

What waste records do I need to keep and for how long?



In line with legislation records of waste shipments must be retained by all parties involved in the movement of the waste from producer to final processor.

The legal documents involved are:-

- **Hazardous Waste consignment notes**
- **Controlled Waste transfer notes for Non-hazardous waste**

These notes are usually carried by the driver representing the waste removal company but sometimes these are emailed in advance. The note has to be signed by the waste producer and also the driver involved **at the point of collection**. A copy must always be given to the waste producer to hold on their site giving a legal record of the waste transfer.

Hazardous Waste consignment notes must by law be retained for at least **3 years** so that they can be audited by the Environment Agency. In Scotland the paperwork which has been processed by SEPA similarly must be retained for at least 3 years. Non hazardous Controlled Waste transfer notes need to be retained for **2 years**.

As a waste contractor Intercoat must make quarterly returns to the EA showing all waste collected from each of its Customers over that period. This provides an audit trail which the EA can use to follow the transfer of waste from our customers to us. If they decide to audit your premises they will wish to tie up the paperwork left with you by the driver with the same reference number as the paperwork received and completed on our site.

Good practice is to maintain records of:-

- Waste analysis reports from contractors
- Site premises code confirmation from the EA site in Wales only
- VOC reports itemising the reduction attributable to waste removals
- Incident or accident reports involving waste related issues
- Site audits of waste removal companies if carried out
- Purchase orders and invoices relating to waste removals
- Records of audits on site from the EA, HSE, Local Council

Further information

<https://www.gov.uk/guidance/hazardous-waste-consignment-note-supplementary-guidance>

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