

International Waste Shipments

A Guide to Moving Notified Plastic Waste Internationally

02 November 2020

Notification Controls

This guide provides information on moving waste that requires written notification and consent procedures ('notification controls') specified in Regulation (EC) No 1013/2006, also known as the Waste Shipments Regulation ('WSR')¹. The information in this document is supplementary to our guidance on [gov.uk](https://www.gov.uk). Any documents which have been referred to and are not hyperlinked can be found on the aforementioned web page.

This guide has been produced for information only and is not meant to be a comprehensive or definitive guide to the law or the policies on the international shipment of waste.

The International Waste Shipments (IWS) team at the Environment Agency are responsible for regulating the import and export of waste into and out of England. If you have any questions which relate to the transfrontier shipment of waste please contact the IWS team at askshipments@environment-agency.gov.uk

Notification controls require the use of consented notification documents to be able to move waste into and out of England legally.

In order to determine if your waste can be exported to a specific country please refer to the Waste Export Control Tool (WECT), which can be found on the above IWS guidance web page. Please note that the WECT will not be updated with the changes that are due to be implemented by the Basel Convention until January 2021. If your waste is not listed on the WECT please see the 'Basel Convention Amendments for Plastics' guidance document and the information in Annexes 2 & 4, in relation to the waste codes. If the information within the guidance and annexes still does not answer your question, please contact the IWS team by email.

Please note that the export of hazardous plastic and/or hazardous waste is prohibited to non-OECD countries.

Overview of the documents

Notification documents consist of a notification form, movement document and reference notification document. The reference notification document is used to provide information about the waste and the proposed waste movement in a standard format. You can complete a single notification do

¹ If there is no deal at the end of the transition period the export of waste from Great Britain will fall under retained EU law as amended by the [International Waste Shipments \(Amendment\)\(EU Exit\) Regulations 2019](#).

planned movements of waste scheduled to take place up to the period of one year (or in some limited cases up to three years) provided, in the case of several movements, that:

- the waste being moved each time has similar physical and chemical characteristics;
- the waste is being shipped to the same consignee and facility;
- each separate waste movement will be sent via the same route.

Each notification document can only specify a single type or category of waste. If you want to move more than one type of waste, you will need to complete separate notification documents for each type of waste you want to move and pay a separate fee each time.

The movement document is sometimes referred to as the movement tracking form (MTF) and it is designed to accompany each consignment of waste when it moves from the designated site of export. Most of the information you have to enter on the movement document is a repeat of the information that appears on the notification document. Where the same information is required, the information should be exactly the same as that on the notification document. The IWS Online system will ensure that this is achieved for export notifications.

If you are exporting notified waste from England, you must:

- be under the jurisdiction of England or Wales
- apply to the competent authority of the country where the waste will be exported from (the dispatch country) by completing a notification and paying the correct fees - see Annex 1. If the start point of your notification is in England, you must apply to the Environment Agency using the [IWS Online](#) system
- put a financial guarantee (FG) in place to cover the cost of dealing with the waste if things go wrong, including the cost of returning the waste to England. The FG must be in place and formally approved by the Environment Agency before shipments can commence. For standard notifications, the FG must be valid for three years; for three year 'pre-consent' notifications it must be valid for five years
- have a legally enforceable, written contract, including obligations under Article 5 of the WSR, with the consignee (importer) of the notified waste
- make sure you have insurance against liability for damage to third parties
- obtain consent from the competent authorities in all countries concerned and pay any additional fees required by the importing competent authority before moving the waste. See the 'Assessment of notification documents' section below for further information on the transmission, acknowledgement and consent of your notification
- make sure that the waste is dealt with in an environmentally sound manner at all times when it is being shipped and recovered

- make sure you comply with all necessary legislation, for example regarding packaging and carrying dangerous goods and customs requirements.

