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**CONSTRUCTION AND DEMOLITION WASTE MANAGEMENT PLAN**

**Dated:**

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# Introduction

<Write Project Introduction Here>

# Background, purpose & objectives

This Construction and Demolition Waste Management Plan (CDWMP) has been prepared by <Company Name Here> for the <project name here> project. Its aim is to provide a guiding structure and record to minimize construction waste generated and/or consigned to landfill/incineration from construction activities.

The purpose of this CDWMP is to:

* Identify waste types and quantities;
* Develop waste avoidance and reduction strategies;
* Provide receptacle (skip/bin) locations;
* Forecast waste volumes;
* Establish goals for diversion from disposal in landfills and incineration facilities;
* Outline waste management procedures (sorted on-site, comingled etc.), and which materials are to be diverted from disposal in landfills;
* Provide a mechanism for waste monitoring and reporting; and
* Where feasible undertake cost revenue and analysis for waste streams.

The objectives of this CDWMP are to:

* Divert as much construction waste as possible from disposal in landfills and to incineration facilities;
* Achieve a diversion from landfill target
* Limit the amount of construction waste generated on this project.

# Legislative and regulatory requirements

# Interface with other project plans

This CDWMP forms part of an integrated set of project management plans and should be read in conjunction with them. These include but are not limited to:

* Sustainability Implementation Plan
* Construction Environmental Management Plan
* Construction Indoor Air Quality Management Plan
* Commissioning Plan
* Health and Safety Management Plan
* Quality Management Plan
* Project Management Plan

# Amendment register

The Amendment register of the CDWMP is not permitted without prior approval of the Sustainability Manager of <Company Name here>. The preparation, responsibility and approval of the amendment must be applied and completed by authorized < Company Name here > personnel.

# Application of this plan

This CDWMP applies to all parties and groups involved in the construction phase at the <PROJECT NAME HERE> project, which include:

* < Company Name here > , as the Main Contractor;
* Project consultants;
* Subcontractors; and
* All personnel operating and maintaining construction equipment and other mobile or fixed plant.

< Company Name here > is responsible for ensuring that the requirements of this CDWMP is adhered to by its entire staff, including subcontractors and consultants.

# Roles and responsibilities

This CDWMP will be issued and reviewed by all subcontractors prior to any construction works commences on site. Communications and consultations are an integral part of this CDWMP, which aims to ensure that relevant stakeholders are informed about their requirements, waste monitoring results and the overall waste performance of the construction operations.

The CDWMP is usually undertaken in partnership between the client, project designers and principal contractor who in turns filters its requirement to every worker on site. Typically a waste champion is appointed to lead the specifics of the site induction process. As such, all site employees should take some form of responsibility of correct waste and management procedures to ensure that the waste targets are achieved.

**Main Contractor Responsibilities**

Main Contractor (<Company Name here >) is responsible for instructing workers, overseeing and documenting results of the CDWMP and monitoring the effectiveness and accuracy of the documentation during the routine site visits. < Company Name here > is responsible for the following activities:

* Appoint a Waste Champion to update the CDWMP during and following completion of the construction work;
* Keep a current CDWMP at the site office;
* Ensure that every contractor on site knows what and where the CDWMP is and kept, and made available;
* Arrange for relevant training to be delivered to all site staff;
* Maintain a record of staff trained into the CDWMP;
* Ensure construction waste is managed in accordance with regulatory requirements;
* Provide a team of waste sorters to segregate wastes;
* Ensure construction waste is avoided, reused, recycled or recovered where practical.

