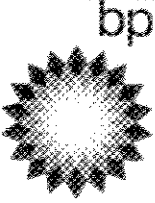

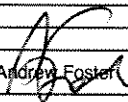
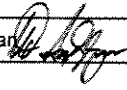


TECHNICAL DOCUMENTATION FRONT SHEET									
		<b>Azerbaijan Business Unit</b>				Total Pages: 10			
<h2 style="margin: 0;">Application of the Waste Passport System</h2>									
<p><b>This document is a CONTROLLED DOCUMENT. Any change to this document must be reviewed and approved prior to use and issue. Any documents not approved in this manner will be Uncontrolled.</b></p>									
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			Next Review Date: To be integrated into umbrella BP EMS Waste Management Procedure UNIF-HSE-PRO-521						

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## Table of Contents

1	Purpose.....	4
2	Scope.....	4
3	Roles and Responsibilities.....	4
4	Procedure.....	4
4.1	Passport compilation .....	4
4.2	Application.....	5
4.3	Associated Documentation .....	5
4.4	Assistance .....	5
5	Appendices.....	6
	Appendix 1 The Law of the Azerbaijan Republic .....	6
	Appendix 2 Example of Hazardous Waste Passport .....	10

## 1 Purpose

To comply with Azeri legislation: Cab of Mins Res. No. 41 (March 31<sup>st</sup> 2003) which requires implementation of the Hazardous Waste Passports System compliant to Basle Convention criteria (Appendix 1).

Waste Passports comprise documentation which is legally required to accompany all Hazardous Waste movements in Azerbaijan.

## 2 Scope

This procedure ONLY applies to BP generated wastes classified as HAZARDOUS.

This applies to all facilities operated by or on behalf of BP.

## 3 Roles and Responsibilities

The BP **Waste Team Leader** is responsible for the day-to-day legislative compliance within Operations and is the main point of contact for day-to-day issues

The BP **Central Environmental Manager** or delegate will approve Waste Passports and ensure all up to date versions are registered with MENR.

The **Facility Supervisor** (eg OIM, Site Superintendent) is responsible for ensuring implementation of and compliance with this procedure at the sites.

The BP **Ops Environmental Advisors** will:

- role out the passport system and revisions of the documentation to individual facilities;
- remain the focal contact point for facilities;
- maintain updated site specific waste streams inventories;
- liaise with BP Central HSE to provide updates and information for new wastes.

The **Facility Representative** (Warehouseperson / Material controller etc i.e. the person responsible for controlling waste documentation) will be responsible for:

- ensuring compliance on a daily basis (e.g. providing all loads with Hazardous Waste Passports and other relevant documentation);
- informing the Environmental Advisor, with sufficient time, such that in the event of a new waste stream being generated, the appropriate documentation can be prepared;
- provision of all raw data to Environmental Advisors required for completion of new Waste Passports.

The BP **Waste Team Co-ordinator** is responsible for updating and issuing the AzBU Waste Stream List.

**Contractors representatives** are responsible for application of the system as required for BP generated wastes.

## 4 Procedure

### 4.1 Passport compilation

- Passports will be compiled as per Appendix 2 by BP Central HSE for each individual waste stream.
- Each complete passport will be approved by the Technical Authority in BP Central HSE by signature and sealed as per legal requirement.
- New wastes will be advised to BP Central Env't Team through the BP Ops Env Advisors. All updates / changes e.g. changes in R and D codes (see Appendix 2) required to Passports should also be notified in this way.
- All updates and new passports will be submitted to MENR for registration by BP Central Env't Team. This enables the MENR to compile a database of hazardous wastes being generated and transported in Azerbaijan.
- All waste streams will be cross referenced with the AzBU Waste Stream List. The latter will be updated as required and redistributed.

- A regular review of Passport documentation will be carried out by the BP Central Env't Team to ensure all Hazardous Wastes are included.