How to apply for export notification controls

You must obtain the notification documents from the competent authority of dispatch. If your waste is exported from England you must use the IWS Online system to create your notification documents. The system will assign a unique notification number to the documents issued to you. To apply you must:

1. Complete a notification application using [IWS online](#). See Annex 2
2. Submit the notification on IWS Online
3. Print the documents in order to sign them. Alternatively, official digital signatures may be used
4. The notifier (exporter) and waste producer must sign and date the forms in block 17
5. Send notification documents, annexes, authorisations, contract, financial guarantee, evidence of payment of fees and any additional supporting information to the IWS team by email.² (refer to the checklist in Annex 3 to this document)

Assessment of the notification documents

Transmission

- The dispatch authority must check they have all the information they need within 3 working days of receiving the notification package.
- If the notification is not complete the dispatch authority will request further information until the application is deemed complete for their purposes
- when the notification is complete, they will send the notification package to the competent authority of destination and to any other competent authorities involved.

Acknowledgement

Stamp & signature in block 19 of the notification document

- Competent authority of destination decides whether or not the notification has been properly completed.
- If the notification is not complete the destination authority will request further information until the application is deemed complete
- when the notification is complete, they send an 'acknowledgement' within 3 working days to the notifier and the competent authority of dispatch along with any competent authorities of transit

Consent

Stamp & signature in block 20 of the notification document

- The competent authorities concerned have up to 30 calendar days, from receipt of the acknowledgement, to make a decision on the notification package.
- Competent authorities of dispatch and destination within the European Union must either consent with or without conditions or object to the notification within the given time.
- If your waste is being exported outside of the EU or transiting a non-EU country the consent of the notification may take longer than 30 calendar days.

² Due to Covid-19 we are currently accepting scanned notification documents by [email](#), however at times we may request originally signed documents to be sent to the Environment Agency. Once we have received the notification documents we will inform you if this is the case.

Moving the waste

- A financial guarantee must be in place and approved by the Environment Agency
- Pre-notify the movement on IWS Online: Provided all necessary consents are obtained, the notifier must complete missing information on the movement document and send copies at least 3 days but not more than 30 days before you intend to ship to all concerned competent authorities and the consignee to make them aware of intended movement.
- Move the waste: The waste must be moved according to the information in the notification package.
- The notification package must travel with the waste, including the consents of all authorities, pre-notified movement document and all annexes which are referenced on the notification document.

Recovery of the waste

- Issue certificate of receipt: The facility that receives the waste must send copies of the movement document, completed in block 18, to the notifier and all competent authorities concerned within 3 working days of receiving the waste.
- Processing the waste: The processing facility must recover the waste using the process described in the notification document. They must complete this within one year of receiving the waste or sooner as specified by the competent authorities concerned.
- Issue certificate of recovery: Once the notified waste has been recovered, the facility must issue a certificate of recovery within 30 days or the recovery of the waste by signing and dating block 19 of the movement document. They must then send copies of the movement document to the notifier and all competent authorities concerned.
- Shipment data must be added to the IWS Online system upon receipt and then upon the recovery or disposal of the waste.
- Documents must be kept for 3 years.

Rejected waste

If the waste is rejected by another competent authority at any point in its journey, it may need to be brought back to England or transported to a different site for recovery or disposal. You must comply with the requirements of the competent authority concerned. It may be necessary to use your financial guarantee to ensure the waste is recovered in an environmentally sound manner.

Regulatory timescales

The IWS team aim to assess the notification in line with the regulatory timescales of 3 working days of receiving the notification documents and confirmation of payment of our notification fees. If we are unable to achieve this due to increased workloads, a statement will be included in the automatic response message on the askshipments@environment-agency.gov.uk email account. We do expect to receive an increase in workload due to the changes implemented by the Basel Convention and so we suggest that you submit your notification documents to the IWS team as soon as possible.

The overseas CA has three days to confirm the receipt of the notification but the assessment and request for information will continue until the information is deemed correct. If responses to questions are not provided to the CA then it will not be progressed. If full responses are provided and the notification is considered to be correct then the overseas authority then has 3 days to provide acknowledgement to the

other authorities. All authorities involved in that notification generally have 30 days to provide consent (7 working days if it is a pre-consented notification). However a CA can exceed the 30 day deadline depending on if the waste transits a non-OECD country or if something unforeseen occurs, ie – there is a concern with the waste / recovery operation and more evidence if required before consent.

