

GENERAL WASTE MANAGEMENT PROCEDURE

1. Procedure Objectives

1.1. The purpose of this procedure is to ensure that all waste generated as a result of services provided by Biogen:

1.1.1. is collected and stored so that the potential for pollution or environmental damage is minimised and the opportunity for re-use or recycling is maximised;

1.1.2. is disposed of in a way that is environmentally sound and complies with all legal requirements.

2. Scope

2.1. This Procedure covers plant areas at ALL Sites

3. Health and Safety considerations

3.1. Staff are required to wear the prescribed PPE; High Visibility clothing, Safety Footwear, Head Protection and any other PPE as required.

4. Environmental considerations

4.1. Placing waste in the appropriate bin will promote the ability to recycle and reduce the impact of waste to landfill.

4.2. All waste taken off site must be in accordance with the Waste Regulations and have the appropriate documentation to support its transfer. (Waste Transfer Note).

4.3. Under no circumstances should waste be burned or buried on site or fly-tipped elsewhere off site.

5. Responsibility

5.1. The Site/Department Manager is responsible for ensuring this Procedure is adhered to

5.2. It is the responsibility of the Compliance team to implement this procedure across the whole of Biogen and ensure any related training required is provided.

5.3. It is the responsibility of the AD Site Managers and for TW, the Operations & HR Administrator to ensure waste transfer notes contain all relevant information and are kept for a period of at least 6 years as stated within site permits.

6. Definitions

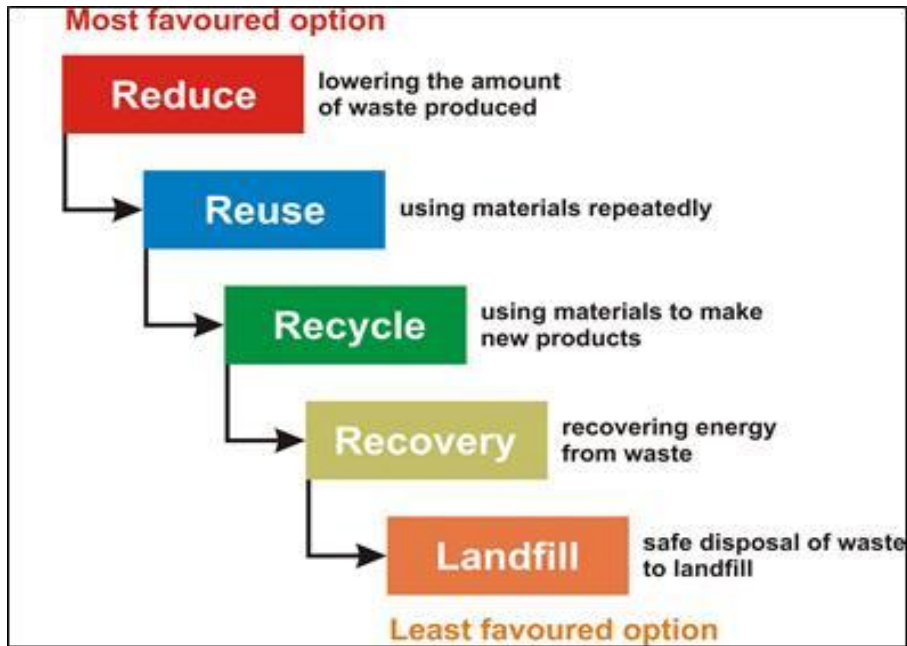
7. Associated Documents

7.1. All associated documents referred to in this Procedure are highlighted in bold and underlined.

8. Procedure

8.1. All employees are encouraged to apply the Waste Hierarchy when disposing of waste as shown below.

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- 8.2. Every effort must be made to minimise the amount of waste produced especially waste that cannot be recycled.
- 8.3. Welsh AD sites, have a contractual obligation/KPI to drive best practice with regards to waste management.
- 8.4. Appropriate facilities are made available to allow for the segregation of various waste across sites and offices.
- 8.5. General waste bins/skips are available for the disposal of material that cannot be recycled.
- 8.6. Mixed recycling waste bins or skips are available for waste such as cardboard, paper, plastics etc that can be sent for recycling
- 8.7. Hygiene bins are available in the locker room toilets and are maintained under a service contract.
- 8.8. Fluorescent tubes are disposed of in light tube coffins available at all sites and Head Office.
- 8.9. Facilities are also provided in the mess rooms, offices and canteens to promote the segregation of waste.
 - 8.9.1. This includes food waste, which is disposed of into food caddy bins for disposal via the AD process.
 - 8.9.2. Food waste and personal waste must be disposed of in sealed bins to avoid attracting vermin and prevent the creation of any health hazards.
- 8.10. In addition to these at AD sites,
 - 8.10.1. Metal skips are available for the disposal of uncontaminated recyclable metal.
 - 8.10.2. Waste oil is disposed of in storage drum
 - 8.10.3. Contaminated waste such as waste oil, Fluorescent tubes, Hazardous Waste Electronic and electrical equipment e.g. TVs and Monitors, used spill kits, Chemical waste (Laboratories), Hazardous sharps, is disposed

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of in separate containers as per the **Hazardous Waste Disposal Procedure**

- 8.10.4. Sharps bins are provided for used non-hazardous sharps such as glass sample tubes, knives, blades etc.
- 8.10.5. Dolavs are provided for disposal of waste from grit traps, grit tank, macerators and waste unsuitable for processing.
- 8.10.6. Recyclable materials recovered from the food waste is cleaned and disinfected before being placed in the appropriate recycling bin.
- 8.10.7. Waste generated from the periodic tank dig outs or spillages is collected and transported off site in bulk to a permitted disposal facility via a licensed carrier. This is arranged by either the Commercial Team, Compliance Team or nominated person at Milton Parc.
- 8.10.8. WEEE skips are also available for the disposal of electronic waste
- 8.10.9. Separator waste and where applicable packaging waste, is collected in skips and transported off site in bulk to a permitted disposal facility via a licensed carrier.
- 8.10.10. When any maintenance or engineering work is undertaken that will give rise to waste material due consideration to its disposal must be taken at the planning stage to identify a suitable destination.
- 8.10.11. Other arrangements can be made via the Compliance Team for specialised waste or waste that occurs ad hoc

9. Waste Storage and Collection

- 9.1. All waste storage areas must be secured to prevent theft, unauthorised access and any unauthorised removal of a waste material.
- 9.2. Wherever possible waste should not be stored outside. Where this cannot be avoided appropriate measures should be employed to ensure that the waste does not escape the control of the operator. This may include covering the container or waste piles.
- 9.3. All waste containers should be regularly checked for damage and leakages and any issues immediately corrected to ensure there is no potential for run-off into drains or water courses.
- 9.4. All waste containers must be removed or emptied promptly and should not be allowed to overfill and lead to spillages.
- 9.5. Waste bins and skips are emptied on a regular basis using a licensed contractor and taken to a permitted facility.
- 9.6. The collection of waste ie either at a frequency agreed with the receiving waste facility or upon request when required.
- 9.7. The sites or responsible department must ensure the relevant Waste Transfer Notes and weighbridge tickets are produced to accompany the waste.
- 9.8. All such documents will be filed in the site's Duty of Care folder which shall be readily available on request or for auditing purposes.

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