

<p align="center">SAFETY & ENVIRONMENTAL ATTACHMENT IV</p> <p>TITLE: EXAMPLE OF :- FIRST AIDERS – INJURY REPORT FORM</p>	<p align="center">S O P 601.014</p>	<p align="right">Page 1 of 1</p> <p>Effective Date: _____ Revision No: 4 Date: 24.03.04 Prev Rev No: 3 Date: 24.04.01</p>
---	--	---

FIRST AIDERS: - INJURY REPORT FORM

Date:- _____ / _____ / _____

Time:- _____ : _____ Hrs

Name of Person in receipt of First Aid: _____

Name of First Aider: _____

Department or Company: _____

Description of location and extent of injuries:

Full Details of Treatment given:

Did the patient go to Hospital, Home or back to work ? Describe subsequent actions taken:

Other comments:

Signature of First Aider _____

This Report must be attached to the Accident/Incident/Near Miss Report Form.

For inspection purposes only.
Consent of copyright owner required for any other use.

SAFETY & ENVIRONMENTAL ATTACHMENT V TITLE: EXAMPLE OF :- SAFETY INQUIRY FORM	S O P 601.014	Page 1 of 2	
		Effective Date: _____ Revision No: 4 Date: 24.03.04 Prev Rev No: 3 Date: 24.04.01	

Ref No of Associated Accident / Incident/ Near Miss :- _____

Date of inquiry:- _____ Location:- _____

Attended by:- _____

Circulation List:- _____

A) **Accident/Incident / Review:**
Review the Accident / Incident/ Near Miss Reporting form prior to completing the inquiry

B) **Additional Information**
Additional information above that contained in the Accident/Incident Near Miss Report

Were procedures being followed ? _____

Was PPE required ? _____

Was it being worn properly ? _____ if No explain

Sketch / Photograph of Accident scene

List other documentation attached:-

C) **Inquiry**

What was the immediate cause of the Accident/Incident/Near Miss ?

SAFETY & ENVIRONMENTAL ATTACHMENT V TITLE: EXAMPLE OF :- SAFETY INQUIRY FORM	S O P 601.014	Page 2 of 2	
		Effective Date: _____ Revision No: 4 Date: 24.03.04 Prev Rev No: 3 Date: 24.04.01	

What was the root cause of the Accident/Incident/Near Miss ?

What are the wider implications of this Accident /Incident/ Near Miss ?

Was the response to the Accident /Incident Near miss appropriate ?

What lesson were learned following the occurrence of this accident/incident /Near Miss?

D) Corrective Actions

Corrective Actions (see CAR Sheets attached for CAR's Listed below)

CAR No	Responsible person	Due date

All corrective actions raised will be followed up and closed out as per SOP 610.018 " Environmental Health and Safety Corrective and Preventative Actions"

Signed:- _____ Date:- _____
 Department Manager

Signed:- _____ Date:- _____
 HR/Safety Manager

REVISION LOG

SOP TITLE: INTERNAL ACCIDENT / INCIDENT / NEAR MISS REPORTING		SOP NUMBER/CODE: 601.014	
REVISION NO.	REQUESTED BY:	REASON FOR REVISION	EFFECTIVE DATE
0	KH	NEW SOP FOR DETAILING INTERNAL REPORTING OF ACCIDENT/INCIDENT/NEAR MISS REPORTING	19.02.99
1	KH	Change mechanism for close out of corrective actions. Modifications to ensure consistency with Accident / Incident Response SOP601.023.	01.06.00
2	DH	Revise SOP to include linkage to CAR's and close out. Report form format updated and now includes environmental effects.	06.12.00
3	DH	<ol style="list-style-type: none"> 1. Inquiry form transferred from accident response procedure. 2. System included to allow local allocation of CAR numbers. 3. Report form modified to improve continuity and reduce duplication. 4. Report form modified to focus on the root cause of accidents and site wide implications. 5. First aid form updated. 	17.08.01
4	DM	<ul style="list-style-type: none"> • Replace SIFA Ltd throughout SOP • Inclusion of all permanent, temporary, contractors and visitors to the procedure. Inclusion of all Schwarz Pharma activities to the procedure • Lessons learned to be communicated to other departments if applicable. • S&E Manager references replaced with Safety Specialist • S&E secretary replaced with Admin Asst. • Included in the SOP: details of accidents/incidents/near misses will be communicated and discussed at the monthly Safety Management Team meeting and the safety committee meeting • Included in the SOP: the Safety Management Team meeting will set targets and indicators on accident/incident/near miss reporting, lost time accidents and reportable accidents, on an annual basis, as measures of the performance of the safety management systems. • Included in the SOP: the Admin Asst. will carry out statistical analysis of accident/incident/near miss types and injuries. This analysis will be discussed at the monthly Safety Management Team meeting and the safety committee as a means to identify future safety programs that need to be introduced on the Schwarz Pharma site, to reduce accidents/incidents/near misses occurring. • Modifications to Accident/Incident/Near Miss form system flowchart 	

RECEIPT OF SOP CONFIRMATION

SOP TITLE: INTERNAL ACCIDENT / INCIDENT / NEAR MISS REPORTING	SOP NO: 601.014	REV. NO: 4
I acknowledge receipt of the above SOP.		
<u><i>For All Copies Except Q.A Master Copy:</i></u>		
I have destroyed (returned in the case of Master BMI's and CPs) the superceded revision of the SOP.		
Signed:	Department:	Date:

For inspection purposes only.
Consent of copyright owner required for any other use.

