

Waste Management

Rev. No. 3

Rev. Date: 2017. 07. 04



Revision Control Table					
Rev. Date	Rev. No.	Description of Revision	Remarks		
4 Jul 2017	3	Fourth Issue			
		All Corporate Standard Nos. were updated in this procedure			
		Annex 8.5 Waste Management Flowchart was added			
1 Dec 2015	2	Third Issue			
		Rev. Date for Second Issue was corrected in the Revision Table			
		All words with underline, underlines were removed			
		Section 4 Responsibility was changed to "Responsibilities"			
		Subsection 4.2 Administration Manager "5) Coordinate with Project HSE Manager was added"			
		Subsection 4.3 "Project Control Manager" was added			
		Subsection 4.5 Project HSE Manager "5) Coordinate with Administration Manager was added"			
		Subsection 5.7.2 was rephrased			
		Section 6 was changed and renamed "Waste Specific Control Action" including Subsections			
		Section 7 was changed and renamed "References"			
		Section 8 was changed and renamed "Annex"			
		Annex 8.4 "Improvement Scheme of Environmental Work R&R" was added			
16 Oct 2014	1	Second Issue			
		The Standard No. was changed from "HTS-SCS-HSEI-EH-02" to "HTS-SCS-HSEI-EH-12".			
		The word "ANJU" was changed to "HSEI" on this procedure.			
		Section 3 "Terms & Definitions" was added and following Subsection of terms was inserted with its respective definitions: • Subsection 3.1 "Hazardous Waste"; • Subsection 3.2 "Non-Hazardous Waste"; • Subsection 3.3 "Municipal Waste"; • Subsection 3.4 "Inert Waste".			



Revision Control Table					
Rev. Date	Rev. No.	Description of Revision	Remarks		
		The following Subsections were added with its respective responsibilities: • Subsection 4.1 "Project Manager"; • Subsection 4.2 "Administration Manager", • Subsection 4.2 "Construction Manager"; • Subsection 4.5 "Sub-contractors".			
		Subsection 4.3 "Project HSE Manager" No. 1), 2) & 4) responsibility was added.			
		 The following Subsections were added with its respective instructions: Subsection 5.1 "Waste Identification and Classification"; Subsection 5.1.1 "Class I (Hazardous Waste)"; Subsection 5.1.2 "Class II (Biodegradable or Chemically Decomposable Waste)'; Subsection 5.1.3 "Class III (Non-Hazardous-Inert Waste)"; Subsection 5.2 "Waste Segregation"; Subsection 5.3 "Waste Labeling and Signage"; Subsection 5.4 "Waste Temporary Storage"; Subsection 5.5 "Waste Disposal", Subsection 5.6 "Waste Recycle/Reuse"; Subsection 5.7 "Training and Communication"; Subsection 5.8 "Records". 			
		 The following Annexes were reformatted: Annex 7.1 "Waste Log (Non-Hazardous Waste)"; Annex 7.2 "Waste Log (Hazardous Waste)"; Annex 7.3 "Hazardous Waste Log (Non-Hazardous Waste)". 			
		 Appendix 8 and following Subsections were added with its respective specific instructions: Subsection 8.1 "Waste Specific Control Actions"; Subsection 8.1.1 "Excavated Inert Materials"; Subsection 8.1.2 "Construction and Demolition Waste"; Subsection 8.1.3 "Waste from Vessels (Dredgers, Barges, Boats, etc.)"; Subsection 8.1.4 "Hazardous Waste"; Subsection 8.1.5 "Medical Waste"; 			



Revision Control Table					
Rev. Date	Rev. No.	Description of Revision	Remarks		
 Subsection 8.1.6 "Food (Catering) Waste"; Subsection 8.1.7 "General Refuse". 					
10 Apr 2000	0	First Issue			

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1. PURPOSE

This procedure has been developed to outline the requirements for managing and controlling the waste management systems to be applied on HDEC Projects.

2. SCOPE

To be used by members of the HDEC Project Management Team, Supervisors and Subcontractors responsible for monitoring and controlling construction waste disposal to ensure compliance with this procedure.

