

	POLICY	Number: HM000553
	Waste Management Policy	Issue Level: 1
Application	HORIBA MIRA Companywide	INTERNAL

The diverse nature of HORIBA MIRA's, (hereafter known as MIRA), activities means that a wide variety of waste is produced, ranging from non-hazardous waste and recyclable materials such as cardboard and wood through to potentially harmful waste such as batteries, fuels and oils, termed hazardous waste.

MIRA recognises that the waste produced by its business activities and that of other site users including contractors has the potential to cause significant harm to the environment and people. MIRA is committed to a sustainable future that is enabled by compliance with our waste management duty of care and the waste hierarchy.

Therefore, it is the policy of HORIBA MIRA that;

Requirements

Staff procure, use and dispose of items with due regard to the need for management of materials or substances in accordance with the following legally specified waste hierarchy:

- Prevent and Reduce – only use essential items with low impact on the environment and people; minimise opportunities to landfill
- Re-use – managing the disposal of redundant equipment and surplus materials
- Recycle – supported by waste contractors
- Recover – e.g. recovering aggregate from construction works
- Landfill – as a last resort, via a licensed waste contractor

Responsibility and Training

All staff on site – regular staff awareness at local meetings – includes overseas offices

We are committed to reducing the volume of waste sent to landfill and will promote waste segregation to a consistent standard across each area to reduce waste and increase our recycling.

Facility Supervisors – duty of care training

We only use suitably licensed, companies with competent persons to handle our waste. We complete duty of care audits annually as a minimum to confirm compliance.

Contracts and Purchasing + MTP competent person

Transport of waste on site is managed by Functions, utilising competent contractors where necessary, e.g. SMS

Facility Supervisors – dangerous goods awareness

Transport of waste off-site is managed by competent persons, including duty of care documentation for the waste.

Facilities and Maintenance – competent person

MIRA Technology Park is developed sustainably, including site waste management plans for major construction works.

MTP/Test Facility Engineering

Site waste storage arrangements are suitable, including adequate containers, collections, signage and bunds as necessary.

Facilities and Maintenance

A primary contact point exists for waste providers to contact.

MTP and QP Facility Supervisor

All annual waste pre-declarations and specific hazardous waste consignment details are sent MTP (Facility Supervisor at QP). If unsure, Functions are to contact MTP for support.

Facility Supervisors via Managers

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Requirements

Responsibility and Training

There are regular communications on waste streams and their control locally, including procedures and updating notice boards.

Managers

The site arrangements for managing waste are clearly communicated to tenants.

MTP

MTP liaise with customer tenants to ensure agreements are in place regarding their waste collections (non-hazardous) and hazardous waste support they may need, e.g. in co-located facilities.

MTP

We are not responsible for third party (customer) or tenant waste unless contractually agreed and in general this should not include hazardous waste. Duty of care arrangements need to be agreed with MTP and costs agreed with the customer where we accept responsibility.

Commercial Team

Where partners interact with our waste streams, e.g. cleaners, there is a formal waste duty of care agreement.

Waste Contract Manager/
Procurement

Our terms and conditions clearly highlight waste management duty of care arrangements to be in place throughout any contracts.

Procurement

The management of contractors' waste is agreed as part of the contract; wherever possible contractors should take their waste.

Waste Contract Manager/
Contractor Host

Details of how waste arising from any events on site will be managed are included in the event management plan.

Event Manager/
Organiser

Policy on waste management is produced, clearly communicated to key stakeholders and updated as necessary.

BMS

Waste providers (contractors) visit site regularly to ensure the requirements of the contract are being met and to assist HORIBA MIRA to meet our legal obligations, e.g. to meet the waste hierarchy

Waste providers (contractors), via
MTP

Providers manage our waste responsibility and provide suitable regular performance data for the waste they manage, agreed with MTP

Waste providers (contractors), via
MTP

For the disposal of document the specifications according to DIN 66399 (P4 or higher) must be considered.

Waste providers (contractors), via
MTP

Data with very high protection requirements must be irretrievably deleted / disposed of. For disposal, the specifications according to DIN 66399 (P5 or higher) must be considered.

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INTERNAL**N.B. : All Document amendments should be clearly marked in RED**

Issue No.	Amended By	Section(s) Affected	Date
01	Steven Archer	New document created from HS/0002/J/02, transferred into M-Files and addition of specification for disposal (reference to DIN 66399)	18/01/2021

Latest Issued Document Details

Owned by	Chief Operating Officer		
Reviewed by	Operations Review Team	Next scheduled review	18/01/2024
Authorised by	Tim Nathan	Date Authorised	18/01/2021