

Form of, and Procedure for Completion, Handling and Registration of, Consignment Notes of Hazardous Waste

Regulation No. 75 of 9 August 1999 of the Minister of the Environment

This Regulation has been issued pursuant to subsection 27(4) of the Waste Act (RT I 1998, 57, 861; 88, rectification; 1999, 19, 155; 23, 353), taking account of Council Directive 91/689/EEC on hazardous waste (OJ L 377, 31.12.1991).

1. Consignment note of hazardous waste (hereinafter consignment note) is a document containing information on the holder, generator, transporter and recipient of the waste, on the person who transfers the waste for transportation, and also on the type, composition, quantity and main properties on the waste.
2. Consignment note of hazardous waste shall not substitute for a consignment note completed in accordance with the Rules for Domestic Road Transport of Dangerous Consignments approved by Regulation No. 3 of 15 January 1996 of the Minister of Transport and Communications (RTL 1996, 43, 292), and the latter shall not substitute for a consignment note of hazardous waste.
3. The form of consignment note of hazardous waste (attached) is approved by this Regulation.
4. Transferor of waste shall complete a consignment note, in conformity with the form approved by this Regulation, in four original copies.
5. The Estonian Environment Information Centre shall arrange the printing of numbered consignment note forms in A4 format, and distribution of the forms among their users for a price that covers the preparation costs of the documents. Different original copies of the consignment note form may be printed on paper of different colour in order to facilitate their handling, or they may be visually distinguishable from one another in other way. Guidelines for filling out the consignment note form may be printed on one (the fourth) original copy of the consignment note only.
6. A person who transfers waste for transportation shall write the date of drawing up the consignment note in the cell in the upper right corner of the note, complete sections 1- 4 of the note, attaching, where necessary, other documents characterising the waste consignment, and shall transfer the consignment note to the transporter for transfer to the recipient.
7. When waste is transferred for transportation, the transporter of waste shall complete section 5 of the consignment note and certify the operation with his or her signature.
8. Upon transfer of waste to the recipient of waste, the recipient shall complete section 6 of the consignment note and shall certify receipt of the waste with his or her signature.
9. The consignment note shall be transferred to the recipient together with each individual waste shipment, with one of the four original copies remaining with the transferor of the waste, the second with the transporter, and the third with the recipient; upon receipt of the waste, the recipient shall submit the fourth original copy of the consignment note to the Estonian Environment Information Centre for registration.
10. The Estonian Environment Information Centre shall register the consignment note on the basis of the registration number applied to it and shall store the data contained in the consignment note in an electronic database.

11. The transferor, transporter and recipient of waste shall keep account, on the basis of registration numbers of consignment notes, of all consignment notes made out, received or transferred by them, making the relevant entries into a file or an electronic data carrier designated for that purpose.
12. All original copies of consignment notes and accounting documents specified in clause 10 of this Regulation shall be maintained for the period of at least five years and shall be submitted, on request, to an official who has the right to exercise supervision.
13. This Regulation shall enter into effect on 1 January 2000.

Minister Heiki KRANICH

Acting Secretary General Eva KRAAV

Approved

by Regulation No. 75 of 9 August 1999

of the Minister of the Environment

GUIDELINES FOR COMPLETING CONSIGNMENT NOTES OF HAZARDOUS WASTE

Consignment note of hazardous waste shall be completed on transfer of hazardous waste from one person to another, and for each waste shipment separately. The date of completing the consignment note shall be written in the cell in the upper part of the consignment note.

1. Information concerning the holder of waste

Holder of waste: the holder of waste (person transferring the waste)

Registration code: registry code of the holder of waste in the commercial register.

Address: legal address of the holder of waste.

Tel./fax: telephone and/or fax number of contact person of the holder of waste.

Code of municipality: territorial code of the municipality of the location (legal address) of the holder of waste according to the Classifier of Administrative Units of the Republic of Estonia (available on ftp server of the Government of Estonia <ftp://ftp.rk.ee/pub/ris/ehak.txt> or <ftp://ftp.rk.ee/pub/ris/ehak.dbf>).

Contact person: name and surname of the contact person of the holder of waste.

Signature: signature of the contact person of the holder of waste with which he/she certifies correctness of data supplied by him or her on the consignment note.

Main field of activity of the holder of waste: main field of activity of the holder of waste according to the foundation documents.

Code of main field of activity: code of the main field of activity of the holder of waste (assigned to the undertaking by the Register of Undertakings, Endla 15, 10122 Tallinn) in accordance with the Classifier of Fields of Economic Activity of Estonia (EMTAK).

