
 <p>ASSMANG MANGANESE BLACK ROCK MINE OPERATIONS</p>	<b>ASSMANG (PTY) LIMITED</b>	Revision No.: 7.0
	<i>Appendix 8: Waste Management Procedure</i>	Next Revision Date: 2017/05/31
	Document No: PRO-SHE-E-Ge-G-1233).	Effective Date: 2015/07/01


## Appendix 8: Waste Management Procedure

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## 1. Purpose

The purpose of this procedure is to:


- Specify the waste management requirements that need to be met to ensure legal compliance and minimise environmental impacts resulting from waste management; and
- Make provision for control measures for the handling, storage, transportation and disposal of waste on and off-site, as well as for the operation of the Assmang Black Rock Mine Operations (BRMO) waste management facilities.
- This procedure excludes the mineral waste (i.e. Mine Residue Deposits) as these are covered by the Mine Residue Deposits Code of Practice.

## 2. Scope

This procedure applies to all persons working for and on behalf of Black Rock Mine Operations.

## 3. References

- 3.1. The Constitution of South Africa, 1996 (Act 108 of 1996);
- 3.2. National Environmental Management Act, 1998 (Act 107 of 1998, as amended);
- 3.3. National Environmental Management: Waste Act, 2008 (Act 59 of 2008, as amended);
- 3.4. National Waste Information Regulations GN R.625 of 12 August 2012;
- 3.5. National Water Act, 1998 (Act No. 36 of 1998, as amended);
- 3.6. Mine Health and Safety Act, 1996 (Act No. 29 of 1996);
- 3.7. Occupational Health and Safety Act, 1993 (Act No. 85 of 1993, as amended);
- 3.8. Assmang Black Rock Mine Operations Occupational Health, Safety and Environmental Policy;
- 3.9. Waste Classification and Management Regulations; GN No. R 634, R 635 & R636 of 23 August 2014
- 3.10. National Waste Information Regulations; GN No. R 625 of 13 August 2012;
- 3.11. List of Waste Management Activities that have, or are likely to have, a detrimental effect on the environment: GN No. R921 of 29 November 2013;
- 3.12. LICENCES: Waste Management Licences, issued in terms of Section 20 of the National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008);
- 3.13. REGISTRATION LETTER: Waste Tyre Stockpile Owner – WTSREG0031NC;
- 3.14. SAWIC CERTIFICATES OF REGISTRATION: Black Rock Waste Disposal Site and Hazardous Waste Generator;
- 3.15. BRMO Waste Tyre Abatement Plan;
- 3.16. Environment Conservation Act (Act No. 73 of 1989): Waste Tyre Regulations R149 of 13 February 2009;
- 3.17. Risk Assessment for the Waste Management Facilities (BAR-SHE-E-Ge-S-656); and

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3.18. Emergency Preparedness Plan for Black Rock Waste Disposal Facilities PRO-SHE-E-Ge-G-67

## 4. Abbreviations and Definitions

To ensure consistency in the interpretation and application of this procedure, definitions and abbreviations of the key terminologies used in this document are outlined in this section and should be borne in mind when applying the procedure.

### 4.1. DEFINITIONS

**Environment:** means the surroundings in which the mine operates, including air, water, land, natural resources, flora, fauna, humans and their interrelation.

**Disposal:** means the burial, deposit, discharge, abandoning, dumping, placing or release of any waste into, or onto, any land;

**General Waste:** means waste that does not pose an immediate hazard or threat to health or to the environment, and includes—

- domestic waste;
- building and demolition waste;
- business waste: and
- inert waste;

**Hazardous Waste:** means means any waste that contains organic or inorganic elements or compounds that may, owing to the inherent physical, chemical or toxicological characteristics of that waste, have a detrimental impact on health and the environment;

**Waste Management Facilities Operator:** the person / party responsible for operating the waste management facilities and where enquiries may be made about the acceptability of waste at that particular site;

**Tyre:** a continuous pneumatic covering made of natural rubber or synthetic rubber or a combination of natural and synthetic rubber encircling a wheel, whether new, used or retreaded;


