

ADM WA06 Quarantine of Waste Procedure

Change History

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0	First issue.	03.01.2016

Written by:

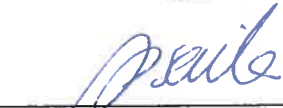


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Date:

3.1.17

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Date:

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Date:

4.1.17

1 PURPOSE

This procedure defines the way unpermitted waste is handled when noted at the Facility / Plant.

2 SCOPE

This procedure applies to the quarantine areas in all Wasteserv Facilities / Plants.

3 REFERENCE DOCUMENTS

- WS070 Quarantine Waste Log

4 RESPONSIBILITIES

The **Inspector** is responsible for:

- Alerting the Facility / Plant Staff of occurrence.

The **Facility / Plant Staff** are responsible for:

- Coordinating waste transfer to quarantine and informing Employee with the Highest Rank* present at the Facility / Plant.

The **Head of OBU** (at the Facility/ Plant) is responsible for:

- Consulting with the Waste Acceptance Office to determine how to dispose the material in an acceptable manner.
- Coordinating transfer the unpermitted waste to an authorized Facility / Plant.
- Keeping a log with the details of the waste stored in the quarantine and waste destination.

5 METHOD

The attached flow chart offers further guidance on the quarantine process.

6 RECORDS

Reference Document	Person responsible for maintaining the Document	Document Storage Location	Duration of time Records are kept
WS070 Quarantine Waste Log	Head of OBU (of the respective Facility / Plant)	The Office of the Head of OBU (of the respective Facility / Plant)	All records are kept indefinitely

