



ABU DHABI WATER AND ELECTRICITY
AUTHORITY (ADWEA)

ADWEA & GROUP COMPANIES

Effective Date: 18.06.2009

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WASTE MANAGEMENT PROCEDURE

Approved By:

Planning & Development Director



ADWEA HSE PROCEDURE MANUAL

WASTE MANAGEMENT PROCEDURE

Written by:

HSE SPECIALIST

Date:

Reviewed by:

TECHNICAL ADVISOR

Date:

Approved by:

PLANNING & DEVELOPMENT
DIRECTOR

Date:



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1.0 Objectives

The purpose of this document is to set out the process, by which ADWEA and the Group Companies will manage waste materials. This is to ensure that all waste materials are:

- ◆ Reduced, reused and recycled as far as possible;
- ◆ Properly categorized for correct collection, storage, handling, treatment and disposal; and
- ◆ Traceable from production source through to final disposal.

2.0 Scope

This procedure applies for the management of all wastes generated. This waste management procedure shall be the main reference for the Group Companies in developing their own specific & detailed waste management procedure.

3.0 Responsibilities

- ◆ The Managers/Heads have the responsibility to see that their respective sites/areas follow the procedure outlined below, and that each employee at those sites/areas, is aware of the procedures and understand the importance of adherence to them.
- ◆ The Manager/Head, or his delegate(s), on each site is responsible for the waste arising from, or passing through that site. These responsibilities include issuing site specific waste management procedures, monitoring, keeping records and follow-ups.
- ◆ Each discipline supervisor and employee at respective sites should ensure that his section wastes are handled in accordance with this procedure and site specific procedures.

4.0 Waste Management Process

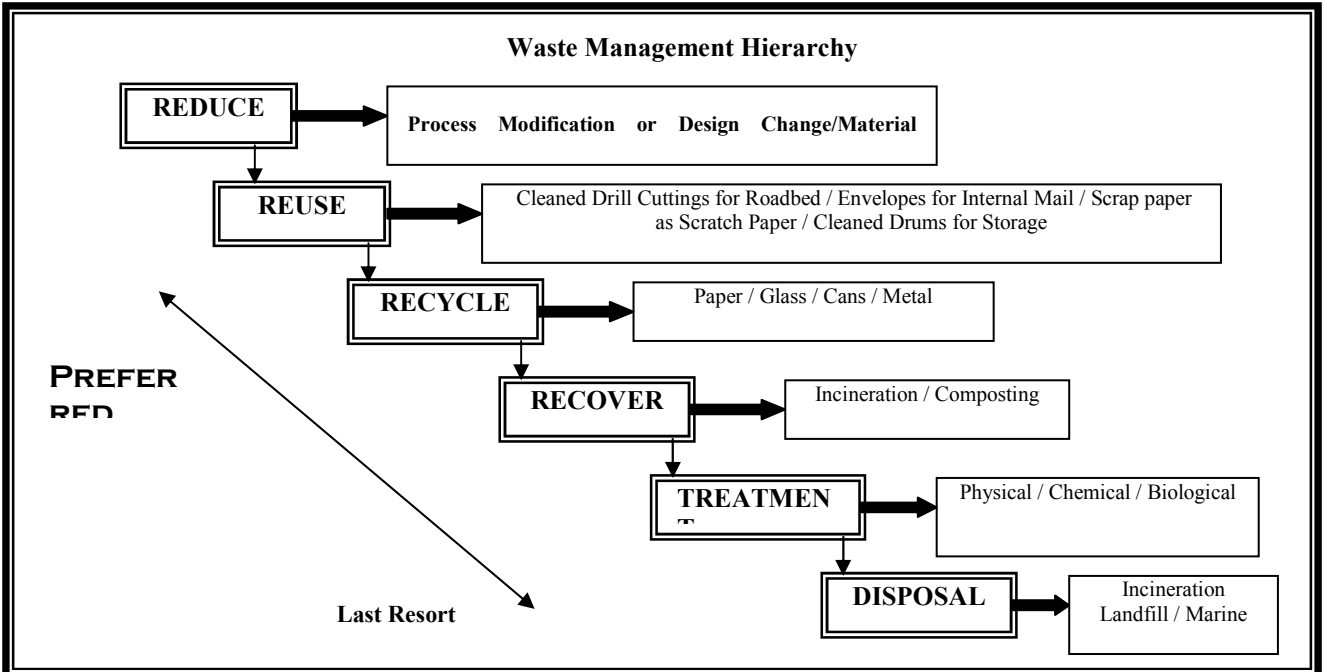
4.1 Waste Generation

All practical measures to reduce the generation of waste and to recover valuable resources must be given due consideration by all operations to the use of the waste management hierarchy.

