

	INSTRUCTION	KZN OU
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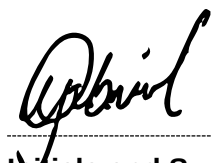
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1. Introduction

The aim of this Waste Management Instruction is to implement, maintain and continually improve the Waste Management and Information System for Hazardous and General Waste in Eskom, Distribution, KZN OU.

2. Supporting Clauses

2.1 Scope

The need for a Waste Management Plan (WMP) is to manage waste holistically in the Distribution's KZN OU to avoid or minimize legal, financial, environmental and reputational risks to the OU.

In line with Eskom, the KZN OU supports government's commitment to waste reporting and tracking as one of the means of upholding the environmental rights of South Africans and as required by legislation and international agreements.

In support of Eskom's Safety, Health, Environment and Quality (SHEQ) Policy (32-727) and legislative requirements, it is essential that waste is reported and tracked regularly in lines with Annex K of Eskom's Waste-reporting Requirements, contained in 32-245, Eskom Waste Management Procedure.

2.2 Purpose

The key objectives of the WMP for the OU, is to

1. Compile a list of all waste produced
2. Identify key role players
3. Determine the minimum legal requirements for the disposal of waste
4. Quantify and report on waste management costs related to handling, storage, transportation and disposal of waste
5. Train waste handlers
6. Make the OU aware of relevant waste related issues
7. Implement a monitoring programme waste storage and handling facilities

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2.3 Targets to Meet Objectives

OBJECTIVES	ACTION	TARGET DATE
Objective One	Identification of waste streams	Annually
Objective Two	Identification of role-players	Annually
Objective Three	Legal Requirements	Annually
Objective Four	Quantify waste management costs	Annually
Objective Five	Training of relevant stakeholders	Annually
Objective Six	Awareness of waste issues	Annually
Objective Seven	OU Emergency response plans to waste handling/incidents	Annually

2.3.1 Applicability

This document shall apply throughout the KZN OU.

2.3.2 Effective date

01 July 2019

2.4 Normative/Informative References

2.4.1 Normative

2.4.1.1 REGULATORY FRAMEWORK

[1] Principle 4 (a) (iv) of the National Environmental Management Act (Act 107 of 1989), states:

“that waste is avoided, or where it cannot be altogether avoided, minimised and re-used or recycled where possible and otherwise disposed of in a responsible manner”.

[2] National Environmental Management: Waste Act, Act No. 59 of 2008

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[3] International Conventions, such as the 1989 *Basel Convention on the control of Trans boundary movements of hazardous wastes and other disposal*, 1987 *Montreal Protocol on substances that deplete the ozone layer* and the 2004 *Stockholm Convention on Persistent Organic Pollutants*.]

2.4.1.2 ESKOM REFERENCES

- [4] 32-727, Safety, Health, Environment and Quality (SHEQ) Policy
- [5] 32-245, Eskom Waste Management Procedure
- [6] 240-133087117, Eskom's Environmental Incident Management Procedure
- [7] TQTGP041, KZN OU's Management of Asbestos Containing Material Procedure
- [8] [240-147240528](#), Environmental Management of Insulating Oil in KZN OU
- [9] 240-147380503, Recommended Herbicides for Use in KZN OU
- [10] 32-245, Eskom Corporate Directive for the Management of Polychlorinated Biphenyls (PCB)
- [11] [240-147240322](#), KZN OU Environmental Emergency Preparedness and Response Procedure, Definitions and abbreviations

2.5 Abbreviations

Abbreviation	Explanation
Abbreviation	Description
ADO	Assets Disposal Officer
CNC	Customer Network Centre
WMP	KZN OU Waste Management Plan
WMTT	KZN OU's Waste Management Task Team
HR	Human Resources
IM	Information Management
OU	Operating Unit
M & O	Maintenance and Operations
PCBs	Polychlorinated Biphenyls
POPs	Persistent Organic Pollutants
CPM	Control Plant Maintenance
ERE	Eskom Real Estate
TRFRS	Transformers
PPM	Power Plant Maintenance
WMP	Waste Management Plan

