

# Environmental Management System

## Waste Management Policy

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## DOCUMENT DETAILS

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### Version control

DATE	INITIALS	VERSION	CHANGES
2017-10-30	TO	A	First release

### Reviews

DATE	REVIEWED BY	VERSION	CHANGES
YYYY-MM-DD			

### Approvals

APPROVED BY	JOB TITLE	DATE
Esten Hoel	Senior Vice President Quality & Security	2017-10-31

### Classification

DOCUMENT CLASSIFICATION
Internal

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# 1 INTRODUCTION

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The Waste Management Policy applies to Basefarm AS (Org.no 982 211 743) and Basefarm AB (Org.no 556638-0639.)

## 1.1 Purpose and Scope

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Basefarm views responsible waste management as essential to reducing its environmental footprint and to providing a safe, healthy and clean work environment for owners, employees, visitors and customers.

## 1.2 Objectives

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The objectives of The Waste Management Policy are:

- To ensure that waste management is performed in accordance with all waste legislative requirements, particularly the laws mentioned in EMS5 which includes safe and correct handling, storage and treatment of all waste.
- To minimize waste generation and focus on repair, reuse and recycling over the disposal of wastes, where it is cost effective.
- To provide clearly defined roles and responsibilities within the waste management chain.
- To promote environmental awareness in order to encourage waste minimization, and increase reuse and recycling.
- To ensure the safe handling and storage of wastes.
- To provide appropriate information for Basefarm staff on waste management issues.

## 1.3 Definitions

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Waste sorting is the process by which waste is separated into different elements and keeping types of waste separate during handling, accumulation, temporary storage and transportation.

### Types of Waste

- Liquid waste: Liquid waste is any form of liquids that is hazardous for people or the environment.
- Hazardous type: This type can cause threats to the environment and human life. Such waste could be inflammable, reactive, corrosive or toxic. These include items like fire extinguishers and old propane tanks.
- Organic Type: Organic waste comes from plants and animal sources. They include food waste, fruits and vegetable peels. This type of waste is bio-degradable.
- Recyclable type: Recycling is processing used materials (waste) into new, useful products. Aluminum products (like soda cans), plastics (grocery shopping bags, plastic bottles), glass products (like wine and beer bottles, broken glass), paper products (used envelopes, newspapers and magazines, cardboard boxes) can be recycled and fall into this category.
- Electronic sources of waste: This is waste from electronic and electrical devices (telephones, computers, monitors, servers, fluorescent lamps, light bulbs, sockets etc). These are also called e-waste, e-scrap, or waste electrical and electronic equipment (WEEE)

# 2 PRINCIPLES

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Basefarm has a range of waste management strategies to create a safe, secure and environmentally friendly workplace.

The prevention and minimization of waste material being created is an important method of waste management.

Basefarm uses additional waste reduction strategies including the reuse of products, repairing broken items instead of buying new, using reusable products etc.

### 3 OUTCOMES

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Basefarm has an effective waste management system of recycling and reusing waste products where ever possible and waste is disposed of safely in a way that least harms the environment.

All staff are supported and encouraged to participate in waste management.

### 4 FUNCTIONS AND DELEGATIONS

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Position	Delegation/Task
SVP Quality and Security	Endorse Waste Management Policy. Compliance with Waste Management Policy.
Management	Compliance with Waste Management Policy. <u>CEO/Manager</u> Ensure Waste Management Policy aligns with Occupational Health and Safety and Infection Control Policies. <u>Environmental Officers</u> Establish and implement systems for waste management. Ensure waste management policies and procedures are effectively implemented.
Staff	Compliance with Waste Management Policy.

### 5 RISK MANAGEMENT

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Risks involved with waste management are regularly assessed, identified and managed.

Employees are informed about waste management, including becoming familiar with types of waste and appropriate, safe handling and disposal methods (recycling guides/waste instructions).

Basefarm acknowledges that different materials require a different waste management approach.

