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United Gas Derivatives UGDC

UGDC

Environmental Monitoring and Waste

Management Procedure

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1. Introduction

Waste management is one of the important concerns of the company. As UGDC is committed to preventing pollutions, this can be achieved through adopting proper waste management procedure, which should provide the convenient tools to deal with all types of wastes generates from the UGDC activities.

2. Purpose

The purpose of this document is to describe the waste disposal procedures that is applied and followed in the UGDC facilities in order to:

- Minimise environmental impact.
- Prevention of occupational health and safety issues.
- Ensuring effective use of resources.
- Assuring legislative compliance.
- Minimisation of costs.

3. Scope


This procedure will be applied to all the UGDC facilities.

4. Definitions

- **Hazardous Waste** - Component of the waste stream which by its characteristics poses a threat or risk to public health, safety or the environment (includes substances which are toxic, infectious, carcinogenic, explosive, flammable, corrosive, oxidizing and radioactive).
- **Liquid Waste** - Waste which meets the definition of a liquid.
- **Medical Waste** - Waste generated by medical, nursing, pharmaceutical or other related activity which is poisonous or infectious; likely to cause injury to public health; or contains human tissue or body parts.
- **Non - Hazardous Waste:** the common generated waste like wood, metal scrabs..etc.
- **Storage** - The collection of waste in appropriate place.
- **Solid Waste** - Waste which meets the definition of a solid.
- **Waste management** - is the process by which products and by-products generated by business and industry are collected, stored, transported to its final disposal.
- **Waste Disposal Contractors:** Contractors hired by the company to handle waste removal in accordance with law 4/94 & its Executive regulation and is certified by Egyptian Environmental Affairs Agency.

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5. Procedure

5.1 Waste Handling

This section is explaining 'temporary' storage of waste materials, collection areas, and storage and handling practices for the full range of waste products generated at UGDC facilities. The correct identification and segregation of waste is fundamental to good waste management practices and must be followed by the generator of the waste. Materials are to be deposited in the appropriate waste collection containers. No waste is to be thrown in to surrounding areas of the facility. All personnel have the responsibility to help ensuring the application of this procedure.

5.2 Waste receiving

The waste issuing department will fill the internal waste disposal request form (FM-29-02) before send the waste to the waste yards, after form approval by the involved parties the original copy is kept in the ware house department and carbon copy is kept in site HSE office, the third copy is kept in the waste disposal requester.

5.3 Waste Segregation

Separate waste collection containers are provided, in order to prevent any ambiguity in segregation of waste, for the following waste categories:

5.3.1 Non Hazardous Waste


- Scrap metal and wood
- Domestic waste
- Office waste like papers
- Perlite
- Air filters
- Sanitary sewage
- Plastic

5.3.2 Hazardous Waste

- Paint related waste
- Hydrocarbon Filters
- Batteries/Dry cell batteries
- Medical waste
- Mole sieves
- Florescent lamps
- Oil rags
- Laboratory samples
- Industrial water
- Lubricating and hot oils
- Gas emission

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An essential part of Waste Management is to ensure that waste is segregated to ensure safe handling. All waste is to be placed in appropriate labeled container.

5.4 Disposal activity

5.4.1 Non Hazardous Waste


- Domestic and office waste UGDC is to have contracts with local disposal company contracted by Governorates Municipality to transfer the waste to final disposal in the approved area.
- A sewage treatment unit is installed to treat sanitary waste in Port Said, based on the extended aeration type of activated sludge process. No chemical samples, oil or grease are allowed to be deposited into the sewage system under any circumstances. The treated water is used in irrigation. For Damietta facilities a sewage sump is used to collect sewage waste and is emptied periodically through a contracted agent to be disposed of in the Governorate sewage treatment facilities to avoid accumulation.

