

## Annex 1:

# Example pre-treatment confirmation form

Note: you can also incorporate the information contained within this pre-treatment confirmation form into your pre-existing Waste Transfer Notes.

Pre Treatment Confirmation Form	
<b>Company name</b> _____ _____	<b>Which of the wastes are sent for recovery or recycling?</b>
<b>Company address</b> _____ _____ _____ _____	Wood <input type="checkbox"/> yes <input type="checkbox"/> no
<b>Waste description</b> _____ _____ _____	Paper <input type="checkbox"/> yes <input type="checkbox"/> no
<b>Intended disposal site</b> _____ _____	Cardboard <input type="checkbox"/> yes <input type="checkbox"/> no
<b>EWC Code</b> _____	Glass <input type="checkbox"/> yes <input type="checkbox"/> no
<b>How has the waste been treated</b> _____ _____	Green waste <input type="checkbox"/> yes <input type="checkbox"/> no
<b>What processes are employed?</b>	Ferrous <input type="checkbox"/> yes <input type="checkbox"/> no
Is there any segregation of waste? <input type="checkbox"/> yes <input type="checkbox"/> no	Non-ferrous <input type="checkbox"/> yes <input type="checkbox"/> no
Separate collection <input type="checkbox"/> yes <input type="checkbox"/> no	Waste electrical and electronic equipment (WEEE) <input type="checkbox"/> yes <input type="checkbox"/> no
Screening <input type="checkbox"/> yes <input type="checkbox"/> no	Other (please specify) _____ _____
Hand picking <input type="checkbox"/> yes <input type="checkbox"/> no	<b>What percentage of the total waste is sent for recovery recycling?</b> _____ _____
Magnetic segregation <input type="checkbox"/> yes <input type="checkbox"/> no	<b>If treatment has not been carried out, please state why treatment is not considered necessary:</b> _____ _____ _____
Thermal <input type="checkbox"/> yes <input type="checkbox"/> no	
Other (please specify) _____ _____	
<b>What materials are segregated?</b>	
Wood <input type="checkbox"/> yes <input type="checkbox"/> no	
Paper <input type="checkbox"/> yes <input type="checkbox"/> no	
Cardboard <input type="checkbox"/> yes <input type="checkbox"/> no	
Glass <input type="checkbox"/> yes <input type="checkbox"/> no	
Plastics <input type="checkbox"/> yes <input type="checkbox"/> no	
Green waste <input type="checkbox"/> yes <input type="checkbox"/> no	
Ferrous <input type="checkbox"/> yes <input type="checkbox"/> no	
Non-ferrous <input type="checkbox"/> yes <input type="checkbox"/> no	
Waste electrical and electronic equipment (WEEE) <input type="checkbox"/> yes <input type="checkbox"/> no	
Other (please specify) _____ _____	
	I/We confirm that the waste delivered by the above named company and herein described has been treated as detailed above. Note: Treatment is a physical/chemical/thermal or biological process including sorting that also changes the characteristics of the waste and must do so in order to:
	i reduce its volume; or
	ii reduce its hazardous nature; or
	iii facilitate its handling; or
	iv enhance its recovery
	<b>Name</b> _____
	<b>Signature</b> _____
	<b>Position in the company</b> _____
	<b>Date</b> _____