

## SPECIAL WASTE CONSIGNMENT NOTES

### 1. Background

- 1.1 Having regard to our **Principles for Regulatory Approach to EU Exit and COVID-19 of December 2020**, we have adopted this temporary regulatory position on the basis that any non-compliance covered by this temporary regulatory position statement (see below) is unavoidable, solely as a direct result of the impact of COVID-19 and will not lead to significant environmental harm.
- 1.2 We have adopted this temporary regulatory position on special waste consignment notes (SWCN). This temporary regulatory position statement will be published on [SEPA's Regulatory Approach hub](#) on our website.
- 1.3 This temporary regulatory position statement replaces temporary regulatory position statement on Special Waste Consignment Notes, which applied from 15 December 2020.

### 2. SEPA position

- 2.1 During the response, it remains important to maintain secure hazardous waste management. This includes the requirement for a form of SWCN to accompany every movement.
- 2.2 Unfortunately, SEPA remains unable to sell pre-coded paper notes due to the reduced use of SEPA offices. This temporary regulatory position provides a number of options for operators to use in the interim.

- 2.3 Subject to the conditions set out in Section 3 of this temporary regulatory position statement, and the adopted regulatory position on pre-notification in the [current general SWCN guidance](#), any failure to comply with the Section 5: consignment note: standard procedure requirements of the Special Waste Regulations 1996 (as amended) will not be treated as a non-compliance for enforcement purposes.
- 2.4 This temporary regulatory position statement only applies to those matters set out in Paragraph 2.2 and covered by conditions set out in Section 3. It does not apply to any other regulatory requirements and does not detract from any other statutory requirements applicable to the operator or their operations.
- 2.5 This Temporary Regulatory Position applies from 13 August 2021.

### **3. Conditions that apply**

#### **Specific conditions**

- 3.1 All movements of hazardous waste must be accompanied by a form of Special Waste Consignment Note. Regardless of the option used below, you must include a SEPA issued SA/SB/SC code on your note.

#### **Option 1: SEPA issued SWCNs**

- 3.2 If you have a stock of SEPA issued pre-coded paper notes, you can continue to use these normally.

**Option 2: Company specific SWCNs**

3.3 If you have designed your own SWCNs you can continue to use these normally. Your notes must be accompanied by a unique SEPA issued code.

**Option 3: SEPA issued one-page SWCN – electronic or paper**

3.4 SEPA has produced [one-page \(PDF\) versions of the SWCN and carrier schedule](#) for you to use electronically or on paper. These are branded with a purple 'CVD-19'. You can pass the one-page PDF version of the SWCN and carrier schedule electronically (via email or other means) between parties, or you can print a copy and use it to accompany the waste, passing it between holders at the time of transfer. This note must be accompanied by a unique SEPA issued code.

3.5 Where you pass the one-page PDF versions of the SWCN and carrier schedule electronically (via email or other means) the preferred option is to use electronic signatures provided by the parties involved. Where this is not possible the code "CV19" should be used in place of missing signatures. In any case, all parties must be clearly identified and contact details provided.

3.6 Printing and using the one-page PDF version of the SWCN on paper means the consignor and carrier will not receive their own signed copy at the time of transfer. All parties must continue to maintain their own records and you must make arrangements so this can happen. For example:

- Consigners and carriers can scan, photocopy, or take a photograph of the note at the time of transfer to maintain a complete record. Records should be kept in a central place so they can be made available for inspection.
- The consignee can scan and email a copy of the completed paper note to all other parties in the transfer. The one-page PDF versions of the SWCN and carrier schedule capture email addresses for this purpose.

### **Purchasing unique SWCN codes**

3.7 Whether you use your own version of the SWCN, or the PDF version we have provided, each movement must be accompanied by a unique code supplied by SEPA.

3.8 You can purchase SA and SB codes directly from SEPA through our website: <https://webpayments.sepa.org.uk/>. SWCN codes will be issued alongside your receipt.

3.9 If you require SC codes for extended carrier rounds or landings of offshore waste, please email [swcnorder@sepa.org.uk](mailto:swcnorder@sepa.org.uk).

3.10 We will not accept payments by cash or cheque at this time.

## Record keeping

- 3.11 Those involved in the movement are required to retain copies of the SWCN as outlined in the regulations (three years for Carrier/Consignor, site lifetime for Consignee). You may hold these copies electronically but must be able to provide them if requested.
- 3.12 You must also submit the Deposit or complete 'CVD-19' copy to SEPA. Currently, however, we are not in a position to receive these. **Please do not submit any copies to us at this time.** Please keep these copies, we will request that they are sent to us - including details of where to send them - in an update to this position.

## General conditions

- 3.13 This position statement applies only in Scotland.
- 3.14 The terms of this temporary regulatory position statement may be subject to periodical review and may be varied or withdrawn at any time.
- 3.15 SEPA reserves its discretion to depart from this temporary regulatory position statement and to take appropriate action as necessary.