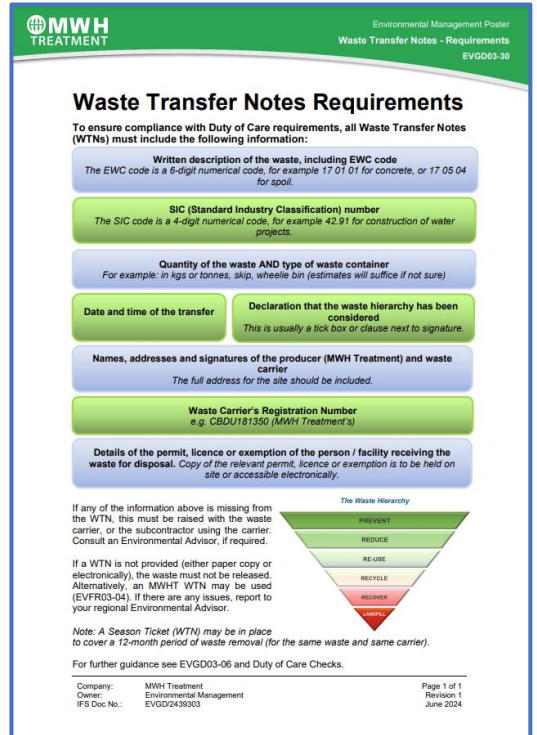


Waste Transfer Notes, Waste Movements and Archiving

Waste Transfer Notes - Duty of Care

It is a legal requirement for all waste transfers including hazardous waste, spoil removal and collection, or the exchange of skips to be accompanied by either a Waste Transfer Note (WTN) or a Hazardous Waste Consignment Note (HWCN). Waste movements should be recorded in the project site diary (i.e. on BIM) in order to track the number of waste movements by the waste contractor, particularly with regards to spoil removal.

As the 'producer' of waste, MWHT have a legal duty of care to ensure that all WTNs are completed accurately and signed by both the Producer and the Waste Carrier. Further guidance on what should be included on a WTN and a Season Waste Transfer Note is available - [EVGD03-06 Waste Transfer Note Guidance](#).



Waste Transfer Notes Requirements

To ensure compliance with Duty of Care requirements, all Waste Transfer Notes (WTNs) must include the following information:

- Written description of the waste, including EWC code**
The EWC code is a 6-digit numerical code, for example 17 01 01 for concrete, or 17 05 04 for spoil.
- SIC (Standard Industry Classification) number**
The SIC code is a 4-digit numerical code, for example 42.91 for construction of water projects.
- Quantity of the waste AND type of waste container**
For example: in kgs or tonnes, skip, wheelie bin (estimates will suffice if not sure)
- Date and time of the transfer**
- Declaration that the waste hierarchy has been considered**
This is usually a tick box or clause next to signature.
- Names, addresses and signatures of the producer (MWH Treatment) and waste carrier**
The full address for the site should be included.
- Waste Carrier's Registration Number**
e.g. C8DU181350 (MWH Treatment's)
- Details of the permit, licence or exemption of the person / facility receiving the waste for disposal.** Copy of the relevant permit, licence or exemption is to be held on site or accessible electronically.

If any of the information above is missing from the WTN, this must be raised with the waste carrier, or the subcontractor using the carrier. Consult an Environmental Advisor, if required.


If a WTN is not provided (either paper copy or electronically), the waste must not be released. Alternatively, an MWH WTN may be used (EVFR03-04). If there are any issues, report to your regional Environmental Advisor.

Note: A Season Ticket (WTN) may be in place to cover a 12-month period of waste removal (for the same waste and same carrier).

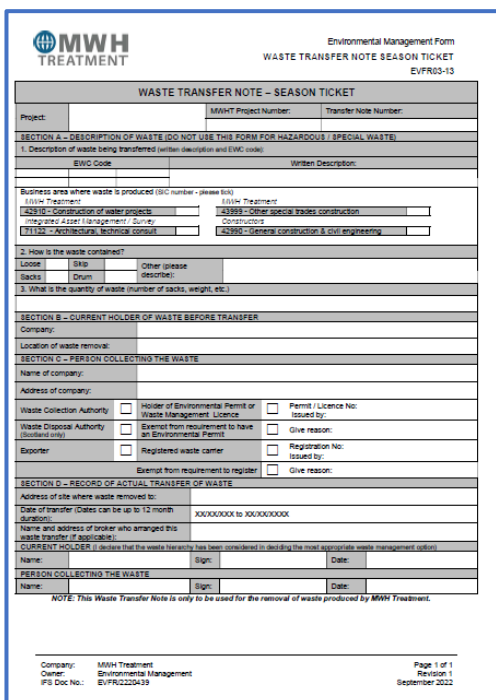
For further guidance see EVGD03-06 and Duty of Care Checks.

