



Yara Management System

Document type:

Procedure

Valid for organisation:

Sluiskil

Valid for location/facility:

Milieu

(HAE-025895) AGREEMENTS REGARDING WASTE

Note:

- Year plan 2020 appended

1. LAWS AND REGULATIONS WITH REGARD TO WASTE MATERIALS

1.1. Policy

With respect to waste materials, the government prescribes a number of treatment options in descending order of preference:

1. Prevention
2. Recycling
3. Useful application
4. Incineration with extraction of energy
5. Storage

Recycling is also encouraged by financial measures.

As aids to realising the policy, a number of matters are regulated by law.

The waste management policy in the Netherlands is laid down in the National Waste Management Plan (Dutch abbreviation: LAP).

1.2. Legal requirements

- **Duty of separation**, as laid down in the provincial environment regulation, specifies in fact that Yara Sluiskil has a duty to separate paper from other industrial waste.
- **Prohibitions on dumping** hazardous, recyclable and combustible waste.
- **Disposal** of waste materials may only be done **to accredited processors** (who possess a licence) or collectors.
- Transported waste must be accompanied by a **manifest**. See tab 4 for further explanation.
- **Transport** of hazardous waste materials
 - ✓ within the Netherlands must be reported in accordance with the Decree on the reporting of industrial waste materials and hazardous waste.
 - ✓ outside the Netherlands, the European Regulation on Shipments of Waste applies, whereby this must be reported via a notification form. This notification must be provided by the HESQ department.
- A **record** must be kept of the waste that is disposed of. See tab 6 for more information. Invoices from collectors must be kept for at least five years.
- RUD Zeeland is the keeper of the record.

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2. TYPES OF WASTE

Waste materials (hazardous) are defined in the European List of Waste (LoW).

There are two main criteria for deeming a substance to be hazardous:

- A. The process whereby the substance is released.
- B. The levels of contaminating substances present in the substance.

The following hazardous waste materials are frequently encountered at Yara Sluiskil:

Waste type	Notes
Waste oil	Lubricating oil only. Oils for cutting and drilling are not hazardous waste.
Contaminated soil	See assessment criteria in HAE-025036 paragraph on soil
Catalysts *	If the following contents are exceeded in mg/kg: Cr > 5000, Cu > 5000, Ni > 5000, Mo > 5000, Zn > 20,000. <u>Note:</u> Catalysts are usually metallic compounds that appear on the 'Green List' (see Chapter 4). Only the substance is regarded as hazardous waste.
Laboratory waste	See waste chemicals list see HAE-025256
Medical waste	Only waste where there is a danger of infection (injection needles, etc.)

In addition to hazardous waste, Dolomite lime is also released, which is used as a soil improver. The waste coordinator is responsible for coordinating disposal and keeping the records.

Every year, the waste coordinator informs the HESQ department of the total quantity of waste disposed of

3. WASTE COLLECTION SYSTEM AT YARA SLUISKIL

Yara provides separate collection systems for numerous types of waste.

In broad terms, it covers the following groups:

- Recyclable substances.
- Combustible substances.
- Landfill waste.

***For the sake of the environment and the costs:
Respect this separate collection of waste as much as possible!***

All storage systems must be in a good state (packaging/container/IBC) and should be positioned where vehicles cannot collide with them. IBCs should be clearly marked (number/department/content) and be placed over a drip tray (in a dry place if possible).

Any damaged/broken containers and/or IBCs should be reported to the waste coordinator, who will see to it that the relevant container and/or IBC is replaced.

3.1 Common waste materials

Collection systems are provided for the disposal of common waste materials, as indicated in the overview below (see 3.1.1). The places for these various collection systems are shown in Drawing No. HAS 04040



Here follows an overview of the available waste bins and/or wheeled containers for the collection of separable waste from offices and departments

paper and cardboard	blue	paper baskets of mini wheeled container of 120/240 litres flame-extinguishing waste paper bin for public areas or places where smoking is permitted.
residual waste (domestic waste)	grey/ Blue	240 L
other separated waste	black	60-litre waste containers with marking for waste type (see minor chemical waste)
Oil-containing waste	red	120/240 L wheeled container
Oil-containing waste	red	240L wheeled container for oil filters only

All waste notified by (or on behalf of) a department must always be furnished, at a minimum, with clear labelling showing the content, -and the necessary hazard sticker(s).

Notification forms and forms for container activities:



The coordination of the collection and disposal of the various waste materials is provided by the waste collector. The first point of contact for this is the waste collector's coordinator, Cor van der Weele, mobile number 06 53291899 (Cor or his deputy), email cvanderweele@mourik.com

The periodic collection of various waste streams is done according to a defined annual schedule



Outside of these hours and/or in the event of an emergency, waste can be disposed of after it has been notified to the contact person (see above).

