAL SITE	SIGN	PRINT			
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Waste Wordings

In the industry, there are many different descriptions for certain types of waste. The only waste description that should be recorded on the waste transfer note are the correct wastes description as provided by the Environment Agency.

You can see them here:

<https://www.gov.uk/how-to-classify-different-types-of-waste/overview>

NOT a waste description

“Muck”

“Hardcore”

“Rubbish”

“Trees and branches”

CORRECT waste Description

Soil & Stones (inert or non-hazardous)

Concrete or tiles and ceramics

Mixed construction and demolition wastes



Wood

Where the waste description does not match the waste type, gain advise and add it to the bottom of the list with the correct EWC and correct waste description.

I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the waste (England and Wales) Regulations 2011

If this statement is not on a waste note, it is an illegal waste note and should not be used!


As the **producer**, you are signing to make this statement. This confirms that we have considered all potential recycling options rather than sending the waste to landfill.

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TIME ON SITE	TIME OFF SITE	WAITING TIME	DATE		
CURRENT HOLDER OF THE WASTE		DESCRIPTION OF WASTE			
PRODUCER NAME		QUANTITY			
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POSTCODE		SIC CODE 2007 for the process giving rise to the waste			
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PERSON COLLECTING THE WASTE		EWC WASTE CODE			
VEHICLE REGISTRATION		17.01.01 Concrete <input type="checkbox"/>			
HAULIER		17.01.07 Tiles & Ceramics <input type="checkbox"/>			
CARRIER REGISTRATION		17.02.01 Wood <input type="checkbox"/>			
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TARE		17.05.04 Soil and Stones (inert) <input type="checkbox"/>			
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POSTCODE					
SIGNATURES OF ALL PARTIES TO THE TRANSFER					
I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the waste (England and Wales) Regulations 2011					
PRODUCER	SIGN	PRINT			
DRIVER	SIGN	PRINT			
DISPOSAL SITE	SIGN	PRINT			



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PRODUCER	SIGN <i>Joe Smith</i>	PRINT JOE SMITH
DRIVER	SIGN <i>Mark Brown</i>	PRINT MARK BROWN
DISPOSAL SITE	SIGN	PRINT

This section is where all parties SIGN and PRINT THEIR FULL NAME to ensure that all the above is correct. In some cases, the disposal site may also sign and print name but we accept their weighbridge ticket of proof of disposal.

**Erith**
Safety 24:7

Erith Haulage Company Ltd
Erith House, Queen Street, Erith, Kent DAB 1RP
Tel: 01322 336 672
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DUTY OF CARE - CONTROLLED WASTE TRANSFER NOTE


TIME ON SITE	TIME OFF SITE	WAITING TIME	DATE
CURRENT HOLDER OF THE WASTE		DESCRIPTION OF WASTE	
PRODUCER NAME		QUANTITY	
SITE ADDRESS		WASTE INFORMATION No (WIF)	
POSTCODE		SIC CODE 2007 for the process giving rise to the waste	
		39000 Remediation Activities <input type="checkbox"/>	
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HAULIER		EWC WASTE CODE	
CARRIER REGISTRATION		17.01.01 Concrete <input type="checkbox"/>	
GROSS WEIGHT		17.01.07 Tiles & Ceramics <input type="checkbox"/>	
TARE		17.02.01 Wood <input type="checkbox"/>	
NETT		17.03.02 Bituminous Mixtures <input type="checkbox"/>	
PLACE OF TRANSFER		17.05.04 Soil and Stones (Inert) <input type="checkbox"/>	
DISPOSAL SITE		17.05.04 Soil and Stones (non hazardous) <input type="checkbox"/>	
ADDRESS		20.02.01 Biodegradable <input type="checkbox"/>	
POSTCODE		OTHER (Specify) <input type="checkbox"/>	
		GRAB LOAD <input type="checkbox"/>	
SIGNATURES OF ALL PARTIES TO THE TRANSFER			
I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the waste (England and Wales) Regulations 2011			
PRODUCER	SIGN	PRINT	
DRIVER	SIGN	PRINT	
DISPOSAL SITE	SIGN	PRINT	

ER16 Customers ordering vehicles off the public road do so entirely on their own responsibility



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Customers ordering vehicles off the public road do so entirely on their own responsibility

1087508
Grid A2 Test No. ABC12345

This area is where you would record any soils testing or grid number that corresponds with the load (important for bulk loads out of a project). If this is a bulk soil dig or basement project, there should be this information there. If not, report to your Supervisor or Manager.


