

1. Purpose

To ensure all wastes are controlled properly from the point of generation, storage, and final management and the practices are in compliance with the State and District of legal and other requirements.

2. Scope

This instruction is applicable to the management of the solid wastes in the office activities and the plant and the chemical wastes stored in the individual container located at confined area.

Some solid wastes producing from the office activities (Hong Kong and Shenzhen) and the plant include:

- General refuse from office activities (e.g. paper wastes, and spent toner cartridges, etc.).
- Pantry / canteen waste (e.g. food wastes and lunch boxes).
- Packaging wastes (e.g. packaging materials for food, paper strips, plastic strips and cartoon box, etc.).
- Metal wastes (e.g. used copper, used steel, etc.).

Some chemical wastes producing from the plant include:

- Spent empty chemicals containers, spent lubricant oil, heat transfer oil, solvent, spent tags are generated from general facility maintenance.
- Degreasing agents and NaOH during the degreasing process.
- Spent nickel sulphate, zinc chloride and zinc cyanide during the nickel / acid zinc plating process.
- Spent cyanide salt from cyanide dipping and chromium salts from the passivation / coating process.

3. Procedure

3.1. Classification of Wastes

Recyclable Wastes:

Used copper, used steel, used carton, used plastic bottles, spent toner cartridges and paper wastes, etc.

General Refuse Wastes:

Food wastes, lunch boxes and packaging wastes for food, etc.

Chemical Wastes:

Chemical wastes producing from the plant.

3.2. Storage and Labeling of Waste

3.2.1. Storage and labeling of chemical wastes

3.2.1.1. The containers of chemicals should be rinsed on-site and then transported to the designated refuse collection area for handling by the licensed waste collectors, the rinsed water is discharged to wastewater treatment plant.

3.2.1.2. Chemical waste should be put into red refuse bag or specific container with

clear labeling on it.

3.2.1.3. All waste should be placed in the designated wastes collection site temporarily.

3.2.1.4. All waste will be collected and transported out by the licensed waste collectors in designated time.

3.2.2. Storage and labeling of general refuse

3.2.2.1. All general refuse and recyclables must be stored at the designated area, and be put into the labeled containers for handling.

3.2.2.2. Used copper, used steel, used carton and used plastic bottles shall be stored separately, and to be collected by licensed waste collector.

3.3. Disposal of Waste

3.3.1. Waste collector must maintain relevant operation license.

3.3.2. The appointed waste collector should implement environmental control based upon the EI-02 Green Procurement.

3.3.3. The agreement signed with the licensed waste collector shall include details of procedures of collection, transport, and disposal of waste, for the collector to comply with.

3.3.4. Administration Department is responsible for monitoring the quantity of waste and making analysis according to the principle of waste reduction. Waste Disposal Monthly Report (EF-EI04-01) should be completed by Administration Department as well by the end of each month, and that should be kept for 1 year at least.

3.4. Emergency Situation

3.4.1. When spillage, fire or explosion happen to the stored wastes at the plant located in Shenzhen, the responsible department should handle the situation according to EP-05 Environmental Emergency Preparedness and Response.

4. Monitoring and Checking

The related department should implement inspection to the condition of waste disposal at the beginning of each month based on the inspection checklist stated in EP-06 Environmental Monitoring and Evaluation of Compliance. When nonconformity are identified, the EMR shall ensure that corrective action measures shall be defined and implemented in accordance with EP-07 Enquiry / Complaint / Nonconformity Handling.

5. Records

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
List of Waste Disposal (refer to individual waste record)	Plant Manger	3 years
List of Chemical Waste (refer to the relevant dangerous waste record)	Plant Manger	3 years
Plant inspection record (refer to the relevant plant inspection)	Plant Manger / Engineering Department	3 years

record)		
Waste Disposal Monthly Report (EF-EI04-01)	Plant Manger	3 years

6. Appendix

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

