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SOP-045

Waste Management Procedure for Contractors

Last Review Details – Refer to QPulse for full history


Review Comments	Review Owner	Date
Kindly review	Marsh, Frank	<QPulse_DocLastReviewDate>

Latest Revision Details – Refer to QPulse for full history

Revision number	Revision Details
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Approval details for latest Revision

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1 Aim and scope

The objective of this SOP is to specify detailed rules, times and responsibilities related to the waste generation, identification, handling, storage, transport and disposal within Enemalta installations and working areas by any third party such that the Contractor adopts the same behaviour of Enemalta personnel.

2 References

EN ISO 14001:2015, clause 8.1

3 Terms and Definitions

SL Subsidiary Legislation: obligation established by Maltese legislation, EU Regulations and Directives or any authorisation, permit, etc. released to Enemalta plc

Waste Any substance, or object which the holder discards or intends or is required to discard as per item 4 found in Part 1 "Subject Matter, Scope of Definitions of S.L.549.63 (Environment Protection Act (CAP 549)


Hazardous waste: Hazardous waste means waste which displays one or more of the hazardous properties listed in Schedule 3 of S.L.549.63

Non-hazardous waste: Non-hazardous waste is waste which does not display one or more of the hazardous properties listed in Schedule 3 of S.L.549.63

Municipal waste: means waste from households, as well as other commercial, industrial and institutional wastes which, because of its nature or composition, is similar to waste from households

Waste producer: Entity producing waste

EWC: European Waste Catalogue

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Recovery: means any operation, the principal result of which is waste serving a useful purpose by replacing other materials which would otherwise have been used to fulfil a particular function, or waste being prepared to fulfil that function, in the plant or in the wider economy. Schedule 2 of SL 549.63 sets out a non-exhaustive list of recovery operations

- material recovery
- energy recovery
- biological recovery
- re-use

Disposal: means any operation which is not recovery even where the operation has as a secondary consequence the reclamation of substances or energy. Schedule 1 of S.L.549.63 sets out a non-exhaustive list of disposal operations

Recycle: means any operation, the principal result of which is waste serving a useful purpose by replacing other materials which would otherwise have been used to fulfil a particular function, or waste being prepared to fulfil that function, in the plant or in the wider economy. Schedule 2 of SL 549.63 sets out a non-exhaustive list of recovery operations

Consignor: The person who asks for the waste to be removed from the place where it is being held

Consignee: The person to whom the waste is being transferred to

CP: Waste Consignment Permit Application

CN: Waste Consignment Note (Prenotification Copy)


EMS Environmental Management System

ERA: Environment & Resources Authority

EC: Environmental Coordinator

ERW Environmental Representative for Waste

Waste Management The permit of authorisation to run a Waste Management Facility

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EM	Enemalta plc
CO	Compliance Office
SDS	Safety Data Sheet
SOP	Standard Operating Procedure


4 Responsibilities

Responsible Person

- Enemalta personnel responsible for the task assigned to the Contractor.
- Supervises the Contractors' personnel to ensure that there is good waste management practice being carried out and that this is being done in accordance with this SOP.
- Ensures that the waste management sites/skip areas being used by the contractor are kept in order.
- Informs the Contractor about any problems of waste mixing to rectify the problem. If need be, the ERW can be contacted to provide support or necessary waste management training to the contractor and his personnel.

Contractor

- Under normal circumstances, the Contractor is responsible to equip the area with bins/skips for the quantities and waste streams which will be generated and dispose of them by making all the necessary arrangements for waste disposal with waste disposal companies which are recognised by ERA.
- Ensures that personnel assigned to carry out waste management and disposal are properly trained and equipped to manage waste and dispose of it correctly.
- Ensures that all bins/skips are labelled and placed in designated locations according to this SOP

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- Must have Safety Data Sheets (SDS) of the chemicals/oils which need to be disposed of. A copy of such SDSs is to be made available to the responsible person.
- Must keep records of waste transactions and a waste register as stipulated in section 6.5 and provides it to the responsible person who in turn must hand it in to Enemalta's Environmental Representative for Waste (ER Waste).

