

### Completing waste transfer documentation

At the recycling or disposal site, you should check with the operator that your load is suitable for tipping. If you are unsure whether you have correctly coded the waste, or are not certain that they can accept some or your entire load, always ask before tipping. If they can accept your load, then complete this section of the Waste Transfer Note as follows:

WASTE TRANSFER/ DISPOSAL SITE DETAILS (TRANSFeree)	
Site Operator:	Site Name:
Site Address:	Site Licence Number/Exemption Number:
On behalf of Site Operator:	Date: _____
Signature: _____	Time: _____
Name: _____	



When you arrive at the disposal/recycling site, hand your form to the site operator or weighbridge operator for them to complete this section. If they are happy to accept your waste, they should add in details of: site operator, site address, site name and SITE LICENCE Number/EXEMPTION Number (this is important as it confirms that they hold a licence to accept waste). Some sites have a stamp that the weighbridge operator will use to complete this section.

The representative of the disposal site **MUST** sign and date - make sure the name is legible.

Leave the Blue copy at the disposal site.

Now the form is complete you should keep it together with any tipping ticket/receipt issued by the disposal/recycling site and hand them in to your office for checking as soon as possible.

### Checking weighbridge tickets

Most recycling and disposal sites will have a weighbridge. When you have weighed your load the operator will give you a copy of the weighbridge ticket. Check that the EWC code on the ticket matches the code you have entered on the Waste Transfer Note. If not ask the operator to explain why a different code has been used. If this is because the code you have used is incorrect, change the code on all copies of the Waste Transfer Note before leaving the site.

Ensure that you keep the weighbridge ticket and the transfer note together - use a stapler or paperclip to ensure they do not get mixed up or lost.

### Rejected waste

If the recycling or disposal site operator is unable to accept your waste legally, they must reject the delivery. This may be due to a range of different circumstances, such as:

- the site licence/permit has been suspended or revoked by their regulator;
- the waste that you are planning to deposit is wrongly coded on your waste transfer note or there are other errors/omissions on your note;
- the site is not licenced for the waste that you're planning to deliver;
- weather conditions are unsuitable for waste deposit;
- the site capacity limits have been exceeded (may be daily or annual totals on how much waste of specific types can be deposited/stored);
- you are not adhering to their site rules.

If your load is rejected, you must contact your line manager immediately and seek guidance on alternative arrangements for the waste.

