

Procedure Title:
Waste Management & Minimizing Procedure

Effective date: 01OCT2021

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Effective date	Document No.	Document name	Version	Page Number
01OCT2021	NUB-HSE&S-06	Waste management & minimizing procedure	1	1 From 13

Table of contents

Serial	Title	Page number
1	Introduction	3
2	Purpose	3
3	Scope	3
4	General requirements	4
4.1	What's waste	4
4.2	International legal framework and background	4
4.3	National legal framework	4
4.4	Waste segregation	4
4.5	Waste management	5
4.6	Types of potentially hazardous waste in NUB	6
4.7	Identification and labels	6
4.8	Accumulation and collecting areas	7
4.9	Waste mapping	8
4.10	Mixing of wastes	8
4.11	Special waste	9
4.12	Packaging and color coding	9
4.13	Unknown waste	9
4.14	Record keeping	10
4.15	Monitor of waste	10
4.16	Transportation and disposal	10
4.17	Auditing	10
4.18	Training	11
4.19	Targets and initiatives for waste reduction & sustainability	11
4.20	Safety considerations	11
5	Roles and responsibilities	12
6	Abbreviations	13
7	References	13
8	Appendices	14

Effective date	Document No.	Document name	Version	Page Number
01OCT2021	NUB-HSE&S-06	Waste management & minimizing procedure	1	2 From 13

1- Introduction

- The policy covers all operations & activities inside the campus that could result in different types of wastes.
- NUB recognizes the importance of our environment and is committed to implementing the proper management system and programs to prevent any potential pollution and minimize environmental impact.
- An essential pillar of our integrated HSE&S management system is waste management, which is our way to handle wastes inside the campus.
- The wastes have multiple effects, especially when waste is not treated properly, including soil contamination and air and water pollution.
- In NUB, we don't see all waste as a problem, as we can transform it into a resource with a positive value.

2- Purpose

- The procedure is the key to ensuring compliance with the relevant legal requirements regarding waste generation, collection, handling, transportation, and disposal.
- This procedure shall be applied to all activities & operations which may generate waste regardless of the type of waste.
- If waste management is ineffective, it may result in adverse environmental, health and safety impacts and implications such as contamination of land, air, or water or exposure of persons to hazardous materials.

3- Scope

- The scope of this procedure covers waste generation, collection, handling, transportation and disposal. It shall be applied for all NUB departments, activities and operations which may generate waste of any kind or type.
- Every faculty/ department (waste generator) should establish a sub-procedure and/or develop SSOW to comply with the requirements stated in this procedure whenever it's applicable.

4- General requirements

Effective date	Document No.	Document name	Version	Page Number
01OCT2021	NUB-HSE&S-06	Waste management & minimizing procedure	1	3 From 13

4.1. What's waste

- Waste has a very long and broad definition. Simply, any substances or objects which the holder or generator discards or intends to discard. This shall include hazardous/ non-hazardous, bio-degradable/non-degradable and solid/ liquid waste. This may include the following, but not limited to:
 - ✓ Hazardous wastes such as old batteries & contaminated drums with chemicals.
 - ✓ Non-hazardous waste such as papers and food.
 - ✓ Liquid waste such as oil waste, chemical liquid waste from labs.
 - ✓ Office waste.
 - ✓ Agriculture waste.
 - ✓ Food waste

4.2. International legal framework and background

- The Basel Convention regulates the trans-boundary movement of hazardous wastes and other wastes. It was adopted on 22 March 1989 and entered into force on 5 May 1992.
- The main goal of the Basel Convention is to protect human health and the environment against the adverse effects resulting from the generation and management of hazardous wastes and other wastes.

4.3. National legal framework

- The relevant environment law in Egypt is law4/1994, modified by law 9 of 2009. The primary authority pertinent to monitor waste management performance of all types is the EEAA, a sub-authority from the Ministry of Environment.
- The applicable Egyptian laws include, but are not limited to;
 - ✓ Executive regulation for Env. Law, decree no. 388 for 1995
 - ✓ Law #20 for the year 2020 on waste management
 - ✓ Ministry decree #1129 for the year 2019 on climate change

4.4. Waste segregation

- Identify, categorize and segregate at source all wastes arising from campus activities & operations into receptacles appropriate to the risks involved.

