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1. PURPOSE

The purpose of this Procedure is to regulate the process of hazardous waste management resulted from activities undertaken at Qatar University. Identify roles, responsibilities and specify compliance of the stakeholders to ensure the implementation and monitoring of the hazardous waste management process which shall result into safe disposal of the hazardous waste to minimize the impact on the environment.

2. FIELD OF APPLICATION

The requirements outlined in this Procedure are applicable to all QU premises, events, employees, students, External Providers who are working within QU.

3. REFERENCES AND ASSOCIATED DOCUMENTS

The standards or documents listed below are considered as references to this procedure:

Document Code	Document Designation	
-	ISO Standard 14001:2015	
QU-MNL-01	EMS Manual	
-	Qatar Law of the Environment Protection #30, 2002	

4. DEFINITIONS AND ABBREVIATIONS

Abbreviation/Words	Definition
QU	Qatar University
EMS	Environmental Management Systems
ES Specialist	Environmental and Sustainability Specialist
FGSD	Facilities General Services Department
PPE	Personal Protective Equipment



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5. **RESPONSIBILITY**

Title	Responsibilities		
Laboratory	• has an overall responsibility for managing hazardous waste within the		
Technician	specification of the laboratory, including arrangement of specific designated		
	accumulation area, segregation, safe collection, etc.		
	• fill in and submit the "Hazardous Waste Pickup Request Form" for the		
	appropriate collection of hazardous waste		
ES Specialist	• has an overall responsibility for inspection of compliance to this procedure of		
	relevant stakeholders		
	• receive "Hazardous Waste Pickup Request Form" and coordinate with		
	Contractor for the collection of hazardous waste		
	• responsible to provide trainings and to keep the record on hazardous waste		
	management		
	• conduct hazardous waste collection inspections and laboratories' compliance		
	inspections		
	• conduct the site event's site visit and evaluate the possibility of the hazardous		
	waste occurrence		
	• coordinate with Event Coordinator on the need of "Hazardous Waste Pickup		
	Request Form" submittal		
	• eligible at any point of time to inspect External Provider's work site to ensure		
	compliance to legislation and this procedure		
	• for non-compliance by any stakeholder, eligible to escalate the issue to the		
	stakeholder's management		
Chemical Store	• periodically conduct inspections to verify expiration dates of the chemicals		
Specialist	• arrange a separate temporary storage location for the expired chemicals, if		
	detected		
	• coordinate with ES Specialist for collection		

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Event Coordinator	• submit the "Permit to Work" online application	
	• submit the online "Hazardous Waste Pickup Request Form", if requested by	
	ES Specialist	
External	• shall have a provision of hazardous waste as a result of their activities and	
Providers	arrange appropriate segregation, separate collection and safe disposal.	
	• shall have their own Hazardous Waste Management Contractor which is	
	approved/licensed by the governmental authorities.	
IT section	• evaluate the condition of the IT asset and identify the solution	
	(fix/change/discharge)	
	• create a technical report determining if asset can be reused (old asset in	
	working condition) / shall be kept for spare parts / can be refurbished/ shall be	
	disposed	
	• fill in the online form for the asset collection and transportation to the general	
	store by The Assets Management Section	
	• send the technical report for the asset to the FGSD helpdesk	

6. PROCEDURE

6.1. Hazardous Waste Generation

6.1.1.Routine QU Activities

Hazardous waste can be encountered in many areas at QU. Most commonly, hazardous waste is found in, but not limited to:

- QU Laboratories, Greenhouse, North Farm
- Facilities maintenance activities
- Use of electrical and electronic equipment

6.1.2. Non-Routine QU Activities

Hazardous waste may also be encountered:

- When hazardous materials are used by on-site contractors
- Accidents
- Delivery vehicles with different materials

6.2. Hazardous Waste Classification

Within the QU operational activities, the following types of hazardous waste are generated:

A. Chemical Waste

Chemical waste shall be considered as any waste which are chemical solids or liquids, when they no longer intend to be used, regardless of whether or not it has been used or contaminated and shall include expired substances (for example, acids, bases, halogenated, toxic, explosive substances, etc.).