5.4.2 Hazardous Waste

- Paint related waste, Hydrocarbon Filters, Batteries/Dry cell batteries, Mole sieves florescent lamps and Oil rags are segregated separately and UGDC has established a contract with specialized contractor to transfer and dispose these wastes according to the approved procedures.
- Medical waste is collected medical waste in suitable red bags to be identified from normal waste. The bags is delivered to the local governmental contractor, who has an incineration facility specialized for medical waste treatment. Needles are disposed in the clinic via special incineration device (See item 5.4.3).
- Industrial Water; the source of such kind of waste is the water separated from plant feed gas. Such waste is treated in Port Said plant through special oily water treatment unit, the treatment process is based on the following:
 - Separation of HC from water using skimming technique.
 - Recovered HC is directed to condensate storage.
 - Use the treated water for irrigation.
 - The specification of the treated industrial wastewater to be used for irrigation system must be within the permissible limit as per the environmental laws 4/1994, 9/2009 and decree 44/2000 which represents the modification of Law no. 93/1962.

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- In case of any failure in the oily water treatment unit that leads to out of specs waste water quality, UGDC is to have a contract with specialized waste disposal contractor to transfer oily water from Port Said facilities to approved disposal facilities.
- Hydrocarbons, Lube Oil and Hot Oil, etc are collected in suitable containers indicated with labels and gathered in the waste yards in Port Said & Damietta. UGDC is to have a contract with specialized waste disposal contractor to transfer such waste to be disposed in an approved manner.
- In case of any small scale spillage of lubricating oils, liquid Hydrocarbons...etc the affected area should be barricaded off and an absorbent material that should be spreader over the spillage. Once all the spillage has been absorbed into the absorbent media, it should be collected in suitable containers, labelled and disposed of through specialized waste disposal contractor. Alternatively a Micro-Blaze which is specialized bio remediation product can be used to treat the spillage on spot.
- Laboratory Samples; there are two types or laboratory wastes; organic and inorganic wastes. For organic wastes they are collected in suitable labeled containers and returned back to the oily water treatment unit. For acidic or basic samples both are neutralized to be at PH value equals to 7 then is discharged to the sewage system.
- Gaseous Waste Emission; there are many sources of gaseous emission in UGDC facilities like
 - Combustion stacks of turbines, generators, heaters...etc
 - Exhaust from means of transportation (i.e. vehicles, trucks, mob. cranes...etc)
 - Emissions from pumps, valves, tanks, safety valves, vessels cleaning, loading/unloading process, etc
 - UGDC has a contract with an independent third party contractor monitoring and inspection of the emissions in Port Said and Damietta Facilities and issue periodical reports.
 - For fugitive emissions resulting from any gas leaks the operation department established a procedure for monitoring the fugitive emissions on monthly bases, and corrective actions are implemented in case of any up normal readings.
- **Method to Reduce Emissions**
Minimization of emissions is achieved in several of ways such as Preventive maintenance and inspection plans for all equipment generating emissions based on time schedule as per manufacturing recommendations, maintenance Plans will assure:
 - Reduction of exhaust emissions to legal limits.

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- Reduction of fuel consumption and maintenance expenses
- Protection of public health

All industrial air emissions discharged to atmosphere must be in full compliance with environmental law 4/1994 and 9/2009

5.4.3 REGULATED MEDICAL WASTE APPLICATION

All UGDC health facilities PURPOSE To outline procedures for the handling and disposal of Regulated Medical Waste in order to minimize employee exposure and injuries from Regulated Medical Waste.

5.4.3.1 POLICY AND GENERAL INFORMATION

- Materials that are classified as Regulated Medical Waste.
- Infectious Agents means any organisms that cause disease or an adverse health impact to humans
- Regulated Medical Waste (RMW) includes agents that are infectious to humans and associated biological (serums, vaccines, antigens, and antitoxins), and is not limited to , cultures and stocks, pathological waste (tissue, organs, body fluids and anatomical parts (animal or human)), human blood and blood products (includes items that are saturated with blood), and gloves used in the handling of such waste. Any personal protective equipment saturated with blood or cultures/stocks must be treated as RMW. Pasteur Pipettes, sharps (e.g., all needles, syringes, and scalpels (regardless of whether they are contaminated), broken glass, glass tubes) are considered Regulated Medical Waste.