Drums/containers with liquid waste (oil) must only be deposited (always upright – never on their side!) to the left of the gate on the pallets over the liquid-proof floor.

Leave these pallets in place.

Labelling is mandatory.

For bulk deliveries, contact the persons named above

3.1.1. Overview of collection systems for common waste materials

Waste type	Provisions / Location	Emptying / disposal Collection System	Person responsible
Paper	Paper basket/bin or wheeled container blue per office or group of offices. Blue 1,000 L wheeled container(s) per building.	Empty basket, bin or mini wheeled container into blue 1,000 L wheeled containers Periodically emptied by collector.	Department FAC FAC
Confidential Paper	Shredder or extra special container	Collected on request for shredding or in extra container	
Domestic waste residual waste	Grey container per office, fitted with plastic bag. Grey 120/240 L wheeled containers in department Grey 1,000 L wheeled container(s) per building	Emptied by cleaning company Emptied by departments into 1,000 L wheeled containers Periodically emptied by collector.	FAC Department FAC
Lab waste	See HAE-025256	periodic direct disposal with 'chemocar' or temporary disposal in PGS container next to lab See HAE-025256	HESQ
Oil-containing waste	Marked 120/240 L black wheeled containers (with red lid) in departments. Only for oil-containing waste!	Periodically emptied by collector (or at request of departments)	FAC
Oil-containing waste for oil filters	Labelled 200 L black wheeled containers (with red lid) in departments. Only for oil-containing filters	Periodically emptied by collector (or at request of departments)	FAC
Minor hazardous waste (batteries, aerosol canisters, empty mastic tubes, filter cartridges blasting grit)	Labelled, black marked, plastic containers in departments.	Periodically emptied and directly disposed of by collector	HESQ
Asbestos-containing waste	Use specially marked plastic bags (available via HESQ) or waste collector.	Collected on request by the FAC service or HESQ. Collected at waste materials depot. Disposed of at dump in accordance with procedure.	FAC HESQ
Waste oil	Labelled IBC containers for various types (drilling/cutting oil, lubricating oil) Furnished with a brown sign with number, department and content, available via waste coordinator	Switched by the department and collected at waste materials depot Disposal to processor is notified by HESQ at request of waste coordinator	Department HESQ

Metals	Labelled containers for various types on container park and/or at the departments.	Periodically collected by collector.	FAC
Glass	Wheeled container at central laboratory and canteen (white and coloured).	Periodically collected by collector.	HESQ
Pallets Rubble Rubber Insulation contaminated insulation	An assembly area behind nitric acid 7 at site of gas receiving station 3 (end of street C) Only stack usable pallets	Disposal to processor on request	Waste coordinator
Clean wood	Container in street B at location of fire brigade garage Waste is deposited by the departments themselves.	Painted wood, chipboard and hardwood are not accepted as recyclable; this is contaminated wood (see below). Periodically collected by collector.	FAC
Contaminated wood	Container in street B at location of fire brigade garage Waste is deposited by the departments themselves.	Painted wood, chipboard and hardwood. Periodically collected by collector.	FAC
Cables (electric)	Container in street B at location of fire brigade garage Waste is deposited by the departments themselves.	Periodically collected by collector.	FAC
Batteries	Collection container at waste materials depot Collection container at Amop 1	Periodically collected by collector	FAC
Fluorescent light tubes	HTL box for fluorescent lights (between oxygen hall and regulating air turbo hall) HTL box on contractor park at Cofely	Periodically collected by collector	FAC
White and brown goods	On replacement, hand in to warehouse for return to supplier	Only take to waste material depot in event of final disposal. Do not throw in industrial waste or scrap containers!	FAC
VDUs and computer equipment	Closed container at back of building 06 (IT)	Collected on request by collector.	FAC
Medical waste	In special boxes	Disposed of on request to waste materials depot Periodically collected by collector.	HESQ
Ink cartridges, toner containers, ribbons and cartridges	Return in original packaging (or plastic bag) to warehouse.	Centrally collected in the warehouse Disposal to supplier / processor	Supply Management

3.2 Uncommon waste materials

For the removal of uncommon waste materials, one should contact the HESQ department to find out which rules are applicable to the disposal; Tel. 981 or 06 220 869 14. See also Chapter 4

3.2.1 Overview of collection systems for uncommon waste materials

	WASTE MATERIALS	Action	Person responsible
1	Uncommon waste materials including minor hazardous waste	Request via notification form (see above)	All
2	Catalysts	contact HESQ (for registration)	Department
3	Waste from cleaning	disposal / processing explained in Tab 5	Department
4	Contaminated soil/drain sludge	dispose of legally in consultation with environment supervisor. See tab 4	HESQ

4. RULES/FORMALITIES REGARDING TRANSPORT

In order to maintain supervision of the handling and transport of waste materials, the government prescribes the use of a number of forms:

4.1 Description form

This form should be completed before the first consignment of a (hazardous) waste material is disposed of to a specific processor. The processor uses the description form to assign a waste stream number. If waste is disposed of to a different processor, a new description form therefore has to be completed, and one receives a new waste stream number.