Effective date	Document No.	Document name	Version	Page Number
01OCT2021	NUB-HSE&S-06	Waste management & minimizing procedure	1	4 From 13

- Waste should be classified as either non-hazardous or hazardous. Generally, hazardous wastes are subject to more stringent legislation than non-hazardous wastes. Most countries have based their legislation on Article 1 of the Basel Convention.
- Waste is a heavily regulated area, and the legal requirements shall always be considered when handling and managing waste
- Waste shall be segregated based on the potential opportunities for reuse and recycling once applicable.

4.5. Waste management

- A successful waste management program should have at its center a commitment to use resources efficiently, minimizing the impact on the environment in which NUB operates. If feasible, waste elimination or avoidance and efficient use of resources should be considered in the design phase of any new process when building facilities and researching and developing new processes.
- It should include a systematic evaluation of activities to identify opportunities for improvements that provide environmental and cost benefits. The principles of waste minimization should be applied to all local activities, with priority and resources given to areas with the potential for the greatest benefit.
- Each faculty should identify the opportunities to apply the hierarchy of waste management as below



- Opportunities to eliminate or reduce waste streams should be identified. If there is no possible opportunities for reuse, recycling or waste to energy should be sought. Similar consideration should be given to wastes generated from any new activities or processes that are due to be implemented.

Effective date	Document No.	Document name	Version	Page Number
01OCT2021	NUB-HSE&S-06	Waste management & minimizing procedure	1	5 From 13

- With most wastes, there will be a number of alternative waste management options and disposal routes. The range of waste disposal options available will depend on the nature of the waste. Examples of disposal options are:
 - ✓ Reuse
 - ✓ Recycling (including composting for organic wastes and recycling of used paper)
 - ✓ Incineration with/ without energy recovery
 - ✓ Landfill

- The warehouse shall implement a proper chemical inventory system to ensure that only needed and min-stock chemicals are brought to the warehouse.

4.6. Types of potentially hazardous wastes on campus

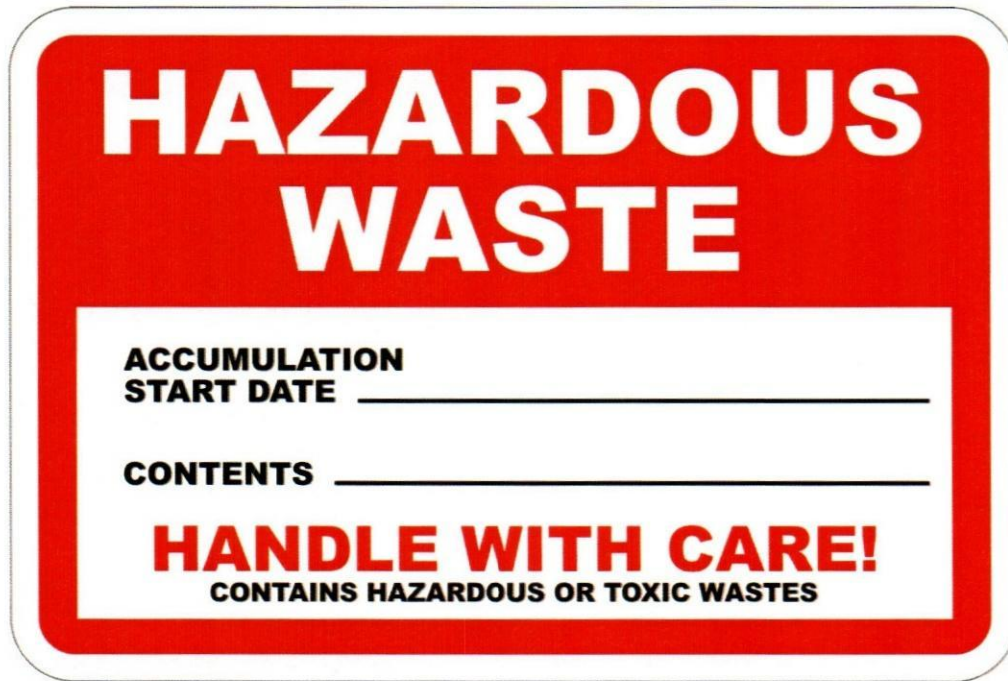
- There are certain types of hazardous wastes that could be found on the NUB campus, including:
 - ✓ Empty cleaning agent drums
 - ✓ Fluorescent lamps
 - ✓ Ink cartridges
 - ✓ Used oils from vehicles' maintenance
 - ✓ Empty chemicals and oils containers
 - ✓ Used and waste chemicals
 - ✓ Air and oil filters
 - ✓ Used batteries
 - ✓ Contaminated scarp or swarf from workshop in engineering school.
 - ✓ Medical wastes, including infectious waste and contaminated PPE & gowning
 - ✓ Contaminated sharp waste
 - ✓ Mercury from thermometers and dental amalgam
 - ✓ PCB in old transformer oils.
 - ✓ Waste from chemical spills or used spill kits.

