

Hazardous and Regulated Waste

TJX policy requires that any regulated and hazardous wastes, including, but not limited to, certain batteries and electronics (such as devices containing printed circuit boards), compact fluorescent bulbs, aerosol spray cans, fragrance, flammable liquids, cleaners, polishes and any other items meeting the definition of hazardous/regulated waste when disposed, are segregated properly and not thrown into store trash or recycling bins. There are several circumstances in which stores may need to segregate these types of items for safe disposal:

- Customer return of damaged merchandise
- Damaged merchandise in transit or in the Backroom
- Damaged merchandise on the sales floor
- Home Office directive to MOOS
- Cleaning supplies

In all instances strict adherence to procedure is required.

Processing Hazardous/Regulated Waste

Only Coordinators, Key Carriers or Store Management can make the decision on which bin hazardous or regulated waste should be placed in after it is marked out of stock.

Once an Associate marks an item that qualifies as regulated or hazardous waste out of stock, a Coordinator or above must immediately bring the item to the Hazardous/Regulated Waste Sorting Area and ensure that the merchandise is placed into the appropriate bin.

Bagging Items

- When damaged merchandise is identified as hazardous/regulated waste it must be placed in a plastic zip lock bag.
 - When bagging items please use gloves and goggles when necessary for proper handling.
 - Eye Wash Stations are located in the Custodial Closet should they be needed in case of an emergency.
- Write the name of the item on the bag using a permanent black marker (Bunzl Item #TJO-7010).
 - Multiple like items may be placed in the same bag as long as there is no leaking of any contents.
 - Example- Multiple MOOS nail polish that needs to be destroyed per Home Office directive may be put in the same bag and placed in the **Aerosols and Flammable Liquids** bin.
 - Leaking items must be put in a bag individually along with absorbent.
 - The absorbent needs to be able to solidify all loose liquid in the bag. Depending on the volume of loose liquid it typically needs to be about 40%-60% of the

- Example- A broken nozzle on a hairspray container must be in a bag by itself with enough absorbent to soak up any leaking aerosol and then placed in the **Aerosols and Flammable Liquids** bin.
- Items that are too big to fit into a plastic bag may be kept in their original packaging and then placed in the appropriate bin.
 - Example- A MOOS on an electronic device which is too big to fit in a bag may be sorted into the **Universal Waste** bin in its original packaging.
- Damaged items that may be exposed or leaking and are too big to fit into a plastic bag must be put in a cardboard box, labeled and sealed shut with packing tape.
 - Example- A large iHome entertainment system arrives damaged off of the truck. Put the item in a box and seal with packing tape and place into the **Universal Waste** bin.
- Batteries must be removed from electronic devices, wrapped with electrical tape, bagged separately and sorted into the Universal Waste bin for disposal.
- Broken or damaged compact fluorescent light bulbs should be handled as hazardous/regulated waste and cleaned up and placed in a bag and sorted into the **Toxic** bin.

Sorting Items into Bins

After items are sealed in a plastic bag they must be sorted into the appropriate bin for disposal.

- Refer to Hazardous/Regulated Waste Guidelines in the Summit for bin categories and examples of items to be placed in what bin.

Hazardous/regulated waste items should only be sorted and collected in the Hazardous/Regulated Waste Collection Area located in the Backroom.

DO NOT allow bagged items to collect at the Front End, Dressing Room or any other areas of the store outside of the Hazardous/Regulated Waste Collection Area. A Coordinator or above must be called and the item must be brought back to the collection area **immediately**.

Sorting Items

- Sort each sealed bag into the proper bin.
 - Once a bag has been placed in a tote, you may not reopen and place additional items in that bag.
 - After item is placed in the proper bin, secure the lid.
 - All bins must be kept closed when not in use.
- Items that are too big to fit in a bin may be placed next to the collection area either in its original packaging or in a sealed box. A Hazardous/Regulated Waste Bin Label must be put on the box as well.

- If a bin is full, an “overflow bin” may be used and placed next to the existing bin.

Trash Cans

Should you have any questions about what bin an item should be sorted into, email TJXWaste@tjx.com.

All trash should continue to be bagged in clear trash bags.

A Manager or a BRC must **thoroughly** inspect all bags of trash to ensure that no hazardous/regulated waste is contained within the bag.

Pay careful attention to "customer accessible" trash containers (restrooms, foyer, etc.) where the opportunity for contamination may be greater.

Remove any hazardous/regulated waste from trash bags and dispose of properly in designated totes. Latex gloves (Item #123013-1) and goggles (Item #1064) may be ordered via Bunzl.