***Company Name***

Delete this box and insert company logo

**Waste Management Name**

|  |
| --- |
| ***General Instructions***   1. *Insert company logo in the header* 2. *Insert company name where indicated (“[insert company name]”)* 3. *Consider the guidance / follow the instructions given in the instruction boxes* 4. *Review the WMP and customise accordingly, if required* 5. *Delete the instruction boxes throughout when the document is completed, including this box* |

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| **Type of Document:** | Plan |

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**Amendments**

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|  |
| --- |
| *Procedure Guidance – Delete when complete*  General Instructions for Customisation and Compliance |
| A Waste Management Plan (WMP) shall be developed and implemented to manage all waste types (solid, liquid, general, hazardous, electronic) generated during construction, operation, and decommissioning of Projects in an environmentally responsible and safe manner. The WMP shall be designed to ensure that waste management activities are conducted in accordance with local laws and regulations and international standards, such as the International Finance Corporations (IFC) Performance Standards (PS) (2012).  The purpose of the WMP is to provide a clear set of actions and responsibilities to ensure that effective procedures are implemented for the handling, storage, transportation and disposal of waste that is generated from the company activities.  To ensure the WMP is practical and meets both lender and operational needs, please consider the following:   * Specificity: Tailor the WMP to reflect the specific waste impacts of your Company. Include details relevant to your operational context and geographic location. * Operational Integration: The WMP must integrate into daily operations. This involves training staff, establishing clear roles and responsibilities and ensuring on-going compliance. * Compliance with Standards: Align the WMP with both international standard (e.g., IFC Performance Standards) and local environmental, health and safety (EHS). Ensure that the WMP clearly demonstrates how these standards are to be met. * Detailed Procedures and Roles: Define specific roles and responsibilities for implementing the WMP and provide detailed procedures for risk management, monitoring and reporting. * Resource Allocation: Commit to allocating the necessary resources, including personnel and training, to effectively implement and maintain the WMP. * Continuous Improvement: Establish a process for regularly reviewing and updating the WMP to reflect new risks, regulatory changes and lessons learned.   The WMP shall entail:   * Identification of the waste type. * Identification of each waste stream. * Waste storage standards for each waste stream. * Health and safety measures to be observed during waste handling. * Waste management method for each waste stream and demonstrating implementation of the waste management hierarchy. * Waste collection, transportation, disposal, and management standards, including contracting of licensed waste management providers and facilities. * Waste management documentation, monitoring, and reporting requirements.   For e-waste in particular, arrangements should be made for an Extended Producer Responsibility programme with suppliers. |

# Purpose and Scope

|  |
| --- |
| *Procedure Guidance – Delete when complete*   * *Describe the purpose of the Waste Management Plan (WMP).* * *Define the scope of application of the WMP and whom it applies to.* * *The section below is generic. Review and modify as required for your company.* |

The purpose of the Waste Management Plan (WMP) is to ensure that effective procedures are implemented for the identification, handling, storage, transportation and disposal of the waste generated by [insert company name]. [Insert company name] has developed this Plan to ensure wastes are reduced, reused and recycled wherever possible.

The WMP includes details on the following:

* The types and quantities of waste generated during operation;
* Procedures to collect and dispose of waste;
* Measures that will be implemented to minimise waste generation associated with the development; and
* A program for monitoring the effectiveness of these measures.

This WMP applies to employees and contractors who are responsible for the direct management, sorting, collecting, transporting and/or disposing of waste.

# Objectives

|  |
| --- |
| *Procedure Guidance – Delete when complete*   * *Define the scope of application of the WMP and what it aims to achieve.* * *The section below is generic. Review and modify as required for your company.* |

The objective of waste management is to control the generation of waste in order to avoid, reduce or control the waste generation and potential pollution to the surroundings environment.

