

1.0 Purpose

This instruction outlines the practices to be adopted for waste management and to comply with legal and other requirements.

2.0 Scope

This instruction is applicable to all activities and operations at the company that generates wastes and includes the best practice procedures for managing:

- Solid Waste; and
- Chemical Wastes.

Some solid wastes producing from the office activities and the plant include:

General refuse from office activities in both Hong Kong and Shenzhen (e.g. paper wastes, spent toner cartridge, etc.);

General refuse from the plant (e.g. rejected parts and products from processes, etc.)

Canteen wastes (e.g. food wastes, spent tableware and lunch boxes, etc.);

Packaging wastes (e.g. packaging materials for food, paper strips, plastic strips and cartoon box, cardboard and wooden planks, etc.);

Metal waste (e.g. zinc aluminium cutting edges);

Some chemical wastes producing from the plant includes: spent lube oil, lubricants, contaminated zinc aluminium cutting edges, diesel, empty chemical containers, rags and gloves (contain oil) from various processes, etc.

3.0 Procedure

3.1 Classification of Wastes

3.1.1 Production Manager and responsible departments shall prepare Chemical Waste Checklist and approved by EMR.

3.1.2 Chemical Waste Checklist shall include the following:

- Name
- Category number
- Class
- Manufacturing location
- Physical / chemical characteristics
- Monthly average volume produced
- Disposal method
- Packing labelling

3.1.3 Chemical Waste Checklist shall be reviewed at least once a year. When new legal requirements about wastes are updated, Production Manager shall immediate update accordingly.

3.2 Storage and Labelling of Wastes

3.2.1 Storage and labelling of dangerous wastes

- 3.2.1.1 For the containers of dangerous chemicals, use water to clean up the containers and transport them to waste collection area for contractor to handle. The rinsed water shall be directed to waste water drain for disposal.
- 3.2.1.2 Chemical wastes shall be packed with red waste bags or dedicated containers and clearly labelled with the waste name.
- 3.2.1.3 For all the wastes listed inside Chemical Waste Checklist, They are restricted to store at workplaces. They shall be directly transported to waste collection area or collected by appropriate contractors.
- 3.2.1.4 For storage of dangerous wastes at waste collection area, it shall be segregated properly to prevent happening of leakage, fire, explosion, poisoning, heat and lost etc.
- 3.2.1.5 Storage area of dangerous wastes is prohibited from smoking or using any light source that require real burning of fire.

3.2.2 Storage and Labelling of general refuse

- 3.2.2.1 Wastes collection at workplace shall be conducted accordingly to below listed. Clear labelling and category storage description shall be placed at waste collection area. Waste bags and waste containers shall be reused properly.

Papers	White waste bags
General refuses	Black waste bags
Plastics	Blue waste bags
Chemicals and toxic substances	Red waste bags

- 3.2.2.2 The responsible staff of all departments or cleaning staffs shall transport various wastes to waste collection area and place in appropriate area. For other refuse, it shall be collected in rubbish cans.
- 3.2.2.3 Filters or other wastes from cooling tower shall be placed into hazardous collection bins.

3.3 Waste Disposal

- 3.3.1 According to the categories and disposal requirements of wastes, Waste Disposal Checklist shall be prepared by Production Manager and Administration Department and shall be collected by the licensed waste collectors.
- 3.3.2 Contractors for chemical wastes disposal shall have related working permit. Contractors for general refuse disposal shall be assigned by government agency.
- 3.3.3 For the environmental control of the assigned waste disposal contractors, EI-02 Green Procurement shall be followed.
- 3.3.4 For the approved contractors, agreement shall be signed. Detail instructions about waste collection, transportation, disposal etc shall be documented inside the agreement.
- 3.3.5 Administration Department shall document Waste Disposal Monthly Report (EF-EI04-01) monthly and analyse the quantity of wastes in order to reduce waste generation. Waste Disposal Monthly Report shall be kept at least one year.

3.3.6 Disposal procedures applicable to grinding and paint spraying process:

- 3.3.6.1 Staff responsible for grinding process shall clean out the floating dust and dirt on the surface of water baths and dispose of into waste collection bins.
- 3.3.6.2 Spent rags and gloves from grinding and spraying process shall be disposed of in designated hazardous waste bins and store in a designated area for dangerous goods.
- 3.3.6.3 Routinely replace spent paint spraying meshes that contain paint build-up and dispose into designated waste bins.
- 3.3.7 Spent lube oils and hydraulic oil from maintaining air scrubbers and electricity generators shall be collected in waste oil bins and be transported to hazardous waste warehouse for storage.

3.4 Emergency situation

- 3.4.1 When leakage, fire or explosion of stored wastes is found in the plant, the responsible departments shall follow EP-05 Environmental Emergency Preparedness and Response.

4.0 Monitoring and Checking

The responsible departments shall follow EP-06 Environmental Monitoring and Evaluation of Compliance to inspect the waste disposal activities monthly.

5.0 Records

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
Waste Disposal Checklist (Refer to related waste disposal records)	Production Manager	3 years
Chemical Waste Checklist (Refer to related dangerous waste records)	Production Manager	3 years
Workplace Environmental Inspection Report (If find any nonconformity items, EF- EP07-01 can be referred)	Production Manager	3 years
Waste Disposal Monthly Report (EF-EI04-01)	Production Manager	3 years

6.0 Appendix

Appendix 1: Waste Disposal Monthly Report (EF-EI04-01)