General enquiries

The IWS team endeavour to respond to general enquiries within our Service Level Agreement, which is 10 working days. However, we do aim to respond quicker where possible. If your request is considered to be complex, a response may take longer and we will advise you if this is the case. Before contacting the IWS team please see the Q&A section in Annex 4

On 31 December 2020, the transition period for the exit of the UK from the European Union will end. See how the exit of the UK from the European Union will impact the import and export of waste from [1-January 2021](#)

Annexes

Annex 1 – Fees & How to pay

Annex 2 – IWS Online & Guide to completing a notification on IWS Online

Annex 3 – Checklist

Annex 4 – Q&A

Annex 1

Charges for notifications of International Waste Shipments

Number of shipments:	1	2 to 5	6 to 20	21 to 100	101 to 500	501+
Export for recovery	£1,450	£1,450	£2,700	£4,070	£7,920	£14,380

For details on the charges for import notifications please refer to the charges table on the IWS guidance page on gov.uk

How to pay

To make a payment by BACS/CHAPS, you will need to use your application reference and the following details:

- **Company Name:** Environment Agency
- **Remittance Address:**
Income Dept 311, PO Box 263, Peterborough, PE2 8YD
- **Bank:** RBS / Natwest
- **Bank Address:**
London Corporate Service Centre, CPB Services, 2nd Floor, 280 Bishopsgate , London, EC2M 4RB

- **Sort Code:** 60-70-80
- **Account Number:** 10014411
- **IBAN:** GB23 NWBK6070 8010 0144 11
- **SWIFTBIC:** NWBKGB2L



You can pay by Credit/Debit Card by emailing the address below and requesting a call back:
Askshipments@environment-agency.gov.uk



The International Waste Shipments Team are currently unable to accept cheques by post due to Covid-19 and limited access to Environment Agency offices.

Annex 2

IWS Online

IWS Online is a digital platform where **exporters** of waste can create a notification document.

Initially (if you haven't done so already), you will have to register for a user account via a link on the 'login' page: <https://international-waste-shipments.service.gov.uk/account/login>

To register you will have to supply some basic details and verify your account through the supplied email address. Once registered, you can then use the system to carry out a series of actions including:

Notifications

- Apply for/create a notification(s) by entering all the relevant details that are required to follow the regulations. A unique notification number will be issued each time
- Electronically submit the application and track its progress
- Download a copy of the Financial Guarantee application form
- For subsequent notification, , efficiently use a previous notification to create a new one

Notification options

Notification access level:

Administrator

Current notification: GB 0001 006026

[View notification](#)
[Download notification](#)
[Print postage label](#)
[Complete the financial guarantee](#)
[Costs and payment information](#)
[Upload annexes and extra information](#)
[View the key dates](#)

New notification

[Start a new notification](#)
[Create a new notification based on a previous one](#)
[View supporting information*](#)

Shipments

- Pre-notify us and create a movement document complete with the relevant details of the shipment
- Inform us of any logistical change if the shipment needs to be cancelled or the shipment date moved within the regulatory allowance
- Provide and upload receipt information for each shipment
- Provide and upload recovery information for each shipment
- Keep a track on all shipment information including the number of 'active' shipments and the amount of tonnage remaining on the notification

Shipment options

[Generate a prenotification](#)
[Upload prenotification documents](#)
[Bulk upload prenotification data](#)
[Cancel a prenotification](#)
[Edit a prenotification](#)

[Record certificate of receipt and/or recovery](#)
[Bulk upload receipt and/or recovery data](#)
[Record a rejected shipment](#)

[Templates for bulk uploading shipment data](#)
[Download a list of all movements in csv format](#)
[Download shipment documents](#)

Shipment summary

Total number of shipments:	120
Number of shipments used:	5
Active loads permitted:	10
Current active loads:	0
Total quantity received:	0 tonnes (t)
Total quantity remaining:	5000 tonnes (t)

Shipment key dates - based on status.

Choose what you would like to view

No.	Status	Prenotified	Shipment due	Received	Quantity	Recovered
5	Cancelled					

Users

- Multiple users from the same organisation can share/review the functionality detailed above providing they are all registered
- Store common details such as names and addresses that are regularly used

Guide to completing a notification on IWS Online

The IWS Online system will guide you through the notification application, giving examples of the information that is required in specific fields. We have provided additional guidance below to assist you in submitting as complete a notification as possible.

