
Quality, Health, Safety, Environmental & Energy Manual:

Document No: SM-31 Waste Generation, Storage and Disposal

To ensure that the generation, storage and disposal of all waste generated by Toyota Material Handling UK Ltd.'s (TMHUK) activities is suitably managed.

Procedure

- 1.0 It is the company's policy to avoid waste creation. TMHUK seeks to achieve control over the generation of waste mainly through training and purchasing procedures. However, it is recognised that it is inevitable that some waste will be generated.
- 1.1 **Note:** Waste disposal arrangements may vary from one centre to another. However, all centres must use waste management companies with full recycling facilities known as MRF's (Materials Recycling Facility).
- 1.2 Each departmental leader has the responsibility and authority to ensure that the waste generated within their department are managed in accordance with the instructions below.
- 1.3 A waste generation stream overview is below. It will serve to provide general guidance on disposal routes to leaders and any other interested party.

Field Service

General Waste & Controlled Waste See section 3 for more specific details

- 1.4 Where no "on site" facilities exist or are not made available to the technician they will return all general and controlled waste to the parts department at the Leicester depot, using the overnight carrier.

Hazardous Waste See section 4 for more specific details

- 1.5 **Oil:** When waste oil, filters, used hydraulic hoses and contaminated wipes etc. are generated in sufficient quantities then an on-site storage/disposal facility may be installed at the discretion of the local Service Manager. If this is not the case all waste of this type must be returned to Leicester Depot for consolidation and disposal.
- 1.6 **Batteries:** With the possible exception of the automotive sizes, all batteries are collected from site by appropriately licensed waste carriers. Smaller batteries may be consolidated locally for subsequent collection and returned to Leicester Depot for consolidation and disposal. Batteries must be suitably contained to prevent accidental spillage and/or damage.
- 1.7 **Aerosols:** Aerosols should be returned to Leicester Depot for consolidation and disposal.

Depots

General Waste, Controlled Waste & Hazardous Waste: See section 3 & 4 for more specific details

- 1.8 Where the facility is available all team members are to use the recycling receptacles provided.

Quality, Health, Safety, Environmental & Energy Manual:

Document No: SM-31 Waste Generation, Storage and Disposal

Waste Consolidation:

- 2.0 Waste will be consolidated in a defined area(s) set aside for such use. Bins, pallets and skips etc. must be adequate for the purpose, secure against accidental and malicious damage, interference and the elements.
- 2.1 Storage of materials should be so placed as to prevent any discharge to surface or foul sewer drains in the event of leakage.
- 2.2 All containers must be suitably and clearly identified.
- 2.3 Check with the Depot Responsible Person/Depot Safety Champion if you are in any doubt as to your centres waste segregation.
- 2.4 Suitable materials should be held available in sufficient quantities in order to be able to contain any spillage/leakage from storage facilities.

Controlled Waste

Paper & Cardboard

- 3.0 All waste should be gathered at departmental level into manageable amounts, tethered, taped or boxed according to local requirements.
- 3.1 Confidential papers may be shredded prior to or at disposal if considered necessary.
- 3.2 Once consolidated it should be placed into the bulk storage facility provided to await final disposal.

Toner Cartridges.

- 3.3 The empty cartridges should be repackaged in the replacements wrapping and placed into a bulk container, provided for that purpose, to await despatch/collection once a reasonable quantity has amassed.
- 3.4 Once consolidated it should be placed into the bulk storage facility provided to await final disposal.

Miscellaneous Plastics.

- 3.5 Waste disposal arrangements may vary from one centre to another.
- 3.6 Where plastic is placed in recycling receptacles it will be gathered at departmental level into manageable amounts and placed into the bulk storage facility provided to await final disposal.
- 3.7 Where it is placed in with general waste this is later segregated by the MRF's

Metals.

- 3.8 All waste metal must be deposited in a scrap metal container clearly signed for that purpose.

Quality, Health, Safety, Environmental & Energy Manual:

Document No: SM-31 Waste Generation, Storage and Disposal

Wooden Transport/Storage Pallets.

- 3.9 Undamaged pallets may be stockpiled awaiting collection by a third party for reuse.
- 3.10 Every effort should be made to assign unusable pallets and collars etc. i.e. wood waste, to a local enterprise for repair or disposal in an environmentally acceptable manner e.g. wood chip or a Combined Heat and Power (CHP) scheme. They should not enter the controlled waste stream.

