

## 1. Purpose

The purpose of this procedure is to define the arrangements for the management of waste.

## 2. Scope

This procedure applies to PSTG Logistics facilities at Head Office and any satellite locations.

Waste types covered include:

- waste oils and misc. engineering fluids
- Paint products
- paper
- cardboard
- wooden pallets
- industrial waste
- confidential waste
- toner cartridges
- redundant IT equipment and waste electrical and electronic equipment
- metals
- batteries
- lamps and fluorescent tubes

The above list is not exhaustive but covers the main types produced, handled and disposed of within the Organisation.

## 3. Definitions

Term	Definition
Waste	<p>Any substance or object the holder discards, intends to discard or is required to discard is waste.</p> <p>Once a substance or object has become waste, it will remain waste until it has been fully recovered and no longer poses a potential threat to the environment or to human health.</p> <p>From this point onwards, the waste ceases to be waste and there is no longer any reason for it to be subject to the controls and other measures required by the Directive.</p> <p>Definition extracted from:- Waste Framework Directive (75/442/EEC)</p>
Controlled waste	Clinical, household, industrial and commercial wastes
Industrial wastes	Waste from factory or any premises used for or in connection with the provision of public transport, the public supply of gas, water, sewerage or electricity services, the provision to the public of postal or telecommunications services
Difficult waste	Waste which is difficult to handle (hazardous under normal operating conditions which are physically difficult to handle i.e. liquids or wet sludge).

Hazardous waste	<p>Hazardous wastes produced by the Organisation may include:</p> <ul style="list-style-type: none"> <li>Electronic / Computer / Electrical waste</li> <li>waste chemicals</li> <li>waste oils and miscellaneous engineering fluids</li> <li>lamps, fluorescent tubes containing mercury (in significant quantities)</li> </ul>
Waste Transfer Note	<p>The regulations require that all producers, transporters and receivers of waste must complete, sign and keep a transfer note that contains an accurate description of the waste to enable the contractor to handle the waste correctly and lawfully. There is an additional regulatory requirement to keep a copy of the description of the waste that is transferred for a period of 3 years.</p> <p>All wastes must be collected and transported by an approved waste carrier and in accordance with the Controlled Waste Regulations, Hazardous Waste (England and Wales) Regulations 2005 and where necessary fulfil the regulatory requirement for the carriage of dangerous goods by road and rail.</p>

The Managing Director has the responsibility of ensuring that a waste management system is established, implemented and maintained.

All managers are responsible for ensuring their teams comply with these requirements

All employees must comply with process and procedures.

## 4. Procedures

### Waste Production

Waste produced by routine office activities shall be minimised through re-use and recycling wherever practicable.

Waste produced from plant and equipment shall be minimised through its efficient operation and maintenance in accordance with manufacturers' instructions.

Waste from refurbishment and other construction activities will be minimised by appropriate design specifications.

The volume of waste produced on sites shall be monitored through visual inspection of the content of waste containers and recording of waste quantity produced by type of waste.

Activities likely to produce additional or non-routine waste will be pre-notified to senior management, giving as much notice as possible.

Number	<b>7.4</b>		
Revision	<b>Rev A</b>		
Date	<b>30/11/2016</b>		
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### Waste Handling and Storage

Items classified as waste will be handled with a duty of care in accordance with legislative requirements.

Waste produced through the routine management of outside areas shall be minimised through the prevention of litter accumulation, and through on-site composting of ground waste, wherever practicable.

Wherever practicable, waste should be compacted before placing in a storage container for off-site disposal/recycling.

All waste will be stored in a safe and secure manner pending collection by third party contractors for recovery, recycling or disposal.

All waste will be stored in a manner that prevents its escape.

Wherever possible, access to waste containers will be restricted to the Organisation's designated employees, contractors and contracted waste collection contractors.

Liquid wastes shall be stored in containers appropriate for the properties of the waste. Such containers will be stored in a suitably bunded area.

Waste produced by contractors will be stored in designated areas and in dedicated containers as provided by the contractor, unless otherwise agreed by the Factory & Assembly Manager / Project Manager / HSE Representative. Contractors will demonstrate a duty of care over any waste produced by them on the site.

Redundant IT equipment shall be appropriately labelled and stored securely pending disposal and arrangements for its collection must be directed towards the HSE Representative.

At locations where provision is made for the segregation of waste for recycling the containers will be clearly and appropriately labelled.

### Hazardous Waste

Items classified as hazardous waste need to be handled, stored, transported, used and disposed in a specific way.