4.7. Identification and labels

- All wastes shall remain identified and readily identified at all stages, including transportation, treatment, and disposal.
- Failure of proper labeling and identification may lead to mixing of incompatible wastes and reacting together to create a fire or release toxic gas or misuse of waste.

Effective date	Document No.	Document name	Version	Page Number
01OCT2021	NUB-HSE&S-06	Waste management & minimizing procedure	1	6 From 13

- All waste containers shall be clearly labeled with the type of waste allowed to store inside.
- Containers must be labeled with the chemical name stored inside and concentration if known. No abbreviations & chemical formulas are allowed.
- All hazardous waste containers shall be identified with "HAZARDOUS WASTE" in Arabic and English. "مخلفات خطرة"
- The generator shall provide the necessary HSE information to the admin and HSE team to facilitate the proper waste management.



4.8. Accumulation & collecting areas

- The waste shall be removed at a suitable frequency and appropriate to the risk involved to prevent the accumulation of waste as possible.
- Every department/ school shall ensure the campus is kept clean and tidy.
- Everyone at the campus shall support good housekeeping practices.
- The administration department shall identify suitable collection points and shall arrange with the approved and relevant waste contractor to visit the campus
- Secondary containment, especially during storage activities, is highly recommended.
- All waste containers shall be kept closed at all times and inside stored waste shall not be exposed to air.

Effective date	Document No.	Document name	Version	Page Number
01OCT2021	NUB-HSE&S-06	Waste management & minimizing procedure	1	7 From 13

4.9. Waste stream mapping

- the first step in a waste management program should be to conduct a waste assessment of the facility or the activity to identify the content, volume and location of the different wastes, e.g., paper, metals, plastics, etc.
- The next step is to break down the waste from a facility or activity into its component materials, sources and amounts to create a waste map.

Waste Material Overview						
Material Category	Where (and/or when) is this waste generated in the facility	Weight found in receptacles for landfill or incineration (correct)	Weight found in receptacles for landfill or incineration (incorrect)	Weight found in receptacles for reuse or recycling (correct)	Weight found in receptacles for reuse or recycling (incorrect)	Percent disposed of correctly

4.10. Mixing of wastes

- Don't mix hazardous waste with any other materials, scraps, or wastes. If they are combined, then the entire mixture is classified as hazardous waste.
- Certain combinations of chemicals are explosive, poisonous, or hazardous in other ways. Wastes can react in the same manner. Waste generators such as lab employees shall ensure that different types of chemicals and wastes are segregated so that a substance cannot accidentally come into contact with an incompatible substance. Here are a few incompatible mixtures that must be avoided:
 - Corrosives (acids) react with caustics (bases).
 - Cyanides react with acids.
 - Oxidizers can react violently with combustible materials (paper, common solvents) and may cause a fire.
 - Hydrides (e.g., sodium hydride) can react with water to form flammable gas.

Effective date	Document No.	Document name	Version	Page Number
01OCT2021	NUB-HSE&S-06	Waste management & minimizing procedure	1	8 From 13

4.11. Special waste

- There are specific types of waste that shall be treated as special waste;
 - ✓ Compressed gas cylinders
 - ✓ Used oil shall be treated as special waste and must not be mixed with other materials such as water and gasoline.
 - ✓ PCB is potentially present in oil used for transformers

4.12. Packaging and color coding

- HSE department shall identify the suitable methods of packaging
- Always fill waste containers less than 95% of the capacity.
- Don't mix hazardous waste with any other materials, scraps, or wastes. If they are combined, then the entire mixture is classified as hazardous waste.
- All waste containers shall be kept and stored in a sealed container made from impermeable materials (leak-proof container).
- Containers shall be kept securely closed and sealed to prevent any potential leaks

Serial	Color	Type of waste	Remarks
1	Red	Medical	
2	Blue	Hazardous Non-medical	
3	Black	Non-hazardous wastes, including office waste	

- Color coding shall be used as above.

