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SOP-029

DPS Waste Management

Last Review Details – Refer to QPulse for full history

| Review Comments | Review Owner | Date |
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| Revision number | Revision Details |
|-----------------|---|
| 7 | Changes related to Consignment Note in section 6.6. |







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1 Aim and scope

The objective of the procedure is to define responsibilities and detailed rules for waste generation, identification, handling, storage, transport and disposal at Delimara Power Station (DPS).



2 References

EN ISO 14001:2015, clause 8.1



IPPC permit (DPS latest revision)

3 Terms and Definitions

| | |
|-----------------|--|
| CN | A note that is to accompany the consignment of hazardous waste, in the form set out in Schedule 9 of S.L.549.63. |
| CO | Compliance Office |
| CO ¹ | Compliance Obligation: obligation established by Maltese legislation, EU Regulations and Directives or any authorisation, permit, etc. released to Enemalta plc. |
| Consignee | The person to whom the waste is being transferred to. |
| Consignor | The person who asks for the waste to be removed from the place where it is being held. |
| CP | A permit that has to be obtained from the competent authority prior to a consignment of hazardous waste. |
| Disposal | Any operation which is not recovery even where the operation has as a secondary consequence the reclamation of substances or energy. Schedule 1 of S.L.549.63 sets out a non-exhaustive list of disposal operations (D1 to D15). |
| E&SC | Environmental and Safety Coordinator |
| EMS | Environmental Management System |
| ENE | Enemalta plc |
| ER | Environmental Representative |

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|-----------------------|---|
| ERA | Environment and Resources Authority |
| EWC: | European Waste Catalogue is a hierarchical list of waste descriptions established by Commission Decision 2000/532/EC |
| Hazardous waste: | Hazardous waste means waste which displays one or more of the hazardous properties listed in Schedule 3 of S.L.549.63 |
| IESC | International Energy Service Centre |
| Municipal solid waste | comprises waste produced from households, as well as other commercial, industrial and institutional waste which because of its nature or composition, is similar to waste from households. |
| Q-Pulse | Enemalta document software |
| Recovery | It means any operation the principal result of which is waste serving a useful purpose by replacing other materials which would otherwise have been used to fulfil a particular function, or waste being prepared to fulfil that function, in the plant or in the wider economy. Schedule 2 of S.L.549.63 sets out a non-exhaustive list of recovery operations. |
| Recycling | Recycling means any recovery operation by which waste substances are reprocessed into products, materials or substances whether for the original or other purposes. It includes the reprocessing of organic material but does not include energy recovery and the reprocessing into materials that are to be used as fuels or for backfilling operations. (As per Part 1 section 4 of S.L.549.63) |
| SL | Subsidiary Legislation |
| Waste | Any substance, or object which the holder discards or intends or is required to discard as per item 4 found in Part 1 "Subject Matter, Scope of Definitions of S.L.549.63 (Environment Protection Act (CAP 549) |
| Waste producer: | means anyone whose activities produce waste or anyone who carries out pre-processing, mixing or other operations resulting in a change in the nature or composition of this waste. (As per S.L.549.63) |
| WSC | Waste Site Coordinator |

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4 Responsibilities

4.1 Management Representative (MR):



- Provides resources for the legal compliance with regards to waste management
- Defines new responsibilities for the compliance where deemed necessary provides resources for the compliance of this procedure where deemed necessary

4.2 ER (Waste):

- Acts in accordance to the requirements of the EMS with regards to waste management
- Supervises and ensures that the waste sites are under control and being checked regularly, with the necessary templates duly filled in
- Contacts subcontractor whenever bins/skips need to be emptied or other waste needs to be collected.
- Answers any queries of ENE/IESC personnel regarding the correct bin where a particular waste stream is to be disposed of.
- Ensures that waste is being collected on time by the responsible contractor
- Manages waste activities, checks and verifies consignment notes
- Responsible for the upkeep of the waste register and checks invoices for certification purposes
- Provides training on waste management when necessary
- Updates the waste management procedure and policy when deemed necessary

4.3 Environment and Safety Coordinator (E&SC):

- Coordinates and cooperates with the ER Waste and ER Legal Compliance to ensure that waste management is carried out in a legally compliant manner
- Ensures that the waste management sites are kept in order
- Provides training on waste management when necessary
- Answers any queries of ENE personnel regarding the correct bin where a particular waste stream is to be disposed of

