

CONTROLLED WASTE TRANSFER NOTE FOR EMPTY CONTAINERS AND CARDBOARD v2.0

1 Background

Fisher Scientific collect used customer packaging as part of a re-use and recycling service.

Please note that any returned packaging is “Waste” under environmental laws and must be collected, transported and managed in a compliant manner.

The purpose of this document is to provide you with information to help ensure that this is done properly.

2 Instructions for the Customer

In order for us to be able to collect material, you will need to do the following:

- Prepare the material for collection and transportation; and
 - Complete a Waste Transfer Notice
- (a) Preparing the Materials for Collection:
- We can only collect bottles for products from the following brands:
 - Fisher Chemicals,
 - Fisher BioReagents
 - Acros Organics
 - Maybridge
 - All bottles must be washed or cleaned by an approved method that does not produce fugitive emissions prior to collection. Unwashed products will be rejected.
 - Bottles must be in a safe condition for transportation – i.e. must not be broken or cracked. The original labels attached to bottle or cartons must be **covered completely** (example- painted over)



(b) Completing a Waste Transfer Note:

- You will need to complete 3 identical copies of the Waste Transfer Note (Copies 1 & 2 for the driver and copy 3 retain for your records for 2 years).
- You will need to create a Transfer Note number. This reference number must be unique and should be created for each new Transfer Note. The Reference Number may be created by a combination of your initials, date and a sequential number sequence e.g. CS/24042010/01, CS/24042010/02 etc. The number should be entered in the box in the top right of the Transfer Note.
- Complete Section 1 of the Waste Transfer Note with your details.
- Complete Section 2 of the Waste Transfer Note with the details of the material to be collected.
- The Waste Transfer Notes must be signed by you. Please note the declaration being given.
- Give all copies of the Waste Transfer Note to the driver collecting the waste.

Please Note that our drivers are obliged to comply with the law and will refuse to collect any materials that do not comply with the above conditions.

3 Instructions for the Collecting Driver

- (a) Check that the Transfer Note Number and Section 1 and 2 of the Transfer Note have been completed and the description of container/packaging in Section 2 matches the material to be collected for all copies.
- (b) The Driver should complete the Transfer Note as follows:
- If you are a **Fisher Driver**, complete Section 4 of the Transfer Note.
 - If you are a **Third Party Carrier**, complete Section 3 of the Transfer Note ensuring you enter your company's waste carrier license number.
- (c) Pass one copy of the now completed Transfer Note back to the Customer/Person Responsible for the Waste for retention.

(Purple italic text in the example, for additional guidance for third part carrier)

(Fisher Driver – See information pack, retain 1 copy within RSD and 1 copy to be handed into the waste center for acceptance)

For further information on Fisher Scientific and the Environment visit www.fisher.co.uk/environment

**Fisher Scientific**Transfer note Number: **see 2 (b)**/ Copy
Number**CONTROLLED WASTE TRANSFER NOTE FOR EMPTY CONTAINERS AND CARDBOARD****Section 1 Customer details**Company name: **ACME CHEMICALS LTD**
Address: **Full Postal Address**Contact name: **Joe Bloggs**
SIC code (2007) <https://beta.companieshouse.gov.uk/>
if you don't know your companies SIC code**Section 2 Description of container/packaging**

To improve our traceability of reusable packaging under our commitment to the Environmental Protection Act 1990 please complete the table below detailing the type and quantity of container/packaging to be returned.

Fisher Scientific packaging only to be returned

These EWC codes may only be used if these container types are decontaminated and free of residue

Container type	EWC Code	Quantity
Bottles, Glass 2.5L	15 01 07	10
Bottles, Glass 1L	15 01 07	10
Bottles, Plastic 2.5L	15 01 02	100
Cardboard	15 01 01	100

Method of containment: Cage Pallet Other Containers / Packaging detailed above collected. Driver signature: *Andrew Driver***I declare that I have fulfilled my duty to apply the Waste Hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011 and that bottle and cardboard have been decontaminated and washed.**Customer Name: **John Davies** On Behalf of: **ACME CHEMICALS LTD**Signature: **John Davies** Date: **11 May 2018****Section 3 Third party carriers waste transfer details**

This section is only to be completed where a carrier collects packaging from a customer, strike through if collection is via Fisher van.

I declare that I have not altered the composition of the waste.

Name: *Andrew Driver* Signature: *Andrew Driver* Waste taken to: *Fisher Scientific UK Ltd.*
*Bishop Meadow Road, Loughborough LE11 5RG*Carrier vehicle registration: **TN641FU**Carriers license number: **Carriers Own Waste License Reference**Drivers name: *Andrew Driver*Drivers signature: *Andrew Driver*Date of collection: **1/5/2018****Section 4 Waste destination**Fisher Scientific UK Ltd.
Bishop Meadow Road
Loughborough LE11 5RGCarriers license number: **CBDU236772**
Vehicle registration:

Fisher drivers name:

Fisher drivers signature:

Date of collection:

Waste Center (receipt)

Signature

Date

Time (08:00-17:00)

THIS FORM MUST ONLY BE USED FOR THE TRANSFER OF THE ABOVE DETAILED WASTE, WHICH IS FREE FROM RESIDUE. IT MUST NOT BE USED FOR THE TRANSFER OF HAZARDOUS WASTE



CONTROLLED WASTE TRANSFER NOTE FOR EMPTY CONTAINERS AND CARDBOARD

Section 1 Customer details

Company name: _____

Contact name: _____

Address: _____

SIC code (2007) _____

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Carrier vehicle registration: _____

Carriers license number: _____

Drivers name: _____

Drivers signature: _____

Date of collection: _____

Section 4 Waste destination

Fisher Scientific UK Ltd.
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Loughborough LE11 5RG

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