



WASTE MANAGEMENT PROCEDURES 2022

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1. SCOPE

- This procedure addresses the disposal of regulated and non-regulated waste generated by RAKEZ Stakeholders.
- It provides guideline for the segregation, storage and disposal requirements of all types of waste generated on a stakeholders' premise.
- It covers the safe disposal of all types of waste and the correct methods processes as per RAK Waste Management Agency requirements.
- The plan also outlines the meaning of waste classification, waste prevention and minimization and recycling procedures

2. Purpose:

- To ensure that stakeholders carry out proper segregation (after the generation of waste from their activities),
- To ensure that the collection, transportation (from stakeholder's premises to waste container), temporary storage and final disposal of the generated waste does not pose any potential health risks or cause environmental damage.
- To dispose of generated waste appropriately as per the UAE's Federal law and RAK Waste Management Agency rules and regulations and to provide direction and guidance to all stakeholders within the RAKEZ jurisdiction.

3. Roles and Responsibilities:

Waste if not appropriately managed has the potential to cause harm to the environment and other life forms including human beings. Duty of Care and Cradle to Grave principles have the intention of self-regulation wherein it makes anybody

generating and/or handling waste accountable for its proper management. The duty stretches from the time that the waste has been generated up to the period that the waste has been reprocessed or disposed.

Waste Management Roles and Responsibilities under Duty of Care Principle	
Role	Responsibilities
Waste Generator (Stakeholders)	<ul style="list-style-type: none">• Ensure that all waste generated is handled and stored in a manner that will not cause any harm to human beings and/or pollution to the environment by the generator itself and/or the commissioned RAK Waste Management Agency.• Ensure that the generated waste is classified accordingly and accurately and that the waste description includes all the details as set out by RAK Waste Management Agency.• Ensure that the transport, recycling, processing and waste disposal are provided by an approved RAK Waste Management Agency only. The transfer and further processing / disposal are covered by all appropriate approvals and properly documented.• Ensure that all relevant waste management records are kept for future reference.
Waste Transporter (Stakeholders)	<ul style="list-style-type: none">• Ensure that waste collection and transportation does not cause any harm to human beings and/or pollution to the environment.• Ensure that waste collection and transportation have all the appropriate approvals and documentations by RAK Waste Management Agency.• Ensure that the waste description received from the waste generator is correct and all details with regards to proper handling and transport are included.

	<ul style="list-style-type: none"> • Ensure that our business operations have all the necessary licenses and permits to perform the waste collection and transportation service from authorised entities. • Ensure that the receiving facility, e.g., recycling, processing, or disposal, is authorized to receive the type of waste being transported to. • Ensure that the transfer of waste to the receiving facility is properly documented. • Ensure that all relevant waste management records are kept for future reference.
Waste Recycling/Waste Processing/Waste Disposal	<ul style="list-style-type: none"> • Ensure that the receipt of the waste shall not cause any harm to human beings and/or pollution to the environment. • Ensure that the transfer of waste into and/or out of the facility is covered by all appropriate approvals and documentations by RAK Waste Management Agency. • Ensure that your business operations have all the necessary licenses and permits to perform the waste collection and transportation service. • Ensure that your facility is authorized to receive the waste for recycling/ processing/disposal. • Issue a certificate of completion for the waste recycling/processing/disposal. • Ensure that all relevant waste management records are kept for future reference.

4. Waste Management Hierarchy

The general waste management rule is to implement the options below. The main objective of the waste hierarchy is to gain maximum benefits and minimize waste generation. The effective implementation of waste management hierarchy will result in a number of useful benefits such as pollution reduction, saving energy and conservation.



It is a mandatory requirement that all waste generators follow the above waste hierarchy.

4.1. Prevention and Minimisation

These options will avoid and greatly reduce the generation of waste.

When done efficiently, these two options provide the company generating the waste with numerous financial benefits as well as enabling them to make a significant impact on the environment.

4.2. Reuse

Reuse involves the utilization of an item again after it has been used. The material can be utilised again for the same purpose or for a different purpose.

With this option, no processing has been done on the material for reuse, hence time, money, energy and resources have been saved.

