

# Managing Healthcare Type Waste from Non-Healthcare Activities





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#### 1.1 Disclaimer

This guidance document is intended to provide information for those persons referred to in section 2.1 who produce waste from non-healthcare activities. It has never been the intention that this document should be used for legal or public appeal cases.

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## 2.0 Introduction

### 2.1 Who is the booklet aimed at?

This document has been produced by CIWM as a guide to managing healthcare type wastes produced at premises that are not considered to be traditional healthcare providers (see non-exhaustive list below). The information is aimed at those people working in these sectors who are not already covered in guidance published by the Department of Health. The document is based on legal compliance as well as good practice.

It is important to note that there is some variation across the UK with respect to legislation and policies. As a result, this guidance is aimed at producers of healthcare type wastes from England and Wales only.

The document is relevant to the waste producers indicated below:

- Alternative practitioners – e.g. chiropractors, acupuncturists, non-NHS physiotherapists
- Learning disabilities homes (residential, day care and respite)
- Respite care premises (without nursing care)
- Care agencies
- Residential homes (without nursing care)
- Beauty salons, tattooists and piercing studios
- Police stations
- Companies dealing with drugs related litter (excluding local authorities)
- Housing associations
- Cosmetic enhancement clinics (non-surgical procedures)
- First aid rooms in public and private environments
- Motorway service stations
- Gymnasias
- Nurseries
- Hospitality

### 2.2 Why do I need to read this booklet?

Everyone involved in the production and handling of waste has a legal Duty of Care to ensure they deal with waste properly and safely.

This booklet provides you with a basic awareness of the legal requirements and best practice options for the safe handling, segregation, packaging, storage, collection, and disposal of the various types of waste you might produce and manage.



## 3.0 Healthcare Type Waste Assessment, Segregation and Packaging

### 3.1 Waste Assessment

It is extremely important that certain wastes that are produced are assessed to ensure they are categorised correctly. This ensures that the waste is handled and disposed of in the appropriate way. The assessment will identify any hazardous or special components to the waste including whether it is infectious, contains medicines or chemicals.

You must make an assessment to determine if a client is infectious or not. You must rely on information given to you by the client, or in some circumstances, their relative or carer to categorise the waste. For example, if they do not tell you that they have an infection, you may treat their waste as non-infectious.

There may also be information that you are already aware of, for example if you are using sharp items such as needles and syringes, on a client, then this waste would need to be categorised as 'sharps waste'.

### 3.2 Waste Segregation

A key part of effective waste management and legislative compliance is the segregation of wastes at source. Poor segregation may lead to increased costs of disposal, inappropriate disposal, health and safety issues and environmental pollution.

It is therefore essential that you have a clear understanding how to deal with waste safely and correctly, including an awareness of:

- waste types, descriptions and definitions
- segregation, colour-coding and packaging of the different waste streams
- waste handling, storage, collection and movement responsibilities
- health and safety
- waste paperwork and record keeping.

Packaging may be provided or obtained via a number of different routes, it is incumbent upon the waste producer to ensure the containers used are appropriate for the types of waste produced. Therefore it is important to segregate these wastes at source in order to ensure compliance with regard to waste regulations.

### 3.3 Types of Healthcare Waste and Packaging

Certain wastes need to be packaged in plastic bags, whilst others must be contained in rigid, containers. Quite often the local authority or waste company used may provide the packaging as part of their service.

The following tables show the different types of waste that may be produced by a variety of non-healthcare related activities.





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## CONTACT DETAILS

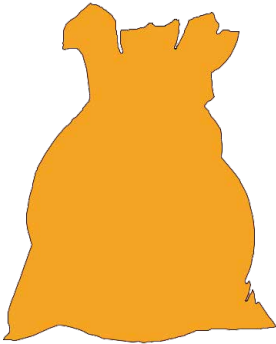
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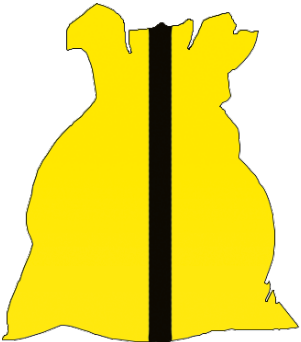
3.4 Waste Streams Commonly Produced:

<b>Infectious Waste</b>	EWC code for waste paperwork: 20 01 99
<p>Waste items that are contaminated with body fluids and have been <b>produced from clients who have told you that they have an infection</b>, for example:</p> <ul style="list-style-type: none"><li>✓ personal protective equipment (gloves, masks, aprons)</li><li>✓ wipes, dressings, plasters, bandages</li><li>✓ incontinence waste</li></ul>	
	UN approved orange bag  (Waste carrier/contractor should be able to advise)
<p>The following wastes should <b>NOT</b> be placed in this waste stream:</p> <ul style="list-style-type: none"><li>✗ medicines or medicine contaminated items (i.e. empty medicine packaging)</li><li>✗ sharps waste</li><li>✗ offensive waste</li><li>✗ residual waste or recyclable waste</li></ul>	
<p><b>Waste collection:</b> Must be collected by a Registered Waste Carrier <i>For further information see section 5</i></p>	
<p><b>Waste paperwork:</b> Waste Transfer Note <i>For further information see section 6</i></p>	

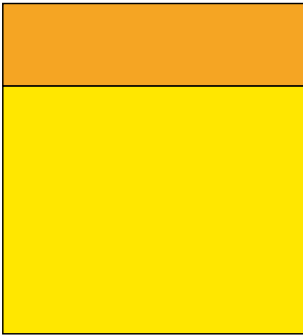




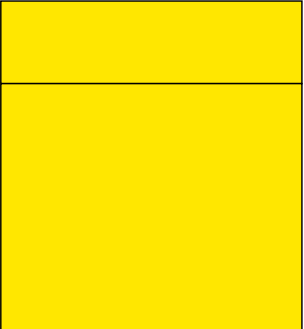
Please note if offensive waste is produced, tiger bags and a separate collection are only required if more than 7 kg (1 – 2) standard sacks are produced – if less than 7kg such waste can be placed in a refuse sack or wheeled bin - see *Offensive Waste* table below for further information.

<h2>Offensive waste including sanitary/nappy waste</h2>	EWC code for waste paperwork: 20 01 99
<p>Waste items that are contaminated with body fluids and have been <b>produced from clients who have <u>not</u> told you that they have an infection</b>, for example:</p> <ul style="list-style-type: none"> <li>✓ personal protective equipment (gloves, masks, aprons) – non-infectious</li> <li>✓ wipes, dressings, plasters, bandages – non-infectious</li> <li>✓ incontinence waste – non-infectious</li> </ul> <p>Also includes:</p> <ul style="list-style-type: none"> <li>✓ soiled sanitary towels and tampons – from public and work based female toilets</li> <li>✓ nappies – from baby changing areas and nurseries</li> </ul> <p>These items may cause offence due to their appearance, odour or wetness</p>	
	<p>Yellow bag with black stripe(s)  (Commonly referred to as tiger bags)</p> <p>Sanitary waste bins and nappy bins may also be used for sanitary waste and nappies respectively</p>
<p>The following wastes should <b>NOT</b> be placed in this waste stream:</p> <ul style="list-style-type: none"> <li>✗ infectious waste</li> <li>✗ sharps waste</li> <li>✗ medicines or medicine contaminated items (i.e. empty medicine packaging)</li> <li>✗ residual waste or recyclable waste</li> </ul>	
<p><b>Waste collection:</b> Must be collected by a Registered Waste Carrier <i>For further information see section 5</i></p>	
<p><b>Waste paperwork:</b> Waste Transfer Note <i>For further information see section 6</i></p>	