4.13. Unknown waste

- It's highly recommended to avoid unknown waste as much as possible.
- All chemicals and mixtures shall be appropriately labeled all the time to prevent the accumulation of unknown waste.
- Consult the HSE department in such cases.

Effective date	Document No.	Document name	Version	Page Number
01OCT2021	NUB-HSE&S-06	Waste management & minimizing procedure	1	9 From 13

4.14. Record keeping

- Retain sufficient documentation to track wastes generated in the campus from the point of generation to the point of final disposal.
- This will grantee robust evidence of compliance to regulators that NUB is committing to protecting the environment and applying the relevant laws.
- Each school/ building shall retain the relevant record of the waste generated and share it in a detailed report with the HSE manager.
- Each school/ department shall weigh the content of each container or bag and record in the waste register of the school.
- HSE Department may audit schools/buildings to ensure proper record keeping is in-use.
- Failure to retain and share the waste record may lead to disciplinary action or penalty, as this area is critical in terms of environmental compliance

4.15. Monitoring of waste

- HSE department shall retain a detailed register for all waste generated on the campus. This register shall include the type of waste, quantity, origin, destination, details of waste contractor, receipt of disposal and transportation, and any other needed information.

4.16. Transportation and disposal

- Only registered and legally authorized carriers and vehicles shall be used for transportation
- For non-hazardous waste, only approved contractors from municipal services shall be allowed to collect the waste regularly, usually three times a week.
- Security shall inspect the carrier or the truck before leaving the campus
- Admin department is responsible for internal and external transportation of all types of wastes.

4.17. Auditing

- HSE&S department shall conduct a thorough audit on each contractor once a month for long-term contracts.
- The audit shall be conducted every two years or whenever needed.

Effective date	Document No.	Document name	Version	Page Number
01OCT2021	NUB-HSE&S-06	Waste management & minimizing procedure	1	10 From 13

4.18. Training

- All personnel should have an understanding of the environmental issues surrounding waste generation and should understand that reducing waste can:
 - ✓ Mean a significant reduction in costs and maximum use of materials
 - ✓ Help to make the processes more efficient and sustainable
 - ✓ Reduce environmental impact.
 - ✓ How to handle spillages

4.19. Targets and initiatives for waste reduction & sustainability

- HSE & senior managers shall identify the annual targets and initiatives for waste management.

4.20. Safety considerations

- The worker/ employee handling waste shall use the appropriate PPE, especially when handling hazardous waste. The generator shall use MSDS to identify suitable protective clothing or refer to the HSE department for support.
- Spill control procedures shall be in place to handle any potential spill during handling hazardous waste. Tools such as sand or spill kits shall be available for use.
- Personal hygiene shall be considered, including wearing gloves and washing and/ or sanitizing hands after handling waste.

Effective date	Document No.	Document name	Version	Page Number
01OCT2021	NUB-HSE&S-06	Waste management & minimizing procedure	1	11 From 13

5- Roles and responsibilities

S	Task	CEO & CFO	NUB president	HSE&S Manager	Senior Managers	Admin	General secretary	Employees
1	Waste identification	A	A	C	R	C	C	R
2	Waste segregation	A	A	C	R	R	C	R
3	Waste management	A	A	R	R	R	R	R
4	Identification & labelling	A	A	C	R	C	R	R
5	Accumulation & collection of waste	A	A	C	R	R	C	R
6	Packaging and color coding	A	A	C	R	R	C	R
	Transportation of waste	A	A	C	I	R	R	I
7	Record keeping & monitoring of waste	A	A	R	R	R	C	I
8	Self-inspection	A	A	C	R	R	R	I
9	Auditing	A	A	R	C	C	C	I
10	Training	A	A	R	C	C	C	I
11	Setting targets and initiatives	A	A	R	C	C	C	C

A: Accountable

R: Responsible

C: Consultant

I: Informed

Effective date	Document No.	Document name	Version	Page Number
01OCT2021	NUB-HSE&S-06	Waste management & minimizing procedure	1	12 From 13

6- Abbreviations

Serial	Abbreviations	Meaning
1	EEAA	Egyptian Environmental Affairs agency
2	HSE&S	Health, Safety, Environment and Social
3	HSE	Health, Safety and environment
4	PCB	PCB polychlorinated Biphenyl
5	PPE	Personal Protective Equipment
6	MSDS	Material safety Data sheet

