



eustream, a.s



eustream, a.s.

MANAGING DOCUMENTATION OF THE COMPANY

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METHODOLOGICAL GUIDELINE

Waste management in the conditions of eustream, a.s.

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1. PURPOSE

The purpose of this methodological guideline is to define the responsibilities and authorities in the area of waste handling in the company eustream, a.s. with the objective to comply with the requirements of the environmental legislation and environmental policy.

2. SCOPE OF VALIDITY

This methodological guideline shall apply to all employees of eustream, a.s. company.

3. TERMINOLOGY AND ABBREVIATIONS

3.1 TERMINOLOGY

Waste is a movable thing the owner of which disposes it, or wants to dispose it.

Waste originator is everybody by whose activity waste is generated and the one who performs the mixing or other activities with waste, if their result is change of the character or composition of this waste.

Waste owner is the originator of waste, or physical person, or legal person with whom the waste is located.

Waste management is the activity aimed at prevention and restriction of waste generation and reduction of its danger for the environment and waste handling in accordance with the Waste Act.

Waste handling is the collection of waste, its transport, waste recycling and waste disposal, including care of the disposal place.

Waste recycling are the activities related to use of physical, chemical or biological characteristics of the waste.

Waste disposal is such handling of waste which does not cause damage to the environment or endanger the health of people.

Waste collection is gathering, sorting and mixing of waste for the purpose of its transport.

Hazardous waste is such type of waste which has one dangerous characteristic or several dangerous characteristics specified under the Annex No. 4 of the Waste Act.

Other waste is such waste which does not have dangerous characteristics specified under the Annex No. 4 of the Waste Act.

Communal waste is such waste from households which is generated in the territory of the municipality during the activities of physical persons, and the waste of similar characteristics and composition which originator is the legal person or physical person-entrepreneur, with the exception of waste generated during the immediate execution of activities forming the scope of the business or activities of the legal person or physical person- entrepreneur; the waste from the households is deemed the waste from real estates that serve to the physical persons for their private recreation, for example from gardens, chalets, cottages, or for parking or storing of the vehicle used for the needs of the households, mainly from garages, garage-house boxes and parking lots. The communal waste is all the waste generated in the municipality during cleaning of the public roads or spaces in the possession of the municipality or in the administration of the municipality, or also during the maintenance of the

public greenery, including parks and cemeteries and other greenery on the plots of the legal persons, physical persons and civic associations.

Responsible employee of eustream, a.s. – an employee nominated by the employer to manage and control the activities during realization of DaZP works according to the applicable managing acts of eustream, a.s. company and the applicable legislation of the SR.

Operator is the Area of eustream, a.s. company on whose section the works are performed.

Contractor is each external organization or internal unit of SPP, a.s. which performs the works in the protection zone of PS, in the premises and on the technological facilities of eustream, a.s. company on the basis of the request issued by the organizational unit of eustream company or on the basis of the request of third parties.

3.2 ABBREVIATIONS

Abbreviation	Abbreviation description
DaZP	Contractor and his contractual partners
LČ	Line section
MP	Methodological guideline
MŽP SR	Ministry of Environment of the Slovak Republic
NO	Hazardous waste
NPO	Corrective-preventive measure
NR SR	National Council of the Slovak Republic
OO	Other waste
SPP, a.s.	Slovenský plynárenský priemysel, joint stock company
TC	Technical Competence Center Section
TCQ	Quality and documentation department
TPx	Pertinent Area of eustream, a.s. company
TU	Centralized Maintenance Section
VOP	General commercial terms and conditions
Z.z.	Collection of laws
ŽP	Environment

4. RESPONSIBILITIES AND AUTHORITIES

The responsibilities and authorities derive from the item 5.3 and the related documents shown in the item 6 of this methodological guideline.

In case of serious breach of the applicable legislation and the clauses of the contract on waste handling, the employee performing the control is authorized to stop the works of eustream, a.s. employees and/or of DaZP and to submit the proposal for NPO.

5. DESCRIPTION

5.1. INPUTS

- Contract for work;
- Order;
- Documents relating to the environment applicable within eustream, a.s. company
- Operating rules for waste handling,
- Legal and other requirements;
- Project documentation and technological procedures;

5.2. OUTPUTS

- Environmental inputs;
- Registration sheets;
- Accompanying sheet of hazardous waste;
- Weight cards;
- Permit for waste transfer;
- Evaluation of contractors and contractual partners;
- Results from the control (audit);
- Adopted NPO.