#### **4.2 Application**

- Electronic versions (pdf) of valid passports will be distributed to facilities for use via Environmental Advisors.
- The facility representative (eg Material Controller on the rig) will print off a copy of each passport for every individual waste stream identified in the consignment i.e. one WTN may be accompanied by a series of Waste Passports (plus MSDS info as per BP EMS Waste Management Procedure UNIF-HSE-PRO-521 requirements).
- Waste arriving at points of transfer (Waste Transfer Station, CWAA or Serenja) will be sorted and Passports will be redistributed with new WTNs to accompany the wastes to their final or interim destinations.

#### **4.3 Associated Documentation**

**Waste logs** are maintained at all individual facilities. These are required to record wastes as per the AzBU requirements i.e. Waste Type should record individual wastes as per their name on the Passport (Waste stream List will be updated accordingly).

#### **4.4 Assistance**

All queries on the system or application of relevant Passports will be addressed to the relevant Environmental Advisors.

Contractors with queries should address these through the COMPANY representative.

In future the Passports will be available for download from the BP EMS intranet site for distribution.

## 5 Appendices

### Appendix 1 The Law of the Azerbaijan Republic

#### **On accession of the Azerbaijan Republic to the Basel Convention of the United Nations Organization on the Control of Transboundary Movements of Hazardous Wastes and Their Disposal**

The Milli Majlis of the Azerbaijan Republic hereby resolves as follows:

1. Azerbaijan Republic to accede to the Convention of the United Nations Organization on the Control of Transboundary Movements of Hazardous Wastes and Their Disposal signed in the city of Basel on March 22, 1989.
2. This law shall become effective on the date of signing.

The President of the Azerbaijan Republic

Heydar ALIYEV

Baku

February 16, 2001

No. 80-IIQ

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### **THE CABINET OF MINISTERS OF THE AZERBAIJAN REPUBLIC**

#### **RESOLUTION NO. 41**

**Baku, March 31, 2003**

#### **On approval of "Rules of issue of passports for hazardous wastes"**

In connection with implementation of the law of the Azerbaijan Republic On Industrial and Utility Wastes, the Cabinet of Ministers of the Azerbaijan Republic hereby resolves as follows:

1. To approve the *Rules of issue of passports for hazardous wastes* (attached hereto).
2. This Resolution shall become effective on the date of signing.

Prime Minister of the Azerbaijan Republic

A. Rasi-zade

*Approved by the Resolution of the Cabinet of  
Ministers of the Azerbaijan Republic No. 41 of  
March 31, 2003*

## **RULES FOR ISSUE OF PASSPORTS FOR HAZARDOUS WASTES**

### **1. General provisions**

1.1 Passport for hazardous wastes (hereinafter referred to as the "passport") shall be prepared in accordance with the law of the Azerbaijan Republic On Industrial and Utility Wastes and the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and Their Disposal (hereinafter referred to as the "Basel Convention") and shall determine the rules of issue of passports for hazardous wastes.

1.2 Passport (a sample copy of which is attached hereto) shall be a document evidencing quality and effect characteristics of hazardous wastes. Passport shall contain accurate information on quality indicators of hazardous wastes, as well as information on proportion of main and supplementary components and physical-chemical characteristics of such wastes.

1.3 A copy of the passport shall, as one of the principal freight documents, accompany each dispatch, packaging, container and other means of transportation in course of delivery of hazardous wastes.

1.4 A passport shall be prepared for each category of hazardous wastes accumulating as a result of economic activities of the proprietor.

1.5 Each category of hazardous wastes shall be distinguished by its name and code in accordance with the classification system prescribed by the Basel Convention.

1.6 Passport shall, in addition to principal code provided for by the Basel Convention, also contain information on additional hazardous characteristics of wastes.

1.7 Passport shall be prepared and approved by the proprietor and one copy of the passport shall, for the purpose of establishment of a database, be submitted to the relevant authority of the Ministry of the Azerbaijan Republic for Ecology and Natural Resources.

1.8 Documents establishing limits of wastes shall be used as principal documents in course of preparation of the passport.

1.9 Completion of the passport by the proprietor shall be compulsory and further amendments shall be made in connection with changes occurring in the technological process. The relevant authority of the Ministry of the Azerbaijan Republic for Ecology and Natural Resources shall be notified of any such amendments.

