



GOOD ENVIRONMENTAL PRACTICES MANUAL

2013



1. INTRODUCTION

The objective of this guide is to promote awareness and understanding of the environmental impacts derived from our professional activities.

We would like this guide to serve as a reference for PREMO employees.

The guidelines of PREMO's environmental policy clearly point out the duty to contribute, among other things, to the conservation, protection and improvement of the environment, reducing, eliminating, and controlling the impact on the environment.

2. WASTE

2.1. WASTE CLASSIFICATION

- *Hazardous Waste*
- *Non-hazardous Waste*

2.1.1. *Hazardous Waste*

All products marked with an orange pictogram are hazardous, and therefore the waste they generate must be handled as such.



Pictogram example:



Example of hazardous waste generated in PREMO:

- **Plastic and metal containers** that contain hazardous wastes (cans of oil, paint,...).
- **Contaminated Materials:**
 - Rags, paper... any type of dangerous product (diesel oil, oil, ...).
- **Aerosols**

2.1.2. Non-hazardous Waste

All products which do not have an orange pictogram.

They are classified as following:

- Recyclable
 - Paper and cardboard
 - Plástico
 - Wood
 - Scrap metal



- Biodegradable and/or burnable waste (food scraps, ...)

Good Environmental Practices

- On the premises of PREMO, the correct separation of different types of waste will be carried out as follows:

NON-HAZARDOUS WASTE:

- - Plastics bin: films, pieces of plastic
- - Wood bin: pallet pieces,
- - Scrap metal bin: scraps of metal of all types
- - Paper and Cardboard: Mancomunidad local public agency bin

HAZARDOUS WASTE:

- - Bin for Plastic and metal containers which contained hazardous waste (cans of oil, paint...).
 - - Bin for contaminated material: rags, paper, gloves, ...any material that has been contaminated by any hazardous product (paint, oil...).
 - - Aerosol bin
- The bins are correctly identified in order to avoid confusion as to the separation of different types of waste



- On work sites, **the hazardous and non-hazardous waste** will be collected and taken to the premises of PREMO for storage in the corresponding bins.
- DO NOT MIX hazardous and non-hazardous waste in the bins.
- · When in doubt about a particular material, inquire in the office as to what type of waste it is.
- · Do not eliminate waste by direct and uncontrolled combustion (DO NOT BUILD FIRES).
- • **Keep both internal and external workers informed about the procedures to follow involving the disposal of hazardous and non-hazardous waste** (they make take them or dispose of them correctly in our bins).

3. OTHER GOOD ENVIRONMENTAL PRACTICES

- · Do not burn waste materials on site nor dump contaminating substances in the sewer system or public waterways.
- Store hazardous fluids in impermeable containers or on impermeable surfaces. Cover liquids after use to prevent evaporation or accidental spilling.
- Machinery should only be running when necessary.
- Check that at the end of the workday, the work area is clean and organized, waste has been collected and separated for proper disposal.



4. EMERGENCY SITUATIONS

The procedures to be followed in case of emergencies will be described below.

4.1. Spill

- In case of a spill of a chemical or hazardous product, the procedures described in the product's safety information sheet should always be followed (in the case of chemical products or raw materials), or the hazard characteristics described on the label (in the case of Hazardous Wastes)
- Action should be taken quickly in order to prevent hazardous liquids from reaching drains or sewers or seeping into the ground and reaching the water supply. In order to do so, absorbent material (NEVER USE SAWDUST) will be made available for chemical products in all the storage areas for chemical and/or hazardous products.

The absorbent materials which have been used for an emergency should later be handled and disposed of as hazardous waste, in accordance with the procedures for waste disposal.

4.2. Fire

- In case of a fire involving hazardous substances or waste, special attention should be paid to possible toxic vapors or smoke emitted by such substances. In



such cases, the competent authorities should be contacted regarding the emission of these gases into the atmosphere, detailing the characteristics of such substances or waste and their quantity. In order to do so, the safety sheets of the substances or products should be used.

- While extinguishment of the fire is taking place, the dumping of hazardous substances into the water system should be prevented, taking into account the location of drains and sewers. In addition, the need to notify the corresponding Public Water Authority should be studied in the case of a spill of a hazardous substance.

This is a general manual, and on some sites stricter and mandatory environmental requirements may exist (noise, ...).

