

# **HSE OP06-G08**

## **Waste Management Guideline**

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### **1.0 Introduction**

The purpose of this Guideline is to detail management processes for waste generated by operating entity activities and facilities.

#### **1.1 Lessons Learnt**

Operating entities have reduced the amount of packaging waste that they have had to dispose of by working with their main equipment suppliers to identify what packaging is not necessary for their equipment deliveries (e.g. plastic wrapping) and then getting this packaging process removed before delivery.

Operating entities have entered into contracts with their main oil supplier, this requires that the supplier is responsible for collecting empty oil barrels from their facility when they deliver new oil barrels. These oil barrels can then be reused and reduces disposal costs of the barrels.

### **2.0 Risks to be Addressed**

Waste, if not managed appropriately, can become a hazard to human health and the environment. Hazardous wastes that pose the greatest risks need to be managed accordingly. This includes the proper and legal disposal with the least impact on local communities.

Most countries have numerous legal requirements regarding waste and it is important that operating entities conform to these requirements or face prosecution and fines.

### **3.0 Actions to Take**

#### **3.1 Waste Hierarchy**

The Waste Hierarchy shown in Figure 1 shows the treatment options from most preferred to least preferred.

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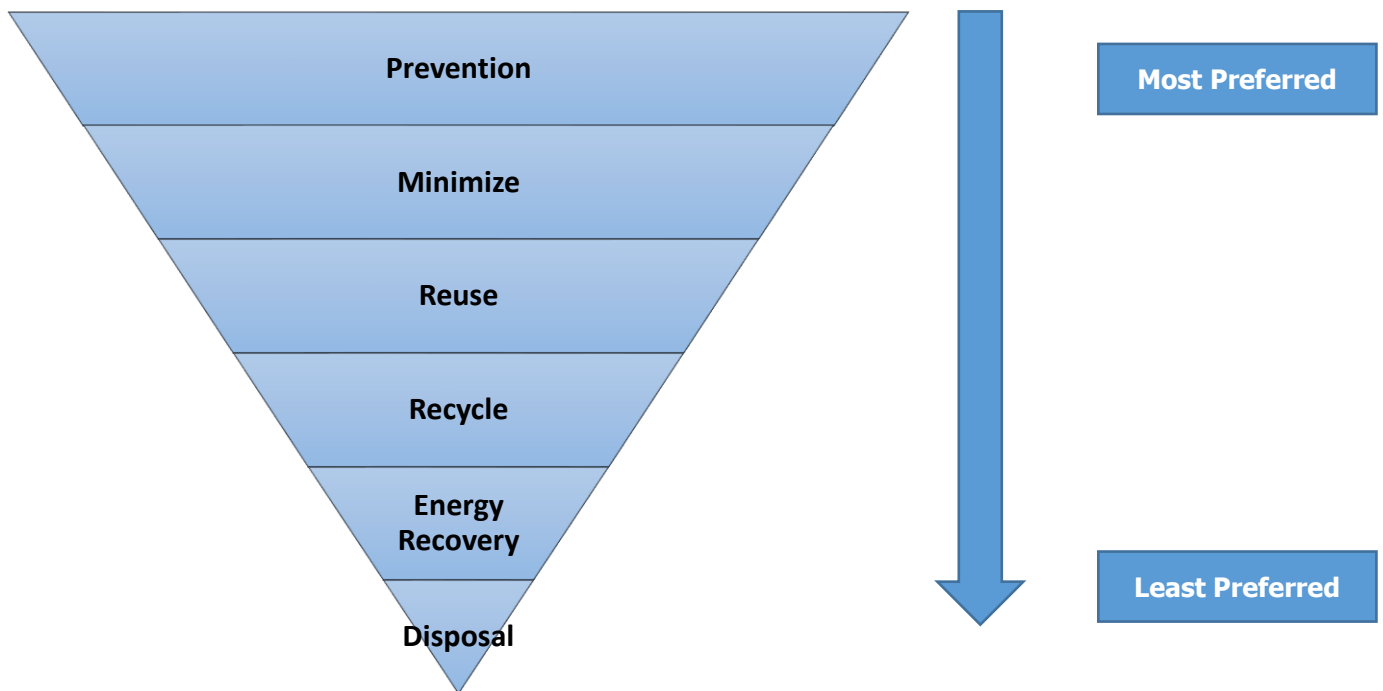