4.3. Recycling

Recycling is a process of changing materials into something else so that it can be reused. It reduces landfill and helps to reduce the consumption of new materials.

There are a number of local industrial facilities that are allowed to utilize waste materials, as well as various trading facilities that are approved to do the collection and transportation of paper, plastic and metal.

as feedstock in their process. These facilities need to be prequalified prior to collection of waste materials from the source.

4.4. Energy Recovery

Energy recovery or waste-to-energy is the conversion of non-recyclable waste materials into functional forms of energy such as heat, electricity or fuel. This option reduces the emissions of methane gas from landfills and creates a renewable energy source thereby compensating the utilization of fossil fuels which will lessen carbon emissions.

4.5. Disposal

Disposal is any activity that involves the dumping of waste without energy recovery. This option shall only be considered once all other options have been fully explored. Landfill is the most common method of disposal.

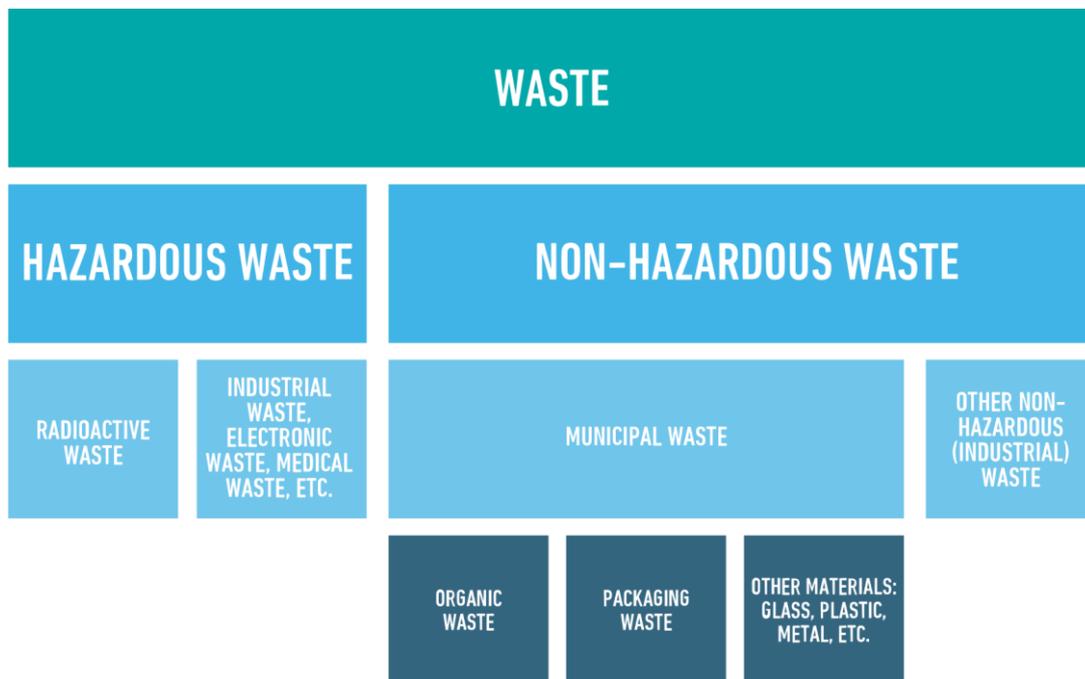
Businesses must provide specific details about the quantity and quality of waste being generated in our zones. Hazardous waste that needs to be disposed of may require prior treatment before disposal and in some cases will have to be exported overseas to another facility.

5. Waste Classification

Waste must be classified based on its nature and reactivity. This information must be made available to all waste generators, customers and contractors. Ras Al Khaimah's Waste Management Agency has classified the different types of waste in the below table.