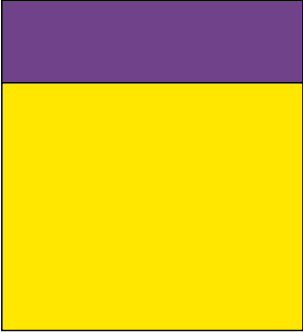


<p><b>Non-medicine contaminated sharps</b></p>	<p>EWC code for waste paperwork: 20 01 99</p>
<p>Sharps waste that has been produced from the treatment of clients, <b>NOT involving medicines</b>, for example:</p> <ul style="list-style-type: none"> <li>✓ needles and syringes – not medicine contaminated</li> <li>✓ blades – not medicine contaminated</li> <li>✓ scissors – not medicine contaminated</li> <li>✓ other disposable instruments – not medicine contaminated</li> </ul>	
	<p>Orange lidded sharps container</p>
<p>The following wastes should <b>NOT</b> be placed in this waste stream:</p> <ul style="list-style-type: none"> <li>✗ medicines or medicine contaminated items (i.e. sharps used for the administration of medicines, empty medicine packaging that have had medicines added)</li> <li>✗ cytotoxic or cytostatic waste</li> <li>✗ chemically contaminated waste</li> <li>✗ residual waste or recyclable waste</li> </ul>	
<p><b>Waste collection:</b> Must be collected by a Registered Waste Carrier <i>For further information see section 5</i></p>	
<p><b>Waste paperwork:</b> Waste Transfer Note <i>For further information see section 6</i></p>	



<h2 style="background-color: yellow; padding: 5px;">Medicine contaminated sharps</h2>	EWC code for waste paperwork: 20 01 99
<p>Sharps waste that has been used in the treatment of clients <b>involving medicines</b> (non-cytotoxic/static) for example:</p> <ul style="list-style-type: none"> <li>✓ needles and syringes – medicine contaminated</li> <li>✓ IV line, bags and tubing – medicine contaminated</li> <li>✓ blades – medicine contaminated</li> <li>✓ scissors – medicine contaminated</li> <li>✓ other disposable instruments – medicine contaminated</li> <li>✓ drug related litter</li> </ul>	
	Yellow lidded sharps container
<p>The following wastes should <b>NOT</b> be placed in this waste stream:</p> <ul style="list-style-type: none"> <li>✗ cytotoxic/static waste medicines</li> <li>✗ waste that is just infectious</li> <li>✗ offensive waste</li> <li>✗ residual waste or recyclable waste</li> </ul>	
<p><b>Waste collection:</b> Must be collected by a Registered Waste Carrier <i>For further information see section 5</i></p>	
<p><b>Waste paperwork:</b> Waste Transfer Note <i>For further information see section 6</i></p>	



<b>Cytotoxic &amp; cytostatic waste</b>		EWC code for waste paperwork: 20 01 31* or 20 01 99 (if sharps)
<p>Waste that has been used in the treatment of clients, for example:</p> <ul style="list-style-type: none"> <li>✓ needles and syringes – cytotoxic/static medicine contaminated (including hormones)</li> <li>✓ unused, part used and out of date cytotoxic/static medicines</li> <li>✓ IV line, bags and tubing – cytotoxic/static medicine contaminated</li> </ul>		
		Purple lidded sharps container
<p>The following wastes should NOT be placed in this waste stream:</p> <ul style="list-style-type: none"> <li>✗ non-cytotoxic/static medicines or medicine contaminated items (i.e. empty medicine packaging, IV lines and tubing that have had non-cytotoxic/static medicines added)</li> <li>✗ offensive waste</li> <li>✗ residual waste or recyclable waste</li> </ul>		
<p><b>Waste collection:</b> Must be collected by a Registered Waste Carrier. <i>For further information see section 5</i></p>		
<p><b>Waste paperwork:</b> Hazardous Waste Consignment Note <i>For further information see section 6</i></p>		

Cytotoxic/static medicines have certain properties that make them hazardous; they therefore have to be handled more carefully and disposed of separately. For advice on correctly classifying cytotoxic and cytostatic medicines please refer to the government’s guidance on waste classification:

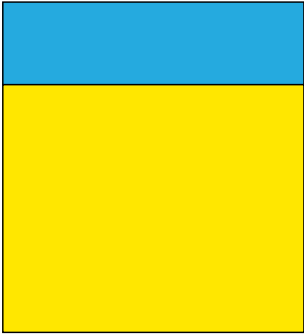
<https://www.gov.uk/government/publications/waste-classification-technical-guidance>

The guidance document HTM 07-01 includes an example list of cytotoxic and cytostatic drugs

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/167976/HTM\\_07-01\\_Final.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/167976/HTM_07-01_Final.pdf) pages 167-8.

