

SWCN workshop

21st January 2020, Golden Lion Hotel, Stirling

10:00	Welcome	Welcome and opening address
10:10	Presentations	1. What we do with SWCNs and why they are important 2. How to consign special waste
11:00	Session 1	Interactive workshop on completing SWCNs
11:50	Session 2	Common issues with completing SWCNs
12:10	Presentation	An electronic waste tracking service
12:20	Finish	Closing remarks
12:25	Helpdesk opens	1-2-1 sessions to discuss your own SWCN issues
13:00	Helpdesk closes	

SWCN workshop

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SWCN workshop

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Special Waste Consignment Notes

The **why** and the **what**

David Smith
SEPA Resolution Team

January 2020

The why - It is a legal requirement

WFD sums it up best.....

Article 17

Control of hazardous waste

Member States shall take the necessary action to ensure that the production, collection and transportation of hazardous waste, as well as its storage and treatment, are carried out in conditions providing protection for the environment and human health in order to meet the provisions of Article 13, including action to ensure traceability from production to final destination and control of hazardous waste in order to meet the requirements of Articles 35 and 36.

Article 35 -
Record
keeping

Article 13 -
Relevant
objectives

The why - It is a legal requirement

Requirements of WFD have been transposed into domestic legislation – no change on EU exit

- Control of Pollution Act 1974
- Environmental Protection Act 1990
- The Special Waste Regulations 1996

Why is it important to ensure traceability?

- Ensure the environment and people are protected from harm
- Public confidence and trust
- Business confidence and risk management

Why is it important to ensure traceability?

Missing hazardous waste = BAD NEWS

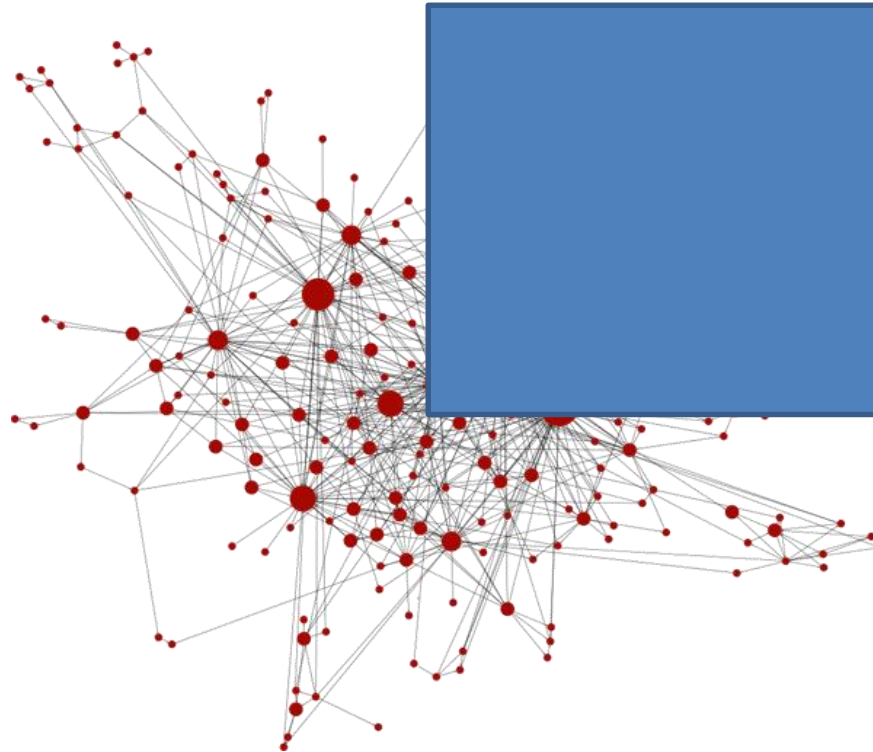
- Highly emotive/long lasting
- Potential serious environmental harm and harm to human health
- It damages public confidence in everyone
- It damages business reputation
- It can result in criminal prosecutions

We all have a role to play.

What does SEPA do with SWCN data?

