Appendix 12

## Suggestion for hazardous waste management procedure

(This procedure has been developed on the basis of BF9K.)

**The company shall appoint (and notify the Client of) a person responsible for waste management and who should ensure that hazardous waste is handled according to this procedure.**

Prior to demolition or rebuilding/maintenance that involves demolition of construction material, hazardous material is identified with a material inventory. The inventory shall be carried out by a person with documented experience and knowledge. Information from the inventory shall be inserted in a material and waste management plan which shall apply to the contract.   
The material and waste management plan means the “Plan for the management of materials and products which can become waste during construction and demolition works”.

1. The waste management plan should normally be included in the tender specification, or is otherwise drawn up by the contractor. The document shall state which types of hazardous waste will occur during the contract and the estimated quantities.
2. It is decided how each type of hazardous waste should be handled and stored. Appendix 1 to the Resource and Waste Guidelines (List of hazardous waste) should be used as an aid.
3. The workplace should be equipped with storage containers fulfilling stage 2.
4. The contractor orders transport off-site and is responsible for inspecting and documenting the fact that transport companies and waste recipients have the requisite authorisation. Requirements for reporting of waste types, quantities, recipients and treatment shall be included in the transport procurement.
5. The site manager or the waste manager is responsible for ensuring that information from stage 4 is documented (this documentation shall be archived for three years). The information is inserted into the waste management plan.
6. The waste management plan and the information it contains together with transport documents and reception receipts, with the identity of the object involved, shall be presented to the Client and submitted no later than the final inspection.
7. If the estimated types and quantities of hazardous waste according to stage 1 do not occur in the reports according to 4-6, deviations should always be written up. This should also be communicated to the transport company.

**Inspection**

A follow-up shall be carried out to ensure that this procedure functions on an everyday basis.

**Documentation and communication**

State where the document should be archived, on paper or digitally and how those affected shall be informed when the procedure is carried out.

**References**

* Forms for material and waste management plans for demolition and construction respectively can be found in Appendix 9 and 10 to the Resource and Waste Guidelines.
* The list of hazardous waste (the HW list) can be found in Appendix 1 the Resource and Waste Guidelines.