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3. DISTRIBUTION, KZN OU WASTE CLASSIFICATION

HAZARDOUS WASTE
1) PCB oil
2) Fluorescent Tubes
3) Lead acid batteries
4) Healthcare (medical) waste
5) SF6
6) Contaminated substances/materials
7) Asbestos
8) Chemicals, e.g. Pesticides and Herbicides
9) Human waste
10) Transformer oil
11) Fibreglass
12) E-waste
GENERAL WASTE
13) Paper
14) Metal
15) Building rubble
16) Excavated soil
17) Conductor cables
18) Insulators
19) Domestic waste

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4. KEY ROLE PLAYERS IDENTIFIED IN THE KZN OU

HAZARDOUS WASTE	RESOURCE	DEPARTMENT
PCB oil	Plant Risk Analyst	PLANT
Fluorescent Tubes	Eskom Real Estate (ERE) Manager, CNC Snr Supervisors	ERE, M&O
Lead acid batteries	DC Systems HOTSS, Warehouse Supervisor	CPM, MATERIALS MANAGEMENT
Health care (medical) waste	Health & Wellness Manager	HR
SF6	PPM Manager	PPM
Asbestos	ERE Manager, CNCs Snr Supervisors	ERE, M&O
Chemicals (Pesticides and Herbicides)	Procurement Specialist Agreement Buyer, CNCs Snr Supervisors, Storekeeper	PROCUREMENT, M&O
Human waste	All employees on site	MEW, M&O, LAND DEVELOPMENT
Transformer Oil	PPM Manager, CNCs Snr Supervisors, Storekeeper ADO	PPM, M&O, COMMERCIAL
Fibreglass	CNCs Snr Supervisors, Storekeeper ADO	M&O, COMMERCIAL
E-waste	IM Operations Manager	IM

GENERAL WASTE	RESOURCE	DEPARTMENT
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Paper	ERE Manager	ERE
Metal	Assets Disposal Officer	PROCUREMENT
Building rubble	ERE, Project Manager	ERE, PROJECT EXECUTION, MEW
Excavated soil	ERE, Project Manager	ERE, PROJECT EXECUTION, MEW
Conductor cables	Storekeeper, Assets Disposal Officer	M&O, PROCUREMENT
Insulators	Storekeeper, Assets Disposal Officer	M&O, PROCUREMENT
Domestic waste	ERE Manager, CNCs Snr Supervisors	ERE, M&O

The KZN OU's Waste Management Task Team (KZN WMTT) will comprise of representatives from the above-mentioned departments. The ER WMTT will meet on ad hoc basis to co-ordinate waste issues for the OU.

Relevant employees will be appointed at appropriate sites for waste management, as per the Letter of Appointment, Appendix 12.2

5. GUIDELINES for HAZARDOUS WASTE

All waste removal and transportation must be undertaken in terms of the GNR 225 of the National Road Traffic Act 1996 and other relevant legislation.

Waste transporters certificates must be obtained and kept on record to verify legal disposal of waste.

Waste manifests, waste waybills and all other relevant documentation for the disposal of hazardous waste must be kept by the site disposing of the waste.

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5.1 PCB oil

Polychlorinated biphenyls (PCB) are synthetic liquids with exceptionally high chemical and thermal stability. PCBs were mainly utilised as substitutes for mineral oil in high-powered electrical equipment to enhance thermal resistance. Their characteristics make them non-biodegradable, bio-accumulative and persistent organic pollutants (POPs) under the Stockholm Convention.

The Stockholm Convention (2004) states, *inter alia*, that with regard to the elimination of the use of PCBs in electrical equipment (e.g. transformers, capacitors or other receptacles containing liquid stocks) must be phased out by 2025, in accordance with the following priorities:

- (a) Making determined efforts to identify, label and remove from use equipment containing more than 10 per cent PCBs and volumes greater than 5 (five) litres
- (b) Making determined efforts to identify, label and remove from use equipment containing more than 50ppm PCBs and volumes greater than 5 (five) litres

PCB-contaminated materials containing >500 parts per million (ppm) will NOT undergo de-contamination (these will typically be found in capacitor cans and are commonly referred to as Askarel). These materials must undergo destruction at a licensed thermal destruction facility and will not be land-filled in its PCB state.

5.2 Fluorescent Tubes and Compact Fluorescent Lights (CFLs)

Fluorescent tubes and CFLs collected in large quantities are considered extremely hazardous waste, since it contains approximately 2 mg/kg of mercury, which is a known carcinogen.