5.4.3.2 Procedures for Handling Materials that will be disposed of as Regulated Medical Waste

- **Personal Protective Equipment**


Specialized clothing, such as gloves, and eye and face protection, shall be worn by personnel handling materials that are classified as Regulated Medical Waste. Personal protective equipment shall be readily available through the medical department of UGDC.

- **Warning Signs/Labels**

A Biohazard warning sign shall be placed on doors to clinics and rooms where Regulated Medical Waste is being generated or temporarily stored. Warning labels or signs must be placed on receptacles used to temporarily hold Regulated Medical Waste.

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- **Packaging of Regulated Medical Waste for Disposal**


Regulated Medical Waste shall never be disposed of as conventional garbage. All Regulated Medical Waste shall be placed in specialized cardboard or reusable Red plastic containers for transport and disposal. These containers shall have the words "Infectious Waste".

It is imperative that these supplies be kept under strict control so they can only be used for what they were intended. The Building Management of each facility shall provide the necessary supplies.

- Sharps - All sharps shall first be placed into specialized sharps containers prior to being placed in the lined cardboard or reusable containers used for transport. Sharps containers are made of a rigid, puncture resistant material (i.e. plastic). At no time shall sharps be placed inside the lined cardboard containers without first being placed in the sharps container or disposed of as conventional garbage. The containers should be closed when ¾ full to avoid using pressure to close. The Building Management shall supply the containers. The outside of the boxes/reusable containers should be marked.
- "SHARPS". On-Sharps - all materials other than sharps material (e.g., tissue, blood, carcasses, etc.) shall be placed in lined cardboard or reusable containers. Should small intermediate receptacles be used (health service examining rooms, etc.)
- Pathological Waste – pathological waste (body parts, organs, tissues and body fluids) shall be placed into specialized lined cardboard drums. This waste shall not be mixed with other Regulated Medical Waste or vice versa.
- Once the containers are at a capacity where they are full or filled with material as not to cause the containers' integrity to be jeopardized, the liner(s) shall be taped closed, one at a time, and the transport container shall be sealed. Cardboard containers are required to be sealed with packaging tape. Full is defined as 90% of capacity.
- Scheduling of pick-ups of Regulated Medical Waste from clinics shall be coordinated through the Building Management.
- Should a central collection/storage area be utilized, transport of RMW must be in a sealed red bag and placed in a rigid secondary containment (i.e., a plastic tub). If the material is of a weight that may result in the tub being dropped, a rolling cart with shall be used. Appropriate packaging containers, liner bags and tape should be available in the room.
- Full cardboard containers shall be stored in a secure location until the licensed waste hauler is scheduled to pick up a shipment for transport to a licensed treatment facility
- At no time is RMW to be left unattended or unsecured.
- At the end of each work day, all containers should be temporarily closed if not ready for disposal.

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- **Disposal of Regulated Medical Waste**

Regulated Medical Waste shall be transported from Cairo and Port Said clinics by a licensed vendor to a licensed treatment facility.

- **Other Precautions**

- At no time shall eating or drinking be allowed in areas where Regulated Medical Waste is generated or stored.
- Proper personal hygiene practices shall be used after handling Regulated Medical Waste. Hands should be washed following the handling of Regulated Medical Waste.
- Non-disposable personal protective equipment shall not leave the work area. Any disposable personal protective equipment shall be disposed of as Regulated Medical Waste.


6. Environmental Monitoring and Measuring Plan

The following table illustrates the environmental monitoring plan of UGDC aspects, indicating the periodical measures which are taken to control the emissions of such environmental aspects. UGDC is committed to implement any required corrective actions to insure compliance with all legal requirements.

