[Organization logo]

[Organization name]

Comment [14A1]: All fields in this document marked by square brackets [ ] must be filled in.

GUIDELINE FOR WASTE MANAGEMENT

Code:	
Document version:	
Date of version:	
Created by:	
Approved by:	
Confidentiality:	

Comment [14A2]: Adapt to the existing practice in organization.

Distribution list

Comment [14A3]: This is only necessary if document is in paper form; otherwise, this table should be deleted.

Copy No.	Distributed to	Date	Signature	Returned	
				Date	Signature

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Change history

Date	Version	Created by	Change description
	0.1	14001Academy	Basic document outline

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1. Purpose, scope and users

The purpose of this document is to determine a generic process of waste management that can be applied to any type of waste.

This document applies to all levels and functions of [organization name] in the scope of the EMS (*Environmental Management System*) where waste is generated.

Users of this document are all employees in [organization name].

2. Reference documents

- ISO 14001 standard, clause 4.4.6
- Environmental Manual
- Environmental Policy
- Procedure for Identification and Evaluation of Environmental Aspects
- Procedure for Preparedness and Emergency Response
- List of Legal and Other Requirements

3. Waste management

Depending on the hazardous characteristics that affect health and the environment, the waste can be:

- Inert –waste that is not subject to any physical, chemical, or biological changes; does not dilute, does not burn or otherwise physically or chemically react, not biodegradable. Inert waste belongs to nonhazardous waste and it is treated in that manner.
- Nonhazardous – waste that does not have the characteristics of hazardous waste and it is biodegradable and can be used for composting.
- Hazardous – waste which by its origin, composition, or concentration of hazardous substances can cause danger to the environment and human health, and at least one of the hazardous characteristics defined by special regulations, including packaging in which the hazardous waste is or has been packed.

It is forbidden to mix hazardous waste with non-hazardous. If it has been mixed and it is not possible to separate hazardous components, that waste is considered to be hazardous.

[Job title] is responsible for each type of waste to prescribe all the necessary conditions for its management.

For specific types of hazardous waste identified by [organization name], [job title] prescribes the following guidelines:

- [Guideline for Wastewater & Sewage Management]

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- [Guideline for Hazardous Substances Management]
- [Guideline for Waste Tires Management]
- [Guideline for Energy & Water Management]
- [Guideline for Waste Vehicles Management]
- [Guideline for Used Accumulators and Batteries Management]
- [Guideline for Oil Management]
- [Guideline for Electronic Waste Management]
- [Guideline for Medical Waste Management]
- [Guideline for Construction/Asbestos Waste Management]
- [Guideline for Pharmaceutical Waste Management]
- [guideline name]

Comment [14A4]: guidelines.

[job title] is responsible to enter adapted guidelines into the List of Internal Documents.

3.1. Actions for waste management

Regardless of the type of waste, actions for waste management are:

- Sorting at the place of generation
- [illegible]
- [illegible]
- Deployment at the place of generation
- Marking and labeling of waste
- [illegible]
- [illegible]
- Collecting (taking over)
- Waste treatment

Comment [14A5]: applicable.

Comment [14A6]: These activities are done by .

3.2. Nonhazardous waste management

[Job title] is responsible for sorting and classification of [illegible] generation. Separated nonhazardous waste is temporarily stored by [job title] in the place within [illegible] properly labeled.

While sorting nonhazardous waste, [job title] [illegible] sold to an external organization.

[Job title] is responsible to prevent deployment (to landfills) and burning of waste that can be used [illegible] environment.

3.3. Hazardous waste management

3.3.1. Sorting on the place of generation

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[Job title] is responsible to do a proper sorting of waste at the place of generation in order to prevent mixing different types of waste.

3.3.2. Characterization of waste

If generated waste is of such a kind that sorting cannot be done immediately, [job title] is responsible to take actions to conduct characterization.

Characterization is a process of waste testing that determines the physical-chemical, chemical, and biological properties of the waste and determines whether the waste contains or does not contain one or more hazardous characteristics that make it dangerous.

Characterization is done by an authorized laboratory.

3.3.3. Classification of waste

[Job title] is responsible for classification of waste by origin or characteristics and deployment in adequate containers.

3.3.4. Deployment on the place of origin

[Job title] is responsible to provide all necessary conditions for temporary storage of hazardous waste until takeover by an authorized organization.

3.3.5. Marking and labeling of waste

[Job title] is responsible to clearly mark hazardous waste with a suitable label.

