



ZERO Waste to Landfill

Facility Submission Form

1.	The facility has achieved 100% Diversion from Landfill for Industrial Waste according to Y144707 - KPI Diverted from Landfill. In accordance with Y144687- Waste Definition & Reporting Guideline. The facility must achieve this percentage for at least 3 months consecutively to apply for the verification.	<input type="checkbox"/>
2.	The facility has a documented waste management process implemented.	<input type="checkbox"/>
3.	The facility currently has an accurate and complete data collection system for all waste streams. (Quantify and Track, Generation and Disposal)	<input type="checkbox"/>
4.	<p>Facility currently have at least a RECYCLING program for the following commodities:</p> <ul style="list-style-type: none"> • Metals • Cardboard • Paper • Plastic • Wood • Electronic Waste 	<input type="checkbox"/>
5.	All associated waste vendors are evaluated per Y082502 – Waste TSDF Evaluation Form and approved according to Y144703 – Approved Waste Management & Disposal Sites.	<input type="checkbox"/>
6.	Shipping records for all waste categories are maintained.	<input type="checkbox"/>
7.	The facility performs Spent Material Audits.	<input type="checkbox"/>
8.	The facility provides Waste Management training to all employees.	<input type="checkbox"/>

Credit Description	
1. The facility has achieved 100% Diversion from Landfill for Industrial Waste	
Intent	Ensure that the facility has implemented the correct actions to sustain a zero waste to landfill program and that those actions have been implemented for a determined amount of time.
Requirement	The facility shall follow corporate procedure <u>Y144707 - KPI Diverted from Landfill</u> to calculate the diversion rate, the diversion rate percentage is based on the spent materials included in the scope outlined in <u>Y144687- Waste Definition & Reporting Guideline.</u>
	<p><u>Y144687 - 3.1 Waste:</u> waste is any unavoidable material from an activity for which no economic demand exists and which must be disposed of. This includes solids, liquids and sludges, but excludes aqueous waste that is treated on site and directly discharged to a POTW. In addition, it excludes gaseous discharges, such as vented gases. Hazardous and non-hazardous material that is re-used or recycled is not counted as waste.</p> <p><u>Y144687 - 3.5 Industrial Waste:</u> Wastes generated by the production or manufacturing processes. It includes both hazardous and non-hazardous waste. It does not include material that is sent off for recycling.</p>
Corporate Definition Y259682 – ZERO waste to landfill. Spent Materials	<p><u>Spent Materials Included in the Scope:</u> All those identified and described in Y144687 Waste Definitions & Reporting Guideline Spent materials include:</p> <ul style="list-style-type: none"> • Industrial Waste: (hazardous, non-hazardous, universal, bio-hazardous) • Non industrial waste: Trash (MSW), cafeteria trash, yard trash • Recovered material: (recycled metals and recycled materials, reused) • Generated from ongoing, day-to-day operations, including episodic/periodic events such as equipment cleanouts, malfunctions, • Non-conforming material (including unused chemicals), scrap metal • Generated from onsite cafeteria even if managed by a 3rd party contractor/vendor • Generated from one-off or sporadic non-operation events such as onsite company employee events, document clean up, 5s, equipment decommissioning, etc. <p><u>Spent Materials NOT Included in the Scope and Exceptions:</u></p> <ul style="list-style-type: none"> • Materials from onsite environmental remediation activities/projects • Generated from one-off construction and demolition activities (must have to have its own program and tracking methodology) • Generated from plant closures • <u>Industrial regulated wastes that that local legal regulations requiring it to be landfilled OR where no recycling alternatives exist are exempt from inclusion. Quantity must NOT exceed 1 percent, by weight, of the facility's total annual industrial waste generation or be < 1,000 kg (2200 lbs) annually.</u>

2. The facility has a documented waste management process implemented.

Intent	Ensure that a waste management process is used on the day to day operations of the facility.
Requirement	The facility shall follow corporate procedure <u>Y082501 – Waste Management</u> , this requirement is automatically granted if the facility has a valid ISO14001 certification. This process must contemplate all adequate storage containers/bins for the waste categories and proper labeling of those containers.