- Entered onto a database!
- Used for verifying data in waste crime investigations.
- Understand waste flow notifications
 - nationally (within Scotland and UK)
 - internationally (combined analysis with TFS)
 - waste type
 - sector
- Used to help develop policy and generate intelligence products for targeted action
- Task made difficult by incomplete SWCNs (~25% non-compliant)

Waste flow – the future?



To do this SEPA needs.....

....fully compliant SWCNs!

- Clear and accurate descriptions & EWC codes for each waste type
- Clear and accurate data on the amount of each waste type
- Clear and accurate hazard codes associated with each waste type
- Clear and accurate info on the companies involved in the movement.

Clarity and accuracy!

(This will help you get ready for the electronic waste tracking system.....coming soon!)



Help us help you!

Imagine the scenario.....

Your company/client is at the centre of a public allegation that hazardous waste from your site has gone missing. Facebook and social media is buzzing!

How do you demonstrate to ...[X].... that no waste is missing if you can't definitively say:

- how much of each waste type you consigned?
- confirm the sites which it was sent to?

If you can't, you have put your companies reputation at risk, not to mention the potential risk of criminal prosecution.

Reduce your risk by fully completing your SWCNs!

Help us help you!

We all have a role to play.

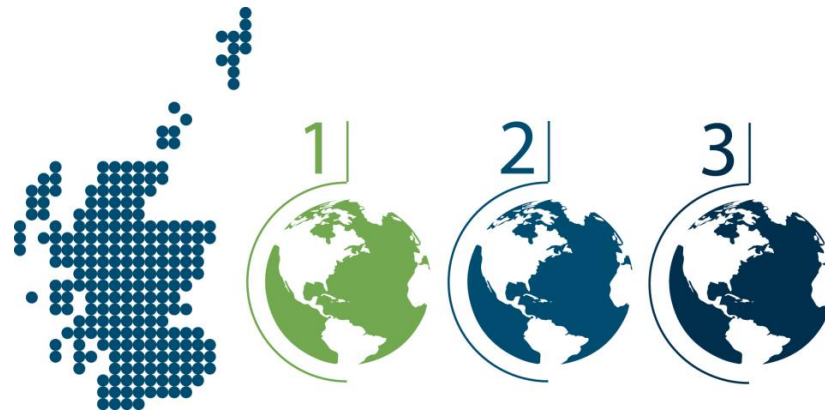
What can we do to make things easier to comply?

Talk to us and let us know.



Thank you.

Any questions?



SCOTTISH ENVIRONMENT PROTECTION AGENCY

Consigning Special Waste

Mark Heggie (Senior Policy Officer)

SWCN Workshop Stirling January 2020



ER HAZARDOUS MATERIAL
DO NOT ENTER

Special Waste Consignment Notes: SEPA Codes

- SWCN must accompany every movement
- Must have a SEPA issued code:
 - SA Codes (£15) – used for all non SB and SC movements
 - SB Codes (£10) – used for movements of lead acid batteries only
 - SC Codes (Free) – restricted to the following
 - the second or subsequent removal of waste within a succession of extended carrier's collection rounds;
 - the return of out-of-specification materials, which are waste, to the original manufacturer; and,
 - the removal of waste from a ship to a conveyance or reception facility.
- Can be bespoke
 - Format agreed with SEPA
 - SEPA issued code

PRENOTIFICATION COPY
(Consignor to send to Consignee's Attention)