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4.4 ER Legal Compliance:

- Supports ER Waste to identify the correct EWC codes and to propose solutions for compliance.
- Monitors legal compliance
- Informs ER Waste and E&SC of new or updates of legal requirements regarding waste
- Coordinates with ERA with regards to legal compliance regarding waste

4.5 Lead Auditor:

- Regularly carries out audits, in collaboration with the audit team, to ensure that there are no infringements regarding waste management
- May also carry out audits to the waste contractors to ensure that there are no infringements regarding waste management within their storage facilities.
- If infringements are identified which entail more training, the ER Waste is to be informed to organise such training

4.6 Environmental representatives (ER):

- Support the E&SC and ER Waste for the correct disposal of waste

4.7 Consignment Permit Responsible (CPR):



- Compiles and manages, in the stipulated times and according to the specified methods the waste disposal permit and the waste consignment notes.
- In all waste related contracts, the Waste contractor is the CPR

4.8 All employees:

Act according to the requirements

5 Frequency

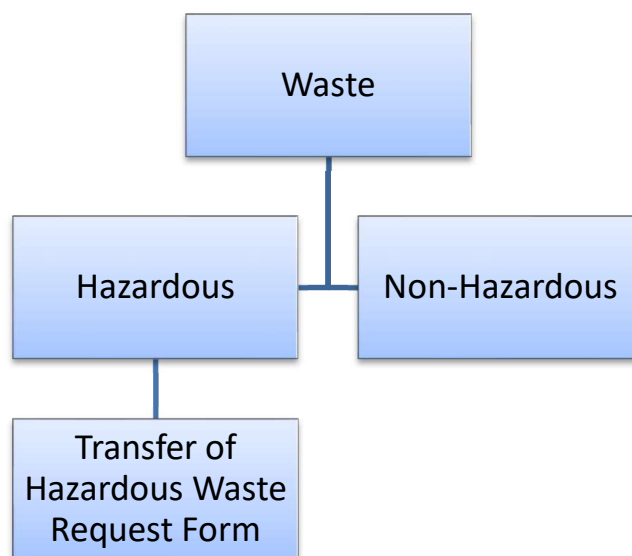
This document should be reviewed and updated every twenty-four (24) months, unless it is deemed necessary that it should be reviewed prior.

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6 Detailed Procedural Rules

6.1 Waste Generation, Identification and Classification

Wastes produced at DPS first has to be classified as Hazardous or Non-Hazardous waste.





Non-Hazardous waste can be further split into Domestic (Mixed) waste and Non-Hazardous industrial waste. Further information as to the classification of waste can be found in the Waste Management Guide found on the it in the Enemalta document database (Q-Pulse).

Enemalta plc is responsible to inform and hold awareness training sessions to all its staff, new employees and external firms such as its subcontractors regarding the classification, separation and disposal of waste. Waste will be separated according to its classification and collected in dedicated containers.

6.1.1 Domestic Waste

- Domestic waste or mixed waste is waste generated mainly from canteen, and offices.
- Industrial waste should never be mixed with domestic waste.
- Dedicated containers will be used for the collection of domestic waste. These are placed in areas such as mess rooms, offices and canteen which are the major generators of domestic waste.
- A clear visible sign shall be affixed to the container showing the waste stream “mixed waste”, EWC code, and drawings of examples of waste pertaining to this waste stream. Refer to **LST-008 - Waste Stream Visuals**



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6.1.2 Industrial Waste

- Industrial waste must be classified into various waste streams as per **Commission Decision** 2000/532/EC (Ref to LST-008 - Waste Stream Visuals & LST-009 - Waste Streams Classification). Each waste stream is assigned a European Waste Catalogue Code (EWC).
- Waste from separate EWC codes has to be segregated and collected in separate containers.
- Different waste codes cannot be mixed.
- Dedicated signs are to be affixed to each container showing type of waste and EWC code.
- DPS responsible, with the help of CO will identify the waste and classify it according to its respective EWC code. Refer to LST-008 & LST-009.
- When in doubt specialized laboratories and consultants may be contacted in order to analyse and identify the waste in question.
- CO is responsible to update ;;
 - LST-009 – Waste Stream Classification
 - Procedures for internal management (processes/activities producing the waste; collection procedures and storage area, consignment note and register responsible);
 - Data related to carriers and disposal or recovery companies (Permit no., expiry date, etc).
- When a new type of waste is generated, DPS responsible, is to inform CO of this new waste. CO will in turn identify the waste characteristics and the authorized carriers and recovery or disposal companies for such waste.
- The correct internal management procedures (especially for hazardous waste) for storage, collection, and disposal of this waste will be identified by the ER with the help of CO, the safety responsible and DPS responsible.

