

1.0 Purpose

- 1.1 To describe the process by which Redox will handle, store, classify, transport and dispose of any waste materials, which include damaged and unsaleable chemical stock and chemical packaging.

2.0 Scope

- 2.1 This procedure describes the process of disposal for non-liquid & liquid waste and applies to waste generated by all Redox branches.

3.0 References

- 3.1 NSW Protection of the Environment Operations (Waste) Regulations 2005.
- 3.2 NSW Protection of the Environment Operations Act 1997.
- 3.3 NSW Waste Avoidance and Resource Recovery Act 2001.
- 3.4 NSW Environmental Guidelines: Assessment, Classification & Management of Liquid and Non-Liquid Wastes.
- 3.5 VIC Environment Protection (Prescribed Waste) Regulations 1998.
- 3.6 VIC EPA Information Bulletin – Classification of Wastes (Publ. 448 09/05)
- 3.7 WA Environmental Protection (Controlled Waste) Regulations 2004.
- 3.8 QLD Environmental Protection (Waste Management) Regulation 2000.
- 3.9 SA Environment Protection (General) Regulations 1994.
- 3.10 NZ Resource Management Act 1991.
- 3.11 NZ Local Government Act 1974.
- 3.12 NZ Hazardous Substance and New Organism Act 1996.
- 3.13 ACTDG – Australian Code for the Transport of Dangerous Goods by Road & Rail.
- 3.14 NZS 5433 – 1999 Transport of Dangerous Goods on Land.
- 3.15 SUSDP – Standard for the Uniform Scheduling of Drugs and Poisons.
- 3.16 Procedure 1506 – Sundry Purchase Orders.
- 3.17 Procedure 2706 – New Suppliers.
- 3.18 Procedure 3109 – Environmental Policy.
- 3.19 Procedure 3401 – Spill Procedure.
- 3.20 Procedure 3404 – Recycling.

4.0 Definitions

- 4.1 Waste – any discarded, rejected, unwanted, surplus or abandoned substance whether or not it is intended for disposal or recycling/reprocessing.
- 4.2 DG – Dangerous Goods defined within the ACTDG.
- 4.3 Poisons – Scheduled Drugs or Poisons defined within the SUSDP.
- 4.4 HIGA waste – Hazardous, Industrial and Group A waste (NSW).

5.0 Procedure

5.1 Responsibilities and Authority

- 5.1.1 The Regulatory Affairs Coordinator is responsible for maintaining a permanent record of all waste disposals, and for reporting to environmental authorities where required.
- 5.1.2 The Site Environmental Officer is responsible for classifying all waste, obtaining disposal quotes, receiving all waste tracking documentation and reporting all waste disposals to the Regulatory Affairs Coordinator.
- 5.1.3 The Transport Coordinator is responsible for booking waste onto runs, completion of Waste Transport Certificates (WTC), including completion by driver and waste facility, and return to the Site Environmental Officer, and for maintaining a sufficient supply of WTC in each branch.
- 5.1.4 The Store Manager is responsible for ensuring that store personnel adhere to this procedure and that an effort is made to minimise waste. For ensuring that waste is fit for transport.
- 5.1.5 The Product Manager is responsible for exhausting all avenues for sale or give away of damaged or unsaleable stock before identifying it as requiring disposal in accordance with Redox's Environmental Policy –3109.
- 5.1.6 The Quality Assurance Clerk will establish new waste service providers in the system in accordance with procedure 2706.

5.2 Waste Classification and Disposal Methods

- 5.2.1 General office and warehouse rubbish including stationery, plastic, glass, food, shrink wrapping, empty chemical packaging (that has not contained DG or Poison) can be disposed in the waste bins on each site.
- 5.2.2 Non-compactable items such as empty drums, empty IBC, pallets, large timber pieces, metal, concrete and bricks will be sent directly to either landfill, drum reconditioners or waste treatment facilities. The Store Manager is responsible for informing the Regulatory Affairs Coordinator when there are empty drums on site that require recycling or disposal.
- 5.2.3 Paper, cardboard and aluminium cans will be recycled in accordance with Procedure 3404. In some branches, glass and plastic may be recycled.
- 5.2.4 Chemicals (including samples) or chemical packaging that has contained DG, Poison or Liquid will be transported and disposed by suppliers who are licensed to accept this waste for treatment by the environmental authority in that jurisdiction. These are never acceptable to be disposed in the waste bins on site or to landfill.
- 5.2.5 Solid chemicals that are not DG or Poison will be individually classified by the Regulatory Affairs Coordinator with the aid of waste facility operators in order to determine if they are able to go to landfill. Where landfill is not lawful for the substance, it will be sent to a licensed waste treatment facility.

Exemptions may be made at the discretion of the Regulatory Affairs Coordinator for sample quantities that would be acceptable for landfill in the jurisdiction where the waste bins on site are to be disposed.