The objectives of this WMP are to provide instructions for the management of waste generated at [insert company name] with the following underlying philosophy with respect to waste management:

* Minimise generation of waste material;
* Increase the efficiency of the use of raw material;
* Reuse, reduce or recycle material where feasible;
* Treat or dispose of waste in such a manner that surrounding environment is minimally impacted upon;
* Promote awareness of and adhere to proper waste management procedures;
* Managing waste as close to the source as practicable;
* Take cognisance of our Duty of Care to the environment (see definitions); and
* Take responsibility for causing pollution by internalising the cost of decontamination and rehabilitation (Polluter pays principle – see definition).

# Legal and International Requirements

## National Laws and Regulations

|  |
| --- |
| *Procedure Guidance – Delete when complete*   * *Review country and local legislation relating to waste management and incorporate as may be required into this section.* * *List all relevant waste management-related laws and regulations below.* |

The Plan has been developed to conform to the following national laws and regulations:

* Xx
* Xx

## International Standards and Guidelines

|  |
| --- |
| *Procedure Guidance – Delete when complete*   * *List all relevant international standards and guidelines and delete any below that are not applicable.* |

The Plan has been developed to conform to the following international standards and guidelines:

* IFC PS on E&S Sustainability (2012). The most salient PS related to assessing and monitoring health impacts are listed below:
  + Performance Standard 3 – Pollution Prevention and Abatement: Requires companies avoid or minimize the generation of hazardous and non-hazardous waste materials as far as practicable. Where waste generation cannot be avoided but has been minimized, the client will recover and reuse waste; where waste can not be recovered or reused, the client will treat, destroy, and dispose of it in an environmentally sound manner. If the generated waste is considered hazardous, the client will explore commercially reasonable alternatives for its environmentally sound disposal considering the limitations applicable to its transboundary movement. When waste disposal is conducted by third parties, the client will use contractors that are reputable and legitimate enterprises licensed by the relevant regulatory agencies.
* IFC General Environmental, Health and Safety (EHS) Guidelines (2007);
* IFC EHS Guidelines for Annual Crop Production (2016);
* IFC EHS Guidelines for Food and Beverage Processing (2016); and.
* IFC EHS Guidelines for Perennial Crop Production (2016).

# Definitions

|  |
| --- |
| *Procedure Guidance – Delete when complete*   * *The table below includes a list of definitions of terms used in the document. Modify/delete/add to as required.* |

| **Term/Acronym** | **Definition** |
| --- | --- |
| Crop Waste | Comprises of non-edible parts of plants left after harvest, including stems, leaves, agricultural residues and any non-saleable produce e.g. fruit in field that ripens after the cost of harvesting again is greater than the value of the produce in the field. Examples include orchard or vineyard waste, corn stalks, potato vines, and wheat straw. |
| Disposal | The burial, depositing, discharge, abandoning, dumping, placing or release of any waste into, or onto, any land. |
| Hazardous waste | Hazardous wastes are those that exhibit one or more of the following inherent characteristics:   * Ignitability (flammable, highly flammable or explosive); * Reactivity (corrosive, oxidizing); and * Biologically harmful (toxic or eco-toxic, infectious, irritant, carcinogenic, mutagenic, teratogenic). |
| Inert waste | Inert waste is any waste unaffected by any significant physical, chemical, or biological modifications, which does not decompose, burn, or produce any physical or chemical reaction, is not biodegradable and does not damage any substance with which it comes into contact in a manner likely to cause damage to the environment or human health. |
| Minimisation | The avoidance of the amount and toxicity of waste that is generated and, in the event where waste is generated, the reduction of the amount and toxicity of waste that is disposed of. |
| Non-hazardous waste | Non-hazardous waste is waste that is neither hazardous, nor inert, nor wastewater. Non-hazardous waste does not have inherently harmful properties nor pose an immediate threat to health, safety and/or the environment. |
| Packaging waste | Results from activities involved in sorting, cleaning, and packaging agricultural products. Examples include packaging materials like plastic, cardboard, jute bags and foam. Other examples include damaged or unsuitable fruits and vegetables. |
| Polluter pays principle | the commonly accepted practice that those who produce pollution should bear the costs of managing it to prevent damage to human health or the environment. he polluter pays principle is part of a set of broader principles to guide sustainable development worldwide (formally known as the 1992 Rio Declaration﻿). |
| Recovery | The controlled extraction or retrieval of any substance, material or object from waste. |
| Recycle | A process where waste is reclaimed for further use, which involves the separation of waste from a waste stream for further use and the processing of that separated material as a product or raw material. |
| Re-use | To utilise the whole, a portion of or a specific part of any substance, material or object from the waste stream for a similar or different purpose without changing the form or properties of such substance, material or object. |
| Treatment | Any method, technique or process that is designed to:  (a) change the physical, biological or chemical character or composition of a waste; or  (b) remove, separate, concentrate or recover a hazardous or toxic component of a waste; or  (c) destroy or reduce the toxicity of a waste.  in order to minimise the impact of the waste on the environment prior to further use or disposal. |
| Waste | Any substance, material or object, that is unwanted, rejected, abandoned, discarded or disposed of, or that is intended or required to be discarded or disposed of whether or not such substance, material or object can be re-used, recycled or recovered. |
| Waste classification | Establishing whether a waste is hazardous based on the nature of its physical, health and environmental hazardous properties (hazard classes). |