Bulk storage of fluorescent tubes and CFLs (especially in areas of high tube replacement) is to be avoided. However, for practical purposes and due to distances for collection, fluorescent tubes and CFLs can be temporarily stored on site. Store fluorescent light bulbs in containers that prevent them from breaking, such as in their original boxes, boxes from replacement bulbs, or containers supplied by fluorescent light bulb recyclers. Proper storage of fluorescent tubes and CFLs is essential to avoid or minimize health and environmental risks.

Fluorescent tubes and CFLs can only be disposed of at a hazardous waste disposal site via an appropriate contractor.

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5.3 Lead acid batteries

Lead acid batteries contain nickel cadmium, which when damaged, can leach into the soil, water and air.

Lead compounds are extremely toxic to human health, long-term exposure to even tiny amounts of these compounds can cause health effects such as learning irregularities and behavioural problems in children, anaemia, nerve disorders, kidney damage, muscle and joint pain, loss of memory, seizures, birth defects and ultimately death. In addition lead is also known to cause high blood pressure, memory loss and lower the ability to concentrate. Lead can enter the body by inhalation of lead dust or ingestion when touching the mouth with lead-contaminated hands.

Sulphuric acid in its inherent characteristics is extremely corrosive and is potentially more harmful than any other electrolytes used in other battery systems and can cause severe bodily injury upon contact, swallowing damages internal organs and can lead to death. Furthermore, sulphuric acid is a good carrier for dissolved and suspended lead and in these states, lead can easily find its pathway to enter and contaminate soil and water (both surface and groundwater). After leaking on the ground, the acid and lead particulates dry-up and become airborne. This makes lead particulates to be in a form that can enter human body through inhalation. LABs also present a fire and explosion hazard.

In view of the afore-mentioned, lead acid battery storage and disposal must be done in a responsible manner. Lead acid batteries are NOT permitted to be disposed-off as general waste and not allowed to be sent to general waste disposal landfill sites.

5.4 HealthCare (MEDICAL) Waste

Health-care waste (HCW) includes all the waste generated by health-care establishments, research facilities and laboratories, including Eskom clinics. Such waste includes the waste originating from minor or scattered sources such as that produced in the course of health care undertaken in the home (dialysis, insulin injections, etc.).

Between 75% and 90% of the waste produced by health-care providers is non-risk or general health-care waste, comparable to domestic waste. It comes mostly from the administrative and housekeeping functions of health-care establishments and may also include waste generated during maintenance of health-care premises. The remaining 10 - 25% of healthcare waste is regarded as hazardous and may create a variety of health risks.

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Healthcare waste must be disposed-off via the appropriate contract to a healthcare waste facility.

5.5 SF6

Sulphur hexafluoride (SF6) is a colourless, odourless, non-flammable gas which is primarily used in the electrical and electronics industry as insulation in switchgear and circuit breakers.

Some important guidelines in handling SF6:

- (a) Locate and repair all leaks on equipment promptly
- (b) Do not drop or roll SF6 cylinders
- (c) Do not apply direct heat to cylinders
- (d) Do not allow cylinder temperature to exceed 50°C
- (e) Do not store cylinders in direct sunlight
- (f) Store cylinders with the valve cap firmly in place
- (g) Do not invert cylinders while removing SF6
- (h) Do not intentionally “sniff” SF6 to check for leaks
- (i) SF6 must be reclaimed – do not vent to the atmosphere

5.6 Contaminated substances/materials

All containers, material, boxes, wrappings, paper, etc. contaminated with chemicals such as herbicides and pesticides, or hazardous substances such as oil, diesel, grease, etc. considered hazardous waste.

5.7 Asbestos

Asbestos is the name given to a group of naturally occurring minerals used in certain products, such as building materials and vehicle brakes, to resist heat and corrosion. Asbestos includes chrysotile, amosite, crocidolite, tremolite asbestos, anthophyllite asbestos, actinolite asbestos, and any of these materials that have been chemically treated and/or altered.

For all asbestos related issues, consult *KZN OU's Management of Asbestos Containing Material Procedure, TQTGP041*.

5.8 CHEMICALS (herbicides and pesticides)

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Herbicides are also widely used in substations and servitudes for weed control. Pesticides are also used in buildings to control vermin such as rats and cockroaches. Leaching or over-spraying of these chemicals into water bodies, adjacent lands or nearby crops can lead to contamination, health impacts, environmental damage, legal and financial risks.

5.9 HUMAN WASTE

Human waste disposal in the open environment can have serious environmental, health, and aesthetic impacts.