3. TERMS AND DEFINITIONS

3.1 WASTE

A waste is any refuse, garbage, other discarded materials or waste including any solids, semisolids, liquid material resulting from industrial, commercial or community activities which are discarded, removed or intended to be discarded.

3.2 HAZARDOUS WASTE

A waste which is considered a hazard to health, safety and environment due to its characteristics of ignitability, corrosiveness, reactivity, toxicity, radioactivity, infectiousness and/or mutagenesis. Include chemical waste either liquid or solid including oils, grease or other hydrocarbon based materials.

3.3 NON-HAZARDOUS WASTE

A waste which does not pose a hazard to health, safety and environment and do not possess any of the characteristics above the applicable regulatory criteria defining hazardous waste. Examples include solid, liquid, semi-liquid, or contained gaseous materials or waste resulting from industrial operations, water supply facilities or waste water treatment facilities.

3.4 MUNICIPAL WASTE

Waste resulting from the operation of residential, commercial or industrial establishment and from community activities. Municipal waste include food waste, gardening debris, refuse, and lunch room garbage, office waste and other decomposable materials.

3.5 INERT WASTE

Waste which is not biologically or chemically react in natural environment. Examples include glass, concrete, brick, metal, insulation and most plastics and rubber products.

4. **RESPONSIBILITIES**

HDEC has a detailed roles and responsibilities of Environmental Work (Refer to Annex 8.4 Improvement Scheme of Environmental Work R&R)

4.1 PROJECT MANAGER

- 1) Ensure the implementation of the procedure.
- 2) Ensure the available resources required for implementing this procedure effectively.

4.2 ADMINISTRATION MANAGER

- 1) Ensure to select waste contractor and its contract according to the quotations.
- 2) Ensure to calculate waste handling amount according to the waste contract amount.
- 3) Ensure to confirm and execute waste handling amounts.
- 4) Ensure to deduct the handling amount accounted for the waste generated by Sub-Contractors.
- 5) Coordinate with Project HSE Manager, if project requires periodic reporting on amount of waste generated and disposal.

4.3 PROJECT CONTROL MANAGER

- 1) Responsible in applying Government permits for Dust, Noise, Waste, Sewage Treatment facilities, works related to environmental system, etc.
- 2) Report to Project Manager the permits that are approved by the government.
- 3) Coordinate and inform Project HSE Manager with regards to approved related permits for HSE.



4.4 CONSTRUCTION MANAGER

- 1) Ensure that all personnel involved in construction activities are adequately trained and informed of the requirements of this Plan.
- 2) Monitor the implementation of this procedure coordinate with HSE department for solving any coming out anomalies.
- 3) Manage Sub-Contractor's waste disposal amount and request deduction consent paper.

4.5 PROJECT HSE MANAGER

- 1) Responsible in giving advice to Project Manager on proper management and disposal of waste.
- 2) Responsible for the implementation of this procedure and that suitable arrangement, including subcontractors are in place to ensure the consignment and disposal of waste material.
- 3) Daily monitor site conditions to ensure that waste management actions are implemented and records are maintained and up to date.
- 4) Ensure that waste material removed from site is reaching the landfill area or incineration facility and is not being 'fly tipped' or causing environmental damage.
- 5) Inform Project Manager if there are any major queries from Client and local authorities.
- 6) Coordinate with Administration Manager, Project Control Manager, and Construction Manager if project requires periodic reporting on amount of waste generated, no. of approved government permits, etc.

4.6 SUB-CONTRACTORS

Sub-Contractors including their sub-contractors are wholly responsible for ensuring that the arrangements provided for onsite are being followed and adhered to. They will specifically:

- 1) Assign responsibility within their origination for the control and elimination of waste material.
- 2) Monitor and maintain an audit trail of the arrangements in place for controlling waste management.
- 3) Responsible to store/segregate/dispose waste properly on site.



5. INSTRUCTIONS

5.1 WASTE IDENTIFICATION AND CLASSIFICATION

Waste generated during the construction activities shall be identified, quantified and classified as follows:

5.1.1 CLASS I (HAZARDOUS WASTE)

Waste that constitutes a high degree of hazard to public health and the environment and include flammable, corrosive, reactive, toxic, radioactive, infectious, carcinogenic, mutagenic or teratogenic materials.