### **2. Completion of passport for hazardous wastes**

Passport shall consist of 10 columns and shall be completed as described below:

2.1 H code of the hazardous waste (column 1) - this column shall be completed in accordance with the classification system prescribed by the Basel Convention (for example, for chrome associations – H 5.1 – 1.04).

2.2 Name of the hazardous waste (column 2) – this column shall be completed in accordance with composition of hazardous wastes and H code of the Basel Convention.

2.3 Toxic category (column 3) this column shall be completed in accordance with toxic level of hazardous wastes.

2.4 Description of wastes (column 4) – this column shall refer to source, proportion and quantity of hazardous waste, as well as to all harmful components and their proportion.

2.5 Physical-chemical characteristics (column 5) – this column shall be completed through the use of the list of categories of hazardous wastes. This system is in correspondence with the system of classification of hazardous wastes referred to in the recommendations of the United Nations Organization on transportation of hazardous waste.

2.6 Y code (column 6) – this column shall be completed in accordance with the Basel Convention through the use of the list of characteristics of hazard.

2.7 Additional hazardous characteristics (column 7) – this column shall, in addition to principal characteristics of hazardous wastes, specify any other potential hazardous characteristics (by H code).

2.8 Proposed method of processing and disposal (column 8) – this column shall refer to R and D codes proposed by the Basel Convention.

2.9 Column 9 shall refer to name, address and official of the proprietor.

2.10 Passport shall be signed, dated and sealed by the proprietor.

*Appendix to the Rules of issue of passports for hazardous wastes*



## PASSPORT FOR HAZARDOUS WASTES

1. H code for the hazardous waste	2. Name of the hazardous waste	3. Toxic degree
4. Description of wastes (principal components and their proportion, as well as all hazardous components and their approximate percentage share)		
5. Physical-chemical characteristics		
6. Y code	7. Additional hazardous characteristics (H code)	
8. Proposed method of processing and disposal (R and D codes)		
9. Name, address and official of the proprietor	10. Signature  Date Seal	

## Appendix 2 Example of Hazardous Waste Passport for Thinners

PASSPORT FOR HAZARDOUS WASTE		
1. H code for the hazardous waste:	2. Name of the hazardous waste:	3. Toxic degree:
<b>H3.0-1.00</b>	<b>Solvent/Thinner (Amercoat 920)</b>	<b>No.</b>
4. Description of wastes (principal components and their proportion, as well as all hazardous components and their approximate percentage share):		
<b>Source: Painting Operations</b> <b>Principal Components: 2-methoxy-1-methylethyl acetate, solvent naphtha (light arom.)</b> <b>Hazardous Components: 2-methoxy-1-methylethyl acetate, solvent naphtha (light arom.)</b> <b>Proportion: 30-60%</b>		
5. Physical-chemical characteristics:		
<b>Flammable liquid</b>		
6. Y code:	7. Additional hazardous characteristics (H code):	
<b>Y6 Wastes from the production, formulation and use of organic solvents</b>	<b>N.A.</b>	
8. Proposed method of processing and disposal (R and D codes):		
<b>R3 Recycling/Reclamation of organic substances which are not used as solvents</b>		
9. Name, address and official of the proprietor	10. Signature	
	Date:	
	Seal:	

### Explanatory Notes

Section 1: Refer to Annex III "List of Hazardous Characteristics", Basel Convention Agreement

Section 2: Full product name

Section 3: As from "Ministry of Health of USSR, Governmental Committee of USSR for science and techniques: Temporary manual for classification of toxic industrial wastes and methodical recommendation for determination toxic degree of industrial wastes, Moscow, 1987".

Section 4: Refer to product MSDS for principal and hazardous components and their proportions

Section 5: Refer to United Nations Organisation Hazardous Wastes Classification System

Section 6: Refer to Annex I "Categories of Wastes to be controlled", Basel Convention Agreement

Section 7: Refer to Annex III "List of Hazardous Characteristics", Basel Convention Agreement

Section 8: Refer to Annex IV "Disposal Operations" Basel Convention Agreement – use the classifications provided in the attached ACG Project waste register

Section 9: Name (Waste Coordinator, HSE Supervisor etc) and site address of the waste originator

Section 10: Signature (Waste Coordinator, HSE Supervisor etc) and Company stamp for approval