TERMOELEKTRARNA ŠOŠTANJ	MAINTENANCE (321)	Version: 1
	Instructions for work **ND 321 - 4-1 Instructions for separate waste collection for external contractors of TEŠ**	Pages: 1

Process owner:
mag. Branko Debeljak, Executive Director of the Technical Sector (Technical Sector)
Prepared by:
ć, Construction Engineer (Department of Engineering GS)

1. LEGISLATION

External contractor must be familiar with the waste-related legislation in force in the Republic of Slovenia.

2. LISTS OF WASTE

At TEŠ, there are two internal lists of industrial waste, which are attached to these instructions, i.e.:

a. List of waste from maintenance electrical and mechanical works SZ SN 321-3-1 and
b. List of municipal waste and construction waste SZ SN 321-4-1.

The persons responsible for updating the lists are administrators and An external contractor at TEŠ may only produce the types of waste that are on the list. If they are planning to generate types of waste that are not on the list, they must file a request to the administrators to add the new type of waste to the list no later than at the time of signing the contract.

3. SORTING OF WASTE

An external contractor is obligated to sort all the waste that they generated while working at TEŠ in accordance with the lists of waste. An external contractor may generate mixed construction or mixed municipal waste only if they are able to prove that separate collection would be more expensive than collection of mixed waste.

4. GENERATOR RECORD

The contractor shall log waste that was generated from raw materials that the contractor supplied as their own waste, and the demolition waste and waste from the disassembly of equipment from TEŠ as TEŠ waste.

5. SUBMITTING WASTE TO AUTHORISED COLLECTORS

As per contract, the contractor shall assume all liability for waste, which is why they are obligated to handle waste in accordance with all the legislation in force, and, most importantly, submit them to authorised waste collectors only. For the purpose of filling out the electronic record sheets, TEŠ shall give a special authorisation to the contractor. The contractor shall submit the official record sheets together with the monthly record sheet no later than one week after the end of each month to the contractual representative and the management representative responsible for the environment at TEŠ.

6. SUBMITTING WASTE TO THE TEŠ WAREHOUSE

The contractor shall not assume all liability for waste only if this is explicitly stated in the contract. However, even in this case, the contractor is obligated to submit them sorted to the TEŠ warehouse together with the internal supporting document. The warehouse must reject the waste if they are not sorted, and the contractor is obligated to sort them again.

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	Form **SZ SN - 321-3-1 List of waste**	Pages: 2

Waste intended for sales:

Class. no.	Name of waste	Name of waste in TEŠ
120101	Ferrous metal filings and turnings	
120103	Non- ferrous metal filings and turnings	
160214	Equipment out of order, other than those mentioned in items 16 02 09 to 16 02 13	Electric motors
170401	Copper, bronze, brass	
170402	Aluminium	Aluminium soft – sheet metal Aluminium hard
170405	Iron and steel	sheet metal Fe Iron up to 3 mm Iron above 3 mm
170411	Cables other than those mentioned in 170411*	Coated cables
170604	Cables not containing hazardous substances	Cables

Waste intended for disposal:

Class. no.	Name of waste	Name of waste in TEŠ
110113*	Degreasing wastes containing dangerous substances	Substances for washing and degreasing machine parts
150110*	Packaging containing residues of or contaminated by hazardous substances	Packaging from greases, oils, glues and dyes
150111*	Metallic packaging containing a dangerous solid porous matrix, including empty pressure containers	Spray containers
150202*	Absorbents, filter materials, rags and protective clothing, contaminated with dangerous substances	Oily and greasy rags Oil absorbents Oil filters
150203	Absorbents, filtering materials, rags and protective clothing, other than those mentioned in 15 02 02	Filter bags from bag filters Filters from AC and ventilation devices
160103	End-of-life tyres	Car tyres Transport conveyors
160107*	Oil filters	
170202	Glass	
170203	Plastic	
160214	Equipment out of order, other than those mentioned in items 16 02 09 to 16 02 13	Switchboxes and control boxes
160601*	Lead acid batteries	
160602*	Nickel-cadmium batteries	
160604	Alkaline batteries (except 16 06 03)	
160605	Other batteries and accumulators	
160606*	Electrolytes of batteries and accumulators	
200121*	Fluorescent tubes and other wastes containing mercury	Lightbulbs Cathode monitors

