**OBJECTIVE**

The purpose of the present procedure is the management of waste in order to ensure that waste is treated most appropriately for its nature and to exercise control over waste.

**INTRODUCTION**

The implementation of a waste management procedure will bring immediate benefits to the flora and fauna to the facilities in addition to supporting us to fulfill our commitment as a company to the care of the environment. This procedure is a useful reference for establishing the correct steps to follow and the way in which it is consulted;

**REACH**

This procedure will apply to waste generated in all areas of the company.

**RESPONSIBILITY**

* The Environment Manager will be responsible for identifying the new waste generated in the company and that each type of waste has an acceptance sheet, if required.
* The Environment Manager will notify Administration to request service from the selected carriers.
* The Environment Manager will be responsible for the file of the acceptance sheets and the tracking sheets.
* The Purchasing Manager shall decide on the carriers and managers of the different waste according to the criteria established.
* The Responsible party for each area will detect and report any anomalies at the waste generation points.

**PROCEDURE**

1. **Identification and shipment of waste**

In order to ensure the correct management of waste generated in the company, the following actions will be carried out:

1. The Environment Manager will identify the different waste generated in each of the Areas and determine the degree of segregation of the areas, in order to effectively manage it. An updated list of the waste generated shall be drawn up.
2. Once the types of waste have been identified, the Environment Manager shall draw from the relationship of companies recognized and approved by the competent body those that offer the collection and management service of such waste.
3. Among these, the Environment Manager, in collaboration with the Purchasing Department, will select according to commercial, environmental, quality, or other criteria, those that will be part of a definitive list of companies responsible for the work of withdrawal and waste management, and proceed to open a contract with them.
4. When waste is generated, or there is a need for the evacuation of waste, the Area generating it must notify the Environment Manager. It will identify the waste and as listed above, it will notify the selected Company(s) to provide the transport and waste management services.
5. The trend will be to unify on a single list or register all information related to waste, its transport and treatment, for practical reasons and to expedite management (Waste Disposal Registry).
6. It is important that the waste generating area contacts the environmental department for the removal of waste when the containers are full to 90% of their capacity. Under no circumstances should the containers be filled to 100% of their capacity.
7. In the event that the type of waste generated is not on the list made by the environmental department, the Environment Manager will identify the waste and the Company(s) that can provide collection and treatment service, notifying the Purchasing Area to proceed with the contracting of its services.
8. The responsible person for notifying the carrier and waste manager is the Environment Manager.
9. **Waste storage**

Special waste generated will be stored in labeled tanks, which will express the typology of the waste and the date of storage, so that in no case the waste exceeds 6 months of storage.

For the storage of waste intended for external management, a specific area is available for this purpose, within the company's premises, until the removal of the waste by the carrier. This area shall at all times be appropriately defined and shall comply with the environmental safety requirements specific to the nature of the area.

Other waste storage areas may be available in the different manufacturing areas from where the waste will be transported to the general container for waste located in the abovementioned area.

All containers, whether transport or general, will be identified with labels or other identification specifying what type of waste it is.

1. **Documentation management**

Transportation will go to the location of the trash and proceed to its collection. The carrier shall deliver an acknowledgement of collection, specifying the recalled material.

**FREQUENCY**

This document should be taken into account whenever the shipment or storage of waste is necessary.

**RELATED DOCUMENTS**

* List of waste and retirement services.
* Waste Disposal Record.

**CORRECTIVE ACTIONS**

A record of the non-conformity found and corrective actions to be taken should be completed: call the waste carrier for the collection of it in a timely manner, correct separation of waste, taking appropriate protective measures, correct labelling of containers, placing in the designated area the waste, disciplinary action to the responsible personnel, or those determined by the company's Environment Manager.

Steps to take in the event of an oil, chemical, or sanitary spill:

1. Identify the place where the spill occurred and define whether it is close to product or any direct contact material that could be contaminated, to define and eliminate it.
2. Wear personal protective equipment (gloves, masks, and boots).
3. Apply disinfectant solution delimiting the area of spillage or spreading. Do not apply disinfectant solution to spilled material.
4. Collect the spillage with the absorbent material, if the spill is excessive, cover completely, remove with a shovel and place in an identified bag.
5. Apply lime to the clean area, and after a while, perform a cleaning with detergent and sanitizer.
6. Sanitize the material used.

Report the incident to the safety and environmental manager and record the activity.

**VERIFICATION**

The Environment Manager will carry out on a monthly basis a check of the correct management of the waste in the company, mentioniing Non-Conformities in case of finding any anomalies. In the control action, the Environment Manager shall verify that:

* Special solid waste is deposited in the container intended for this purpose, and no overflows are detected by excess load.
* Special liquid waste is deposited in the corresponding area, being properly packaged and labeled.
* Non-special waste is deposited in its container.
* Special waste with specific treatment is deposited in its corresponding container, without mixing different waste.

**Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­**

**Head of HR Department**  **General Manager**