

[Organization logo]

[Organization name]

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

## GUIDELINE FOR ELECTRONIC WASTE MANAGEMENT

**Commented [14A2]:** This guideline does not apply to authorized organizations that are in the business of collecting, storing and treatment of electronic waste.

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Created by:	
Approved by:	
Date of version:	
Signature:	

**Commented [14A3]:** Adapt to the existing practice in organization.

### Distribution list

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## Change history

Date	Version	Created by	Description of change
	0.1	14001Academy	Basic document outline

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## 1. Purpose, scope and users

The purpose of this document is to define the process of classification at the site, temporary warehousing, and deployment of electronic and electric waste.

This document applies to all activities and processes of [organization name] where electronic and electric wastes are created.

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

**Commented [14A5]:** This guidelines does not apply to authorized organizations that are in the business of collecting, storing and treatment of electronic waste.

## 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 of Significant Environmental Aspects
- List of Interested Parties, Legal and Other Requirements

## 3. Electronic waste management

Electric and electronic waste (so-called e-waste) is waste emerging from electronic and electrical equipment, including circuit boards and components, resulting from production and/or service activities (industry, commerce, etc.).

### 3.1. Classification of e-waste on the place of origin

Employees who develop e-waste are obliged to notify [job title], who classifies it into one of the following categories:

- **Big household appliances** – Refrigerators, freezers, refrigeration showcases, washing machines, dishwashers, clothes dryers, electric ovens, microwaves, heaters, electric radiators, ventilators, air conditioners, boilers...
- **IT and telecommunication equipment** – PC, PDA devices, laptops, printers, copy machines, calculators, telefaxes, telephones, cell phones, answering machines...
- **Electric and electronic power tools** – Drills, saws, equipment for grinding, sanding, polishing, scraping, cutting, dowelling, welding, soldering...

[organization name]

- **Medical devices** – Radiotherapy equipment, cardiological devices, equipment for dialysis, pulmonary ventilators, diagnostic laboratory equipment, equipment for analysis, cooling, testing...
- **Parts of electric equipment and waste liquids** – toners, cartridges, inks, spare and broken parts...

### 3.2. Temporary warehousing of electronic waste

[job title] ensures that electronic waste is temporarily warehoused in an appropriate container, and that the following occur:

- Prevent deployment of electronic waste to landfill
- Temporary disposal does not exceed time limit of 12 months
- Prevent dismantling and release of liquids and gases
- Clearly label the container with "Hazardous electronic waste"
- Prevent access to unauthorized personnel

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Commented [14A7]: Adapt to legal requirements.

Commented [14A8]: If necessary, apply labels according to appropriate laws.

The temporary warehouse must meet the following conditions:

- Stable surface resistant to aggressive chemicals and impervious to spills with equipment for collecting spills and degreasing
- Adequately labeled, isolated, and with controlled access

### 3.3. Electronic waste deployment

[Job title] is responsible to deploy electronic waste to the organization authorized for electronic waste collecting and creating adequate documentation (Deployed Waste Report).

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## 4. Managing records kept on the basis of this document

Record name	Code	Storage	Responsibility
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[organization name]

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		Retention time	Location	
Deployed Waste Report	PR.08.13	2 years	[office of [job title]]	[job title]

**Commented [14A11]:** 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.