

Waste register and transfer record

A chronological register of the waste that leaves one site (or arrives at it): one line per load or collection, with what it is, its List of Wastes code, whether it is hazardous, how much, where it came from, who carried it and their registration number, where it went and that site's permit, the recovery (R) or disposal (D) code, the reference of the note that went with it, how often it is collected and how it travels. Keep the notes themselves as well: the register points to them and does not replace them. Which records the law asks of you, and for how long, depends on your country, your role (producer, holder, carrier, broker, dealer or receiving site) and whether the waste is hazardous; section 4 gives only the periods stated in the texts we read, with the jurisdiction of each. Classifying a waste (its code, and whether it is hazardous) is your decision or your adviser's, not the form's. The columns, the reference letters and the example line are ours, to change. A filled register does not show that you comply. Nothing here is legal advice.

Record	What it is	On this register
This register	Your running list, one line per load, in date order. In England a producer or holder of hazardous waste keeps such a record in a chronological register (Hazardous Waste (England and Wales) Regulations 2005, regulation 49); the EU Waste Framework Directive, Article 35, asks listed parties for a chronological record of the same facts.	Every line
Waste transfer note (England and Wales)	The written information that goes with a transfer of controlled waste: code, description, quantity, container, time and place, the transferor's SIC code, both parties, signatures (Waste (England and Wales) Regulations 2011, regulation 35). Not needed where a hazardous waste consignment note is completed instead.	TN and its number
Hazardous waste consignment note	Goes with hazardous waste under the hazardous waste regulations of the nation concerned (England and Wales each have their own).	CN and its code
Digital waste record (UK)	Since 1 October 2026 a permitted or licensed site in England or Wales that receives controlled waste enters each load in Defra's Report receipt of waste service (Scotland and Northern Ireland: from 1 January 2027, GOV.UK says). Paper notes continue.	DWT and its number, if you receive waste
US hazardous waste manifest	The uniform manifest that accompanies a hazardous waste shipment in the United States, on paper or through EPA's e-Manifest.	M and its tracking number

1 Register details

Organisation	Site name and address covered by this register	SIC code of the site (asked for on England and Wales transfer notes)	Register owner (name, role)	Version and date
Jurisdiction of the site ☐ England ☐ Wales ☐ Scotland ☐ Northern Ireland ☐ EU member state (name) ☐ United States (state) ☐ Other				
The site's own permit, exemption or registration numbers, if any (for example a permit to receive or treat waste, or a carrier registration if you carry your own waste)			Does this site receive waste under a permit or licence? If yes, it reports each load it receives to the digital service in England or Wales ☐ No ☐ Yes	

2 Register of waste movements

One line per load or collection, in date order; write dates in full (2026-10-19). **Form:** solid, liquid, sludge, powder, gas or mixed. **Waste code:** the six-digit List of Wastes code; an entry marked * is hazardous. **Quantity:** the unit, and weighed or estimated. **Treatment or recovery code:** R1 to R13 or D1 to D15 (Waste Framework Directive, Annexes II and I), as the destination states it. **Ref.** (our letters): TN transfer note, CN consignment note, M manifest, DWT digital waste record number. Keep each note with its line.

Ref	Date	Waste description and form	Waste code (EWC / LoW)	Hazardous? (Y/N)	Quantity and unit	Origin (site, process)	Carrier and its registration number	Destination and its permit number	Treatment or recovery code	Transfer note, consignment note or manifest ref.	Collection frequency	Transport mode	Notes
Ex.	2026-10-09	Example: waste mineral lubricating oil, liquid, two 205 L drums	13 02 05*	Y	380 L, estimated (dip)	Example: maintenance workshop	Example: Eastern Oil Collections, reg. no. (invented)	Example: oil re-refinery, permit no. (invented)	R9	Example: CN, code (invented)	When both drums are full	Road	Example: receipt confirmed by the destination, filed

[illegible]

[illegible]

3 Checks of carriers, brokers and destinations

Name	Role (carrier, broker, dealer or destination)	Registration, permit or exemption number	Where checked (public register, permit document)	Checked on	Next check	Checked by
<i>Example: Eastern Oil Collections (invented)</i>	<i>Carrier</i>	<i>Registration no. (invented)</i>	<i>Example: the regulator's public register</i>	<i>2026-10-01</i>	<i>2027-04-01</i>	<i>Example: site manager</i>

How often you check, and what you check, is set by your own procedure: the form supplies no interval.

4 Retention periods stated in the texts we read (read on 21 October 2026; check the current text)

Jurisdiction	Record	Period the text states	Source
EU (Directive)	Records under Article 35 for hazardous waste	At least 3 years; 12 months for those transporting hazardous waste	Waste Framework Directive 2008/98/EC, Article 35(2), as amended by Directive (EU) 2018/851
England and Wales	Waste transfer note (the written information), kept by the transferor and the transferee	At least 2 years; produced on demand within 7 days	Waste (England and Wales) Regulations 2011, regulation 35(6)
England	Register of hazardous waste kept by a producer, holder, consignor, broker or dealer	While you hold or control the waste, and 3 years after it is transferred	Hazardous Waste (England and Wales) Regulations 2005, regulation 49(3)
United States	Generator's copy of each signed hazardous waste manifest	3 years, extended during unresolved enforcement	40 CFR 262.40(a) and (d)

Wales, Scotland and Northern Ireland have their own hazardous waste regulations, and other countries set their own periods: the periods for your site, with their source, belong in your own procedure. Keep the register at least as long as the longest period that applies to the notes it points to.

5 Review and sign-off

Review date	Lines reviewed (Ref from to)	Gaps found (missing note, code, weight, carrier or permit number; weights not reconciled)	Actions (what, owner, due)	Reviewed by

Role	Name	Signature	Date
Register owner			
Site or environmental manager			

Where the register and the notes are kept (paper file, system), and for how long under your own procedure	Next review of the register
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