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| --- | --- |
| **Title** | **Responsibilities** |
| Project Manager | Ensure Resources are provided to prepare and implement the CDWMP Approve CWMP and any amendments to the CDWMPApprove reports of CDWMP issues and non-conformances to Client in the regular reporting structure and when an issue arises |
| Sustainability Manager | Prepare, review, implement and update this CDWMP Issue non-conformance reportsClose out all non-conformancesConduct inspections and monitoring as required by the CDWMP |
| Sustainability Coordinator | Implement and update this CDWMP Issue non-conformance reports Close out all non-conformancesConduct inspections and monitoring as required by the CDWMP |
| Site Manager | Control and monitor actions required by the CDWMP Monitor Sub-contractor performance and commitmentReport all construction waste issues to the Sustainability Coordinator and Project ManagerEnsure documented procedures are followed and records kept on site Ensure any complaints are passed onto Client’s representativeEnsure that all site staff are informed of any air quality requirements and changes to the CDWMP |
| Site Foreman | Ensure the controls and management measures in this CDWMP are being implemented across the siteReport all construction waste issues to the Site Manager and Sustainability CoordinatorMonitor Sub-contractor behaviour on siteCommunicate instructions or information (from the CDWMP for the Sustainability Coordinator) to staff on site |
| Workers | Follow requirements of this CDWMP and those of the Site Foreman Report any potential construction waste issues to the Site Foreman |
| Subcontractors | Follow the requirements of this CDWMP and those of the Site Foreman Report any potential construction waste issues to the Site Foreman |

All personnel will be responsible for Construction Waste Management, however the entire Construction Waste Management Program will be managed, Sustainability Manager for < Company Name here > .

Regular monitoring, checking and reporting against the CDWMP will also be the responsibility of the main contractor to accurately reflect the progress of the project. Monitoring should be carried out at least once a month. Records should be kept of the type and quantities of waste produced, what waste has been reused, recycled or sent to landfill or otherwise disposed of, and confirmation that the work is progressing according to plan. There should also be comparisons made between the estimated and actual quantities of each waste type produced.

##### Subcontractor Responsibilities

Before starting on site, each subcontractor organisation will be required to:

* Nominate a Waste Champion / Waste Administrator and their deputies;
* Review this CDWMP and submit it an undertaking letter confirming compliance with this CDWMP;
* Adhere to the requirements of this CDWMP;
* Provide a team of waste sorters (as required by < Company Name here > ) to segregate wastes;
* Address waste management issues within Tool Box Talks; and
* Attend waste meetings/workshops as required by the Main Contractor.

##### Waste Management Contractor Responsibilities

Before starting on site, each waste management organisation will be required to:

* Nominate an individual as the Project Waste Manager and a deputy;
* Review this CDWMP and submit it an undertaking letter confirming compliance with this CDWMP;
* Adhere to the requirements of this CDWMP;
* Present innovative waste management solutions to overcome market limitations;
* Hold all required licenses/permits to remove, transfer and dispose waste;
* Submit waste destination facility locations and advise < Company Name here > upon change of these locations;
* Issue waste transfer documents/consignment notes as required by < Company Name here > and CWM;
* submit it monthly reports as required by < Company Name here > ;
* Identify ways to increase the recovery rate of materials by finding end-destinations with high recovery rates; and
* Use a systematic process to record and check waste, recovery and recycling data which is available for inspection on request.

##### Design Team Responsibilities

The role of the design team can have significant influence on the overall project and waste generation. As such the designer should therefore consider the following when carrying out design:

* Simplifying material components;
* Use recycled content in construction;
* Designing for deconstruction. Designing for future flexibility and adaptability.

# Waste identification and forecasting

The following section summaries the envisaged types and volumes of waste to be generated during the construction works.

##### Waste Identification

It is envisaged that the following waste types will be generated during the construction operations:

* Concrete;
* Metals/steel;
* Timber/wood;
* Plastics;
* MEP;
* Ceramics/Stone;
* Gypsum/Plasterboard;
* Hazardous;
* Contaminated soils
* Chemical wastes
* Used spill kit materials
* Batteries/capacitors
* Used engine oils, hydraulic fluids, engine filters and waste fuel
* Hydrocarbon waste and used hydrocarbon drums and washout from chemical drums
* Food;
* General Office;
* Paper/cardboard; and
* Medical waste.
* Sewage.

##### Waste Forecasts

Table 4 summarizes the envisaged quantities of waste and breakdown of waste streams respectively.

