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1. Purpose

The purpose of this procedure is to:

- Provide guidance on the different wastes types that can be generated by AL JAZEERAH DRILLING (JD) operations and their sources.
- Establish waste management options for each waste stream including minimization, source reduction, reuse, recycling treatment and disposal.
- Allocation of responsibilities and duties.

Ensure compliance with legal regulations and other requirements as the EHS/OSH Policy of AL JAZEERAH DRILLING (JD) that not to harm the personnel and the environment.

2. Scope

The scope of this document also covers identification, inventory, characterization, minimization, treatment and disposal of all types of wastes including domestic, industrial and hazardous wastes. This procedure applies to all the wastes generated within its facilities, whether generated by self or by sub-contractors.

3. Roles and Responsibilities

a) HSE.

Provide guidance on,

- Consolidate all waste disposal records and submit to Safety Officer for review.
- Application of Hazard & effect management.
- Monitor and communicate EHS issues Collate EHS performance reports and maintained EHS performance data for internal & external use.
- Participate in the review of waste disposal and has to ensure that disposal shall be in accordance to Industrial Sector EHS System Framework.
- Communicate and disseminate general EHS information.
- Monitor effectiveness of EHSMS implementation and improve plans for waste Performances.

4. Process

4.1 General Requirements

- Safety Officer shall undertake appropriate risk assessment to ensure hazards from the generation, handling, segregation, recycling, storage, transportation and disposal of waste are identified and appropriate control measures are implemented.
- The HSE Officer shall ensure that the wastes are disposed only through the registered environmental service provider (ESP)

4.2 Waste Classification

- The identification and classification of different waste stream shall be based on:
  - ✓ The definition of waste stipulated in Law Concerning Waste Management Emirates;
  - ✓ The classification of hazardous wastes and medical wastes stipulated in Regulation Concerning Handling of Hazardous Substance, Hazardous Wastes and Medical Wastes under the Executive Order Federal Law No. (24) of 1999; and Waste classification guidelines by the Center for Waste Management – Emirates

4.3 Waste Handling

- All effort shall be dedicated towards minimizing waste generation at the source, by preventing the generation of waste and introducing source segregation.
- HSE Manager/Officer shall segregate non-hazardous / hazardous / medical waste to be recycled into appropriate Recycling bins (glass, metal, plastics, paper, and cardboard), or special coded bins / containers for the hazardous waste;
- The Waste that is handled by third Party will not be given to any third party that is not approved.

4.4 Training Requirements

- HSE Manager/Officer shall ensure personnel involved in handling wastes are trained in the requirements and understand the risks associated with waste handling and disposal and the control measures put in place.
- Training for employees shall be competency-based and include:
  - ✓ Waste classification and segregation;
  - ✓ Waste storage, transport and disposal methods;
  - ✓ Waste manifest / transfer note requirements;
  - ✓ Specific hazardous waste requirements; and
  - ✓ Emergency Procedures.

4.5 Waste Inventorization & Characterization

4.5.1 Waste Inventorization

AL JAZEERAH DRILLING (JD) currently generates different kinds of solid. The table below presents the types of wastes, the average monthly generation quantity and the storage and disposal methods that are currently being practiced.

Waste Stream for AL JAZEERAH DRILLING (JD)

#	Waste Type	Main Source	Quantity Per month	Storage Methods	Disposal
1. Non-hazardous waste for land fill (Solid)					
a	General Waste	Office waste	15 Tons Per month	Skip	Approved ESP
b	Wood waste	Production and packing	6 tons permonth	Skips	Approved ESP
2. Recyclable Wastes					
3. Solid Hazardous Wastes Oily Rages					
a	Oily Rags	Maintenance of the equipment.	Depends on Service and Mantainence of the Vehicles	In separate skips	CWM approved ESP for the Hazardous Wastes.
b	Printer cartridge	Printer	1 pes per 6 monthes	Safe place for refilling	Refilling

4.5.2 Waste Characterization

As can be seen from the table above, the different wastes have been characterized as solid non-hazardous non-recyclable and solid non-hazardous recyclable and reusable waste based on the characteristics of the generated wastes. Waste arising from all activities will be characterized for segregation, storage and disposal as given below

- **Non-hazardous Recyclable and Reuse Waste:** Waste which can be easily recycled or reused or can be sent for material recovery.
  - ✓ Cartoon Waste etc.
  - ✓ Metal Scrap
- **Non-hazardous Non-Recyclable Waste:** Waste that is not classified as hazardous such as domestic waste that will eventually be sent for land filling if no useful material is recovered.
  - ✓ Examples are Wood pieces ,concrete, garbage, paper, glass, plastics and other domestic wastes

4.6 Waste Recording & Reporting

Shall maintain a stream wise record of waste generation and disposal for 5 years. All waste transported from site will only be after approval according to the Environment Health & Safety standards of the Emirates.

- Waste reuse, recycle or transfer records will be maintained.
- Waste transfer note will be maintained.