

**MANAGEMENT OF WASTE PRODUCED BY TRANSTEC SERVICES SRL**

SUMMARY

1. Purpose and scope
2. Recipients
3. Classification of waste produced
4. Management of waste products – Collection and transfer methods
5. Responsibility

1. PURPOSE AND SCOPE

This procedure aims to provide indications and standardize the management of both hazardous and non-hazardous waste generated at the TransTec Services Srl headquarters. The procedure makes the behavior that all company employees are required to adopt with regard to "waste management" mandatory, in light of current regulations.

2. RECIPIENTS

This procedure is addressed to all personnel who contribute to the production of waste of any type operating in the offices of TransTec Services Srl, located in Via Cornelia n. 498, 00166 Rome (RM).

3. CLASSIFICATION OF WASTE PRODUCED

The waste is classified, according to the provisions of the art. 184 of Legislative Decree no. 152/2006 (so-called Testo Unico Ambientale):  
based on origin: - urban or special;  
based on the danger: - dangerous or non-dangerous.

***Municipal and similar solid waste:***

- Waste related to office activities (non-paper envelopes, pens, wrappers, packaging not subject to separate waste collection...)
- Waste from refectory activities (napkins, containers and food wrappers ...)

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***Non-hazardous special waste sent for recovery***

- Papers and cardboard
- Plastic
- Out of order equipment such as monitors, PCs, cell phones, printers
- Used Toner/Cartridges for printers and photocopiers - Used batteries

**4. MANAGEMENT OF WASTE PRODUCTS – COLLECTION AND TRANSFER METHODS**

***Municipal and similar solid waste:***

Waste is collected in plastic bags placed in special bins located in all rooms and bathrooms.

The transfer is managed by the cleaning company which intervenes twice a week.

***Non-hazardous special waste sent for recovery***

Papers and cardboard – the discarded boxes are collected by the cleaning company to be sent to containers for the collection of recycled paper/cardboard

Plastic – collected in a special green container and collected by the cleaning company to be sent to containers for the collection of recycled plastic/metals.

Large bottles of mineral water are disposed of by the waste manager in containers for the collection of recycled plastic/metals or collected directly from the supplier.

End-of-life equipment such as monitors, PCs, cell phones, printers & used toners/cartridges for printers and copiers – the collection takes place in the server room. The person responsible for waste management disposes of the material at regular intervals at the competent recycling center.

Used batteries - the collection takes place in the server room in a special transparent plastic bag. The person responsible for waste management transfers the collected batteries at regular intervals to the competent recycling center

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## 5. RESPONSIBILITY

Preparation and positioning of containers for the various types of waste	Waste management manager
Correct disposal of waste in the various containers/places located	Waste management manager
Waste removal and final disposal	Cleaning company and waste management manager
Supervision of the application of the procedure	Waste management manager

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