Table 4. Estimated quantities of waste to be generated for the project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Estimated Construction Waste** | **Generated** | **Landfilled** | **Reused/Recycled** | **Reused/Recycled** |
| **Volume (m3)** | **Volume (m3)** | **Volume (m3)** | **%** |
| Concrete |  |  |  |  |
| Metal |  |  |  |  |
| Wood |  |  |  |  |
| Plastic |  |  |  |  |
| Glass |  |  |  |  |
| Non-recyclable |  |  |  |  |
| Total waste |  |  |  |  |
| **Percentage of Construction and Demolition waste recycled/reused** |  |

Based on the above it is estimated that a total of <00000> m3 of construction waste will be generated for the Project. It should be noted that these figures only pertain to construction waste. < Company Name here > will be recording waste in volume (m3) for the project.

# Construction waste management strategy

By following the principles of the waste hierarchy throughout the duration of the project the overall waste generated can be significantly minimized, facilitating compliance with legislation.

Figure - Waste Flow Chart.

# Waste elimination and reduction

The strategic procurement of materials is important tool to assist with the elimination and reduction of waste. This includes the proper planning and ordering of what is needed for the project (i.e. not in excess, in order to reduce wastage) and ordering appropriate materials.

Waste reduction at source is the preferable option. It involves the generation of less waste through more efficient practices. < Company Name here > Waste will promote the implementation of the following measures:

* Requesting suppliers to minimally but adequately pack orders to reduce waste volume;
* Use of recyclable materials when packing orders to increase recycling opportunities;
* Ordering chemicals in returnable drums;
* Seeking "buy-back" arrangements with chemical suppliers for return of surplus chemicals;
* Discussing take-back agreements with other suppliers (e.g. insulation material suppliers);
* Appropriate Materials Handling to avoid damages;
* Housekeeping and waste segregation at source;
* Minimising the potential for environmental and human health risks arising from spills and leakages by, where possible, substituting hazardous materials with non- hazardous materials;
* Seeking to reclaim as much materials from local construction sites as possible;
* Use of refillable containers for collection of waste fluids, such as waste oil, hydraulic oil, used grease, etc.;
* When mixing or diluting chemicals ensure that the correct amounts are used; and
* Conserving paper by making double sided copies, sharing of information via email, and avoiding unnecessary printouts.

# Waste segregation for reuse, recycling & disposal

Wastes generated for the Project will be segregated for reuse, recycling and disposal into the sub-categories as indicated in Table below.

Waste will be segregated by subcontractors on each level of the project and transported to the waste sorting areas for further sorting and transfer into the nominated skips/bays. Designated zones shall be delineated and clearly labelled to facilitate the separation of materials for potential recycling, reuse, salvage, disposal and/or return.

Table - Waste segregation management strategy

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Waste Stream** | **Waste Management Option** | **Waste Equipment OR Receptacle** | **Waste Removal Contractor** | **Waste Facility** | **Management Strategy** |
| Concrete, Cement, Block work & Masonry waste | Recycle & Reuse | Dedicated bay with 10 m3 skip OR Stockpile for removal by Truck/Tipper | TBC |  | Concrete debris, bricks and masonry blocks, rocks, stones, aggregates, cement waste, etc. shall be collected and stored in either the designated concrete waste bays and/or skips for subsequent removal by a licensed and qualified Environmental Service Provider (Waste Removal Contractor).Refer to logistics plan for designated areas for concrete wasteWhere possible, concrete will be reused to delineate designed areas and create temporary footpaths or temporary roadways. Waste reporting and documentation management will be in accordance with Section 5 of this CWMP. |
| Timber waste | Recycle & Reuse | Dedicated bay with 18 m3 skip | TBC |  | Timber waste shall be collected and stored in either the designated waste bays and/or skips for subsequent removal by a licensed and qualified Environmental Service Provider (Waste Removal Contractor).Refer to logistics plan for designated areas for timber waste Where possible, timber waste will be reused as follows:* Re-use of formwork
* Re-use of wooden pallets to create signage across the site,
* Re-use of wooden pallets for temporary storage devices
* Re-use of wooden pallets for temporary protection devices

