

	<b>Management System Instruction</b>	<b>Matimba Power Station</b>
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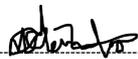
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## **1. Introduction**

Matimba Power Station as the generator of waste develops, implement and maintain a waste management procedure. The waste management procedure set-outs steps and processes to be followed by various operational areas within the Station processes.

Section 24 of the Constitution of the Republic of South Africa, Act 108 of 1996, states that 'everyone has a right to an environment that is not harmful to their well-being and also to have the environment protected for the benefit of the present and future generation'; further section 28 of the National Environmental Management Act, 1998 (Act No. 107 of 1998) prescribes the need for 'Duty of Care' for the environment and remediation of environmental damage. It is through these fundamental sections of the Acts that Eskom Matimba Power Station has an obligation to take all reasonable measures to prevent such pollution occurring, continuing or envisaged to occur through generation of waste, thus the rationale to develop the Waste Management Plan.

## **2. Supporting Clauses**

### **2.1 Purpose**

The purpose of this procedure is to:

- Identify and list waste streams generated by Matimba Power Station
- Outline the correct waste control measures, acceptable storage techniques and process for transportation, disposal and management of waste.
- Identify processes for the reporting of waste
- Establish and enhance commitments to waste reduction, reuse, recycle and sustainable management.
- Reduce the operational costs and waste management expenses.
- Develop action plans for achieving the objectives of this procedure.
- Describe processes for waste classification.

### **2.2 Scope**

This procedure is applicable to all activities, products, and services to which Eskom Matimba Power Station has control of, and shall be applicable to all employees and contractors performing work within the scope of Eskom Matimba Power Station.

Adherence to this WMP shall be exercised by all employees, contractors and service providers to ensure proper waste management is applied.

This procedure does not address procedural requirements in terms of pollution of incidents; rather the waste removal from pollution incidents e.g. spillages are covered by the incident procedure and the environmental management plans.

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**2.3 Applicability**

<p><i>NOTE: Mark appropriate block/s with a "X"</i></p> <p><i>(Select at least one)</i></p>	All	Head of department	Head of function	Head of section	Administration	Auxiliary	Civil	Control &	Electrical	Mechanical	Projects	Support	Training	Shifts	Other (Specify): ..... .....
	Matimba Staff	x													
Operating															
Maintenance															
Engineering															
Risk Management															
Human Resources															
Finance															
Production															
Contractors															

**2.4 Effective date**

This document will be effective after it is authorised

**2.5 Normative/Informative References**

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

**2.5.1 Normative**

- [1] ISO 9001 Quality Management Systems.
- [2] Eskom - Waste Management Standard 32-245
- [3] *Asbestos Abatement Regulations: Published under Government Notice R1196 in GG 43893 of 10 November 2020*
- [4] Eskom – Requirements for safe processing, handling, storing, disposal and phase-out of asbestos and asbestos containing materials, equipment and articles 32-303
- [5] Health Care Risk Waste Management Procedure, EPC 32-404
- [6] ISO 14001:2015 Environmental Management Systems.
- [7] SANS 10206 – The handling, storage and disposal of pesticides

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- [8] CSIR (2011). *Municipal Waste Management – Good Practices*. Edition 1. CSIR, Pretoria.
- [9] GN R921/2013 – NEM: WA: List of waste management activities that have or are likely to have, a detrimental effect on the environment.
- [10] ISO 9001 Quality Management Systems.
- [11] Data Media : Disposal of magnetic tapes:  
[http://www.datamediasource.com/download/DMS\\_%20Disposal\\_guidelines.pdf](http://www.datamediasource.com/download/DMS_%20Disposal_guidelines.pdf) [Accessed, 28 December 2015]

### 2.5.2 Informative

- [12] Section 24 of The South African Constitution, 1996 (Act No. 107 of 1996)
- [13] National Water Act, 1998 (Act No. 36 of 1998)
- [14] National Environmental Management Act, 1998 (Act No. 107 of 1998)]
- [15] National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008)
- [16] Hazardous Substances Act, 1973 (Act No. 15 of 1973)
- [17] Health Act, 1977 (Act No. 63 of 1977)
- [18] National Road Traffic Act, 1993 (Act No. 85 of 1993)
- [19] Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
- [20] SANS 10228 – The Identification and Classification of Dangerous Goods for Transportation
- [21] SANS 10234 – Globally Harmonised System of Classification and Labelling of Chemicals (GHS)
- [22] SANS 10248 – Management of Healthcare Waste
- [23] SANS 10263-0:2010 – Warehousing of dangerous goods.12
- [24] SANS 290:2007 – Minerals Insulating Oils – Management of Polychlorinated biphenyls (PCBs)

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## 2.6 Definitions

Definition	Explanation
Asbestos	Any materials that contains or is made of the following minerals: amosite, crocidolite, fibrous actinolite, fibrous anthophyllite, chrysotile and fibrous tremolite..
Colour coding	Means the use of colour on a container/bag or any form of waste receptacle, to identify the category of waste contained.
Disposal	Approved deposit, discharge, dumping, placing, or release of any waste material into or on air, land or water in an approved, specified facility, e.g. near surface or geological repository, or the approved direct discharge of effluents into the environment without the intention of retrieval.
General waste	means waste that does not pose an immediate hazard or threat to health or to the environment, and includes— a) domestic waste; b) building and demolition waste; c) business waste; d) inert waste or e) any waste classified as non-hazardous waste in terms of the regulations made under section 69 of NEMWA
Hazardous waste	Any waste that contains organic or inorganic matter or compounds that may, owing to the physical, chemical and toxicological characteristics of that waste, have detrimental impacts on human health and the environment.
Health care general waste	the portion of waste that poses a minimum degree of risk to human health and the environment, i.e. from administrative and housekeeping activities, e.g. paper, pens, flowers, food packaging, plastics cool drink bottles, old mops, etc.
Health care risk waste	human and animal anatomical waste, infectious human and animal waste, sharps, chemical waste, pharmaceutical waste and radioactive waste generated by healthcare professionals, healthcare facilities and other non- healthcare professionals, e.g. tattooists and taxidermists
Recycle	Set of processes (including biological) for converting recovered materials that would otherwise be disposed of as wastes into useful materials and or products.
Reuse	Using a waste product again for the same or a different purpose without further manufacture, e.g. use of second-hand boxes for packing goods or for storage of household goods.