## 6 PROCESS IMPLEMENTATION

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Responsible waste management is a shared, day-to-day responsibility. Mechanisms are in place to monitor the waste process.

This policy applies to all staff, cleaning staff and visitors on Basefarm premises. Removal of waste from the Basefarm premises includes general waste, paper and cardboard, glass, metal, pledge cans and bottles, redundant furniture and fittings, mobile phones, computers, servers, monitors and toner / printer cartridges.

## 7 PROCESS DETAIL

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Basefarm is committed to minimizing environmental harm from waste and the disposal of waste. Recycling and reusing waste products, and safe disposal of waste, contributes to an effective waste management system.

### 7.1 Reduction of Consumption and Waste Minimization

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Basefarm reduces consumption, minimize waste, conserve energy, and reduce air pollution through strategies such as:

#### **Preventing the need to use energy**

- We use free cooling in all our data centers
- Any excess heat is stored for heating when heating is necessary.
- In our Stockholm datacenters, we use energy from an energy company for cooling. The excess heat in the data center is then recycled in the form of hot water that the energy company uses in their production of heat.
- Reduce power usage by powering off HW not in use.

#### **Minimizing use**

- Turning off lights and equipment when not operating
- Automatic 2-page printing and black/white on all printers
- Secure printing on all printers
- Reusing cartridges and containers where possible.
- Basefarm also arranges environmental events such as “ReUse event” order to increase the Environmental awareness amongst the employees: <https://inside.basefarm.com/?q=en/reuse-events-2017>

#### **Use of efficient equipment, lighting and heating**

- Power Usage Efficiency (PUE) in OSL3 and OSL5
- Using energy efficient office equipment and power saving functions
- Using efficient lights and heating system

#### **Supporting green purchasing**

- Encourage our suppliers to use less packaging
- Buying recyclable products when possible
- Donating waste (computers, servers, mobile phones) to other organizations.

#### **Reduce air pollution**

- Encourage our employees to use environmental friendly transportation (free subway and bus tickets, use Basefarm bike in Stockholm)
- Limit travelling, use video/collaboration tools.

## 8 PROCEDURES FOR THE MANAGEMENT OF WASTE

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Basefarm employees dispose of waste in accordance with our recycling guides/waste instructions:



## KONTORSPAPPER / OFFICE PAPER



Här sorterar du: Kontorspapper, broschyrer, kataloger, tidningar och självkarboniserande papper



Här sorterar du inte: Plast, pärmar och kuvert



Here you sort: Office paper, brochures, catalogs, newspapers and self-carbonized paper



Here you do not sort: Plastic, binders and envelopes



## METALL / METAL



Här sorterar du: Konservburkar, metallburkar, kapsyler, rena färgburkar, aluminium formar, aluminiumfolie



Här sorterar du inte: Färgburkar med rester eller el-avfall



Here you sort: Food cans, metal cans, bottle caps, clean paint cans, aluminum trays, aluminum foil



Here you do not sort: Paint cans with residues or electrical waste



## BRÄNNBART / COMBUSTIBLE WASTE



Här sorterar du: Matrester, kaffefilter, tepåsar, smutsiga servetter och övrigt brännbart avfall som inte sorteras ut för återvinning



Här sorterar du inte: Farligt avfall t ex elektronik, ljuskällor, batterier, färg, gips eller oljeförorenat material



Here you sort: Food waste, coffee filters, tea bags, soiled napkins and other burnable waste not sorted out for recycling



Here you do not sort: Hazardous waste such as electronics, light bulbs, batteries, paint, plaster or oil-contaminated material



## PLASTFÖRPACKNINGAR / PLASTIC PACKAGING



Här sorterar du: Flaskor, lock, burkar, bärkassar, plastfolie, frigolit, plastpåsar och andra förpackningar av plast



OBS! Förpackningarna måste vara rena och torra. Sortera bort delar av förpackningen som inte är plast



Here you sort: Bottles, caps, cans, bags, plastic wrap, Styrofoam, plastic bags and other plastic packaging