7- References

- ✓ Egyptian Labor law 12/2003
- ✓ Environmental law 4/1994
- ✓ Basel convention
- ✓ Executive regulation for Env. Law, decree no. 388 for 1995
- ✓ Law #20 for the year 2020 on waste management
- ✓ Ministry decree #1129 for the year 2019 on climate change

Effective date	Document No.	Document name	Version	Page Number
01OCT2021	NUB-HSE&S-06	Waste management & minimizing procedure	1	13 From 13

8- Appendices

Appendix number	Title	File
1	Check list of waste evaluation	 Appendix 1 .docx
2	Hazardous waste label	 Appendix 2 Waste label .docx
3	Layout with collection areas	 Appendix 3 collection points .docx
4	Hazardous waste manifest	
5	Instruction for waste handling- Arabic	 Appendix 5 إجراءات ضبط وإدارة المخلفات .d
6	Spill control instructions – Arabic	 Appendix 5 spill control.docx

Effective date	Document No.	Document name	Version	Page Number
01OCT2021	NUB-HSE&S-06	Waste management & minimizing procedure	1	14 From 13

Introductory Information	
Process:	

Questions	Comments, Opportunities and Potential Solutions
1. Identify the waste.	
2. Why is the waste generated?	
3. Can the waste be eliminated?	
Do we need to do the activity?	
Can we modify the process or procedure?	
Can we change how the activity is managed?	
4. Can the waste be reduced?	
Can we modify the process (e.g. reduce excess materials, use different products)?	
Can we modify the procedure (e.g. employ best practice, modify steps, improve techniques)?	
Can we change how the activity is managed (e.g. improve management techniques, adopt better practices)?	
Can we avoid or reduce the activity?	
Can the quantity be reduced?	
Can we change the composition (e.g. water, solvent, contamination, pH, salts)?	
Can we change the containers (e.g. number, type)?	
Can we combine the wastes?	
Can we segregate the wastes?	
Can we reduce the frequency of the activity giving rise to the waste?	
Can we reduce cleaning?	
If it is a manufacturing process can we reduce end of runs?	
Can we reuse or change waste packaging?	

Effective date	Document No.	Document name	Version	Page Number
01OCT2021	NUB-HSE&S-06	Waste management & minimizing procedure	1	Appendix 1