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Definition	Explanation
Operational Area (Storage )	An area where waste is handled including the storage areas
Temporary storage	Means a once off storage of waste for a period not exceeding 90 days.
Waste	<p>a) any substance, material or object, that is unwanted, rejected, abandoned, discarded or disposed of, by the holder of the substance, material or object, whether or not such substance, material or object can be re-used, recycled or recovered and includes all wastes as defined in Schedule 3 to this Act; or</p> <p>(b) any substance, material or object that is not included in Schedule 3 that may be defined as a waste by the Minister by notice in the Gazette, but any waste or portion of waste, referred to in paragraph (a) and (b) ceases to be a waste -</p> <p>(i) once an application for its re-use, recycling or recovery has been approved or, after such approval, once it is, or has been re-used, recycled or recovered;</p> <p>(ii) where approval is not required, once a waste is or has been re-used, re-cycled or recovered;</p> <p>(iii) where the Minister has, in terms of section 74, exempted any waste or a portion of waste generated by a particular process from the definition of waste; or</p> <p>(iv) where the Minister has, in the prescribed manner, excluded any waste stream or a portion of a waste stream from the definition of waste.</p>
Waste Classification	A process for establishing whether waste is hazardous based on the nature of its physical, health and environmental hazardous properties (Hazard classes); and the degree or severity of hazard posed (Hazard categories).

## 2.7 Abbreviations

Abbreviation	Explanation
ACW	Asbestos Containing Waste
ACM	Asbestos Containing Material
CSIR	Centre for Scientific and Industrial Research
EMD	Electrical Maintenance Department

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Abbreviation	Explanation
<i>EOD</i>	<i>Electrical Operating Desk</i>
GN	Government Notice
Hazchem Waste	Hazardous Chemical Waste
HCGW	Health Care General Waste
HCRW	Health Care Risk Waste
NEMA	National Environmental Management Act (Act No.107 of 1998)
NEM:WA	National Environmental Management: Waste Act (Act No. 59 of 2008)
PCB	Polychlorinated Biphenyl
PPM	Parts Per Million
SANS	South African National Standards
WMP	Waste Management Plan
WMCR	Waste Management Classification Regulations

## 2.8 Roles and Responsibilities

Stakeholder	Responsibilities
Eskom – Matimba Power Station	<ul style="list-style-type: none"> <li>Overall waste management and monitoring</li> <li>Ensuring legal and statutory requirements compliance</li> <li>Implementation of this WMP throughout the station operations</li> <li>Allow business case for the sound management of waste.</li> <li>Monitor compliance to environmental management plans for waste management areas.</li> </ul>
Environmental Manager	<ul style="list-style-type: none"> <li>Advise the station on best ways of implementing the requirements of this procedure</li> <li>Advise the station and waste committee on any changes in the legal requirements pertaining to the management of waste.</li> <li>Advise the station on the best practises and best available technology in management of waste.</li> <li>Ensure that this procedure is implemented and follow up on the trainings required to ensure compliance.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Compile monthly, six monthly and annual reports for office.</li> <li>• Plan and execute waste management audits as required by the waste licenses.</li> <li>• Send waste audits reports as per relevant licence to relevant authorities</li> <li>• Conduct weekly plant walks to monitor station waste management practices</li> <li>• Consolidate on daily production and bi weekly environmental report</li> <li>• Research on more ways to reduce waste and present it to the waste management committee</li> </ul>
<p>Mr/Ms Waste</p>	<ul style="list-style-type: none"> <li>• Chair waste management committee meetings and gatherings.</li> <li>• Escalates waste management issues to management</li> </ul>
<p>Waste Management Committee</p>	<ul style="list-style-type: none"> <li>• Conduct annual continual improvement evaluation</li> <li>• Review this procedure every 3 years or as the need arise.</li> <li>• Conduct monthly waste plant walks</li> <li>• Holds monthly waste committee meetings</li> <li>• Continuously review waste management objectives for effectiveness purposes.</li> <li>• Be advocates for waste management throughout the station.</li> <li>• Develop, implement and continuously review strategies for improvement of waste management.</li> </ul>
<p>Waste Service Providers</p>	<ul style="list-style-type: none"> <li>• Management of temporary waste storage yards</li> <li>• Provision of human resources as directed by the contract with Eskom Matimba Power Station.</li> <li>• Timeous collection and transportation of waste to the respective landfill site or incinerator facility.</li> <li>• Provision of appropriate waste transportation and equipment.</li> <li>• Develop operational procedure/plan for the management of temporary storage yards</li> <li>• Implement and work in compliance to the environmental management plan.</li> <li>• Ensure that waste is removed from the storage yards within the maximum allowable storage time.</li> <li>• Ensure that proper measures are taken to prevent spillages.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Comply with all legal requirements, as well as Eskom and Matimba Power Station SHEQ Policies.</li> </ul>
Contractors	<ul style="list-style-type: none"> <li>• Provision of temporary waste storage yards at their respective laydown areas.</li> <li>• Develop and implement a waste management strategy for their respective site/operations.</li> <li>• Provision of waste management receptacles for all waste types.</li> <li>• Ensure separation of waste at source.</li> <li>• Remove waste on weekly basis or as and when required to the Eskom Matimba Power Station temporary storage facilities.</li> <li>• Comply with rules and instructions of the waste management facilities.</li> <li>• Prevent accumulation of waste to unacceptable levels.</li> <li>• Put proper measures to prevent waste spillage</li> </ul>

**2.9 Process for Monitoring**

Compliance to this procedure will be monitored during site inspections, plant walkabouts, waste reviews, internal and external audits.