TYPE OF WASTE	NAME OF THE WASTE
General waste or Municipal Solid Waste	Household and office user generated waste
Recycled Waste	Paper, carton, plastic, wood pallets, used/damaged furniture's
Hazardous Waste	Paint, chemicals, oil, gas, grease, chemical powder, glass products

Scrap Material (Waste)	Steel, metal, aluminium and machines, plastic, fibre materials
Special Waste	Mixed or non-segregated waste
Organic Waste	Food, vegetable, fruits and meat products
Construction & Demolition waste	Concrete bricks, cement/sand mixture
Electronic (E) waste	Printers, batteries, used desktop, cable, toners
Medical Waste	Medical and pharmaceutical waste items
Sewage Waste Water	Waste sludge, oil, grease, paint, chemical and food content mixed waste water



Once a waste's classification has been established under RAKWMA Waste Classification Booklet, the waste must be managed accordingly.

6. Types of Waste

There are two main waste categories; non-hazardous or solid waste and hazardous waste. This classification is also used in the Basel Convention. Hazardous waste is usually regulated at the national level, while non-hazardous waste is regulated at the regional or local (municipal) level.

Non-hazardous/solid waste is all waste which has not been classified as hazardous: paper, plastics, glass, metal and beverage cans, organic waste etc. While it is not hazardous, solid waste can have serious environmental and health impact if left uncollected and untreated. While a significant proportion of solid waste could theoretically be reused or recycled, collection by type of waste (selective waste collection) is a prerequisite for reuse and recycling.

Hazardous waste is waste that has been identified as potentially causing harm to the environment and human health and therefore needs special, separate treatment and handling. Chemical and physical characteristics determine the exact collection and recycling process. Flammability, corrosiveness, toxicity, ecotoxicity and explosiveness are the main characteristics of hazardous waste. Liquid, gaseous and powder waste need special treatment by default to avoid the dispersal of the waste. Generally, separate collection and handling are established to avoid contact with non-hazardous waste. Chemical treatment, incineration or high-temperature treatment, safe storage, recovery and recycling are possible modes of treatment for hazardous waste. Most hazardous waste originates from industrial production. Special kinds of hazardous waste include:

- **E-waste; this** is waste from electric and electronic equipment such as end-of-life computers, phones and home appliances.
- E-waste is generally classified as hazardous because it contains toxic components (e.g. PCB and various metals).
- **Medical waste;** this originates from humans and animals and usually consists of medicines, chemicals, pharmaceuticals, bandages, used medical equipment, bodily fluids and body parts. Medical waste can be infectious, toxic or radioactive or contain bacteria and harmful microorganisms (including those that are drug-resistant).
- **Radioactive waste;** this contains radioactive materials. The management of radioactive waste differs significantly from that of other waste. Radioactive (or nuclear) waste is a by-product from nuclear reactors, fuel processing plants, hospitals and research facilities. Radioactive waste is also generated while decommissioning and dismantling nuclear reactors and other nuclear facilities. There are two broad classifications: high-level or low-level waste. High-level waste is primarily spent fuel removed from reactors after producing electricity. Low-level waste comes from reactor operations and from medical, academic, industrial and other commercial uses of radioactive materials.

7. Waste Disposal Method:

7.1. General Or Mixed Waste



Nature	General Waste
Description	General waste disposed in General waste Containers
Disposal method	<ul style="list-style-type: none"> • Segregated general waste will be disposed of in Vendor Waste Containers • Stakeholders (Land, Retail and special activity) can contact RAK Waste Management Agency to apply for a new waste container along with service agreements and a service schedule • For warehouse customers; If the quantity is less than 0.5CBM they can dispose to RAKEZ Red Containers • For warehouse customers; If the quantity is more than 0.5CBM land customers can contact RAK Waste Management Agency to apply for a Hazard Waste Disposal Permit and to get a container • Contact Details: Waste Management Agency Tel: +971 7 227 2555- Waste Management Customer Service customerservice@wm.rak.ae;

7.2. Paper & Carton Waste

Non-hazardous/Recyclable	
 	
Nature	Paper & Carton Waste (Non-Hazardous)
Description	Paper & Carton Waste accumulated in office and Industrial areas.
Disposal method	<p>All carton and paper should be segregated by users.</p> <p>Recyclable waste will be transported to RAKEZ Recycle Centre & Cage.</p> <p>Paper and Carton Waste and Non-Hazardous items will be collected by an LTA approved buyer.</p>

