Hazardous waste consignment checklist

Pre-collection checks and a record of every consignment (England)

You must use a consignment note to move hazardous waste, and it must stay with the waste until it reaches its final destination. Use this sheet to check the paperwork before the waste leaves and to keep track of each consignment.

Who completes which part of the consignment note

Your role	Part you complete
Producer of the waste	A and B
Holder (stores the waste)	A and B
Carrier (collects and transports the waste)	C
Consignor (hands the waste to the carrier)	D
Consignee (receives the waste for recycling or disposal)	E

Before the collection

- [ ] Waste assessed and classified as hazardous using the waste classification guidance
- [ ] List of Waste (EWC) code for each waste identified
- [ ] SIC code (2007) for the business activity that produced the waste identified
- [ ] Consignment note ready: Environment Agency form, contractor's note, or your own note with all the same fields
- [ ] Continuation sheet used if more space is needed
- [ ] Carrier's registration checked on the public register, and the name matches
- [ ] Receiving site (consignee) confirmed as authorised to accept this waste
- [ ] Parts A and B completed by the producer or holder, Part D by the consignor at collection
- [ ] Copy of the note kept for 3 years (producer and holder)

Consignment details

Producer / site name

Site address and postcode

SIC code (2007)

Waste description

EWC code(s)

Quantity and container

Consignment record

One line per consignment. Keep this log with your copies of the consignment notes.

Date	Note reference	Waste and EWC code	Quantity	Carrier and registration no.	Receiving site (consignee)	Copy filed

Records kept at (location or system)

Responsible person

Based on: GOV.UK: Hazardous waste consignment notes, and Waste duty of care: code of practice (Defra).

Free checklist, not a consignment note. It does not replace the consignment note that must travel with hazardous waste. Use the Environment Agency form, your contractor's note or your own note with all the same information fields. General guidance, not legal advice.