

## 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 Environment Protection (Industrial Waste Resource) Regulations 2009.
- 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 5433:2007 Transport of Dangerous Goods on Land.
- 3.15 Transporting Dangerous Goods Safely – An Industry Guide, 2007.
- 3.16 SUSMP – Standard for the Uniform Scheduling of Medicines and Poisons.
- 3.17 Procedure 1506 – Sundry Purchase Orders.
- 3.18 Procedure 2706 – Establishing & Maintaining Supplier Details.
- 3.19 Procedure 3109 – Environmental Policy.
- 3.20 Procedure 3401 – Spill Procedure.
- 3.21 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 SUSMP.

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 Regulatory Affairs Coordinator is responsible for classifying all waste, obtaining disposal quotes and receiving all waste tracking documentation.
- 5.1.3 The Store Manager is responsible for ensuring that store personnel adhere to this procedure, that an effort is made to minimise waste and for ensuring that waste is fit for transport.
- 5.1.4 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.
- 5.1.5 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 BURR COURT FOOD PRODUCTION

Three bins must be present in the food production area at Burr Court:

- a) General Waste
- b) Food Waste
- c) Hazardous waste

Each bin must be emptied once a day.

- 5.2.2 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.
- 5.2.3 Non-compactable items such as empty drums, empty IBCs, pallets, large timber pieces, metal, concrete and bricks will be sent directly to 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.
- 5.2.4 Paper, cardboard and aluminium cans may be recycled in accordance with Procedure 3404. In some branches, glass and plastic may be recycled.
- 5.2.5 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.

- 5.2.6 Solid chemicals that are not DG or Poison will be individually classified by the Regulatory Affairs Coordinator with the aid of waste facility operators 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.
- 5.3.3 In some circumstances, where contracts are in place with customers, Redox may return empty packaging for subsequent disposal. Two such contracts relate to empty Sodium Silicofluoride bulker bags. Arrangements are in place for the return of empty bags from the customers as follows:
- a) Bags are secured and wrapped on pallets to prevent spillage at the customer site.
  - b) The bags are transported back to the Redox Minto warehouse.
  - c) Bags are then placed in a specialised waste bin on site and when full an approved waste contractor is called to arrange disposal.
  - d) The waste bin is locked when not in use to prevent inadvertent use and/or escape of contaminated material or bags.
  - e) Details of returns from customers are kept for audit purposes.
  - f) Records of disposals will be kept in the Sundry Purchase Order raised for the disposal.

## 5.4 Disposal Arrangements

- 5.4.1 The Regulatory Affairs Coordinator is responsible for the following:
- a) Obtaining a quotation for the disposal of chemicals or chemical packaging ensuring that licenced waste transporters are used if required (i.e., for DG goods).
  - b) 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.
  - c) 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.
  - d) Inform waste service providers, Store Manager and Transport Coordinator of disposal date.
- 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, according to 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 Regulatory Affairs Coordinator as one of the following must be transported with a Waste Transport Certificate (WTC) appropriate to the jurisdiction.

- a) NSW – HIGA waste (Hazardous, Industrial or Group A);
- b) VIC – Prescribed;
- c) QLD – Regulated;
- d) SA – Listed.

Waste transport certificates will be generated by the company/persons who transports the waste.

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 sent with the IBCs. This will be generated by the person transporting the waste/IBC. IBC that are not to be cleaned before they are refilled are exempt from this requirement.
- 5.5.3 The Regulatory Affairs Coordinator is responsible for ensuring a WTC is completed by the Waste disposal company for each waste delivery picked up from a Redox site, and ensuring a copy of the completed WTC is provided to Redox after the waste has been disposed of

## 5.6 Ensuring a WTC is completed by the Waste disposal company Reporting

- 5.6.1 All waste disposals will be tracked via Sundry Purchase Order using the product code 'CHEDIS'.

## 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-Jan-03 Initial Issue.
- 8.2 19-Jun-03 Complete Review.
- 8.3 01-Jul-03 Amended some minor spelling errors.

8.4	16-Nov-04	Complete review of AUST & NZ legislation & procedure.
8.5	26-Jul-07	Added SEO responsibilities & review of NSW Waste Tracking.
8.6	26-Oct-10	Updated references; corrected subsection numbering in Section 5.1; changed 'Site Environmental Officer' to 'Regulatory Affairs Coordinator' in Sections 5.1.2, 5.1.3 and 5.4.1; removed vehicles RCS791 and SED998; minor spelling corrections.
8.7	14-Dec-11	Changes to Sections 5.4.1, 5.5 and 5.6, removed vehicle TRN718 and minor grammatical changes throughout.
8.8	17-Jun-13	References made to 'Transport Coordinator' role removed.
8.9	19-Mar-14	Amendments made to sect 5.5.3.
8.10	02-Jun-15	Included section on waste disposal at Burr Court and amendments to sections 5.6 and 5.7; amended date format in Section 8.
8.11	31-Aug-16	Added Section 5.3.3.