5.1.2 CLASS II (BIODEGRADABLE OR CHEMICALLY DECOMPOSABLE WASTE)

Non-hazardous solid waste and sludge which are biologically or chemically decomposable in the natural environment. Examples include paper, digested sewage, animal wastes, garbage and other putrescible wastes and wood.

5.1.3 CLASS III (NON-HAZARDOUS-INERT WASTE)

- 1) Non-hazardous waste that is not biologically or chemically active in the natural environment. Examples include glass, most plastics, rubber products and construction debris.
- 2) Inert wastes may be further classified into recyclables, reusable construction wastes and non-reusable construction waste.

5.2 WASTE SEGREGATION

- 1) Waste generated during the construction will be properly segregated according to waste classification.
- 2) Appropriate and sufficient bins/skips/container will be provided in designated areas or where required around construction areas, offices and accommodations.

5.3 WASTE LABELING AND SIGNAGE

1) Waste bins/skips/container will be properly labeled according to waste classification.

- 2) Temporary garbage/plastic bags will be properly color coded according to waste.
- 3) Temporary waste storage will be properly signed for demarcation of waste according to waste classification.

5.4 WASTE TEMPORARY STORAGE

- 1) A temporary storage area shall be designated on a location assigned or agreed with the Client.
- 2) This area shall have fence and adequate space to accommodate the temporary storage of the segregated construction waste.

5.5 WASTE DISPOSAL

- 1) Approved waste contractor shall be appointed for the removal and disposal of hazardous and solid waste to designated incineration and landfill areas. (See the Corporate Procedure 'HSE Management of Sub-Contractors and Vendors' HTS-SCS-HSEI-EG-05).
- 2) All segregated waste shall be removed from site on a frequency depending on site regulation or local law regulations.
- 3) Frequency of removal/collection shall be increased when there is an increase in the waste produced on site.

5.6 WASTE RECYCLE/REUSE

1) Waste recycle/reuse will be considered where it is appropriate to waste materials such as formwork timber, paper, plastic, waste water and metal waste/scrap.

5.7 TRAINING AND COMMUNICATION

- 1) All personnel will be trained during Project HSE Induction Training regarding the proper handling, segregation, labelling, storage and disposal of waste.
- 2) All personnel who will be involved in waste handling shall be provided training with basic and/or specific information about most significant issues related to waste management.



3) During toolbox meeting, each Supervisor/Foreman shall inform, communicate and train his employees about the application of this procedure.

5.8 RECORDS

- 1) The waste generation, storage and disposal will be recorded throughout the construction period.
- 2) Movements of waste will be logged. Waste manifest and records shall be kept and filed and made available upon request. (Refer to Annexes 8.1 ~ 8.3 Waste Logs)
- 3) Monitoring and inspection of these records will form part of HSE audit program.

6. WASTE SPECIFIC CONTROL ACTION

6.1. EXCAVATED INERT MATERIALS

- Excavated materials are not considered likely to cause adverse impacts, since they may be possible to be used as reclamation fill, which is considered a useful reuse of the material. Any uncontaminated inert material may be delivered to public fill site.
- 2) Surplus excavated material, quarry overburden, rock rejected for aggregate, aggregate surplus to the requirements and the like shall not be discarded indiscriminately.
- 3) Different types of surplus excavated materials shall be deposited separately in the spoil dumps designated for the purpose outside the project site.

6.2. CONSTRUCTION AND DEMOLITION WASTE

- Careful planning and good site management can minimize over ordering and waste of materials such as concrete, mortars and cement groups. If feasible, the noise enclosure shall be designed so that the materials are reusable after it has been dismantled and removed.
- 2) The design of formwork could maximize the use of standard wooden panels so that high reuse levels can be achieved. Alternatives such as steel formwork or plastic facing could be considered to increase the potential for reuse.



3) Disposal of construction waste can either be at a specified landfill, or a public dump.

