



ENVIRONMENTAL PROCEDURE

HOUSEKEEPING AND WASTE MANAGEMENT

EP07

APPROVALS



Date: _____

Quality & Environmental Manager, Management Representative

Rev	Revision Date	Description of Change	Originator
2	11/01/17	Significantly updated to include new ISO 14001:2015 standard requirements	
3	22/08/19	Included production cleaning schedule and responsibilities of Production Manager	
4	19/11/20	Updated Env Manager with QHSE Manager	

This procedure outlines our waste obligations and sets out recommendations for good housekeeping, correct handling, storage and disposal for waste. Controls have been identified to ensure waste hierarchy has been adopted – This rank waste management options according to what is best for the environment.

1. Documentation

EP05 Competency, Awareness and Training

EP05 01 Training Needs Analysis

EP07 01 Materials Handling Register

EP15 Suppliers and Contractors Assessment

Production Cleaning schedule

Waste Management Notices, Signs & Posters

Waste Transfer Notes (to be kept for a minimum of 2 years)

Hazardous Waste Consignment Notes (to be kept for a minimum of 3 years)

Trade Effluent Consents

Quarterly returns

Packaging returns

2. Responsibilities

1. The QHSE Manager is responsible for the waste segregation and recycling systems and shall inform relevant personnel of any changes to the system
2. Appropriate waste segregation and recycling training is carried out with the relevant personnel
3. Posters, recycling boards, notices and labelled bins inform personnel what type of waste can be disposed of in what type of bin.
4. The QHSE Manager is responsible for hazardous waste on site and their ultimate disposal.
5. The Production Manager is responsible for managing the Production cleaning schedule

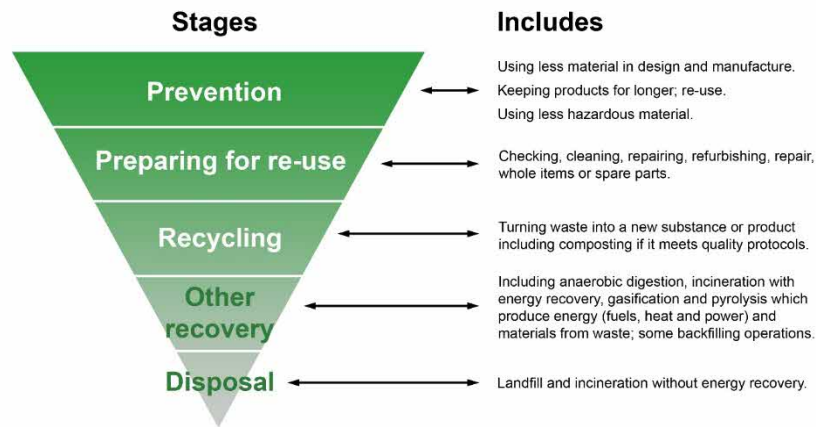
3. Housekeeping

Help to maintain a pleasant working environmental for you, your colleagues and visitors by keeping your area tidy and in order. Your rubbish is to be segregated as detailed in EP07 01 Material Handling Register in addition to notices and signs around the offices, production, corridors and washroom areas. The Production Cleaning Schedule is displayed on the production notice board.

4. Waste Reduction

When considering means of reducing waste, adopt the "waste hierarchy" concept. It gives top priority to preventing waste in the first place. When waste is created, it gives priority to preparing it for re-use, then recycling, then recovery, and last of all disposal (e.g. landfill).

The Waste Hierarchy



Wherever practicable, separate materials for recycling. Refer to the EP07 01 Materials Handling Register to determine waste types and current methods of disposal.

5. Handling, Storage & Disposal

A Duty of Care and Waste Management Regulations are imposed on waste producers and handlers.

- All waste to be handled by competent persons including waste carriers. For more details refer to EP05 01 Training Needs Analysis
- Waste onsite must be properly stored and secure with the contents of the containers fully described
- Before employing the services of a waste carrier, their waste carriers licence certificate must be checked on <https://environment.data.gov.uk/public-register/view/search-waste-carriers-brokers> and recorded in EP07 01 Material Handling Register. An alert system on this register turns the cell green if the carrier's licence has less than one month until expiry. Out of date licences turn red.
- All waste taken offsite is to have a completed (annual) waste transfer note (WTN). Refer to EP02 01 Compliance Obligations for specific requirements
- All waste material is to be monitored where possible and consolidated with the quarterly returns in addition to performance evaluation of waste objectives

6. Hazardous Waste

Hazardous waste which consists of but is not restricted to oil, aerosols, inks, paints, solvents (including expired lots), biocides, chemicals, condensate, used spill kits, oil, fluorescent tubes, forklift trucks used distilled water) and contaminated sand and rags, should be appropriately contained, clearly labelled and held in bunded areas awaiting disposal via a specialist waste contractor using the relevant Hazardous Waste Consignment notes.

7. Packaging Waste

Waste packaging quantities must be monitored and data submitted to a packing waste obligations compliance scheme, Valpak - Every February data is submitted in accordance with the schemes requirements.

8. Trade Effluent

Severn Trent authorise our trade effluent with specific conditions that must be adhered too. Refer to

EP02 01 Compliance Obligations for details of what the consent entails and to EP12 Preventative Pollution for information on maintaining the consent conditions.