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4.2 Collection/Segregation

All wastes shall be collected, segregated where practicable, in suitable good condition bags or containers, on a frequent time scale to avoid unnecessary buildups of waste. Proper handling equipment should be used where necessary. The uniform color coding system outlined below should be implemented to minimize waste mixing and aid waste type identification.

Colour	Contents
Blue	Biodegradable, Perishable Kitchen Waste
Black	Non perishable and Non-Hazardous Industrial Waste
Red	Asbestos Waste
Yellow	Hazardous Wastes
Red	Medical Waste – A
Yellow	Medical Waste – B, C, D, E



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All hazardous waste containing bags/containers shall be labeled clearly with a completed waste identification label attached (See Attachment 1). Labels must be marked clearly in English with long life marking pen.

Records of all waste quantities shall be kept by each generating department at all sites, collated by site HSE, and entered into waste generation reports (See Attachment 2).

Any waste that is unidentifiable shall be treated as hazardous and isolated.

4.3 Storage

Non-hazardous and hazardous wastes shall be stored separately in defined storage areas, and where practicable, segregated according to waste type.

Wherever possible, wastes shall be stored under cover, away from direct sunlight, wind and rain. In the case of non-hazardous wastes, requirement can be satisfied by the use of sealed containers, or containers that are covered with tarpaulin.

Hazardous wastes will be stored in bags, containers, tanks or drums. Storage under cover or in larger sealed containers is important to protect the integrity of the container.

All larger storage containers where possible, shall continue the waste color scheme and be adequately labeled and specifically designed for the purpose.

Hazardous wastes must not be placed in containers provided for other non-hazardous wastes. Such errors may lead to hazardous waste being handled as non-hazardous, putting the handlers at risk, or may lead to the waste being improperly disposed.

Care must be taken in ensuring the soundness of individual containers, ensuring adequate labeling of both individual and bulk containers and compatibility of packed wastes. An inventory should be kept of hazardous waste containers.

As far as practicable, the storage of wastes shall be kept to a minimum. This keeps the storage areas more hygienic and reduces risks associated with the storage of larger quantities of hazardous waste.

Storage areas for wastes, especially for hazardous waste, must be secure, marked clearly to indicate the hazards of the stored material and be provided with suitable facilities for dealing with spillage and fire fighting.

Special care shall be made for Medical Waste in accordance with Medical Waste and Health Facilities in the Emirate of Abu Dhabi Federal Law No. (4) of 1998.

Where incompatible materials are handled on the same site they must be kept separate. Attention should be paid to ensuring that "wrong" tanks or containers cannot be filled and that in the case of spills or other foreseeable accidents the risks of contact are minimized.



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The table below illustrates the effects of some common storage incompatibilities.

WASTE TYPES	RESULT
Acid + Alkali	= HEAT
Acid + Hypochlorite	= TOXIC GAS
Acid + Metal	= TOXIC GAS/ FLAMMABLE GAS
Oxidizing or Reducing Agent + Organic Solvent	= FIRE
Water Reactive + Most Things	= FIRE
Pyrophoric Substance + Dry + Air	= FIRE

Drums for the storage of wastes shall be chosen for compatibility and suitability, e.g. Metal drums are not suitable for acid wastes and open top or "clip top" drums are not suitable for liquid wastes. Sufficient free space shall be left in drums to allow for the expansion of the contents during transport and storage. Bungs and lids must be securely fastened.

Care shall be taken in ensuring suitable packing or inert absorbent material is used as required to minimize the risk of individual containers being damaged.

4.4 Transportation

Non-Hazardous Waste, if not disposed of on site or stored for contracted removal, should be sent to the municipality disposal facility.

Consignment notes shall be completed and a detailed record maintained of the type and quantity of waste to be transported. Records of waste transportation shall be kept by the waste controller at each site.

For contracted removal of non-hazardous waste, a removal report should be prepared detailing as a minimum, type of waste, quantity, name of removal contractor, date of removal, and if known, the ultimate destination or use of the waste.

Transporting waste, especially hazardous waste, within sites to their own site storage areas should be minimized to reduce the chances of accidents and exposure, and shall be done with due consideration of the possible individual risks at each particular site.