2. Information concerning the generator of waste (to be filled out by the holder of waste in case the generator of waste is not the same as the holder of waste)

Generator of waste: name (commercial name) of the generator of waste (the person whose activities have caused generation of the waste).

Registration code: registry code of the generator of waste in the commercial register.

Address: legal address of the generator of waste.

Telephone/fax: telephone and fax number of the contact person of the generator of waste.

Code of municipality: territorial code of the municipality of the location (legal address) of the generator of waste according to the Classifier of Administrative Units of the Republic of Estonia.

Contact person: name and surname of the contact person of the generator of waste.

Main field of activity: main field of activity of the generator of waste according to the foundation documents.

Code of main field of activity: code of the main field of activity of the generator of waste according to the Classifier of Fields of Economic Activity of Estonia (EMTAK).

Description of the process of waste generation: brief description of the process in the course of which the waste were generated.

3. Description of waste

Code of waste (European Waste Catalogue): code of waste according to the List of Waste Types and Hazardous Waste Based on the European Waste Catalogue approved by Regulation No. 263 of 24 November 1998 of the Government of Estonia “Approval of Lists of Waste Categories, Waste Types and Hazardous Waste” (RT I 1998, 103, 1705).

Waste code (Estonian Waste Classifier): code of the waste according to the Estonian Waste Classifier applied on statistical questionnaires approved by a regulation of the Minister of Finance.

Aggregative state of waste: aggregative state of waste (liquid, sludgeous or paste-like, solid, gaseous) at normal conditions (to be marked with a cross).

Content of specific components: components causing hazardousness known to be contained in the waste (to be marked with a cross).

Quantity of waste: quantity of waste to be transferred (kg).

Packaging of waste: type of packaging in which the waste are packaged at the moment of their transfer (to be marked with a cross, number of packaging units to be added).

Risk of freezing, risk of polymerisation: where exist, to be marked with a cross.

Can be pumped at 15 °C: to be marked with a cross whether the waste can be pumped at the temperature 15 °C or not.

pH: pH value of the waste (to be filled out where important, i.e. if the waste are strongly acid or alkalic).

Spontaneous ignition temperature (SIT): SIT (°C) of the waste (to be filled out where important, i.e. in the case of highly flammable and flammable waste).

H-code: code characterising the dangerous effect (dangerous properties) of the waste according to subsection 25(1) of the Waste Act.

Content of dry matter: quantity of dry matter contained in the waste, % (to be marked where important, e.g. in the case of sludgeous waste).

Description of composition of waste: brief description of composition of the waste (mark most important components and their quantity).

4. Annexes to the consignment note and other remarks: numbers of consignment notes preceding the hazardous waste consignment note, list of attached documents (results of analyses, etc.) and other relevant remarks.

5. Information concerning the transporter of waste

Transporter of waste: name (commercial name) of the transporter of waste (person carrying out transportation upon transfer of the waste).

Registration code: registration code of the transporter of waste in the commercial register.

Address: legal address of the transporter of waste.

Telephone/fax: number of contact telephone/fax of the transporter of waste.

Received: name and surname of the natural person who received the waste in person for transportation by transporter of waste.

Signature: signature of the natural person who received the waste for transportation, certifying receipt of the waste.

Means of transport: type of means of transport used for transportation of the waste (truck, tanker truck, train, other means of transport). To be marked with a cross, in the case of use of other means of transport, the type to be marked in the blank.

6. Information concerning recipient of waste (to be completed by the recipient)

Recipient of waste: name (commercial name) of the person receiving waste from the transporter.

Address: legal address of the person receiving the waste.

Registration code: registry code of the person receiving the waste in the commercial register.

Telephone/fax: number of the contact phone or fax of the person receiving the waste.

Received: name and surname of the natural person who received the waste in person in the place of their destination.

Date: date of receipt of waste in the place of their destination.

Signature: signature of the person who received the waste, certifying the receipt.

Description of management procedure: brief description of management operations that the waste will be subjected to in the place of their destination.

R-code, D-code: codes characterising recycling or disposal operations of the waste according to the lists approved by Regulation No. 183 of 18 August 1998 of the Government of Estonia “Approval of Lists of Waste Disposal and Recycling Operations” (RT I 1998, 75, 1239).

Address of the place of destination of waste: the place where this particular waste shipment is to be received (offloaded).

Code of municipality: territorial code of the municipality of the destination of waste according to the Classifier of Administrative Units of the Republic of Estonia.

The person filling out the consignment note of hazardous waste has full liability for incorrect completion of the consignment note and for all consequences of submission of invalid data.