SEPA

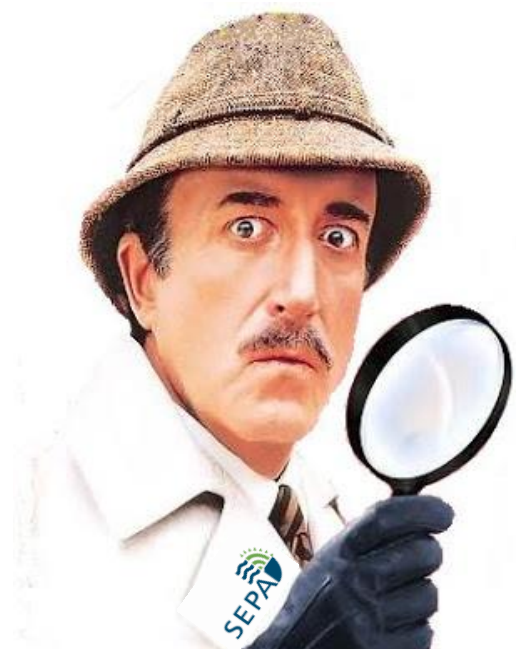
Consignment Note N **SA 0397781**

Sheet of

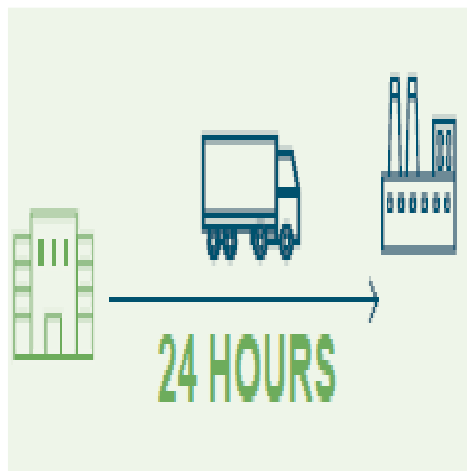
PLEASE TICK IF YOU ARE A TRANSFER STATION ☐

POSTCODE

Consigning Special Waste - Who's Who



Type of Movements (1) – Simple (24 hrs.)



Single

- One off movement of waste
- One producer
- SWCN required (SA or SB)
- Must be completed within 24 hours

Carriers Round

- Multiple producers
- SA note and Carrier's Schedule required for all movements
- All premises must be located in Scotland
- Must be completed in 24 hour period



Type of Movements (2) – succession



Succession

- Can involve a single producer or multiple producer(s) or holder(s)
- Waste types must be broadly the same
- Carrier/Consignee must not change throughout of duration of succession
- Can run for a maximum of one year
- Is it necessary with removal pre-notification requirement...

Type of Movements (3) – Extended Carriers Rounds

- The Carrier must also be the Consignee
- Cannot collect from the same person more than once in a round
- 400kg limit on each round
- Must be completed in 7 days
- See guidance ...



PLEASE COMPLETE IN BLOCK CAPITALS



SPECIAL WASTE REGULATIONS 1996

Consignment Note N° **SA**

N° of prenotice (if different) _____

Sheet _____ of _____

A CONSIGNMENT DETAILS

PLEASE TICK IF YOU ARE A TRANSFER STATION ☐

1. The waste described below is to be removed from (name, address) _____ POSTCODE _____

2. The waste will be taken to (name, address & postcode) _____

3. The consignment(s) will be: one single ☐ a succession ☐ carrier's round ☐ other ☐ *please specify*

4. Expected removal date of first consignment: _____ last consignment: _____

5. Name _____ On behalf of (company, address & postcode) _____

Signature _____ 7. The waste producer was (if different from 1.)
(name, address) _____

Date _____

6. POSTCODE _____

B DESCRIPTION OF THE WASTE N° of additional sheets _____

1. The waste is _____ 2. Six-Digit EWC Code(s) _____

3. Physical Form: Liquid ☐ Powder ☐ Sludge ☐ Solid ☐ Mixed ☐ Gas ☐

4. Colour: _____

5. Total quantity for removal (include units kg/ltrs/tonnes etc): _____ Container size, type & number: _____

6. The chemical/biological components that make the waste special are:

Component	Concentration (% or mg/kg)	Component	Concentration (% or mg/kg)

7. The hazard codes (e.g. H7) are: _____

8. The process giving rise to the waste is: _____

C CARRIER'S CERTIFICATE

I certify that I today collected the consignment and that the details in A1, A2 and B1 are correct. The Quantity collected is:

Name _____ On behalf of (company, address & postcode) _____

Signature _____ Date _____ at _____ hrs.

1. Carrier registration n° /reason for exemption: _____ 2. Vehicle registration n° (or mode of transport, if not road): _____

D CONSIGNOR'S CERTIFICATE

I certify that the information in B and C above is correct, that the carrier is registered or exempt and was advised of the appropriate precautionary measures.