**2.10 Related/Supporting Documents**

- Matimba Power Station Environmental Management System Manual,
- Eskom Waste Management Strategy
- Matimba Power Station Industry Waste Management Plan
- Waste Reporting Template: 240-47176064
- PCB Inventory Template: 240-51752992
- Weekly Inspection Check sheet: F/244/001
- Job Observation Form: F/244/005.

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### 3. Waste management

#### 3.1 Chain of command for waste management

Waste Management in Matimba Power Station shall not follow the traditional “end of pipe” approach which focuses on the management of waste post its generation, rather it shall encompass the source reduction and reuse of materials to avoid excess generation of waste. The waste hierarchy approach which includes the 3Rs of waste management i.e. Reduce, Reuse and Recycle as well as energy recovery shall be employed.



Figure 1: Hierarchy of Waste Management in Matimba (CSIR, 2011)

#### 3.2 Waste categorisation

In line with the National Environmental Management: Waste Act, Act No. 59 of 2008, the Waste Classification and Management Regulations, GNR 634:2013, Minimum Requirements for the Handling, Classification and Disposal of Hazardous Waste (DWAF, 1998) and SANS code 10228, waste in Matimba Power Station is categorised as follows:

##### 3.2.1 General waste

General waste is the waste that does not pose immediate and significant threat to the public health and the environment, when properly managed. The general waste in Matimba includes-

- Paper and cardboard
- Domestic waste
- Lagging fibre/cotton
- Plastic and rubber

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- Glass, and
- Organic waste, i.e. food and garden waste

### **3.2.2 Industrial waste**

Industrial waste is non-hazardous waste which is largely incompatible and requires proper and specific management. Industrial wastes produced in Matimba are:

- Wood waste i.e. packaging/pallets
- Scrap metals
- Builders rubble
- Clear and grub materials, e.g. site preparation waste, Wood cuttings from the gardens
- Inert

### **3.2.3 Hazardous waste**

Hazardous waste has the potential to cause significant effects on public health and the environment, even in low concentrations due to its biological, chemical, physical and toxicological properties. Hazardous waste within Matimba operations includes:

- Flammable solids and substances;
  - Oil and hydrocarbons contaminated materials
  - Paint containers
- Flammable liquids and oily waste
  - Lubrication oils
  - Transformer oils
  - Grease
  - Fuel oil
  - Other hydrocarbons
  - Spills
- Chemical waste
- Contaminated soils and Saw dust
- Oil contaminated water
- Used cooking oil
- Ash
- Sewage Sludge
- Sludge from water treatment plant

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- Used silica gels
- Water treatment resins
- Dead animals
- Coal discards/residue
- Silt from the dams

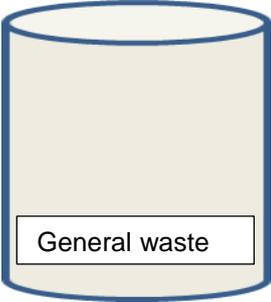
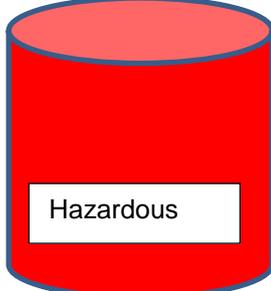
**3.3 Waste Management Handling, Storage and Disposal**

The management of waste in Matimba Power Station shall be undertaken in a manner which minimises environmental impacts and support the waste management hierarchy indicated in figure 1 of this procedure. All waste generated by Matimba Power Station operations/activities shall be disposed (as least preferred method of management) of at a licensed and permitted landfill site which is operated in line with environmental legislation and is acceptable in relation to Eskom policies.

*All recyclable around the station will be stored inside green wheelie however the big 6m3 skip at the plant will be allocated for scrap metal. Each recyclables bin will be allocated with stickers indicating what type of recyclable is store inside*

*All waste generated should be stored inside the designated colour coded receptacles.*

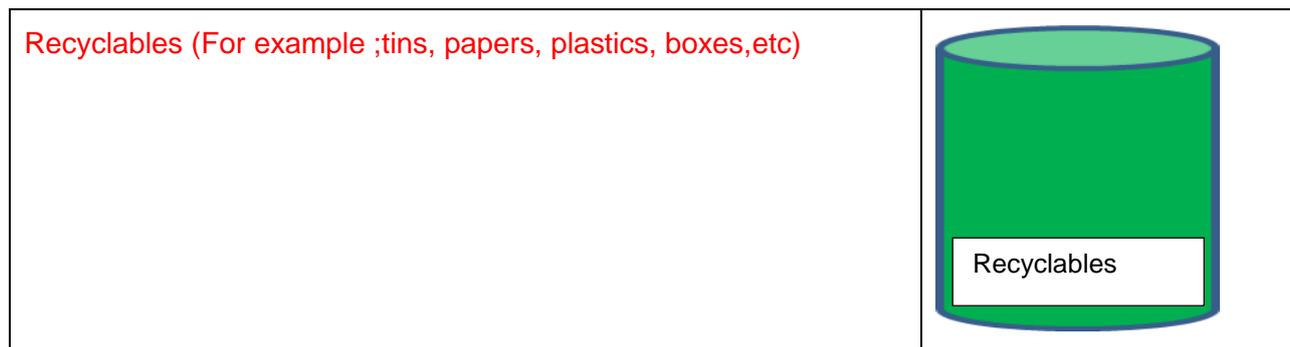
*Table 1: Colour coding.*

Waste streams	Colour coding
<p><i>General waste (for example ,Concrete waste, wood, etc)</i></p>	
<p><i>Hazardous waste(for example, used oils, used rags, empty paint containers, sulphur, empty chemical containers, contaminated soil ,etc)</i></p>	