# Abbreviations and Acronyms

|  |
| --- |
| *Procedure Guidance – Delete when complete*   * *The table below includes a list of abbreviations and acronyms which are referred to in the document. Modify/delete/add to as required.* |

| **Abbreviations and Acronyms** | **Definition** |
| --- | --- |
| GIIP | Good International Industry Practice |
| EHS | Environmental, Health and Safety |
| IFC | International Finance Corporation |
| OEM | Original Equipment Manufacturer |
| PPE | Personal Protective Equipment |
| SDS | Safety Data Sheets |
| WML | Waste Management Licence |
| WMD | Waste Manifest Document |
| WMP | Waste Management Plan |
| WDC | Waste Disposal Contractor/Company |

# Waste Management Requirements

## General Waste Management Requirements

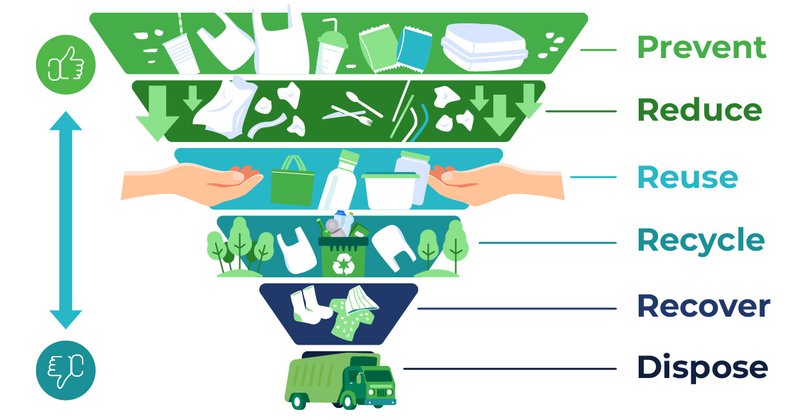
|  |
| --- |
| *Procedure Guidance – Delete when complete*   * *The section below is generic. Review and modify as required for your company.* |

[insert company name] has an obligation and duty of care to ensure that all waste is managed in a compliant and responsible manner, in compliance to the [insert local laws and regulations here on waste management]. This applies whether waste is handled by company personnel, third party contractors or service providers transporting and recycling or disposing of the waste at a landfill site.

The desired outcome of the WMP is that waste should be prevented, minimised, re-used or recycled. Disposal to landfill must be the last option.

The recycling of waste must be prioritized. Supplier agreements (where practicable) should include clauses requiring that the supplier take back or remove packaging materials, as per good international industry practice (GIIP).

As a general principle, solid waste should be managed in accordance with the waste management hierarchy (**Figure 6‑1**), where the reduction and reuse of waste is the most favoured option, followed by recycling and with the disposal of waste being the least favoured option.



