

## Annex VII DOCUMENT REQUIREMENTS

### General:

In accordance with Article 18 of Regulation (EC) No 1013/2006, shipments of waste should be accompanied by the document set out in Annex VII for the following types of waste

- green listed recoverable waste (Annexes III, IIIA and IIIB) (>20 kg), and
- waste destined for laboratory analysis (< 25 kg).

The annex VII forms should be kept for a period of three years from the date on which the shipment starts by the person who arranges the shipment, the consignee and the facility receiving the waste.

### Further Annex VII explanations

#### Block 1 – Person who arranges the shipment

The person or company initiating the shipment can be the *original producer*, the *new producer*, the *collector* or a *registered dealer/broker*. The initiator is therefore the person who initiates a shipment.

#### Block 2 – Importer or Consignee

The importer/consignee is the person or company to whom the recoverable waste or waste for laboratory analysis is transported. In most cases, this will be the recovery facility.

A dealer/broker may also act as a consignee, even if he does not own a facility. In all cases, the importer/consignee must be registered in the same country as the recovery facility (provide a licence/permit number).

#### Block 3 – Actual quantity

The actual quantity is the net quantity of waste in tonnes or cubic metres. It can be divided into several containers. In this case, each container must be accompanied by an Annex VII indicating the actual quantity transported in the container. These may be copies of the signed original form.

#### Block 4 – Actual date of shipment

This is the date on which the shipment leaves the premises of the person arranging the shipment. If that person does not have a facility, the shipment starts at the facility of the producer or collector. The form in Annex VII must be available at the start of the shipment.

#### Block 5 – Carrier transporting the waste

Details of the carriers who will be transporting the waste, the means of transport and the date on which this part of the shipment will commence.

This form must also be signed by the carriers. If more than one carrier is involved in the shipment, they must all sign. This is the responsibility of the person arranging the shipment.

Block 5 (a): contact details of the first carrier

Block 5 (b): contact details of the second carrier

Block 5 (c): contact details of the third carrier

#### Block 6 – Waste generator

The waste generator who is the original generator of the waste or the person/facility that produces the waste for export. It is important that the person arranging the shipment and the producer are both in the same country (subject to the law of the country of shipment).

#### Block 7 – Recovery facility or laboratory

Disposal/recycling or laboratory site details, including site registration details.

#### Block 8 – Recovery or laboratory operation

Appropriate Recovery or disposal operation specified in Annex II of European [Directive 2008/98/EC](#). D codes (for disposal) are mainly used for shipment for laboratory analysis (D9).

#### Block 9 – Waste description

Typical waste description.

**Block 10 – Waste identification**

Details of waste identification codes to comply with national, EU and international waste shipment regulations. These are as follows:

1. Basel annex IX code – the main code used for classification under [the Regulation](#). For example B1010.
2. OECD code – only required if the relevant Basel code has been replaced by an [OECD code](#) in the WSR. For example GB040.
3. EWC code - the main classification for authorisations [in the EU](#).
4. National code – further national codes.

**Block 11 – Countries/states concerned**

Enter the names and country codes and the points of departure or entry for each country through which the waste must travel from the person who arranges the shipment to the facility of destination.

**Block 12 – Declaration by the person arranging the transfer**

Print the exporter's name, date of application and signature. By signing this block of the form, the exporter confirms that a prescribed contract exists with the importer.

**Block 13 – Signature of the consignee on receipt of the waste**

When the waste is received, print the name, date of application and signature of the importer.

**Block 14 – Signature by the recovery facility or laboratory**

The recovery facility or laboratory signs for receipt of the waste and indicates the quantity received on the form.