5.3 Storage of Waste Products

- 5.3.1 Spilt/damaged chemical product shall be swept into plastic bags, labelled and thrown into the spill bins designated for waste for each store in accordance with Procedure 3401.
- 5.3.2 All chemical products requiring disposal shall be kept in secure packaging within the reject store area or spill bins designated for waste for each store.

5.4 Disposal Arrangements

- 5.4.1 The Site Environmental Officer is responsible for the following:
- Obtaining a quotation for the disposal of chemicals or chemical packaging.
 - Consulting with the Product Manager on the quotation and if agreed upon, raising a Sundry Purchase Order (Procedure 1506) for approval by a Company Director.
 - Requesting completion of Form 21157 for new suppliers, the details of which will be checked with the environmental authority and updated using the Quality option of Supplier details, e.g. licence numbers.
 - Inform waste service providers, Store Manager and Transport Coordinator of disposal date.
 - In NSW only, if the waste is subject to waste tracking per section 5.5 of this procedure, request an (online) Consignment Authorisation Number from the waste facility using form 21152. For IBC cleaners and Drum Reconditioners a CAN should be requested to be valid for a 12 month period.
- 5.4.2 The Store Manager will ensure that chemicals or chemical packaging is fit and ready for transport by the set date. For DG chemicals, transport will be in accordance with the ACTDG or NZS: 5433.
- 5.4.3 The Transport Coordinator will ensure that the waste is booked onto a run and that the WTC is completed if required by section 5.5 of this procedure.

5.5 Waste Tracking Requirements (Not Applicable to WA or NZ).

- 5.5.1 Any chemical or chemical packaging classified by the Site Environmental Officer as one of the following must be transported with a Waste Transport Certificate (WTC) appropriate to the jurisdiction.
- NSW – HIGA waste (Hazardous, Industrial or Group A);
 - VIC – Prescribed;
 - QLD – Regulated;
 - SA – Listed.

As a general guide any material that is not suitable for disposal to landfill will require a WTC. Chemicals or chemical packaging that has contained DG, Poison or Liquid will always require a WTC.

- 5.5.2 For all IBC that are sent to be cleaned and/or disposed a WTC is to be completed by the Transport Coordinator and sent with the IBCs. IBC that are not being cleaned before they are refilled are exempt from this requirement.
- 5.5.3 The Transport Coordinator is responsible for ensuring the following steps are completed during each disposal:
- a) Ensure that only licensed waste transporters are used, in NSW these include Redox vehicles RCS791, SED998 and TRN718.
 - b) Completion of the WTC as requested by the Regulatory Affairs Coordinator, this should be done automatically for IBC transfers or drums sent to reconditioners.
 - c) Ensure the driver signs the WTC and that a hard copy accompanies the waste to the waste facility.
 - d) Ensure the driver is aware they need to request the form to be completed by the waste facility, in NSW the driver is to return the WTC to the Transport Coordinator.
 - e) Where carbon pads are used, forward the relevant copies to environmental authorities.
 - f) Ensure that the Regulatory Affairs Coordinator receives a copy of all completed WTC, these will be kept on file for four years.
 - g) Reporting to the Regulatory Affairs Coordinator where waste is rejected or does not arrive at the waste facility, or where a spill occurs during transport, the details of clean-up methods and the disposal point of any clean-up materials.
 - h) Advise the Regulatory Affairs Coordinator when there are only 10-15 online certificates or waste data forms available, so more can be ordered/created.

5.6 Reporting

- 5.6.1 The Regulatory Affairs Coordinator will ensure the following reporting is completed:
- a) Maintenance of a permanent spreadsheet record of all waste disposals, at Company Documents\Quality Assurance\Environmental Management\ WasteLOG.
 - b) In VIC, an annual report at 30 June, if there were 6 or more WTC completed in one financial year, to be submitted to the environmental authority.
 - c) In NSW, quarterly reports for HIGA waste activities to be submitted to the EPA. However, quarterly reports are not required for waste that is tracked using the EPA's online waste tracking system.
 - d) In NSW, reporting incidents to the environmental authority where waste is transported without a WTC, is rejected or does not arrive at the waste facility, a spillage occurs during transport or written confirmation of receipt of waste and completed WTC is not received within 21 days of despatch. Report will be made using an exception report (Form 21217).

6.0 Documentation

- 6.1 Form 21157 – Waste Disposal Quality Questionnaire
- 6.2 Form 21152 – NSW Waste Consignment Authorisation
- 6.3 Form 21118 – NSW Waste Data Form
- 6.4 Form 21217 – NSW Waste Tracking Exception Report

7.0 Procedure Responsibility

7.1 Refer Review/Approval Status.

8.0 Summary of Changes

8.1 23.01.03 Initial Issue.

8.2 19.06.03 Complete Review.

8.3 01.07.03 Amended some minor spelling errors.

8.4 16.11.04 Complete review of AUST & NZ legislation & procedure.

8.5 26.07.07 Added SEO responsibilities & review of NSW Waste Tracking.