200135*	Discarded electrical and electronic equipment other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components	Computers, LCD displays, keyboards, printers Printed circuits
160211*	Discarded equipment containing chlorofluorocarbons, HCFC, HFC	Condensers, transformers
160213*	Discarded equipment containing dangerous components	
200133*	Batteries and accumulators	
120108*	Emulsions and solutions for machinery, containing halogens	
120109*	Emulsions and solutions for machinery, not containing halogens	
120113	Welding waste	
120115	Processing sludges other than those mentioned in 12 01 14	
120121	Tool bodies and rectified grinding materials other than those mentioned in 12 01 20	
120199	Wastes not specified otherwise	Sealing materials
130205*	Mineral oils for engines, gears and lubrication, non-chlorinated	
130208*	Other engine, gear and lubrication oils	
130506*	Oils produced from oil / water separation	
130507*	Oily waters produced by oil / water separation	
130703*	Other fuels (including mixtures)	
140603	Other solvents and solvent mixtures	
60101*	Sulphuric acid and sulphurous acid	
60204*	Sodium and potassium hydroxide	

Date of new entry: 10 October 2022

	Name and surname	Position	Date	Signature
PREPARED BY		220SS	10 Oct. 2022	
REVIEWED BY		Authorised representative of SRO	10 Oct. 2022	
APPROVED BY		308TVL	10 Oct. 2022	

TERMOELEKTRARNA ŠOŠTANJ	MAINTENANCE (321)	Version: 1
	Form **SZ SN - 321-4-1 List of municipal waste and construction waste**	Pages: 2

Order no.	Class. no. of waste	Name of waste	Name of waste in TEŠ
1.	08 01 11*	Waste paint and varnish	Paints, varnishes, …
2.	08 01 12	Waste paint and varnish	Dispersion paints – non-hazardous wall paints
3.	08 03 18	Toners	Waste Ink Jet cartridges, laser toners, photocopier toners
4.	14 06 03*	Solvents	Thinners, solvents etc.
5.	15 01 01	Paper and cardboard packaging	Packaging for industrial items made of paper and cardboard
6.	15 01 02	Plastic packaging	Plastic packaging for industrial items
7.	15 01 03	Wooden packaging	Wooden crates, cable reels – empty, wooden packaging for industrial items
8.	15 01 04	Metal packaging	Metal packaging for industrial items
9.	15 01 06	Mixed packaging	Packaging made of plastic, Styrofoam, foil, plastic bags for industrial items
10.	15 01 10*	Packaging containing residues of or contaminated by hazardous substances	Canisters and vessels with residues of paints, varnishes, solvents, packaging of greases, oils, paints and glues etc.
11.	15 02 03	Absorbents, filter materials, …	Waste sand from sand filters
12.	16 11 06	Linings and refractories from non-metallurgical processes other than those mentioned in 16 11 05	Firebrick, fireproof concretes and light insulation bricks. Waste can include up to 5% mixed construction waste, uncontaminated with hazardous substances
13.	17 01 01	Concrete	Concrete from demolishing or repairing old concrete
14.	17 01 02	Bricks	Bricks from demolition of buildings
15.	17 01 03	Tiles and ceramics	Tiles from demolition of buildings
16.	17 01 07	Mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06	Mixture of concrete, bricks, tiles and ceramics, generated during demolition of old materials or in renovation of buildings
17.	17 02 01	Construction wood	Remains of beams, planks, boards
18.	17 02 03	Plastic	Waste plastic
19.	17 02 02	Glass	Waste construction glass
20.	17 03 02	Bituminous mixtures other than those mentioned in 17 03 01	Asphalt, bituminous debris, roofing felt

21.	17 03 02	Bituminous mixtures other than those mentioned in 17 03 01	Bituminous insulations, roofing felt etc.
22.	17 04 05	Iron and steel	Waste construction iron etc.
23.	17 05 04	Soil and stones other than those mentioned in 17 05 03	Soil, stones, non-compostable materials from landscaping
24.	17 05 06	Dredging spoil other than those mentioned in 17 05 05	Soil, stones from excavations unpolluted with hazardous substances
25.	17 06 04	Insulation materials other than those mentioned in 17 06 01 and 17 06 03	Rock wool and glass wool insulation with up to 5 % mixed construction waste not contaminated by hazardous substances
26.	17 06 05*	Construction materials containing asbestos	Waste construction materials, containing asbestos (wave roofing sheets etc.)
27.	17 09 04	Mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03	Various residue of concretes, bricks, gravel, sand, ceramic tiles and other construction waste not contaminated by hazardous substances
28.	20 01 01	Paper and cardboard	Envelopes, office paper, notebooks, cardboard, illustrations, catalogues, information leaflets, newspapers, magazines
29.	20 02 01	Biodegradable waste	Waste from gardens and parks, appropriate for composting
30.	20 03 01	Mixed municipal waste	Mixed municipal waste
31.	20 03 04	Septic tank sludge	Content of septic tanks, sludge and mud
32.	20 03 07	Bulky waste	Furniture