Please note that IWS Online is only available for export notifications. For imports, you must contact the exporting country to apply for your notification.

The text in bold is the title of the individual pages on IWS Online.

Which competent authority are you applying to?

- No additional guidance required.

What type of waste shipment notification are you applying for?

- Please note that exports for disposal are prohibited except for in certain specific circumstances; if you are in any doubt about this point after having read the relevant guidance, you should contact the IWS team for advice.

Your notification number

- The notification number you will use throughout your application will be generated here. Please ensure that all documentation related to your notification is labelled with this number.
- The financial guarantee form does not need to be completed prior to submission of your notification but it must be in place and formally approved by us before shipments can begin. Please be aware that we have twenty working days from receipt of the completed form to approve your financial guarantee so if you do wish to begin shipping quickly after consent, we advise that it is submitted to us in plenty of time.

Who is the exporter - notifier?

- For sole traders/partnerships, please state the full name of the sole trader/partners, e.g. 'A&B Smith t/a company name'. Please state 'N/A' for the registration number.
- For limited companies, the company name and registration number must be entered exactly as they are shown on Companies House.

Who is the waste generator - producer?

- Please enter the company name and registration number in full as per the guidance above for the previous page.
- If there is more than one producer on the notification or a producer and a different site of export, each company should be entered on this page.
- The site of export should be entered as a waste producer regardless of whether they are producing the waste or only storing it prior to export as otherwise you will not be able to select it as the site of export on the following page.

- If the site of export is also a waste producer for the notification, you will need to enter their details twice so that you are able to choose them as the site of export. This will also mean that the annex showing the waste producers and site of export is populated correctly and shows them both as a producer and the site of export.

Which waste generator – producer is the site of export?

- A notification can involve either a single waste producer or multiple waste producers. If your notification involves multiple waste producers you must designate a single site of export where all of the waste under your notification must be transported to in order to be stored prior to export. This facility should hold a permit for the storage of the waste or the appropriate exemption.
- For notifications with multiple waste producers, when you choose a site of export all of the waste must be transported to this facility before it is exported - this will be classed as the start point of the notification. Waste moved from the original waste producer's site to the site of export will move under domestic legislation and the movement document and notification package need only travel with the waste from the point it leaves the export site.

Who is the importer - consignee?

- Please enter the registered company name in full.
- If you are unsure of the 'status' of the company (e.g. Limited) please choose 'Other' and insert 'Foreign Company' in the 'Organisation type' field.

Recovery facilities

- Once you have entered the details of the initial recovery facility your waste will go to, additional recovery facility details should only be entered if your waste is being exported for interim recovery, namely recovery codes R12, R13. Please contact the IWS team for further guidance.
- If further interim or non-interim operations take place in a country other than the first country of destination, the subsequent operation and destination must be indicated in an annex to the notification. These details must not be entered in the Recovery facilities section on IWS Online as this notification can only be used to cover the movement of waste from England to the first destination country.

Where will the waste be finally recovered?

- No additional guidance required.

Are all the recovery facilities pre-consented?

- A recovery facility within the EU/OECD may be issued with pre-consent status in accordance with Article 14 of Regulation (EC) No. 1013/2006 (please note that this is separate to any normal site permit the recovery facility may hold).
- Pre-consent status allows the period of a notification to be extended up to 3 years. Consents should also be provided within 7 working days of acknowledgement of the notification by the destination authority within the EU/OECD.

- Please be aware that if your notification will be valid for three years, we will require your financial guarantee to be valid for five years.

You can check if a recovery facility has pre-consent status on the following web

site: <https://www.oecd.org/environment/waste/OECD-Database-of-Transboundary-Movements-of-Wastes-05-nov-2019.xlsx>

Which recovery operation codes apply to this notification?

- No additional guidance required.

Which technologies and processes are used to treat the waste on site?

- Please include a brief description of what processes will be carried out on your waste at the recovery site.
- The description must give the reader a broad understanding of what is happening to your waste.
- The description/definition of the R code is not acceptable for this point.
- Solely referring to an annex without including a description is also not acceptable.