Company: MWH Treatment
Owner: Environmental Management
IFS Doc No.: EVGD0436303

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[EVGD03-30 Waste Transfer Notes Requirements Poster](#)



Environmental Management Form
WASTE TRANSFER NOTE SEASON TICKET
EVFR03-13

WASTE TRANSFER NOTE - SEASON TICKET

Project: _____ MWH Project Number: _____ Transfer Note Number: _____

SECTION A - DESCRIPTION OF WASTE (DO NOT USE THIS FORM FOR HAZARDOUS / SPECIAL WASTE)

1. Description of waste being transferred (include description and EWC code)

EWC Code: _____ Written Description: _____

Business area where waste is produced (SIC number - please tick)

1701 - Construction of water projects 4399 - Other special trades construction

Integrating Asset Management / Quarry Constructors

1713 - Architecture, technical consult 4299 - General construction & civil engineering

2. How is the waste contained?

Sacks Skip Other (please describe): _____

3. What is the quantity of waste (number of sacks, weight, etc.)

SECTION B - CURRENT HOLDER OF WASTE BEFORE TRANSFER

Company: _____

Location of waste removal: _____

SECTION C - PERSON COLLECTING THE WASTE

Name of company: _____

Address of company: _____

Waste Collection Authority Holder of Environmental Permit or Waste Management Licence Permit / Licence No. issued by: _____

Waste Disposal Authority (if applicable) Exempt from requirement to have an Environmental Permit Give reason: _____

Exporter Registered waste carrier Registration No. issued by: _____

Exempt from requirement to register Give reason: _____

SECTION D - RECORD OF ACTUAL TRANSFER OF WASTE

Address of site where waste removed to: _____

Date of transfer (Dates can be up to 12 months duration): 30/06/2024 to 30/06/2024

Name and address of broker who arranged this waste transfer (if applicable): _____

CURRENT HOLDER (Please tick the waste hierarchy has been considered (tick the most appropriate waste management option))

Name: _____ Sign: _____ Date: _____

PERSON COLLECTING THE WASTE

Name: _____ Sign: _____ Date: _____

NOTE: This Waste Transfer Note is only to be used for the removal of waste produced by MWH Treatment.

Company: MWH Treatment
Owner: Environmental Management
IFS Doc No.: EVFR2220-39

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Season Ticket Waste Transfer Notes

In instances where multiple waste transfers of the same waste type are anticipated, a 'season ticket' WTN can be used. A season ticket can be used to cover a period of up to 12 months where the same waste type, producer, carrier and waste facility remain the same.

As a Season Ticket WTN can cover several waste movements. It is important that a record of each individual load removed off-site is recorded in the Site Diary to ensure accurate invoicing.

Waste Transfer Notes, Waste Movements and Archiving

Archiving Requirements

MWHT are no longer able to store paper copies of Waste Transfer Notes / Hazardous Waste Consignment Notes from completed projects. All waste documentation should be archived as per the process [FSPD01-01 Archiving](#).

In regions where ActivSHEQ is used for Environmental Reporting, all WTNs and HWCNs are to be uploaded as part of the Environmental Monthly Reporting.

Add Project Material and Waste Plan

Add Material and Waste Forecast

Add Material and Waste Decision

Add Site Derived Materials

Add Waste Actuals

Add Waste Type

Add Waste Transfer Documents

Close Off SM&WMP Review

All WTNs, HWCNs and other duty of care documentation (e.g. carrier registrations, environmental permits, waste exemptions, waste management licences) are to be archived and should be retained for a minimum of 3 years. This also includes any waste paperwork provided with invoices.

In instances where the Environment Agency or Waste Collection Authority request waste information, documentation must be provided within 7 days.

Waste Duty of Care Internal Guidance

Further guidance on what should be included on a WTN and Season Waste Transfer Note is available - [EVGD03-06 Waste Transfer Note Guidance](#).

Where a Waste Carrier's WTN is deemed non-compliant, the MWH Treatment WTN template can be used: [EVFR03-04 Waste Transfer Note](#) and [EVFR03-13 Waste Transfer Note Season Ticket](#). **This must be signed by the Waste Carrier.**