6.2 Handling of Waste

- Handling of waste is to be carried out in such a way as to minimize risk to human health and to the environment.
- In particular, all precautions should be taken in order to avoid accidents that effect:
 - soil or water pollution;
 - fire or explosion;
 - toxic gas generation;
- The following are good practices for internal transportation of Waste
 - always close containers containing liquids;
 - containers carrying solid or liquid waste should be secured to the means of transport being used in order to avoid any spills of material;
 - collect any waste which has fallen out of the container.

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- When disposing of hazardous waste in substantial amounts **FRM-034 – Transfer of Hazardous Waste Request Form**, [Annex 4](#), should be filled in prior to transferring waste to the waste site. The waste should also be labelled by one of the stickers referred to in [Annex 5](#). These are available from CO or the Waste Site Coordinator.

Waste Storage

Waste Storage Areas must be correctly planned. The following points should always be observed:

- avoid spills and leakages wherever possible. Try to minimise spills when these cannot be avoided
- skips for hazardous waste should be covered and the site should have suitable containment with appropriate drainage facilities
- spills are to be contained and collected. Ensure that spills do not contaminate soil or water
- soil or water are not to be polluted by rainwater which is contaminated through contact with waste
- waste storage areas should be separated and clearly identified
- each waste unit is to be clearly marked and understood by all operators including those from transport companies and those collecting waste;
- any hazard risks (flammable, toxic, etc.) should be clearly legible and immediately identifiable;
- chemically incompatible wastes are to be segregated

Appropriate emergency equipment for first aid, fire and spills is easily accessible. Waste at Delimara Power station is being managed through a system comprising of a number of Skip Areas and Waste Site.

6.3 Skip Areas

These areas house a number of waste collection skips dedicated for non-hazardous waste, mainly for the streams: paper, plastic, glass, domestic metal and mixed waste. These skips are monitored by the WSC on a daily basis via the Daily Skip Zone checklist – refer to **LST-011 – List of Skips at DPS**. Once the checklist is duly filled in it will be filed and kept by the WSC



6.4 Waste Site

The waste site has been strategically constructed on a bunded area. It can hold every type of waste both hazardous and non-hazardous. This waste is segregated in various types of skips/bins.

Refer to drawing **DWG-013 - DPS-XZ-103 Waste management Zones**

6.5 Waste Register

The waste register, refer to [Annex 1](#)– waste register, shows the details of the disposal of waste. All records including the weight of the waste disposed of, will be entered into the waste register when

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this data is forwarded to Enemalta by the contractor with the invoices. The CO ER will keep the waste register updated.

Temporary storage period of the waste must not exceed one (1) year. This period can be calculated from the date on the waste transfer/tracking documents supplied by the waste collector.

6.6 Waste Transport: Consignment Note

6.6.1 Hazardous waste

Disposal of hazardous waste needs a valid permit from ERA and the actual transfer of the waste has to be accompanied by a consignment note which is a form issued by ERA.

The consignment note procedure is divided into two stages:

Stage One: Waste Consignment Permit Application (CP) refer to [Annex 2](#)

Stage Two: Waste Consignment Note (CN) refer to [Annex 3](#)



All Waste Consignment Permit Applications (CP) and Waste Consignment Notes (CN) have a unique number (code) allocated by ERA. The Waste Consignment Permit Application (CP) is used in order to obtain a permit for the disposal of waste while the Waste Consignment Notes (CN) must be used for the transfer of waste.

6.6.1.1 Waste Consignment Permit Application (CP)

- When disposing of hazardous waste one must always take into consideration the time limit for waste storage which must not exceed 1 year, the quantity of waste being generated and the information related to the particular waste from LST-009 Waste Stream Classification
- A permit is needed for the disposal of each separate hazardous waste stream.
- Following an agreement between Enemalta and its Waste Contractor it was decided that the latter will act as the CPR. The subcontractor will be responsible to fill in the ERA Waste Consignment Permit application form (CP) and submit it to ERA. Refer to [Annex 2](#).

