

## 2.14 WASTE MANAGEMENT PROCEDURES

<i>Frequency</i>	Incidentally
<i>Revision/ Date</i>	Rev.4.01 / July 2, 2018
<i>Purpose</i>	This procedure outlines the requirements to ensure that all disposal of waste materials carried out by MSP CAT is conducted in a controlled manner to comply with current waste disposal legislation and keep our commitment of MSP CAT Environmental Policy.
<i>Form(s)</i>	<ul style="list-style-type: none"> <li>• Exhibit 2.14.1: Waste Management Form</li> <li>• Exhibit 1.3.2: Environmental Policy</li> </ul>
<i>Flow Charts/ Procedure</i>	<p><b><u>Scope:</u></b> The scope of this procedure covers the management of all waste activities undertaken by MSP CAT.</p> <p><b><u>RESPONSIBILITIES</u></b></p> <p><b><u>Head of Department:</u></b> It is the responsibility of head of department to ensure that all personnel carrying out any disposal of materials and have access to detailed instructions to enable waste disposal work to be completed in a controlled manner and with the relevant waste disposal law.</p> <p><b><u>Administration:</u></b> It is the responsibility of the Administration department to receive and store all waste transfer notes in an orderly manner. The Admin department will arrange for any ad hoc waste collections.</p> <p><b><u>Workshop Manager:</u></b> It is the responsibility of the workshop manager to ensure that waste segregation and disposal is conducted in a safe and efficient manner. The workshop manager or assistant manager will ensure that workshop personnel transfer workshop waste to the appropriate communal waste disposal container on a regular basis.</p> <p><b><u>HSE Department:</u></b> It is the responsibility of the HSE Department to record and analyse the information received from filled waste management forms of all department.</p> <p><b><u>PROCEDURE</u></b></p> <ul style="list-style-type: none"> <li>• MSP CAT will manage, control, minimize and recycle waste in accordance with all relevant legislation and best industry practices. In addition, all products used will be assessed to ensure the best health, safety, environmental and technical performance possible.</li> <li>• The steps taken to minimize waste include; the control of inventory stock levels, sale or return agreements with suppliers and using the first in first out principle of chemical usage.</li> <li>• Materials designated as waste will be segregated and disposed of at the labelled disposal points.</li> <li>• For liquid substances in barrels, buckets, etc, the labelling facility in the central stores will be used to produce a label to identify the substance and mark it as "WASTES".</li> <li>• All chemical wastes will be identified as hazardous or non-</li> </ul>

hazardous. The labelling facility in the stores will be used to produce a label to identify the substance and mark it as "WASTEs".

- Waste produced by MSP CAT is managed as follows in bulk wastes.

### **Bulk Wastes**

#### a) **Hazardous Waste**

Hazardous waste will be disposed of to a site that is licensed to handle the type of waste identified. Some hazardous wastes can be safely recycled. Recycling is an excellent way to manage hazardous waste if it can be done legitimately because recycling can avoid environmental hazards and protect natural resources.

#### b) **Non-hazardous Waste**

Material Safety Data Sheets (MSDS) for all the disposed of chemicals will be provided to the waste disposal contractor (when it is available), with all paperwork required.

### **Liquid Wastes in Drums**

- a) The person carried out this task shall be understood what kind of liquids and what are the hazards of this liquids by reading Material Safety Data Sheet.
- b) All liquids in drums will be disposed of authorized person according to their appropriate hazardous/non-hazardous waste classifications.
- c) This will be implemented with full documentation as required.

**Note:** This procedure also applies to empty drums containing residues that are not being recycled.

### **Recycling of Empty Drums**

- a) Recycle empty drums by reusing internally or sell to third party. Drums that cannot be recycled will be disposed of as waste.
- b) Metal drums will be recycled by a 'drum disposal contractor'.

It is MSP CAT's environment policy to minimize the use of plastic drums and where required recycle the drums whenever possible by return to supplier by prior arrangement.

### **Wastes that have not been identified or classified**

Any wastes that cannot be identified or classified will be segregated and the relevant Manager contacted. If further clarification is required Assistant HSE Manager should be contacted for guidance.

**Pallets**

Pallets are to be re-used whenever possible. If pallets are classified as unfit for re-use, they are disposed as of wastes.

**Paper Sacks/Plastic Sacks/Shrink Wrap**

All paper sacks, plastic sacks and shrink wrap are to be disposed via YCDC where re-cycling is not possible.

**Paper**

To improve the use or consumption of paper, an office e-mail system is used to prevent the excessive copying and where possible all procedures, forms and company data sheets are provided electronically. All offices should have re-cycle waste paper bins for the collection and recycling of scrap paper.

**Packaging**

Used packaging plastic shall be disposed to YCDC. Encourage to use less packaging plastic (Shrink wrap). Use cardboard to pack the goods if possible.

**Consumables, Electrical, Computer equipment etc.**

Ribbons and printer cartridges are recycled if possible. If there is an option to refill ink cartridges then this should be discussed with the supplier at time of purchase. All electrical and computer equipment is managed via our approved suppliers.

**Waste Management Folder**

- a) A Waste Management Folder has to be established and is maintained by HSE department.  
The folder is used to analyse and to ensure measure costs and volumes associated with MSP CAT's waste management is controlled correctly.
- b) Key areas measured are:
  - Date of disposed the wastes
  - What are the waste materials
  - How many waste we had in a month
  - How our organization manage the wastes
  - Type of documents associated with Waste Management
  - Waste Transfer Notes

This Waste Folder is used as a key tool for the setting of Annual targets for MSP CAT's Waste Management Programme.

	<p><b><u>Industrial &amp; vehicle batteries</u></b></p> <p>Recycle the batteries of vehicle by interchanging with new batteries or other appropriate ways. If not possible to recycle, dispose as waste to YCDC.</p>
<i>Review/Approval</i>	CHAIRMAN & CEO

<i>Records and record retention</i>	The table hereafter lists a minimum set of "Waste Management Procedure" records that shall be kept at various MSP CAT locations:			
	Location	Records to be kept	Indicative periods of recording	Indicative record of retention periods
	All	Waste Management Form	Monthly	3 Years
<i>Distribution</i>	All			

<b>Author:</b>	<b>CHAIRMAN &amp; CEO Approval</b>
	