Date of new entry: 7 October 2022

RECIPIENTS		430VKS		
	Name and surname	**Position**	**Date**	**Signature**
PREPARED BY		230VGS	07.10.2022	
REVIEWED BY		Authorised representative of SRO	07.10.2022	
APPROVED BY		480PVO	07.10.2022	

TERMOELEKTRARNA ŠOŠTANJ	OPERATIONS (311)	Version: 3
	Instructions for work **ND 311 - 11-3 Instructions for handling hazardous substances for external contractors of TEŠ**	Pages: 1

Process owner:
, Head of operations service (Operations service)
Prepared by:
, LABORATORY TECHNOLOGIST (Laboratory department)

1. LEGISLATION

An external contractor handling hazardous substances at TEŠ must know the legislation in the field of hazardous substances, valid in the Republic of Slovenia.

2. LIST OF APPROVED HAZARDOUS SUBSTANCES

Each hazardous substance that an external contractor will use at TEŠ must be in the SZ SN 311-11-1 Register of technological chemicals, SZ SN 311-11-2 Register of laboratory chemicals or SZ SN 311-11-3 Register of paints, varnishes, solvents and cleaning agents, SZ SN 311-11-4 Register of approved oils and lubricants, approved by an authorised chemicals representative of TEŠ. If a contractor plans to use a hazardous substance that is not on the list, they must submit to TEŠ a safety data sheet and submit a request to the administrator to add the new substance to the list no later than upon signing the contract.

3. STORAGE OF HAZARDOUS SUBSTANCES

For a hazardous substance, a contractor is obligated to provide a containment berm and protection against precipitation, and to inform the contractual representative in writing about the location of the temporary storage. The quantity of the hazardous substance that an external contractor will be using at TEŠ should not exceed the daily use of this substance. Any quantity larger than the daily use shall be stored at their warehouse outside of TEŠ.

4. TRANSPORT OF HAZARDOUS SUBSTANCES

When transporting hazardous substances within TEŠ an external contractor must have a means of transport equipped with a containment berm and an absorbent so that measures can be taken immediately in case of spillage. If the contractor is transporting more than **200 L**, they must have a containment pipe with accessories for filling the pipe and sealing foils.

5. HANDLING EMPTY PACKAGING

An external contractor is obligated to remove all empty packaging of hazardous substances generated during the works from the territory of TEŠ.

6. CONTRACTOR'S QUALIFICATIONS FOR HANDLING HAZARDOUS SUBSTANCES

Employees of the external contractor transporting and handling hazardous substances at TEŠ must have written proof that they are qualified for working with a specific hazardous substance.

7. SPILLAGE OF A HAZARDOUS SUBSTANCE

In the event of spillage of a hazardous substance at TEŠ, any external employee must immediately call **3104** and inform the operator what, where and how much was spilled and whether or not anyone is injured. In case of spillage of a larger quantity **(over 200 L),** which cannot be resolved by the external employee alone, the latter is obligated to call the **fire service.** Any external employee who is qualified for handling hazardous substances is obligated to resolve the spillage immediately – to stop the spreading, cover the nearest sewage lids and apply absorbents to the spilled hazardous substance. After resolving the spillage, the contractor is obligated to remove the spillage residues from the territory of TEŠ, draw up a report and deliver it to the authorised environmental protection officer of TEŠ.

8. KEEPING A RECORD OF THE QUANTITY OF HAZARDOUS SUBSTANCES ENTERING TEŠ

Upon entering the territory of TEŠ, any external contractor handling a hazardous substance at TEŠ must fill in the form OB SN 311-11-1 **Record of entry quantity of hazardous substances at TEŠ** and submit it to the receptionist. The record indicates the quantity of the hazardous substance brought to TEŠ and the identification of the absorbent necessary in case of a spillage of the hazardous substance. After inspecting it, the security officer submits a signed form to the laboratory at TEŠ.

TERMOELEKTRARNA ŠOŠTANJ	OPERATIONS (311)	Version: 1
	Form **OB SN - 311-11-1 Record of entry quantity of hazardous substances at TEŠ**	Pages: 1

Name and surname of external contractor:

Date of entry into TEŠ:

Address of contractor:

Person, qualified for handling hazardous substances:

Order no.	Name of hazardous substance	Quantity	Unit
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Quantity of absorbent:

Type of absorbent:

Recipients		308TVL		
	Name and surname	**Position**	**Date**	**Signature**
PREPARED BY External contractor				
REVIEWED BY Security officer				