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N.B General waste in the yellow wheelie bins are emptied into white 6m3 skips for transportation

### 3.3.1 General and Hazardous Waste Storage Requirements

The following are the requirements for the storage of waste throughout Matimba Power Station waste management areas:

#### a) General Waste

- Waste storage facilities must be registered with competent authority as per GN 926/2013 or be within the set limitations as per GN 921/2013.
- Access to the storage facility must be strictly controlled to prevent unauthorised entry
- Notice signs written in at least 3 languages spoken in Lephalale area must be on display at the entrance of the storage area. The notice must highlight the operational hours, the name and contact details of the responsible person.
- Waste receptacles used for storage of waste must in no way be unfit for the purposes of storing the intended waste.
- All receptacles must have closing mechanism to prevent litter with exception to containers for inert and incompatible waste (e.g. builders' rubble, and wood waste).
- The area must at all times be free of litter or improper storage of waste
- Management of the area shall ensure that employees working at area are adequately trained on waste to be received, and the storage requirements of the facility.

#### b) Hazardous Waste

- Hazardous waste storage area must be registered with the competent authority or be authorised under the GN 921/2013 or under older version regulation for it to be accepted and used for storage purposes.
- Hazardous waste shall be stored for disposal only at the hazardous waste storage yard, known as temporary hazardous storage yard
- Other area where waste is stored, they shall have a bund to contain any accidental spillage. Waste at these areas shall not be stored for more than 2 days.

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- All waste containers used for storage of waste shall not be corroded; they shall be intact to prevent any likeable spillage.
- All containers shall be equipped with closing mechanism to prevent windblown litter or rain access.
- The colour for hazardous waste receptacle in Matimba is orange.
- In instances where colour coding is not used, the waste receptacle shall be clearly marked “Hazardous Waste” and the kind of hazardous waste stored, e.g. Hazardous Waste – Oily Rags.
- Any waste container or waste impoundment used on site to store waste must be labelled or if labelling is not possible, the container must be recorded to reflect:
  - The date of initial accumulation of waste (date of which waste was placed into a container)
  - The date at which the container was filled and the waste sealed
  - The specific category/ type(s) of waste in the container (the kind of waste stored)
  - The classification of waste should be indicated on the labelling or records if applicable/available.

The labelling of waste containers should be in compliance with regulation 6 of GN 634 of 2013: waste classification and management regulations.

- All waste must not be stored for more than 90 days at Hazardous waste storage yard.

### **3.3.2 Domestic waste**

- Recyclable domestic waste such as cans, paper, plastic, box etc. must be separated from the rest of domestic waste and stored in designated receptacle for recycling.
- *Green wheelie bins shall be used for storage of recyclable waste and white skips for domestic waste destined for disposal.*
- All domestic waste containers must have closing mechanism to prevent windblown litter and attraction of monkeys.
- Operational Support (OPS Support) shall be responsible for provision of waste containers through the waste contract throughout the Matimba Power Station.
- OPS Support shall be responsible for the timely emptying of domestic waste containers.
- All *contractors* shall be responsible for waste management within their laydown areas, and their eating areas.
- Burning and littering of waste is strongly prohibited.

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### 3.3.3 Scrap waste

- Management of scrap metal is conducted through a supplier contracted by Matimba Power Station.
- All scrap metal generated through works or activities in Matimba must be handled through the contract.
- Skips for storage of scrap metal are strategically distributed within all the units, at various workshops and at the waste sorting yard, the positioning of the skips is easily identifiable in station layout appendix 1
- Skips for storage of scrap metal are easily identifiable with green colour at the plant/units.
- The user shall immediately after realising that the skip is full notify the Materials Management Department or the Environmental Section (Please refer to appendix 2 for relevant contact people)
- Request for additional scrap metal skips must be done through the environmental section.
- Records of recyclable figures including costs must be sent to Environmental department before the 3<sup>rd</sup> of every month.

### 3.3.4 Other incompatible waste

- The management of incompatible waste shall be conducted in a manner which limits high volumes accumulation of waste.
- Operational Support shall ensure that open skips are procured through waste management contract.
- Producers of incompatible waste shall take all reasonable steps to ensure that waste is stored in correct skip.
- All reasonable measures must be taken to reduce the production of incompatible waste by sending some of the packaging materials to the suppliers or producers.
- In instances where the incompatible waste cannot be reduced all reasonable measures must be undertaken to reuse and recycle the waste to benefit of the station.
- The disposal of incompatible waste shall be the last resort, and it shall be conducted within the requirements of the law, local bylaws and Eskom policy commitments.

## 3.4 Management of priority waste

Priority wastes are waste declared by the Minister of the Department of Environmental Affairs in terms of the Waste Act. Prioritisation applies to wastes that pose a serious threat to health and the environment. In most cases the management option is to limit and prohibit the generation of the waste. Asbestos either ACM or ACW, and PCB (PCB contaminated material or PCB waste) are some of the priority waste found in Matimba and requires vigorous and rigours management to ensure compliance with statutory requirements.