Eskom employees must at all times, where practical, use established ablution facilities for all human waste disposal, such as toilets built at Eskom offices, CNCs and substations, rest stop facilities, chemical toilets, etc. prior to site and field visits.

However in the absence of such facilities and for emergencies only, the following is recommended:

(a) *Urinating (Chama/Peeing/Number One)*

Urinate well away (at least 60m or 70 adult steps) away from water sources, trails, and campsites

If the same site is used by many and repeatedly during the day, dilute the site with extra water to cut down on the odour.

(b) *Excretion (Number two)*

- i. Ensure the site selected to dig a hole is safe and free of any potential risks such as snakes, spiders or scorpions;
- ii. Dig a hole with a spade or shovel at least 60m (or 70 adult steps) away from water, hiking trails, and campsites, ideally near thick underbrush, decaying logs or any places others are not likely to encounter;
- iii. The hole should be at least 30cm (a ruler length) deep and 15cm (half a ruler length) wide;
- iv. After excreting, paper used must also be put in, the hole must be filled in or covered over (don't touch the waste with your trowel), and disguised with ground material;
- v. Different sites must be used for holes, rather than the same site and hole repeatedly;
- vi. Always wash hands after excretion.

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(c) *Sewage treatment plants, e.g. Lilliput Sewage Systems*

Where such systems are used, e.g. at CNCs, ensure that the regular water tests and local municipality letter/permit is retained on file, at site. Such portable sewage treatment plants must be maintained regularly to ensure its effectiveness. All such plants located within 500m of a wetland or within the 1:100 year flood-line of a river, must have the necessary water use license from the Department of Water and Sanitation.

5.10 TRANSFORMER OIL

Spillage of oil, from damaged transformers, is a high risk in KZNOU due to the large quantities of oil that is stored, transported and used in the electricity distribution system.

5.11 FIBREGLASS

There are large quantities of fibreglass in Eskom mainly from fibreglass meter boxes and fibreglass ladders.

There is a possibility that long-term exposure to fibres and dust could cause permanent damage to the lungs or airways. Direct contact with fibreglass materials or exposure to dust may irritate the skin, eyes and airways, causing a scratchy throat and coughing, and may worsen existing respiratory problems like asthma or bronchitis.

Fumes from resins and other substances used in fibreglass products and installation may cause respiratory problems such as tight chest, shortness of breath and wheezing. Other possible symptoms, depending on the type of resin, may include eye and nose irritation, headache, dizziness and nausea.

To minimise risks, cutting-up, flattening or breaking up fibreglass must be avoided by Eskom employees.

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5.12 E- Waste (Computer and Electronic Waste)

All equipment, appliances that use electricity primarily at end of its life/use in the electrical and electronics industry may contain hazardous substances commonly referred to as E-waste. E-waste includes computers, laptops, printers, printer cartridges, disks, etc.

E-waste is of concern largely due to the toxicity of some of the substances if processed improperly. The toxicity is due in part to lead, mercury, cadmium and a number of other substances. A typical computer monitor may contain more than 6% lead by weight. Up to thirty-six separate chemical elements are incorporated into e-waste items. It presents difficulties for recycling due to the complexity of each item and lack of viable recycling systems.

Large volumes of e-waste can pose a problem and requires proper disposal.

All e-waste must be disposed-off using an appropriate waste disposal contractor that meets all Eskom procurement requirements.

6. Guidelines for General Waste

6.1 Paper

The OU will initiate recycling programmes, where appropriate and practical, for all used and discarded paper. Paper can also be donated to local schools, NGOs, etc. for re-use and recycling.

6.2 Metal

Metals can be divided into two broad categories: ferrous- and non-ferrous metals. Ferrous metals are iron and surface-treated iron, while non-ferrous metals include copper and copper alloys, zinc, lead, aluminium, tin and precious metals such as gold and silver. Metal equipment may be coated with paints (paint may be lead-based) or PCB-containing oil, which may have separate serious environmental hazards.

Quantities of metal that is sold as scrap metal or disposed must be recorded and reported monthly.

6.3 Building Rubble

All building rubble from any property development or construction of electricity infrastructure must be disposed of at the appropriate landfill site.

