



## WASTE MANAGEMENT PROCEDURE

Document No.

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Rev No.


00

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### REVISION HISTORY

REV No.	SECTION(S)	DESCRIPTION	EFFECTIVE DATE	P.I.C
00	-	New Release		HR
Prepared by (Sign):			Approved by (Sign):	
Name:			Name:	
Date:			Date:	

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## **1.0 Purpose**

To describe the process of effectively managing waste (scheduled and non-scheduled) generated by Promicom.

## **2.0 Scope**

This procedure covers all scheduled and non-scheduled waste generated by Promicom.

## **3.0 Reference(s)**

- 3.1 ISO 14001 clause 4.4.6, Operational control
- 3.2 Environment Quality Act 1974
- 3.3 Environment Quality (Scheduled Wastes) Regulations


## **4.0 Definition**

- 4.1 Schedule Wastes (SW) - Any waste materials which falling within the categories listed in First Schedule (Regulation 2) of Environment Quality (Scheduled Wastes) Regulations 2005.
- 4.2 Non Schedule Waste - Any waste materials which do not fall within categories of waste listed in 4.1 above.
- 4.3 DOE/JAS - Department of Environment/Jabatan Alam Sekitar

## **5.0 Procedure**

### **5.1 SCHEDULED WASTES**

- 5.1.1 Types of scheduled waste generated in Promicom as a result of its process(es) shall be listed in the List of Scheduled Wastes.
- 5.1.2 If there is a new category of scheduled waste generated, the HR Department shall fill in the 2<sup>nd</sup> schedule and submit it to DOE within 30 days from the date of generation of the scheduled waste and update the List of Scheduled Wastes or appoint a licensed contractor to collect waste.
- 5.1.3 Storage and labelling of waste container at workplace
  - a) Scheduled wastes which are generated in Promicom shall be placed in a proper container which is fit for its' purpose or at an area located for the storage of scheduled wastes.
  - b) Secondary containment shall be made available where necessary.
  - c) Safety aspects of the container(s) (such as condition, durability)/area shall be taken into consideration.
  - d) Scheduled wastes shall be stored in containers which are compatible with the scheduled wastes to be stored.
  - e) Where applicable, scheduled wastes storage area(s) shall be designed, built and maintained adequately to prevent spillage or leakage of SW into the environment.
  - f) Scheduled wastes shall be stored for a maximum period of 180 days from the date of generation provided the quantity accumulated does not exceed 20 metric tonnes. If the quantity exceeds 20 metric tonnes anytime within 180 days, HR shall make arrangement to dispose the scheduled wastes.
  - g) If scheduled wastes exceeding 20 tonnes needs to be stored or if the time period for storage is to be extended beyond 180 days, Promicom shall send a written request to the

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DOE for approval prior to storing the scheduled wastes exceeding the specified time limit or quantity

- h) Each schedule waste container shall be labeled with the following details:
  - i) date of first generation of scheduled wastes
  - ii) waste code
  - iii) applicable label as per the 3<sup>rd</sup> Schedule of the EQA (SW) Regulations
  - iv) name, address & telephone number of the waste generator
- i) No person is allowed to alter the scheduled wastes markings and labels.

#### 5.1.4 Transferring and recording of scheduled wastes

- a) The relevant staff shall transfer scheduled wastes to the designated storage area.
- b) The staff shall be trained/briefed on the appropriate method to transfer scheduled wastes.
- c) The staff shall be responsible to take immediate action in case of any emergency occur during transferring.
- d) The staff shall be equipped with the necessary protective equipment such as gloves, face mask, etc., while transporting scheduled wastes to the storage area
- e) Inventory (as per 5<sup>th</sup> scheduled of the EQ SW Regulations) shall be maintained on a monthly basis and shall be submitted to DOE as necessary.

#### 5.1.5 Disposal of scheduled wastes

- a) Only licensed contractor(s) shall be selected for the disposal of scheduled wastes. This can be done via:
  - i) list of licensed contractors from DOE/DOE website
  - ii) copy of valid license received from the contractor
- b) 2 copies of the consignment note (as per the 6<sup>th</sup> schedule of the EQ SW Regulations) shall be received from the transporter prior to the transporter leaving the premises. If e-consignment is used, then the HR shall key in the details and submit a copy to the transporter.
- c) For manual consignment note, 1 copy shall be submitted to DOE together with the inventory. A completed copy of the consignment shall be received from the prescribed premise within 1 month of collection of the scheduled wastes.

#### 5.1.6 Information and training on scheduled wastes

- a) information on scheduled wastes as per the 7<sup>th</sup> Schedule of the EQ SW Regulations shall be prepared and displayed at the scheduled wastes storage area and provided to the transporter during collection of scheduled wastes.
- b) All Personnel involved in the identification, handling, labelling, transportation, storage and response to Spillage or Leakage shall attend training on these topics.


Note: Labels and storage shall be controlled only when the scheduled wastes are disposed-off via a licensed scheduled wastes contractor.

## 5.2 NON-SCHEDULED/GENERAL WASTES

### 5.2.1 Types of Non-Schedule Wastes

Non-schedule wastes generated are as per below:

- a) Recyclable/re-usable materials such as:

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- i. paper
- ii. carton boxes
- iii. wires/cables
- iv. plastic bottles
- v. water drums
- vi. ink cartridge
- vii. metals

b) Non-recyclable materials:

- i. food waste
- ii. food wrappers
- iii. dust from cleaning/vacuuming
- iv. other wastes that are non-hazardous and non-recyclable

5.2.2 Segregation of Non-Schedule/General Wastes

The respective shall be responsible to segregate the waste at his/her area.

5.2.3 Storage and Labelling of Non-Scheduled/General Wastes Containers at the Workplace

- a) All non-scheduled wastes which are generated shall be placed in a proper container/box/bin/place
- b) Each non-scheduled waste container shall be labeled (where necessary) with the name of the waste

5.2.4 Disposal of Non-Scheduled/General Waste

- a) Recyclable materials shall be collected and sold to scrap or other vendors
- b) Re-usable materials shall be collected, stored/kept and used when the need arises
- c) Non-recyclable materials shall be disposed-off as garbage.

5.2.5 Disposal and monitoring records shall be maintained by the HR.

**6.0 Related Form(s)**

6.1 List of Scheduled Wastes

**7.0 Appendix**

Nil