Waste reporting and documentation management will be in accordance with Section 5 of this CWMP. |
| Metal waste | Recycle & Reuse | Dedicated bay for removal by Truck/Tipper | Scrap Merchants |  | Metal waste shall be collected and stored in the designated waste bays for subsequent removal by a licensed and qualified Scrap Merchants.Refer to logistics plan for designated areas for timber wasteWhere possible, metal waste will be reused as follows:* Wheel wash facilities
* Reinforcement of temporary block work installations

Waste reporting and documentation management will be in accordance with Section 5 of this CWMP. |
| Paper, Plastic & Cardboard waste (comingled) | Recycle & Reuse | Dedicated bay with 18 m3 skip | TBC |  | Paper, plastic and cardboard waste shall be comingled, collected and stored in the designated waste skips for subsequent removal by a licensed and qualified Environmental Service Provider (Waste Removal Contractor). Upon removal from site, a third party recycling organisation will sort and separate the paper, plastic and cardboard waste for final recycling. A report will be issued quantifying the waste stream breakdowns upon completion of the sorting activities.Refer to logistics plan for designated areas for paper, plastic and cardboard waste Waste reporting and documentation management will be in accordance with Section 5 of this CWMP. |

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| **Waste Stream** | **Waste Management Option** | **Waste Equipment OR Receptacle** | **Waste Removal Contractor** | **Waste Facility** | **Management Strategy** |
| General Non- Recyclables waste | Dispose | Dedicated bay with 18 m3 skip | TBC |  | All general non-recyclable waste shall be comingled, collected and stored in the designated waste skips for subsequent removal by a licensed and qualified Environmental Service Provider (Waste Removal Contractor).Refer to logistics plan for designated areas for general non-recyclable wasteWaste reporting and documentation management will be in accordance with Section 5 of this CWMP. |
| Hazardous waste | Dispose | Dedicated bay with 10 m3 skip | TBC |  | All hazardous waste shall be collected and stored in the designated waste skips for subsequent removal by a licensed and qualified Environmental Service Provider (Waste Removal Contractor).< Company Name here > will handle, store and dispose hazardous and medical waste in accordance to legislation requirements.All hazardous waste materials will need to be stored in accordance with the project-specific CEMP. Hazardous waste skips/bays will need to be bunded, labelled appropriately and have adequate supplies of spill control devices. All subcontractors are to segregate hazardous waste materials from other waste materials and transport them to the designated hazardous waste disposal areas provided by < Company Name here > .< Company Name here > will be responsible for the transfer and disposal of the hazardous waste generated in their construction area. < Company Name here > will organize for an approved Service Provider to collect, transfer and dispose of the hazardous waste. This will be undertaken in line with the requirements of legislation. < Company Name here > will also keep copies of all licenses, receipts and records as provided by the services providers.Hazardous wastes stored in contractors’ sites will be stored in a bunded area with different types of hazardous waste will be stored to avoid adverse chemical reactions and facilitate eventual treatment.Under no circumstances will hazardous wastes be comingled/mixed with general construction wastes. Refer to logistics plan for designated areas for general non-recyclable wasteWaste reporting and documentation management will be in accordance with Section 5 of this CWMP. |
| Food & Organic waste | Dispose | Dedicated bay with 10 m3 skip, 5 m3 skip or 1.1 m3 skip | TBC |  | All food/organic waste shall be collected and stored in the designated waste skips for subsequent removal by a licensed and qualified Environmental Service Provider (Waste Removal Contractor).All food/organic waste will be properly stored in containers with sealed tops to minimise the possibility of vermin infestation. Refer to logistics plan for designated areas for general food/organic waste.Waste reporting and documentation management will be in accordance with Section 5 of this CWMP. |