Contactor Personnel (CP)

- Carry out waste management, waste separation, waste transportation and/or waste disposal, under the supervision of the Contractor.

ER Waste (ERW)

- Keeps record of any waste generated by the Contractor as submitted regularly through their waste register.
- Provides support to the Responsible person if necessary.
- Provides training on waste management to the Contractor and his personnel if necessary.

Lead Auditor:


- May carry out audits, in collaboration with the audit team, to ensure that there are no infringements regarding waste management by the contracting company.

Consignment Permit Responsible (CPR):

- Compiles and manages, in the stipulated times and according to the specified methods the waste disposal permit and the waste consignment notes.
- In all waste related contracts, the Waste contractor is the CPR.

5 Frequency

[This document should be reviewed and updated every twenty-four (24) months, unless it is deemed necessary that it should be reviewed prior.]

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6 Detailed Procedural Rules

The Responsible Person from Enemalta is to ensure that the pertaining sections of these procedures are followed when the activities temporary storing waste and disposing of it.

6.1 Introduction


All tenders are supplied with the guidelines for contractors relating to environmental concerns are stated in **SOP_085 – Procurement Clauses related to Enemalta/IESC Environmental and Safety Management System.**

This SOP is to be given by the Enemalta Responsible person to the Contractor when the contract becomes effective. The Responsible Person shall ensure that the Contractor has clearly understood these good practices for waste storage, management, recording and disposal and shall ultimately abide by them. Enemalta plc demands that once any breach or failure to abide to Enemalta's practices is identified the contractor shall take remedial measures immediately.

When the contract becomes effective, the person responsible for the works/project is to provide the contractor with a copy of this SOP as specified in **FRM-042 - Contractor's Briefing & Employee Training** which is also to be given to the contractor. The latter document is to be signed by the Contractor, declaring that he has received and understood the contents of all the environmental related documents specified in DOC 2, as well as committing himself to train his/her employees working on the contract, on the contents of environmental related documents. This training may be carried out in conjunction with Enemalta plc personnel depending on the nature and duration of the work.

The responsible person shall also make it clear to the contractor that waste generated by the subcontracting operations can only be disposed of in Enemalta's skips if an agreement is reached between both parties which agreement shall be issued in writing.

6.2 Waste Generation, Identification and Classification

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Waste produced by subcontractors or third party working on behalf of Enemalta plc can be classified into 2 main categories:

- Hazardous waste;
- Non-hazardous waste.


Enemalta plc is readily available to inform and hold awareness training sessions to all third parties such as subcontractors and visitors regarding the classification, separation and disposal of waste. Waste will be separated according to its classification and collected in dedicated containers if this is deemed necessary.

6.2.1 Domestic Waste

- Domestic waste or mixed waste is waste generated mainly from everyday activities, like food remains.
- Industrial waste should never be mixed with domestic waste.
- Dedicated containers will be used for the collection of domestic waste. These are placed in areas such as mess rooms and offices which are the major generators of domestic waste.
- A clear visible sign shall be affixed to the container showing the waste stream “mixed waste”, EWC code, and drawings of examples of waste pertaining to this waste stream.

6.2.2 Industrial Waste

- Industrial waste has to be classified into various waste streams as per Commission Decision **2001/118/EC**. Each waste stream is assigned a European Waste Catalogue Code (EWC).
- Waste from separate EWC codes has to be segregated and collected in separate containers.
- Different waste codes cannot be mixed.
- Dedicated signs are to be affixed to each container showing type of waste and EWC code.
- The Contractor should ask the responsible person for identification and classification of waste to its respective EWC code.
- Industrial waste must be clearly distinguished between hazardous and non-hazardous and such waste streams are to be properly segregated.

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- Hazardous industrial waste must always be placed in closed containers, or else covered to avoid rainwater coming in, and subsequent overflow from the container.
- Proper bunding of hazardous industrial waste is to be available were required.

6.3 Handling of Waste

Handling of waste is to be carried out in such a way as to minimise risk to human health and to the environment. In particular, all precautions should be taken in order to avoid accidents that affect:

- soil or water pollution;
- fire or explosion;
- toxic gas generation;


The following are good practices for internal transportation of waste:

- containers containing liquids should always be closed;
- containers carrying solid or liquid waste should be secured to the means of transport being used in order to avoid any spills of material;
- any waste which has fallen out of the container should be collected immediately.