Figure 1 – Waste Hierarchy

METHOD	SCOPE
<b>Prevention and Minimisation</b>	The best options for dealing with waste is prevention or minimization e.g. not generating waste in the first place. Processes that generate waste should be reviewed to identify if the waste generation can be removed. As well as having an environmental benefit, not generating waste should have an associated cost saving benefit.
<b>Reuse and Recycle</b>	Reuse means any operation by which products or components that are waste are used again for the same purpose for which they were conceived. Recycling means any recovery operation by which waste materials are reprocessed into products, materials or substances whether for the original or other purposes. As per <i>HSE PE01-TOOL01 Group HSE Reporting Definitions</i> waste that is reuse and recycled is classified as Reclaimed Waste.
<b>Energy Recovery and Disposal</b>	If none of the preferred waste management options can be used, then waste should either be sent to an energy recovery facility (e.g. incinerator) or as a last resort a disposal site (e.g. landfill). Operating Entities need to ensure that any energy recovery facilities or disposal sites are compliant with national legislation and are permitted to receive waste.

ADDITIONAL CONSIDERATIONS	SCOPE
<b>Basel Convention</b>	Operating Entities need to adhere to the principles of the Basel Convention and not transfer hazardous waste between countries. Operating Entities should not transfer waste to less developed countries, as they may have less stringent waste regulations or developed waste infrastructure.

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ADDITIONAL CONSIDERATIONS	SCOPE
<b>Single-use Plastic and Marine Litter</b>	<p>Single-use plastic can have a significant environmental impact if not managed appropriately as it can take thousand of years to degrade. Operating Entities should identify what single-use plastic waste they generate and identify if a more preferred method from the waste hierarchy can be applied.</p> <p>Operating Entities should not use single use plastic in its facilities if there is a feasible alternative that brings an environmental benefit. An example of reducing single use plastic waste is removing plastic water cups by providing staff with a reusable water bottle, this can also have a long-term cost reduction.</p> <p>Operating Entities should ensure that none of their waste streams are entering the marine environment. Any waste storage facilities next to the marine environment (e.g. quayside at a Port) should be covered to ensure that waste does not escape.</p>
<b>Training and Waste Responsibility</b>	<p>Operating Entities should give staff training on how to appropriately manage the waste generated by their activities. The training will cover how to segregate the waste and cross-contamination does not occur.</p> <p>Operating Entities should have a person (or persons / panel, steering committee, as appropriate to the size of the facility) who is responsible for managing waste control procedures and identifying if there are opportunities to improve waste management.</p>

### 3.2 Waste Storage and Segregation of Waste

Waste storage areas should be:

- On hard standing
- Kept tidy and free of litter to minimise the risk of incidents
- Clearly signed and labelled (including a description of the types of waste that can be stored), demarcated and secure. For external waste storage areas containing hazardous wastes, then access should be restricted e.g. fenced
- In areas where spillage of waste is not going to easily pollute a watercourse (e.g. over surface drains) or the underlying ground
- Emptied regularly to ensure that unsafe levels of waste don't build up
- Regularly inspected to ensure they are in good condition; waste storage is appropriate and there are no leaks etc
- Roofed where possible to prevent exposure to rain, wind and sun
- Designed so waste is stored in a manner that prevents the contact between incompatible wastes and allows for inspection between containers to identify leaks or spills

Waste receptacles should be:

- Clearly labelled to identify the type of waste stored in it
- Colour coded if appropriate to help with segregation of waste
- Covered to prevent evaporation and waste blowing out, rain and contaminants from getting in, and to prevent leaks if knocked over
- Designed to ensure adequate ventilation where volatile wastes are stored

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Waste Receptacles should have secondary containment included wherever hazardous liquid waste is stored in volumes greater than 200 litres. The available volume of secondary containment should be at least 110 percent of the largest storage container, or 25 percent of the total storage capacity (whichever is greater), in that specific location

Waste contractors should be informed that wastes have been segregated, so they can dispose of correctly.

