**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 plan attached 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 plan attached 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 plan attached 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*** |
|  |  |  |
|  |  |  |
|  |  |  |