

Waste transfer note template

Transfer of controlled waste. The description is the part that has to be right.

Write a description good enough for the person receiving this waste to handle it properly — that is the test, and 'general waste' does not meet it. Write the classification code you arrived at from your own classification; none is printed here on purpose. Take the retention period from the current Regulations and write the destruction date in the box at the end.

TRANSFER NOTE NUMBER	DATE OF TRANSFER	TIME
PLACE OF TRANSFER	VEHICLE REGISTRATION	SHEET __ OF __

SECTION A – THE WASTE

Enough detail that the recipient can handle it properly.

Description of the waste	
The process the waste arose from	
Classification code (from your own classification)	
Is the waste hazardous? If so, a consignment note is required instead	
Physical form — solid, liquid, sludge, powder, mixed	
Quantity, and how it was determined	
Container type and number	

SECTION B – WASTE HIERARCHY

The declaration that the hierarchy has been applied.

	APPLIED
Prevention considered	☐
Preparing for re-use considered	☐
Recycling considered	☐
Other recovery considered	☐
Disposal only where the above were not practicable	☐
	☐
	☐

SECTION C – TRANSFEROR (WHO IS HANDING THE WASTE OVER)

Full name	
Trading name, if different	
Address	
Capacity — producer, holder, carrier, broker, dealer	
Registration number, where acting as carrier, broker or dealer	
Premises the waste came from, and its SIC code if held	

SECTION D – TRANSFeree (WHO IS TAKING IT)

Full name	
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Trading name, if different	
Address	
Capacity — carrier, broker, dealer, site operator	
Registration number — checked against the public register on (date)	
Permit or exemption number for the receiving site	
Destination the waste is going to	

SIGNATURES

TRANSFEROR SIGNATURE	NAME IN BLOCK CAPITALS
ON BEHALF OF	DATE
TRANSFeree SIGNATURE	NAME IN BLOCK CAPITALS
ON BEHALF OF	DATE

RECORD CONTROL

Take the retention period from the current Regulations — it differs from the period for consignment notes.

COPY HELD BY TRANSFEROR AT	COPY HELD BY TRANSFeree AT
RETENTION PERIOD TAKEN FROM	DATE THIS RECORD MAY BE DESTROYED