Environmental Aspect	Frequency of measuring	Responsibility	Remarks
Oily Water	3 months	Suez Canal University	
Sewage Water	3 months	Suez Canal University	The lab do some double checks
Gas emissions	3 months	Suez Canal University	
Suspend Dust	3 months	Suez Canal University	
Lighting	Annually	UGDC Electrical	
Noise	Annually	UGDC Safety & Suez Canal University	

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Ventilation	Annually	Suez Canal University	
Heat Stress	Annually	Suez Canal University	

7. Responsibilities

7.1 All Personnel

It is the responsibility of all personnel in UGDC to ensure that waste is disposed according to the procedure.

7.2 Chairman and Key Officers

Ensures that suitable and adequate resources of funding and competence are made available:

- To implement and approve the Waste Management Procedure and
- To implement the corrective actions required.

7.3 Line Managers

- Ensure that Waste Management is carried out in accordance with this procedure;
- Ensure personnel are trained as necessary;
- Provide personnel as required for implementation of Waste Management
- Procedure in their area of responsibility and also take corrective action;
- Ensure supporting personnel have clear roles and responsibilities, to achieve effective Waste Management system.

7.4 QHSE manager


- Monitor and report the implementation of Waste Management Procedure.
- Assure the status of implementation to KO's.
- Provide training for HSE activities, as required.
- Conduct auditing activities for all the disposal companies and facilities.
- Provide advisory support to company management and personnel on waste management and environmental issues.

7.5 UGDC Medical & Occupational Health Advisor

- Ensure that all medical waste is correctly stored, labeled and packaged for disposal.
- Ensure that the medical waste is handled and disposed off in accordance with this procedure.

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7.6 Plant Manager

- Ensure the availability of all resources required for the implementation of this procedure.
- Ensure that waste are properly stored, labeled, handled and controlled according to this procedure.
- Ensure the necessary maintenance is performed to all machinery to reduce emissions and other types of waste and any impact to environment
- Ensure the proper documentation related to waste management is kept by relevant Departments
- Ensure that all measures are taken to reduce waste generation to ALARP.

7.7 Material Controller & Warehouse Keeper

- It is the responsibility of warehouse keeper to ensure the received waste are stored in its designated area
- The single point of accountability (SPA) for managing the waste storing and segregating area
- Keep accurate records of the waste amounts and types in the segregation area
- Keep accurate records of all types of wastes and transfer manifests


8. Training

It is the responsibility of QHSE and HR to provide the required training to the concerned parties to ensure the appropriate implementation of such procedure.

9. List of Appendices

Appendix A - Waste Handling Procedures

This section gives a brief overview of each waste type, minimum standard of Personal Protective Equipment (PPE) required to handle the waste, followed by a description of the waste handling procedure that should be followed. Additional information can be obtained from Material Safety Data Sheets (MSDS) held by the HSE Team.

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1- Non-Hazardous Waste


1- General Waste	
Source(s):	Offices and plant areas
Description:	Food waste, plastic bottles, packaging materials, office wastes, paper, plastic sheets, rope, glass, and small aerosol cans
Hazard Level:	Non-hazardous
MSDS (if relevant):	n/a
Minimum PPE requirements for handling waste:	Coveralls, boots, gloves, safety glasses, hard hat
Procedure:	<ol style="list-style-type: none"> 1. All wastes to be disposed into black plastic bags and transferred to normal litterbins around the plant. 2. Each bin is emptied daily in big containers out side the main gate. 3. Those wastes containers are emptied by a waste collection contractor twice a week and taken to the local waste disposal site.

2- Scrap Metal	
Source(s):	Workshop, warehouse and process area.
Description:	Tin cans, crushed and non-crushed paint cans, crushed/damaged drums, scrap piping, valves and fittings, unusable construction materials.
MSDS (if relevant):	n/a
Minimum PPE requirements for handling waste:	Overalls, boots, gloves, safety glasses, hard hat
Procedure:	Transfer to "scrap metal" section of the waste storage area to be sold recycles.