B. Biological Waste

Biological waste includes:

• Materials contaminated or potentially contaminated during the manipulation or cleanup of the material generated during research and/or teaching activities requiring Biosafety Level (BSL) 1, 2, or 3 or animal or plant biosafety level 1, 2, or 3.

• Human tissues and anatomical remains.

• Materials contaminated with human tissue or tissue cultures (primary and established) because these are handled at BSL-2.

• Any liquid blood and body fluids (human or animal).

• Animal carcasses, body parts and bedding from animals infected with BSL2 and BSL3 agents.

• Infectious waste, including fungal waste

C. Pharmaceutical Waste

Pharmaceutical waste shall be considered as any leftover or expired medicine resulted from QU activities (including, but not limited to first aid boxes, laboratories and research centers).



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Pharmaceutical waste shall be classified as:

- Solid waste: leftover or expired tablets, capsules, etc.
- Semi-solid waste: leftover or expired cream, ointment, gel, etc.
- Liquid: leftover or expired syrups, suspensions, emulsions, topical solutions, etc.

D. Radioactive Waste

Radioactive waste shall be considered as any PPE (such as gloves) used for the contact with radioactive materials and radioactive sources which are used for teaching and research purposes.

E. Sharps material

Sharps materials are generated within laboratories activities and can be classified as:

- Contaminated biologically
- Contaminated chemically
- Contaminated biologically and chemically
- Non-contaminated sharps

F. Electrical and Electronic Waste

Electrical and Electronic Waste is categorized in regards with generation sources within QU, these are:

- Large and small household appliances used in pantries/student house kitchen (e.g. refrigerators and freezers, water boilers, water coolers, cookers),
- Laboratories electronic equipment
- IT assets, telecommunications equipment
- Maintenance Electrical and Electronic items (fluorescent lamps, AC parts, smoke detectors)
- Sports electrical equipment
- Medical devices
- Consumables, such as batteries, cables, etc.

6.3. Hazardous Waste Management and Disposal Within QU Operations



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6.3.1. Chemical Waste Management and Disposal

A. General requirements for laboratories

Laboratory Technician is responsible to ensure the following requirements are addressed:

• Ensure that all the generated hazardous waste is collected in the specific designated accumulation area.

• Lids or caps securely kept in place and are tight fit to prevent spillage. A container holding hazardous waste must always be closed during storage, except when it is necessary to add or remove waste. Containers shall be sealed with a screw-type lid or other appropriate device. Plastic wrap, aluminum foil, and other makeshift lids are unacceptable.

• Ensure that gas-producing reactions (e.g. organics in acids) have worked to completion before transferring the material to a hazardous waste container.

• Ensure that secondary containment is used for all glass containers of liquid hazardous materials, regardless of storage location.

• The word "Hazardous Waste" labels shall be placed in the container to identify the contents (e.g. "Acetone Waste") regardless of whether the container is full.

• Abbreviations such as H₂SO₄, HCl, EtBr, EtOH, etc. are not acceptable.

• Ensure that not more than 25 liters of liquid hazardous waste is accumulated in one container or not more than 25 kg of solid hazardous waste in one bag/container.

• Material Safety Data Sheets (MSDS) shall be kept for each chemical used.

B. Containers

Laboratory Technician is responsible to ensure the following requirements are addressed:

• Ensure that hazardous waste containers are in a good condition and chemically compatible with their contents.

• Laboratory beakers, flask, or plastic milk cartons are not acceptable as waste containers.

• Metal containers are not acceptable unless they are the original containers. Glass and plastic reagent bottles are generally the most convenient ones.

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• Containers of liquids must have a ten (10) percent headspace to accommodate thermal expansion.

C. Chemical Waste Segregation

Laboratory Technician is responsible to ensure the following requirements are addressed:

• Acids and Bases.

Segregate containers of acids and bases from one another while accumulating for disposal. Concentrated acids and bases shall be neutralized in the laboratory when practicable. Aqueous acid or base solutions with a pH between 6 and 8 can be released to the sanitary sewer without neutralization.

• Oxidizers

Oxidizers shall be packed separately.

• Reactive wastes

Ensure separate collection of potential reactive wastes.