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6.4 EXCAVATED SOIL

Soil excavated for Eskom construction activities can have environmental impacts if not managed well. Some of the impacts include traffic impacts, dust and flowing into storm-water drainage or water bodies affecting the flow of water, *inter alia*. Some guidelines to manage excavated soils include:

- Soil stripping must only occur as part of the scope of work
- Stripped soil should be returned or used as soon as possible
- Soil stockpile should not exceed 2m in height
- Temporary bunds walls should be set up around soil stockpiles to prevent run-off during rain
- Stockpiles that will remain for a long period of time should be covered with nets or vegetation to prevent erosion or dust creation.

6.5 Conductor cables

The OU uses a large variety and a huge volume of steel/aluminium conductors for the construction and maintenance of its powerlines. Conductors generally have a steel core to give the conductor mechanical strength. Discarded conductor material that is not managed well can pose a safety and environmental hazard to humans and animals, as well as cause blockages on water flow.

Some guidelines on managing conductor cables:

- (a) All conductor and cable drums must be collected from construction and maintenance sites upon completion of the project; no such material must be discarded in the field;
- (b) All collected conductor cables must be stored separately without mixing with other waste;

6.6 INSULATORS

Porcelain, ceramic, glass or silicone insulators are a big part of electricity infrastructure especially for construction and maintenance activities. There are vast quantities of such insulators throughout the OU. Damaged and discarded insulators pose a safety and environmental risk and must be managed properly.

Some guidelines on managing insulators:

- (a) All insulators must be collected from construction and maintenance sites upon completion of the project; no such material must be discarded in the field;
- (b) All collected insulators must be stored separately without mixing with other waste;

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6.7 Domestic Waste

Domestic waste (household waste) can be either solid or semi-solid form and generally excludes industrial hazardous wastes. Domestic waste includes waste such as food and kitchen waste, paper, glass, bottles, cans, metals, certain plastics, clothing, etc.

Some guidelines for managing domestic waste on Eskom sites:

- (a) All waste laws especially municipal bylaws must be adhered to for the disposal of domestic waste;
- (b) Provision must be made for waste bins at all Eskom sites including for construction activities;
- (c) Do not mix domestic waste with other types of waste;
- (d) Keep construction sites neat and tidy at all times;
- (e) Burning of waste is prohibited;
- (c) Waste bins need to be emptied/collected weekly by the municipality or if by contractors, the waybill must be signed by the site manager.

7. KZNOU WASTE MANAGEMENT PLAN

WASTE ISSUE	ACTION	BY WHOM	DATE
PCBs	All KZN OU trfrs in substations must be tested and labeled for their PCB levels.	PLANT	Biannually
	Phase out dates must be indicated in the OU's PCB inventory.	PLANT	Monthly
	Disposal will only be undertaken by disposal or decontamination facilities approved and licensed by Department of Water and Environment Affairs	PLANT/PPM/PROCUREMENT	During disposal
	New equipment is to be filled with insulating oil with a non-detectable PCB content.	PPM	During maintenance
	Oil removed from service for purposes of disposal must be placed in approved drums for placement in approved storage areas.	PPM/CNC	During maintenance
	The PCB levels in each individual drum	PPM	During maintenance

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	must be determined and the drums must be labeled accordingly.		
	Drums of oil containing PCB >50 ppm but <300 ppm must be disposed of by means of decontamination.	PPM	During maintenance
	An inventory of PCBs in the OU must be kept as per APPENDIX 1: PCB Inventory Template	PLANT	Monthly
FLOURESCENT TUBES & CFLs	Fluorescent tubes/CFLs must be stored in such a manner to prevent damage to breakages Crushing is not allowed on Eskom sites. ERE/CNC staff to contact the contracted disposal company to collect from their offices.	ERE/CNCs	Annually
LEAD ACID BATTERIES	All lead acid batteries should be returned to the supplier, as part of the recycling chain, or disposed-off at a hazardous waste landfill site by an appropriate waste disposal contractor.	DC Systems HOTSS, Warehouse Supervisor, ADO	When sufficient quantities available for disposal
HEALTH CARE WASTE (HCW)	HCW must be stored in suitable bins that comply with SANS 10248 Edition 2: 2004 Management of healthcare waste, Section 7.3 requirements.	HEALTH & WELLNESS	Daily
	HCW must be disposed of via a contract with an approved service provider, as per APPENDIX 2: General Conditions of HCW Contract	HEALTH & WELLNESS	When containers are full
SF6	SF6 volumes and serial numbers stamped on the cylinders must be recorded in an inventory per OU. Total usage per month in each OU must be recorded.	PPM	Monthly
	Only refilling with SF6 gas is allowed.	PPM	During maintenance
	The re-use of cylinders for any gas other than SF6 or any other purpose, is subject to the prior approval of the Department of	PPM	During maintenance