**Waste Tyre Stockpile:** a site on which predominantly waste tyres have been stored continuously for a period greater than 2 years and which covers an area greater than 500m<sup>2</sup> , and excludes waste disposal facility;

**Recycle:** means a process where waste is reclaimed for further use, which process 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:** means to utilise articles from the waste stream again for a similar or different purpose without changing the form or properties of the articles;

**Storage:** means the accumulation of waste in a manner that does not constitute treatment or disposal of that waste;

**South African Waste Information System:** means a web-based national waste information system established in terms of section 60 of the National Waste Management: Act (Act No. 59 of 2008)

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**Waste** (Definition derived from the National Environmental Management: Waste Act, 2008 (Act 59 of 2008)

means any substance, whether or not that substance can be reduced, re-used, recycled and recovered—

- that is surplus, unwanted, rejected, discarded, abandoned or disposed of;
- which the generator has no further use of for (he purposes of production;
- that must be treated or disposed of; or
- that is identified as a waste by the Minister by notice in the Gazette, and includes waste generated by the mining, medical or other sector, but—
  - a by-product is not considered waste; and
  - any portion of waste, once re-used, recycled and recovered, ceases to be waste.

**Waste Producer:** the person responsible for the waste produced in the area and the responsible handling and / or disposal thereof;

**Waste Source:** means the point of origin of waste;

**Waste Transfer Facility:** means a facility that is used to accumulate and temporarily store waste before it is transported to a recycling, treatment or waste disposal facility, e.g. Temporary Hazardous Waste Transfer Facility;

**Waste Transporter /Collector:** the contractor contracted to collect, transport and dispose the waste at the designated site;

**Waste Management Facility:** - means any site or premise used for the accumulation of waste with the purpose of temporarily storing or disposing of that waste at that site or on that premise;

**Waste Management Activity:** means any activity listed in Schedule 1 or 40 published by notice in the Gazette under section 19, and includes:

- the importation and exportation of waste
- the generation of waste, including the undertaking of any activity or process that is likely to result in the generation of waste
- the accumulation and storage of waste
- the collection and handling of waste
- the reduction, re-use, recycling and recovery of waste
- the trading in waste
- the transportation of waste
- the transfer of waste
- the treatment of waste
- the disposal of waste.

## 4.2. ABBREVIATIONS

BRMO : Black Rock Mine Operations




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- GHS : Globally Harmonised System
- NEMWA : National Environmental Management Waste Act (Act No. 59 of 2008)
- NiCad : Nickel-Cadmium
- SANS : South African National Standard
- SDS : Safety Data Sheets
- SAWIC : South African Waste Information Centre
- WMFO : Waste Management Facilities Operator/s
- RACI : Responsible, Accountable, Consulted, and Informed


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## 5. Responsibilities

To ensure cost-effective and sustainable means of waste management, roles and responsibilities for waste management have to be clearly defined across all levels of BRMO. These are outlined in **Table 1** below.


**Table 1: Responsibilities, authorities and accountabilities of employees pertaining to Waste Management**

Roles	RESPONSIBILITY & AUTHORITY Responsible, Accountable, Consulted, Informed (RACI) MATRIX								
	SHERQ Manager	Environmental Superintendent	Environmental Officers	Departmental Heads	Section Heads/Foremen	Section Personnel	Contractors/ Visitors	Waste Management Facilities Operator	Salvage Yard / Waste Transfer Facility Supervisor
<b>1. PROCEDURE</b>									
Development & review of the procedure	A	R	C	I	I	I	I	I	I
Training of Section personnel on the procedure	I	A	I	C	R	I	I	I	I
Enforcement of the procedure	I	A	R	R	R	I	I	I	I
<b>2. IMPLEMENTATION</b>									
Correct handling of waste	I	I	C	A	A	R	R	R	R
Waste separation	I	I	C	A	A	R	R	R	R
Waste minimisation	I	I	C	A	A	R	R	I	R
Appropriate transportation of waste from the source to the on-site disposal facility	N/A	C	C	C	A	R	R	R	R
Appropriate on-site disposal of waste (general)	C	C	C	C	A	R	R	R	R
Appropriate off-site disposal of waste (hazardous)	C	A	R	I	I	I	I	I	I