6.3. WASTE FROM VESSELS (DREDGERS, BARGES, BOATS, ETC.)

- 1) All the construction vessels are equipped with wastewater and solid waste handling facilities.
- 2) There will be no disposal of waste into the aquatic environment.
- 3) Oily wastewater and soil contaminated material generated from the construction machinery during the construction activities will be collected and transferred back on shore for treatment/disposal.
- 4) Solid construction wastes generated during offshore construction works will be collected and transferred onshore for disposal onshore.
- 5) Sanitary sewage on vessels and ships used in the marine construction works will be collected in marine sanitation devices. This waste will be disposed of in an approved sewage disposal system onshore or discharged to the sea after treatment if meet the discharging standards.

6.4. HAZARDOUS (CHEMICAL) WASTE

- 1) For the process which generates chemical waste, it may be possible to fine alternatives which generate reduced quantities or even no chemical waste, or less dangerous types of chemical waste. The management of hazardous waste causes number of problems in practice.
- 2) The wide range of materials and chemicals involved such as oil, lubricants, cutting oils, sludge, paints, etc. Hazardous waste shall be identified, classified, handled and disposed of safely.
 - Types of hazardous waste:
 - a) Fuel, waste oil, paints and contaminated material with oil;
 - b) Sludge contaminated with heavy metals;
 - c) Corrosives, including acids and alkalis;
 - d) Other hazardous substances.
 - · Containers used for the storage of chemical wastes shall;
 - a) Be suitable for the substance they are holding, resistant to corrosion, maintained in a good condition, and securely closed;
 - b) Display a label. Proper labeling is essential.
 - The storage area for chemical waste shall;
 - a) Be clearly labeled and used solely for the storage of chemical waste;



- b) Be enclosed on at least 3 sides;
- c) Have an impermeable floor and bundling, of capacity to accommodate 110% of the volume of the largest container or 20% by volume of the chemical waste stored in that area, whichever is the greatest;
- d) Have adequate ventilation;
- e) Be covered to prevent rainfall entering (water collected within the bound must be tested and disposed as chemical waste if necessary);
- f) Be arranged such as to separate incompatible materials.
- Disposal of chemical waste shall;
 - a) Treated by a licensed waste collector;
 - b) Be to a facility licensed to receive chemical waste, such as the chemical waste treatment facility (which offers both a chemical waste collection service and supply the necessary storage containers);
 - c) Hazardous and toxic waste shall not be disposed of on the seawater;
 - d) Hazardous waste shall be removed from the site property within 60 days;
 - e) Hazardous waste shall not be dumped onto the ground, into storm sewers or seawater, or into sanitary sewer system.

6.5. MEDICAL WASTE

- 1) Medical waste is generated in the diagnosis, treatment, or immunization of human beings. These includes but not limited to:
 - Blood soaked bandages;
 - Discarded surgical gloves;
 - Discarded surgical instruments;
 - Discarded needles used to give shots or draw blood;
 - Discarded lancets.
- 2) Sharps containers will be provided in the medical facilities (for syringes, suturing kits and needles) and also clearly identified bagging for infectious or contaminated items.
- 3) Appointment of approved contractor for the removal of hazardous (medical) and solid waste to an approved government medical waste facility.

6.6. FOOD (CATERING) WASTE

1) Catering wastes is divided into food waste and non-food waste.



- 2) Catering waste shall be collected and separated by personnel in the catering team and then transported by the licensed waste collector.
- 3) Food waste shall be daily removed from the kitchen.
- 4) Food waste shall always be contained in plastic bags for disposal to prevent pest like flies and rats e.g. from breeding.
- 5) Non-food waste (beverage cans, packing materials, etc.) shall be collected in separate containers.

6.7. GENERAL REFUSE

- 1) General refuse generated on-site shall be stored in enclosed bins or compaction units separate from construction and chemical waste. A reputable waste hauler shall be employed to remove general refuse from the site, separately from construction and chemical wastes, on a daily or every second day basis to minimize odor, pest and litter impacts. The burning of refuse on construction sites is prohibited.
- 2) General refuse is generated largely by food service activities on site, so reusable rather than disposable dishware shall be used if feasible. Aluminum cans are often recovered from the waste stream by individual collectors if they are segregated or easily accessible, so separate, labeled bins shall be provided if feasible.