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Any waste transportation device shall be secure and checked regularly for its integrity. Care shall be taken that all waste loads are secure and the transportation vehicles or vessels are not overloaded. Vehicles and vessels must be suitable for the waste load they are carrying.

4.5 Disposal

Non-hazardous waste disposal procedures are site specific.

Non-hazardous waste disposal, (*waste not recycled, disposed of at site or removed by contractor*), is entrusted to the Municipality disposal facility.

Hazardous waste disposal, this includes further segregation, treatment, storage and final disposal of waste in line with good environmental practices before being given to the municipality or licensed waste contractor.

Special procedures for the disposal of **Radioactive Waste and Depleted Radioactive Materials** must be applied because no storage or disposal facilities are available in the UAE. Disposal therefore must be through the same licensed party, in accordance with their recognized procedure, through which the substances were obtained. The licensed parties must monitor all internal U.A.E. movements of the radioactive substances.

5.0 Waste Generation and Management Reporting

To monitor waste management performance, a system of record keeping and management reporting is operated.

5.1 Waste Generation

(Attachment 2) shows a typical site waste generation report detailing site generated hazardous and non-hazardous waste.

Site waste generation reports are to be compiled and completed by respective site for monitoring and reporting.

5.2 Site Inspections

HSE will undertake periodic waste management site inspections. All sites will be duly inspected with reference to the generation, storage, transportation and disposal of all waste types.

5.3 Waste Management Reports

After each series of site inspections, a waste management report shall be issued by the HSE for management information, detailing site inspection findings, planned developments and actions.



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6.0 Waste Classification

A waste is any material or substance (Solid/Semi-Solid/Liquid/Gaseous) that has been discarded or intended to be discarded.

A waste is generally defined by its physical, biological and chemical characteristics.

There are five generic waste types:

- 1) Municipal Waste
- 2) Non-Hazardous Industrial Waste
- 3) Hazardous Waste
- 4) Radioactive (A special category of hazardous waste)
- 5) Medical Waste (A special category of hazardous waste)

6.1 Municipal Waste

Inert or non-hazardous waste produced through everyday non-industrial operations and living. Examples are paper, cardboard, plastic bottles, metal tins/containers, kitchen wastes etc.

6.2 Non-Hazardous Industrial Waste

Any waste generated by industrial processes or civil activities that is not classified as hazardous. Examples are masonry and brick rubble, wood and metal etc.

6.3 Hazardous Waste

Substances that pose a present or future threat to man and/or the environment which are unwanted and economically unusable and which exhibit one or more of the following characteristics: **Ignitable, Corrosive, Reactive or Toxic**

6.4 Radioactive

Any waste containing radionuclide. (i.e. a nuclide that is radioactive)

6.5 Medical Waste

Any waste which is generated in the diagnosis, treatment, or immunization of human beings, in related research, biological productions, or testing.

7.0 Hazardous Waste Classifications

Due to potential impacts of hazardous wastes and their variety in nature, specific classifications are required so proper waste management practices can be applied. Materials/substances intended to be discarded that are identified in Table 1 below are hazardous, unless proven otherwise.

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Table 1: List of Known Hazardous Wastes from Oil & Gas Industry Operations

- | | |
|---|---------------------------------------|
| ➤ Acid sludge | ➤ Insulation Material (Certain Types) |
| ➤ Ammonia | ➤ Laboratory chemicals |
| ➤ API separator sludge | ➤ Lead based pipe compounds |
| ➤ Asbestos | ➤ Light bulbs/tubes |
| ➤ Batteries | ➤ Medical Waste |
| ➤ Biocides/Pesticides/Herbicides | ➤ NORM or LSA scales (Radioactive) |
| ➤ Catalysts | ➤ Paint and thinners |
| ➤ CFC's/Halons (Contained) | ➤ PCB's |
| ➤ Contaminated absorbents | ➤ Photographic chemicals |
| ➤ Coolants | ➤ Pigging wastes |
| ➤ Crude oil/condensate | ➤ Pit sludge |
| ➤ Crude contaminated soils | ➤ Pyrophoric scale |
| ➤ Distillation residues and condensate | ➤ Radioactive sources |
| ➤ Effluent treatment sludge | ➤ Solvents |
| ➤ Explosives | ➤ Spent activated carbon |
| ➤ Filtercake (mercury contaminated) | ➤ Tank bottom sludge |
| ➤ Filters (e.g. Oil, condensate, glycol, amine) | ➤ Tar |
| ➤ Hydraulic fluids | ➤ Treatment chemicals |
| | ➤ Used lubricants |

8.0 Unidentified Waste

A material/substance to be discarded that is not included in Table 1 is classified as hazardous waste if it exhibits one or more of the following characteristics:

- Ignitability
- Corrosivity
- Reactivity
- Toxicity
- Radioactivity
- Medical/Biohazardous

8.1 Ignitability

A waste is ignitable if:

- It is a liquid and has a flash point less than 21°C.
- It is not a liquid and is capable of causing fire through friction, absorption of moisture, or spontaneous chemical changes; and, when ignited, burns so vigorously and persistently that it creates a hazard.
- It is an ignitable compressed gas or
- It is an oxidizer.