3-Wood	
Source(s):	Plant area.
Description:	Broken pallets, boxes, crates
MSDS (if relevant):	n/a
Minimum PPE requirements for handling waste:	Overalls, boots, gloves, safety glasses, hard hat.
Procedure:	<ol style="list-style-type: none"> 1. Transfer to "clean wood" section of the waste storage area. 2. These materials will be stored in this location for reuse or to be sold as scrap. 3. When required ensure nails or dangerous edges are removed / protected / etc.

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2- Hazardous Wastes

1- Hydrocarbon Filters	
Source(s):	Processing areas
Description:	Drained lube oil filters, drained fuel filters, different gas filter elements and diesel filters
MSDS (if relevant):	n/a
Minimum PPE requirements for handling waste:	Overalls, boots, gloves, safety glasses.
Procedure:	<ol style="list-style-type: none"> 1. Transfer to marked drums in the "spent filter" section of the waste storage area. 2. These materials will be stored in this location to be placed in black plastic bags and disposed with hazardous waste.
2- Batteries	
Source(s):	UPS systems and substations.
Description:	Household batteries, large lead-acid batteries
Hazard Level:	Hazardous
MSDS (if relevant):	n/a
Minimum PPE requirements for handling waste:	Overalls, boots, gloves (ideally acid resistant), safety glasses, full face shield.
Procedure:	Batteries will be transferred to the waste storage yard; Any damaged batteries will be put into suitable acid resistant plastic containers and stored. Batteries to be sold for recycling or disposed with hazardous waste.
3- Sand/Soil Contaminated with Condensate/ any other hydrocarbon liquid	
Source(s):	Accidental spillage
Description:	Sand/soil soaked with condensate (General definition: consists of saturated hydrocarbons C2-C25 with a boiling range of 30-300 Celsius).
MSDS (if relevant):	N/a
Minimum PPE requirements for handling waste:	Chemical gloves and goggles, hard hats, safety boots and overalls. If working in contaminated soil, rubber boots to be used instead of safety boots.
Procedure:	<ol style="list-style-type: none"> 1. The contaminated soil is transferred to sound drums and sealed. 2. These are put on palettes until they are ready to be transferred to a sealed area for remediation. 3. When remediate, the soil can be returned to the land.

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4- Engine Lubricating Oils	
Source(s):	All gas and diesel driven engines.
Description:	Waste/used lubricating oil.
MSDS (if relevant):	Yes
Minimum PPE requirements for handling waste:	Overalls, boots, gloves and safety glasses.
Procedure:	1. Transferred to marked drums inside the chemical storage area. 2. The lubricating oil is stored in this location before handling to specialized waste disposal contractor.

5- Paints and Solvents	
Source(s):	Maintenance activities
Description:	Oil and water based paints, solvents.
Volume:	n/a
Hazard Level:	Empty tins: Non-hazardous Paints and solvents: Hazardous
MSDS (if relevant):	(obtained on a job-by-job basis)
Minimum PPE requirements for handling waste:	Overalls, boots, solvent resistant gloves, hard hat and safety glasses.
Procedure:	<p>Empty tins:</p> <ol style="list-style-type: none"> As the work progresses, ensure that all paints and solvents are completely used, and the empty containers allowed drying out. These containers will then be crushed, put into steel drums and put in the waste storage area with other “scrap metal”. These will periodically be removed by a local scrap contractor. <p>Unused containers:</p> <p>Unused tins should either be stored for future use or returned to the vendor.</p> <p>Leftover Paint/Solvent:</p> <ol style="list-style-type: none"> Every effort taken to ensure that leftovers are kept to a minimum. Leftovers should be transferred into one container - no mixing of different types of paints/solvents should be allowed. The container is then sealed and labeled with the contents and the date. This can then be stored for possible future use.

