	STANDARD OPERATING PROCEDURE	Doc. No	: AEP/ SP/02/10/2.3
		Date of Issued	: 2 December 2011
	WASTE HANDLING	Rev. No	: 01
		Rev. Date	: 05 September 2022

A. OBJECTIVE

To ensure that waste collection, storage and disposal or delivery activities are managed in accordance with applicable regulations.

B. SCOPE

The scope of this procedure is waste control activities within the Anglo Eastern Plantations Group's oil palm plantations.

C. DEFINITION

1. **Waste** is material that has no value or is of no value for ordinary or primary purposes in the manufacture or use of damaged or defective goods in production or excessive or rejected material for disposal.
2. **B3 Waste (Hazardous and Toxic Materials)** is the residue of a business and or activity containing hazardous and/or toxic materials which due to their nature and/or concentration and/or quantity, either directly pollute and/or damage the environment and/or endanger the environment, health, survival of humans and other living things.
3. **Non-B3 waste** is waste classified as other than B3 waste or more commonly referred to as domestic waste.


D. REFERENCE

1. UU No. 32 of 2009 concerning the Protection and Management of the Environment
2. Manual HSE Anglo Eastern Plantations Group

E. PROCEDURE

1. General

- 1.1 The related area management is responsible for identifying the waste generated at the work site (offices, factories, warehouses, housing, etc.)
- 1.2 These wastes are separated into :
 - a. B-3 waste
 - b. Non B-3 waste/ Domestic waste
- 1.3 Based on the identification of the waste, management is carried out according to its specifications.
- 1.4 Handling of waste starts from the waste produced, namely storage or collection to processing and stockpiling or destruction.
- 1.5 Officers who handle waste are required to use personal protective equipment such as masks, goggles, gloves and safety shoes.
- 1.6 The principles that must be applied in waste management are:
 - a. Reduce, namely activities to minimize the goods or materials used.
 - b. Reuse, namely using items that can be reused and avoiding the use of single-use items.
 - c. Recycle, which is recycling goods that are not used again into other goods.

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2. Non B-3 Waste Management/ Domestic Waste/ Garbage

2.1 Domestic waste is divided into:

- a. Organic waste, namely waste that is easily decomposed in natural processes, examples of organic waste, such as waste from the kitchen, leftover flour, vegetables, fruit peels, and leaves.
- b. Inorganic waste, namely waste that cannot be decomposed by nature, while others can only be decomposed in a very long time, examples of this type, for example in the form of bottles, plastic bottles, plastic bags, and cans.

2.2 The relevant management is responsible for:

- a. Provide a temporary shelter for domestic waste before being disposed of in a landfill.
- b. Provide cleaning staff.
- c. Provide a final disposal site for domestic waste.

2.3 Temporary shelters for domestic waste are distinguished by type by providing different color codes, namely:

- a. Yellow color for inorganic trash (dry).
- b. Green color for organic waste (wet).

2.4 Things that must be considered in managing domestic waste:

- a. Separate dry waste (inorganic) with wet waste (organic).
- b. Place the trash in a place that is easily accessible and give a cover so that it is not exposed to direct rain.
- c. Dispose of waste every day so as not to cause unpleasant odors.
- d. It is forbidden to burn garbage near residential and office areas.


2.5 For non-B3 waste originating from operational/construction activities, it is separated in the provided places into:

- a. Iron waste (iron scrap, steel scrap, etc.)
- b. Wood scraps
- c. PVC cut trash


3. Hazardous Waste Management

3.1 Management is responsible for identifying the types and managing B-3 waste from operational activities, including:

- a. Used oil
- b. Drilling machine (iron drill) exposed to oil,
- c. Paint cans
- d. Solvent cans,
- e. Cloth used oil / grease,
- f. Oily gloves,
- g. Printer toner,

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- h. Used battery,
 - i. Used lamp.
- 3.2 All B3 waste must be handled, collected, stored and managed in accordance with applicable regulations.
- 3.3 B3 waste generated from every plantation and mill operational activity must be sent to temporary storage of B3 waste with a period of 1x24 hours.
- 3.4 The color code for the B3 waste container before being placed in a temporary storage area is red or orange.
- 3.5 The requirements for temporary storage of B3 waste include:
- a. Should not be in direct contact with the floor / ground,
 - b. There are embankments,
 - c. There is a reservoir (trap),
 - d. No sun or rain,
 - e. Have good air circulation,
 - f. There is a marking of the B3 waste storage area accompanied by symbols of work safety and the environment.
- 3.6 The steps that must be taken to manage B3 waste are:
- a. Packaging for B3 waste must be in good condition, undamaged and free from rust and leakage.
 - b. The shape, size and material of B3 waste packaging, taking into account safety and ease of handling.
 - c. B3 wastes that are not compatible with each other must not be stored together in one package.
 - d. If the packaging containing B3 waste is in an improper condition (rust, damaged or leaking) then the waste must be transferred into one package.
- 3.7 The packaging (drums, barrels or tub containers) used must:
- a. In good condition, no leaks, rust or damage.
 - b. Made from materials that are compatible with the B3 waste to be kept.
 - c. Able to secure the waste stored in it.
 - d. When moving or transporting, it has a robust cover to avoid spills.
- 3.8 Packages that have been completely filled with B3 waste must comply with the following requirements:
- a. Symbols and labels were used to comply with the requirements for marking B3 waste packaging.
 - b. It is always tightly closed and can only be opened if waste is being added to or removed from it.
- 3.9 The area of use, the purpose of use, and the amount of B3 waste that will be used for reuse (used packaging, used oil) must all be documented. In addition, a skull logo is provided for use on B3 Waste packaging.

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- 3.10 Outside of the company (by a 3rd party), B3 waste can only be used if the 3rd party has a utilization permit from the authorized party.
- 3.11 For at least 1 (one) week, management must inspect the condition of the temporary storage location for B3 waste.
- 3.12 The inspector shall at least cover the condition of the packaging and the amount of B3 waste as stated in the B3 waste balance note.
- 3.13 In the process of storing B3 waste, an emergency response is required:
- Liquid B3 waste spills on the floor must be cleaned using absorbent materials such as sand, sawdust, cloth, and so on.
 - To avoid pollution, materials used to absorb spills must be collected in one location and reused or further processed.
 - If a large-scale spill or leak occurs, isolate the waste as soon as possible, especially if it enters the water channel that leads to the water body.
 - To avoid fire hazards, assess the temporary storage facility for B3 waste at least once a week for potential hazards and follow fire handling procedures in the event of a fire.
 - Wash and disinfect the limbs and clothes that have been exposed to B3 waste with clean water and soap as soon as possible..
 - If injured, do a first aid procedure before being taken to the polyclinic for further treatment.
- 3.14 The following is the procedure for giving symbols and signs:
- Each package or container for storing B3 waste must include a symbol and label indicating the type of B3 waste as well as the characteristics (explosive, flammable, reactive, poisonous, infectious, and corrosive).
 - The purpose of tagging B3 garbage is to give it a unique identity so that its existence in a given location can be identified.
 - The purpose of the waste identity label is to provide information about the trash's origin, identity, and quantification in the packaging of a B3 waste package..
 - The waste identification label must be clearly visible and placed above the symbol on the box. This label must also be placed on the package that will be part of a larger package.