



WASTE MANAGEMENT PLAN GUIDELINE (MINIMUM REQUIREMENTS):

YOUR WASTE MANAGEMENT PLAN MUST INCLUDE THE FOLLOWING:

a. Site Description

- The location, address, zoning, size of the facility with regards to storage of equipment used.
- A legible site layout plan clearly showing fencing, current land uses, adjacent properties, building plans and relevant waste infrastructure. *(Google images are acceptable)*
- Geographical location of each facility. *(GPS co-ordinates)*
- *High level description of operations and activities (i.e. for which accreditation is applied for)*

b. Description of Operational Processes

- Characteristics and quantity of different waste types transported *(i.e. General, Scrap metal, Hazardous, Healthcare or any other environmentally sensitive wastes)*.
- Describe current environmental impacts or potential impacts of the waste (listed above) transported by your company on the natural environment.
- Detailed management/handling measures in place to manage negative impacts or potential negative impacts on the environment.
- Provide more information on applicable Best Practical Environmental Options (BPEO) implemented by your organisation *(i.e. a description of current waste minimisation activities and or plans, transportation at point of source)*
- If the above is applicable, please include targets as well as transportation statistics.

c. Description of Waste Management activities for Non-Operational processes

- Provide details of waste management practices within your organisation *(i.e. non-operational activities) this includes Offices, Transportation, etc.*

d. Waste Management: Industry and business specific requirements

- Provide detailed plans for Cleaner Production and Pollution Prevention
- Provide Contingency Plans and Occupational Health and Safety plans for transportation, resources, equipment and facilities.

e. Change Management

- Provide detail, copies and records of Waste Management Training implemented for staff.
- Waste Management Community/Stakeholder participation programmes initiated by your organisation.
- Education, marketing and sales information published and distributed by your organisation to influence perception and behaviour of suppliers or customers to ensure pollution prevention and waste minimisation.

f. Monitoring, Review and Reporting

- Full records and proof confirming type and quantities of all waste transported and disposed by your organisation.
- Furnish records of safe disposal certificates for all environmentally sensitive wastes transported by your organisation.
- If own weighbridges or scales are used for weighing, valid test certificates issued by a competent authority per regulations.

- Environmental incidence reporting and management systems.
- Confirmation that waste quantities per waste type handled within facilities for which accreditation is sort will be reported to the CoCT on a monthly basis. (*i.e., Transported, and Disposed within the boundaries of the CoCT*).

LICENCES, PERMITS AND AUTHORISATIONS

a. Waste Treatment activities/facilities

- Submission of relevant Provincial or National authority licences, permits, Record of Decision and/or Environmental Authorisation/Basic Assessment, issued to your operational waste management facility/activity within the CoCT boundaries. (*i.e. for your facility's vehicles, processing, treating or recycling waste*).

b. General and Hazardous Waste Transportation

- Kindly furnish Copies of Service Level Agreements/contracts you have entered into with various Accredited Waste Management Service Providers that provide waste management services to your company.
- **Your company** must confirm that all its service providers have valid and updated documentations such as:
 - Ensuring that vehicles are roadworthy (road worthy tests certificate/licences may be applicable)
 - Ensuring that drivers from all service providers have relevant copies of PrDP's, Certificates of Fitness and Hazchem Certificates