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Roles	RESPONSIBILITY & AUTHORITY Responsible, Accountable, Consulted, Informed (RACI) MATRIX								
	SHERQ Manager	Environmental Superintendent	Environmental Officers	Departmental Heads	Section Heads/Foremen	Section Personnel	Contractors/ Visitors	Waste Management Facilities Operator	Salvage Yard / Waste Transfer Facility Supervisor
Operation of the Waste Management Facilities	C		R	I	I	I	I	R	I



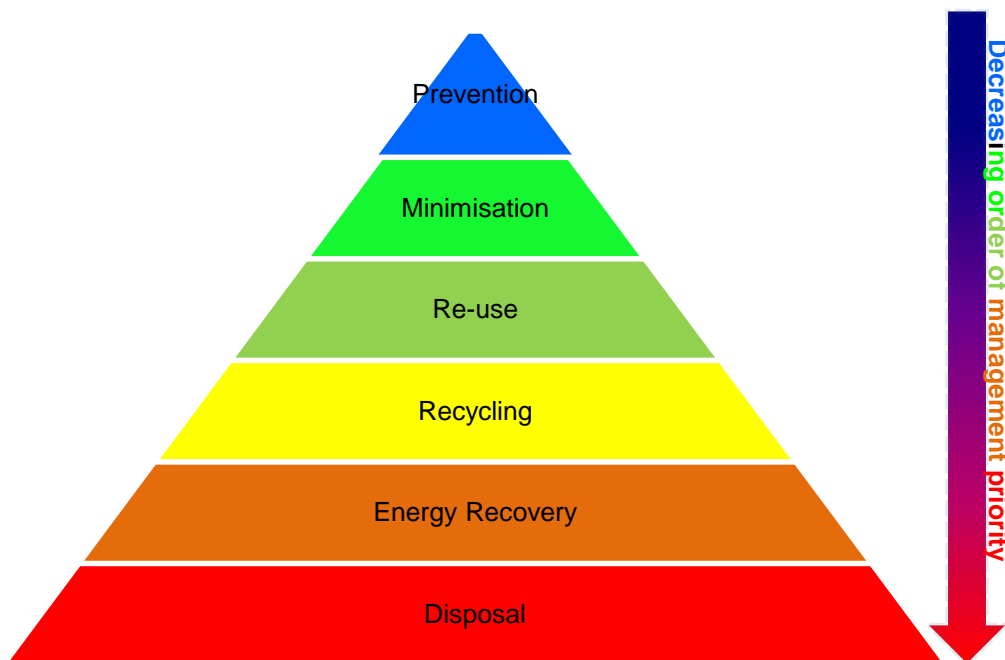
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## 6. General

This procedure covers the management of all types of waste as defined in terms of the National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008) (NEMWA). It applies to anyone working for or on behalf of BRMO, and anyone using any of the BRMO waste management facilities. This procedure serves to ensure that all types of waste are properly and consistently managed within BRMO. The procedure should only be used as an internal document relating to the day-to-day management of all waste management facilities within BRMO and should not be seen as a document that intends to take precedence of applicable legislation, other requirements or directives from authorities. It should thus be updated so as to be in line with applicable legislation and requirements from authorities.


### 6.1. Waste Management Philosophy

Waste management in the Republic of South Africa is underpinned by the National Environmental Management: Waste Act, 2008 (Act 59 of 2008). This Act outlines the principles and requirements that must be applied in dealing with waste by the waste generator, from generation to final disposal. It stipulates the order that must be applied in managing waste with prevention/avoidance as the first option, and disposal as the last resort (See **Figure 1** below).



**Figure 1: Waste Management Hierarchy**

The NEMWA gives effect to the National Environmental Management Act, 1998 (Act 107 of 1998) (NEMA) which serves as the framework legislation for environmental management in the republic. Both NEMA and NEMWA in turn gives effect to the Constitution of South Africa, 1996 (Act No. 108 of 1996) which makes provision for fundamental environmental rights endowed on all the citizens of the RSA

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through Section 24 which, in concise terms, dictates that every citizen of the state has the right to live in an environment that is not detrimental to their health and well-being and to have the environment protected for the benefit of current and future generations through reasonable legislative measures.