Provide more information (optional)

- You can either enter a full description of the processes and technologies used to recover your waste in this field or you can provide this detail in an additional annex which you have created yourself (this annex must be numbered as instructed by the IWS Online system at the point of submission).
- If you do choose to provide the details in an annex, please provide a full description or clear flow diagram on how your waste specifically is recovered/processed by the recovery facility in order to recycle waste. Please explain the process from start to finish including explanations of the technologies used.

What is the reason for export?

- No additional guidance required.

Who are your intended carriers?

- Please provide details of all of the waste carriers you intend to use to transport the waste, including marine/rail transport. You can add further waste carriers to the notification at a later date but you must obtain authorisation from all competent authorities involved before using them.
- The registration number in this instance should be the waste carrier licence number, not the Companies House number.

Which means of transport will be used?

- All elements of the waste's journey from the site of export should be reflected in this field.
- For example, if the waste will go by road to the port, then sea, then via canal to the destination port, then by road to the recovery site, this should be shown as R-S-W-R.

Which packaging types will be used?

- Please ensure the packaging types selected on this page reflect what is stated in any annexes to the notification.

Are there any special handling requirements?

- No additional guidance required.

Where is the waste being exported from?

- If your particular border crossing or port is not included in the list of exit points please contact the IWS team and provide details of the name of the port or border crossing and the country where the exit point can be found.

Where is the waste being imported into?

- If your particular border crossing or port is not included in the list of entry points, please contact the IWS team and provide details of the name of the port or border crossing and the country where the entry point can be found.
- Please find a list of competent authorities in the links below:
 - [competent authorities of EU member states](#)
 - [competent authorities of OECD countries](#)
 - [competent authorities of non-OECD countries](#)

Transport route

- If your waste passes through a country or calls in at a port of any country during its journey to the recovery facility, this will be classed as a transit country and you should enter the details by clicking the 'Add a transit state' link on the Transport route page.
- A country will be classed as a transit state if the waste passes through it or stops there during its journey, regardless of whether it is offloaded or not. If transit country details are not provided and we subsequently become aware that the waste has transited another country without consent, the notification will become void.

Does the transport route require customs office of exit details?

- The UK has left the European Union (EU). From 1 January 2021, there will be customs requirements in place for the entry into and exit from the EU. If your waste is transported into the EU at any point in the journey and then leaves the EU again you must state the customs office details for the exit point from the EU on this page

Does the transport route require customs office of entry information?

- The UK has left the European Union (EU). From 1 January 2021, there will be customs requirements in place for the entry into and exit from the EU. If your waste is transported into the EU at any point in the journey you must state the customs office details for the entry point into the EU on this page

What is the total intended number of shipments?

- Enter the total number of shipments that you intend to use for the period that the notification is valid.

What is the total intended quantity?

- Enter the total tonnage that you intend to use for the period that the notification is valid. Is it advisable to slightly overestimate the tonnage rather than to underestimate as we do not allow any increase in tonnage after consent.

What are the intended dates of the first and last departure?

- These dates can be in the future but please note that if the dates are in the future and consented as such, you will not be able to use the notification until the first departure date that you have stated.
- **Plastics being exported as Y48 will be notified from the date of the legislation coming into force in the UK.**
- If your first departure date is 01/01/2021 the last departure date should be 31/12/2021 (rather than 01/01/2022) for a one year notification.
- Please note that some authorities require the waste to have reached the recovery facility by the last departure date; we do not but it is your responsibility to check the stance of the other competent authorities involved.
- Competent Authorities may provide different consent dates, if this is the case you must adhere to the earliest expiry/valid to date of the notification.

What type of waste is it?

- No additional guidance required.

What is the chemical composition of the waste?

- You can either enter a full composition of the waste in the field provided or in an additional annex which you have created yourself; this can also include photos of the waste.
- Specific waste data sheets can be used as evidence of chemical composition where appropriate.
- All constituents of the waste should be included and each one should be stated as a range, i.e. min-max levels.
- The composition provided should be based on the waste that is to be exported, i.e. after any processing that may be carried out at the production site but before it is exported.
- You must also provide the specification that your waste has been prepared to and the specification of the recovery facility your waste is being sent to.