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### 3.4.1 Asbestos Waste

- Asbestos waste in Matimba Power Station shall be handled as per the Asbestos regulation, 2001 and the Eskom Procedure 32-303: Requirements for safe processing, handling, storing, disposal and phase-out of asbestos and asbestos containing materials, equipment and articles.
- Further, all asbestos containing waste (ACW) shall be treated as priority waste as per section 14 of the National Environmental Management Waste Act, (Act No. 59 of 2008), section 17 of the Asbestos Regulations (2001), and as per the regulation for prohibition of asbestos used issued under Environmental Conservation Act (Act No. 73 of 1989)
- Due to its precarious effects to human health, all exposed/damaged asbestos containing materials shall be handled using the precautionary principle by:
  - Barricading the affected area to prohibit access to unauthorised personnel.
  - Immediately notifying the environmental section of the identified hazardous materials
  - ACW shall be wetted using water prior to being lifted, removed or dismantled from any structure.
- The storage, transportation and disposal of the ACW must be conducted as follows:
  - The storage containers must have closing mechanisms to prevent airborne particles or fibres
  - Small pieces of ACW and the disposable PPE worn during the asbestos work must be bagged and sealed in an air tight container
  - Containers for storage of ACW must comply with Section 21 of NEMWA, and also be in line with requirements of SANS 10234 and 10228:2010
  - Transportation of ACW shall be in accordance with the requirements of SANS 10231 and 10228:2010
  - The disposal of ACW must be done in accordance with asbestos regulation, 2001
  - Any liquids or sludge containing asbestos must be collected into a sealable tank/drum and be disposed of at licensed landfill site.
  - Copy of safe disposal certificate must be kept by Environmental Section.

### 3.4.2 Management of PCB and PCB contaminated

- Management of PCB material, PCB contaminated materials and PCB waste shall be undertaken as per requirements of SANS 290, Eskom PCB phase out standard 32-1135, and all phase out plans and actions shall be within the set regulatory target dates as per GN R549/2014.
- Matimba Power Station is a registered PCB holder as per requirements of GN R549/2014, registration through head office. The registration number is 14/11/11/PCB/001.

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- Matimba must develop and maintain a PCB inventory (template to be used: 240-51752992)
- Matimba shall develop, maintain and implement a PCB management and phase out plan for all materials containing PCB of more than 50ppm.
- PCBs are classified as persistent organic pollutant and have adverse health effects (carcinogenic):
  - No person shall be allowed to work on PCBs without proper training and made aware of risks phased.
  - The handling and management of PCB contaminated material or waste shall be conducted in manner that does not cause environmental pollution or endanger human life.
  - PCB waste shall be handled as per requirements of SANS 290
  - Records of PCB analysis phase out and disposal certificates shall be kept on file and maintained by environmental function.
  -

### **3.5 Hazardous chemical management**

The management of hazardous chemical (Hazchem) waste in Matimba seeks to ensure safe storage, pick-up, transportation and disposal of hazchem waste at licensed facility for the category of waste. Due to its ignitable, volatile, corrosiveness and toxic inherent, hazchem waste must be handled with care for the protection of both human health and the environment.

The containers for storage of all hazardous waste shall be identified by an orange or red colour. The containers must be clearly labelled to easily identify the stored waste, and the date of accumulation.

#### **3.5.1 Fluorescent tubes and bulbs**

- The waste management legislation prohibits the crushing of waste onsite as crushing is an activity which requires licensing, as such this kind of waste in Matimba shall be handled as follows:
  - *After Electrical Maintenance Department (EMD) or its appointed contractor has done the lightening replacements, the old bulbs/tubes must be contained in applicable box and transferred to the temporary hazardous waste storage facility and then later being collection for recycling purposes*
  - *Waste management contractor (ERI) shall be responsible for supplying the boxes for the storage of fluorescent tubes. (Please see appendix 2 for contact details of relevant personnel).*
  - *Sodium or fluorescent bulbs shall be stored in the boxes provided by waste management contractor*
  - *Appointed contractor shall be responsible for labelling of waste receptacle and to notify waste contractor supervisor once the box is full.*

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- *No waste shall be stored at either the workshops or hazardous waste yard for more than 90 days from the date from the day of accumulation ; all wastes must be transferred to the temporary hazardous waste storage yard irrespective of the quantity.*

### 3.5.2 Laboratory waste

- All hazchem waste generated from the laboratory must be stored *inside specified hazardous container.*
- The waste must be stored in terms of their hazard class and compatibility (Acids must be separated from bases and flammables)
- The Lab Supervisor or Responsible manager shall ensure that appropriated containers are provided.
- The containers must be of good conditions: not leaking, rusted and be compatible with waste being stored (**NB: acids cannot be stores in a metal container**)
- The waste containers must be closed at all times except when it's necessary to add or remove waste.
- No waste shall be stored at the satellite storage area for more than 30 days.
- Once containers are full or the 30 days period approaches the responsible personnel shall inform hazardous waste contractor or employ other avenues to remove the waste to the temporary hazardous waste storage.
- Empty chemical containers shall be treated as hazardous waste and also be transferred to the hazardous waste storage facility.

### 3.5.3 Molten sulphur

- Molten sulphur must be stored in 210L drums, the container must be marked "hazardous waste – sulphur".
- Solid waste sulphur from the SO<sub>3</sub> plants must be contained into the 210L drums and be labelled as such.
- The containers must have lids and be closed at all times.
- Ops Support must ensure that all the sulphur waste collected into drip trays are continuously removed and contained into the 210L drum.
- *The drums must be stored at designated sulphur storage area at the plant for period not more than 30 day.*
- Once the drums are full or the 30 days period approached, Ops Support shall make arrangements for removal of sulphur waste or notify the hazardous waste contractor.

