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| **Procedure** |   |
| Waste management at Skagerak Kraft AS |
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| Auditor | Erlend Kaarstad | Approval date | 27.10.2023 |

# PURPOSE

To ensure responsible waste management at Skagerak Kraft in accordance with the overarching general procedure for waste management, the group’s waste management contract and relevant laws and regulations.

# RESPONSIBILITY

## General

All employees of Skagerak Kraft and personnel who carry out work for Skagerak Kraft are responsible for sorting waste and ensuring that it is disposed of in the correct containers/equipment. In the case of sites that do not have their own waste collection, the waste must be taken as soon as possible to the nearest collection point for sorting.

All employees of Skagerak Kraft and personnel who carry out work for Skagerak Kraft are responsible for registering nonconformities if waste is incorrectly sorted or there are containers or other equipment missing or not properly labelled.

## Responsibility in normal operating situations

* The local manager is responsible for liaising with Kraft’s contact person and waste contractor to ensure that waste is collected and sorted as efficiently and safely as possible at each location.
* The local manager is responsible for ensuring that all equipment for waste management is available to individual users and that waste management is satisfactorily organised. All collection points for waste must be equipped with a sufficient number of containers for proper sorting.
* Skagerak Kraft’s contact person for waste management suppliers is responsible for following up improvement proposals and nonconformities with suppliers, as well as assisting operating areas and projects in the procurement of waste solutions. The contact person must also ensure that the source separation rate is followed up by the respective operating areas.

## Responsibility in projects and initiatives

Project managers and initiative managers and/or the responsible person at the principal undertaking in a building and construction project are responsible for familiarising themselves with the current sorting procedures and ensuring that the projects’ waste management complies with such procedures.

* The project must be registered with the waste management supplier so that waste accounting is kept separate from ordinary operations.
* All equipment for waste management must be readily available to and convenient for individual users.
* All collection points for waste must be organised and equipped with a sufficient number of containers for proper sorting.
* All containers and other equipment for waste sorting must be clearly labelled with the type of waste each container is to be used for.

# DESCRIPTION OF WORK – Normal operating situation

* All waste at Skagerak Kraft must be sorted to achieve the highest possible source separation rate and the least possible residual waste.
* Waste sorting must be carried out in accordance with the current waste contract, subject to any local variations. Relevant types of waste in our operating areas are listed in Kraft’s waste sorting guide.
* In general, all containers must be emptied at least once a year. This also applies to large containers that are not full.
* Oil separators must be emptied as needed, but at least once a year. See the separate procedure *“Management of oil separators and transformer pits in Skagerak Kraft’s operating areas”.*
* Septic tanks must be emptied when necessary, but at least once a year. The local manager is responsible for booking a sludge truck.
* Following grille cleaning or other clean-up in watercourses, the waste must be marked “*Grindrensk*” (“grille cleaning”) when delivering it to the waste contractor. It is important to make the waste contractor aware that mixed waste from grilles is being delivered.
* In the case of sites that do not have their own waste collection, the waste must be taken as soon as possible to the nearest collection point for sorting into fractions. Any intermediate storage must be for the shortest possible period of time and without the risk of dispersal of waste into the environment.
* As far as possible, waste must be placed in the provided containers. If in exceptional cases waste needs to be stored in places other than the provided containers, the waste must be handled and stored properly with clear labelling and adequate security to prevent it spreading into the environment.

# description of work – projects and initiatives

* All waste must be sorted to achieve our target of 85 per cent source separation and the least possible residual waste.
* Waste sorting must be carried out in accordance with the applicable environmental programme and contract. Relevant types of waste are listed in Skagerak Kraft’s waste sorting guide.
* In general, all containers must be emptied when necessary, but at least once a year. This also applies to large containers that are not full.
* Oil separators must be emptied as needed, but at least once a year. See also Skagerak Kraft’s separate procedure for handling oil separators.
* Hazardous waste must be handled, stored and disposed of in accordance with applicable regulations and delivered to an officially approved disposal site. For projects and initiatives where external suppliers are present, the supplier is normally responsible for handling their own hazardous waste. This also applies to the statutory declaration of the waste.
* When carrying out work at sites that do not have their own waste collection, the waste must be taken as soon as possible to the nearest collection point for sorting into fractions. Any intermediate storage must be for the shortest possible period of time and without the risk of dispersal of waste into the environment.
* As far as possible, waste must be placed in the provided containers. If in exceptional cases waste needs to be stored in places other than the provided containers, the waste must be handled and stored properly with clear labelling and adequate security to prevent it spreading into the environment.

# Hazardous waste

## Normal operating situation

Hazardous waste must be secured against unauthorised access and must, as a general rule, be stored in an approved environmental container, and in accordance with the description in the safety data sheet. Hazardous waste that does not fit in an environmental container must be labelled and temporarily stored in such a way that it cannot cause pollution to the environment and then delivered to an approved disposal site without unnecessary delay. Labelling and packaging must be carried out in line with the supplier’s procedures, to be described in more detail by the supplier when ordering the collection of hazardous waste.

Skagerak Kraft has a written agreement with the waste management supplier regarding the declaration of hazardous waste on our behalf. Skagerak is nevertheless responsible for ensuring that hazardous waste is delivered to approved disposal sites and declared in accordance with applicable legislation.

## Projects and initiatives

In the case of projects and initiatives where each supplier is responsible for ensuring that hazardous waste is declared and sent to an approved disposal facility, documentation of the handling of hazardous waste must be submitted to Skagerak Kraft.

Correct waste management must be part of established environmental or safety inspections in the project or initiative.

# Analysis of waste

For certain fractions of waste, the recipient requires an analysis of the content and/or documentation describing the basic nature of the waste. Skagerak Kraft has an agreement with a subcontractor for chemical analysis. See the procedure *“Analysis of unknown materials – Skagerak Kraft”* for more information.

# NONCONFORMITIES

Any nonconformities must be reported in Skagerak Kraft’s nonconformity system. This applies to nonconformities caused by internal employees or by the waste contractor/transporter. Correspondingly, a nonconformity must be created if the waste contractor deviates from stipulated obligations in the contract.

If the waste contractor has its own complaint or nonconformity system, internal nonconformities involving the waste contractor must be followed up by also registering such nonconformities in their complaint portal/nonconformity system.

Nonconformities related to projects and initiatives must be handled in accordance with agreed procedures between Skagerak Kraft and the contractor.

Attachment: Waste sorting guide – Skagerak Kraft

