**FQM LIMITED**

**Waste Management Procedure**

1. PURPOSE

The purpose of this procedure is to set out the activities and responsibilities that are required in order to manage waste. This includes the measures to ensure waste minimisation and disposal to comply with [COMPANY NAME] Duty of Care.

The purpose of this document is to specify how all waste materials generated within the [COMPANY NAME] operation are handled and disposed of.

1. SCOPE

This procedure applies to all work being carried out at any [COMPANY NAME] site.

All waste is disposed of using licensed waste disposal contractors

1. INTRODUCTION

This document is intended as general guide to help [COMPANY NAME] effectively manage waste. It clarifies the general responsibilities of [COMPANY NAME] management in their key role in the coordination and co­operation with all involved with the management of waste, in identifying, controlling and managing effectively to reduce the risk of increased environmental impact.

1. RESPONSIBILITIES

[COMPANY NAME] complies with its duty of care ensuring that all reasonable steps are taken to keep waste safe. All waste must be controlled so that it cannot escape, and it must be stored safely and securely such that it is prevented from causing pollution or harming anyone.

Waste will only be passed to a third party providing they are authorised to transport, recycle or dispose of it safely. Waste disposal contractors including recycling contractors must be approved in accordance with DMS supplier management.

1. PROCEDURE
   1. Categories of Waste

There are two main categories of waste

* Non-hazardous
* Hazardous

Non-hazardous waste is either collected for disposal by council services or a waste disposal contractor and does not typically require a separate waste transfer note but a blanket order is usually completed and renewed annually.

This will typically apply to office waste however technical waste may be included if it is not contaminated with hazardous residues.

Hazardous waste must be collected by licensed hazardous waste contractors and requires completion of a consignment note. This includes but is not limited to:

* Hazardous solid waste
  + Chemicals drums / containers.
  + Contaminated items (wipes, PPE, etc.)
  + Electrical equipment, including luminaries
  + Contaminated sharps
* Hazardous liquid waste
  + Aqueous
  + Non-aqueous
  + Chlorinated
  + Corrosive

A site specific Waste Management matrix (APP 01) that specifies local arrangements for segregation, storage and disposal of all waste. The waste management document will identify all waste streams including electrical components waste, luminaries along with their respective disposal routes.

* 1. Segregation and Storage of Waste

Where practical waste should be segregated at source and arrangements made to store small quantities at source before moving to bulk storage.

Containers for hazardous solid waste should have lids and cans/bottles holding hazardous liquids must have secure tops and in the case of flammable liquids; baffles to prevent ignition. If there is risk of escape of hazardous vapour, then containers must be stored in a fume cupboard. Sharps must be held in dedicated sharps containers.

Waste of all categories must be removed regularly from the workplace and providing it does not increase risk of escape this may be bulked prior to disposal to reduce collection visits from the waste disposal contractor.

Action in the event of a spill/escape is specified in the site emergency plan.

Where hazardous liquid waste is present then spill kits must be available both at the point of source and where stored and staff trained in there use in accordance with Training and Competency requirements.

Hazardous liquid waste held in small containers may be bulked together however where this introduces increased risk to individuals or the environment then this should be assessed in accordance with the Hazard Identification and Risk Assessment procedure. It should be noted that empty containers that contain hazardous liquid residue must themselves be considered as hazardous waste unless they are then cleaned in accordance with COSHH assessments.

All hazardous liquid waste containers must be held in a bund to contain any spills, where there is a significant risk of contamination to groundwater.

In certain circumstances consideration should be given to installing an interceptor tank. Where these are present, they must be maintained and monitored in accordance with the regulatory requirements and guidelines.

Waste is segregated on-site into several categories, see App 01 below.

* 1. Waste Disposal

The only acceptable methods of disposal are; return to the customer/supplier, or via a licensed waste contractor.

Under no circumstances should waste be disposed of directly by [COMPANY NAME] or destroyed by burning. The only exception to this is for small quantities of low hazard aqueous waste such as acids or bases which can be disposed of via site drains providing a suitable dilution factor is employed. This must be specified in the Control of Substances Hazardous to Health procedure.

Waste to be disposed of via Licenced Contractor.

Contractor to be approved and a copy of valid Waste Carrier Certificate obtained. Additionally, [COMPANY NAME] may wish to undertake a site visit to Contractor to view their facilities to ensure they meet company requirements.

* 1. Consignment Notes

A consignment note must be completed for each consignment of hazardous waste. These are usually provided by the waste disposal contractor who will require information in advance of collection, and they will provide further details on completion of the document. A copy of all consignment notes must be retained on file for a minimum of 3 years.

Consignment Note to be produced for all hazardous waste and Waste Transfer Note for non-hazardous waste will be produced via Licenced Contractor noting the relevant EWC codes, copies of these notes will be retained on file for 3 years.

* 1. Environmental Assessment

QHSE/Top Management will complete an Environmental Assessment in accordance with the Environmental Management procedure.

All personnel must examine ways in which production of waste can be minimized as this reduces impact to the environment as well as cost both in terms of use of consumables and disposal. This is completed by considering application of the waste hierarchy as follows;

* **Prevention**: using less material in manufacture, keeping products for longer, re-use. Using less hazardous material.
* **Preparing for re-use**: checking, cleaning, repairing, refurbishing, whole items or spare parts.
* **Recycling**: turning waste into a new substance or product. Includes composting if it meets quality protocols.
* **Other recovery**: includes anaerobic digestion, incineration with energy recovery, gasification, and pyrolysis which produce energy (fuels, heat and power) and materials from waste; some backfilling.
* **Disposal**: landfill and incineration without energy recovery.

1. REVIEW

APP 01

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Type of Waste** | **Domestic Waste** | **Recyclable Waste** | | **Hazardous Waste** | | **Toxic Waste (Asbestos)** |
| **Location** | All | Office | Yard | Yard | | Vessel |
| **State** |  |  |  | Liquid | Solid |  |
| **Storage** | Black Plastic Bags | Clear Plastic Bags  Recycling Bins | Appropriate Skips | Plastic IBC’s stored in bunded area  For Waste Oil see  ENV-P-002  For Waste Paint see ENV-P-004 | Double bagged, labelled with contents, date & time of storage & job number where applicable | Specialised Licenced Contractor hired for removal & disposal |
| **Removal** | Licenced Contractor Collection  Contracted | Licenced Contractor Collection  Contracted | Licenced Contractor Collection  Contracted | Licenced Contractor Collection  As required | Licenced Contractor Collection  As required |  |