6.4 Waste Storage Areas

Waste storage areas must be correctly planned. The following points should always be observed:

- Spills and leakages should be avoided wherever possible, or preferably kept to a minimum.
- Skips for hazardous waste should be covered and the site should have suitable containment with appropriate drainage facilities.
- Spills are to be contained and collected such that they do not contaminate soil or water.
- Soil or water are not to be polluted by rainwater which is contaminated through contact with waste.
- Waste storage areas should be separated and clearly identified.
- Each waste unit is to be clearly marked and understood by all operators including those from transport companies and those collecting waste.
- Any hazard risks (flammable, toxic, etc.) should be clearly legible and immediately identifiable.

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- Chemically incompatible wastes are to be segregated.
- Appropriate emergency equipment for first aid, fire and spills should be easily accessible.
- In case of hazardous waste, a Safety Data Sheet should be available with the waste.

The Contractor is responsible to provide bins with correct labelling for the duration of works.

Waste generated within Enemalta premises for any contractor must be disposed of, off site by a fully licensed carrier as soon as reasonable practicable so as not to accumulate on Enemalta plc premises. The responsible person will ensure that the site is checked that it is properly clean and waste free before the works are terminated.

6.5 Waste Register


The Contractor is to maintain a Waste Register keeping detailed records of all disposal of hazardous and non-hazardous waste. The Contractor should regularly provide an updated copy of this waste register together with all weight chits from the waste disposal facility to the responsible person. A copy of any waste consignment notes should also be submitted in the case of disposal of hazardous waste. These records should include details about the waste (including the specific EWC code) and the weight of the waste disposed. The final destination of the waste (permitted waste site) is also to be provided, as well as the number plate of the carrier used to transport the waste to the permitted waste site.

The waste register is to include as a minimum the details below:

Date	EWC Code	Waste Description	Waste Carrier	Waste Management Facility	Net Weight (kg)

6.6 Waste Management Facilities and Waste Carriers

At the beginning of the contract, the contractor is to send a copy of the waste register as per section 6.5 with a list of waste which are expected to be generated throughout the contract and details of the waste management facilities where he intends to dispose of such waste. Details of the waste

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carriers to be utilised are also to be included. This document is to be submitted by the responsible person to the ERW to confirm that waste is being disposed of correctly. Any modifications to the waste carriers or waste management facilities throughout the duration of the contract are to be submitted to the ERW for approval.

6.7 Waste Transport: Consignment Note

6.7.1 Hazardous waste

Every time that there is a disposal of hazardous waste, this requires a valid permit from ERA and the actual transfer of the waste has to be accompanied by a form issued by ERA, called a consignment note. The consignment note procedure is divided into two stages:


Stage One: Waste Consignment Permit Application (CP)

Stage Two: Waste Consignment Note (CN)

All Waste Consignment Permit Applications (CP) and Waste Consignment Notes (CN) have a unique number (code) allocated by ERA. The Waste Consignment Permit Application (CP) is used in order to obtain a permit for the disposal of waste while the Waste Consignment Notes (CN) must be used for the transfer of waste.

6.7.1.1 Waste Consignment Permit Application (CP) and Waste Consignment Note application (CN)

- When disposing of hazardous waste, it must be ensured that any hazardous waste must not be stored for more than 1 year. The quantity of waste being generated and the information related to the particular waste must also be taken into consideration.
- A permit is needed for the disposal of each separate hazardous waste stream.
- The Waste Contractor used by Contractor (or the Contractor himself if he is a waste contractor) acts as the CPR. The Waste Contractor will be responsible to fill in the ERA Waste Consignment Permit application form (CP). Once the permit for the disposal of a particular hazardous waste is issued by ERA, CPR should fill in the Consignment Note to make arrangements for the disposal of the hazardous waste generated from work on behalf of Enemalta plc.