7. REFERENCES

- 7.1 The Corporate Procedure, Control of Substances Hazardous to Health. (HTS-SCS-HSEI-EG-002).
- 7.2 The Corporate Procedure, HSE Management of Sub-Contractors and Vendors. (HTS-SCS-HSEI-EG-005).
- 7.3 Corporate e-Letter "HDEC-HSEI-2015-2673, Implementation of improved environmental work R&R dated 22 June 2015."

8. ANNEX

- 8.1 Waste Log (Non-Hazardous Waste)
- 8.2 Waste Log (Hazardous Waste)
- 8.3 Hazardous/Non-Hazardous Waste Consignment Log
- 8.4 Improvement Scheme of Environmental Work R&R
- 8.5 Waste Management Flowchart



[ANNEX 8.1] WASTE LOG (NON-HAZARDOUS WASTE)

WASTE LOG

(Non-Hazardous Waste)

Area : Checked by:						
Waste Custodian Tel. No. :			Nam	e :		
Contractor Tel. No. :	Contractor Tel. No. :			ature :		
Origin of Waste :			Desig	gnation :		
Name of Waste Stream	Qty. of Waste Unit (No. / Kg.)	Date Dispatched	Time Dispatched	Vehicle Number	Disposal Point	Remarks
AQUEOUS WASTE						
Sewage Effluent - Untreated						
Hydro test Water						
Sewage Sludge						
SOLID WASTE						
Domestic Refuse						
Industrial Refuse						
GASEOUS WASTE						
Exhaust Stack						
Refrigerant						
Fire Fighting Agent						
FUGITIVE GASES						
Any other Waste						



[ANNEX 8.2] WASTE LOG (HAZARDOUS WASTE)

WASTE LOG

(Hazardous Waste)

Area	:	Checked by:	
Waste Custodian Tel. No.	:	Name	:
Contractor Tel. No.		Signature	:
Origin of Waste	:	Designation	:

Name of Waste Stream	Qty. of Waste Unit (No./Kg.)	Date Dispatched	Time Dispatched	Consignment Note No.	Vehicle Number	Disposal Point	Date of Waste Received	Remarks
Waste Chemicals								
Waste Lubricant								
Oil Sand								
Tank & Other Sludge								
Batteries								
Tires								
Oil Drums (empty)								
Asbestos (Brake Lining)								
Clinical Waste								



[ANNEX 8.3] HAZARDOUS/NON-HAZARDOUS CONSIGNMENT LOG

HAZARDOUS/NON HAZARDOUS WASTE CONSIGNMENT NOTE

Waste Details		
Location :	Name of waste stream	ı :
Quantity of Waste : (Pieces		(Tones)
Waste Originator		
Name :	Reference Indicator :	
Date Dispatched :	Time Dispatched :	
Disposal Site :	Location :	
Signature	2:	
Waste Transporter		
Name :	Company :	
Vehicle Number :	Date :	
Time Start :	Time Complete	
Signature :		••••
Waste Disposal Facility		
Site Name :	Location :	
Date Received :	Time Received :	
Name of Guard :	Signature :	
Distribution:		
Copy: Originator Copy: D	isposal Site	Copy: Return to Originator