5.3. PROCEDURE DESCRIPTION

Waste handling is regulated by the provisions of the Act No. 223/2001 Coll. on Waste, as amended and supplemented by further laws and regulations and the implementation regulations.

To the basic implementation regulations belong:

- the regulation of MŽP SR No. 283/2001 Coll. on implementation of certain provisions of the Waste Act,
- regulation of MŽP SR No. 284/2001 Z.z. establishing the Waste Catalogue.

5.3.1 Waste classification

Individual types of waste are classified according to the Waste Catalogue into:

- groups (e.g. 13 Waste from oils and liquid fuels),
- sub-groups (e.g. 13 02 Waste motor, gear and lubricant oils),

- types (e.g. **13 02 08** other motor, gear and lubricant oils).

Waste types must be designated with a six digit number. The detailed procedure of classifying the waste to individual groups and sub-groups is described in the Annex No. 5 of the Regulation No. 284/2001 Z.z.

Simultaneously the waste is divided into the following categories:

- hazardous waste (designated with N)
- other waste (designated with O).

5.3.2 Obligations of the waste originator and owner

To the basic obligations of the waste generator and owner belong:

- to classify the waste according to the Waste Catalogue
- to collect the waste sorted according to the waste types and to secure it against deterioration, theft or other undesirable escape;
- to collect separately the hazardous waste according to the types, to designate it according to the determined method;
- to recycle the waste during the activity; unused waste shall be offered to someone for recycling,
- to ensure waste disposal in case it is not possible or effective to provide for its recycling;
- to handover the waste exclusively to a person authorized for waste handling pursuant to the law, if the recycling or disposal is not organized by himself
- to maintain and keep the records on types and quantities of waste handled, and on their recycling and disposal,
- to report the data from the records to the respective state waste management authority; in case of communal waste, only if part of the statistical reporting was not the permit of its availability;
- to allow the State Waste Management Supervision Authorities to enter the sites, premises and facilities, to take waste samples, and upon their request to submit documentation and provide truthful and entire information relating to waste management; the provisions of the separate regulation are not affected herewith;
- to submit, upon the request of the transient owner, the waste documentation proving the way of waste handling;
- to implement the corrective measures imposed by the State Waste Management Supervision Authorities,
- in case of need to ensure analytical control of the waste in the determined scope.

5.3.3. Waste management related to internal activities

To the basic principles of waste management in euastream, a.s. company belong:

- Reduction of waste generation
- Reduction of generation of hazardous waste, ensuring of its recycling, disposal of unrecyclable waste in a way not endangering the environment.
- Recycling of waste material in maximal possible extent,
- Disposing of waste in minimal possible extent.

The waste generated by the activities of eustream, a.s. company shall be handled in accordance with the local operating rules and according to the instructions of TPx/TU/TC environmental technicians .

Handling of waste generated during repairs and maintenance of equipment by TU employees in TPx Areas shall be ensured by the individual Areas on the basis of their own permits and at their own expense.

TU employees are methodologically instructed by the TU environmental technician.

5.3.4. Waste management related to DaZP activities

The waste which is generated during DaZP activities shall be handled in accordance with the applicable contracts, VOP, MP and in accordance with the item 5.3.4 of this methodological guideline.

For observing the provision of this item shall be responsible the employee appointed as the technical supervision over DaZP, or the employee who ordered DaZP.

During DaZP works it is necessary to observe the following steps:

STEP No. 1: Start of DaZP's works

Prior to each start of the works, the responsible employee of eustream, a.s. shall submit the filled-in enviro-form to the environmental technician (Annex No. 1).

The enviro-form contains the information about:

- The place of DaZP works execution,
- Type of executed works,
- Date of start and end of the works,
- Type and quantity of waste that will be generated during the execution of DaZP works;
- The fact who is contractually determined as originator and owner of the generated waste,
- The fact who is contractually responsible for waste disposal,
- The type of hazardous substances that DaZP will be using.

The responsible employee shall submit the enviro-form to environmental technician:

1. Prior to each training of DaZP. **In case the environmental technician does not receive the enviro-form sufficiently in advance, he/she will not perform the training.**
2. **If DaZP performs the works on the basis of partial orders, the responsible employee shall submit the enviro-form to the environmental technician prior to each start of the works.**

Prior to each training the responsible employee shall submit to the environmental technician the contract with DaZP for insight. In case the responsible employee does not submit the contract, the environmental technician will not perform the training.

