

# Waste Reduction Report Guidelines for a correct submission of documentation

## 1 Introduction

As in every business, your business bottom line is your top priority, but the waste your company generates can cut into your profit margin, as well as having impact on the environment. The Tadweer has applied the second phase of tariff system on 16th March 2013, therefore, all entities generating more than 250 ton of waste per year are required to provide:

- 1) Waste Reduction Action Plan
- 2) Contract with CWM approved ESPs
- 3) Manifestation system.

Evaluation will be conducted on above these three main categories.



## 2 Waste Reduction Action Plan (WRAP)

These guidelines are written to collect the information on the overall solid waste and waste streams including how much of which type of waste is disposed by each generator type or sector and the kind of demographic and socio-economic characters and technology influencing the current and future solid waste generation trends.

The objectives of the plan are as follows:

- a) To document immediate procurement of equipment and services for implementation of the proposed SWM system and provide a baseline for all future plans;
- b) To consolidate the information on existing SWM system;

Evaluation process will be assessing the Plan against the following 5 mains:

- A. Management Support
- B. Current Waste Generation Data
- C. Current Practice of Waste Management
- D. Future Action Plan for Reduction
- E. Plan Review and Update

### 2.1 Management Support

In this item, Entities shall provide a clear commitment from the top management in order to guarantee that special wastes are treated, recycled or disposed of in a secure way. In order to conduct the evaluation; Entities have to produce the following documentation, duly signed and stamped by the authorized persons:

- Clear and visible commitments from the top management for the implementation of proper waste management system within the organization.
- Commitments for implementation of 3Rs program.

### 2.2 Current Waste Generation Sectors

In this item, Entities should describe around the types of waste from all informants and the quantity of waste according to the business activities. Entities have to produce the following documentation:

- a) A proper waste set of data broken down by type of waste
- b) Estimation of quantity for each type of waste to be compared with Manifests

#### 2.2.1 A proper waste set of data broken down by type of waste

- **Setting the boundaries:** this includes the clear definition and demarcation of geopolitical and administrative boundaries, various waste streams based on the sectors and/or waste generators.
- Entities shall describe the waste generator sectors or source.
- Project based estimated waste generation data should be drafted on table format like below.

Type of waste	Sources	No. of employees	Quantity of waste (Per capita per day)	Waste generated annually (tons)

### 2.2.2 Estimation of quantity for each type of waste to be compared with Manifests (Forecast versus Actual)

Entities must compare the forecast data with the transferred information to track actual quantities of waste produced by the entities. Following are the example of the waste manifestation table with the estimated waste generation.

Estimated Waste Generation	Waste Manifest (tons)
Recyclables	
Hazardous waste	
Non-hazardous waste	
Medical waste	

## 2.3 Current Practice of Waste Management

In this item, Entities shall provide details about the current practices to handle all types of waste (hazardous and non-hazardous). Entities shall also describe the scope for the 3Rs program. Entities have to produce the following documentation:

- Description of 3Rs scope
- Description of current waste disposal activities

### 2.3.1 Description of 3Rs Scope

- Entities shall describe in the plan about waste minimization techniques like 3Rs (reduce, reuse and recycling).
- Entities shall describe in the plan how they are reducing the waste by changing the design, manufacturing and purchase process.
- Reuse** is the preferred method of waste management since it prevents the generation of waste in the first place. Reuse follows source reduction in the SWM hierarchy. Normally discarded as waste, such as appliances, furniture, glass jars, and bottles can be reused as originally intended or as new products. Reusing by repairing them, donating them to charity and community groups, or selling them also reduces waste. Reusing, when possible, is preferable to recycling because the does not need to be reprocessed before it can be used again.
- Recycling** involves the sorting and collection methods of recyclables from the waste stream, entities shall describe the collection methodology for the collection of recyclables, description of sorting system(manual or mechanical means) and recyclable capture rate.

### 2.3.2 Description of current waste disposal activities

Disposal is the final stage in the SWM and all the wastes whether they are residential, commercial or from any other sources are collected and transported to a disposal site. It may be a landfill site or an incinerator or recycling.

Entities shall describe in the plan about the current disposal methods. If entities produces hazardous waste it must be dispose of after treatment like incineration.