**Figure 6‑1: Waste Control Hierarchy**

## Licensing and Registration Requirements

|  |
| --- |
| *Procedure Guidance – Delete when complete*   * *Review country and local legislation relating to waste management to identify waste licencing and registration requirements, and add these below.* |

[insert company name] is subject to the following licensing and registration requirements:

* *[list your company’s waste licensing and registration requirements here]*

## Waste Identification and Classification

|  |
| --- |
| *Procedure Guidance – Delete when complete*   * *Identify the different types of waste streams generated and record the collection, treatment, and recycling methods.* * *The section below is generic. Review and modify as required for your company.* |

All waste generated by [insert company name] shall be identified and recorded in a Waste Register (see **Appendix A**).

Wastes are classified as either inert (includes nondegradable, non-leaching and non-reactive material such as clean stone, gravel, spoil, concrete, bricks), non-hazardous (domestic/kitchen waste, paper, cardboard, packing materials, disposable PPE, scrap metal, rubble, timber, and plastic) or hazardous (oils and hydrocarbon based lubricants, oil-contaminated rags, filters, degreasing agents, empty chemical containers, empty pesticide or paint containers, separator sludge, fluorescent tubes, batteries, electronic waste, ink cartridges, contaminated soil and medical waste) depending on their toxicity and are therefore required to be managed and treated accordingly.

**Table 7‑1** in the Waste Management Plan section of this document (see **Section 7**) describes the various waste streams and their respective collection and disposal methods.

## Waste Reduction

|  |
| --- |
| *Procedure Guidance – Delete when complete*   * *Identify and list suitable waste reduction measures to be implemented for the Company, and list and describe these in this section.* * *Below are some common and good-practice waste reduction measures that may be included in this section.*   + *Reuse jute bags; and*   + *Encourage the use of refillable containers and cardboard boxes.* |

Waste reduction measures that are being followed by [insert company name] include:

* *[list your company’s waste reduction measures here]*

## Waste Handling, Segregation and Storage

### Waste Separation

|  |
| --- |
| *Procedure Guidance – Delete when complete*   * *The section below is generic. Review and modify as required for your company.* |

* Waste shall be segregated into separate bins for transport to different waste facilities. Bins shall be clearly marked for the respective waste streams (plastics, carboard, hazardous waste, non-hazardous waste, general waste, etc);
* Hazardous waste must be separated from non-hazardous waste; and
* Containers shall be suitable in terms of volume, material, and shape and to store liquid, solid, hazardous, or non-hazardous waste. Lids or covers should be provided to prevent rainwater ingress.

Where possible, all waste shall be separated at the source of generation. This shall be accomplished by having separate colour-coded waste bins (containers) for the main waste streams. An example of a colour-coded system is provided in Table 6‑1.

**Table 6‑1: Colour Coding of Waste Containers** *[Example]*

|  |  |  |
| --- | --- | --- |
| **Solid Waste labelling** | **Colour Name** | **Colour** |
| * Used oil; * Hydrocarbon contaminated soil, rags, containers; * Chemical reagents, pesticide or used paint containers; and * Paint and solvents. | Black |  |
| * Paper, cardboard, plastic | Blue |  |
| * E-waste; * Batteries; and * Fluorescent light tubes. | Red |  |
| * General waste | Green |  |
| * Medical waste | Yellow |  |
| * Metals and welding wastes, scrap metal, reusable parts | Grey |  |

* All waste containers (skips, bins, drums etc.) shall be appropriately labelled to show what class and type of waste can be disposed of in them.
* Containers shall be suitable in terms of volume, material and shape and to store liquid, solid, hazardous or non-hazardous waste.
* Only one class or type of waste will be stored in each container.
* Solid and liquid wastes will not be mixed.
* Waste must only be temporarily stored.

### Waste Storage

|  |
| --- |
| *Procedure Guidance – Delete when complete*   * *Review country and local legislation relating to waste storage to identify waste licencing and registration requirements, and add these below.* * *Describe the position of all waste storage.* * *The section below is generic. Review and modify as required for your company.* |

Locations for waste collection can include offices, production plant, warehouses, equipment yards, kitchen facilities, etc.