• Used Solvents

Halogenated and non-halogenated solvent waste shall be collected in separate containers. Those containing acids or bases shall have the pH adjusted to 6-8 prior to disposal.

D. Disposal to the Sewage System

Use the sanitary sewer for the disposal of hazardous materials is forbidden, with the exception of trace quantities associated with cleaning and washing operations, e.g. glassware. Disposal to the sewer of any other amounts of chemicals is prohibited.

E. Chemical Waste from the Chemical Store

• Chemical Store Specialist shall periodically conduct inspections to verify expiration dates of the chemicals stored.

• In case any expired chemical has been detected, Chemical Store Specialist shall arrange a separate temporary storage location.

• Chemical Store Specialist shall follow the steps in 6.4. for the proper hazardous waste collection. No other method of disposal is accepted.

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6.3.2. Biological Waste Management and Disposal

A. General requirements for laboratories:

Laboratory technician shall ensure that biohazardous waste generated in the laboratories is properly autoclaved (when required) and tagged prior to its collection by hazardous waste management company.

B. Biohazardous Waste Collection Methods

Solids contaminated under the definition of biohazardous waste

Glass (Pasteur) and plastic pipettes, Culture dishes, flasks, petri dishes, solid waste cultures/stocks from the testing and production of biologicals, gloves, gowns, masks, other solid material potentially contaminated under the definition of biohazardous waste shall undergo the preparation for disposal process.

Laboratory technician shall ensure:

- A separate collection of mentioned above wastes into specifically designated containers/plastic bags. Mixture of such wastes with domestic waste is prohibited.
- Mentioned above wastes shall be autoclaved when and if required.
- Containers/plastic bags shall be located in the specifically designated area.
- Containers/plastic bags shall be labeled for the proper waste identification, containing information about the laboratory, laboratory technician, contact number.

Liquids

Animal/human blood/body fluids, human tissue culture, human cell lines (primary or established), liquid growth media removed from human tissue cultures and any other liquid material potentially contaminated under the definition of biohazardous waste shall undergo a proper disinfection process before being disposed.

Laboratory technician shall ensure disinfection of the liquids by selection of proper case to case method:

A. Autoclaving

Laboratory technician shall ensure:



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- Collection of autoclaved liquids into specific containers;
- Containers shall be labeled for the proper waste identification;
- Containers shall be located in the specifically designated area;
- In case the amount of autoclaved liquids does not exceed 50 ml, it is allowed to discharge it directly into the sanitary sewer. Drains shall be flushed with copious amounts of water.

B. Chemical disinfection

Laboratory technician shall ensure:

- Proper chemical disinfection of the biohazardous liquid;
- Care taken to avoid splashes;
- Collection of chemically disinfected liquids into specific containers;
- Containers shall be labeled for the proper waste identification;
- Containers shall be located in the specifically designated area;
- In case of chemical disinfection, it is prohibited to discharge biohazardous liquids directly into the sanitary sewer despite of the amount of the liquid waste.

Animal carcasses

A. Contaminated

Laboratory Technician shall ensure the following for animal carcasses from transgenic animals or animals inoculated with infectious agents:

- autoclaved before disposal;
- kept in the cold room prior to collection;
- biohazardous bags are properly labeled as "Autoclaved biohazardous waste";
- no needles or other type of metal and no PVC plastic shall be used, only non PVC plastic bags shall be used.

B. Non-contaminated

Laboratory Technician shall ensure the following for animal carcasses which are not contaminated:

- kept frozen under -20°C prior to collection;
- biohazardous bags are properly labeled as "Frozen biohazardous waste".

6.3.3. Pharmaceutical Waste Management and Disposal

A. General requirements for laboratories:

Regardless of the quantity, proper treatment and disposal of the pharmaceutical waste is necessary owing to wide range of chemicals present which have inherent health risk and environmental hazards. Pharmaceutical laboratories are required to conduct a separate collection of pharmaceutical, chemical and other hazardous waste as stated in this procedure.