7.3. Wooden Pallet or Used Furniture Waste

Non-Hazardous/Recyclable	
	
Nature	Wooden Pallet and Used Furniture Waste (Non-Hazardous)
Description	Wooden Pallet and Used Furniture Waste accumulated in public areas or Warehouse areas
Disposal method	<ul style="list-style-type: none"> • Wooden waste will be separated and disposed of in green containers or by one's own transport directly to landfill after getting a permit from RAK Waste Management Agency • RAKEZ is not allowed to store or dump any such waste into its jurisdictional areas • Stakeholders can contact RAK Waste Management Agency to apply for a Hazard Waste Disposal Permit with the relevant documents (MSDS, Pictures) • Contact Details: Waste Management Agency- Tel: +971 7 227 2555- Waste Management Customer Service customerservice@wm.rak.ae;

7.4. Landscape/Garden Waste

Non-hazardous/Recyclable	
	
Nature	Landscape/Garden Waste (Recyclable)
Description	Landscape/Garden waste accumulated in public areas or Warehouse areas
Disposal method	<ul style="list-style-type: none"> • Landscape/Garden waste will be separated and disposed of in green containers or one's own transport directly to landfill after getting the correct permit from RAK Waste Management Agency • RAKEZ is not allowed to store or dump any of such waste into its jurisdictional areas • Stakeholders can contact RAK Waste Management Agency to apply for a Hazard Waste Disposal Permit with the relevant documents (MSDS, Pictures) • Contact Details: Waste Management Agency- Tel: +971 7 227 2555- Waste Management Customer Service customerservice@wm.rak.ae;

7.5. Construction/Building material Waste

Hazardous/Recyclable	
	
Nature	Construction or Building material Waste (Hazardous and Recyclable)
Description	Construction/Building material waste accumulated in public areas or Warehouse areas
Disposal method	<ul style="list-style-type: none"> • All stakeholders dealing with Construction or Building waste will separate hazardous and recyclable waste and transport it by truck • Non-recyclable waste will be transported directly to the Dumbing Yard • RAKEZ is not allowed to store or dump any of such waste into its jurisdictional areas • Stakeholders can contact RAK Waste Management Agency to apply Hazard Waste Disposal Permit with the relevant documents (MSDS, Pictures) • Contact Details: Waste Management Agency- Tel: +971 7 227 2555- Waste Management Customer Service customerservice@wm.rak.ae

7.6. Chemical/Paint Waste

Hazardous/Recyclable	
	
Nature	Chemical, oil, Paint and powder Waste (Hazardous)
Description	Chemical and empty chemical containers and waste accumulated in public areas and Warehouse areas
Disposal method	<ul style="list-style-type: none"> • All customers dealing with such waste should follow RAK Waste Management Disposal specifications • For warehouse customers, If the quantity is less than 0.5CBM it must be disposed in RAKEZ Red Containers placed near by the facility. • For warehouse customers and land customers, if the volume is more than 0.5CBM contact RAK Waste Management Agency to apply for a Hazard Waste Disposal Permit with the relevant documents (MSDS, Pictures) • Contact Details: Waste Management Agency- Tel: +971 7 227 2555- Waste Management Customer Service customerservice@wm.rak.ae

7.7. Electronic (E) Waste

Hazardous/Recyclable	
	
Nature	E-Waste (Hazardous)
Description	All types of electronic gadgets waste, damaged, spoiled, or outdated that are in public areas, offices and Warehouse areas
Disposal method	<p>All type of electronic gadgets waste will be shifted to the RAKEZ General Store Electronic Related Hazardous items to be disposed of RAK Waste management Agency with the relevant Disposal permit.</p> <p>Electronic waste that is recyclable can be collected by the approved vendor. A recycle certificate will be issued.</p>

7.8. Plastic Waste

Recyclable/Non-recyclable Mixed Plastic



<p>Nature</p>	<p>Recyclable/Non-Recyclable Mixed Plastic</p>
<p>Description</p>	<p>All type of recyclable and non-recyclable mixed plastic waste from industrial zone and office areas</p>
<p>Disposal method</p>	<p>All type of recyclable and non-recyclable mixed plastic waste to be separated Recyclable Plastic items to be stored in a dedicated storage yard. AMC Contractor to collect the items</p> <p>Non-recyclable and mixed plastic waste to be disposed of in the designated container. RAKWMA will collect the items as per the schedule.</p>