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8.2 Corrosivity

A waste is corrosive if it is aqueous and has a pH less than or equal to 2 (≤ 2), or greater than or equal to 12.5 (≥ 12.5)

8.3 Reactivity

A waste is reactive if:

- It reacts violently with water.
- It forms potentially explosive mixtures with water.
- It is normally unstable and readily undergoes violent change without detonation
- When mixed with water, it generates toxic gases, vapors, or fumes in a quantity sufficient to present a danger to human health or the environment.
- It is readily capable of detonation or explosive decomposition under normal conditions (standard temperature and pressure).

8.4 Toxicity

A waste is toxic if laboratory testing indicates that it contains a contaminant listed in Table No. 2 (List of Toxic Substances) at a concentration equal to or greater than (\geq) the maximum acceptable concentration level given.



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Table 2: List of Toxic Substances ^(a)

Containment/Substance	mg/ltr	Containment/Substance	mg/ltr
1,1-Dichloroethylene*	0.70	Hexachloroethane*	3.00
1,2-Dichloroethylene*	0.50	Hydrocarbons	(d)
1,4-Dichlorobenzene*	7.50	Inorganic cyanides*	(c)
2,4-D*	(b)	Inorganic halogen-containing compounds*	(c)
2,4-Dinitrotoluene*	0.13	Inorganic sulfur-containing compounds*	(c)
2,4,5-TP (Silvex)*	(b)	Lead (Tetraethyl-lead*)	5.00
2,4,5-Trichlorophenol	400.00	Lindane*	0.40
2,4,6-Trichlorophenol	2.00	Mercury	0.20
Antimony and antimony compounds	0.005	Metal Carbonyls*	0.40
Arsenic and arsenic compounds	5.00	Methoxychlor	10.00
Barium and barium compounds	100.00	Methyl ethyl ketone	200.00
Benzene*	0.50	Nickel compounds	(c/e)
Beryllium and beryllium compounds	0.0002	Nitrobenzene	2.00
Boron compounds	0.003	Pentachlorobenzene*	(b)
Cadmium and cadmium compounds	1.00	Pentachloroethylene*	(b)
Carbon tetrachloride	0.50	Pentachlorophenol*	(b)
Chlordane*	(b)	Phenol and phenol compounds*	19.00
Chlorobenzene	100.00	Pyridine*	5.00
Chloroform	6.00	Selenium	1.00
Chromium (Hexavalent compounds)	5.00	Silver	5.00
Cobalt compounds	0.05	Tellurium and Tellurium compounds	0.10
Copper compounds	0.02	Tetrachlorobenzene*	(b)
Cresol	200.00	Tetrachloroethylene*	(b)
m-Cresol	200.00	Tetrachlorophenol*	(b)
o-Cresol	200.00	Thallium and Thallium compounds	0.10
p-Cresol	200.00	Tin compounds	2.00
Endrin*	(b)	Toxaphene	0.50
Heptachlor (and its epoxide)*	(b)	Trichlorethylene	0.50
Heterocyclic organic compounds*	(c)	Vanadium compounds	(c)
Hexachlorbenzene*	0.13	Vinyl chloride	0.20
Hexachlorobutadiene*	0.50	Zinc compounds	(e/f)

(a) Concentrations in mg/l – referenced to US EPA Environmental Guidelines

(b) Pesticide/Fungicide/Herbicide constituent – Human/Environmental toxin. All pesticide/fungicide/herbicide waste must be cleared through HSE department for disposal requirements.

(c) Consult HSE department – environmental group for proper handling and disposal procedure.

(d) Laboratory testing required to determine total petroleum hydrocarbon (TPH) and/or volatile organic compounds (VOC's). Toxic/heavy metals testing may also be required.