Hazardous waste label

HAZARDOUS WASTE

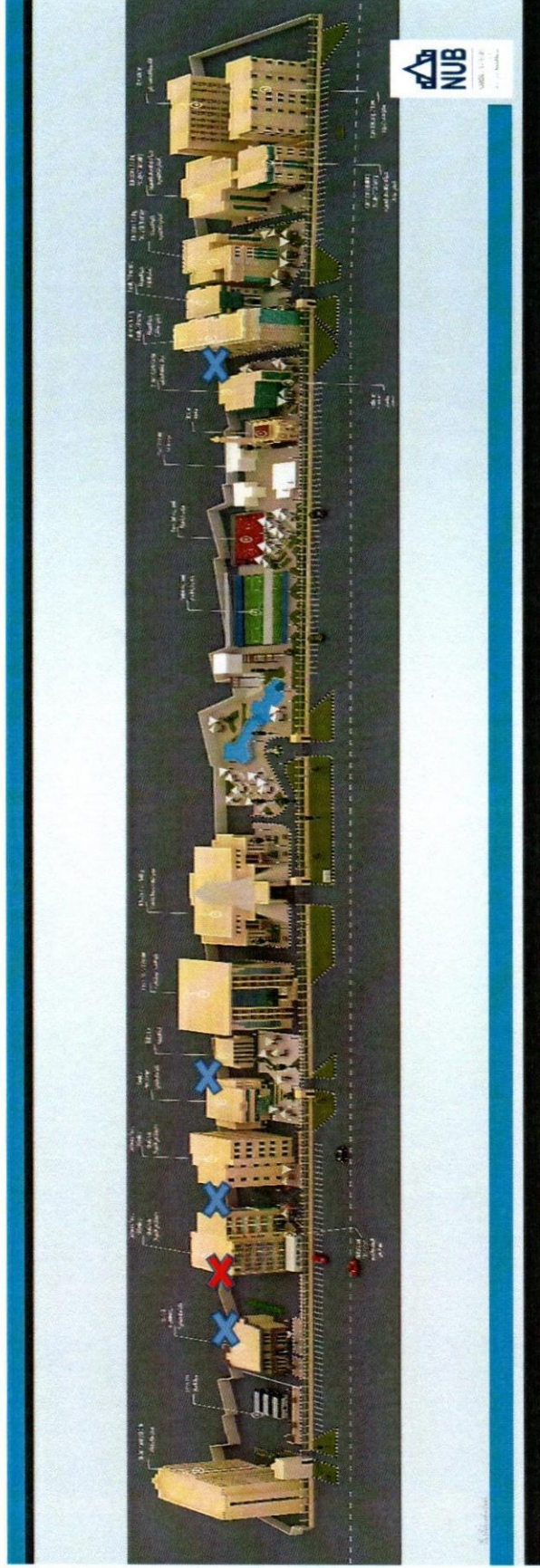
**ACCUMULATION
START DATE** _____

CONTENTS _____

HANDLE WITH CARE!
CONTAINS HAZARDOUS OR TOXIC WASTES

Effective date	Document No.	Document name	Version	Page Number
01OCT2021	NUB-HSE&S-06	Waste management & minimizing procedure	1	Appendix 2

Locations of waste collection points



		Hazardous waste collection point
		Non-Hazardous waste collection point

Effective date	Document No.	Document name	Version	Page Number
01OCT2021	NUB-HSE&S-06	Waste management & minimizing procedure	1	Appendix 3

إجراءات ضبط وإدارة المخلفات

- يمكن تصنيف المخلفات الي اكثر من تصنيف بناء علي عدة عوامل – علي سبيل المثال:
 - ✓ مخلفات صلبة-مخلفات سائلة
 - ✓ مخلفات خطرة وغير خطرة
 - ✓ مخلفات طبية وغير طبية
- ينص قانون البيئة المصري رقم 1994/4 المعدل بقانون رقم 2009/9 وقانون إدارة المخلفات رقم 202 لسنة 2020 علي كيفية إدارة وضبط المخلفات علي كيفية إدارة المخلفات الناتجة من المنشأة عن طريق استخدام المصادر المتاحة بكفاءة وتقليل تأثيرها علي البيئة
- سلسلة إدارة المخلفات تشمل منع المخلفات (الأفضل)-تقليل نسبة المخلفات - إعادة تدوير-إعادة الاستخدام في نفس الغرض أو أغراض اخري- معالجة المخلفات - التخلص من المخلفات وهي اخر خطوة بعد استنفاد المراحل السابقة والتي تقضي بعدم وجود فرصة لإعادة التدوير او الاستخدام مرة اخري
- يحظر قطعيا الحرق المكشوف للقمامة والمخلفات
- يجب منع تراكم المخلفات/ القمامة داخل المباني وعلي مستوي الجامعة ويجب ازالتها بصورة دورية
- يجب القاء المخلفات في الأماكن المحددة لها والمصرح بها من إدارة الكلية/ الجامعة فقط
- يجب تجميع المخلفات في مكان مناسب ومطابق لمعايير السلامة والصحة وجيد التهوية
- يجب على كل مبني التأكد من نظافة المبني وتحديد نقطة لتجميع المخلفات والاتفاق علي موعد مناسب لنقلها بطريق امنة عن طريق المقاول المعتمد الي الخارج بناء علي نوع المخلفات
- من أنواع المخلفات الخطرة الموجودة داخل الجامعة (لمبات الفلورسنت –حبارات قديمة-زيوت تشحيم السيارات - فلاتر الزيوت المستعملة - مخلفات الزيوت والكيماويات -مخلفات طبية –مخلفات حادة-مخلفات ورش هندسة الملوثة)
- حاويات المخلفات يجب ان تكون مغلقة ومعلمة (عليها ملصق يوضح المحتويات ووزنها) وموجودة بداخل مخزن /منطقة المخلفات حتى نقلها
- يجب مراعاة مبدأ فصل المخلفات طبقا للنوع (ورق- بلاستيك – مخلفات طعام- معدنية) بالإضافة الي (مخلفات خطرة- غير خطرة). ويتيح مبدأ فصل وعزل المخلفات إدارة المخلفات بشكل أفضل بما في ذلك فرص إعادة التدوير
- لا يجب خلط المخلفات مع بعضها حيث قد تتم بعض التفاعلات الكيميائية وينتج عنها غازات سامة او حرارة تؤدي الي الاشتعال أو اثار صحية وبيئية سلبية
- من خلال التواصل مع قسم الصحة والسلامة المهنية وحماية البيئة تستطيع ان تعلم أفضل الطرق المناسبة لتخزين وفصل المخلفات

