

# Environmental Instruction

## Waste Management

### (EI-03)

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**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 HKGEAC which generates wastes and includes the best practice procedures for managing:

- Solid Waste, including:
  - General refuse from office activities
  - Stationery and office equipment (toner cartridges for printers, copiers, fax machines etc.)
  - Paper wastes
  - Recyclable waste (paper, plastic, aluminum cans, etc.)
  - Fluorescent lamps and batteries
  - Packaging materials (keep bubble wrap, plastic bags, etc. in good conditions for reuse; dispose only when material is deteriorated)
  - Rejected / damaged products (return to suppliers)
- Chemical Wastes, including:
  - Chlorine containing solvents
  - Empty chemical containers

**3.0 Procedure****3.1 Application for permits/licences**

The EMR shall ensure that:

- a chemical waste producer licence is obtained for the company, and that the licence covers all the types of chemical waste produced by the company.

**3.2 Practices for Waste Management****3.2.1 General Waste Management****A. Segregation**

- i. Segregate the following solid wastes for disposal or recycling:
  - Non-recyclable solid wastes (general refuse)
  - Paper wastes (do not place non-recyclable paper including carbon paper, plastic laminated paper, glossy paper and contaminated papers in the recycle paper container)
  - Packaging wastes (plastic, cartons)
  - Wooden pallets for recycling
  - Metal wastes for recycling (e.g. tin, lead, cadmium from soldering)
  - Food waste

- Bulky items (e.g. furniture, machinery)
- ii. Clearly labelled containers must be located for the initial collection of these wastes as near as conveniently possible to the point of generation.
- iii. A designated member of staff (usually cleaning staff / contractor) should be assigned to collect the wastes and transfer them to the bulk waste storage area regularly.

#### B. Storage

The following practices should be followed for the storage of solid wastes:

- i. Segregate chemical waste and general waste in accordance with the allowable waste types listed on the containers.
- ii. Store all waste containers in dedicated storage areas.
- iii. Put lids/covers on all containers stored outside.
- iv. Label all waste containers and waste storage areas.
- v. Store all waste containers on sealed ground to avoid land contamination
- vi. Make sure waste containers are collected when they are full.
- vii. Use containers that are strong enough to protect waste from wind, rain, scavengers and vandals.

The following practices should be avoided for the storage of solid wastes:

- i. The use of rusty, broken or leaky containers for the storage of solid waste
- ii. Allowing waste to lie around that can be blown off site resulting in litter.
- iii. Allow rainwater to enter waste containers where leachate may arise and contaminate surface waters.

#### C. Disposal of Waste

When containers are observed to be full, a designated member of staff should arrange for a collection to be made by the waste disposal contractor.

### 3.2.2 Chemical Wastes

- A. Register with Environmental Protection Department (EPD) as Chemical Waste Producer and apply for a revision if the types of chemical waste to be disposed of change.
- B. Appoint licensed collector(s) (from EPD's list of approved registered chemical waste collectors) to collect and dispose of chemical wastes
- C. Maintain records (trip tickets) of chemical wastes generated / collected.
- D. Adopt alternative working practices / processes to eliminate / reduce / generate less toxic chemical wastes
- E. Adopt storage, handling, transportation and disposal practices in accordance to the EPD publication "*Code of Practice on the Packaging, Labelling and Storage of Chemical Wastes*".
  - Provide appropriate wastes containers for each type of chemical waste generated on site. (Use container with capacity less than 450 litre unless specification approved by EPD.)

- Ensure that containers are in good condition, closed/ sealed.
- Put chemical waste labels with the appropriate information (in Chinese and English) on chemical waste containers
- maintain waste containers upright to minimise spillage/leakage.
- Designate separate storage facilities for incompatible chemical waste, and provide these areas with prominent signage, lock, etc.
- Provide secondary containment (e.g. drip trays or impermeable floor and bunding) and adequate ventilation for storage areas. (Capacity of the secondary containment should be able to accommodate 110% of the volume of the largest container or 20% of the total volume of waste stored, whichever is greatest.)
- Provide storage area with impermeable floor and bunding, and adequate ventilation.

F. Provide storage facilities for vehicle batteries and/or battery acids

#### 4.0 Monitoring and Checking

The EMR shall ensure that:

- waste facilities specified in this EI are provided adequately and operated in satisfactory conditions; and
- waste management practices specified in this EI are followed by staff and contractors.

The Production Manager or his / her delegate shall:

- Check weekly if practices in Section 3.2 are correctly and fully implemented by random visual inspection, and note down the observation in the inspection checklist.
- When nonconformity are identified corrective action measures are defined and implemented in accordance with EP-07 Enquiry / Complaint / Nonconformity Handling.

#### 5.0 Records

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
Lists of chemicals wastes and storage locations (Refer to Production Manager)	Production Manager / EMR	Two previous versions
Information on waste collection company and frequency of collection locations (Refer to individual trip-ticket records and general waste collection records from subcontractor)	Production Manager / EMR	3 years
MSDS for all chemicals and DGs (Refer to Production	Production Manager	3 years

Manager)		
Trip Tickets (Refer to Production Manager)	Production Manager	3 years
Visual Inspection Records (Refer to EF-EP07-01 if found any nonconformity item)	Production Manager / EMR	3 years

**6.0 Appendix**

Nil.