B. Temporary Storage

Lab Technician shall organize a specifically designated areas separately for the chemical and pharmaceutical wastes. The specifically designated area shall be located in the laboratory preparation room or any secluded area to prevent easy access of students/unauthorized personnel. The area shall be equipped with the spillage tray and a specific signage: "Caution: Chemical Waste Storage Area" and "Caution: Pharmaceutical Waste Storage Area" shall be displayed.

C. Segregation and Packaging of Pharmaceutical Waste for Pickup

- 1. Lab Technician shall segregate waste pharmaceuticals into liquid, solid and semi-solid forms.
- 2. Lab Technician shall remove the secondary packaging (final packaging with the manufacturer information) and dispose it as general dry waste, in case the packaging is made of paper it shall be disposed into the recycling paper bin. The contaminated packaging materials with medicinal products shall be treated as pharmaceutical waste.
- 3. Lab Technician shall remove the primary packaging (strips/blisters/bottles/sachets) and dispose it as general dry waste (applicable to unconsumable packaging, consumable packaging shall be reused). The contaminated packaging materials with medicinal products shall be treated as pharmaceutical waste.
- 4. As per the pharmaceuticals waste forms, Lab Technician shall place the waste into separate containers and label them as:

- "Pharmaceutical waste: Liquid waste" (unconsumable plastic container with lid)
- "Pharmaceutical waste: Solid waste" (hard walled container (such as a cardboard box) lined with a plastic bag or double plastic bag to prevent any leakage),
- "Pharmaceutical waste: Semi-Solid waste" (unconsumable plastic container with lid).
- 5. The used ampoules or vials ampoules which contained pharmaceutical wastes shall be disposed off as "Sharps" into specifically designated container.

DISCLAMER: This is the responsibility of laboratories to ensure minimization of hazardous waste generation by any possible mean.

D. First Aid Kits' Medicals Disposal

External Provider shall be responsible for periodical monitoring of medicals expiration dates and for collection of expired medicals from the First Aid Kits. External Provider shall ensure appropriate disposal of medicals as per government regulations. ES Specialist is eligible at any time to request the documents which will proof the proper disposal by the External Provider.

6.3.4. Radioactive Waste Management and Disposal

A. General requirements for laboratories:

Radioactive wastes shall be disposed off in accordance with the radiation protection regulations, therefore are not allowed to be mixed with any other type of waste and shall be collected separately.

B. Collection requirements

- 1. Any PPE (such as gloves) used for the contact with radioactive materials shall be disposed into specifically designated labeled bin.
- 2. Laboratory Technician shall periodically control the exposure level to ensure no adverse effect.
- 3. As per the exposure level or when the specifically designated labeled bin is 75% capacity full, Laboratory Technician shall fill in and send the Hazardous Waste Pickup Request Form to coordinate with Environment and Sustainability Section for collection of radioactive waste.

4. For radioactive sources which need to be disposed, Radiation Safety Officer shall contact Environment and Sustainability Section and Ministry of Environment and Climate Change for the further coordination and guidance.

6.3.5. Sharps Management and Disposal

A. General

Contaminated Sharps include items such as (but not limited to): razor blades, scalpels, lancets, syringes with/without needles, slide covers, specimen tubes. Laboratories shall minimize their use of sharps whenever possible to prevent excessive waste generation.

B. Collection requirements

- 1. Laboratory Technician shall ensure separate collection of sharps directly into specifically designated plastic containers or cardboard box lined with a plastic bag.
- 2. Laboratory Technician shall remove the plastic containers for disposal when they are 2/3 full to avoid accidents related to overfilling the plastic containers.
- 3. Laboratory Technician shall ensure separate collection of biologically or chemically contaminated sharps into properly labeled as "Biologically contaminated sharps" or "Chemically contaminated sharps" plastic containers or cardboard box. Biologically contaminated sharps shall be autoclaved, if and when applicable. After autoclaving, containers of sharps shall be disposed of in plastic containers or cardboard box lined with a plastic bag, clearly marked with the "SHARPS".

6.3.6. Electrical and Electronic Waste Management

IT Section

- 1. Shall anybody detect any issue with IT assets, shall contact an IT helpdesk via e-mail or over phone.
- 2. IT helpdesk shall generate a ticket and communicate it to relevant IT section within the same day of the inquiry receival.