7.9. Gypsum Board Waste

Special Waste



Nature	Non-hazardous
Description	Gypsum dry wallboard from demolition activities or Gypsum industries.
Disposal method	<ul style="list-style-type: none">• All gypsum dry wallboard waste items to be disposed of into dedicated waste containers from RAK Waste Management Agency.• It is highly recommended that companies that have a lot of non-hazardous waste on a regular basis have a separate service agreement with a collection schedule.• Contact Details: Waste Management Agency- Tel: +971 7 227 2555- Waste Management Customer Service customerservice@wm.rak.ae

7.10. Fiber Insulation Waste

Special Waste



Nature	Non-hazardous
Description	Mineral wool and fiber glass waste made from natural rock materials used in roofs, walls, floors, rockwool, etc.
Disposal method	<ul style="list-style-type: none"> • All special waste items be disposed of into dedicated waste containers from RAK Waste Management Agency. • For companies that regularly produce special waste it is highly recommended to have separate service agreement and waste collection schedule. • Contact Details: Waste Management Agency- Tel: +971 7 227 2555- Waste Management Customer Service customerservice@wm.rak.ae

7.11. Textile/Clothes Waste

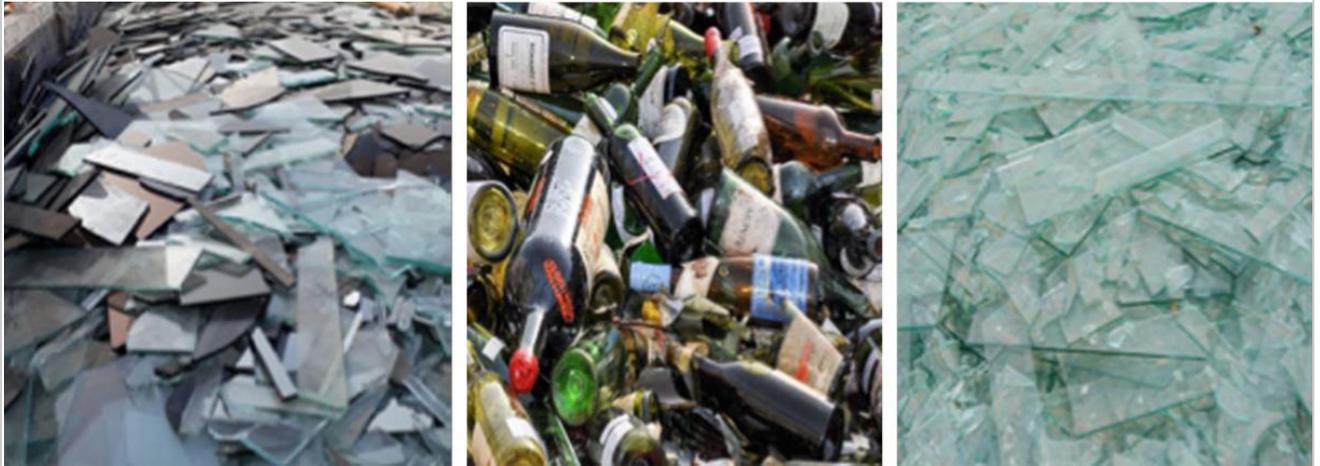
Non-recyclable Textile Waste



Nature	Non-hazardous
Description	Textile materials with no reuse or recyclable value e.g., industrial textile waste.
Disposal method	<ul style="list-style-type: none">• All textiles waste items are to be disposed of into dedicated waste.• It is highly recommended that companies that are regularly producing textile waste have a separate service agreement with a waste collection schedule.• Contact Details: Waste Management Agency- Tel: +971 7 227 2555- Waste Management Customer Service customerservice@wm.rak.ae

