



Selective Collection and Segregation of Wastes

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Responsible
Environmental Manager

Approval
Quality Manager

CONTROL OF REVISIONS

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1 – Responsibility

Sector personnel - Segregate waste

Cleaning Personnel - Selects waste separately.

Environmental Analyst - Collects hazardous materials and controls waste disposal

2 – Identification and collection of residues

The Environment Analyst must monitor compliance with the legislation applicable to the various processes including the provisions contained in the environmental license and the traceability of the collection process and final disposal of the generated waste, with each sector responsible for correctly distributing it, according to the nature of the waste, in the containers located in each sector.

The collection and segregation of waste must obey the colors indicated below, with the same colors used to identify the containers distributed in the sectors:

BLUE: paper / cardboard	RED: plastic
GREEN: glass	YELLOW: metal
BLACK: wood	ORANGE: dangerous residues
WHITE: health services	BROWN: organic residues
GREY: non-recyclable or mixed or contaminated general residues	

The collection must be carried out by the cleaning personnel, at intervals established by the needs of the sectors and the storage capacity of the collectors.

The Environment Analyst will maintain the necessary structure in all sectors and areas to ensure the separation and collection of waste, so that everyone can properly comply with this Instruction.

3 – Classification of wastes

Depending on the characteristics and danger to the environment and to humans, waste will be classified as:

- hazardous waste with characteristics of flammability, corrosivity, reactivity, toxicity, pathogenicity
- non-hazardous, non-inert waste with characteristics of biodegradability, combustibility or solubility in water.
- non-hazardous and inert waste, such as construction waste.
- organic non-hazardous waste

For selective collection, the waste must be collected selectively, and later classified into two groups:

- recyclable waste.
- non-recyclable waste.

4 – Disposition and transport of wastes

The following provisions for waste must be implemented:

- uncontaminated recyclable waste such as plastics, paper, scraps, etc., must be separated, stored in an appropriately identified location, and subsequently sent for recycling.
- organic waste generated in the restaurant and cafeterias must be collected separately and reused to produce natural fertilizers to be used in the areas of forest remnants.
- non-recyclable waste such as toilet paper, among others, must be segregated, stored in an appropriate place, and subsequently sent to the common collection provided by the city hall.
- recyclable contaminated waste such as contaminated oil materials, paints and / or other chemical products, scraps, paint packaging, must be stored in proper locations, duly identified, free from risk of environmental accident, and protected from the weather. Before being stored, these residues must be thoroughly cleaned in order to avoid spills.
- batteries, lamps and electricity accumulators, as no-breaks, must be considered as hazardous waste and will be stored and sent to a licensed industrial waste landfill when they reach a certain amount. Burnt fluorescent lamps must be stored whole in suitable places (PVC tube) in the waste area; and subsequently forwarded to a company, duly licensed, specialized in collecting the same
- office supplies, such as cartridges and toners, must be sent to companies that refill such materials, thus avoiding the risk of contamination to the environment.
- PPE must be disposed of in suitable containers and sent to environmentally friendly companies and / or licensed industrial landfill.
- waste generated by the water and oil separator must be stored in a suitable container and later destined to companies licensed to collect and treat this type of product.
- civil construction waste, renovations, demolitions, etc. generated in the institution's civil maintenance processes, a good part should be reused for landfills in new civil maintenance processes in order to minimize the amount destined for final disposal.
- electronic waste generated in the process of disposal and maintenance of computer equipment must be separated and disposed of as hazardous, if they cannot be recycled

Hazardous waste must be sent to a licensed industrial landfill or other appropriate provision, as established by law.

All hazardous waste must be transported by licensed companies using appropriate procedures and controlled through the emergency forms. Transport services must be controlled and vehicles must be inspected before delivery of the waste for transport.

The operational and environmental licenses required by landfills and transporters must be verified before transportation.