If you are still unsure whether the medicines you are handling are cytotoxic/cytostatic, you should seek advice from a pharmacist or your waste contractor.



<h2>Medicine Waste</h2>	EWC code for waste paperwork: 20 01 32
Non-cytotoxic/cytostatic waste medicines, for example: ✓ unused, part used and out of date tablets, creams, liquid dose medicines and patches	
	Blue lidded container
The following wastes should NOT be placed in this waste stream: <ul style="list-style-type: none"> <li>✗ waste that is infectious</li> <li>✗ offensive waste</li> <li>✗ residual waste or recyclable waste</li> </ul>	
<b>Waste collection:</b> Must be collected by a Registered Waste Carrier For further information see section 5	
<b>Waste paperwork:</b> Waste Transfer Note For further information see section 6	



<b>Residual or municipal waste</b>		EWC code for waste paperwork: 20 03 01
Waste similar to that produced in the home environment, for example: <ul style="list-style-type: none"> <li>✓ flowers</li> <li>✓ non-recyclable food packaging</li> <li>✓ non-recyclable clean packaging and wrappings – from clinical products</li> </ul>		
	Black bag or wheeled bin	
The following wastes should NOT be placed in this waste stream: <ul style="list-style-type: none"> <li>✗ infectious clinical waste</li> <li>✗ offensive waste (over 7 kg) see page 9</li> <li>✗ sharps waste</li> <li>✗ medicines or medicine contaminated items (i.e. empty medicine packaging)</li> <li>✗ recyclable waste</li> </ul>		
<b>Waste collection:</b> Must be collected by a Registered Waste Carrier <i>For further information see section 5</i>		
<b>Waste paperwork:</b> Waste Transfer Note <i>For further information see section 6</i>		



## 3.5 Recyclable waste

This may comprise of any non-contaminated packaging, also opened, unwanted, unused or partially used sterile products that cannot therefore be put back into stock, e.g. dressings, swabs, etc.

Most products will be plastic and/or paper based and therefore suitable for recycling.

### Packaging and Disposal Options

Recyclable packaging e.g. cardboard boxes, etc. should be placed in your recycling stream. Most businesses will have a wheeled bin or container available for recyclable materials, usually provided by the local authority or a commercial contractor.

## 4.0 Waste Handling and Storage

### 4.1 Waste handling

The following advice should be followed when handling different types of healthcare waste:

- Where appropriate, disposable gloves should be worn.
- After handling any type of waste, ensure you wash your hands thoroughly.
- Do not over fill waste bags, ensure there is sufficient capacity for you to tie/securely seal the bag.
- Never compress waste bags by hand.
- If a bag splits or leaks, re-package the waste in an appropriate coloured bag.
- Do not kick, drop or throw bags, handle them carefully.
- Ensure sharps containers are properly assembled and the lid is secure.
- Only fill sharps containers to the indicated fill line.
- Use the temporary closure on the sharps container lid, in between uses.
- Locate the sharps container in a suitable location whilst in use (i.e. not on the floor, or on a window sill or narrow shelf, not above head height).
- When the sharps container is full (up to the fill line) secure the container with the permanent closure.

### 4.2 Traceability

It is best practice that containers and bags used for final disposal are marked or tagged. This enables the waste to be traced and its source determined in the event of non-conformance being identified. This may take the form of self-adhesive labels or by clear permanent writing on the container/bag. Most sharps containers and pharmaceutical bins have space on the label for this purpose.



### 4.3 Storage

Where used, bag and sack holders should be able to be easily cleaned and disinfected and free from sharp edges that are liable to tear or puncture bags. It is recommended that all bag/sack holders are pedal operated with self-closing lids and are labelled to clearly identify their use. Where practical, colour coded pedal bins help to reinforce correct identification and segregation.