7.12. Glass Waste

Special Waste



<p>Nature</p>	<p>Non-hazardous</p>
<p>Description</p>	<p>Glass that holds together by series of pressure rollers and interlayers when broken unlike regular glass waste. Mixed colored glass waste will also be considered as Special Waste. Alcohol bottles are also conceded as special waste</p>
<p>Disposal method</p>	<ul style="list-style-type: none"> • All Glass Waste items are to be disposed of into dedicated waste container from RAK Waste Management Agency. • It is highly recommended that companies who regularly produce glass waste have a separate service agreement with a collection schedule. • Contact Details: Waste Management Agency- Tel: +971 7 227 2555- Waste Management Customer Service customerservice@wm.rak.ae

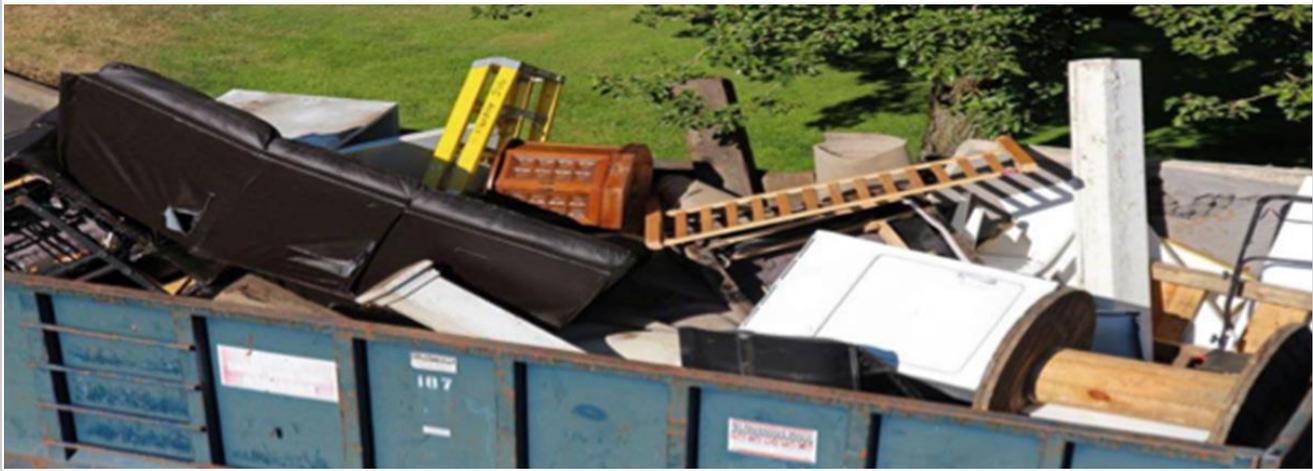
7.13. Tobacco Waste

Special Waste	
	
Nature	Non-hazardous
Description	This includes residual by products from the tobacco production process.
Disposal method	<ul style="list-style-type: none"> • All customers dealing with such waste, should follow RAK Waste Management Disposal specifications • For warehouse customers: If the quantity is less than 0.5CBM it should be placed in RAKEZ's Red containers. • For high volumes more than 0.5CBM and land customers, contact RAK Waste Management Agency to apply for a Hazard Waste Disposal Permit and to get the correct container. • Contact Details: Waste Management Agency- Tel: +971 7 227 2555- Waste Management Customer Service customerservice@wm.rak.ae

7.14. Food Waste

Organic waste	
	
Nature	Non-hazardous
Description	Waste from cooking activities from households, hotels, restaurants, accommodations and kitchen facilities etc.
Disposal method	<ul style="list-style-type: none">• All food waste items are to be disposed of in dedicated waste containers from RAK Waste Management Agency.• A separate service agreement with collection schedule is highly recommended.• Contact Details: Waste Management Agency- Tel: +971 7 227 2555- Waste Management Customer Service customerservice@wm.rak.ae

7.15. Bulky Material Waste

Municipal Solid Waste	
	
Nature	Non-hazardous
Description	Oversized materials and furniture.
Disposal method	<ul style="list-style-type: none">• All Bulky Material Waste items should be collected and disposed of to RAK Waste Management Agency Landfill with the necessary disposal permit.• If items are bigger than the waste containers, appropriate transportation must be hired.• Contact Details: Waste Management Agency- Tel: +971 7 227 2555- Waste Management Customer Service customerservice@wm.rak.ae

