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Consignment Notes: Schedule of Carriers

A guide to the Hazardous Waste Regulations

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Your environment is the air you breathe, the water you drink and the ground you walk on. Working with businesses, the Government and society as a whole, we are making your environment cleaner and healthier.

We are out there, making your environment a better place.

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Aims and Introduction

If you are a producer, holder or consignor whose carrier has told you that they are going to transfer your hazardous waste to another carrier during the course of the journey from your premises to a consignee's site, you should read this guide.

If you are a carrier who needs to transfer hazardous waste to a different carrier during the course of the journey from the producer, consignor or holder to a consignee, you should read this guide.

If you are a carrier who will be receiving hazardous waste from another carrier you should also read this guide.

This guide explains how to use and complete a Schedule of Carriers form.

When do I use a Schedule of Carriers form?

You use a schedule of carriers form when more than one carrier is used to transport a consignment of hazardous waste from the premises of a single producer/consignor/holder (or from a ship) to a consignee site.

The carrier cannot be changed during a multiple collection round. The Hazardous Waste Regulations do not allow you to do this.

If waste is transferred from a carrier to a consignee and then collected again a new consignment note is required for the next carriage of that waste. The schedule of carriers form is not used in this case.

You are not required by the Hazardous Waste Regulations to use a schedule of carriers if you are:

- transferring waste from one vehicle to another, if the new vehicle is operated by the original carrier;
- changing driver in the same vehicle, if the new driver works for the original carrier.

However to avoid confusion we suggest that you do use a Schedule of Carriers note to identify that the driver or vehicle has changed.

What is a Schedule of Carriers form?

The format for the Schedule of Carriers form is shown in Schedule 5 to the Hazardous Waste Regulations.

You may produce your own form but any schedule you use must contain the same information as that given in the Regulations.

The Environment Agency has produced a Schedule of Carriers form that is consistent with the Regulations. The schedule produced by the Agency is a six-part form, colour-coded and printed on no-carbon-required (NCR) paper. They are coloured and labelled:

- Producer's/Holder's/Consignor's Copy (White)
- First Carrier's Copy (White)
- Second Carrier's Copy (White)
- Third Carrier's Copy (White)
- Fourth Carrier's Copy (White)
- Consignee's Copy (Pink)

You can see what a schedule looks like by going to our web site at:

<http://www.environment-agency.gov.uk/hazwaste/>

Where can you obtain Schedule of Carriers notes?

You can produce your own schedule of carriers notes using our template or the template in the Regulations.