Waste producers are legally responsible for ensuring that wastes are not allowed to escape. The word 'escape' includes leakage or spillage from bags or containers, for example bags:

- that are not properly tied or secured
- that are overfilled causing splitting and spillage
- or containers that have been ripped or torn by rodents (i.e. rats) or other vermin
- and waste containers that are only designed to contain solids used for free flowing liquids – if liquids are being disposed of then sufficient absorbent material must be added to take up the liquid.

All waste stored on an organisation's premises must be segregated and stored securely – this is a legal requirement. However 'securely' is not defined in guidance documentation so 'securely' could refer to a locked wheeled bin or container, a locked room or cupboard.

You should discuss with your waste contractor whether they will provide external storage container(s) (e.g. wheelie bin or other suitable containers), the location of the container(s) and how access is achieved during service. Waste contractors may offer a range of different services depending upon the facility the waste will be taken to. It is important to ensure that waste is collected frequently enough to prevent it accumulating, as this may cause odour, nuisance or pest problems.

In the client home any waste which is left (with the permission of the client, their carer or relative) for collection at a later time/date by either a waste contractor or the local authority, should be stored in a suitable place which is not accessible to children, pets, pests, etc. It is not appropriate to leave the waste unsupervised on the pavement awaiting collection.

## 5.0 Waste Collection, Disposal and Transport

### 5.1 Collection and Disposal

It is the waste producer's responsibility to make appropriate arrangements for the collection and disposal of wastes produced. This might be with a waste contractor or your local authority. Waste should be collected at regular intervals to prevent it from becoming a nuisance.





For waste collected from an organisation's premises a Registered Waste Carrier must be used. This is a waste contractor or a local authority that is registered with the Environment Agency or Natural Resources Wales.

You can check to see if your waste carrier is registered on the public register websites at the following links:

*Environment Agency (England):* <http://epr.environment-agency.gov.uk/ePRIInternet/SearchRegisters.aspx>

*Natural Resources Wales:* <https://naturalresources.wales/how-we-regulate-you/find-out-if-a-site-has-a-permit-licence-or-exemption/?lang=en>

It is also recommended that checks are undertaken by visiting the company website to review testimonials and other available material, as well as asking the contractor about Duty of Care and any relevant information.

### 5.2 Transport

Infectious wastes and other dangerous goods are subject to regulations regarding their transport and have to be contained in special UN tested and approved packaging. The use of unapproved bags and boxes is not permitted and your contractor will refuse to collect it in this form. You should refer to the colour coding of packaging in section 3.4.

Your waste contractor may provide you with the correct form and quantity of packaging for each type of waste you identify to them. This packaging will have been tested and designed to carry a set weight or volume of waste. You should identify what these limits are and not exceed them as you are responsible for any spillage that may result.

All packaging supplied for the transport of infectious waste (sharps bins containers and orange bags) must be pre-labelled and marked with the following dangerous goods information: UN3291 and the Class 6.2 Infectious Substance danger label, as shown below:



## 5.3 Mobile Service Providers

A mobile service provider is one who offers treatments or services in the client’s home (maybe in addition to a regular place of work).

If you produce waste at various sites that you carry out work at and then transport that waste back to your base, you will need to be registered as a Waste Carrier, with the regulator. Details on how to register can be found at the following links:

Environmental Agency (England): <https://www.gov.uk/waste-carrier-or-broker-registration>

Natural Resources Wales: <https://naturalresources.wales/apply-for-a-permit/waste/register-as-a-waste-carrier-broker-or-dealer/?lang=en>

You may only transport wastes – in your vehicle – which has been produced from treating your clients. The use of non-UN approved bags is not permitted. You should ensure that any such waste is suitably secured in your vehicle during transport.

## 6.0 Waste Paperwork

All movements of waste from any workplace in the UK require a paperwork trail. This applies to all types of waste including healthcare type wastes. These documents are a legal requirement and must be completed correctly with good records being kept. In most circumstances the waste contractor collecting your waste will be able to provide you with the necessary paperwork, with most of the information pre-completed.

The documentation required depends upon the composition of the waste and where it is collected from. The following table explains the type of paperwork that is required.