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- A copy of the Waste Consignment Permit Application and the Waste Consignment Notes is to be handed in by the Contractor to the responsible person.
- The waste register is to be updated as per section 6.5

6.7.1.2 Transboundary Shipment of Hazardous Waste

Hazardous waste which cannot be disposed of/recovered in Malta and which has to be shipped to another country for disposal/recovery will fall under the terms of the European Commission Waste Shipment Regulation. Transboundary movements of hazardous waste destined for disposal or recovery can only take place upon written notification by ERA, as the Competent Authority of dispatch, to the Competent Authorities of destination and transit (if applicable) through the use of the notification document. Subsequently, once all permits are in place, each shipment of hazardous waste destined for disposal or recovery must be accompanied by the movement/tracking document.


ERA are to be informed via email on contact.shipments@era.org.mt of the intention to ship the said material in writing providing all the details necessary, in particular the following:


- the nature and quantity of the waste
- the reason for shipment, e.g. disposal or recovery
- the shipping route including all ports of call and final destination of the waste
- the intended date/s of shipment

More information related to the conditions for shipment of waste are available on the MEPA website at the link below: <http://era.org.mt/en/Pages/TFS-General-Information-Procedure.aspx>

6.7.2 *Non-Hazardous Waste*

Disposal of non-hazardous waste does not need an ERA permit. Thus the procedure for the application of a permit from ERA and the filling in of the official ERA consignment note will not apply in this case. However for reporting purposes, the waste register still needs to be updated as per section 6.5. Non-hazardous waste can be temporary stored on site for a maximum period of 1 year.

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6.8 Licences of carriers and consignee

From time to time, the ER Waste is responsible to check and request records of all licences (and any subsequent updates) of the waste management providers (carriers, waste management facilities and consignees). These can also be checked on the ERA website or through a formal request via email to ERA for this information. The Contractor must be able to provide all data about waste management (whether he is doing the waste management himself, or is using a subcontractor to carry out this task).

6.9 Environmental Audits

Enemalta plc reserves the right to carry out environmental audits in order to ensure that the Contractor and his sub-contractors are carrying out their activities in compliance with the requirements laid down in the Enemalta Environmental Management System.


7 Reference documents

Annex 1 - Waste Consignment Permit application

Annex 2 – Waste Consignment Note

SOP_085 – Procurement Clauses related to Enemalta/IESC Environmental and Safety Management System.

FRM-042 - Contractor's Briefing & Employee Training

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Annex 1: Waste Consignment Permit Application

Office Address:
ENVIRONMENT & RESOURCES AUTHORITY
Hexagon House, Spencer Hill, Marsa MRS 1441, MALTA
Email: contact.cn@era.org.mt
Tel: 2292 3500
Website: era.org.mt


Environment & Resources
Authority

WASTE CONSIGNMENT PERMIT APPLICATION

Waste Consignment Permit No **SAMPLE**

A) CONSIGNMENT DETAILS

1. The waste described below is to be removed from:
Company name _____
Address _____

2. The waste producer was (if different from 1):
Company name _____
Address _____

3. The consignment(s) will be: one single ☐ a succession ☐ carrier's round ☐ other ☐ (please specify) _____

4. Expected removal date of first consignment: _____ last consignment: _____

5. Notifier's Name _____
Address _____

6. Notifier's Tel. No. _____
Notifier's Mob. No. _____
Notifier's e-mail _____

B) DESCRIPTION OF THE WASTE

1. The waste is _____

2. Hazardous Waste ☐ Non-Hazardous Waste ☐ Others ☐

3. EWC code _____

4. Packaging Type ^a _____

5. Physical Characteristics ^a _____

6. Number of packages _____

7. Estimated total quantity for removal (include units kg/ltrs/tonnes etc): _____

8. The chemical/biological components that make the waste hazardous are:

Component	Concentration (% or mg/kg)	Component	Concentration (% or mg/kg)

9. The hazard code(s) is (are) (e.g. H7) ^a: _____

10. Special Handling Requirements: _____

C) CARRIER'S DETAILS

1. Name & Surname _____
On behalf of _____
Address _____

2. Carrier Tel. No. _____
Carrier Fax. No. _____

3. Waste Management Registration No. _____

4. Vehicle Reg. No. (or mode of transport if not road) _____

D) CONSIGNEE'S DETAILS

1. Waste Management Facility _____

2. Type of disposal/recovery operation ^a _____

3. Address _____

4. Facility Tel. No. _____
Facility Fax No. _____

5. Waste management permit/registration no. _____ authorises the management of waste described in B.

6. PLEASE ATTACH COPY OF CONFIRMATION FROM AN AUTHORISED REPRESENTATIVE OF THE WASTE MANAGEMENT FACILITY INDICATING AGREEMENT TO ACCEPT THE WASTE.