This is the philosophy that is applied at BRMO in managing all its waste related aspects that bear an impact on the environment.


## 6.2. Identification and Classification of Waste

Various waste types are generated from the activities associated with BRMO's operations. All the waste types identified are classified as either hazardous or general (non-hazardous). The classification of the waste is determined primarily by its characteristics, e.g. chemical content; physical properties such as volatility, flammability, and corrosiveness; as well as environmental and human toxicity. The classification of all the wastes is based on Waste Classification and Management Regulations; GN No. R 634 of 23 August 2014 which is undergirded by SANS 10234, which is the South African National Standard Globally Harmonised System of Classification and Labelling of Chemicals.

**Table 2** below outlines BRMO's waste types, their associated classification and the appropriate means of disposal and storage.

**Table 2: Identified waste types, associated classification and suitable disposal/transfer areas**

WASTE DESCRIPTION	WASTE CLASSIFICATION	DISPOSAL/TRANSFER AREA
Asbestos waste	Hazardous	Dedicated area at the Waste Transfer Facility
Batteries: lead Acid (big), battery acids / electrolytes	Recyclable	Strip and Quote workshop
Batteries: NiCad and lead acid	Hazardous	Strip and Quote workshop
Building rubble and cement concrete	General	BRMO Waste Disposal facility
Carton / cardboard	General/Recyclable	BRMO Waste Disposal facility
Electronic waste (Computer, Instrumentation and related equipment)	Hazardous waste	Waste Transfer Facility
Conveyor belting	General/Recyclable	Salvage Yard for recycling / reuse or BRMO Waste disposal facility (for disposal)
Domestic, household, office and garden waste	General/Recyclable	BRMO Waste Disposal Facility
Used Oil	Recyclable	Temporary storage at the old oil bays at Black Rock Mechanical Workshop and Surface Ore Transport (SOT) at Nchwaning 2
Electrical cables	Recyclable	Salvage Yard (For recycling)
Empty containers and drums	Hazardous / Re-usable	Internal reuse or send to the Waste Transfer Facility
Fluorescent lights	Hazardous	Waste Transfer Facility
Fuel and oil filters	Hazardous	Waste Transfer Facility


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WASTE DESCRIPTION	WASTE CLASSIFICATION	DISPOSAL/TRANSFER AREA
Insulation material (excluding asbestos containing material)	General	BRMO Waste Disposal Facility
Healthcare risk waste	Hazardous	At the clinic (only to leave the clinic when it is collected by a registered waste management contractor)
Scrap metal	General/Recyclable	Salvage Yard
Obsolete operating material and assets	General/Recyclable	Salvage Yard (but if they are not salvageable they should be disposed of at the BRMO waste disposal facility)
Redundant laboratory chemicals or empty containers of the chemicals.	Hazardous	Waste Transfer Facility
Oily / hydrocarbon contaminated rags	Hazardous	Waste Transfer Facility (hazardous waste skips at the waste transfer facility)
Paint – “wet” paint (must be in containers) and bulk paint (must be in paint containers)	Hazardous	Waste Transfer Facility (in the bundwall at the waste transfer facility)
Paint – empty and dry in small quantities	Hazardous	Waste Transfer Facility
Putrescible organic waste (food waste)	General	BRMO Waste Disposal Facility
Sewerage sludge (dry)	Hazardous	Drying beds and the skips at the Black Rock Sewage Treatment Plant
Waste Tyres	General (Recyclable/Re-usable)	Waste Tyre Stockpile
Garden Waste and Wood derived from trees	General/Reusable	Designated Area at the BRMO Waste Disposal Facility
Wood Pallets	Reusable	Treated wood pallets must be stockpiled at a designated area at the Waste Disposal Site


### 6.3. Minimum Requirements for Storage, Handling, Transportation and Disposal

#### 6.3.1. General Requirements

- a) All the waste management facilities shall be managed in accordance with applicable authorisations and/or norms and standards.
- b) No one should be allowed to enter the waste management facilities without proper Personal Protective Equipment as per the signage at the entrance gate.
- c) It is the waste producer’s responsibility to ensure that waste is sorted (hazardous, general and recyclables) at source before being taken to the waste management facility (for disposal or storage).