Erith
Safety 24:7

Erith Haulage Company Ltd
Erith House, Queen Street, Erith, Kent DAB 1RP
Tel: 01322 336 672
Registered Carrier / Broker CBDU90358

DUTY OF CARE - CONTROLLED WASTE TRANSFER NOTE

TIME ON SITE	TIME OFF SITE	WAITING TIME	DATE
CURRENT HOLDER OF THE WASTE		DESCRIPTION OF WASTE	
PRODUCER NAME		QUANTITY	
SITE ADDRESS		WASTE INFORMATION No (WIF)	
POSTCODE		SIC CODE 2007 for the process giving rise to the waste	
		39000 Remediation Activities <input type="checkbox"/>	
		43110 Demolition <input type="checkbox"/>	
PERSON COLLECTING THE WASTE		43120 Site Preparation <input type="checkbox"/>	
VEHICLE REGISTRATION		OTHER (SPECIFY) <input type="checkbox"/>	
HAULIER		EWC WASTE CODE	
CARRIER REGISTRATION		17.01.01 Concrete <input type="checkbox"/>	
GROSS WEIGHT		17.01.07 Tiles & Ceramics <input type="checkbox"/>	
TARE		17.02.01 Wood <input type="checkbox"/>	
NETT		17.03.02 Bituminous Mixtures <input type="checkbox"/>	
PLACE OF TRANSFER		17.05.04 Soil and Stones (Inert) <input type="checkbox"/>	
DISPOSAL SITE		17.05.04 Soil and Stones (non hazardous) <input type="checkbox"/>	
ADDRESS		20.02.01 Biodegradable <input type="checkbox"/>	
POSTCODE		OTHER (Specify) <input type="checkbox"/>	
		GRAB LOAD <input type="checkbox"/>	
SIGNATURES OF ALL PARTIES TO THE TRANSFER			
I confirm I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the waste (England and Wales) Regulations 2011			
PRODUCER	SIGN	PRINT	
DRIVER	SIGN	PRINT	
DISPOSAL SITE	SIGN	PRINT	

ER16
Customers ordering vehicles off the public road do so entirely on their own responsibility

Dividing up the copies of the note

- Normally, there are 3 copies of the waste note.
- You need to check that the writing is clear and legible on all three copy's. PLEASE CHECK. This is important!
- Once you are happy with the content, remove and pass the top copy of the waste transfer note to **producer**.
- The remainder goes back to the driver.
- Ensure you pass the waste transfer note to the office.

Summary

- It is all our legal responsibility to ensure waste transfer notes are fully completed, accurate and legible.
- Should any changes be required to be made after the copies of the tickets have been split, report to your Supervisor or Manager immediately.
- Top copies of waste notes should be handed in to the office as soon as possible. We have to keep these notes for 6 years!
- If the waste note is not correct, don't sign it. It's your responsibility as the producer of the waste to get this right!
- At any point, you are not sure, STOP! Take advice from your Supervisor or Manager.

Example of a compliant note

Erith Safety 24:7		Erith Haulage Company Ltd Erith House, Queen Street, Erith, Kent DAB 1RP Tel: 01322 336 672 Registered Carrier / Broker CBDU90358		FORS ID000392		CLOCS	
DUTY OF CARE - CONTROLLED WASTE TRANSFER NOTE							
TIME ON SITE	08:00	TIME OFF SITE	08:10	WAITING TIME	5mins	DATE	19/09/17
CURRENT HOLDER OF THE WASTE			DESCRIPTION OF WASTE				
PRODUCER NAME			QUANTITY				
ERITH CONTRACTORS			1 LOAD				
SITE ADDRESS			WASTE INFORMATION No (WIF)				
4-6 STANHOPE GATE							
POSTCODE			SIC CODE 2007 for the process giving rise to the waste				
MAYFAIR			39000 Remediation Activities <input type="checkbox"/>				
LONDON W1K 1AH			43110 Demolition <input type="checkbox"/>				
PERSON COLLECTING THE WASTE			43120 Site Preparation <input checked="" type="checkbox"/>				
VEHICLE REGISTRATION			OTHER (SPECIFY) <input type="checkbox"/>				
GF62ABY							
HAULIER			EWC WASTE CODE				
ERITH HAULAGE			17.01.01 Concrete <input type="checkbox"/>				
CARRIER REGISTRATION			17.01.07 Tiles & Ceramics <input type="checkbox"/>				
SEE ABOVE			17.02.01 Wood <input type="checkbox"/>				
GROSS WEIGHT			17.03.02 Bituminous Mixtures <input type="checkbox"/>				
TARE			17.05.04 Soil and Stones (Inert) <input checked="" type="checkbox"/>				
NETT			17.05.04 Soil and Stones (non hazardous) <input type="checkbox"/>				
PLACE OF TRANSFER			20.02.01 Biodegradable <input type="checkbox"/>				
LAND LOGICAL			OTHER (Specify) <input type="checkbox"/>				
DISPOSAL SITE			GRAB LOAD <input type="checkbox"/>				
STONE PIT 2 COTTON LANE							
ADDRESS							
STONE, DARTFORD, KENT							
POSTCODE							
DA9 9ED							
SIGNATURES OF ALL PARTIES TO THE TRANSFER							
I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the waste (England and Wales) Regulations 2011							
PRODUCER	SIGN	PRINT					
		Mark Brown					
DRIVER	SIGN	PRINT					
		JOE SMITH					
DISPOSAL SITE	SIGN	PRINT					
ER16 Customers ordering vehicles off the public road do so entirely on their own responsibility							
GRID A2-TWO-AB-47B5A							