3. The facility currently has an accurate and complete data collection system for all waste streams.

Intent	To understand generation of every commodity or waste at the facility and how these materials are processed.
Requirement	The facility must compile data for each waste stream identified, data should capture generation of waste in weight (when weight is not available, properly documented estimation methods could be used). Data must also include associated costs (landfill disposal cost, avoided landfill cost, recycling hauling costs, any other fees/cost) and revenue (if applicable).

4. Facility currently have at least a recycling program for the following commodities:

Intent	Stablish the minimum recycling requirements to start the zero-waste management model.
Requirement	<p>The facility must have a way to recycle the following streams:</p> <ul style="list-style-type: none"> • Metals (including aluminum cans) • Cardboard • Paper • Plastic • Wood • Electronic Waste

5. All waste (industrial, trash and recyclables) vendors are evaluated and approved:

Intent	Ensure all the third-party waste related vendors are audited and proper due diligence is done.
Requirement	All waste disposal vendors (industrial, trash and recycled materials) used by the site must be approved in <u>Y144703 - Approved Waste Management & Disposal Sites</u> .

6. Shipping records for all waste categories are maintained.

Intent	To ensure records of waste management and programs are properly maintained.
Requirement	The facility must save all waste manifests and records in compliance with <u>Y083647 – Corporate Record Retention Policy.</u>

7. The facility performs Spent Material Audits.

Intent	Ensure that the facility strives for the continuous improvement of the Waste Management Program by periodically gathering more information on the program.
Requirement	The facility must perform a Spent Material Audit following <u>Y238158 – Spent Material Audit Process Instruction</u> at least once a year and document findings and actions.

8. The facility provides Waste Management training to all employees.

Intent	Ensure that the facility strives for the continuous improvement of the Waste Management Program by increase awareness throughout the work force.
Requirement	The facility must provide waste management training to all employees at least once a year, and it must be included in the onboarding (new hire training), training procedures are in alignment with ISO14001 requirements.

Deviation Management Process Waste Disposed to Landfill Identification

The facility must identify and track with additional emphasis the waste that it is being sent off to a landfill, even when it is out of the scope or it is landfill exempt per Y144687 Waste Definitions & Reporting Guideline, also it must prove that the status of this waste falls in the exempt category to follow the exemption outlined as follows:

“Industrial regulated wastes that that local legal regulations requiring it to be landfilled OR where no recycling alternatives exist are exempt from inclusion. Quantity must NOT exceed 1 percent, by weight, of the facility’s total annual industrial waste generation or be < 1,000 kg (2200 lbs) annually.”

Proof of status require documentation stating the waste identification and the reason for the waste being sent off to landfill. Refer to Appendix A.

100% Diversion from Landfill Deviation Process

In the event that the facility fails to meet the 100% Diversion from Landfill requirement after being awarded a ZERO Waste To Landfill banner, a nonconformance response plan has to be started by the facility. Where the facility must provide all the information related to the nonconformance and the action plan to get back to 100% Diversion form Landfill. The deviation process and the time to get it back to 100% diversion cannot exceed 3 consecutive months, if the % is NOT 100 for 3 consecutive months the banner will be removed, and the facility will have to resubmit the verification paperwork. Refer to Appendix B.

A facility fails to meet one of the other 7 requirements in a 12-month period (Except 100% Diversion from Landfill)

In the event that the facility fails to meet one of the requirements during the yearly revision process, the facility must start a nonconformance response plan and document the RCA (Root Cause Analysis) to fix the deviation, Corrective and Preventive actions are expected to be submitted and tracked in the HSE Management Software. The plan, actions and tracking methods have to be signed off by the site leadership and a Group HSE Representative. Refer to Appendix C.