

Waste Collection and Transfer Log

Keep a running index of waste leaving the premises and of the documents that came back with it, so a request for records is a filing question.

What waste left the premises, who took it, where it went and what paperwork came back.

A LOG, NOT A TRANSFER NOTE

Who may carry waste, what paperwork must accompany it and how long you must keep that paperwork differ by country and by waste type. This log records what happened and where the document is filed — it is not itself a transfer document. What must be tested or recorded, how often, by whom and how long the record must be kept differ by country and by the kind of premises. This sheet prints no interval and no criterion, names no scheme and satisfies no regulation on its own.

Premises				Responsible person			Year	
Date	Waste type or description	Approximate quantity	Container	Carrier or collector	Their registration	Destination	Document reference	Filed

Where the transfer documents are kept

Checked on