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| **Waste Stream** | **Waste Management Option** | **Waste Equipment OR Receptacle** | **Waste Removal Contractor** | **Waste Facility** | **Management Strategy** |
| Sewerage waste | Treat and Reuse | Dedicated bunded tanks | TBC |  | All sewage waste shall be collected and stored in the designated bunded tanks for subsequent removal by a licensed and qualified Environmental Service Provider (Waste Removal Contractor).Black and grey water will be directed into septic tanks constructed with lined sides and bottom to prevent leaching to the soil and groundwater. This will ensure no overflows from the septic tanks and unnecessary discharges to the environment. It will be collected and transferred to an outside facility for treatment and disposal through CWM approved contractors who will have the responsibility to meet CWM standards at point of discharge to treatment facilities.Wastewater generated from pipe flushing and disinfection will be disposed of as per regulatory requirements.. Refer to logistics plan for designated areas for sewage wasteWaste reporting and documentation management will be in accordance with Section 5 of this CWMP. |

# Housekeeping

Dust and Waste accumulation at a construction site will become airborne when disturbed and lead to issues regarding vermin, health and safety incidents, environmental contamination and the like. Similarly, spills or excess application of products containing solvents will increase odors at a construction site. Leaving the work site wet for more than a few days could result in the growth of mold. Attention to site cleaning and maintaining dry work areas is, therefore, important to maintaining Indoor Air Quality during construction. The below actions should be implemented to control contaminants and waste accumulation during the construction of the Project:

* Suppressing dust with wetting agents.
* Confine dust-generating activities and promptly clean up dust and other potential airborne contaminants as they are generated.
* Use wet sanding for gypsum board assemblies. Exception: Dry sanding allowed subject to owner approval of the following measures:
	+ Provide full isolation of space under finishing.
	+ Install plastic protection sheeting to provide air sealing during sanding operations.
	+ Close/seal all air system devices and ductwork.
	+ Sequence construction work to prevent contamination of other spaces with gypsum dust.
	+ Provide worker protection.
* Keep work area dry and promptly clean up all spills.
* Keep containers of volatile liquids covered when not in use.
* Do not allow accumulations of sawdust, dust, rags, debris, and carbon-based materials and materials emitting fumes and odors to accumulate within concealed construction, including within stud spaces and wall cavities. Remove and clean prior to enclosing behind permanent construction.
* Vacuum carpet, upholstery, and other porous materials throughout building using a high-efficiency particulate arrestor HEPA filter vacuum cleaner just prior to Substantial Completion. Replace and dispose of vacuum bags when bag is half full.
* Increasing the cleaning frequency for dust based on visible inspection, daily cleaning is often necessary.
* Switching to a more efficient dust collection method, such as a damp rag, wet mop, or vacuum equipped with a high efficiency particulate filter, wet scrubber, or exterior exhaust, will discharge less material back into the air than conventional vacuuming, sweeping, or dusting. Dry sweeping should not be used but if it is the only feasible alternative a dust suppression agent should be used.
* Ensuring that all surfaces including higher ledges, behind furniture, and inside mechanical equipment are kept clean.
* Removing spills or excess applications of solvent containing products as soon as possible.
* Care should be taken as to selection of spot removers and cleaning agents near occupied areas. In general, products should be low odor emitters or used with sufficient ventilation.
* Ensure work areas remain clean and free of rubbish/waste.

Cleaning requirements will be more stringent when hazardous materials are involved. The National Institute of Building Standards (NIBS) provides housekeeping guidance for the use of hazardous materials.

For more detailed information pertaining to Housekeeping refer to the < Company Name here > CEMP.

##### Asbestos-Containing Materials

Asbestos-containing materials are prohibited on the Project site. In the event that asbestos-containing materials are identified within the project site (during excavations/importation of contaminated materials), < Company Name here > will engage an appropriately qualified occupational hygienist (or equivalent) to:

* Identify the extent, nature and source of asbestos-contamination;
* Immediately install appropriate control measures using the following hierarchy of controls:
* eliminating the risk (for example, removing the asbestos)
* substituting the risk, isolating the risk or applying engineering controls (for example, enclosing, encapsulation, sealing or using certain tools)
* using administrative controls (for example, safe work practices)
* using PPE.
* Prepare an asbestos remediation action plan (ARAP) as per international best practice and relevant legislation. Note that airborne asbestos monitoring may be warranted during the removal of asbestos-containing materials – this is to be determined by the occupational hygienist.
* Provide an asbestos clearance inspection report upon completion of the remediation works.