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**3.5.4 Waste Oil, Oily rags, and contaminated materials (Soils and absorbents materials)**

- Maintenance technical support shall ensure that the containers for storage of hazardous waste are kept on stock and readily available.
- The strategy for management of used oil and grease shall be to recycle the waste prior to decision for disposal is undertaken.
- Hazardous waste such as contaminated soils and contaminated spill absorbents shall be contained in skips to reduce the amount of trips for disposal purposes.

**3.5.5 Batteries**

The nature of Matimba Power Station business results in generation of defected, and out of life batteries of different types and magnitude.

The strategy for the management of all defected and out of life batteries shall be repaired, reused, recycled and as a last resort after exhausting all available methods be disposed of at a hazardous landfill site. NOTE: Lead acid batteries (LABs) must be recycled through the manufacturer, wholesaler, retailer or the service station using the one-for –one return system. The disposal of LABs is prohibited as they contain high corrosive acid in the form of sulphuric acid (H<sub>2</sub>SO<sub>4</sub>) and heavy metals lead (Pb)

The management, handling and disposal of valve regulated, lead acid and nickel cadmium batteries shall be conducted in a manner that does not result in environmental contamination or endanger anyone's health.

The System Engineer for the DC system together with Environmental Officer shall during the process for decommission of the out of life or defected DC system, ensure

- Appropriate measures are undertaken to prevent any accidental leak or release of acid or harmful gases
- Employ all available measures to ensure that the batteries are recycled and can only be disposed of at hazardous landfill site after all attempts to recycle has proved to be futile.
- Keep all the records of the quantities of the decommissioned batteries for recycling or disposal.

**3.5.6 Medical waste**

- The management of health care waste shall be in accordance with SANS 10248
- The primary storage area for medical waste shall be at the medical centre until the waste is legitimately collected.
- All medical waste shall be contained into a corrected receptacle.
- Expired medicines/drugs shall be collected into bio-hazard container in their original container until they are removed by licensed contractor (Decanting of medicines is prohibited).

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- An inventory of the amount of waste generated and removed from station must be kept updated at all times.
- The Medical Station together with Environmental Section shall keep records of all waste removed from site. These records shall at all times be readily available for scrutiny.

### **3.6 Waste classification**

Waste classification in South Africa is done according to the global harmonisation system (GHS), facilitated by SANS 10234. The classification of waste is regulated in terms of the NEM: WA regulation 635 of 2013.

In Matimba Power Station the process for classification of waste will involve grouping of waste that pose similar risks to the environment and human health, this will facilitate proper waste management practices and appropriate disposal.

Waste will be classified following the standard assessment methodology as outlined in regulation 3, 4 and 5 of GN 635 of 2013, all wastes which are not pre-classified should follow this process to provide an assurance that they are disposed of in an environmentally sound manner.

The waste must be analysed against the threshold indicated in regulation 6 of GN 635/2013, further the process for classification must determine the waste type for landfill disposal in terms of regulation 7 of the waste norms and standards (GN635/2013).

Following the waste management strategy presented in figure 1 above, in events where waste cannot be avoided, reused or recycled, such waste will be classified for proper disposal, unless such waste forms part of pre-classified list.

Waste classification in Matimba Power Station will involve one or more of the following steps:

- 1) Establish if waste should be classified as priority waste
- 2) If not priority waste, establish if the waste should be classified as liquid waste.
- 3) If the waste is not priority or liquid waste, establish if the waste is of the type that forms part of the pre-classified waste as per GN 634 of 2013
- 4) If the waste isn't priority waste, liquid waste or part of pre classified waste, establish if it has certain hazardous characteristics and can therefore be classified as hazardous waste.
- 5) If the waste is found out to be without hazardous characteristics, the waste needs to be chemically assessed to determine what class of waste it is. **Precautionary principle** should apply if waste is not chemically analysed.

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**NB:** Precautionary principle should apply on all liquid waste and other waste suspected to be containing hazardous substances; therefore waste that has not been classified and doesn't form part of pre-classified waste, should be handled as hazardous waste.

### 3.7 Training

All employees, permanent contractors and outage contractors working in the plant and in area susceptible to produce waste shall undergo training in relation to waste management issues. The training shall include:

- a) This procedure- Waste Management Procedure PS/240/001
- b) Relevant Waste Management Legislation
- c) Waste recognition and recycling
- d) Waste minimisation
- e) Energy and water conservation measures.

The above mentioned trainings can be provided in the forms of toolbox talks.

Waste management contractors or service providers shall undergo competency trainings relevant to the hazards they are exposed to in dealing with waste. The waste training shall cover but not limited to:

- a) Asbestos handling
- b) Handling of PCB waste and oils
- c) Hazardous and chemical substances and waste trainings
- d) Waste legislations

### 3.8 Inspection, monitoring, auditing and reporting

#### 3.8.1 Inspection and monitoring

Regular monitoring must be conducted to track waste management throughout the station. This shall be done through a series of formal and informal inspections at regular intervals.

**Table 1: Schedule of inspections**

Activity	Resources	Responsibility	Frequency
Daily Site Inspection	Site Diary or Daily Diary	Waste Contractor – Plan Contractors – work areas	Daily issues recorded in site diary.