The waste storage containers will typically be drums labelled and coloured for particular types of waste (refer to **Table 6‑1**).

All waste collection containers shall be emptied on a daily basis before leaving a working location, and contents shall be moved to the designated waste transfer location approved by [insert company name].

If hazardous waste is produced, these shall be removed and stored at a [insert company name] approved hazardous waste storage areas/facilities [insert company name]. In addition, hazardous wastes shall be stored in accordance with the following requirements:

* Waste is stored in a manner that prevents the commingling or contact between incompatible wastes, and allow for inspection between containers to monitor leaks or spills;
* Waste is stored in closed containers away from direct sunlight, wind and rain;
* If required, secondary containment systems should be constructed with materials appropriate for the wastes being contained and adequate to prevent loss to the environment;
* Waste is labelled with a hazardous waste label (see **Figure 6‑2**)*;* and
* Provide adequate ventilation where volatile wastes are stored.



**Figure 6‑2: A Sample of Hazardous Waste Label**

If any relevant regulatory limits for waste holding times are likely to need to be exceeded, a written exemption should be obtained from the relevant authorities.

In the absence of any relevant regulatory requirements, as a Best Management Practice the company should implement a process to ensure that hazardous waste is not stored for longer than 90 days, unless the approved disposal is not available and storing the waste does not represent a hazard.

## Waste Disposal

|  |
| --- |
| *Procedure Guidance – Delete when complete*   * *Waste disposal must be conducted in accordance with local laws and regulations. Review local and country legislation relating to the disposal of waste and incorporate as may be required into this section.* * *Describe practices that are being used during the disposal of waste to avoid any risks to humans and the environment.* * *The section below is generic. Review and modify as required for your company.* |

Wastes that cannot be reused, recycled and/or recovered must be disposed of at a licensed and registered facilities specifically designed for that purpose.

* Provide approved waste contractors with access to the central Waste Management area for waste collection and disposal.
* Waste is not to be incinerated/burnt.
* Waste is not to be buried/landfilled on the company premises.
* Waste will be transferred to an appropriate waste management facility for ultimate disposal (licensed) as per local regulations.
* Maintain a record of waste disposal certificates / manifests from the waste management contractors.

## Transport of Waste

|  |
| --- |
| *Procedure Guidance – Delete when complete*   * *Waste must be transported in accordance with local laws and regulations. Review local and country legislation relating to the transport of waste and incorporate as may be required into this section.* * *The section below is generic. Review and modify as required for your company.* |

All employees and contractors must ensure that waste transfer and transportation (including materials to be re-used, recycled or sold) are conducted in accordance with the following minimum requirements:

* Engage a waste collector which has been assessed and approved by the company and verified for compliance to the national regulatory requirements, unless the waste /organisation is officially exempted from authorisation.
* Waste transportation vehicles shall be:
  + Appropriate for the waste being transported;
  + Equipped to prevent leaks or spills; and
  + Covered to prevent loss of wastes during transit.
* Determine the appropriate frequency for waste collection and transportation to minimise health and environmental impacts due to storage of certain waste; and

Documented tracking of waste movements via implementation of the waste manifest system in the form compliant with the legally required documentation, and all records shall be maintained for the legally required time period, or at least for four years.

Waste will be transported from source to disposal sites in the appropriate manner, taking the following into account:

* Transport vehicles will cater for the type, class and quantity of waste being transported in terms of its composition, load capacity, covering etc.
* Care is to be taken during loading and unloading to avoid waste loss.
* Employees will be trained in the correct procedure to address accidents and emergencies i.e. waste spills.
* All transport vehicles will be equipped with suitable materials or equipment to contain, manage and remove accidental spillages.
* Vehicles carrying hazardous wastes shall be labelled appropriately.