NOTE! The packages must be clean and dry. Sort out parts of the package that is not plastic



## ELEKTRONIK / ELECTRONICS



Här sorterar du: Tangentbord, miniräknare, radio- och tv-apparater, kaffebryggare, elektriska verktyg och annan trasig eller uttjänt elektronik. OBS! PC och mobiltelefoner lämnas in till Intern IT



Här sorterar du inte: Kylskåp, frysar, lysrör, lågenergilampor, kondensatorer eller glödlampor



Here you sort: Keyboards, calculators, radio- and TV sets, coffee makers, electrical tools and other broken or worn out electronics  
NOTE! PC and mobile phones are submitted to Internal IT



Here you do not sort: Refrigerators, freezers, fluorescent lamps, compact fluorescent lamps, capacitors or light bulbs



## FÄRGAT, OFÄRGAT GLAS / COLORED, CLEAR GLASS



Här sorterar du: Flaskor, burkar och andra glasförpackningar av färgat och ofärgat glas.



Här sorterar du inte: Porslin, keramik, glödlampor, planglas, speglar eller fönsterrutor



Here you sort: Bottles, jars and other glass containers of colored and clear glass



Here you do not sort: Porcelain, ceramics, light bulbs, mirrors and windows



## BATTERIER / BATTERIES



Här sorterar du: Knappcells batterier, laddningsbara batterier, alkaliska batterier och andra småbatterier



Här sorterar du inte: Batterier innehållande syra t ex bilbatterier



Here you sort: Button cell batteries, rechargeable batteries, alkaline batteries and other small batteries



Here you do not sort: Batteries containing acid eg. car batteries



## PAPPERSFÖRPACKNINGAR / PAPER PACKAGING



Här sorterar du: Mjölkkartonger, pappersmuggar och andra rengjorda pappersförpackningar



Här sorterar du inte: tidningar, kuverts och kontorspapper



Here you sort: Milk cartons, paper cups and other clean paper packaging



Here you do not sort: magazines, envelopes and office paper





**KARTONG OCH WELLPAPP /  
CORRUGATED CARDBOARD**



Här sorterar du: Wellpapp, kartonger och annan well med "vågigt" mellanskikt



Här sorterar du inte: Matförpackningar som innehåller plast som tex mjölkkartonger



Here you sort: Corrugated cardboard, cardboard boxes and other corrugated cardboard with "wavy" interlayers



Here you do not sort: Food packaging containing plastics such as milk cartons



**GLÖDLAMPOR / LIGHT BULBS**



Här sorterar du: Glödlampor, halogenlampor och lågenergilampor



Här sorterar du inte: Lysrör eller neonlampor



Here you sort: Light bulbs, halogen and energy saving lamps



Here you do not sort: Fluorescent lamps or neon lamps



**TONER**



Här sorterar du: Tonerkassetter från skrivare, faxar och kopiatorer



Här sorterar du inte: Refill brukar



Here you sort: Toner cartridges from printers, faxes and copying machines



Here you do not sort: Refill bottles







**PANTFLASKOR / PANTBURKAR /  
PLEDGE BOTTLES / PLEDGE CANS**





**OBS!** Här sorterar du: Alla tomurkar och petflaskor kastas i separat pantflaskebehållare stående invid läskedrycksmaskinen.



Here you sort: All empty pledge cans and pledge pet bottles thrown in separate pledge bottle container standing beside the soft drink machine.

