

## FAQ on the Hazardous Waste Regulations 2005 - version 3.3

ISSUE	QUESTION	RESPONSE
1.1 Summary	What are these Regulations for?	<p>There will be two sets of Regulations:</p> <ul style="list-style-type: none"> <li>i) The Hazardous Waste Regulations 2005, and</li> <li>ii) The List of Wastes Regulations 2005</li> </ul> <p>However see 1.2 below regarding their implementation in England and Wales</p> <p>These will:</p> <ul style="list-style-type: none"> <li>• Implement a definition of hazardous waste into domestic legislation (and consequently remove the use of the term special waste);</li> <li>• Require producers of hazardous waste to notify their premises;</li> <li>• End the requirement to pre-notify wastes to the Agency as currently required under the Special Waste Regulations</li> <li>• Ensure safe management of hazardous wastes;</li> <li>• Provide cradle-to-grave documentation for the movement of hazardous waste;</li> <li>• Require consignees to keep thorough records of hazardous waste and provide the Agency with quarterly disposal and recovery information.</li> </ul>
1.2 England and Wales	Do the Regulations apply to England and Wales?	<p>England and Wales will have separate, but effectively identical, sets of Regulations.</p> <p>In England there are the:</p> <ul style="list-style-type: none"> <li>i) The Hazardous Waste (England and Wales) Regulations 2005, and</li> <li>ii) The List of Wastes (England) Regulations 2005</li> </ul> <p>In Wales there will be the:</p> <ul style="list-style-type: none"> <li>i) The Hazardous Waste (Wales) Regulations 2005, and</li> <li>ii) The List of Wastes (Wales) Regulations 2005</li> </ul> <p><b><i>In this FAQ a reference to the 'Hazardous Waste Regulations' or the 'List of Wastes Regulations' should be taken to be mean either the regulations for England or Wales</i></b></p>

		<i>as appropriate.</i>
1.3	Special Waste Regulations What will happen to the Special Waste Regulations 1996?	They will be repealed when the new Hazardous Waste Regulations are fully implemented on 16 <sup>th</sup> July 2005. However see 4.4 regarding outstanding provisions relating to consignment notes.
<b>2. Definitions</b>		
2.1	Definition What are hazardous wastes?	<p>They are currently wastes with one or more hazardous properties that are hazardous to health or the environment.</p> <p>The Hazardous Waste Regulations defines hazardous waste on the basis of:</p> <ul style="list-style-type: none"> <li>(a) Any waste listed as hazardous in the <i>List of Wastes Regulations</i>;</li> <li>(b) Any specific batch of waste that the Secretary of State determines is exceptionally to be classified as hazardous.</li> <li>(c) Any specific batch of waste produced in Wales, Scotland or Ireland that the Welsh Assembly Government, the Scottish Executive or the Northern Ireland Department of the Environment respectively determines as hazardous shall also be treated as hazardous waste in England.</li> </ul> <p>The Secretary of State can also declare additional types of waste as hazardous by virtue of making regulations under section 62 of the Environmental Protection Act 1990.</p> <p>The Agency's guidance document WM2 dated June 2003 will require some minor amendment to be consistent with the new Regulations, however pending these revisions it is still relevant when assessing wastes as hazardous. WM2 can be found at <a href="http://www.environment-agency.gov.uk/business/444217/590750/590821/502174/496498">http://www.environment-agency.gov.uk/business/444217/590750/590821/502174/496498</a></p>
2.2	Domestic waste Will domestic waste be hazardous?	<p>Domestic waste may be defined as hazardous if it has hazardous properties.</p> <p>Domestic waste is excluded from the requirements of the Hazardous Waste Directive, but the Directive does not define it. For the purposes of the Hazardous Waste Regulations, Defra has indicated that domestic waste is waste from accommodation used purely for living purposes (and without commercial gain) and which is disposed of via the normal mixed domestic refuse collection.</p>