- 3. Relevant IT section shall arrange a site visit to evaluate the condition of the asset and to identify the solution (fix/change/discharge).
- 4. Upon the evaluation of the asset condition, in case relevant IT section team concludes that the asset shall be disposed, IT section team shall create a technical report determining if asset can be reused (old asset in working condition) / shall be kept for spare parts / can be refurbished/ shall be disposed.
- 5. Upon completion of the technical report, IT section team member shall fill in the online form for the asset collection and transportation to the general store by The Assets Management Section.
- 6. IT section team member shall additionally send by e-mail the technical report for the asset to the FGSD helpdesk.

Other Electrical and Electronic Waste within QU

A. General requirements

The method of managing of the electrical and electronic assets which are received by central store shall be considered as follows:

1. Items in a working condition.

Managing of such items shall follow the hierarchy: reuse-recycle-dispose.

a. Head of the central store in cooperation with Environment and Sustainability Specialist shall seek for the reuse opportunities within the QU.

b. In case the reuse opportunity within the QU was not found during 1 year, the item/items shall be assigned to be disposed by auction.

c. In case the item/items were not disposed through the auction Head of the central store in cooperation with Environment and Sustainability Specialist shall seek for the donation opportunities.

d. In case the item/items were not donated, Head of the central store in cooperation with Environment and Sustainability Specialist shall seek for recycling opportunities.

e. In case the opportunity for recycling was not found, Head of the central store in cooperation with Environment and Sustainability Specialist shall seek for the safe final disposal method.

2. Items in not working condition.

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Managing of such items shall follow the similar hierarchy: reuse-recycle-dispose.

a. Items in not working condition shall be assigned to be disposed by auction.

b. In case the item/items were not disposed through the auction Head of the central store in cooperation with Environment and Sustainability Specialist shall seek for the donation opportunities.

c. In case the item/items were not donated, Head of the central store in cooperation with Environment and Sustainability Specialist shall seek for recycling opportunities.

d. In case the opportunity for recycling was not found, Head of the central store in cooperation with Environment and Sustainability Specialist shall seek for the safe final disposal method.

6.4. Request of Hazardous Waste Pickup

Disposal of Hazardous Waste generated at Qatar University shall be under the responsibility of Environment and Sustainability Section. Hazardous waste shall be disposed according to the following guidelines:

1. Laboratory In-charge/Laboratory Technician shall properly store hazardous waste at specific accumulation area.

2. Laboratory In-charge/ Laboratory Technician shall fill in in the electronic Hazardous Waste Pickup Request Form and shall submit the request to Environment and Sustainability Specialist for processing of waste disposal.

3. ES Specialist shall review the Hazardous Waste Pickup Request Form and coordinate with the hazardous waste management contractor for pickup of hazardous waste.

4. Hazardous waste pickup request is processed during office hours, on Monday and Thursday, 8 AM to 12 PM.

5. Emergency and special requests pickup shall be coordinated by ES Specialist and the hazardous waste management contractor, as required, to commence packaging, manifesting, pick-up, transportation, and final disposal activities within twelve (12) hours after notification by ES Specialist.

6.5. Hazardous Waste Collection Inspections

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To control the hazardous waste collection process and to ensure compliance to this procedure, ES Specialist shall conduct an inspection during each pickup activity, using the "Hazardous Waste Management Checklist".

In case of any non-compliance detected:

For Laboratory	For hazardous waste management service provider		
ES Specialist shall fill in "Environment &	ES Specialist shall fill in "Environment &		
Sustainability Inspection Report" (QU-EMS-	Sustainability Inspection Report" (QU-EMS-ESS-		
ESS-FRM-25) / Environmental Observations	FRM-25) / Environmental Observations and		
and Inspection Report (QU-EMS-ESS-FRM-	Inspection Report (QU-EMS-ESS-FRM-17) and		
17) and send it by e-mail to Laboratory-in	send it by e-mail to the Service Provider's		
Charge for rectification.	management to notify them about the non-		
	compliance.		
In case of recurrence, ES Specialist is	In case of recurrence, ES Specialist is eligible to		
eligible to proceed with further notification	apply penalties on the hazardous waste management		
of Departmental management for	service provider.		
rectification.			