### **MEDICAL WASTE**

Medical waste including blood-contaminated materials, should be:

- Separated from other waste streams at the point where it is created and / or stored
- Stored in appropriate receptacles (e.g. used syringes in a medical sharp container)
- Kept in a secure location and where only permitted staff and contractors (e.g. registered disposal contractors) who are trained and authorized to handle medical wastes can access the waste
- Disposed of by a licensed waste contractor

### **SEGREGATION OF WASTE**

Waste should be segregated to:

- Ensure that waste can be disposed of appropriately and as per the waste hierarchy
- Prevent hazardous and general waste streams mixing. Cross-contamination of wastes can cause higher than necessary disposal costs, as often general waste mixed with hazardous waste will all have to be disposed of as hazardous waste.

### **HAZARDOUS WASTE**

Hazardous waste should be segregated by compatible classes.

### **SHIPS WASTE FACILITIES**

Port facilities need to provide adequate means of receiving and managing effluents and wastes to meet the needs of the port and those of visiting ships that the port is designed to service.

Port waste reception facilities need to provide adequate capacity to receive port- and ship-generated wastes, including appropriately sized and located receptacles, and the capacity to deal with seasonal fluctuations. If the Operating Entity is a terminal but not a Port Authority, then it needs to be identified if themselves or the Port Authority needs to provide the ships waste facilities.

## 3.3 Waste Contractors and Documentation

Operating entities should ensure that Waste Contractors have:

- The relevant permits, licences and consent to operate as waste contractors. Operating Entities should keep records of these
- The relevant expertise and experience to act as waste contractors
- The appropriate vehicles and equipment to manage waste, especially for hazardous waste
- Risk assessments and procedures in place to prevent harm to human health and the environment
- Permission to dispose of waste at licenced waste disposal facilities

Contractor waste documentation needs to cover:

- Type of waste
- Quantity of waste
- Dates of collection
- Waste disposal facility that waste will be taken to

For hazardous waste disposal, waste contractors are required to regularly demonstrate that they have taken the waste to a licenced final disposal facility by providing waste documentation of final disposal.

Operating entities should ensure that they retain records of waste documentation.

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### 3.4 Waste Management Register

Waste Management Register should include:

- Type of waste and source
- Department responsible for managing the waste
- Waste contractor dealing with waste
- Disposal method and site

The Waste Management Register should be reviewed at least annually to ensure it is up to date and if waste stream can be removed or disposed of in a preferred method as per the Waste Hierarchy.

### 3.5 Waste Management Businesses

Any operating entities that are operating primarily as waste management business should ensure that they:

- Are legally compliant, for example they have planning permission for any of their facilities and have the appropriate permit, licenses and consents
- Have competent and experienced staff, particularly regarding legal requirements for the operation of waste management businesses
- Are working to the *IFC EHS Guidelines for Waste Management Facilities*

## 4.0 Who is Responsible

POSITION	RESPONSIBILITY
<b>Senior Management</b>	<ul style="list-style-type: none"><li>• Monitor waste management impacts and KPI's for progress</li><li>• Ensure effective waste and resource management are properly managed</li></ul>
<b>Management</b>	<ul style="list-style-type: none"><li>• Ensure waste management control procedures are implemented</li><li>• Provide waste control training for workers</li><li>• Identify opportunities for improving waste management</li></ul>
<b>Supervisors</b>	<ul style="list-style-type: none"><li>• Implement waste management control procedures and brief workers</li></ul>
<b>Workers</b>	<ul style="list-style-type: none"><li>• Work to the waste management control procedures</li></ul>

## 5.0 Available Tools

- IFC EHS Guidelines for Waste Management
- IFC EHS Guidelines for Waste Management Facilities

## 6.0 Document History

DOCUMENT CONTROL		
<b>Document Custodian:</b>	Senior Manager Standards, Systems and Governance	
<b>Document Approver:</b>	Vice President Group HSE	
REVISIONS		
#	DATE	AMENDMENTS
1.0	November 2019	Released for implementation.