		<p>Domestic waste is not the same as 'household waste' as defined in the Special Waste Regulations 1996.</p> <p>The exclusion does not apply to separately collected fractions of domestic waste or asbestos that is also domestic waste (see 2.3 to 2.6).</p>
2.3	Control of domestic wastes	<p>Will hazardous domestic waste be controlled in the same way as other hazardous wastes?</p> <p>Domestic waste is only excluded from the controls of the Regulations, such as consigning, but may still be defined as hazardous if they have hazardous properties.</p> <p>The Hazardous Waste Regulations do not apply to the movement of hazardous waste from domestic premises to a central collection point, with the exception of asbestos waste (see 2.6) and separately collected domestic waste (see 2.4 and 2.5).</p>
2.4	Separately collected domestic waste	<p>What are "separately collected domestic fractions"?</p> <p>Separately collected domestic fractions are hazardous waste where it is:</p> <ul style="list-style-type: none"> <li>i) Hazardous waste which is domestic waste; and</li> <li>ii) Collected from premises on which it is produced separately from the collection of other wastes from those premises.</li> </ul> <p>It may still be considered to be separately collected even where it is collected at the same time and/or on the same vehicle as other wastes, provided that it is not mixed with those other wastes.</p>
2.5	Separately collected domestic waste	<p>Are separately collected domestic fractions controlled by the regulations?</p> <p>The Hazardous Waste Regulations apply to such wastes, however there is no need to provide a consignment note when such waste is removed from the domestic premises and then taken to premises for collection, disposal or recovery.</p> <p>The establishment or undertaking, which accepts such waste at premises for collection, disposal or recovery, is then treated as the producer of the waste. Therefore such wastes will be subject to all the provisions of the Regulations from the time that it reaches any premises for collection, disposal or recovery, such as a Local Authority transfer station.</p>
2.6	Asbestos waste from domestic premises	<p>How do the regulations apply to asbestos wastes from domestic premises?</p> <p>The Regulations apply to asbestos which is also domestic waste (see 2.2). However the Regulations do not impose any obligations on a person who is the original producer of the waste and who either resides at the domestic premises where it was produced or on a person who is acting on behalf of the resident and who does this without reward.</p> <p>Examples of persons to whom this relates are:</p>

		<p>i) A householder who removes and disposes of asbestos waste from their house to a civic amenity site.</p> <p>ii) A neighbour who assists in removing such waste without payment.</p> <p>Where the asbestos waste is produced by a contractor who is engaged by the householder to undertake any construction, modification, repair and maintenance or demolition of his premises, then the Regulations do apply to the contractor. The contractor is also treated as the consignor unless he has engaged another person to be the consignor.</p>
2.7	Prescription Only Medicines	<p>Will Prescription Only Medicines (POMs) be hazardous?</p> <p>Although POMs are currently special waste, only those that are classified as cytotoxic and cytostatic medicines will be hazardous waste.</p>
2.8	Clinical Waste	<p>Are clinical wastes hazardous?</p> <p>Clinical wastes, other than medicines, may be hazardous if they display hazard H9 - Infectious. Further guidance on this may be found in <i>'The Safe Management and Disposal of Healthcare Waste 2005'</i> (expected to be available in June 2005) and the Agency's technical guidance document WM2 - <a href="http://www.environment-agency.gov.uk/business/444217/590750/590821/502174/496498">http://www.environment-agency.gov.uk/business/444217/590750/590821/502174/496498</a></p> <p>Note that other wastes classified as clinical waste may also be hazardous because they display other hazardous properties, e.g. chemicals.</p>
2.9	Radioactive wastes	<p>Can radioactive wastes be hazardous?</p> <p>The Regulations will apply to a limited amount of radioactive waste. Most radioactive waste is subject to the provisions of the <i>Radioactive Substances Act 1993</i> and is outside the scope of these Regulations. However, where radioactive waste is exempt from the requirements of sections 13 and 14 of the 1993 Act and has one or more hazardous properties arising other than from its radioactive nature, it will be subject to the requirements of the Hazardous Waste Regulations.</p> <p>Items exempt from the Radioactive Substances Act, although not necessarily hazardous waste, include some clocks and watches, illuminants, indicators and smoke detectors.</p>
2.10	Agricultural or Mines and Quarries wastes	<p>Can Agricultural or Mines and Quarries wastes be hazardous?</p> <p>The Hazardous Waste Regulations will not apply to agricultural and mines and quarries waste until the proposed Waste Management Regulations are implemented. The Hazardous Waste Regulations, therefore, make provision to exclude such waste from their controls until 1<sup>st</sup> September 2006. If the implementation of the proposed Waste Management Regulations is delayed beyond this, the date specified in the Hazardous Waste Regulations will be similarly changed.</p>