Name _____ On behalf of (company, address & postcode) _____

Signature _____ Date _____

E CONSIGNEE'S CERTIFICATE

1. I received this waste on _____ at _____ hrs. 2. Quantity received (include units kg/ltrs/tonnes etc): _____

3. Vehicle registration n° _____ 4. Waste Management Operation(s): _____

I certify that waste management licence/authorisation/exemption n° _____ authorises the management of waste described in B.

Name _____ On behalf of (company, address & postcode). _____

Signature _____
Date _____

Although the Duty of Care is applicable to non-hazardous and hazardous wastes a SWCN is not equivalent to a WTN and vice versa.

A CONSIGNMENT DETAILS

PLEASE TICK IF YOU ARE A TRANSFER STATION

1. The waste described below is to be removed from (name, address)
KERINS CONSTRUCTION, MCNEILL AVENUE, HAMILTON
2. The waste will be taken to (name, address & postcode)
HOMME WASTE MANAGEMENT LTD., DOHERTY ROAD, HAMILTON ML1 2 1 3 N
3. The consignment(s) will be: one single ☒ a succession ☐ carrier's round ☐ other ☐ *please specify*
4. Expected removal date of first consignment: 17/06/19 last consignment: 17/06/19
5. Name OLIVIA MCKAY On behalf of (company, address & postcode) AS IN A1
Signature  Date 17/06/19
7. The waste producer was (if different from 1.) N/A
(name, address)
6. ☎ 01698 123 456

A(5) – no signature and/or no date

A(6) – no telephone number or contact details.

A1

•Full name, address and postcode of where the waste is to be removed from (Transfer stations should tick the designated box (right hand side).

A2

•Full name, address and postcode of where the waste will be taken to.

A3

•The nature of the movements.

A4

•Expected removal date of first consignment and date of last consignment.

A5

•Name and signature of consignor, company details and date.

A6

•Consignor's contact telephone number. This may help to minimise any delay should any part of the paperwork be incorrect/incomplete.

A7

•The name, address and postcode of the waste producer (if different from details in A1).

B DESCRIPTION OF THE WASTE *Nº of additional sheets* 1. The waste is **BONDED ASBESTOS PANELS**3. Physical Form: Liquid ☐ Powder ☐ Sludge ☐ Solid ☒ Mixed ☐ Gas ☐5. Total quantity for removal (include units kg/ltrs/tonnes etc): **12 TONNES**

6. The chemical/biological components that make the waste special are:

Component	Concentration (% or mg/kg)
ASBESTOS	5 - 10%

7. The hazard codes (e.g. H7) are: **HP7 - CARCINOGENIC**8. The process giving rise to the waste is: **DEMOLITION**

2. Si

4. C

- No of additional sheets not noted
- EWCs missing on SA note
- EWCs missing on SA note with waste described as 'bags' on carriers schedule
- EWCs listed on SA note or additional sheets not reflective of what is being uplifted
- Weights missing or inaccurate
- Vague description for containers
- In summary waste is not being described accurately!

B1

- A full and meaningful description of the waste to be collected

B2

- The six-digit European Waste Catalogue (EWC) code for the waste.

B3

- Tick the relevant box to indicate the physical form of the waste.

B4

- The colour(s) of the waste.

B5

- The total weight of the waste to be transferred, including unit of measurement (e.g. 10 Tonnes).

B6

- List the components of the waste and the concentrations they are present in.

B7

- Relevant hazardous property or properties for the waste, namely: HP1–HP15.

B8

- The process which resulted in production of the waste.

Supplemental Information for Section B		1	2	3
SA XXXXXXXXXXXXXXXX				
B1	Waste	Used Oil Filters	Waste Antifreeze	Brake Pads containing asbestos
B2	EWC	16 01 07*	16 01 14*	16 01 11*
B3	Physical Form	Mixed	Liquid	Solid
B4	Colour	Black	Pink	Black
B5	Qty. (kg, tonnes, etc.)	16 Kg	1000 ltr.	12 Kg
	Container	1 x 120 ltr. open top drum	1 x IBC (1000ltr)	1 x 120 ltr. open top drum
B6	Component	Oil	ETHYLENE GLYCOL	Asbestos
	Concentration (% or mg/kg)	10 – 15%	> 90%	30 – 50%
B7	Hazardous Properties	HP7	HP5	HP7
B8	Process	Dismantling ELV	Dismantling ELV	Dismantling ELV