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- d) Should a waste producer be in doubt regarding the classification or suitable practices for the management of any specific waste material, it remains his/her responsibility to consult the Environmental Management Section for guidance.
- e) Accumulation and storage of waste should only be in a waste drum / bin designed for storage of such waste and labelled accordingly. It is the responsibility of the supervisors to ensure that waste bins do not overflow and that waste is only removed from the waste bins / drums for disposal at the designated waste management facilities.
- f) Supervisors must ensure that their subordinates are trained on the basic principles of waste management to ensure effective implementation of this procedure. Records relating to such training should be retained.
- g) Hazardous waste transfer facilities must have impermeable surface and shelters (shade) to avoid contact with rainwater and the sun, where necessary. This excludes waste stored in skips for the purpose of despatching to hazardous waste management facilities.
- h) The Waste Management Facility Operator must ensure that waste is sorted into different waste streams before entering the waste management facilities.
- i) Every site manager / foreman should ensure that littering does not occur within his/her area of responsibility.
- j) Each line manager / waste producer is responsible to be aware of the type and volume of the waste that is generated in his area of responsibility and adhere to the prescribed procedures for the handling of such waste.
- k) Each site manager / waste producer, excluding the generator(s) of healthcare risk waste, is responsible to ensure that all the safety data sheets for all the waste generated within his / her area of responsibility are made available.
- l) The Environmental Management Section shall provide boxes (for recyclable papers) to those who are voluntarily willing to recycle waste paper within their area of responsibility.
- m) The Environmental Specialist shall develop and update a waste management inventory documenting the different types of wastes generated and associated quantities.
- n) Each waste management facility will be managed in accordance with the requirements of a waste management licence issued for that specific site as well as any legally binding document such as the norms and standards or regulations.
- o) Different categories (hazardous and general) of waste should not be mixed during storage and transportation.

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## 7. Description of Procedure

### 7.1. General Waste


- a) All the containers used for storing general waste should be legibly marked “General (non-hazardous) waste” with a grey sticker as per Appendix A.
- b) All general waste should be disposed of at the BRMO waste disposal facility during the prescribed operational hours, i.e.

DAY	OPERATIONAL HOURS
Monday to Thursday	06h30 – 15h30 (Site closed from 13:00 to 13:30 - Lunch)
Friday	06h30 – 12h45
Saturday	06h30 – 14h30 (Subject to the availability of the Waste Management Facilities Operator). Site closed from 11:00 to 11:30 for operator’s lunch break)
Sunday and Public Holidays	Closed

- c) Prior to dumping waste at the site, the Register - Waste Management Facilities must be completed - FOR-SHE-E-Ge-G-1308.
- d) All vehicles transporting waste for storage, disposal and/or reclaiming at the Waste Management Facility must be weighed in on entry and exit.
- e) The WMFO or Environmental Officer shall designate and barricade areas designated for disposal of general waste and other materials such as cover material and wood.
- f) The WMFO must do a spot check on vehicles entering the site to ensure that waste is being disposed of at appropriate waste management facility.
- g) The WMFO must make arrangements to ensure that the waste disposed of at the BRMO waste disposal facility is covered and compacted on a bi-weekly basis. This form must be completed by the person responsible for waste compaction and signed by the WMFO: Waste Disposal - Compaction Register (FOR-SHE-E-G-2125).
- h) The WMFO must restrict access to any naked lights such as smoking, hot ash and burning of waste at the site.
- i) Wind-blown litter in and around the site should be cleared on a daily basis to prevent nuisance.

### 7.2. Hazardous Waste

- a) All the containers used for storing hazardous waste should be legibly marked “hazardous waste” with typical contents contained. See Appendix A.
- b) Hazardous waste must at all not be allowed to mix with general waste.
- c) Appropriate containers/bins must be used for storing waste to prevent spillages and unnecessary environmental contamination.
- d) The containers should be equipped with lids, and emptied regularly.
- e) In selecting the type of bins/containers to use, the reactivity of the hazardous waste should be taken into account to prevent potential explosions, and spillages.