## Waste Contractors

|  |
| --- |
| *Procedure Guidance – Delete when complete*   * *Companies are required to ensure that all waste is removed by an accredited and fully licenced waste management company etc.* * *The section below is generic. Review and modify as required for your company.* |

The following requirements apply to third party contractor/s appointed by [insert company name] to assist in the collection, transportation and disposal of waste and are to be communicated either within the contract or as part of the tender process:

* Annually the contractor must submit the required certification/registrations to allow them to legally handle, transport and dispose of waste.
* The contract must include the commitment to dispose of waste at licensed and registered facilities. The contractor will supply the relevant registrations/certifications for the disposal facilities used.
* Monthly (at a minimum) the contractor will supply the [Sustainability Manager] with the relevant manifests / weight collected/ disposal certificates.
* The contractor will be responsible for the frequency of the collection which is decided by the supervisor based on the volumes of waste.

## Waste Records

|  |
| --- |
| *Procedure Guidance – Delete when complete*   * *The section below is generic. Review and modify as required for your company.* |

All wastes generated shall be quantified and recorded in the Waste Register (see **Annex A**).

Waste Manifest Documents (WMD) for all wastes (non-hazardous, hazardous and recyclable) generated shall be maintained as documented evidence that waste has reached its intended waste destination facility. WMDs (in terms of the Regulations) do not apply to general waste, however, records of the waste type, quantity, transporter and destination facility shall be maintained by the operations.

# Monitoring and Review

|  |
| --- |
| *Procedure Guidance – Delete when complete*   * *Include measures for regular monitoring of the effectiveness of the WMP.* * *The section below is generic. Review and modify as required for your company.* |

The monitoring of the quantity and types of wastes being generated by [insert company name] will be recorded in the wastes log book and kept on site at all times so that regular reviews can be undertaken.

[insert company name] shall report quantities of waste streams generate and disposed of as follows (in kg):

* Hazardous waste;
* Non-hazardous waste; and
* Total (hazardous and non-hazardous).

Split by waste destination:

* Landfilled;
* Recycled; and
* Incinerated.

All waste storage containers will be inspected weekly to ensure that they are maintained in a condition appropriate for their use and containment of the specific waste.

As part of the internal environmental reporting, the following metrics will be reported upon.

**Table 7‑1: Metric for Recording Waste Volumes**

| **Topic** | **Definition** | **Unit of measure** |
| --- | --- | --- |
| Waste Disposed | Amount of waste disposed by the organization during the reporting period broken down by:  i) Landfill ii) Recycled/reused iii) Incinerated iv) Composted v) Other | Metric tons |
| Waste Generation | Total amount of waste generated broken down by:  i) non-hazardous ii) hazardous | Metric tons |

Regularly reviewing and evaluating the plan’s effectiveness ensures continuous refinement and more informed decision-making.

State the frequency of the review and update of the WMP to ensure that it reflects and caters for any emerging waste management issues and/or that it aligns with changes in regulations.

# Training and Awareness

|  |
| --- |
| *Procedure Guidance – Delete when complete*   * *Include training that is provided to employees and contractors on the requirements of the WMP.* * *The section below is generic. Review and modify as required for your company.* |

[insert company name] recognises the need for staff and contractors to be appropriately trained in the tasks that they are to undertake to reduce waste production.

All personnel and contractors generating and/or handling waste shall be provided with training and awareness in respect of the company’s waste management procedures and plans, to ensure wastes are managed appropriately in line with requirements of this procedure.

Relevant staff involved in the management of waste should be provided with more specific training including relevant regulatory requirements. Details of the frequency, structure etc. of the training are provided in the [insert company name] training manual.

# Review and Continuous Improvement

|  |
| --- |
| *Procedure Guidance – Delete when complete*   * *The section below is generic. Review and modify as required for your company.* |

Undertake regular assessments of the WMP’s effectiveness to ensure ongoing success and seek feedback from employees, stakeholders, or waste management professionals to make any necessary adjustments and updates to the WMP.

This WMP is a live document that will need to be reviewed on an annual basis to incorporate lessons learned, address any gaps, and adapt to changes in the regulatory environment and to assess its relevance and coverage of waste management issues and objectives. As part of the annual ESMS compliance audit, undertake a compliance review of the WMP to identify areas for improvement.