2.11 Differences between Hazardous and Special wastes	Are Hazardous wastes the same as Special wastes?	<p>No, they have a different definition. However the vast majority of special waste are also hazardous wastes. Examples of wastes that are hazardous, but not special waste, are:</p> <ul style="list-style-type: none"> <li>• Fluorescent tubes</li> <li>• Televisions</li> <li>• Computer monitors</li> <li>• Undepolluted end of life vehicles</li> <li>• Dental amalgam</li> </ul>
<b>3. Notification of Premises</b>		
3.1 Notification	Who needs to notify premises?	Premises in England and Wales must be notified to the Agency where hazardous waste is to be produced or removed from those premises after 16 <sup>th</sup> July 2005. There are however some exemptions (see 3.8 and 3.9).
3.2 Notification	Why are the terms `Registration' and `Notification' both used?	<p>The Hazardous Waste Regulations require that a notification of premises is made to the Agency who shall, on receipt, issue to the person making the notification a registration code, being a code unique to those premises, i.e. a "premises code".</p> <p>However, the two terms `Registration' and `Notification' may in practice be used in an equivalent manner by an applicant.</p> <p><b><i>For the sake of simplicity this FAQ will use the term `Notification' to describe this process.</i></b></p>
3.3 Notification	When can I start to notify premises and how long does a registration code (a "premises code") last?	<p>Premises in England and Wales that produce or remove hazardous waste (other than exempt premises – see 3.8 and 3.9) must be notified before they move any hazardous waste from those premises as from 16<sup>th</sup> July 2005.</p> <p>The Regulations do allow early notification to be made as from 16<sup>th</sup> April 2005. The Agency will start to receive notifications via the Internet and telephone as from 3<sup>rd</sup> May. Notifications via disk or e-mail can be received from 9<sup>th</sup> June.</p> <p><b><i>If you wish to notify premises before 3<sup>rd</sup> May this can only be done in writing by using a paper application form, however these cannot be processed until early May (see 3.6 below regarding the differing costs for notifying premises).</i></b></p> <p><b><i>The Agency cannot accept notifications of premises in any form before 16<sup>th</sup> April 2005.</i></b></p>

		<p>A registration code (“premises code”) lasts for 12 months from the start date requested by the applicant, which may be up to one month from the date of the application, except for those notifications made before 16<sup>th</sup> July 2005 where the effective date may be up to 16<sup>th</sup> September 2005.</p> <p>Where a notification is made in the period 16<sup>th</sup> April to 15<sup>th</sup> July 2005 then the registration code (“premises code”) will not be effective until 16<sup>th</sup> July 2005 at the earliest.</p>
3.4 Notification	How can I notify premises in Wales when the regulations for Wales are not yet in place?	The Agency will be able to process such notifications and issue registration codes (“premises codes”) as an administrative arrangement.
3.5 Notification	How can I notify premises?	<p>All notifications must be made to the Agency. There are different methods available for notifying premises:</p> <ol style="list-style-type: none"> <li>1. Internet – this will be suitable for relatively small numbers of notifications.</li> <li>2. Phone – again suitable for small numbers.</li> <li>3. Electronic – via a disk sent to us or via e-mail.</li> <li>4. Paper.</li> </ol> <p>The maximum number of notifications that can be made in any one application is 2,000.</p> <p>Guidance will be available on the Agency’s web-site on the procedure for making a premises notification.</p>
3.6 Notification	How much will it cost me?	<p>The charges for notifying premises vary according to the method you choose. These reflect the differing costs for each method for accepting and processing notifications. The charges for each set of premises notified are as follows:</p> <p>Notified in writing (via paper form): <b>£28.00</b>  Notified via telephone: <b>£23.00</b>  Notified in all electronic formats (by Internet, e-mail or on a disk): <b>£18.00</b></p>
3.7 Notification	Who can make a notification?	Premises may be notified either by a waste producer or consignor. A third party may also notify on the behalf of a producer or consignor. Such a third party should also be authorised by the producer or consignor to notify premises on their behalf.