Type of Waste	Collected from:	Paperwork required
All healthcare type waste	A residential premise (someone’s home)	Written description required Waste Transfer Note required
Offensive healthcare type waste (tiger bags)	A workplace	Waste Transfer Note required
Other healthcare type waste (all sharps bins, orange bags)	A workplace	Hazardous Waste Consignment Note may be required Waste Transfer Note required

It is extremely important to have an accurate description of the waste, this allows the person or company collecting the waste to handle, move and dispose of it correctly and complete any paperwork at a later stage.



Before any waste is collected from your workplace you will need to know your business standard industry classification (SIC) code. This code is used to identify the type of organisation producing the waste. Please see appendix 3 for a list of common SIC codes.

## 6.1 Waste Transfer Notes (WTN)

Please see appendix 2 for an example of a WTN. All of the information included in the example should be included on the WTN. You must sign the WTN. It is a legal requirement for the waste producer to ensure the WTN is correct.

If you have the same type and quantity of waste picked up on every collection the organisation collecting your waste may issue you with an annual WTN, known as a 'season ticket'. This covers all of your collections for one year on a single WTN.

WTNs can also be completed online using a system called edoc. The organisation collecting your waste may issue your WTNs using this system.

Further details can be found here: <http://edoconline.co.uk/>

## 6.2 Hazardous Waste Consignment Notes (HWCN)

Please see appendix 1 for an example of a HWCN. All of the information included in the example should be checked on the HWCN; - you must sign the HWCN. It is a legal requirement for the waste producer to ensure the HWCN is correct. The following links are guidance on HWCN documents.

Environment Agency (England): <https://www.gov.uk/hazardous-waste-producer-registration>

Natural Resources Wales: <https://www.gov.uk/hazardous-waste-producer-registration-wales>

After your waste has been received at the disposal site you will be sent a consignee return. This may be in the form of copies of completed HWCNs or a summary report every three months detailing each consignment the site received from you. You should check that the information provided is correct.

## 6.3 Keeping Records

It is a legal requirement that you keep accurate records of all waste that leaves your site. It is recommended that a folder is set up to include the following:

- all WTNs – keep for 2 years
- all HWCNs – keep for 3 years
- all Consignee Returns – keep for 3 years



If the EA or NRW visit your site, one of the first things they will ask for is your site register (or your waste management folder). If you have all the previous information filed and stored where it can be easily accessed this will help with any audits you may have.

### 7.0 Other Key Sources of Information

1. The **Department of Health** offers guidance on healthcare waste management, through a key document, **Health Technical Memorandum (HTM) 07-01: Safe management of healthcare waste, March 2013**: <https://www.gov.uk/government/publications/guidance-on-the-safe-management-of-healthcare-waste>
2. The **Environment Agency** have produced a basic guide to understanding hazardous wastes, called HWR01A. This document can help you to classify your waste and can be found at the following link: [http://a0768b4a8a31e106d8b050dc802554eb38a24458b98ff72d550b.r19.cf3.rackcdn.com/LIT\\_5552\\_28b742.pdf](http://a0768b4a8a31e106d8b050dc802554eb38a24458b98ff72d550b.r19.cf3.rackcdn.com/LIT_5552_28b742.pdf)
3. **National Resources Wales** provides a page hazardous waste information including registration and guidance documents. <https://naturalresources.wales/apply-for-a-permit/waste/register-as-a-producer-of-hazardous-waste/?lang=en>
4. The **Health and Safety Executive** provides information on a range of health and safety issues associated with the management of healthcare waste: <http://www.hse.gov.uk/healthservices/healthcare-waste.htm>
5. This **CIWM** document provides a general overview of healthcare waste management <http://www.ciwm-journal.co.uk/downloads/Healthcare-Waste-WEB.pdf>



## 8.0 Glossary & Acronyms

**Authorised Site:** A site that has a relevant Environmental Permit or Waste Management Licence, issued and monitored by the regulator for the transfer, treatment and/or disposal of specified waste streams.

**Cytotoxic and cytostatic:** Classification of medicinal waste used in the List of Wastes Regulations for medicinal products with one or more of the hazardous properties toxic, carcinogenic, toxic for reproduction or mutagenic.