4.2 Manifest

This form must accompany certain consignments; it describes the load.

The form can be completed by either the disposer or the processor; good agreements and supervision are essential.

4.3 Export exemption

For the transport of certain waste consignments outside the Province, an export exemption from the Zeeland Province must be applied for. An exemption does not have to be applied for in the case of (among other things) *Green List waste**.

For orange and red list waste consignments to be transported abroad, permission must be acquired from the Living Environment and Transport Inspectorate in accordance with the prevailing procedures of the European Regulation on Shipments of Waste (ERSW) and other directives. These can be found on the ERSW website regarding cross-border transport.

Invoice

In some cases, an invoice from the collector is adequate proof of the handover of waste materials.

Registration: see Chapter 6

The following table indicates which formalities must be completed, and by whom, for a number of 'common' waste materials. The departments' roles in the collection and disposal process is described in Tab 3

Waste type	Disposal system	Formalities	Person responsible
Paper	Picked up by collector.	No forms. Retain invoices for 5 years.	FAC
Industrial waste (in grey wheeled containers)	Picked up by collector.	No forms. Retain invoices with waste stream number for 5 years.	FAC
Other industrial waste (rubble, conveyor belts,	Disposal to dump	Description form before initial consignment.	FAC

filter cloths / cartridges, vee-belts)		Manifest with every consignment. Retain invoices for 3 years.	
Lab waste, minor hazardous waste Oil-containing waste Waste oil Blasting grit VDUs + electronic waste Fluorescent light tubes Medical waste	Disposal to processor.	Description form before initial consignment. Manifest with every consignment. Retain invoices for 3 years.	HESQ
Metals	Picked up by collector.	Manifest with every consignment. Retain invoices for 5 years.	FAC
Asbestos(-containing) waste	in special, double-walled, plastic asbestos bags + notify in advance.	Description form before initial consignment. Prior notification to waste disposal site. Manifest with every consignment. Retain forms for 3 years.	HESQ
Contaminated soil	Disposal to accredited processor in consultation with external agency	Description form before initial consignment. Prior notification to processor (waste disposal site). Manifest with every consignment. Retain invoices for 3 years.	HESQ

** Green List waste materials:*

These are waste materials that the EU Commission has assigned to the 'Green List' of waste. These waste materials are – after treatment, if necessary – fully recycled or usefully applied. Examples:

- paper and cardboard
- plastic and rubber (including vehicle tyres)
- glass (except for coated glass from fluorescent tubes and VDUs)
- wood (except for treated / preserved wood)
- ferrous and non-ferrous metals
- textiles and leather (except for leather sludge)
- rubble
- rock wool, graphite waste and ceramic waste
- dry toners and toner cartridges
- waste materials from the food and tobacco industries, together with oils and fats.
- AVI gypsum and fly ash from coal dust

5. EXTERNAL PROCESSING - WASTE DERIVED FROM CLEANING

Activity	Person responsible
Establish need for cleaning (if oil is involved, it is best to call in Wubben. In the event of an emergency, it is possible to call in Mourik for this).	PROCO
Order vacuum truck (with accessories) from Wubben or Mourik. See HAE-026178	Maintenance service - WTB
Consult with processor (Wubben or Mourik) regarding the disposal of waste and its processing.	Wubben / Mourik

Sign as disposer.	Maintenance service - WTB
Final check on disposal	Maintenance service - WTB
Archive documents in connection with disposal of waste materials. See HAE-025898 .	HESQ

Wubben Oliebewerking B.V., Oostelijke Havendijk 13 / A, 4704 AD ROOSENDAAL
 Tel. 0165 - 555 888 Fax 0165 - 568 859

6. REGISTRATION

6.1. Registration of common and hazardous waste

Action	Frequency	Person responsible
The management of the collection and disposal of (minor) hazardous waste (MHW) is delegated to the collector.		HESQ
The collector provides an overview of the activities carried out and the waste collected. Drawing up of annual summaries based on archives and overviews from processors	Monthly Annually	HESQ
Retention of documents relating to disposal - waste stream number - manifest - invoices		HESQ HESQ YARA

6.2. Registration of common waste (paper, industrial waste, Dolomite lime, etc.)

Action	Frequency	Person responsible
The collector provides an overview of the activities carried out and the waste collected.	Monthly	Facility services
Retention of documents relating to common waste materials: - internal/external disposal slips - weekly overviews - quarterly overviews		Facility services
Checking of invoices		Accenture Prague