Disposal Method	Quantity of waste (tons)
Incineration	
landfilling	
Recycling	

## 2.4 Future Action Plan for Reduction

In this item, Entities shall report some future action plans to carry out the waste management system including 3Rs program. The future program will be judged according to the followings:

- a) Scope for 3Rs
- b) Proper plan for waste segregation at source

### 2.4.1 Scope for 3Rs

- Entities shall describe in details about the execution of the 3Rs program (reduce, reuse and recycling). Entities shall describe the strategies for the execution of the 3Rs program for example, contract with recycling company for the collection of recyclables.
- Entities shall describe the procedures for the purchase of crude fabrics and on the reuse of material. For example: use of recycled papers, allowing customers to return used packaging (e.g., boxes, packing peanuts, bubble wrap), so that the business can use it again.
- Entities shall describe the percentage for waste reduction, reuse and recycling minimum 20 percent per year.

### 2.4.2 Proper Plan for waste segregation at source

Entities should describe the plan for waste segregation at source if no current practice is available. Waste can be segregated manually or mechanically if it does mechanically, must provide the details of the process and capacity of the plant.

## 2.5 Plan Review and Update

The main aim of the implementation schedule is to set actions for short term programs. Nevertheless, any integrated solid waste management plan will need occasional updating. Here is a continuing need to supervise the operation of waste diversion facilities to affirm their conformity with the diversion standards set in the program.

Therefore to make long term plans, the management must:

- Monitor developing technology
- Maintain contact with the community and its resources.
- Monitor existing standards and assess their continued need and
- Update waste management plan.

### **3 Contract with approved Environmental Service Provider (ESP)**

In this chapter entities shall provide the contractor copies with the approved ESPs and evaluation shall be performed on the basis of followings:

- a) Inclusion of all type of waste (solid and hazardous waste) in the activity of the ESP
- b) Valid permit for contracted ESP
- c) Date of contract should cover the 12 months

#### **3.1 Inclusion of all type of waste (hazardous and non-hazardous waste) in the activity of the ESP**

- Entities shall have a contract with the approved environment service provider by CWM.
- ESP license should include all types of waste for example construction waste, metal waste, medical waste etc.
- Entities have contracts with more than one ESPs, shall provide the contractor copies of all ESP.

#### **3.2 Valid permit for contracted ESP**

ESP should have a valid permit by Tadweer.

#### **3.3 Date of contract should cover the next 12 months**

Entities should have a contract with the approved ESP and it should cover the length of 12 months and contract shall not be expired.

### **4 Waste Transportation Manifest**

Waste manifest is the tracking of waste from “Cradle to Grave”. Waste Manifest is provided by CWM and implemented from Nov 2013. Entities shall provide the details about the followings in the plan.

- a) The Manifest includes the quantity and type of waste as per the WRAP
- b) The Manifest (from Nov 2013) as per Tadweer format
- c) The Manifest covers all type of waste generated by the entities
- d) The Manifest shall be approved from all concerned parties and the contracted ESP

#### **4.1 The Manifest includes the quantity and type of waste as per the WRAP**

- Waste Manifest should cover the all types of waste (as per the WRAP).
- Entities should note down the quantity of recyclables transported for recycling on the manifest form.
- Entities should note down the quantity of hazardous waste transported for treatment prior to disposal.
- Entities should note down the quantity of non-hazardous waste on the manifest form.
- If entities failed to submit waste manifest for all type of waste as per WRAP, they will lose the marks.
- Entities shall provide the date of waste collection and transportation on the manifestation form.

#### **4.2 The Manifest (from Nov 2013) as per Tadweer format**

Manifest should be on Tadweer format effective from NOV 2013.

#### **4.3 The Manifest covers all type of waste generated by the entities**

It is important that waste generator properly classify and distinguish various types of waste which might be generated by facility and commercial enterprises to assure proper handling later in the hazardous waste management operation.

#### **4.4 The Manifest shall be approved from all concerned parties and the contracted ESP**

Manifest should be signed and stamped from all concerned parties and contracted ESPs.

##### **Contact Details:**

For further inquiries, please send us  
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