		<p>A 'consignor' (which in this case means a person who proposes to remove, or cause to be remove any hazardous waste from premises) may notify provided that:</p> <p><i>i) the premises being notified are the premises at which the waste was produced and the producer is not known or cannot be located without unreasonable inconvenience or expense; or</i></p> <p><i>ii) the waste was not produced at those premises.</i></p>
3.8 Exemptions	Is anyone exempt from the need to notify premises?	<p>Certain types of premises as listed below will be exempt from the requirement to notify premises <b>if</b> less than 200kg of hazardous waste are produced at these premises in any twelve-month period. (but this quantity limit does not apply to a ship).</p> <p>There will be no limit on the number of consignments that can be made from the premises under this exemption as long as the total amount produced in any twelve-month period is less than 200kg. The exemption will only apply where the hazardous waste is removed from the premises either by a registered carrier or a carrier exempt from the requirement to be so registered. <b>Premises that can benefit from this exemption are:</b></p> <p>(a) office premises, to the extent that the hazardous waste arises from the use of the premises as an office;</p> <p>(b) shop premises, to the extent that the hazardous waste arises from the use of the premises as a shop;</p> <p>(c) premises used for agriculture within the meaning of the Agriculture Act 1947, to the extent that the hazardous waste arises from the use of the premises for agriculture (note that the regulations do not apply to agricultural waste until 1<sup>st</sup> September 2006 – see 2.10);</p> <p>(d) premises of a description listed in—</p> <p>(i) paragraphs (a) to (e) of section 75(5) of the 1990 Act; or</p> <p>(ii) Schedule 1 to the Controlled Waste Regulations 1992;</p> <p>(e) premises at which waste electrical and electronic equipment is collected, to the extent that the premises are used for that purpose;</p> <p>(f) premises used by a dental, veterinary or medical practice, to the extent that the premises are used for that purpose; and</p>

		<p>(g) any ship.</p> <p>Any premises other than those listed above that produce hazardous waste will need to be notified to the Environment Agency, <i>irrespective of the amount of hazardous waste they produce.</i></p>
3.9 Exemptions	What happens if I'm exempt but I find that I may then produce greater than 200kg of hazardous waste?	In any case where a premises listed in 3.8 is initially considered to produce less than 200kg of hazardous waste, but it later appears that this limit will be exceeded, those premises must be notified to the Agency before the limit is exceeded.
3.10 Quantities	What does 200kg of waste look like?	<p>200kg equates to <b>approximately:</b></p> <ul style="list-style-type: none"> <li>• 10 small TVs;</li> <li>• 14 lead acid batteries;</li> <li>• 500 fluorescent tubes;</li> <li>• 5 small domestic fridges.</li> </ul>
3.11 Mobile Services	What are 'Mobile Services'?	<p>These are hazardous waste producers collecting waste that they produce in the course of their business from premises at which they are visiting. They may notify their main operating premise rather than the premises from which they are removing the waste. They need not separately notify premises for mobile activities if their main operating premises are notified in their own right.</p> <p>This is restricted by tenure restrictions and qualifying limitations. The tenure restrictions allow the mobile service operator to take advantage of this only where he neither owns nor occupies the premises where they perform their mobile service activities. The qualifying limitations are that he may not produce more than 200kg of hazardous waste in any period of twelve months at the premises at which they perform the mobile service.</p> <p>Notification is made in the normal manner – there is no requirement to inform the Agency that the premises is operating as a mobile service.</p> <p>Examples of Mobile Services operators are mobile mechanics, electricians, plumbers and road sweepers.</p>

#### 4. Consigning Waste

4.1 Consigning waste	Is consigning hazardous waste the same as consigning under the Special Waste Regulations?	<p>Although the same term “consigning” is used for the movement of hazardous waste under the Hazardous Waste Regulations there are differences from the consignment of special waste under the Special Waste Regulations 1996; for example there is no requirement for pre-notification to the Agency and the consignment notes are different.</p> <p>Consigning under the Hazardous Waste Regulations will not start until 16<sup>th</sup> July 2005.</p>
4.2 Consigning hazardous waste	When will I have to start consigning hazardous waste under the new Hazardous Waste Regulations?	The Hazardous Waste Regulations require you to use the new consignment note system as from 16 <sup>th</sup> July 2005.
4.3 Consigning hazardous waste	Will there be a similar arrangement for carrier’s rounds under the new Regulations as exist in the Special Waste Regulations?	<p>The carrier’s rounds provision under the Special Waste Regulations 1996 will not exist in the Hazardous Waste Regulations. There will however be a “Multiple Collections” provision. The main points of this are:</p> <ol style="list-style-type: none"> <li>1. It is applicable when a single carrier collects more than one consignment of waste in a journey and each consignment is collected from different premises. Additionally, all of the premises collected from must be in England and Wales and the consignments must be transported to the same consignee promptly and without undue delay.</li> <li>2. The new multiple collection consignment note must be used by the carrier.</li> <li>3. Before the waste is removed, the producer or holder must complete an Annex to the multiple collection consignment note, and the carrier and consignor must sign it. The carrier must give a completed copy to the producer or holder and the consignor where appropriate.</li> <li>4. After the last collection, and prior to delivery to the consignee, the carrier must complete the remaining parts of the multiple collection consignment note.</li> </ol> <p>A significant difference in multiple collections from the carrier’s rounds system is that for</p>