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6- Chemical Drums	
Source(s):	Dehydration pkg, methanol injection pkg
Description:	Steel or plastic drums containing mole sieve, methanol, mercury removal catalyst, grease.
MSDS (if relevant):	Yes.
Minimum PPE requirements for handling waste:	Overalls, boots, gloves and safety glasses.
Procedure:	<ol style="list-style-type: none"> 1. All drums (plastic and metal) are assessed to determine if they are suitable for reuse. 2. Drums (plastic and metal) suitable for reuse are stored until required. 3. Drums which are either unsuitable for reuse or are not required are put in scrap yard and sold by a local contractor.

7- Regulated Medical Waste	
Source(s):	Clinics of UGDC premises
Description:	Sharps Infectious Pathological Pharmaceuticals
MSDS (if relevant):	n/a
Minimum PPE requirements for handling waste:	gloves, eye and face protection
Procedure:	All Regulated Medical Waste shall be place in specialized cardboard or reusable Red plastic containers for transport and disposal.



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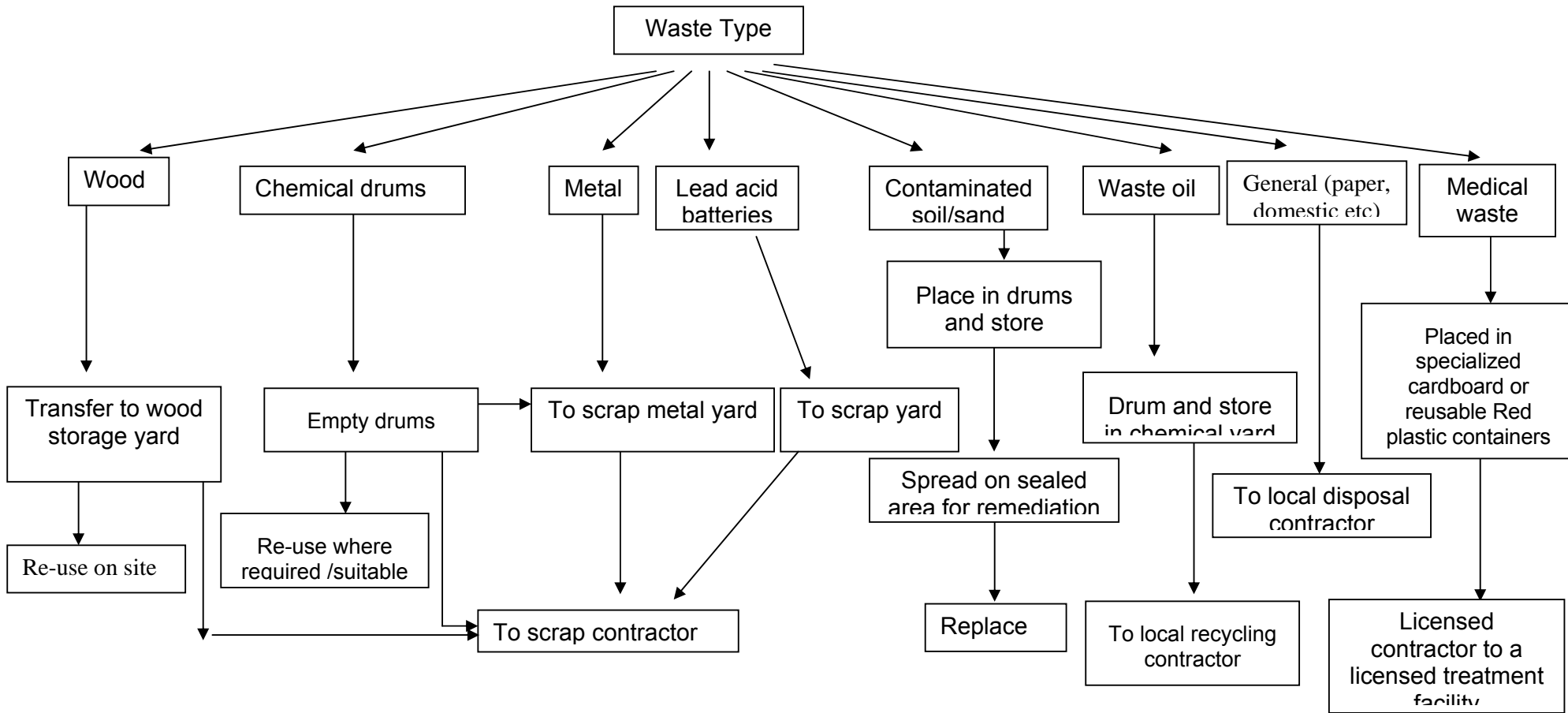
ISO 9001 Clause: 6.4