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(e) US DOT listed

(f) NFPA listed

* Denotes acutely toxic substances

8.5 Radioactivity

By definition, radioactivity is the spontaneous disintegration of certain atomic nuclei accompanied by the emission of alpha, beta, and/or gamma radiation.

Hazardous radioactive wastes are materials containing radioactive nuclei possessing specific radioactivity:

- Equal to or more than 0.37 (≥ 0.37) Bq/g of Radium for solids.
- Equal to or more than 0.37 (≥ 0.37) mBq/g of Radium for liquids.

Materials and substances possessing low-level specific radioactivity – i.e. less than the above mentioned limits are considered non-hazardous. Properly sealed radioactive waste materials that are returned to the supplier when exhausted or no longer needed are not considered hazardous waste.

8.6 Medical/Biohazard

Medical waste classification and disposal requirements are defined in UAE Law (4)/1998 Regarding Medical Waste Disposal in the Emirate of Abu Dhabi. The law defines the following groups of medical waste:

- Group A – Bandages, dirty linen etc.
- Group B – Used syringes and needles, surgical tools, broken glass etc.
- Group C – Blood, tissue and biological wastes.
- Group D – Pharmaceutical waste and chemical wastes used for medical purpose.
- Group E – Human urine or feces contaminated material wastes.
- Group F – Radioactive medical waste.

9.0 Specific Wastes

9.1 Containers/Drums/Compressed Gas Cylinders

Any drum or containers that held any acutely hazardous substance will be considered hazardous regardless of the quantity of substance remaining in the drum or container. See Table No. 2 – substances marked with an asterisk (*)

Any container or cylinder awaiting disposal, or being discarded and contains a hazardous compressed gas with a pressure greater than (>) atmospheric pressure, must be classified as hazardous waste.



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Exceptions –

A container that has held any identified hazardous material, or any hazardous waste, spillage or residue, with the exception of acutely toxic substances, may be considered “empty” and therefore non-hazardous if –

- all contents have been removed using practices commonly employed (e.g. pouring, pumping and aspiration); and
- no more than 2.5 centimeters of residues remain on the bottom of the container; or
- the residues comprise no more than 3 % by weight of the total capacity of the container, if the container is less than 110 gallons in size; or
- the residues comprise no more than 0.3 % by weight of the total capacity of the container, if the container is more than or equal to 110 gallons in size.

Note: Drum reinstates must be handled by means of the best practical environmental option (BPEO). Containers of unknown substances or residues require approval from the HSE department or their authorized representative before disposal.

9.2 Grit Blasting Material

Grit blasting may produce hazardous waste depending on the type, concentration and quantity of toxic or polluting substance in the waste material. Paint wastes containing heavy metals (i.e. Lead, Zinc, Chromate, Organometallic Compounds, and/or Tri-Butyl Tin and Mercurial) and some types of abrasive blasting media used in grit blasting may generate hazardous waste. Any grit blasting waste that contains any substance with concentration levels exceeding those listed in Table No. 2 will be considered as hazardous wastes and must be handled accordingly.

9.3 Insulation

All insulations (i.e. pipe lagging, thermal insulation for boilers and heaters, etc.) must be cleared by the HSE department or their authorized representative to ensure that the proper disposal procedures are being followed.

9.4 Spill Waste

Any spilled material that is, or contains any substance classified in Sections 7 or 8 above must be defined as hazardous waste. This is inclusive of any containers used for spill collection and all materials/substances that come into contact with the spilled hazardous material (e.g. cloth, personal protective equipment [PPE], absorbent, plastic, soil, etc.) unless the hazardous waste spillage and/or residue meets appropriate exemption criteria.



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10.0 Hazardous Waste Documentation

All waste(s) which have been classified as hazardous must have complete documentation that describes the category and quantity of the waste(s) before the waste(s) can be removed for disposal or treatment. Hazardous waste transfer forms or chain of custody form must accompany the waste(s) during transportation to the disposal or treatment site, and duly completed at each stage.

11.0 Hazardous Waste Reuse/Recycling

Any waste containing any of the above listed substances/contaminants may be exempted from the hazardous waste classification for disposal purposes if:

- It can be shown that the waste stream can be properly reused or recycled; AND,
- Proper facilities for storage and handling the waste are available; AND,
- The end product of the waste material/substance being reused/recycled is such that it is not being re-categorized or exempted for the sole purpose of avoiding the hazardous waste classification; AND
- The process of reuse/recycling is completed within a reasonable period; i.e. not to exceed 90 days without prior written approval from the HSE department.