		each waste, from each of the premises collected from, there must be an individual consignment note code which is recorded on the Annex and the multiple collection consignment note.
4.4 Consigning special waste	When will I have to stop consigning special waste under the Special Waste Regulations?	<p>If special waste has been removed from premises before 16 July 2005 under a consignment note properly raised under the Special Waste Regulations 1996 (SWR), the transportation, receipt and any other dealings with that consignment are covered by the SWR until midnight 18 July 2005. If during that time there is an emergency or grave danger, the provisions of the Hazardous Waste Regulations apply and the holder is required to comply with their duty under regulation 63 of the Hazardous Waste Regulations.</p> <p>If the movement of the consignment has not been completed by midnight 18 July 2005, the continued transport, receipt or other dealings with the consignment after that time are covered by the Hazardous Waste Regulations.</p> <p>A quarterly consignee return under the Hazardous Waste Regulations is not required for consignments, which have been removed from premises before 16 July 2005, but a deposit copy must be furnished to the Agency in accordance with the SWR.</p> <p>If special waste has not yet been removed from premises before 16 July 2005, even if it has been pre-notified under the SWR, it cannot be moved under the SWR and must be moved in accordance with the Hazardous Waste Regulations.</p>
4.5 Consigning from Scotland, Wales, Northern Ireland and Gibraltar	What are the rules for transfers of waste from Scotland, Wales, Northern Ireland and Gibraltar into England and vice-versa?	<p>The rules for “cross border movement” are set out in Schedule 7 of the Hazardous Waste (England and Wales) Regulations 2005.</p> <p><b>TRANSFERS INTO ENGLAND</b></p> <p>Such transfers do not require a consignment note, as provided by the Hazardous Waste (England and Wales) Regulations 2005, to accompany the waste <b>provided</b> that the following accompanies the waste:</p> <p>i) a consignment note which is required and completed in accordance with laws in Scotland, Wales, Northern Ireland or Gibraltar accompanies the waste into England, and</p> <p>ii) the note contains the information required by the standard consignment note set out in the Annex to Commission decision 94/774 of 24 November 1994 (the notification form for transfrontier movements of waste).</p>

Such a note is referred to as a “*cross border consignment note*”.

The information required may either be included on the cross border consignment note or where that is not possible then it may be on a separate form (for example, due to insufficient space on the form).

Where a cross border consignment note is not used then alternatively a note provided and completed under Part 6 of the Hazardous Waste (England and Wales) Regulations 2005 must accompany the waste.

**Prenotifications not Required**

Any prenotification copy that may be referred to in any regulations other than the Hazardous Waste (England and Wales) Regulations 2005 should **not** be provided to the Agency.

**When Cross Border Movement Waste is Accepted**

When a consignee accepts the waste he must send a copy of the cross border consignment note to either the Scottish Environment Protection Agency (SEPA) for Scotland or the Environment and Heritage Service (EHS) for Northern Ireland as appropriate. The consignment will also need to be included in the quarterly returns sent to the Agency.

**When Cross Border Movement Waste is Rejected**

Where rejected wholly or in part then the consignee shall indicate this either on the cross border consignment note (where provided) or provide a written record of the rejection and the reasons for it being rejected. The consignee shall keep a copy of the note or record, give a copy to the carrier and send a copy to the consignor and (if different to the consignor) the producer or holder of the waste.

When a carrier is informed that the consignee will not accept a load (or part) he must inform the Agency and seek out and follow all reasonable instructions from the producer or holder.