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10. References

1. Law Number 4 for 1994 and its Executive Regulations (1994) and law 9/2009. Law for the Environment, Egypt.
2. Ministerial Decree No. 673/1999 approving the List of Hazardous Substances. Approved List of 48 “Hazardous Substances, Toxic and Highly Toxic, Handling with a License”.
3. Ministerial Decree 44/2000 which represents the modification of Law no. 93/1962.
4. ISO 14001.
5. OHSAS 18001.

11. Records


Record Name	Code	Responsible	Record Storage	Retention Period
Waste Management Manifest	FM-29-01	Ware house T.L.	Local	Open
Internal Waste Disposal Request	FM-29-02	Ware house T.L.	Local	one Year

12. Attachments:


Waste Management Manifest (FM-29-01)
Internal Waste Disposal Request (FM-29-02)

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Waste Management Manifest (FM-29-01)

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	Section A : Waste / UGDC مخلفات الشركة المتحدة لمشتقات الغاز																																																				
DETAILED WASTE LIST																																																					
<table border="1"> <thead> <tr> <th>S/N</th> <th>DETAILED DISCRPTION</th> <th>QTY.</th> <th>UNIT O.M.</th> <th>PACKAGE TYPE</th> <th>REMARKS</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>7</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S/N	DETAILED DISCRPTION	QTY.	UNIT O.M.	PACKAGE TYPE	REMARKS	1						2						3						4						5						6						7						Original Destination: Cairo <input type="checkbox"/> Port Said <input type="checkbox"/> Damietta <input type="checkbox"/>				
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Section B: Waster Transporter ناقل المخلفات																																																					
Company Name الشركة <input type="text"/>		How is waste transported كيفية النقل <input type="text"/>																																																			
Transport Plate Driver Name and ID رقم السيارة واسم السائق <input type="text"/>																																																					
For Transporter Received by Name الاسم Signature التوقيع		المسئول عن النقل <input type="text"/>																																																			
Section C: Waste Disposal Company(Final designation) الشركة المسئولة عن التخلص من المخلفات																																																					
Company Name الشركة <input type="text"/>		Contact Person, Tel. No. اسم المسئول/ رقم التليفون <input type="text"/>																																																			
Disposal Site موقع التخلص من المخلفات <input type="text"/>		Disposal method طريقة التخلص من المخلفات <input type="text"/>																																																			
ختم جهة التخلص من النفايات																																																					
For Final Receptor Received by Name الاسم Signature التوقيع		توقيع مسئول المخلفات <input type="text"/>																																																			

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Environmental Monitoring and Waste Management Procedure

Issue: 4

Date: 01/10/11

ISO 9001 Clause:

OHSAS 18001 Clause: 4.3.1, 4.4.6, 4.5.1

ISO 14001 Clause: 4.3.1, 4.4.6, 4.5.1, 4.5.2

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INTERNAL WASTE DISPOSAL REQUEST

طلب التخلص من المخلفات الداخلية

FM-29-02

SITE :

PORT SAID
 DAMIETTA

DATE : (/ /2010)

REGISTER No. (/ 10)

WASTE ISSUED DEPARTMENT

PROCESS	MAINTENANCE	CHEMICAL LAB.	HSE	CLINIC	WAREHOUSE	SECURITY	ADMIN	H/Q	OTHER
---------	-------------	---------------	-----	--------	-----------	----------	-------	-----	-------