C CARRIER'S CERTIFICATE

I certify that I today collected the consignment and that the details in A1, A2

Name AMELIE ANAIS

Signature 

1. Carrier registration n° /reason for exemption: WCR/R/9999999

C1

- The carriers registration number or reason for exemption

C2

- The vehicle registration number or the model

- The carrier should only complete **section C** if they are satisfied that the information supplied in Sections A and B is correct.
- Minor alterations allowed for qty. and units.
- **Section D** should be completed if satisfied that the information in B and C is correct and that the waste is being transferred to a suitably authorised site.
- Common Issues:
 - Not being filled in
 - As A5 – not appropriate.

D CONSIGNOR'S CERTIFICATE

I certify that the information in B and C above is correct, that the carrier is registered or exempt and was advised of the appropriate precautionary measures.

Name OLIVIA MCKAY

Signature 

On behalf of (company, address & postcode)

KERINS CONSTRUCTION, MCNEILL AVENUE,
HAMILTON, ML67 21X

Date 17/06/19

D

- Producers/Consignors Name, Signature, company details and date of collection.

E CONSIGNEE'S CERTIFICATE

1. I received this waste on 17/06/2019 at 15:15 hrs. 2. Quantity received

3. Vehicle registration n° SF99XOX 4. Waste Management

I certify that waste management licence/authorisation/exemption n° WML/L/99999999

Name M. BARR

On behalf of (corporate name)

Signature 

HOMME WA

Date 17/06/19

HAMILTON M

- Please note, that on receiving of the consignment the consignee must submit a copy of the completed paperwork to SEPA immediately.

E1

- Date (day, month and year) and time of day.

E2

- Quantity for individual weights (including units) e.g. 6 Tonnes.

E3

- Registration number of the vehicle.

E4

- The type of waste management operation(s) must be indicated. Where more than one waste type is listed, the relevant waste management operations should be listed against the waste types (if applicable).

E5

- The waste management licence number, authorisation number or exemption number must also be provided.

Carriers Schedules

Name and address of premises from which waste was removed		Waste		Quantity	
Consignment Note N°					
I certify that today I collected the quantity of waste given on this part of the schedule from the address given here and will take it to the address given in A2 on the consignment note.		I certify that the waste collected is as detailed above and conforms with the description given in B on the consignment note.			
Name (Carrier)		Signature		Name (Consignor)	
Date		at		hrs	
				Date	

- Waste moved in a 'carrier's round' must be consigned using a 'carrier's schedule'.
- The carrier's schedule is of a similar format to a SWCN in that it consists of four self-carbonising sheets.
- The Producer/Consignor's (top) copy of the schedule is divided into strips.
- Each strip is used in place of part of Sections B and C and all of Section D of the normal consignment note.





Contact details

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Senior Policy Officer

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www.sepa.org.uk

Scottish Environment Protection Agency

ScottishEPA



Workshop session

Purpose = How to fill in a SWCN completely and accurately

- Work in pairs
- Two scenarios
- Use guidance
- Pass notes to the right

In pairs, for each scenario, work through the different roles (~5 min each):

- Producer (Sections A&B) - *may need additional sheets*
- Carrier (Section C) - *may need carriers schedule*
- Consignor (Section D)
- Consignee (Section E)
- Regulator (audit the note).

Keep note of SWCN issues during exercise or from real life to feedback in next session!

