

## **CONTROLLED WASTE TRANSFER NOTE FOR EMPTY CONTAINERS AND CARDBOARD**

### **BACKGROUND**

Fisher Scientific collect used customer packaging as part of a re-use and recycling service. This has significant environmental benefits.

In Legal Terms the material is considered to be *Waste* and as such the collection, transportation and processing of this packaging material must be carried out in compliance with the relevant Environmental Regulations / Legislation.

The law states that you have a Duty of Care to ensure that your waste is dealt with as prescribed.

Amongst other things this means:

1. Waste can only be transferred to an authorised person
2. The waste must be properly described and a record made of the transfer.
3. The waste must be properly contained and presented

The transfer note is a legal document and must be completed correctly and should be retained for a minimum of 2 years. The Environment Agency may ask to see these records and failure to produce them may be a breach of your Duty of Care

### **INSTRUCTIONS**

#### **Customer/Person Responsible for the Waste**

1. Two identical copies of the Transfer Note must be generated (one for the Driver, one for your records).
2. 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
3. Complete Section 1 of the Transfer Note with your details.

4. Complete Section 2 of the Transfer Note with the details of the material to be collected noting the declaration prior to signing the Transfer Note
5. Pass both copies of the Transfer Note to the driver collecting the waste.

**Driver Collecting the Waste**

1. 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.
2. If you are a Third Party Carrier, complete Section 3 of the Transfer Note.
3. If you are a Fisher Driver, complete Section 4 of the Transfer Note.
4. Pass one copy of the now completed Transfer Note back to the Customer/Person Responsible for the Waste for their records.

**IMPORTANT**

- 1) Container/packaging waste will not be collected without accompanying completed transfer note
- 2) Plastic and glass bottles **MUST** be free from residue
- 3) Only Fisher Scientific products with a Fisher Chemical label will be collected
- 4) The items being returned must be packed and presented in a safe condition.
- 5) The use of additional labels on the bottles and/or the storage of empty bottles where they are exposed to the weather will preclude their re-use. Please avoid these circumstances.
- 6) Our drivers are obliged to comply with the law. They will refuse to collect any materials that do not comply with the above conditions.

For further information on Fisher Scientific and the Environment visit  
[www.fisher.co.uk/environment](http://www.fisher.co.uk/environment)

**Fisher Scientific**

Transfer note Number: \_\_\_\_\_

**CONTROLLED WASTE TRANSFER NOTE FOR EMPTY CONTAINERS AND CARDBOARD****Section 1 Customer details**

Company name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Address: \_\_\_\_\_

SIC code (2007) \_\_\_\_\_

**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.**

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

Method of containment:      Cage      Pallet      Other \_\_\_\_\_

Containers / Packaging detailed above collected.      Driver signature: \_\_\_\_\_

**I declare that:**

**1. I have fulfilled my duty to apply the Waste Hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011.**

**2. This packaging is free from hazardous waste (ie contains no chemical residue) and has been collected.**

Customer Name: \_\_\_\_\_

On Behalf of: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**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: \_\_\_\_\_

Signature: \_\_\_\_\_

Waste taken to: \_\_\_\_\_

Carrier vehicle registration: \_\_\_\_\_

Carriers licence number: \_\_\_\_\_

Drivers name: \_\_\_\_\_

Drivers signature: \_\_\_\_\_

Date of collection: \_\_\_\_\_

**Section 4 Waste destination**

Fisher Scientific UK Ltd.  
Gate 2  
Bishop Meadow Road  
Loughborough LE11 5RG

Carriers licence number: CB/BM3452JS (previously BLT/658659/CB)  
Vehicle registration: \_\_\_\_\_

Fisher drivers name: \_\_\_\_\_

Fisher drivers signature: \_\_\_\_\_

Date of collection: \_\_\_\_\_

**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**

**Fisher Scientific**

Transfer note Number: \_\_\_\_\_

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Contact name: \_\_\_\_\_

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