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- f) Only compatible wastes should be stored together (Refer to the Management of Hazardous Chemical Substances Procedure for guidance).
- g) Incompatible wastes should be adequately separated.
- h) In the case of liquid based wastes, e.g. old oil, paints, redundant laboratory chemicals, etc. these should be stored in appropriate containers which must be kept in properly constructed bund walls or proper secondary containment to contain accidental spillages should they occur.
- i) Special storage materials in the form of boxes are provided for old fluorescent tubes and health care waste by the responsible contractor.
- j) Care must be taken in transferring waste to the Hazardous Waste Transfer Facility to prevent accidental spillages on the way.
- k) Prior to entering the waste transfer facility, a register must be completed by the person transferring the waste.
- l) The person transferring the waste must off-load the waste at the correct demarcated area for that particular waste.
- m) The demarcation of the off-loading areas is the responsibility of the designated Environmental Officer.
- n) The responsible Environmental Officer/designate will ensure that the hazardous waste is sent to a registered waste management facility.
- o) The Environmental Officer/designate will inform the Environmental Specialist when the hazardous waste is due for off-site disposal, the Environmental Officer will contact the outsourced Waste Contractor, and have the hazardous waste removed and disposed of at a registered Waste Management Facility, and ensure that the Waste Manifest and Certificate of Safe Disposal are received and records kept.
- p) Prior to removal of hazardous waste for off-site disposal by the outsourced contractor, the contractor's vehicle(s) must be inspected first by the responsible Environmental Officer/designate.
- q) Should the vehicle(s) be found not to comply with the applicable requirements, it must not be allowed to remove and transport BRMO's waste until such time that it is roadworthy.
- r) Empty chemical containers must be treated as hazardous waste and disposed of in an area capable of preventing contamination of the surrounding environment. This excludes empty chemical containers that have been cleaned and free from any hazardous chemical substances residues.
- s) This checklist is to be used when conducting formal inspections at the Hazardous Waste Transfer Facilities: Checklist - Hazardous Waste Transfer Facilities Inspection (FOR-SHE-E-Ge-G-2363).

### 7.3. Additional Requirements

#### a. Old Oil

- i. All the used oil from the workshops is to be drained into a container and emptied into suitable containers posted at various locations and clearly marked for this purpose.
- ii. When the containers are full, the responsible person is to ensure that they are taken to the old oil bay at Nchwaning 2 Surface Ore Transport Workshop or the Black Rock Mechanical Workshop where the old oil is decanted into the bulk oil tank for off-site removal.



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- iii. Old oil containers must be labelled as per Appendix A.
- iv. All personnel must be familiar with the old oil disposal system and must know where the disposal points are situated.
  - v. Empty drums that are not in use may be stored at the Hazardous Waste Transfer Facility.
- vi. Under no circumstances should oil contaminated water/effluent from bund walls be discharged into the natural environment.
- vii. Oil contaminated water must be discharged into the oil-water separator for treatment.

#### **b. Asbestos Waste**

- i. Prior to carrying out demolition of asbestos-built houses, prior consultation must be made with the Environmental Management Section.
- ii. The demolition activities must be conducted in accordance with the BRMO's Asbestos Management Plan.
- iii. All asbestos waste must be wrapped in PVC bags before being sent to the designated area at the waste transfer facility.

#### **c. Waste Tyres**

- i. All waste tyres must be stored at the designated waste tyre stockpile.
- ii. The height, width and breadth of the stockpile must be in line with the BRMO Waste Tyre Abatement Plan.
- iii. Tyres to be stored in terms of their sizes.
- iv. A checklist is to be used for inspection of the waste tyre stockpile - FOR-SHE-E-Ge-G-2362

#### **d. Healthcare Risk Waste**

This waste will be managed in accordance with the procedure entitled; Health Care Risk Waste (PRO-SHE-C-Ge-G-2208)


### **7.4. Recycling and Reuse**

Various waste streams are recycled or reused at BRMO as outlined in **Table 2**. To reclaim waste for recycling or reuse, the following procedure must be followed:

- a) The waste concerned must be declared a recyclable by or in consultation with the Environmental Management Section.
- b) Applicable manifest and safe disposal certificates in the case of recycling undertaken by third parties must be supplied to BRMO for every batch recycled, e.g. old oil, scrap metals, paper, printer cartridges, old batteries, waste tyres, etc.
- c) Mine employees or any other person in their own capacity who wish to reclaim wastes from the Black Rock Waste Transfer Facility and or BRMO waste disposal facility for private reuse must consult the responsible supervisor and operator of the respective sites.
- d) Applicable forms must be completed where required and submitted to the relevant Department.