Describe the process by which the waste was produced

- You can either enter a full description of the processes and technologies used to produce your waste in this field or you can provide this detail in an additional annex which you have created yourself (this annex must be numbered as instructed by the IWS Online system at the point of submission).
- If you do choose to provide the details in an annex, please provide a full description or clear flow

diagram on how your waste specifically is processed by the production site(s) prior to export. Please explain the process from start to finish including explanations of the technologies used.

- You should include information on where the waste originated (e.g. types of industries, municipal facilities) and what processes have been undertaken on the waste or if the waste is only stored prior to export. Include details of any relevant Environmental permits (the permits themselves do not need to be provided).

What are the physical characteristics of the waste?

- No additional guidance required.

What is the Basel annex VIII/IX or OECD code?

- **'Not Listed' should be used for plastic wastes with code Y48**
- The link to the consolidated waste list is available via the IWS guidance page on gov.uk, if required. (The consolidated waste list will not be updated with Basel Convention changes until 1st January 2021)

What are your European Waste Catalogues (EWC) codes?

- The link to the Waste Shipments Regulation containing the EWC codes is also available via the above link.

What Y codes apply to the waste?

- **Non-hazardous waste plastics that are not classified as B3011 or that will not be recycled by R3 must be notified as Y48 waste.**

General information on Y codes

- The list of Y codes can be found at <http://www.oecd.org/env/waste/guidance-manual-control-transboundary-movements-recoverable-wastes.pdf>.
- In the majority of cases, Y codes are used alongside Basel/OECD codes, EWC codes and H codes to indicate that a waste type on a notification is hazardous.
- Y1-Y45 should be used if the waste is hazardous and/or contaminated and only if relevant to your waste.
- In contrast, Y46 or Y47 should only be used if the waste is non-hazardous and only in conjunction with a non-hazardous Basel/OECD code or where 'not listed' would apply. They should also only be used where the waste is not contaminated.
- Y47 should be used if the waste is non-hazardous residues arising from incineration of household waste.
- If there is not a suitable Y code for the waste, please select 'not applicable'.

What H or HP codes apply to the waste?

<https://www.gov.uk/guidance/importing-and-exporting-waste>

- Use H codes where the waste is hazardous and regulated for transport and HP codes if the waste is hazardous but not regulated for transport.
- You should only use either H or HP codes on your notification, not a mixture of both.
- H codes are the codes specified in Regulation 1013/2006

What UN classes apply to the waste?

- The list of UN classes can be found via this link <https://www.hse.gov.uk/cdg/manual/classification.htm>.
- UN classes should usually only be included in conjunction with H codes.

What UN numbers apply to the waste?

- UN numbers according to the ADR should be included if applicable to your waste.

What other codes apply to the waste?

- If your waste is being exported to a country outside of the EU there may be specific National codes in the country of import. We cannot advise on these codes, please contact the destination authority directly.
- The EWC codes selected earlier in your application should not be included in this section.
- Please be aware that we cannot advise on customs codes.

Tell us about your waste's recovery

- This information should ideally be provided by the notifier during submission of your notification but can be provided by the consignee if necessary or due to commercial confidentiality
- If you state that the consignee will provide this information, we may ask you to request this information from them on our behalf. They can then send this information directly to the officer processing your notification.
- We require the following information; please ensure it accurately reflects what is shown elsewhere in your notification (e.g. in the information on the recovery technology employed):
 - Percentage of recovered material in relation to the non-recovered material
 - Estimated value of recovered material (price/tonne or m3). Alternatively, we will accept the value of the non-waste it replaces
 - Method of disposal of non-recovered fraction
 - Cost of recovery process
 - Cost of disposal of non-recovered fraction

Once your notification is complete, you need to submit your notification. If you notice that any details on the notification document are incorrect after submitting the notification, you can go back in to the notification application by choosing the 'view notification' link on the 'Notification options' page.

IWS Online currently states that you must send the notification to the IWS team by post. Due to Covid-19 we are currently accepting scanned notification documents by [email](#). The following should be included in your email:

- Signed notification form
- Movement form (this should not be signed at this stage)
- Annexes
- Any other relevant documents
- Proof of payment

At times we may request originally signed documents to be sent to us by post but we will inform you if this is the case.