**Department of Health:** They lead, shape and fund health and care in England.

**Duty of Care:** When used in relation to waste management, this term refers to the statutory responsibilities of individuals and organisations.

**Environment Agency:** Regulator responsible for environmental regulation (including waste) in England.

**EWC:** European Waste Catalogue (code).

**Hazardous waste:** Waste classified as hazardous waste by the Hazardous Waste Regulations and the List of Wastes Regulations.

**Healthcare waste (HCW):** defined as any waste that results during a healthcare procedure. Some of these wastes (known as clinical/infectious waste) may be hazardous to those that come into contact with them and are subject to stringent controls.

**HTM 07-01:** Otherwise known as the Health Technical Memorandum (HTM) 07-01: Safe management of healthcare waste. This document is produced by the Department of Health and provides detailed guidance on how to deal with healthcare wastes.

**HWCN:** Hazardous Waste Consignment Note.

**Medicinal waste:** Medicinal waste includes expired, unused, spilt, and contaminated pharmaceutical products, drugs, vaccines, and sera that are no longer required and need to be disposed of appropriately.

**NRW:** Natural Resources Wales. Regulator responsible for environmental regulation (including waste) in Wales.

**Registered Waste Carrier:** An organisation or individual that has registered with the Environment Agency for the authorised transport of waste on the public highway.

**Sharps:** Sharps are items that could cause cuts or puncture wounds. They include needles, hypodermic needles, scalpels and other blades, knives, infusion sets, saws, broken glass, and nails.

**SIC Code:** Standard Industry Classification Code.

**WTN:** Waste Transfer Note.



APPENDIX 1

Form HWCN01v111

The Hazardous Waste Regulations 2005:  
Consignment Note



PRODUCER'S/HOLDER'S/CONSIGNOR'S COPY

**PART A Notification details**

1 Consignment note code:

2 The waste described below is to be removed from (name, address, postcode, telephone, e-mail, facsimile):

3 Premises code (where applicable):

**In Section A check that:**  
- that sections A1, A2 & A3 have been completed and the premise registration code is correct  
- that the destination of the waste has been completed in A4

4 The waste will be taken to (name, address, postcode, telephone, e-mail, facsimile):

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

**PART B Description of the waste**

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

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

If continuation sheet used, tick here

**In Section B check that:**  
- the EWC classification, description and hazardous components of the wastes you produce are correct  
- the number of containers and weight of each waste type collected are correct  
- the transport information is correct.  
For infectious waste it should state the following: UN3291, Clinical Waste, unspecified, n.o.s 6.2 II

Description of waste	List of wastes (EWC code)(6 digits)	Quantity (kg)	The chemical/biological components in the waste and their concentrations after		Physical (gas, liquid, powder or mixed)
			Component	Concentration (% or mg/kg)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**The information given below is to be completed for each EWC identified**

EWC code	UN identification number(s)	Proper shipping name(s)	UN class(es)	Packing group(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**PART C Carrier's certificate**

If more than one carrier is used, please attach schedule for subsequent carriers. If schedule of carriers is attached tick here.

**PART D Consignor's certificate**

I certify that the information in A, B and C has been completed and is correct, that the carrier is registered or



I certify that I today collected the consignment and that the details in A2, A4, and B3 are correct and I have been advised of any specific handling requirements.

Where this note comprises part of a multiple collection the round number and collection number are:

\_\_\_\_\_/\_\_\_\_\_

1 Carrier name:  
On behalf of (name, address, postcode, telephone, e-mail, facsimile):

2 Carrier registration no./registration date:  
- the driver has printed and signed their name  
- that the carriers and vehicle registrations are present  
- the date and time of collection has been entered

Signature  
Date

**Part E Consignee's certificate (where more than one waste type is consigned, all of the information is required)**

Individual EWC code(s) received	Quantity of each EWC code received (kg)	EWC code accepted/rejected

3 I received this waste at the address given in A4 on:  
Date           Time

2 Vehicle registration no. (or mode of transport if not road):

3 Where waste is rejected please provide details:

I certify that waste permit/exempt waste operation number:  
\_\_\_\_\_  
authorises the management of the waste described in B at the address given in A4.

