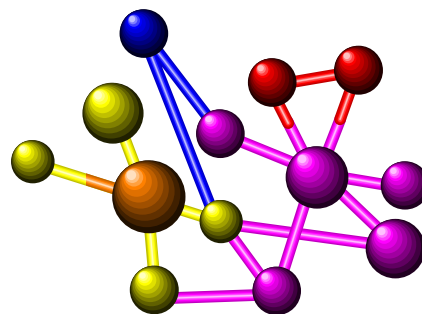


SVILUPPO B. U. LABORATORI

WASTE CONTROL IN COMPANIES



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	Body		Name and surname	Signature
Drafting:	Sviluppo Laboratori	B.U.	SERGIO BOLLATTO	
Approval by the people in charge:	Sviluppo Laboratori	B.U.	MARCO GUERCIO	
Check:				
Check:				
Approval:				

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1. OBJECTIVE AND APPLICABILITY

This procedure regulates the inspection and control of waste in production facilities and plants in general.

It regulates data processing and monitoring, as well as filing of the documents emerged during the inspections.

It aims at obtaining reliable information on the quality and quantity of waste produced by the facilities inspected so as to classify it correctly and dispose of it.

2. WORK TOOLS

identification card

inspection reports

laptop (not essential)

camera

20 m measuring tape

3. SAFETY

The safety material the inspection personnel has to be provided with can be optional (depending on the plant site and the waste site):

- safety shoes
- high visibility vest
- helmet

or must always be carried by the inspection staff:

- protective gloves
- dust and/or solvent protection masks

4. SELECTION OF COMPANIES TO BE CHECKED

The inspection body shall adopt a digital database which will contain all the companies to be checked and the following information:

- name of the company
- address and telephone contacts
- name of the facility director
- name of the contact or reference person
- area occupied
- type of goods produced
- references to the community to which the company belongs
- number of employees: workers and clerks
- annual and/or monthly quantities of each good produced
- raw materials and semi-finished products used per year/month
- description of production cycles
- list of waste produced: monthly or annual amount (tons) and/or volume (m³)
- waste management
- documents relating to the disposal (name and authorization of the disposal/treatment plant and weight of waste loads)

In order to choose the company to be checked, it is necessary to take into account the quantities of waste produced and their potential environmental impact. The choice is made by the person in charge of the inspection facility.

Other reasons for choosing and inspecting a company can include reports of non-compliant disposal received by the authorities responsible for checks.

5. RUNNING OF INSPECTIONS

As a result of weekly or monthly planning, the facility managers will indicate the companies to be visited to the control staff.

Upon prior appointment set on the phone, the staff in charge will visit the company to be checked and, showing the identification card, will request to meet the contact person who will accompany the inspectors during the survey and provide them with the information requested.

Before the visit, it is necessary to acquire the information reported in Form M01, annexed to this document. This information will be verified and supplemented during the inspection.

After having worn the appropriate Personal Protective Equipment (hereinafter PPE), the inspectors will head to the workplace and observe the various stages of the production cycle which will be described and updated during each inspection. The information will be reported in Form M01 under the paragraph "Description of the production cycle".

Each intermediate production scrap will be checked before the end of the production cycle.

Inspectors will also check waste generated in the departments of mechanical workshops, maintenance and places for the generation of heat and hot water if operating with solid or liquid fuels producing ashes, as these too should be disposed of properly.

Finally, inspectors will visit the places used to deposit the waste produced, for a visual check of their correct storage and of the present quantities.

In this respect, it may be useful to measure the areas and/or containers used by means of a measuring tape, especially when no information on the weight of the waste produced by the company is available. The linear measurements will enable the inspectors to obtain a more realistic estimate of the volume occupied and the amount of present waste.

Inspectors will also check for the right management of recyclable and recoverable waste that shall be properly separated from waste to be disposed.

At the end of the inspection, once all the useful information in the field has been acquired and the Form M01 has been filled out, administrative controls will be carried out in order to examine the documents proving the actual quantities of waste produced and sent for disposal.

In the absence of data referring to the weights of the waste loads produced by the company, it is essential to indicate at least the number of travels and the volume of resources used for the transfers to the final disposal facilities.

At the end of all checks, the inspection report will be completed, read to the company contact and/or to the plant manager who can add their remarks in the space provided.

During the inspections, it is useful to take photos displaying the real situation observed.

The minutes will be closed and signed by both parties, displaying the date and time at the end of the inspection.

If the company personnel does not intend to sign the minutes, it is essential to specify such unavailability in the notes.

A copy of the minutes may be issued to the inspected company.

Upon returning from each inspection, the data reported on Forms M01 will be entered into the data base.

The Forms must be handed in to the supervisor.

6. FORMS

Form	Object	Filing place	Person in charge of filing	Period of filing
M01	INSPECTION REPORT			5 years



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