Prior to start of the works, the responsible employee shall request from DaZP the submission of the following documentation:

A copy of the contract with third person (sub-contractor) through which the recycling or disposal of waste generated in realization of works is organized,

A copy of the consents for hazardous waste handling, for hazardous waste transport, and for operation of the facility for waste recycling and disposal.

The obligation of the contractor to provide the documents on the competence to handle the waste applies to each DaZP who is contractually determined as the originator or owner of the waste. The responsible employee shall submit the documents to the respective environmental technician who is obliged to check their correctness (e.g. to check the approval for handling the waste against the environment).

In case the waste cannot be clearly classified as hazardous or other waste, then the contractually determined waste originator shall ensure the analysis of the waste by the accredited laboratory. When taking the sample for analysis, the responsible employee of eustream, a.s. must be present.

STEP No. 2 Development of works

The responsible employee shall check that DaZP:

- a) Handles the hazardous waste pursuant to the conditions determined in the valid decision,
- b) Collects the waste separately,
- c) Secures the waste against mixing,
- d) Collects the waste in such a way as to avoid their escape or deterioration (due to wind, rain, etc.)
- e) Transport of the waste from the premises is performed only on the basis of the "Permit for transfer of waste from eustream's, a.s. premises" (Annex No. 4 of MP "Obligations of the contractors and contractual partners in the protection zone of the transmission network, in the premises and on the technological facilities of eustream company in the area of BOZP and environment"),
- f) Performs the transport of hazardous waste /NO/ under the following conditions:
 - DaZP makes arrangements pursuant to the approval for transport of NO,
 - The responsible employee must be present when the NO is handed-over to the transporter;
 - If the originator of waste is eustream, a.s. company, the environmental technician must be present when the NO is handed-over to the transporter.

STEP No.3 Completion of works

After the works completion, the responsible employee must have at disposal the entire documentation related to waste handling, and namely:

- The filled-in waste registration sheets,

(in case eustream, a.s. is the originator or the owner of waste);

- Weight sheets of hazardous waste.

The responsible employee is obliged to deliver the complete documentation on waste handling to the environmental technician for examination, who shall approve it by his/her signature.

After completion of the works, the environmental technician must have at disposal the following documentation:

- Enviro-form,
- Weight sheets, SLNO (in case eustream, a.s. is the originator or the owner of waste),
- Permit for transfer of the waste from the premises.

The obligations of BOZP regarding waste handling are described in detail in the methodological guideline Obligations of the contractors and contractual partners in the protection zone of the transmission network, in the premises and on the technological facilities of eustream company in the area of BOZP and environment.

The documentation in the area of waste handling needs to be archived for 5 years.

5.3.5. Control activity

The TC environmental technician and TU environmental technician is in charge to control the compliance with this methodological guideline. The periodicity of the controls is min. 1 x per year at each Area of eustream, a.s. The control needs to be notified 3 days in advance. The responsible employees of the controlled Area are obliged to deliver the required documentation and if necessary to participate in the control.

The report on control of the compliance with MP shall be submitted to TC 1 x per year, not later than on 10.12. In case any shortcomings are identified, the MP Corrective and preventive activity in the area of ISM shall be followed.

5.4. MONITORING AND MEASUREMENT

- Evaluation of contractors and contractual partners;
- Results from control of MP;
- Adopted NPO.

6 RELATED DOCUMENTS

6.1. INTERNAL RULES

General commercial conditions for performing works and rendering services.

Management of the works of the contractors and contractual partners.

Obligations of DaZP in the protection zone of the transmission network, in the premises and on the technological facilities of eustream company in the area of BOZP and environment.

Corrective and preventive activity in the area of ISM.

Local operating rules for waste handling.

6.2. EXTERNAL REGULATIONS

The Act of NR SR No. 223/2001 on Waste, as amended and supplemented by further laws

The regulation of MŽP SR No. 283/2001 Z.z. , as amended by further regulations on implementation of certain provisions of the Waste Act

The regulation of MŽP SR No. 284/2001 Z.z. establishing the Waste Catalogue.

7 DISTRIBUTION LIST

Basic, eustream, a.s.:

8 ANNEXES

Annex No. 1: Enviro-form for the contractors and contractual partners - FORM