Before the waste is moved again the carrier must ensure that a consignment note provided under the Hazardous Waste (England and Wales) Regulations 2005 is completed in accordance with regulation 43 (further consignment note for rejected consignment) or 44 (procedure for rejected multiple collection consignments) as appropriate. A copy of this note

must be sent to either SEPA (for waste from Scotland) or the EHS (for wastes from Northern Ireland).

**Consignee Returns and Fees**

Schedule 7 only disapples the requirement for a consignment note to be completed and accompany a cross border waste movement under Part 6 of the Hazardous Waste (England and Wales) Regulations 2005. There is a still a requirement for a consignee in England to provide quarterly returns to the Agency and to pay the fees as set out in Schedule 9 for cross border wastes transported to them from Scotland, Wales, Northern Ireland or Gibraltar.

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**TRANSFERS OUT OF ENGLAND**

Wastes moved from England to premises in Scotland or Northern Ireland must be accompanied by a consignment note provided and prepared in accordance with Part 6 of the Hazardous Waste (England and Wales) Regulations 2005.

However there are additional requirements placed on the producer or holder or, for multiple collections, the carrier prior to removing the waste as follows:

- i) A copy of the consignment note is prepared for SEPA (when going to Scotland) or the EHS (for Northern Ireland) and an additional copy is provided for the consignee.
- ii) These additional copies are completed and the appropriate person must send the copy to SEPA or EHS at least 72 hours before the waste is removed or, if that it not possible, as soon as reasonably practicable.
- iii) The copy for the consignee must travel with the waste and be given to the consignee on delivery.

**When Waste Transported from England is Rejected**

When the consignee in Scotland, Wales, Northern Ireland or Gibraltar rejects a waste either in whole or in part then the producer, holder or consignor must make arrangements for the waste in accordance with the legislation of those countries.

**Consignee Returns and Fees**

The Hazardous Waste (England and Wales) Regulations 2005 do not have any provision to

		<p>require consignees in Scotland, Wales, Northern Ireland or Gibraltar to provide quarterly returns to the Agency or pay fees. Such consignees would have to comply with obligations under their own domestic legislation with respect to these issues.</p> <p><b>MULTIPLE COLLECTIONS IN ENGLAND AND WALES</b>  Where a carrier undertakes a multiple collection as defined by Regulation 39(1) (Multiple collections) of the Hazardous Waste (England and Wales) Regulations 2005 and at least one of the collections is made in Wales then the following shall apply:</p> <p>i) Such a journey shall be treated as a multiple collection, but for those collections made in Wales the carrier must ensure that the multiple collection consignment notes is completed prior to delivery to the consignee.</p> <p>ii) Where the consignee is in Wales then the full requirements of Regulation 39 shall apply to the collection of those consignments that are collected in England</p> <p><b><i>Note that the Hazardous Waste (Wales) Regulations 2005 mirror the Hazardous Waste (England and Wales) Regulations. Therefore the rules above apply when 'England' is transposed for 'Wales' and vice-versa.</i></b></p>
<p><b>5. Other Provisions</b></p>		
<p>5.1 Transfer stations</p>	<p>How will the new Regulations affect transfer stations?</p>	<p>Because of the nature of their business in both accepting wastes and consigning them onwards, transfer stations may act in different roles under the Hazardous Waste Regulations as follows:</p> <ol style="list-style-type: none"> <li>1. Where hazardous waste is to be removed from their site, transfer stations will need to notify their premises (unless they are exempt as described in 3.7 above – however, the vast majority of transfer station will not be able to benefit from an exemption either because they are not the right type of premises or because of the quantity limitations of 200kg).</li> <li>2. As they are accepting waste, they will also be a consignee and therefore will be required to complete the appropriate part of consignment notes or multiple collection consignment notes.</li> </ol>

		<ol style="list-style-type: none"><li>3. As a consignee they are required to record details of hazardous wastes received, including its quantity, nature and origin, hazardous properties, and an inventory showing its locations at the site. These records must be kept for three years after the waste leaves the site.</li><li>4. As a consignee they will need to send returns to the producer or holder of the waste either using a form specified in Schedule 8 of the Hazardous Waste Regulations or a copy of the consignment note.</li><li>5. They will also need to submit quarterly returns to the Agency giving details of the consignments they have received.</li></ol>
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