Hazardous waste shall be stored in suitable storage locations. Where practicable oils shall be stored on oil drip trays or bunds, these must be located inside the buildings. Paints shall be stored in metal cabinets. Lamps, fluorescent tubes containing mercury shall be stored in suitable locations until sufficient quantities are available for economic disposal.

Only use waste carriers who have a license to carry the type of waste being disposed of.

Waste transfer notes are required for each shipment. The waste transfer note shall be completed by both the person handing over the waste and the person receiving it. It must contain enough information about the waste for it to be handled safely and either recovered or disposed of legally.

As a minimum the waste transfer note shall include:-

- a description of the waste
- any processes the waste has been through
- how the waste is contained or packaged
- the quantity of the waste
- the place, date and time of transfer
- the name and address of both parties
- details of the permit, Licence or exemption of the person receiving the waste
- the appropriate European Waste Catalogue (EWC) code for your waste

### Transportation, Disposal and Collection

Waste produced by the Organisation, will only be transported off site by a registered waste carrier. A copy of the waste carrier’s valid registration certificate must be obtained. Historical records of waste transfer should be retained for three years.

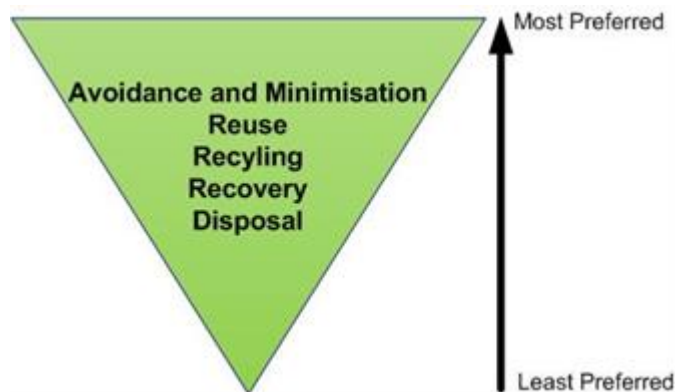
Copies of valid waste management licenses for the final destination of all wastes shall be maintained on sites and records retained for three years.

Controlled waste will be segregated at source, into wastes requiring disposal and those for which recycling has been arranged.

All waste transferred off-site will be accompanied by a waste transfer note, completed and containing information in accordance with the relevant regulatory requirements and codes of practice. For regular collections from the same source, a ‘season ticket’ may be used to cover all such transfers during a period not exceeding 12 months. Copies of waste transfer notes will be available at all times and retained for three years.

### Waste hierarchy

As far as is reasonably practicable, waste management and waste minimisation will be practiced through the following waste hierarchy approach.



Waste type	Disposal method
Waste oils and misc. engineering fluids	Suitably identified and contained in bunded area until sufficient quantities are produced. Then these are disposed of by licensed waste carrier.
Paint products	Placed in suitably identified containers until sufficient quantities are produced. Then collected on demand licensed waste carrier, who will supply waste transfer notes.
Non-confidential paper waste	Collected in green bins which are situated in the offices, when these are sufficiently full they are put in the paper bins. Collections are arranged on a demand basis by local waste carrier
Confidential paper waste	Confidential waste shall be shredded on site and not placed directly into general waste. Shredded paper waste shall be recycled where possible.
Cardboard	Cardboard is placed into the Cardboard bins and collections are to be collected on a regular basis.
Wooden pallets	Try and recycle and reuses whenever possible. If we have an accumulation of wooden pallets, then we dispose by skip and with licensed waste carrier.
General Industrial waste	All general industrial waste is placed in bins and collected weekly by licensed waste carrier
Toner cartridges	Collected in container provided by printer manufacturer HP preferred supplier, once we have a defined quantity contact the manufacturer to arrange for collection
Redundant IT equipment and waste electrical and electronic equipment	These are saved in suitable containers. They are then disposed of on demand by a licensed carrier who will supply a waste transfer note
Metals	Scrap metals are placed in the 'Metal' Skip. They are then disposed of on demand by a licensed carrier who will supply a waste transfer note
Batteries	These are saved in suitable containers. They are then disposed of on demand by a licensed carrier who will supply a waste transfer note
Lamps and fluorescent tubes	These are saved in suitable containers. They are then disposed of on a demand basis by a licensed carrier who will supply a waste transfer note

## 5. Associated Reference Documents and Standard Forms

None Applicable

## 6. Revision History

Revision	Date	Description	Author	Approved
A	30/11/2016	Initial Release	Hawksafe	A Haith