### **7.5. Monitoring and Reporting**

#### **7.5.1 Monitoring**

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Monitoring is necessary to quantify or qualify the environmental impact footprint associated with BRMO's waste generation. The following type of monitoring is undertaken:

- a) Waste disposal at the BRMO waste disposal facility – weighbridge readings for the waste disposed or stored at the Black Rock Waste Management Facility; and
- b) Off-site disposal of waste – provided by the outsourced contractors in internationally accepted SI units, e.g. old oil recycled, hazardous waste, medical/healthcare-risk waste, scrap tyres, scrap metals, etc.
- c) Monitoring of groundwater - monitor impacts of the waste disposal facility by undertaking both upstream and downstream monitoring of groundwater quality at the Waste Management Facilities.
- d) Air Quality Monitoring - monitor dust fall-out that potentially emanates from the Waste Management Facilities.

### 7.5.2 Reporting

- a) All employees must report any deviations related to waste management to the Environmental Management Section as per the **Incident Reporting Procedure** (SYS-SHE-S-GE-G-56)
- b) The Environmental Management Section will be responsible for reporting all non-compliances with applicable environmental law and/or any waste management facility licence to BRMO.
- c) Any reportable environmental will be reported to the relevant department within 24 hours of occurrence via a formal letter signed by the Senior General Manager or his/her representative
- d) An external audit report must be sent to the relevant authority within 30 day of finalisation.
- e) The Environmental Management Section shall be responsible for reporting waste information within 30 days of the end of each month to the National Department of Environmental Affairs, through the South African Waste Information System (SAWIS).
- f) All records in terms of volume/weight, source and nature of all waste received, reclaimed, stored and landfilled must be maintained. All waste reporting to the Waste Management Facilities must be recorded in the Register – Waste Disposal Site (FOR-SHE-E-G-1308).

**All the data pertaining to waste related and other monitoring that is undertaken at BRMO is housed in BRMO's Environmental Monitoring Database located on a Shared Drive.**


### 7.5.3 Appointment of Waste Management Control Officer

A Waste Management Control Officer will be appointed to monitor and ensure compliance and correct implementation of all mitigation measures and provisions as stipulated in the Waste Licence/s.

### 7.5.4 Visitors and Complaint Management

- a. All visitors to the Waste Management Facilities are required to sign this form: Visitors Register - Waste Disposal Site (FOR-SHE-E-Ge-G-1800) on entry
- b. All complaints must be recorded in this form: Waste Disposal Facility Complaints Register (FOR-SHE-E-Ge-G-1800).



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## 8. Records

The following waste management records must be kept:

No	Record	Resp. Person	Storage	Retention Period	Disposition
1	Waste manifests	Environmental Officer	File	indefinite	N/A
2	Waste safe disposal certificates	Environmental Officer	File	indefinite	N/A
3	General Waste Disposal Facility Register	Environmental Specialist	File	indefinite	N/A
4	BRMO Waste Management Licences	Environmental Specialist	File	indefinite	N/A
5	Environmental monitoring database	Environmental Specialist	File	indefinite	N/A
6	Monthly Environmental Performance Report	Environmental Specialist	File	Indefinite	N/A
7	Corporate Annual Sustainability Reports	SHERQ Manager	File	Indefinite	N/A
8	Audits of Waste Management Services Contractors	Environmental Specialist	File	Indefinite	N/A
9	Information submitted to SAWIS	Environmental Specialist	File / Computer	Indefinite	N/A
10	Checklist – Waste Disposal Facility Inspection	Environmental Specialist	File	Indefinite	N/A

## 9. Appendix

A – Waste Container Labels

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## Appendix A

### Waste Container Labels