6.6. Laboratories Compliance to Requirements of Hazardous Waste Management

1. ES Specialist shall prepare a yearly plan (QU-EMS-ESS-FRM-44) for the laboratory's compliance inspections.

2. ES Specialist shall conduct compliance inspection as per plan schedule and fill in "Laboratory Compliance Checklist" (QU-EMS-ESS-FRM-32).

3. ES Specialist shall evaluate outcome of compliance inspections and take required actions for improvement.

4. In case any items for hazardous waste management are identified as missing within a laboratory, ES Specialist shall request the missing items from the hazardous waste management



service provider and handover the same to a laboratory by filling in "Hazardous Waste Management Delivery Note" (QU-EMS-ESS-FRM-46).

6.7. Hazardous Waste Container Color Code

- Yellow Bag biological and chemical waste (e.g. plants, fungus, solid chemicals, etc.)
- Red Bag biological waste (e.g. animal carcasses, human tissues, etc.).

6.8. Training

Environmental and Sustainability Section shall ensure that personnel who handles hazardous waste has the competency. Therefore, ES Section is responsible to provide trainings on hazardous waste management.

6.8.1. General

Training must be provided to workers and students that may be exposed to hazardous waste. The level of training shall be dependent upon the degree of exposure. The following general requirements apply to all levels of training.

• Employees shall be informed of the hazards associated with hazardous waste at their workplace.

• Employees shall be instructed about how to obtain and use the information provided on labels and safety data sheets.

• Employees shall be trained in the correct and effective use of the control measures, in particular the engineering control measures and measures for personal protection provided and shall be made aware of their significance.

• Employees shall be trained on the spill emergencies and use of spill kits and other measures to prevent adverse effect of spills.

• Employees shall be trained on a continuous basis.

6.8.2 Training Documentation

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ES Specialist shall keep a record of required training and attained competency with respect to hazardous materials for all persons handling or working in the vicinity of hazardous materials.

6.9. Events

• The Event Coordinator shall submit the "Permit to Work" online application for the Environmental and Sustainability Section approval.

• Upon approval of the "Permit to Work" and establishing the event zone, appointed ES Specialist shall conduct the site visit and evaluate the possibility of the hazardous waste occurrence and other environmental impacts using "Events environmental requirements checklist" (QU-EMS-ESS-FRM-43).

• If the hazardous waste occurrence is certain, the ES Specialist shall communicate to Event Coordinator on the need to submit the online "Hazardous Waste Pickup Request Form" to organize safe hazardous waste collection and transportation.

• Appointed ES Specialist shall coordinate with the Hazardous Waste management contractor on the date and time of the collection.

• For other outcomes of the site visit, ES Specialist shall coordinate with relevant stakeholders to ensure minimal impact of the event on environment.

6.10. External Providers

• External Provider shall have a provision of hazardous waste as a result of their activities and arrange appropriate segregation, separate collection and safe disposal.

• External Provider shall have their own Hazardous Waste Management Contractor which is approved/licensed by the governmental authorities.

• ES Specialist is eligible at any point of time to inspect External Provider's work site to ensure compliance to legislation and this procedure and in case of non-compliance detected, suspend External Provider's activities and raise an issue to the Project Engineer for penalties against the External Provider.

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7. RECORD

S. No.	Record Name	Reference	Custodian
01	Hazardous Waste Management Checklist	QU-EMS-ESS-FRM-26	ES Specialist
02	Environment & Sustainability Inspection Report	QU-EMS-ESS-FRM-25	ES Specialist
03	Environmental Observations and Inspection Report	QU-EMS-ESS-FRM-17	ES Specialist
04	Laboratory Compliance Checklist	QU-EMS-ESS-FRM-32	ES Specialist
05	Events environmental requirements checklist	QU-EMS-ESS-FRM-43	ES Specialist
06	Laboratory Compliance Plan	QU-EMS-ESS-FRM-44	ES Specialist
07	Hazardous Waste Management Delivery Note	QU-EMS-ESS-FRM-46	ES Specialist