**Start-up meeting minutes, waste management**

|  |  |  |  |
| --- | --- | --- | --- |
| Workplace address/Area name | Gross area |  | Project no./letter |
|       |       |  |       |
| Date |  | For the report |
|       |  |       |
|  | Present |
|  |                                     |
|  | Distribution |
|  |       |

# Organisation

|  |  |  |
| --- | --- | --- |
| Project Supervisor/Client | Contact person | ***Telephone and email (or see address list)*** |
|       |       |       |
| Consultant | Contact person | ***Telephone and email (or see address list)*** |
|       |       |       |
| Contractor | Contact person | ***Telephone and email (or see address list)*** |
|       |       |       |
| Contractor | Contact person | ***Telephone and email (or see address list)*** |
|       |       |       |
| Contractor | Contact person | ***Telephone and email (or see address list)*** |
|       |       |       |
| Contractor | Contact person | ***Telephone and email (or see address list)*** |
|       |       |       |
| Waste contractor | Contact person | ***Telephone and email (or see address list)*** |
|       |       |       |

# Environmental objectives

|  |
| --- |
| ***Project Supervisor’s objective:*** |
|       Tex. Max 10 vikt-% av byggavfallet ska deponeras |
| ***Contractor's objective:*** |
|       |
| ***Project objective:*** |
|       |

# Hazardous waste, electrical waste and waste requiring special attention

|  |  |  |
| --- | --- | --- |
| Described in the material and waste management planattached to the minutes |       | Om svaret är Ja behöver tabellen nedan inte användas |

|  |  |  |
| --- | --- | --- |
| Waste class | ***Handling*** | ***Risk\**** |
|       |      Beskriv hur avfallsslaget ska hanteras |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

*Hazardous waste is defined in the Swedish Waste Ordinance (SFS 2011:927)*

*\*Note which hazards (risks) are presented by handling the different fractions of hazardous waste, e.g. flammable, corrosive etc*.

# Fractions which are sorted

*If necessary, document what is included in the different fractions.*

|  |  |  |
| --- | --- | --- |
| Described in the material and waste management planattached to the minutes |       | Om svaret är Ja behöver tabellen nedan inte användas |

|  |  |  |
| --- | --- | --- |
|  | ***Fraction*** | ***Choice of equipment (container/platform)*** |
| **1** | Packaging material included in the reuse system (e.g. standard pallets) |       |
| **2** | Wood |       |
| **3** | Combustible materials |       |
| **4** | Plastic for recycling |       |
| **5** | Plaster |       |
| **6** | Scrap and metal |       |
| **7** | Mineral soils |       |
| **8** | Excavation soils |       |
| **9** | Mineral wool |       |
| **10** | Corrugated cardboard |       |
| **11** | Paper packaging |       |
| **12** | Glass packaging |       |
| **13** | Plastic packaging |       |
| **14** | Metal packaging |       |
| **15** |       |       |
| **16** |       |       |
| **17** |       |       |

# Positioning of waste containers and procedures for emptying

*Discuss the issue of signage for waste containers.*

|  |  |  |
| --- | --- | --- |
| Described in the material and waste management planattached to the minutes |       | Om svaret är Ja behöver tabellen nedan inte användas |

|  |  |  |
| --- | --- | --- |
| **1** |       | Sketch/Reference to drawing |
| **2** |       |
| **3** |       |
| **4** |       |
| **5** |       |
| **6** |       |
| **7** |       |
| **8** |       |
| **9** |       |
| **10** |       |
| **11** |       |
| **12** |       |

# Inspection and environmental meetings

*Should the Resource and Waste Guidelines’ Appendix 13 (Inspection points during environmental rounds for minimisation of waste) be used?*

|  |
| --- |
|       |

# AuthoritiesT ex förelägganden eller andra anvisningar

|  |
| --- |
|       |

# Other information

|  |
| --- |
|       |

# Reporting

|  |  |
| --- | --- |
| Time |       Ange hur ofta rapportering ska ske |
| Content and design |       Bifoga ev egen mall |
| Should be sent to |       |

# Signature

|  |  |  |
| --- | --- | --- |
| Project Supervisor, name and signature | Contractor, name and signature | ***Waste contractor, name and signature*** |
|       |       |       |
|  |  |  |
|  |  |  |