Where the consignment forms part of a multiple collection, as identified in Part C, I certify that the total number of consignments forming the collection are:  
\_\_\_\_\_

**In section C check that:**  
- the driver has printed and signed their name  
- that the carriers and vehicle registrations are present  
- the date and time of collection has been entered

**In section D check that:**  
- an appropriate person from your organisation has printed and signed their name  
- the date and time of consignment has been entered  
- a waste hierarchy declaration is included

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

Signature  
Date           Time

HWCN01V111



## APPENDIX 2

This specimen transfer note is for use where waste is destined for landfill.

<b>Section A – Current Holder of the Waste</b>											
1. Full Name: (BLOCK CAPITALS)											
2. Name and address of company:											
				3. Post code:							
4. Which of the following are you?											
Producer				Importer				WCA			
Holder of an Environmental Permit						Permit No.					
Environmental Permitting exempt						Exemption No.					
Registered Waste carrier						Reg. No.					
Registered Waste Broker or Dealer						Reg No.					
5: Standard Industrial Classification Code:											
6: Signed:											
7: Full Name (BLOCK CAPITALS)											
8: Name and address of broker (if applicable):											
9: Broker registration number:											
<b>Section B – Description of the Waste</b>											
1. Waste description:											
2. EWC Code:											
3. Quantity of Waste:											
4. How is the Waste contained?											
Loose				Sacks				Skip			
								Drum			
										Tanker	
Other (please describe):											
5. Number of containers:						6. Size of Containers:					





<b>Section C – Pre-Treatment Declaration</b>						
The Landfill Directive defines treatment as: physical, thermal, chemical or biological processes (including sorting) that change the characteristics of the Waste in order to reduce its volume or hazardous nature or facilitate its handling or enhance recovery.						
What materials have been segregated from this Waste? Please tick appropriate box:						
Paper	Card	Metal	Glass	Plastic		
Wood	Food	Compostable	WEEE	Other		
Please indicate the percentage of the total original volume of the Waste that has been removed:						
Less than 5%	5% to 25%	25% to 50%	50% to 75%	More than 75%		
Please report any processes that have been employed to segregate or treat this Waste or any other information that may assist in its treatment or disposal. Or if the Waste has not been treated please state why:						
<b>Section D – Place of transfer</b>						
1. Address of place of transfer/ collection point:						
			2. Post code:			
3. Date of transfer:						
4. Time(s) of transfer						
(for multiple transfers, give between dates):						
<b>Section E – Person collecting the Waste</b>						
1. Full Name:						
2. Name and address of company:						
			3. Post code:			
4. Which of the following are you?						
Producer	Importer	WCA				
Holder of an Environmental Permit		Permit No.				
Environmental Permitting exempt		Exemption No.				
Registered Waste carrier		Reg. No.				
Registered Waste Broker		Reg No.				
5. Signed:						
6. Full Name (BLOCK CAPITALS)						



### APPENDIX 3

Table 1: Commonly used SIC Codes

	2007 codes - for WTNs	2003 codes - for HWCNs
Private consultant clinic	86.22	85.12
Elderly care day centre (charitable)	87.30	85.31/1
Elderly care day centre (non-charitable)	87.30	85.31/2
Residential nursing care (not supervised by doctors)	87.10	85.11/3
Child daycare activities (charitable)	88.91	85.32/1
Child daycare activities (non-charitable)	88.91	85.32/2
Beauty treatment activities	96.02	93.02
Tattooist	96.09	93.05/9
Gym	93.11	92.62/9
Physiotherapist (private)	86.9	85.14
Residential care for learning difficulties (charitable)	87.2	85.31/1
Residential care for learning difficulties (non-charitable)	87.2	85.31/2
Decontamination services	39.00	90.03
Police authorities	84240	75240
Local authority administration (refuse)	84110 (38210)	75110 (90020)
Local authority parks and gardens	93290	92729
Renting and operating of housing association real estate	68201	70209
Nightclubs (licensed to sell alcohol)	56301	55401

For more guidance on SIC codes please see <http://siccode.com/>





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