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	Labour and compliance with the requirements of SABS 019. Cylinders should be returned to the supplier when empty.		
	Disposal of empty cylinders, is only permitted at a class H: H hazardous waste site via an approved disposal waste disposal contractor	PPM/PROCUREMENT	During disposal
CONTAMINATED SUBSTANCE /MATERIALS	Dispose-off as hazardous waste Do NOT mixed with general waste.	PPM/CNC/MEW/ADO	When an incident occurs
HUMAN WASTE	Comply to 7.7 of this Technical Instruction to ensure zero human waste pollution	LINE MANAGERS/SUPERVISORS	Always when on site
ASBESTOS	Disposal strictly via a registered Asbestos Disposal Contractor	ERE/CNC/ADO	Asbestos removal or phase out
CHEMICALS (HERBICIDES AND PESTICIDES)	For detailed specifications on herbicide usage in KZNOU, consult Recommended Herbicides for Use in KZN OU, 240-147380503	CNC/PROJECT MANAGER/ERE	Use, storage and disposal of chemicals
TRANSFORMER OIL	For detailed instructions on managing oil and hazardous spills in KZNOU, refer to the procedure, Environmental Management of Insulating Oil Spills in KZN OU, 240-147240528	CNC/PPM/ERE/PROJECT MANAGER	Use, storage and disposal of oil
FIBREGLASS	All fibreglass boxes and ladders must be disposed-off using an appropriate waste disposal contractor that meets all Eskom procurement requirements.	Storekeeper, ADO	When accumulated on site
E-WASTE	The disposal of e-waste must be recorded and reported	IM	Monthly
	Disposal of all E-waste must be via an approved disposal company	IM/PROCUREMENT	When material is available for disposal
PAPER	Volumes of paper purchased must be recorded.	PROCUREMENT	Monthly
	Recycled or disposed quantities of paper	ERE/CNC	Monthly

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	must also be recorded and reported monthly.		
METAL	Metal parts are to be either re-used or sold as scrap metal through the procurement process	CNC/ADO	When metal is available for disposal
BUILDING RUBBLE	Quantities (m ³) disposed of must be recorded and reported monthly.	ERE/PM/MEW	During construction
EXCAVATED SOIL	Comply to the conditions of the Environmental Authorisation (EA) and Environmental Management Programme (EMPr)	PM/MEW/CNC	During construction
CONDUCTOR CABLES	A licensed and Eskom approved contractor must be employed to collect and manage the incineration of all scrap cables.	CNC/ADO	When conductor material is available for disposal
INSULATORS	A licensed and Eskom approved contractor must be employed to collect and manage the disposal of insulators.	CNC/ADO	When insulators are available for disposal
DOMESTIC WASTE	Domestic rubble must be stored in waste skips and a contract must be negotiated for regular removal from all buildings. Report number of skips that are filled and the approximate volume of waste removed.	ERE ERE	Monthly Monthly
WASTE SITES	All waste sites created and used by the OU must have a permit Report all such sites in the waste report.	PM/CNC/MEW/ERE SHEQS	When waste site is established Biannually
	NO waste is to be left on the ground or in the open, as during rains, waste will runoff into streams, rivers and neighbouring	CNC/MEW/ERE	When waste is accumulated on site

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	properties; all waste MUST be under a shelter, or within a bunded areas or in a skip (whichever is most cost effective)		
WMTT	Establish Waste Management Task Team (WMTT)	SHEQS	Annually
	Review WMP and to co-ordinate waste issues for the OU.	WMTT	Ad hoc
WASTE STATISTICS	Retain waste records (waybills, waste manifests, disposal certificates, etc.)	At waste generation sites, excluding Construction sites	Whenever waste is disposed
	to collate OU waste statistics	SHEQ	Biannually
	Supply and verify the waste statistics on behalf of the OU	WMTT	Biannually
	Track and report all costs associated with waste	OU FINANCE	Biannually
TRAINING	Train relevant staff on: (a) Eskom and the Environment (b) Environmental legislation (c) Hazardous substances (d) Oil Management (e) Eskom Waste Procedure, EPC-32-245.	RISK MANAGEMENT/HR TRAINING	Annually
AWARENESS	Eskom Waste Procedure, EPC-32-245. Use Zero Harm Days	ENVIRONMENTAL MANAGEMENT, SHEQS	Annually
EMERGENCY INCIDENTS AND ACCIDENTS	Have in place emergency response plans for the effective management of emergency incidents relating to waste, aligned to safety incidents and accidents, and existing emergency evacuation procedures	ERE/CNC	Annually