MATERIALS WRITE-OFF

YES
 NO

IF YES, A COPY OF APPROVED WRITE-OFF FORM SHALL BE ATTACHED

WASTE TYPE

SOLID WASTE		LIQUID WASTE		COMPRESSED GAS CYLINDERS	
METAL		OIL		FILLED CYLINDERS	
WOOD		ACID		(TO BE SPECIFIED)	
PLASTIC		BASE			
GLASS		WATER		EMPTY CYLINDERS	
CLOTH		PAINTS		(TO BE SPECIFIED)	
PAPER		DETERGENTS			
RUBBER		MIXTURE			
OTHER TP BE SPECIFIED		OTHER TP BE SPECIFIED			

SAFETY PRECAUTIONS / INSTRUCTIONS / RECOMMENDATIONS

WASTE HAZARD'S TYPE

FLAMMABLE	EXPLOSIVE	TOXIC	RADIOACTIVE	CORROSIVE	REACTIVE	PRESSURIZED	NONE
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REQUIRED PPE

HELMET	FACE SHIELD	SAFETY GLASSES	CHEMICAL RESISTANT SUIT	CHEMICAL RESISTANT BOOT	CHEMICAL RESISTANT GLOVES
COTTON GLOVES	DUST MASK	VAPOR MASK	BREATHING APPARATUS	SAFETY BELT	SPECIAL PPE (TO BE SPECIFIED)

JOB REQUIREMENTS / PROCEDURES

PTW	TBT	MSDS	INSTRUCTIONS LABEL	SAFETY WATCHER	VHF RADIO	FIRE FIGHTING EQUIPMENTS	EYE WASH
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RECOMMENDED STORAGE CONDITIONS

NONE SHADED OPEN AREA	SHADED OPEN AREA	CLOSED VENTILATED AREA	CLOSED COLD AREA	SPECIAL TREATMENT TO BE MENTIONED
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ANY OTHER RECOMMENDATIONS TO ADD

DETAILED WASTE LIST

S/N	DETAILED DISCRPTION	QTY.	UNIT O.M.	PACKAGE TYPE	REMARKS
1					
2					
3					
4					
5					
6					
7					
8					

APPROVAL


REQUESTED DEPT. NAME / SIGNATURE /	HSE APPROVAL NAME / SIGNATURE /	AREA AUTHORITY NAME / SIGNATURE /	RECEIVED BY NAME / SIGNATURE /
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ORIGINAL COPY
ONE CARBON COPY
ONE CARBON COPY

WAREHOUSE DEPT.
WASTE DISPOSAL REQUESTER
SITE HSE

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	Environmental Monitoring and Waste Management Procedure	Issue: 4	Date: 01/10/11	
		ISO 9001 Clause:	OHSAS 18001 Clause: 4.3.1, 4.4.6, 4.5.1	ISO 14001 Clause: 4.3.1,4.4.6,4.5.1,4.5.2
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13. Master Document Change

Document Name: Procedure							
Title: Environmental Monitoring and Waste Management Procedure							
REVISION RECORD							
Department: QHSE				Division: HSE			
Document No: UGDC-P-29							
Ser. No.	Page	Old Issue		Nature of Change	New Issue		Revision No
		No	Date		No	Date	
1	1/20	1	1/3/08	Finance & Commercial GM are replaced, Management representative and Technical & Operations GM	2	1/3/10	1
2	18/20	2	1/09/09	Modify waste receiving form (FM-29-01)	3	1/10/10	2
3	19/20	2	1/09/09	New form for internal waste disposal (FM-29-02)	3	1/10/10	2
4	7 to 9/20	3	1/10/10	Regulated Medical Waste Application	4	1/10/11	3
FM - 02-05							
Issue No: 4							
Date: 01/10/11							

The custodian of this procedure is the QHSE Manager and any suggested changes to this procedure or queries about the applicability of it should be addressed to him. He is also responsible for coordinating periodic reviews of this procedure, which will take place as per work needs.

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