##### Waste Workshops and Meetings

This CDWMP will be further developed in consultation with the Waste Management Contractor with an objective to continually improve the project teams waste management practices. Intensive and integrated workshops will be held upon commencement with key stakeholders to facilitate continual improvement and ensure roles, responsibilities and deliverables are clearly defined. On-going waste meetings will also be held throughout the duration of the project whereby holistic reviews will be conducted on waste management practices being implemented on the project.

##### Waste Service Providers / Management Contractors

All waste will be transported off site and disposed of by Service Providers registered with CWM. Copies of service providers’ licenses (issued by CWM) license expiry dates will be recorded and tracked

##### Waste Manifests

< Company Name here > will complete and issue waste manifests to the Environmental Service provides/Waster Contractors in accordance with CWM requirements.

##### Induction, Tool Box Talks and Staff Training

All personnel working on the project site, including subcontractors, will be inducted into the requirements of this CDWMP and advised of any updates to the CDWMP that are relevant to their specific construction activities. The Sustainability Coordinator (or other suitable representative) will be responsible for conducting staff inductions and maintaining an up to date induction register.

Toolbox talks will be held periodically with subcontractors specifically addressing waste management issues. Toolbox topics will be recorded and maintained on an up to date register. Where required, the Sustainability Coordinator (or other suitable representative) will also provide waste management training to < Company Name here > or Subcontractor personal. The Sustainability Coordinator (or other suitable representative) will be responsible for conducting staff training and maintaining an up to date training register.

A key component will be the need to change behaviour particularly of site personnel. Specific waste or toolbox talks will include at least the following:

* Roles and responsibilities of individuals,
* The principle of reduction, reuse, recycle and recovery,
* Identification and segregation of the different classes of waste at source,
* Identification and understanding of hazardous waste, its properties and characteristics through MSDS, and
* Selection and use of appropriate Personal Protective Equipment (PPE) when handling waste.

# Waste inspections, monitoring & reporting

##### Waste Inspections

The Sustainability Coordinator (or other suitable representative) for < Company Name here > will be required to conduct regular inspections of skips, subcontractor waste management practices being implemented (I.e. segregation of waste, minimisation of packaging) and waste sorting facilities/logistic areas. These inspections will likely occur during the project site environmental inspections.

##### Waste Monitoring and Reporting

Where required the Sustainability Coordinator (or other suitable representative) will issue Non-Conformance Reports and Observations to Subcontractors not adhering to the requirements of this CDWMP. All corrective actions undertaken by the subcontractor shall be monitored and recorded against the non-conformance/observation report, all of which shall be at the cost of the offending subcontractor. Positive feedback will also be provided to Subcontractors by the Waste Coordinator (or other suitable representative) when warranted.

The Waste Management Contractor will be required to provide monthly reports to < Company Name here >. At a minimum the monthly reports will need to incorporate the following information:

* A record of the type and quantity, by weight and volume, of each material salvaged, reused, recycled or disposed;
* Total quantity of waste recycled as a percentage of total waste;
* Location of recycling/disposal;
* Disposal Receipts: Copy of receipts issued by a disposal facility for waste that is disposed in a landfill;
* Recycling Receipts: Copy of receipts issued by an approved recycling facility;
* Salvaged Materials Documentation: Types and quantities, by weight and volume, for materials salvaged for reuse on site, sold or donated to a third party;
* CWM Waste Manifests and transfer notes.

The Sustainability Coordinator (or other suitable representative) will compile all waste data on a weekly basis into a single spread sheet to track trends and facilitate analysis of waste data throughout the project.

Waste materials densities provided will be utilised to convert units from tonnes to m3 where required. All waste densities used will be clearly reported in the Monthly Waste Reports.

Waste Reports will form part of the Monthly Sustainability Report.

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