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8. Acceptance

This document has been seen and accepted by:

Name	Designation
Lenny Babulall	SHEQ Manager
Troy Govender	Manager, Environmental Management, SHEQ
Whitney Gabriel	Environmental Officer

9. Revisions

Date	Rev.	Compiler	Remarks
11 June 2019	3	Whitney Gabriel	Change in details of compiler, Change of Functional Responsibility and Authorised by; Replace 32-95 with 240- 133087117, Eskom's Environmental Incident Management Procedure; Real Estate to Eskom Real Estate (ERE); Reclassification of hazardous and general waste; Inclusion of general guidelines for section 7.11, 8.4, 8.5, 8.6 and 8.7
20 January 2017	2	Troy Govender	Included a new section, 7.7 Human Waste Change of Functional Responsibility and Authorised by
04 December 2013	1	Troy Govender	New Template + Unique Identifier Letter of Appointment for Waste Management
18 January 2011	0	Troy Govender	Sent for signatures
4 February 2010	A	Troy Govender	First Issue

10. Development Team

The following people were involved in the development of this document:

- Troy Govender, Manager, Environmental Management, SHEQ
- Asanda Debe, Officer, Environmental Management, SHEQ
- Whitney Gabriel, Officer, Environmental Management, SHEQ
- Jyotika Daya, Officer, Environmental Management, SHEQ

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APPENDIX 12.1: PCB Inventory Template (sample)

TOTAL NO. OWNED	NOT TESTED	TESTED/LEVEL				NO. LABELED	NO. NOT LABELED
		0-19ppm	20-49ppm	50-499ppm	>500ppm		
No. of trfrs							
Litres of contaminated oil							
No. of pole-mounted trfrs							
Litres of contaminated oil							

APPENDIX 12.2: General Conditions of HCW Contract

The HCW disposal contract must include at least the following:

- Description of the volume and types of HCW to be collected for treatment and/or disposal
- The disposal and/or treatment process to be used
- The method for calculating the numbers of different HCW units collected
- The verification of the physical condition of the HCW packages that are received
- A statement about the infection risks and other hazards of each package
- The responsibility for the sorting, counting and collection of the HCW packages received

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Annexure C: Letter of appointment for Waste Management

	Letter of appointment For Waste Management	Document Identifier	240-147243264	Rev	3
		Effective Date	1 July 2019		
		Review Date	30 June 2024		

Authorisation Name **Unique number**

You are hereby appointed as the site representative, as required by Eskom's Waste Management Procedure, EPC 32-245, for the site co-ordination of :

FLOURESCENT TUBES, ASBESTOS, BUILDING RUBBLE, DOMESTIC WASTE, PESTICIDES, HERBICIDES and ALL OTHER WASTE for

..... [INSERT SITE NAME]

Designated responsibilities and authority

Duties include:

You shall ensure that all waste management issues relevant to your appointment, as indicated in the Technical Instruction: Waste Management in the KZN OU, 240-147233604 as amended, is being addressed.

You shall ensure that hazardous waste, general waste and e-waste is disposed-off in compliance with the Eskom Waste Procedure, EPC 32-245 and applicable waste laws. This includes keeping inventories and obtaining waste certificates (where relevant) and providing statistics on a bi-annual basis for the OU's Waste Report.

You shall ensure that site employees are familiar with and comply with the requirements of the Eskom "Waste Management Procedure, EPC 32-245", and the KZN OU Technical instruction "Waste Management in the KZN OU, 240-147233604".

You have the authority to terminate any activity being performed within your area of responsibility which is in contravention of waste legislation, policies, standards or procedures and to ensure that corrective actions are taken.

Signature
Sector Manager or Supervisor

Date

Acceptance of designation

I, (full name) do hereby accept the above assigned duties and acknowledge that

I understand the requirements of this designation.

The appointment is with effect from (date) until it is withdrawn in writing.

This appointment supersedes all previous appointments.

Appointee (employee) signature

Date

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