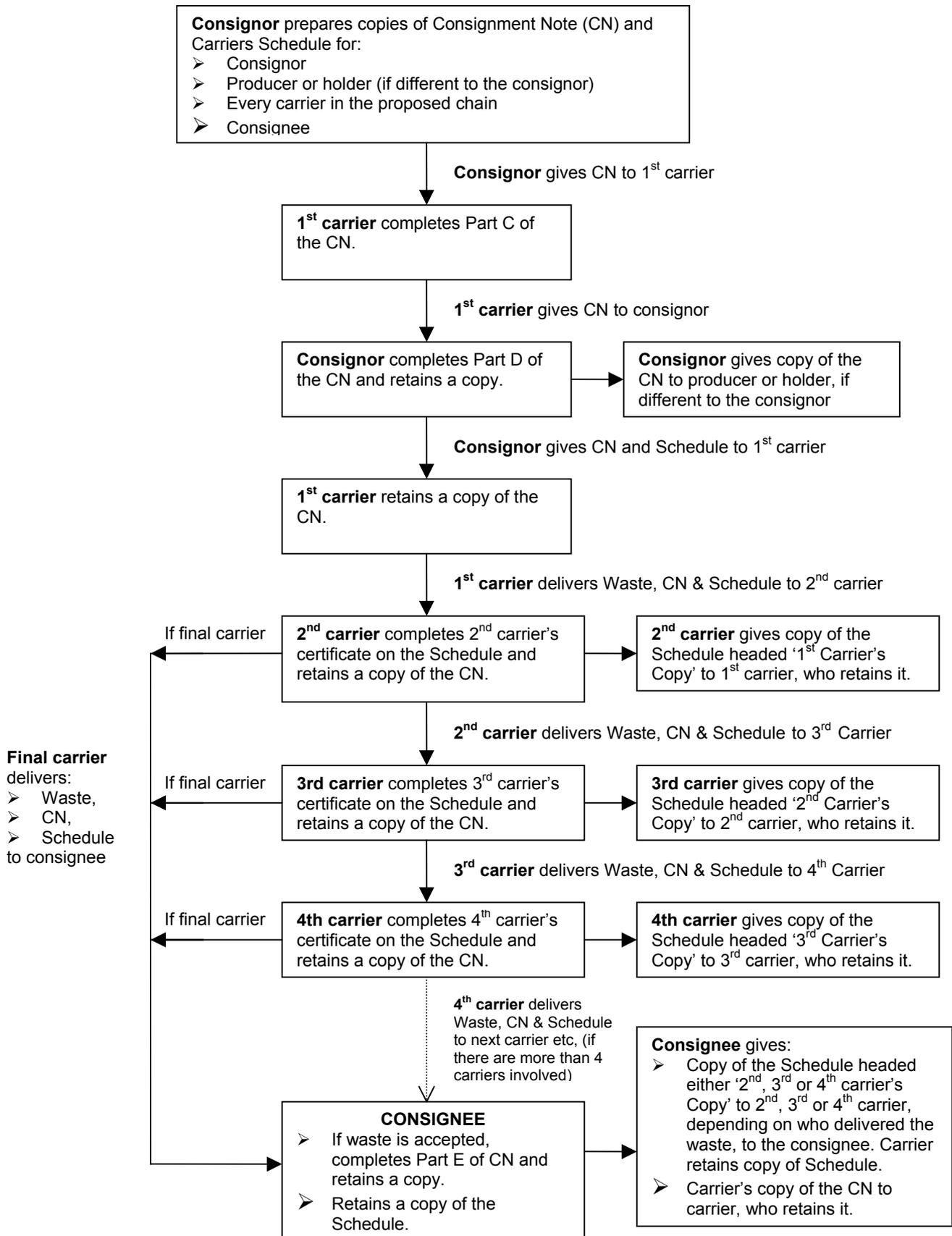
You can use notes produced by your waste contractor.

Alternatively, you can buy blank notes from us free of charge. Either:

- call 0845 6031043 (local call rate) and ask for the Hazardous Waste team;
- fax an order to 01733 464949; or
- e-mail us at hazwasteorders@environmentagency.gov.uk.

How do I use the Schedule of Carriers form?

The flow chart below illustrates how a consignment note with a Schedule of Carriers form is used:



Completing the Schedule of Carriers form

In normal circumstances, the consignor will know in advance that their hazardous waste will be changing vehicle or driver one or more times in the course of the journey to the consignee site.

They will start to complete the schedule of carrier paperwork before the consignment of waste leaves their site.

(A) The consignor needs to prepare a copy of the schedule for:

- himself;
- the producer or holder (if different to the consignor);
- **every** carrier in the proposed chain of carriers where these are known;
- the consignee.

He should also prepare copies of the consignment note for each of the additional carriers.

The Schedule of Carriers note has room to enter details of a **second carrier**, a third carrier and a fourth carrier. The following descriptions show how to fill out the details of the **second carrier** only. If other third, fourth etc carriers are involved then the consignor must fill in the relevant details for each one.

Second carrier's certificate	
I certify that <input type="text" value="FIRST CARRIER"/>	Name:
transferred the waste identified in B3 to me today for onward transportation to another carrier/the consignee listed in A4 (delete as appropriate)	
The quantity transferred is: <input type="text"/> kg	On behalf of (name, address, postcode, telephone, e-mail, facsimile):
1 Carrier registration no./reason for exemption:	
2 Vehicle registration no. (or mode of transport if not road):	
3 Original consignment note number:	Signature
<input type="text"/>	Date <input type="text"/> Time <input type="text"/>

I certify that [FIRST CARRIER] transferred the waste identified in B3 to me today for onward transportation to another carrier/the consignee listed in A4 (delete as appropriate):

The consignor completes the name of the carrier organisation to which he is directly handing the waste, that is the **first carrier**. The **first carrier** is the same as the carrier given in Section C of the consignment note.

