

[Organization logo]

[Organization name]

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

## GUIDELINE FOR WASTE MANAGEMENT

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

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## Change history

Date	Version	Created by	Change description
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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 14001:2015 standard, clause 8.1
- Environmental Manual
- Environmental Policy
- Procedure for Identification and Evaluation of Environmental Aspects
- Procedure for Operational Control and Significant Environmental Aspects
- Procedure for Preparedness and Emergency Response
- List of Interested Parties, 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.
- 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.

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

- [Guideline for Wastewater & Sewage Management]
- [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]

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

**Commented [14A4]:** Adapt to organization's need; delete inappropriate guidelines and/or add necessary 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
- [Redacted]
- Waste classification
- Deployment at the place of generation
- Marking and labeling of waste
- Recording of waste

- [Redacted]
- [Redacted]
- [Redacted]

**Commented [14A5]:** Delete if it's not applicable.

### 3.2. Nonhazardous waste management

[Job title] is responsible for sorting and classification of nonhazardous waste at the place of generation. Separated nonhazardous waste is temporarily stored by [job title] in the place within [organization name] in the area that is intended for that purpose, foreseen for warehousing and properly labeled.

[Redacted]

[Job title] is responsible to prevent deployment (to landfills) and burning of waste that can be used again, except that which is economically reasonable and does not endanger human health and the environment.

**Commented [14A6]:** [Redacted]

### 3.3. Hazardous waste management

#### 3.3.1. Sorting on the place of generation

[Organization name]

[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

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

### 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

### 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:

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

- Warning: HAZARDOUS WASTE
- Identification of the waste (name, origin, quantity, etc.)
- Hazardous properties of the waste (corrosive, toxic, etc.)

### 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

- Must be secured and with limited access;
- Must be clearly marked and labeled;
- Must be clearly marked and labeled;

[Organization name]

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

**Commented [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;
- 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;
- 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;
- 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;
- 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.

**Commented [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:

[Organization name]

- All workers must be provided with personal protection equipment, which must be kept in good condition;
- 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;

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### 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;

Commented [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.08.13	2 years	[office of [job title]]	[job title]

Commented [14A12]: If the record is in electronic form, write the name of the folder on [job title]'s computer.

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