6.6.1.2 Waste consignment Note (CN)

- Once the permit for disposal is issued by ERA, the necessary arrangements are made to collect the hazardous waste. The contractor will take care to fill in the Waste Consignment Note. Refer to [Annex 3](#).
- The CARRIER must ensure that the consignment note and a valid permit accompany the consignment of waste at all times.
- On delivery of the consignment the CARRIER must give a copy of the consignment note and the permit to the CONSIGNEE. The contractor must forthwith dispatch the completed consignment note

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to ERA and Enemalta. The carrier & consignee must retain their respective copies as part of a register for not less than 3 years. Certain contractors may also give the Company's waste transfer note together with the copy of the ERA Waste Consignment Note. However, this is optional.

6.6.1.3 Transboundary Shipment of Hazardous Waste

- Hazardous waste which cannot be disposed of/recovered in Malta and which has to be shipped to another country for disposal/recovery will fall under the terms of the European Commission Waste Shipment Regulation. Transboundary movements of hazardous waste destined for disposal or recovery can only take place upon written notification by ERA, as Competent Authority of dispatch, to the competent authorities of destination and transit .
- Enemalta must be informed of the waste end destination and evidence of this should be available on request.

6.6.2 **Non-Hazardous Waste**

Disposal of Non-hazardous waste does not need an ERA permit. Thus the procedure for the application of a permit from ERA and the filling in of the official ERA consignment note will not apply in this case.

However, for reporting purposes Enemalta still needs to keep a record of all the waste that is being disposed of.

For this reason, disposal of non-Hazardous waste will still be registered. In order to have a record of movements and disposal of non-hazardous waste, use will be made of the contractors' forms as follows:

Non-hazardous waste

Waste Service Tracking Document



Scrap metal, cable off-cuts

Purchase of Ferrous Scrap Material Form

Non-hazardous waste can be stored for a maximum period of 1 year.

6.6.2.1 On the day of collection

- The carrier will fill in the details on the waste tracking document. Details will include type of waste, type of skips emptied/collected and quantity of skips, volume of waste collected
- The weight of the waste collected has to be forwarded by the contractor since this is required for reporting purposes, both for the waste register as well as for ERA.
- The same applies to collection and disposal of scrap metal and cable off-cuts.
- A copy is then given to WSC who retains it for Enemalta's records.

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6.7 Waste document filing and reporting

All documents related to waste (consignment note, waste consignment permit application, waste register) are kept for a minimum of 5 years for both hazardous and non hazardous waste.

As defined by the environmental monitoring plan, CO collects and evaluates the data of waste production.

CO is also responsible to periodically report such data as is required by ERA and the Integrated Pollution Prevention and Control (IPPC) permit.

6.8 Licences of carriers and consignee

From time to time CO is responsible to check and requests records of all licences (and any subsequent updates) of the waste management providers (carriers, waste management facilities and consignees). These can also be checked on the ERA site www.era.org.mt or a formal request is sent via email to ERA for this information.

6.9 Detailed Procedure for Waste Disposal

When a bin/skip, from the designated waste areas within DPS needs to be emptied and replaced / off-hired or a new bin is needed, the ER for waste informs the designated contractor. This is usually performed via email. Once at DPS, the procedure is to weigh truck before loading and again after loading on the weighbridge located at the entrance of the Waste site



The Contractor's representative is to leave a delivery note on site and it should include:

- Weight before,
- Weight after,
- Difference.

The latter (Difference) would be the weight of disposed material and the quantity Enemalta should be invoiced for.

Delivery note is to be signed & stamped by the PMO, retained and filed. If the waste is of hazardous nature, ERA consignment note shall also be signed and stamped by the PMO.

When the contractor sends the invoices, these will be reconciled for weight and pricing by the ER (waste). If everything is in order they will be processed in SAP® and forwarded to Finance for payment.

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6.9.1 Disposing of WEEE

When disposing of WEEE, the ER (waste) has to be notified in advance of the items to be disposed. A “transfer of hazardous waste” waste form is to be filled prior to disposal and sent to the Compliance Office for approval. After approval the ER (waste) will liaise with PMO for waste to be taken to DPS waste site.

6.9.2 Waste Oil

When a service is required for waste oil disposal, PMO will inform the contractor by email. ER (waste) is to be kept in copy. Request should include approximate quantity to be disposed of, if the waste oil is stored in either drums or IBC's or the service is needed by pumping. PMO is to certify and stamp both the delivery note and the ERA consignment note.