Miscellaneous Electrical Hardware

- 3.11 All end of life electrical hardware e.g. desk top telephones lamps, or portable heaters, kettles, leads and cables etc. from whatever source and whatever condition must be deposited in the Waste Electrical and Electronic Equipment (WEEE) container placed in an appropriate and clearly signed area.
- 3.12 Please note all batteries must be removed and treated according to section "Hazardous Waste: Small Batteries".
- 3.13 Any item containing printed circuit boards or any "electronic" component must be managed as per point 4.13 - Hazardous Waste: PC Equipment and Ancillaries, Monitors, Fluorescent tubes.
- 3.14 The Depot Responsible Person/Depot Safety Champion will make arrangements to have such waste routinely collected by a certified waste carrier for recycling.

Hazardous Waste

Portable (AA) & Starter (automotive) Batteries

- 4.0 All portable and starter batteries should be deposited in a container clearly signed for that purpose.
- 4.1 The Depot Responsible Person/Depot Safety Champion will make arrangements to have the contents routinely collected, no less than annually, by a certified waste carrier for recycling.

Lead Acid (industrial) Batteries.

- 4.2 Batteries should be stored under cover, banded and safe from accidental and malicious damage whilst awaiting collection.
- 4.3 Where banding is not possible the necessary arrangements need to be made to prevent leakage into drains and surrounding land.
- 4.4 Used lead acid batteries are collected by the manufacturer via the manufacturers own licensed transport facility or by an independent enterprise who must also be appropriately licensed. These operators manage the consignment note procedures on behalf of TMHUK.
- 4.5 All batteries will be assessed by the manufacturer and where possible components broken down and reused.

Lithium Ion Batteries. See SWP-43

- 4.6 Faulty modules/batteries may be returned to Leicester Parts department. These units have not been identified as 'critical' via the technician checklist therefore should not pose a high risk. Any units identified as 'critical' will follow the process detailed in SWP-43

Quality, Health, Safety, Environmental & Energy Manual:

Document No: SM-31 Waste Generation, Storage and Disposal

4.7 These will be stored in a designated area, under cover and in bespoke storage boxes identified with the ADR Class 9A – Miscellaneous – Lithium Batteries, until collected by TMHUK's preferred contractor via their own licensed transport facility. These operators manage the consignment note procedures on behalf of TMHUK.

4.8 All modules/batteries will be assessed by our preferred contractor and where possible reused or components broken down and re-claimed.

Waste Oils and associated contaminated items (wipes, filters etc.)

4.9 Suitable bunded storage of waste oils and associated contaminants is provided. All bunds must be sufficient to contain 110% of the largest container or 25% of the total storage capacity whichever is the greater.

4.10 The appointed waste carrier will collect the containers and deliver replacement storage when necessary and manage the consignment note procedures on behalf of TMHUK.

4.11 Storage should be safe from accidental and malicious damage. The floor surface should be impermeable and not drain to surface or foul sewer drains.

Spent Aerosols.

4.12 Will be consolidated in leak proof containers, protected from all sources of ignition and disposed of as Hazardous Waste.

PC Equipment and Ancillaries, Monitors, Fluorescent tubes.

4.13 Personal computers, printers, monitors etc. may be passed at the end of its useful working life, to selected charities, or otherwise deserving enterprises. This process will be at the discretion of the Information Technology (IT) Manager.

4.14 Equipment not disposed of as above will be treated as Hazardous Waste and in accordance with the WEEE Regulations

4.15 Storage facilities and areas must be safe from accidental and malicious damage. Such waste will be consigned to an appropriately licensed waste carrier. These operators manage the consignment note procedures on behalf of TMHUK.

Service Providers:

5.0 The Depot Responsible Person/Depot Safety Champion will be responsible for identifying appropriate waste service providers i.e. they must be accredited waste carriers/managers. They will be responsible for verifying such registration/licensing and will arrange collection as and when required. Also refer to SM-22 Contractors/Suppliers.

5.1 They may, at their discretion, confirm with the Environment Agency and or Waste Collection Authority (WCA) that the registrations and licences are appropriate and valid.

5.2 The Depot Responsible Person/Depot Safety Champion must ensure that all documentation remains valid for the duration of the contract.

Quality, Health, Safety, Environmental & Energy Manual:

Document No: SM-31 Waste Generation, Storage and Disposal

Records

6.0 Records for the consignment/transfer of **all waste** will be retained at the respective depot/workplace in such a manner as to be readily retrievable for not less than 5 years from date of release.