Time = **50 minutes** total

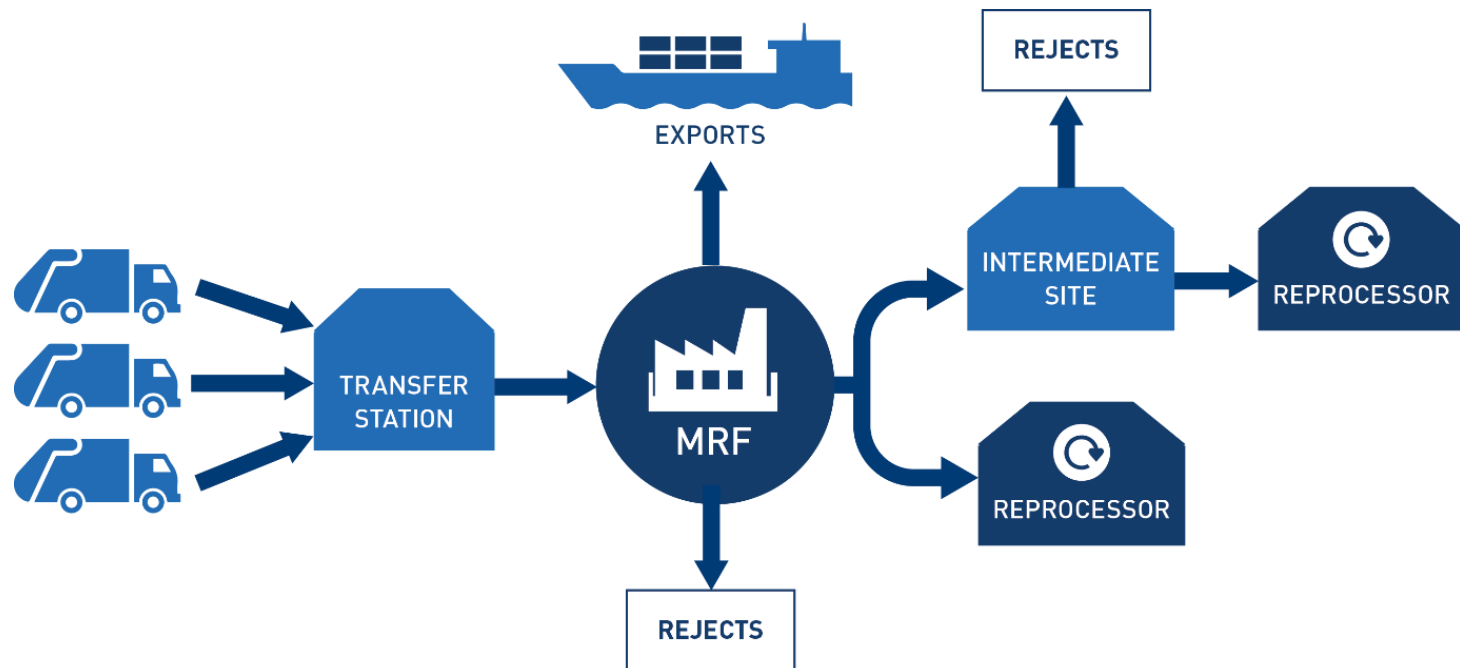
Update on progress with UK waste tracking project

SEPA

Four nations project partners



Tracking through the waste chain



Phase 1: Five
companies
awarded £80,000
each to develop
ideas and provide
proofs of concept

Phase 2: Two
companies could
be awarded up to
£500,000 each to
build prototypes



What's next?

- Phase 2: began Oct/Nov
- Successful Companies: Anthesis and Topolytics
- Objective: Produce a prototype system which can be field tested and ready for expert review in Beta version within 12 months.
- Prototypes must:
 - » be a UK-wide digitalised system
 - » use emerging technology to record and track individual movements of waste
 - » include all international waste shipments, tracking waste prior to shipping through to final destination.
 - » enable environmental regulators to analyse and inspect data.

Find out more here:

<https://www.gov.uk/government/collections/waste-management-smart-tracking-of-waste-govtech-catalyst>

Help and guidance

- General information (including purchasing notes):
<https://www.sepa.org.uk/regulations/waste/special-waste/>
- Guidance on consigning special waste:
https://www.sepa.org.uk/media/36660/consigning_special_waste_guidance.pdf
- Technical guidance on classifying waste (WM3):
<https://www.sepa.org.uk/media/361865/waste-classification-technical-guidance-wm3.pdf>
- Waste tracking: <https://www.gov.uk/government/collections/waste-management-smart-tracking-of-waste-govtech-catalyst>
- Any questions? SWCEnquiries@sepa.org.uk