All ERA consignment notes and delivery notes are to be sent to the ER (waste).

Invoice together will be received at the ER (waste) end.

The ER (waste) will issue Service Entry and forward to Finance for payment.

6.9.3 Scrap Metal and Scrap Aluminium

PMO is to send an email to the contractor requesting the necessary service.

Once on-site weight of truck before disposal is to be taken from weighbridge, then the same procedure is to be carried out following collection of waste in order to obtain the difference, which would amount to the material collected to be disposed of that the Contractor needs to be invoiced for.



PMO shall send an email of these weights to ER Waste and Contractor shall be invoiced in accordance to these weights.

6.9.4 Batteries

PMO is to contact the Compliance Office with details and quantities of the batteries that are needed to be disposed of.

Once the Contractor is on site, the batteries are to be weighed. This will determine the price to be charged by Enemalta.

The delivery note shall be signed and stamped by the PMO and forwarded to ER(waste).

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These will be forwarded to Finance for the issuing of an invoice.

6.9.5 Waste Identification

The PMO on behalf of the Compliance Office is responsible for identifying the waste and ensuring that it is separated in the dedicated containers. Each bin/skip will have a sign affixed showing type of waste and EWC code. For EWC codes refer to **LST-008 – Waste Stream Visuals** found on Q-Pulse

6.9.6 Checking bin/skip level

The PMO is to check level of each skip/bin and fill the Waste Weekly Checklist on a regular basis. This checklist is available in Q-pulse®.

6.10 Contractors working inside DPS



Enemalta plc through its document **SOP-085 – Procurement Clauses related to Enemalta/IESC Environmental and Safety Management System**, specifies the obligations that the contractor is expected to abide by when handling waste. The requirements are listed in the special conditions of the tender document.

The responsible of the section coordinating the works with the subcontractor/s carrying out the works shall forward a copy of the Waste Management Procedure to the subcontracting companies or their representatives working inside Delimara Power Station. The section responsible must ensure that the Contractor or his/her representative have understood and have been trained in the procedure and they shall sign the document to confirm that they will abide by this procedure. The responsible of the section together with the concerned subcontractor/s or his/her representative shall ascertain that all subcontractor employees are trained and are competent in this procedure.



The section responsible shall also make it clear to the contractor that waste generated by the subcontracting operations can only be disposed of in Enemalta's skips if an agreement is reached between both parties which agreement shall be issued in writing. In this case Enemalta may provide suitable containers to be used for waste disposal depending on the quantity of waste being generated by the contractor.

Contractual agreements should define bureaucratic burden and costs of waste disposal.

If on the other hand the subcontractor accepts the responsibilities to dispose of the waste being generated by the subcontracting operations, then the contractor shall make all the necessary arrangements for waste disposal with waste disposal companies which are recognised by ERA and

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the subcontractor is obliged to keep records of waste transactions and CO and external auditors shall have access to them and may audit them from time to time as required.

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7 Reference documents

IPPC Permit

Waste Consignment Permit application

Consignment note (for hazardous waste)



Waste register

Carriers and consignee Licences

Waste Management Facility Permits



External firm contract

External firm Consignment notes copy



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Annex 1

Waste Register

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Excerpt from Waste Register

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Annex 2

ERA waste consignment permit

ERA Waste Consignment Permit Application

Waste Consignment Permit Application



SAMPLE

Telephone: 2292 3689

Email: cp.permitting@era.org.mt

Website: era.org.mt

THE REQUESTED INFORMATION MUST BE COMPLETED IN FULL. FAILURE TO PROVIDE ADEQUATE INFORMATION WILL DELAY PROCESSING OF THE APPLICATION.

A: CONSIGNMENT DETAILS

1. THE CONSIGNMENT(S) WILL BE:

☐ ONE SINGLE
☐ A SUCCESSION
☐ CARRIER'S ROUND
*

☐ OTHER

Other



2. EXPECTED REMOVAL DATE OF FIRST AND LAST CONSIGNMENT

3. THE WASTE DESCRIBED BELOW IS TO BE REMOVED FROM:

COMPANY NAME *



4. THE WASTE PRODUCER WAS:

COMPANY NAME *

| | | |
|--|---|-----------------|
|   | Title: DPS Waste Management | |
| | Type: Non- Restricted\Procedures (SOP/WI/Mg.Proc) | Page 21 of 27 |
| Active Date:05/07/2021 | Status:Active | Number: SOP-029 |
| Review Date:05/07/2023 | Owner: | Revision: 7 |