# Roles and Responsibilities

|  |
| --- |
| *Procedure Guidance – Delete when complete*   * *Provide the names and positions of the personnel that are responsible for different aspects of waste management in your company, for example waste recordkeeping, waste separation, landfill management, etc. Give a brief description of the roles and responsibilities of each identified person and provide the environmental responsibilities of subcontractors at your company.* * *Select responsible employees, perhaps from your existing management team, to take charge of your waste management program.* * *The section below is generic. Review and modify as required for your company.* |

The key roles and responsibilities for the implementation of this Plan are described in **Table 10‑1** *[modify as required].*

**Table 10‑1: Key Roles and Responsibilities for the Implementation of this Plan** *[example]*

| **Role** | **Responsibility** |
| --- | --- |
| **Sustainability Manager** | * Confirm any local regulatory requirements, and update internal requirements accordingly; * Provide / request necessary resources to implement the management plan; * Conduct regular inspections at the worksite in conjunction with Production / Operations Manager; * Implement management measures in conjunction with Production / Operations Manager; * Manage the waste register and ensure it is updated and relevant; and * Control the documentation with regards to Waste Manifests and certificates. |
| **Production / Operations Manager** | * Ensure waste management related regulatory requirements are met at all times; and * Implement management measures in conjunction with the Sustainability Manager. |
| **All employees** | * Attend management related training programmes required and ensure the implementation of requirements from this procedure during daily operations. |

# Annex A: Waste Register Template and Waste Management Plan

**Table A‑1: [insert company name] Waste Register**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Waste Type** | **Storage Location** | **Maximum Storage Inventory** | **Annual Generation Quantity (kg)** | **Fate of Waste and Location of Waste Disposal** | **Waste Management Contractor Details** |
| *Non-Hazardous Waste* | | | | | |
| *Modify/delete/add to as required.* |  |  |  |  |  |
| Packaging waste: cardboard, plastic, wooden pallets, jute bags and polystyrene from packaging of food and other goods |  |  |  |  |  |
| General office waste (paper, plastic, cardboard boxes) |  |  |  |  |  |
| Food or biodegradable waste (crop waste/residue) |  |  |  |  |  |
| Disposable PPE |  |  |  |  |  |
| Hazardous Waste | | | | | |
| *Modify/delete/add to as required.* |  |  |  |  |  |
| Oils and hydrocarbon-based lubricants, oil-contaminated rags, separator sludge, wastewater treatment waste, contaminated soil etc., |  |  |  |  |  |
| Spent oil/lube |  |  |  |  |  |
| Empty chemical bottles (cleaning, pesticides etc) |  |  |  |  |  |

**Table A‑2: [insert company name] Waste Storage and Disposal Plan *[example]***

| **Class of Waste** | **Type of Waste Generated** | **Type of Bins/Containers that is appropriate and available** | **Sources/Section** | **Collection/Storage** | **Disposal Method** | **Responsibilities** |
| --- | --- | --- | --- | --- | --- | --- |
| *Modify/delete/add to as required.* | | | | | | |
| Non-hazardous | Packaging waste: cardboard, plastic, wooden pallets, jute bags and polystyrene from packaging of food and other goods |  | Retail stores, offices, production/manufacturing facility | Designated waste collection point – transferred to general waste management area | Municipal Landfill | Waste Contractor |
| General office waste (paper, plastic, cardboard boxes) |  | Retail stores, offices, production/manufacturing facility |
| Food or biodegradable waste (crop waste/residue) |  | Production/manufacturing facility, retail stores |
| Disposable PPE |  | Workshops, production / packaging facility |
| *Modify/delete/add to as required.* | | | | | | |
| Hazardous | Oils and hydrocarbon-based lubricants, oil-contaminated rags, separator sludge, wastewater treatment waste, contaminated soil etc., |  | Workshops, production / manufacturing facility, packaging facility | Designated waste collection point – hazardous area | Municipal Landfill | Waste Contractor |
| Empty chemical bottles (cleaning, pesticides etc) |  | Workshops, production / manufacturing facility, packaging facility |