

Transferring waste checklist for Scotland

Use this checklist to see if you are complying with waste regulations in Scotland.

If you suspect that someone is breaking the law, do not give waste to or take waste from them. Contact SEPA on 01786 457700.

Waste producers

When you use a waste carrier or broker for the first time

You must:

- Check their registration details with SEPA using the [public register](#)
- If you are using a **waste carrier**, ask to see their waste carriers certificate. Genuine certificates are numbered and marked by SEPA (photocopies are not valid proof of registration). Authorised plastic credit card sized copies of the certificate are also acceptable proof of registration.
- Record the registration certificate expiry date.

It is good practice to:

- Check that the waste disposal site is permitted to take your waste type using the [NetRegs waste directory](#).

When using a waste carrier or broker on a regular basis

It is good practice to:

- Check that the waste disposal site received your waste and that it arrived on the stated date.
- Visit the disposal site and ask to see their waste management licence.
- Regularly check that your waste carrier or broker is still registered.

Moving waste

Waste carriers:

- Ensure containers used to move waste do not leak. This includes tankers, skips, drums etc.
- Before taking waste to a disposal or recovery site, check that they have the correct licence.
- Make sure a waste transfer note has been completed and signed by both parties before you accept waste or transfer it to someone else.
- Inspect all waste to check that the description on the waste transfer note is accurate.
- Use a season ticket for multiple waste transfers if **all** of the following stay the same:
 - the parties involved in the transfer (the waste producer and the waste carrier or waste disposal business)
 - the description of the waste transferred
 - the place the waste is transferred from one person to the other.
- Keep waste transfer notes for at least two years.

Waste brokers and dealers:

- Ensure containers used to move waste do not leak. This includes tankers, skips, drums etc.
- Do not accept any waste without a waste transfer note.
- Ensure the producer gives you a complete description of the waste on the waste transfer note, so that you can arrange for safe recovery or disposal.
- Check that your waste carrier is registered with SEPA. Visit the [public register](#) to find out if your carrier is registered.
- Visit the disposal site and ask to see their waste management licence.

Keep up to date with changes in waste laws by signing up to [NetRegs email updates](#) (www.netregs.org.uk/about_netregs/business_environmental_updates.aspx).