The quantity transferred is:

The quantity in kg given here should be the same as the quantity in Part B3 of the consignment note.

Name

Enter the name of the driver for the **second carrier** (if known).

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

This is the business name, address, postcode and telephone number of the **second carrier** and the e-mail and facsimile if they are available.

1. Carrier registration n°/ reason for exemption: A carrier must either be registered or exempt from registration. The number of the **second carrier's** registration must be provided if applicable. If the carrier is exempt the reason for the exemption should be given. The carrier's registration details must be those of the actual carrier; so where a subcontractor has been used, it is the subcontractor's carrier's registration details, not those of the main contractor that should be entered.

2. Vehicle registration n° (or mode of transport if not road): If known, the consignor should identify the vehicle registration number of the **second carrier** for the vehicle that will be receiving the waste from the **first carrier**. If the waste is not travelling by road the consignor must identify the means of transport, e.g. railway, canal barge etc.

3. Original consignment note number: the consignment note code from Part A1 of the consignment note must be entered.

Signature / Date / Time

This information is left blank at this stage. It is completed when the waste is transferred from the **first** to the **second carrier**.

(B) After preparing the schedule, the consignor (and the producer or holder, if they are different to the consignor) must retain a copy. For details about keeping consignment notes, schedules and registers see our guide [HWR05 Record Keeping](#). The purpose of the schedule copies is to act as a record of the planned arrangements of the carriers to whom the waste is to be transferred.

The consignor must then give every remaining copy to the first carrier to collect the waste who must ensure that all of the copies travel with the consignment.

(C) When the **first carrier** delivers the waste to the **second carrier**, the **first carrier** must give the **second carrier** all but one copy of the consignment note (which he must retain) and all of the copies of the schedule.

The **second carrier** must complete the second carrier's certificate.

The driver must complete any item of information that the consignor has not already completed on the schedule.

The driver should sign the form and enter the date and time (24 hour clock should be used).

(D) The **second carrier** must then give a copy of the schedule to the **first carrier** who must retain it. The **second carrier** must then ensure that the copies of the consignment note and every remaining copy of the schedule travels with the consignment.

(E) If the **second** (third, fourth etc) **carrier** delivers the waste to a third (fourth, fifth etc) carrier, then:

- the **second** (then third, fourth, etc) **carrier** acts in the same way as the **first** (then second, third etc) **carrier** in points C and D above.
- The third (then fourth, fifth etc) carrier acts in the same way as the **second** (then third, fourth etc) **carrier** in points C and D above.

(F) On delivery of the waste to the consignee, the final carrier (whether **second**, third or fourth etc) give the consignee all of the copies of the consignment note and all but one copy of the schedule (which the carrier retains). The consignee completes section E of the consignment note in the usual manner and should give a copy of the consignment note to the carrier. The consignee retains a copy of the consignment note and the schedule of carriers.

What happens if my vehicle breaks down and I need to transfer waste to another carrier?

When hazardous waste is transferred to another carrier after it has left the consignor's site and the transfer was unplanned, e.g. because of vehicle breakdown, the carrier can complete a Schedule of Carriers form. In this case the carrier transferring the waste takes the role of the consignor in preparing the schedule and gives the copies to the next carrier. The (first) carrier should make the consignor aware of the problem and send the consignor a copy of the schedule for his records.

The intended arrangements have broken down - what should I do?

If the consignor has completed a Schedule of Carriers but there is a change to the carriers previously arranged, then the incorrect details should be deleted and the correct details added. Again the carrier takes the role of the consignor. It is appropriate for the carrier to make the consignor aware of this - the carrier should send the consignor a copy of the amended schedule for his records.

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