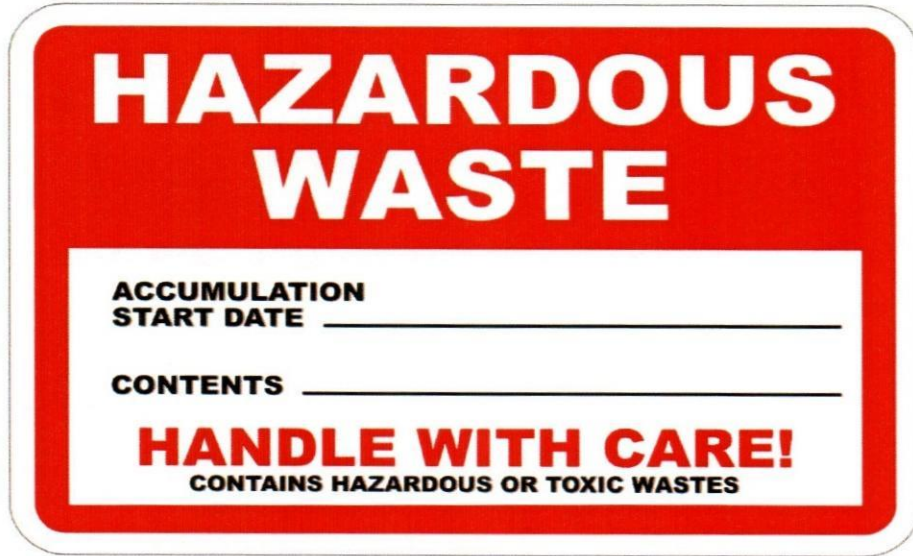
يتم تعبئة المخلفات في أكياس بلاستيكية طبقا لكود الألوان كالاتي:

اللون

Effective date	Document No.	Document name	Version	Page Number
01OCT2021	NUB-HSE&S-06	Waste management & minimizing procedure	1	Appendix 5

الأحمر	الأزرق	الأسود
مخلفات طبية	مخلفات خطرة ليست طبية	مخلفات غير خطرة بما فيها المكتبية

- يجب تجنب المخلفات الغير المعروفة وخاصة المركبات الكيميائية والتي يجب ان يتم لصق ملصق تعريفى بأسماء المواد لتصنيفها مع كميات المواد المخزنة داخل العبوة/ الكيس.
- يجب ارتداء مهمات الوقاية الشخصية المناسبة أثناء التعامل مع المخلفات الخطرة طبعاً لطبيعة كل مادة و كارت السلامة الخاص بها MSDS
- يجب أن يتم عمل سجل للمخلفات بأنواعها ومتابعتها ومراقبة كمية المخلفات الناتجة من المباني وهذا يضمن استخدام المصادر المتاحة علي أكمل وجه وسوف يقوم قسم الصحة والسلامة بمتابعة المباني للتأكد من ذلك والاطلاع علي البيانات ومن يخالف التسجيل قد يعرض نفسه للمساءلة طبقاً لللائحة الجامعة
- يتم نقل المخلفات فقط عن طريق شركة متخصصة ومعتمدة من وزارة الصحة والبيئة وتقوم الشؤون الإدارية بالتنسيق بين إدارات الجامعة والكليات لنقل المخلفات من خلال المقاولين المعتمدين
- على الامن مسؤولية تفتيش السيارات اثناء خروجها من الجامعة والتأكد من حصول المركبة علي التصاريح المطلوبة و موافقة إدارة الجامعة قبل الخروج



الموافق

Effective date	Document No.	Document name	Version	Page Number
01OCT2021	NUB-HSE&S-06	Waste management & minimizing procedure	1	Appendix 5

