

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 Chemical
 - 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.
 - All Caps must be off
 - Bottles must be in a safe condition for transportation – i.e. must not be broken or cracked. The original labels attached to bottles 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 Scientific 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 Scientific Driver – See information pack, retain 1 copy within RSD and 1 copy to be handed into the waste centre for acceptance)

For further information on Fisher Scientific and the Environment visit www.fishersci.co.uk/gb/en/environment-information.html

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	Qty	Label defaced	Caps off
Bottles, Glass 2.5L	15 01 07	10	✓	✓
Bottles, Glass 1.0L	15 01 07	20	✓	✓
Bottles, Plastic 2.5L	15 01 02	25	✓	✓
Cardboard	15 01 01	10		

 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 Scientific 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's vehicle registration: **TN641FU**

 Carrier's license number: **Carrier's Own Waste License Reference**

 Driver's name: *Andrew Driver*

 Driver's signature: *Andrew Driver*

 Date of collection: **1/5/2018**
Section 4 Waste destination

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

 Carrier's license number: **CBDU236772**
 Vehicle registration:

Fisher Scientific driver's name:

Fisher Scientific driver's signature:

Date of collection:

 Waste Centre (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:
 Address:

 Contact name:
 SIC code (2007)

Section 2 Description of container/packaging

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Cardboard	15 01 01			

Method of containment: Cage Pallet Other _____

Containers/packaging detailed above collected. Driver's signature: _____

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: _____ On Behalf of: _____

Signature: _____ Date: _____

Section 3 Third party carrier's waste transfer details

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

Name: _____ Signature: _____ Waste taken to: _____

Carrier's vehicle registration: _____

Carrier's license number: _____

Driver's name: _____

Driver's signature: _____

Date of collection: _____

Section 4 Waste destination

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

 Carrier's license number: **CBDU236772**
 Vehicle registration: _____

Fisher Scientific driver's name: _____

Fisher Scientific driver's signature: _____

Date of collection: _____

Waste Centre (receipt)

Signature _____

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Time (08:00-17:00) _____

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Customer name: On behalf of:

Signature: Date:

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Name: Signature: Waste taken to:

Carrier's vehicle registration:

Carrier's license number:

Driver's name:

Driver's signature:

Date of collection:

Section 4 Waste destinationFisher Scientific UK Ltd.
Bishop Meadow Road
Loughborough LE11 5RGCarrier's license number: **CBDU236772**
Vehicle registration:

Fisher Scientific driver's name:

Fisher Scientific driver's signature:

Date of collection:

Waste Centre (receipt)

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Customer Name:

On behalf of:

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Name: Signature: Waste taken to:

Carrier vehicle registration:

Carrier's license number:

Driver's name:

Driver's signature:

Date of collection:

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 Fisher Scientific UK Ltd.
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