Annex 3

Plastic Notification Checklist

Information to be supplied to the Environment Agency as part of the Notification package:

- Evidence of fee payment (e.g. remittance). Notifications will not be assessed until fee is received
- Notification Document (signed and dated in block 17) and Movement Document (unsigned)
- Authorisation from the original waste producer, new producer or collector where a broker/dealer is acting as notifier or is to be used as the contact for the notification
- Route description/diagram and details of all hauliers
- Full description and/or flow diagram of the process of generation of the waste
- Full description and/or flow diagram of technology employed and process of recovery
- Full description and composition of the waste, including analysis and supporting information as required
- Specification to which the waste has been prepared, along with the recovery facility's specification/acceptance criteria
- Evidence of insurance against liability for damage to third parties (e.g. a declaration certifying its existence).
- Genuine Recovery information
 - (a) the amount of recovered material in relation to non-recoverable waste;
 - (b) the estimated value of the recovered material;
 - (c) the cost of recovery
 - (d) the planned method of disposal for the non-recoverable fraction after recovery;
 - (e) the cost of disposal of the non-recoverable fraction.
- Any other annexes and/or relevant information
- Contract (including reference to Article 5 obligations)
- Financial Guarantee Approval Form (not required prior to transmission – must be formally approved by the Environment Agency before shipments commence)
- Authority of destination address (Check with Consignee)

Additional information for Notifications to OECD/Non-OECD countries

Evidence must be provided to demonstrate that overseas sites are operating to standards equivalent to those in the UK. Details for plastic packaging waste can be found at: <https://www.gov.uk/government/publications/receiving-exported-waste-meeting-eu-equivalent-standards>

If you are exporting other wastes or plastic waste, other than plastic packaging, to OECD/Non-OECD countries please use the following checklist

- Evidence that the recovery facility is operating to standards or is authorised to operate in the country of destination
- Evidence of how waste exported is managed and recovered in an environmentally sound manner
- Health & Safety procedures & records
- List of final and interim disposal facilities for waste and relevant permits
- ISO 14001 procedures and an environmental policy
- Evidence of compliance, prosecution, enforcement action
- Evidence of technical competence and staff training
- Emergency plans and procedures
- Closure & restoration plans
- Taking account of specific Technical Guidelines listed in Annex VIII of Regulation (EC) 1013/2006

Please note that the destination authority may ask for further information/fees not stated on this checklist.

Annex 4

Q&A

Q1. My waste does not appear on the Waste Export Control Tool (WECT) – What do I do?

Waste that does not have a specific Basel or OECD code and is not listed on the WECT will be subject to notification controls. The Basel code will be classed as 'Not Listed'

New codes B3011, AC300 and Y48 are yet to be updated on the WECT.

- Y48 waste will always require notification controls
- AC300 waste will always require notification controls
- B3011 may fall under Article 18 controls (Annex VII) or notification controls depending on the destination of the waste for recovery. Please contact the IWS team for further guidance

Q2. Who can apply for a notification?

For waste starting its journey in England, the notifier for the notification must be under the jurisdiction of England or Wales.

This person must also be:

- the original waste producer; or
- the licensed new producer; or
- a licensed collector, who gathers the waste from various sources to start its international journey from a single point; or
- a registered dealer or broker who has been authorised in writing by the original waste producer or licensed collector; or
- where all the above are unknown or insolvent, the person currently holding the waste.

Q3. What is a notification package?

- a) For the submission of notification documents to the IWS team a notification package is:
 - Notification and movement form
 - Annexes which are referenced on the notification document
 - Additional supporting information
 - Contract
 - Financial guarantee
- b) The notification package must always travel with the waste and should consist of:
 - notification document containing the written consents and the conditions of the competent authorities concerned
 - Movement form
 - Annexes which are referenced on the notification document

Q4. I need help using the IWS Online system – What do I do?

Contact the IWS team by email in the first instance. If the issue cannot be resolved by email we will be able to arrange a suitable time to discuss the issue via phone.