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Activity	Resources	Responsibility	Frequency
Biweekly Environmental Inspections	Environmental Inspection checklist	Environmental Officer	Weekly
Monthly Waste Walkabouts		Waste Committee	Monthly

### 3.9 Reporting

The following reports shall be prepared by the environmental section:

- Monthly Waste Report
- Six Monthly Waste Report
- Annual Waste Report
- Monthly Waste Action(s) Reporting

### 3.10 Review and continual improvement

#### a) Waste Management Review

The efficacy and proper implementation of this procedure will be reviewed every 3 years or sooner as necessary. The review will be undertaken by the waste management committee, and shall comprise of:

- Reviewing the results of the waste audits
- Evaluation of the waste objectives
- Evaluation of the operation of the waste management activities and this procedure
- Evaluation of waste management practices to suitability with environmental management system.

#### b) Continual Improvement

- The continual improvement of this procedure will be realised by continual evaluation of environmental management performances against environmental policy, strategies, objectives and targets as well as the legal compliance. The evaluation will be conducted for the purpose of identifying the opportunities for improvement, the process will:
- Consider new developments in waste management practices and technology to ensure Best Management practices are employed to minimise waste generation and maximise reuse and recycling.

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- Review the monitoring results and identify areas of opportunity for improvement of environmental management which leads to improved environmental performance. The evaluation for continual improvement shall be conducted by waste committee at least once a year.

#### 4. Record(s)

The following records must be used in conjunction with this procedure:

Type of record	Retention time	Responsibility
Monthly Waste Report	Life of Station	Environmental Function
Six Monthly and Annual Priority Waste Report	Life of Station	Environmental Function
Weekly Inspection Reports	Year (Fiscal Year)	Ops Support and Technical Support
Audit Reports	3 Years	Environmental Function
PCB and Asbestos Inventories	Life of Station	Environmental Function
PCB Phase out Plan	5 Years	Environmental Function
Waste Classification Reports	5 Years	Environmental Function.
Waste Disposal Certificates/Manifests	Life of Station	Environmental Function

#### 5. Addenda / Appendix

- 5.1 **Appendix 1:** Station waste receptacles layout
- 5.2 **Appendix 2:** Contact details of relevant personnel for waste management.
- 5.3 **Appendix 3:** Pre- classified waste (schedule 1 of WMCR)
- 5.4 **Appendix 4:** Practise note for management of electronic waste

#### 6. Acceptance

This document has been seen and accepted by:

Name	Designation
Dist List MTP_MP&S	MP& S Band
MC Mamabolo	Environmental Manager

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Name	Designation
KB Moeng	Environmental Senior Advisor
MN Sinthumule	Environmental Officer
WC Mocke	Environmental Officer
KH Ramahlare	Environmental Officer

## 7. Revisions

Date	Rev.	Compiler	Remarks
2002/05/31	0	F Molefe	New Procedure
2005/12/15	1	P Mohlala	Align with cooperate procedure
2006/03/15	1.1	P Mohlala	Align with cooperate procedure
2008/02/09	2	S More	Align with cooperate procedure
2009/03/02	2.1	S More	Inclusion of job observations and inspection check sheet.
2010/01/13	3	S More	Align to cooperate procedure and NEM-Waste Act 59/2008
2010/07/12	3.1	Sarina More	Align to cooperate procedure
2011/11/16	4	Freddy Nong	Inclusion of disposal of carcasses
2016/04/08	5	MC Mamabolo	Major amendments.
2018/03/01	6	MC Mamabolo	Reviewed as per findings of ISO 14001:2015 certification audit.
2021/03/105	7	SS Sebola	Changes made at 2.5.1 2.7;3.3;3.3.2;3.5.1;3.5.2;3.5.3,

## 8. Development Team

The following people were involved in the development of this document:

Shandukani Sebola

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## **9. Acknowledgements**

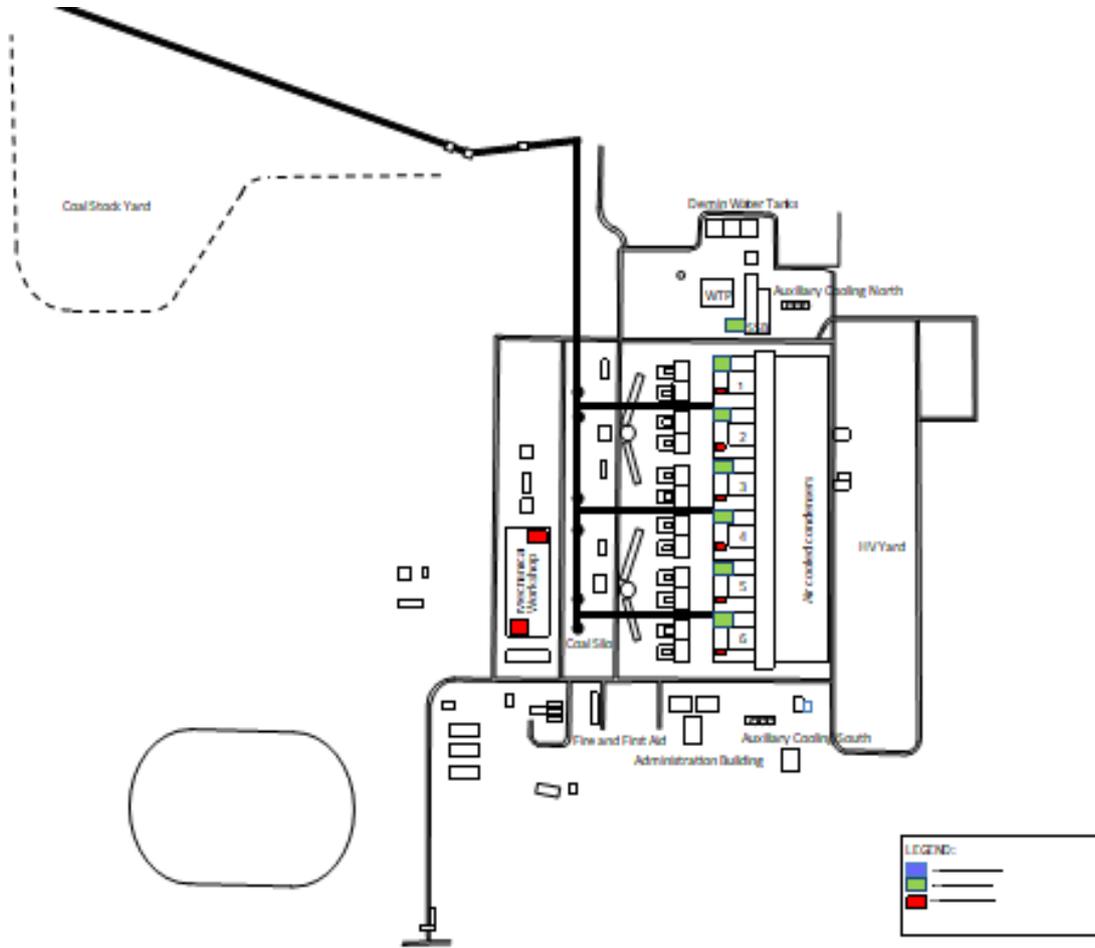
Not applicable

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Appendix 1: Station layout waste areas



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**Appendix 2: Contact details of relevant personnel**

<b>Designation</b>	<b>Contact details</b>
Environmental Manager	014 763 8084
Material Management	016 457 5358
Operating support	014 763 8563
EOD	014 763 8311

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**Appendix 3: Pre-classified waste (Schedule 1 of WMCR)**

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**Appendix 4: Practise note for management of electronic waste**

	<b>Practice Note</b>	Doc. no. CR/02/001
		Rev. 0
		Total pages 1 of 1
Matimba Power Station	<b>Title: Handling, Storage and Management of Fluorescent tubes and bulbs</b>	Reference Document: PS/244/001

**1. Background:**

Fluorescent tubes or bulbs contain mercury, a chemical substance which is highly toxic, and has both physical and chemical properties which are persistent in an environment. These properties have potential to cause acute or chronic detrimental impacts on human health and irreversible environmental damage.

Spent tubes or bulbs are regarded as hazardous waste due to the mercury content and they fall within the category of electrical waste (E-Waste), requiring careful management and handling.

**2. Purpose:**

The purpose of this practice note is to ensure that employees and contractors involved with handling, storage, transportation and management of fluorescent tubes are aware of the precaution measures required to ensure protection to human health and prevent environment pollution.

**3. Minimum Requirements/Expectations:**

- No fluorescent tubes or bulbs are to be disposed of into the general waste containers or any other container except into a suitable container (box) that will prevent breakage.
- Spent or broken fluorescent tubes are to be stored only at the hazardous waste yard (Next to Rangata oil store) NOT at the waste sorting yard.
- When dealing with broken tubes employ precaution measures to ensure that mercury is not released either during handling or transportation.
- Proper personal protective equipment (PPE) shall be used when handling spent or broken fluorescent tubes, thus to prevent any personal injury or disease or the release of contaminant onto the environment.

**4. Responsibilities of Maintenance team (EMD):**

EMD is responsible for removal and exchanges of all fluorescent tubes/bulbs from Matimba buildings and plant. The removal can either be due to scheduled maintenance or spent or burned-out lamps.

EMD or its appointed contractor shall take the following precautions when removing or changing fluorescent bulbs/lamps:

- Ensure care is exercised in order to avoid breakage of tubes or bulbs
- Ensure spent tubes or bulbs are stored into a box which contained the newly fitted tube or bulb.
- Immediately remove the tubes or bulbs from the plant or offices and transport them to the hazardous waste yard NOT the waste sorting area.
- Caution should be exercised during the transportation to the hazardous waste yard to avoid accidental release of mercury or personal injury or exposure to the harmful substance.

**5. Responsibilities of waste management contractors**

- The waste management contractor/s is responsible for ensuring the correct storage of fluorescent tubes when received from EMD or any other contractor.
- Ensure that E-waste is correctly labelled and the date of initial accumulation is written either on the sticker or the storage box.
- Ensure correct storage of fluorescent tubes into the box with liner to contain any accidental spillages due to breakage.
- Ensure signage's for indicating the storage of E-waste are displayed and visible at all time.
- Make arrangement for recycling of fluorescent tubes and bulbs.
- Ensure e-waste is not stored for more than 90 days from the date of initial accumulation.

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**6. Responsibilities of employees**

- To report any damaged or spent fluorescent tubes to EMD for safe removal.
- Never attempt to touch or remove broken or spent fluorescent tubes.
- Employees (EMD and Waste contractor employees) handling the e-waste shall be trained on the safe handling, storage and transportation of the waste.

**7. Training Requirements:**

The following trainings and awareness must be provided to employees' tasked with the removal, storage and transportation of fluorescent tubes and bulbs:

- Basic training on hazardous chemical substance training and or awareness.
- Safety precaution on handling and management of fluorescent tubes/bulbs.
- Be made aware of risks (Health, Environment and Safety) associated with handling of fluorescent tubes or toxic substances such as mercury.

*For more information and direction in dealing with fluorescent tubes or accidental release of mercury PLEASE contact the Environmental Section @ x8084/ 8548/ 8417.*



**Picture 1&2:** Examples of poor storage of fluorescent tubes (Not acceptable in Matimba)



**Picture 3&4:** Recommended storage containers for fluorescent tubes

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