[ANNEX 8.4] IMPROVEMENT SCHEME OF ENVIRONMENTAL WORK R&R

Improvement Scheme of Environmental R&R in the Sites

C		Classification	Environm	ental R & R	Remark
		Classification	Responsibility	Support	Remark
		Environmental Permit by Government for Works	Project Control		Works related to Government
Works rela		Management/Report of Energy Usage	Administration	Project Control	Result of Energy Usage
Client		Works related to Environmental Impact Assessment	Project Control	Construction	Document works
		Works related to Environmental systems (ISO 14001, ISO 5001)	Project Control	Construction	
PRO(Publ Relation C		Response to civil complaints	Administration	Project Control/ Construction	
works rela		Response to environmental reporters and public official		Project Control/ Construction	
		Response to environmental inspection by external authorities	Construction	Project Control/ Construction	
		Wheel washing machine	Construction		
	Dust	Sprinkler truck management	Construction	Administration	
	Contro		Construction		
		Other dustproof facilities	Construction		Works related to construction
		General noise measurement	Construction	Project Control	execution
	Noise	Blasting noise & vibration measurement	Construction	Project Control	execution
	Contro	Other facilities of noise & vibration control	Construction	Project Control	_
Faviana		Sewage disposal facilities (sewage treatment / septic tank)	Administration	Construction	Sewage treatment facilities / Septic tank
Environ mental Works	Water	Groundwater management	Construction	Administration	Works related to construction execution
in Site	quality	I Slit protector management	Construction		
III SILE	Contro	Settling pond management	Construction		
		Other prevention facilities of water pollution	Construction		
		Sub-contracting (Contract)	Administration	Project Control	
	\\\- a + -	Waste management in Site	Construction		Works related to construction execution
	Waste Manag ment	Document works related to waste management	Project Control		Document works
	ment	Payment management	Administration	Project Control	Works related to Payment
		Deduction of subcontractor's payment	Administration	Construction	

Details on Site Environmental Tasks R&R

ullet : Responsible Δ : Support

				Environmental '	Task R&R	
		assification	Project Control	Construction	Administration	Main Tasks
N/ 1	for Works		•			Get work permit by Government for Dust, Noise, Waste, Sewage treatment facilities, Ground water management, etc.
Works related to	Managem	nent/Report of Energy Usage	Δ		•	Input energy performance into HPMS
Government Client	Works rel Assessme	ated to Environmental Impact ent	•	Δ		Records management of environmental impact assessment
53.ix	systems(I	ated to Environmental SO 14001, ISO 5001)	•	Δ		Operation of Environmental systems - ISO 14001 (Environmental Management Syste ISO 5001 (Energy Management System)
Evtornol		e to civil complaints	Δ	Δ	•	PRO (Public Relation Officer) work related to civil complaints on environment issues (Noise, vibration, dust, etc.)
External Business	public offi		Δ	•		Response to environmental reporters and public officials
	Response external a	e to environmental inspection to the state of the state o	Δ	•		Response to environmental inspection by Head Office, External Authorities and Clier
		Wheel washing machine		•		Installation, operation and dismantlement wheel washing machine
	Dust Control	Sprinkler truck management		•	Δ	Rental contract and operation of sprinkler truck
		Dustproof net management		•		Management of dustproof net on open storage yard, slope, etc.
		Other dust-proof facilities		•		Facilities to manage dust control
	Noise Control	General noise measurement	Δ	•		Measurement and record of noise during general and machinery working
		Blasting noise & vibration measurement	Δ	•		Measurement and record of noise and vibration during blasting working
		Other facilities of noise & vibration control	Δ	•		Facilities to manage the noise and vibratio control
	Water quality Control	Sewage disposal facilities		Δ	•	Management of sewage treatment facilities septic tank of temporary office & Site
Site		Groundwater management		•	Δ	Measurement and management of ground water quality
Environment		Slit protector management		•		Installation, operation and dismantlement of slit preventor
Tasks		Settling pond management		•		Installation, operation and dismantlement of Settling pond
		Other prevention facilities of water pollution		•		Facilities to manage water quality and aqu ecosystem
		Sub-contracting (Contract)	Δ		•	Sub-contracting of waste company (Comparison of quotation)
	\\/aata	Waste management in Site		•		Collection, transport, storage of waste and vehicle allocation management Management to certain quantity of waste a Deduction Agreement
	Waste Manage ment	Document works related to waste management	•		Δ	Supervision of proper disposal and relevar document works Cooperation with external Authorities & Cli
		Payment management	Δ		•	Contract unit price and issuing quantity fro calculation, confirmation, VAT and provision of payment
		Deduction of subcontractor's payment		Δ	•	Deduction of waste disposal costs from payment of each subcontractor

[ANNEX 8.5] WASTE MANAGEMENT FLOWCHART

