

	Name of company	Doc No: ABC/BRC/SOP/009 Issue No / Revision No: 01/00 Effective Date: 01.january.2023 Status: CONTROLLED

1. Objective

To establish effective systems to ensure proper disposal of waste generated from Activities conducted by company and cleaning of the facility.

2. Scope :

It applies to the entire facility

3. Responsibility :

All Employees

4. Procedure :

4.1 Wastes collection:

A. Municipal Solid Waste :

- Waste is not regulated for special disposal and can be placed into a general waste dumpster. Examples include office waste, and any general waste that is commonly disposed of in a general trash. Recyclable materials should be separated from this material and placed into a separate bin.
- Staffs are responsible for depositing their waste in the nearest appropriate trash.
- Small Trash bins are provided by JBF BAHRAIN in all locations
- Housekeeping staffs responsible for collecting the waste from all location and stored into a master trash bin with proper label

B. Electronic Waste :

- a.** Batteries: used Batteries are handover to store department with proper documentation. Store collected all batteries and stored in proper place.
- b.** Fluorescent Lamps / tube light : Electrical department collect all used fluorescent lamps/ tube light and hand over to store department with proper documentation.
- c.** Electronics item: Instrumentation department & electrical department are responsible for all electronic waste collection and handover to Store department.

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C. Other waste :

- a. Metal including aluminum, steel, copper, tin, and brass. Small quantities, including soda or tin cans, can be deposited in the universal beverage collection bins located near main gate.
- b. Glass including windowpanes, mirrors, and laboratory glass are can be deposited in the universal beverage collection bins located at Main gate. JBF BAHRAIN established the glass policy.
- c. Plastics include all plastic such as coffee cup lids, yogurt cups, plastic bottles and caps, plastic bags. Small quantities can be deposited in the universal beverage collection bins located in Main gate.
- d. Used oil : all used oils are collected by mechanical department during maintenance of machine/ equipment's, mechanical department is responsible for all used oil handover to store with proper labelled,
- e. Scrap Metal from construction, renovation, or maintenance projects can be deposited in the scrap metal dumpster in the Yard.

4.2 Wastes Accumulation:

All waste must be accumulated in separate Bin located at Main Gate & proper labeled as :

A. Hazard waste

B. Non Hazard waste

C. Electronic waste

- Hazardous waste must accumulate the waste properly to prevent releases and avoid compliance issues.
- Hazardous waste Container that is compatible with the waste that can be securely closed
- Hazardous waste & Non hazard waste are stored separately .
- Do not combine hazardous waste with any other materials or wastes.

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4.3 Waste Disposal Process:

- Disposal of hazardous & non- Hazardous waste only at permitted Treatment, Storage, and Disposal Facilities. Company has contracted vendors with registered transporters for dispose the wastes.
- Company ensures proper determination, documentation, packaging, labeling, and takes place for all shipments of waste.
- In order for this process to be completed, generators of hazardous waste must follow the procedure to have waste removed from their area.

5. Record :

Waste gate pass