Note: Any hazardous waste classified within this category must be handled as a hazardous waste until such time as the recycling process has been completed. Additionally, depending upon the type of waste being re-processed/recycled, any resulting residue may still be requiring a hazardous waste classification.

References

1. Medical Waste and Health Facilities in the Emirate of Abu Dhabi Federal Law No. (4) of 1998.
2. Federal Environmental Law No.(24) of 1999.
3. Regulations for handling hazardous and medical wastes, issued under ADWEA letter ADWEA/P&D/NK/0567/02 dated 31/08/2002.



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**Attachment (1)
Waste Identification Label**

<p>Company Logo</p>	<p>WASTE IDENTIFICATION LABEL</p>	<p>HAZARDOUS?</p>	<p><input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> NO</p>		
<p>Name and Address of Waste Generator.....</p>		<p>.....</p>				
<p>Tel No:.....</p>		<p>Fax. No:.....</p>				
<p>Waste Generated from (location):.....</p> <p>.....</p>						
<p>Description:.....</p> <p>.....</p>						
<p><u>Physical State</u></p>		<p><u>Hazardous Properties</u></p>				
<p>Solid</p>	<p>Liquid</p>	<p>Flammable</p>	<p>Toxic</p>	<p>Corrosive</p>	<p>Reactive</p>	<p>Other</p>
<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>Label Date:.....</p>						



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Attachment (2)

Company Logo

Monthly Waste Generation Report

Company:.....

Date:.....

Compiler(s):.....

Hazardous Wastes	Quantity	Unit	Comments/Specifics
Asbestos		Kg/Month	What form? (e.g. Gasket, Insulation, etc.)
Batteries (Sizes A,AA,AAA & C)		No./Month	
Batteries (6V, 12V)		No./Month	
Bulbs, Fluorescent Tubes, CRT Tubes		No./Month	
CFC's (Halon & others)		Kg/Month	Specify? (e.g. Halon Cylinders, etc.)
Catalyat (Spent)		Kg/Month	
Chemicals (All)		Liters/Month	Specify? (e.g. Paint, Solvent, etc.)
Contaminated Rags/Clothing		Kg/Month	
Empty Contaminated Drums (159 liters)		No./Month	Specify? (e.g. Lube oil, Biocide etc.)
Empty Contaminated Containers		No./Month	Specify? (e.g. Paint, Solvent, etc.)
Insulation Materials		Kg/Month	
Laboratory Waste		Kg/Month	
Medical Waste		Kg/Month	
Synthetic Oil (e.g. used lube oil)		Liters/Month	
Other – Please Specify		/Month	
		/Month	
		/Month	

Non-Hazardous Wastes	Quantity	Unit	Comments/Specifics
Cans (Aluminum/Tin)		Kg/Month	
Cleaning Rags/Clothing		Kg/Month	
Concrete Debris		Kg/Month	
Drums Empty & Clean (Metal & Synthetic)		No./Month	
Filters/Filter elements (All)		Kg/Month	
Glass (All types)		Kg/Month	
Grit Blasting Media-Collected for disposal		Kg/Month	
Kitchen Waste (Food, Packing, Paper, etc.)		Kg/Month	
Kitchen Waste (Putrescible food)		No./Month	
Metal (Recyclable)		No./Month	
Other Scrap (Not included elsewhere e.g. Wood, Metal, Synthetics, Rags, Clothing etc.)		Kg/Month	
Paper (Office waste)		Kg/Month	
Plastic Bottles		Kg/Month	
Toner Cartridges		Liters/Month	
Other Waste Materials – Please Specify (e.g. Cable, A/C units, Rubber/Gasket Belts, Electrical Components, Tires, Grinding Discs, etc.)		/Month	
		/Month	
		/Month	
		/Month	



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Attachment (3)

Company
Logo

Hazardous Waste Transfer Form

Generator's Name:..... Form No.:.....

Collector's Name:..... Date:.....

	Item No.	Specific Description	Total Quantity	Unit	Container		Waste I.D. Label Date
					No.	Type	
COMPANY/GENERATOR							
Special Handling Instructions: (Attach MSDS)							
Name:.....		Div./Dep.:.....		Condition Okay?			
Signature:.....		Tel.:.....		Yes No			
Date:.....		Time:.....Hrs		(If no attach details)			
COLLECTOR/ CARRIER	Name:.....		Div./Dep.:.....		Condition Okay?		
	Signature:.....		Tel.:.....		Yes No		
	Date:.....		Time:.....Hrs		(If no attach details)		