E) CONSIGNOR'S DECLARATION

I certify that the information in A, B, C and D above is correct, that the carrier is registered and was advised of the appropriate precautionary measures.

1. Name & Surname _____

2. On behalf of _____

Address _____

3. Signature _____ Date _____

PLEASE COMPLETE IN BLOCK CAPITALS

^a: See attached list
This Document contains 2 Forms

Annex 2: Waste Consignment Note

Office Address:
 ENVIRONMENT & RESOURCES AUTHORITY
 Hexagon House, Spencer Hill, Marsa MRS 1441, MALTA
 Email: contact.cn@era.org.mt
 Tel: (+356) 2292 3500
 Website: era.org.mt

ERA
 Environment & Resources
 Authority

PRENOTIFICATION COPY

SAMPLE

Waste Consignment Permit No. **CP**

Waste Consignment Note No.

A) CONSIGNMENT DETAILS

<p>1. The waste described below is to be removed from:</p> <p>Company Name _____</p> <p>Address _____</p>	<p>2. The waste will be taken to:</p> <p>Company Name _____</p> <p>Address _____</p>
---	--

3. The consignment(s) is (are): one single ☐ a succession ☐ carrier's round ☐ other ☐ (please specify) _____

4. Removal date of consignment: _____

5. Time: _____

6. Notifier's Name _____

7. Notifier Tel. No. _____

Address _____

Notifier Email: _____

Notifier Mob. No. _____

B) DESCRIPTION OF THE WASTE

1. The waste is _____

2. Hazardous Waste ☐ Non-Hazardous Waste ☐ Others ☐

3. EWC code _____

4. Packaging Type * _____

5. Physical Characteristics * _____

6. Number of packages _____

7. Estimated total quantity for removal (include units kg / ltrs / tonnes etc): _____

8. The hazard code(s) is (are) (e.g. H7) *: _____

9. Special Handling Requirements: _____

C) CARRIER'S CERTIFICATE

I certify that today I collected the consignment and that the details in A1, A2 and B1 are correct. The quantity collected is: _____

<p>1. Name & Surname _____</p> <p>On behalf of _____</p> <p>Address _____</p>	<p>3. Waste Registration no. _____</p> <p>4. Vehicle reg. no. (or mode of transport if not road) _____</p> <p>5. Email: _____</p>
---	---

2. Carrier Tel. No. _____

6. Signature _____

7. Date _____ Time _____

D) CONSIGNOR'S CERTIFICATE

I certify that the information in A, B and C above is correct, that the carrier is registered and was advised of the appropriate precautionary measures.

<p>1. Name & Surname _____</p> <p>Address _____</p>	<p>2. On behalf of _____</p> <p>3. Email: _____</p> <p>4. Signature _____ Date _____</p>
---	--

E) CONSIGNEE'S CERTIFICATE

1. I received this waste on _____ at _____ hrs.

2. Quantity received (include units kg / ltrs / tonnes etc): _____

3. Vehicle registration no. _____

4. Type of disposal/recovery operation* _____

5. I certify that waste management permit/registration no. _____ authorises the management of waste described in B.

6. WASTE MANAGEMENT FACILITY

7. Signature & Stamp

On behalf of _____

Address _____

8. Date _____ Time _____

PLEASE COMPLETE IN BLOCK CAPITALS
 THE PRENOTIFICATION COPY SHOULD BE EMAILED ON: contact.cn@era.org.mt
 AND THE ORIGINAL COPY SHOULD BE DELIVERED BY MAIL TO THE ADDRESS ABOVE

a: See attached list

This Document contains 5 Forms