The label for marking packed hazardous waste must contain the following information:

Comment [14A7]: Adapt to the legal requirements.

- Warning: HAZARDOUS WASTE
- Information about waste owner who packed the waste: name, address, telephone, date of packaging, name and surname of the person qualified to be responsible for that job
- Physical characteristics of the waste: powder, solid, viscous substances, pastes, sludge, liquid substance, gaseous substances

3.3.6. Waste recording

[Job title] is responsible for recording of generated waste by type and amount, and for recording of waste deployed to an authorized organization.

3.3.7. Temporary warehousing and actions for environmental protection

[Job title] is responsible to provide a location (space) intended for warehousing the waste that must meet the following criteria:

- Must be secured and with limited access;
- Must be far away from sources of drinking water, wells, and residential buildings;
- There must be unobstructed access for loading and unloading as well as in case of emergencies;

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- Must be secured with electric power and with water for warehouse cleaning and in case of fire.

Comment [14A8]: Adapt to the organization's needs and appropriate legislation.

The basic principles of warehousing and environmental protection are:

- Access from at least two sides for reacting in case of fire and other emergencies;
- Enough space to be able to separate incompatible wastes and place at a safe distance, as well as enough space for waste handling and inspection;
- Flammable and reactive waste is placed so that its distance from the edges of any objects is at least 15 meters;
- Area should be secured by a fence or wall height of about 3 meters, with a gate that is always locked so that only trained personnel have access;
- There must be a person responsible for the safety of the storage space;
- A warning table should be placed at the entrance of the warehouse, with an inscription that describes that it is an entrance to hazardous waste storage;
- The warehouse must be well lit during the night for safety;
- Dispose waste in proper containers / container in accordance with their physical and chemical characteristics and properly mark them;
- Avoid the disposal of hazardous bulky waste directly on the ground. Dispose of it solely on impervious surfaces;
- Train employees on safe treatment and waste management;
- Neutralization, or collecting of leaked or spilled waste, must be done in such a way to prevent emission of hazardous substances into the working and living environment;
- Flammable and other hazardous waste needs to be transported in proper and attested containers and bins;
- Packages with dangerous chemical substances must be kept in prescribed conditions;
- Unauthorized access is not allowed to the premises for the storage of waste, and warnings about these prohibitions should be placed in visible places, and on all sides. In a visible position, display a warning about the dangers of fire, explosion, and poisoning;
- In all locations, or in areas where waste is temporarily kept, highlighted instructions must be displayed about the procedure in case of an accident and first aid in poisoning caused by a given type of substance;
- Appropriate reasonable measures not covered by the regulations that contribute to the overall security and safety and environmental preservation;
- Provide space for placing containers for the collection of municipal solid waste
- Provide easy and safe access to communal vehicles within the facility for taking over of municipal solid waste. Municipal solid waste must be disposed of in containers that are placed on higher ground, which will be emptied regularly.

Comment [14A9]: Adapt to the organization's needs and appropriate legislation.

[Job title] must organize, train, and adequately equip services of security, protection and maintenance, sanitary, health and other relevant services for response in such situations.

3.4. Measures for human health protection

Measures that are necessary in order to protect human health are as follows:

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- All workers must be provided with personal protection equipment, which must be kept in good condition;
- Workers who work with waste must be trained specifically for the job, and knowledge testing should be made at least once in six months;
- Use posters and labels to remind employees about the need for protection;
- Personnel who handle and maintain the installation must be professionally trained for the job;
- Organization must have attestations relating to installed equipment and instructions for operation and maintenance;
- Follow the instructions for safe operation of equipment;
- Maintain all the necessary hygiene standards.

Comment [14A10]: Adapt to the organization.

3.5. Responsible persons training

For each of the employees who will be engaged in any segment of the waste management system, it is necessary to provide adequate training and working conditions. The training should include an introduction to:

- basic procedures for waste management in [organization name];
- human and environmental risks;
- measures of precaution in waste management;
- Responsibilities of [organization name] to the authorities.

Comment [14A11]: Adapt to the organization.

In the process of implementing a waste management system in [name of organization], the training should be conducted by professionals who have worked on the creation of the waste management plan.

4. Managing records kept on the basis of this document

Record name	Code	Storage		Responsibility
		Retention time	Location	
Deployed Waste Report	PR.08.1	2 years	[office of Management Representative]	[job title]

Comment [14A12]: If the record is in electronic form, write the name of the folder on Management Representative's computer.

Only [job title] can grant other employees the right to access records.

5. Appendix

- Appendix 1 – Deployed Waste Report

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