Annex 3

ERA Waste Consignment Note

| | | |
|--|---|-----------------|
|   | Title: DPS Waste Management | |
| | Type: Non- Restricted\Procedures (SOP/WI/Mg.Proc) | Page 22 of 27 |
| Active Date:05/07/2021 | Status:Active | Number: SOP-029 |
| Review Date:05/07/2023 | Owner: | Revision: 7 |

Consignment Note



Sample

| | | |
|--|---|-----------------|
|   | Title: DPS Waste Management | |
| | Type: Non- Restricted\Procedures (SOP/WI/Mg.Proc) | Page 23 of 27 |
| Active Date:05/07/2021 | Status:Active | Number: SOP-029 |
| Review Date:05/07/2023 | Owner: | Revision: 7 |

Consignment Note



Sample

(continued)

| | | |
|--|---|-----------------|
|   | Title: DPS Waste Management | |
| | Type: Non- Restricted\Procedures (SOP/WI/Mg.Proc) | Page 24 of 27 |
| Active Date:05/07/2021 | Status:Active | Number: SOP-029 |
| Review Date:05/07/2023 | Owner: | Revision: 7 |

Annex 4

FRM-034 – Transfer of Hazardous Waste Request Form

| | | |
|--|---|-----------------|
|   | Title: DPS Waste Management | |
| | Type: Non- Restricted\Procedures (SOP/WI/Mg.Proc) | Page 25 of 27 |
| Active Date:05/07/2021 | Status:Active | Number: SOP-029 |
| Review Date:05/07/2023 | Owner: | Revision: 7 |

FRM-034 - Transfer of Hazardous Waste Request Form

Origin of the hazardous waste (please specify): _____

EWC Code (If available): _____

Please specify the destination of the hazardous waste: (please tick below)

| | |
|---------------------|--------------------------|
| MPS Waste Site | <input type="checkbox"/> |
| DPS Waste Site | <input type="checkbox"/> |
| Ta Cejlu Waste Site | <input type="checkbox"/> |



| | |
|---|--|
| Description | |
| Quantity / Number of packages | |
| Type of packaging – (eg. tins, drums, etc.) | |
| Weight or volume of waste | |

Safety data sheet available: (Yes / No) (Please attach if applicable only)

| | | | |
|-------------|--|-----------|--|
| Employee | | Signature | |
| PIN | | | |
| Approved by | | Signature | |
| Position | | | |
| PIN | | Date | |



For office use only:-


| | |
|---------------------------------------|--|
| Approved/ Not Approved | |
| Waste Responsible Signature and Stamp | |

| | | |
|--|---|-----------------|
|   | Title: DPS Waste Management | |
| | Type: Non- Restricted\Procedures (SOP/WI/Mg.Proc) | Page 26 of 27 |
| Active Date:05/07/2021 | Status:Active | Number: SOP-029 |
| Review Date:05/07/2023 | Owner: | Revision: 7 |

Annex 5

Hazardous Waste Labels

| | | |
|--|---|-----------------|
|   | Title: DPS Waste Management | |
| | Type: Non- Restricted\Procedures (SOP/WI/Mg.Proc) | Page 27 of 27 |
| Active Date:05/07/2021 | Status:Active | Number: SOP-029 |
| Review Date:05/07/2023 | Owner: | Revision: 7 |




| Oil Type | European Waste Code | Please tick here | Estimated weight or volume |
|--|---------------------|------------------|----------------------------|
| Hydraulic Oil (Mineral) | EWC 13 01 10* | | |
| Hydraulic Oil (Synthetic) | EWC 13 01 11* | | |
| Lubricating, engine and gear oil (Synthetic) | EWC 13 02 06* | | |
| Lubricating, engine and gear oil (Mineral) | EWC 13 02 05* | | |
| Transformer Oil (Mineral) | EWC 13 03 07* | | |
| Oily water | EWC 13 05 07* | | |
| HFO & Paraffin from fuel strainer cleaning | EWC 13 07 03* | | |
| Diesel Sludge | EWC 05 01 06* | | |

Employee

Name _____

Surname _____

PIN _____



| Type of waste (Description) | EWC Code | Estimated weight or volume |
|-----------------------------|----------|----------------------------|
| | | |

Employee

Name _____

Surname _____

PIN _____