



Waste Management Instructions

AZSPU-HSSE-DOC-00126-2

Authority:	Regulatory, Compliance and Environmental Manager	Custodian:	Waste Management Specialist
Scope:	Azerbaijan	Document Administrator:	AzSPU HSE Document Controller
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1.0 Purpose

The Waste Management Instructions (WMI) provide a means with which to achieve a common approach to the management of waste across AzSPU, including Georgia.

They are intended to both guide and instruct those personnel involved in the management of waste. Each WMI is structured as follows:

- Description of waste;
- Hazard classification;
- Handling procedures at point of production;
- Transportation procedures;
- Handling procedures at CWAA to point of treatment or disposal;
- Administrative procedures;
- Additional Information.

2.0 Specific Requirements

WMIs are to be referred to when determining how to manage and classify waste and when completing Waste Transfer Notes. The use of WMIs will help ensure uniformity in the management of waste throughout AzSPU and will reinforce waste management operational controls that are required for ISO 14001. The WMIs should be used in conjunction with existing documents that provide specific site and generic guidance. Existing documents include:

- Offshore Waste Management Procedure, AZSPU-HSSE-DOC-00007-3;
- Azerbaijan Export Pipelines Waste Management Procedure AZSPU-HSSE-DOC-00302-4;
- Sangachal Terminal Waste Management Procedure AZSPU-HSSE-DOC-00037-4;
- Reporting of Bulk Liquid Wastes Shipped to Shore for Treatment & Disposal AZSPU-HSSE-DOC-00100;
- Approved Waste Management Contractors: Azerbaijan AzSPU-HSSE-DOC-00069-2.

3.0 Key Responsibilities

In order that the WMIs remain up to date and continue to meet the needs of all users it is essential that they are maintained and that feedback is provided if and when shortfalls become apparent.

Responsibilities are as follows:

- Regulatory, Compliance and Environmental Manager is the authority for the instructions and as such is responsible for their completeness and maintenance.
- Waste Management Operations Team (WM Ops) is responsible for collating feedback and forwarding to Waste Management Specialists on a monthly (end of month) basis.
- On-site Operations personnel responsible for Waste Management are responsible for providing feedback to WM Ops as and when it is noted that a particular instruction does not meet their needs e.g. it is ambiguous, inaccurate or there is insufficient information.
- Environmental Advisors responsible for Management Systems need to amend their HSSE procedures to reflect the presence and use of WMIs.

4.0 Waste Management Instructions

WMIs are listed at Appendix 1 with access via their respective hyperlinks.

Appendix 1 Waste Management Instructions

Serial	Waste Stream
1	Absorbents other than oily rags
2	Acids
3	Activated Carbon
4	Adhesive (Solvent Based)
5	Aerosol Cans
6	Air Drying Desiccant
7	Alkalies
8	Amine
9	Antifreeze Coolant
10	Asbestos Containing Materials
11	Ballast Water
12	Base oil recovered from ITD
13	Batteries Dry Cell
14	Batteries Wet cell
15	Biocides
16	Bitumen Asphalt used
17	Bituminous pipe wrapping
18	Blasting Grit
19	Book Cell
20	Brine 1(Waste)
21	Brine 2 (Waste)
22	Buoys Plastic
23	Cartridges (Printer and Toner)
24	Caustic Soda
25	Cement (returned from down hole)
26	Ceramic Packing
27	Charcoal Filters
28	Chemicals (used from laboratory)
29	Chlorine tablets
30	Clinical waste (Medicine)
31	Clinical Waste (Sharps)
32	Clothing and PPE
33	Completion fluids (calcium bromide)
34	Construction waste
35	Cooking oil
36	Detergents
37	Drill Cuttings (SBM)
38	Drill Cuttings (WBM)
39	Drill Cuttings (Low Tox)
40	Drilling Fluids Contaminated Mud 1 (SBM)
41	Drilling Fluids Contaminated Mud 2 (OBM)
42	Drilling Fluids Contaminated Mud 3 (WBM)
43	Drums Metal (Empty)
44	Drums Plastic (Empty)
45	Electrical & Electronic Equipment (Waste)

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46	Electrical cables
47	Explosives and Pyrotechnics
48	Filters (used air)
49	Filters (used oil)
50	Filters (used water)
51	Fire fighting foam
52	Fluorescent tubes
53	Freon TF Solvents
54	Fuel - Aviation
55	Fuel Diesel (Fuel Oil)
56	Gas bottles (empty and full)
57	General Waste
58	Glycol contaminated with oil
59	Gravel Pack Fluid
60	Grease
61	Hawsers
62	Incinerator ash
63	Insulation
64	Lead X-Ray Plates
65	Metal Ferrous
66	Methanol
67	Methyl Ethyl Ketone (MEK)
68	Non Ferrous Metal
69	Oil (Used)
70	Oil Delivery Hose
71	Oily Rags
72	Oily Soil
73	Oily Sludge
74	Oily Water Type 1
75	Oily Water Type 2
76	Paint Cans (empty and residue remaining)
77	Paints and Paint Sludge
78	Paper and Cardboard
79	Photographic Developing Liquids
80	Pigging Wax
81	Pipe dope
82	Plastic HDPE
83	Plastics other than HDPE
84	Produced Sand
85	Produced Water
86	Rubber inc pigging discs
87	Smoke Detectors
88	Solvent and Thinners
89	Swarf
90	Thread Protectors
91	Tins (Food)
92	Transformer Oil

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93	Transformers
94	Tyres (Used)
95	Welding Flux
96	Wood (clean)

Revision/Review Log

Revision Date	Authority	Custodian	Revision Details
	Faig Askerov	Vusal Mammadov	Content Revision & Issue
February 2009	Alan Jones	Vusal Mammadov	Next rev date postponed due to request from the Custodian
11 October 2010	Regulatory, Compliance and Environmental Manager	Waste Management Specialist	The document review deadline has been extended to allow detailed review and recent organizational changes.

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