

CHECKING RECORDS

CHECKING

Before handing in waste documentation to your office, check that all documents are legible and have been fully completed and that all documents relating to each transfer are together –

i.e. the waste transfer note, MSWPR, weighbridge or tipping ticket.



CORRECTING MISTAKES

If you notice that any parts of your documentation are incomplete or need to be changed, it is important that you ensure that all copies are amended, including the copy left at the recycling or disposal site.

RETURN TO OFFICE

Hand in all waste documentation to your office frequently, at least weekly if possible.

When your pre-printed books of transfer notes and MSWPR are complete, these should also be handed in to the office for filing.

All waste transfer documentation is required by law to be kept for at least 2 years.