7.16. Tyre Waste

Recyclables Waste	
	
Nature	Non-hazardous
Description	Used tyres from passenger vehicles and heavy equipment
Disposal method	<ul style="list-style-type: none"> All used tyres must be collected and disposed of to RAK Waste Management Agency Recycle Centre with the necessary disposal permit. Contact Details: Waste Management Agency- Tel: +971 7 227 2555- Waste Management Customer Service customerservice@wm.rak.ae

7.17. Foam Waste

Recyclables Waste	
	
Nature	Non-hazardous
Description	Used mattresses and cushions
Disposal method	<ul style="list-style-type: none"> • All customers dealing with such waste should follow RAK Waste Management Disposal specifications • For warehouse customers; if the quantity is less than 0.5CBM it should be disposed of in RAKEZ Red Containers • For warehouse customers and land customers; if the quantity is more than 0.5CBM RAK Waste Management Agency should be contacted. and A Hazard Waste Disposal Permit must be obtained to in order to get a waste container. • Contact Details: Waste Management Agency- Tel: +971 7 227 2555- Waste Management Customer Service customerservice@wm.rak.ae

7.18. Cooking Oil

Recyclables Waste	
	
Nature	Non-hazardous
Description	Leftover oil from industries, F&B outlets
Disposal method	<ul style="list-style-type: none"> • All customers dealing with such waste, should follow RAK Waste Water Disposal specifications • A Lab analysis test report is required to list the level of oil and grease. • A Hazard Waste Disposal Permit is required from RAK Waste Management Agency Directly for land, retail and dedicated warehouse customers dealing with food products. • Hire RAKWWA approved oil collection companies to collect and safely dispose of it.

7.19. Oil & Grease Waste

Hazardous Waste	
	
Nature	Hazardous
Description	Labor accommodation kitchens, lubricants and oil related activity companies This refers to the combination of hazardous substances that do not mix with water
Disposal method	<ul style="list-style-type: none"> • All customers dealing with such waste, should follow RAK Waste Water Disposal specifications • A Lab analysis test report is required to identify the level of oil and grease • Hazard Waste Disposal Permits are required from RAK Waste Management Agency for land, retail and dedicated warehouse customers dealing with food products. • Hire RAKWWA approved tanker company to collect and dispose of the waste to landfill.

7.20. Mixed Rubber Waste

Special Waste	
	
Nature	Non-hazardous
Description	Mixed rubber waste from rubber producing factories which is rare in nature and difficult to handle.
Disposal method	<ul style="list-style-type: none"> • All customers dealing with such waste, should follow RAK Waste Management Disposal specifications • For small quantities it should be disposed of in RAKEZ's red containers. • For high volumes, more than 0.5CBM and for land customers, contact RAK Waste Management Agency to apply for a Hazard Waste Disposal Permit and get a container. • contact details: Waste Management Agency- Tel: +971 7 227 2555- Waste Management Customer Service customerservice@wm.rak.ae

8. Appendix A

- RAKEZ Waste Management Policy
- RAKEZ Operating Rules
- RAKEZ Violation Code
- Waste Management Flow chart

9. Appendix B

- Ras Al Khaimah Waste Management Agency Booklet/Guidelines
- UAE Municipality & Environment Agency Guidelines.
- Federal Law no. (12) of 2018 for the Integrated Waste Management
- Federal Law no. (24) of 1999 for the Protection & Development of the Environment
- Integrated Hazardous Materials Management System (IHMMMS) – Government of Abu Dhabi
- Department of Environment and Climate Change: NSW, Waste Classification Guidelines Part 1: Classifying Waste 2009
- Ras Al Khaimah Law No.3 of 2017 chapter IV
- Technical-Guideline-No.-8-Hazardous-Waste-Disposal-September-2020
- Technical-Guideline-No.-9-Recyclable-Waste-Materials-September-2020
- Federal Cabinet Decree No.37 of 2001 regarding the Regulations for the Handling Hazardous materials, Hazardous Waste And Medical Waste.