Waste symbol	Description of waste	Process and responsibility
 <p><b>Papir</b>   <b>Papp og kartong</b></p>	<p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• Paper</li> <li>• Cardboard</li> <li>• Newspapers and magazines</li> <li>• Envelopes</li> <li>• Flyers &amp; brochures</li> <li>• Wrapping paper</li> <li>• Drink cartons and anything made of paper that's dry/uncontaminated</li> </ul> <p>Napkins are not paper waste, but residual waste.</p> <p><b>What happens with the waste:</b> The paper waste is recycled for new cardboard and paper products.</p>	<p><b>Disposal method:</b> Paper and cardboard must be disposed in bins marked "Paper" in the waste stations. The waste stations are emptied daily by the cleaners who sort the waste in the big bins in the basement.</p> <p>Cardboard must be flattened and thrown in the waste stations. If there is no space, put the cardboard on top of the waste stations, and the cleaners or someone from the administration dept. will remove it. There is a separate compactor for cardboard in the basement that everyone has access to.</p> <p>There are separate machines for papers to be shredded in the printer rooms. Cleaning staff empty the shredder every day, or when needed.</p> <p><b>Responsibility:</b> All staff. The Adm. Dept. is responsible for ensuring that there is always room for waste disposal at the waste stations and that the cleaning staff empty the stations every day.</p>
 <p><b>Restavfall</b></p>	<p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• Soild paper</li> <li>• All plastic containers</li> <li>• Wood</li> </ul>	<p><b>Disposal method:</b> The waste must be disposed in the bins marked «Restavfall» for daily collection.</p> <p><b>Responsibility:</b> All staff. The Adm. Dept. is responsible for ensuring that there is always room for waste disposal at the waste stations and that the cleaning staff empty the stations every day.</p>
 <p><b>Matavfall</b></p>	<p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• Food, fruits and vegetables</li> <li>• Coffee grounds</li> <li>• Tea leaves and -bags</li> </ul>	<p><b>Disposal method:</b> Food waste must be disposed in bins (in all kitchens) for organic waste.</p> <p><b>Responsibility:</b> All staff. The Adm. Dept. is responsible for ensuring that there is always room for waste disposal at the waste stations and that the cleaning staff empty the stations every day.</p>
 <p><b>Elektrisk og elektronisk avfall</b></p> <p><b>EE-avfall</b></p>	<p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• Lamps</li> <li>• Wires</li> <li>• Computers</li> <li>• Parts with power cables</li> <li>• Mobile phones</li> <li>• Fluorescent lamps, light bulbs and sockets</li> </ul>	<p><b>Disposal method:</b> EE waste is electrical and electronic products. This type of products may contain hazardous waste. IT equipment and mobile phones are to be delivered directly to Internal IT. Parts with power cables, wires etc must be disposed in the waste stations that have a drawer labeled "EE waste". Fluorescent lamps, light bulbs and light bulbs (must not be broken), can be delivered to the Adm. Dept. will be disposed in the basement.</p> <p><b>Responsibility:</b> Internal IT is responsible for mobile phones and computer equipment. The Administration is responsible for handling light bulbs etc. and other EE waste. EE- waste (from the sorting plant in the basement) is collected by Avantor's waste partner to ensure proper disposal.</p>

 <p><b>Batterier</b></p>  <p><b>Farlig avfall</b></p>	<p><b>Eksempler på hazardous waste:</b></p> <ul style="list-style-type: none"> <li>• Batteries</li> <li>• Printer and toner cartridges</li> <li>• CD / DVD discs</li> <li>• Solvents</li> <li>• Cleaning products</li> </ul>	<p><b>Disposal method:</b> Hazardous or harmful waste are those that potentially threaten public health or the environment. Such waste could be inflammable (can easily catch fire), reactive (can easily explode), corrosive (can easily eat through metal) or toxic (poisonous to human and animals).</p> <p><b>Responsibility:</b> Toner cartridges are collected by the Internal IT / Adm. Dept. and disposed in the sorting facility in the basement. Then collected by Avantor's waste partner to ensure proper disposal</p>
 <p><b>Glass- og metall-emballasje</b></p>	<ul style="list-style-type: none"> <li>• Glass bottles</li> <li>• Broken glass</li> </ul>	<p>NB! Plastic bottle bottles are thrown in own containers (you can find them in all printer rooms)</p> <p><b>Responsibility:</b> All staff. The Adm. Dept. is responsible for emptying the containers and deliver bottles to Coca Cola.</p>