اجراء معالجة انسكاب المواد الخطرة

أولاً: تعليمات عامة

- يجب عدم تداول اي مواد كيميائية الا بعد التعرف على خواص المواد و المخاطر المرتبطة بها
- يجب توافر صناديق مكافحة الانسكاب داخل جميع مناطق تداول المواد وصناديق الرمل
- لابد من توافر مهمات الوقاية الشخصية المناسبة طبقا للتعليمات المكتوبة في MSDS كارت السلامة الخاص بكل مادة – علي الأقل واقى الوجهة والجوانتي المخصص للمواد الكيميائية
- يجب أن تكون تعليمات وكارت السلامة الخاص بكل مادة ظاهرة و سهل الوصول اليها في مكان الاستخدام و التخزين
- اذا كان الانسكاب في مكان مغلق يجب مراعاة تهوية المكان قدر الاماكن و اخلاء العاملين الغير مدربين علي التعامل الامن مع حالات الانكساب

ثانياً: تصنيف حالات الانسكابات

ينقسم الانسكاب الي قسمين

- انسكاب بسيط أو علي وشك الوقوع و يكون عبارة عن كمية بسيطة يسهل علي فرد واحد أو فردين علي الاكثر احتوائها ووجودها لا يسبب مشكلة أكبر مثل حريق أو انفجار و يتم التعامل معها بواسطة عمال نفس المنطقة التي حدث بها الانسكاب و يتم الابلاغ عنها الي المدير المباشر الذي يقوم بدوره بالإبلاغ عن الحادث الي قسم السلامة والصحة المهنية بالجامعة
- انسكاب جسيم و يكون عبارة عن كمية كبيرة لا يسهل السيطرة عليها عن طريق فردين فقط أو وجودها قد يؤدي الي مشكلة أكبر مثل حريق أو انفجار أو ضرر بيئي كبير و يتم التعامل معها بتفعيل حالة الطوارئ من قبل فريق الطوارئ علي انها حالة طوارئ و الابلاغ عنها عن طريق نموذج الابلاغ عن حادث و يكون فريق الطوارئ بالكلية/ الجامعة في وقت الانسكاب هو المسئول عن تحديد الحاجة الي الاخلاء من عدمها

01

Effective date	Document No.	Document name	Version	Page Number
01OCT2021	NUB-HSE&S-06	Waste management & minimizing procedure	1	Appendix 6

ثالثا: كيفية التعامل مع حالات الانسكاب

- يتم التعامل مع الانسكاب عن طريق امنهجية التالية (التحكم في الانسكاب - ازالة الملوثات و بقايا الانسكاب - التخلص الامن
- يتم التحكم في الانسكاب عن طريق معرفة سبب الانسكاب و ايقاف المصدر أولا مثل معالجة مصدر التسريب ثم عزل منطقة الانسكاب عزلا ماديا
- يتم ازالة الملوثات عن طريق استخدام طقم معالجة الانسكاب المتواجد في صناديق الانسكاب (الذي يتضمن قطع من المواد الماصة) أو باستخدام رمل عند الحاجة مع مراعاة ابقاء الرمل علي منطقة الانسكاب لمدة 6 ساعات ثم جمعها و يتم اضافة رمل جديد عند الحاجة الي ذلك
- يتم التخلص الامن من المخلفات الناتجة عن الانسكاب عن طريق جمعها في أوعية مناسبة غير مسامية و محكمة الغلق و عليها كارت تعريف بالمحتويات و يتم وضعها في غرفة المخلفات الخاصة بكل قسم/ كلية الي ان يتم ارسالها الي الحرق عن طريق الشركة المختصة مع مراعاة قصر فترة تخزينها قدر الإمكان
- يتم تسجيل كمية المخلفات و ارسالها ضمن سجل المخلفات الخطرة الي قسم السلامة و الصحة و البيئة
- لا تقم بتوجيه المادة المنكسبة الي فتحات الصرف حرصة علي سلامة البيئة
- قم باحاطة المادة المنكسبة من جميع الجهات و قم بمكافحة المادة من الخارج - احذر الدخول الي المنطقة قدر الإمكان
- قم بتجميع الفوط المستخدمة والرمل في صندوق تجميع المخلفات الخطرة بالكلية وتأكد من غلقه جيدا
- قم بوضع ليبيل -كارت يوضح نوع المادة ثم قم بالتنسيق مع ادارتي الشؤون الإدارية والسلامة والصحة المهنية للتخلص الآمن من المخلفات

١١

Effective date	Document No.	Document name	Version	Page Number
01OCT2021	NUB-HSE&S-06	Waste management & minimizing procedure	1	Appendix 6