SAFETY & ENVIRONMENTAL PROCEDURE	S O P	Page 1 of 2	
TITLE: HAZARDOUS WASTE DISPOSAL	605.044	Effective Date: _____	
		Revision No: 2	Date: 28.03.03
		Prev Rev No: 1	Dated: 14.02.01

1.0 PURPOSE

To provide guidelines to ensure that Hazardous Chemical Wastes arising directly from on-site manufacturing processes are disposed of in accordance with company requirements, IPC licence requirements and the Transportation of Hazardous Goods Regulations.

2.0 PROCEDURE

- 2.1 Prior to organising a shipment of waste, determine that nature of the material requiring shipment, and the quantities involved.
- 2.2 Contact the necessary waste broker and inform them of the proposed shipment.
- 2.3 Following confirmation of the load by the broker, the broker will supply all the necessary paper work and confirm the collection date.
- 2.4 The paper work for a load may consist of all or some of the following :-
 - ❖ C1 form – to be signed by driver & SIFA LIMITED, bottom (pink) copy to be retained by SIFA LIMITED.
 - ❖ Trem card – to be signed by driver.
 - ❖ Load plan
 - ❖ Annex – description of load

The waste broker may also include other paper work not listed.

- 2.5 SIFA LIMITED is responsible for ensuring that the waste leaves the site in a proper state (i.e.) correct labelling, proper container / drum condition and correct paperwork. The broker may send a representative on site if requested to supervise the loading of the truck or container.
- 2.6 All waste must be prepared as outlined in SOP605.050 'Preparation of drummed waste for shipment' and SOP605.051 'Preparation of bulk waste for shipment'.
- 2.7 All paper work must be copied prior to the load leaving the site and filed in the 'Hazardous Waste File' which is located in the Environmental Office (Waste Water Treatment Plant).

Written By : _____ Mark O'Brien, Environmental Officer Waste. Date: _____	Approved By: _____ John O'Donoghue, Safety & Environment Manager.
---	--

SAFETY & ENVIRONMENTAL PROCEDURE	S O P	Page 2 of 2	
TITLE: HAZARDOUS WASTE DISPOSAL	605.044	Effective Date:	
		Revision No:	2 Date: 28.03.03
		Prev Rev No:	1 Dated: 14.02.01

2.8 When the 'Cert of disposal' is received it is also filed in the hazardous waste file. Confirm and record that the load has been properly disposed.

2.9 The hazardous waste register must be updated by the Environmental Officer Waste. This file is located on the N drive (N:\ISO14001\Waste).

3.0 REVISION

This SOP is reviewed annually according to SOP 100.007. Any necessary changes will be documented in a new revision of this SOP.

*For inspection purposes only.
Consent of copyright owner required for any other use.*

REVISION LOG

SOP TITLE: **HAZARDOUS WASTE DISPOSAL**

SOP NUMBER/CODE: **605.044**

REVISION NO.	REQUESTED BY:	REASON FOR REVISION	EFFECTIVE DATE
0	TW	Previously called "602.044". Reason for revision is because of a new code numbering system.	25.08.97
1	MOB	<ul style="list-style-type: none">➤ Remove attachments I, II, III and revise entire sop. Remove sections on responsibility and approval and increase detail.➤ Remove 'within the state' from title.	19.02.01
2	MOB	❖ 2.4 SIFA not required to sign Trem Card.	

For inspection purposes only.
Consent of copyright owner required for any other use.

RECEIPT OF SOP CONFIRMATION

SOP TITLE: HAZARDOUS WASTE DISPOSAL	SOP NO: 605.044	REV. NO: 2
I acknowledge receipt of the above SOP.		
<u><i>For All Copies Except Q.A Master Copy:</i></u> I have destroyed (returned in the case of Master BMI's and CPs) the superceded revision of the SOP.		
Signed:	Department:	Date:

For inspection purposes only.
Consent of copyright owner required for any other use.

SAFETY & ENVIRONMENTAL PROCEDURE	S O P	Page 1 of 3	
TITLE: PREPARATION OF BULK WASTE FOR SHIPMENT	605.051	Effective Date:	
		Revision No: 2	Date: 28.03.03
		Prev Rev No: 1	Dated: 14.02.01

1.0 PURPOSE

To define the procedure by which bulk solvent waste held in tank 14 is transferred to a road tanker and sent off-site for disposal.

2.0 PROCEDURE

2.1 The Environmental Officer Waste is responsible for the co-ordinating the movement of bulk waste off-site for disposal and in his / her absence the shipment may be co-ordinated by a member of the S&E Department.

2.2 When Tank 14 is full, it can hold approximately 28,000 litres. About 1 week before the tank volume reaches 20,000 litres, a road tanker will be ordered by the Environment Officer Waste from an approved Waste Disposal Broker.

The Waste Disposal Broker will require a fax detailing the composition of the load.

NOTE : If T.F.S. is not already in place for the load, then allow up to 6 weeks to put a TFS in place.

2.3 The Waste Disposal Broker will then organise and supply the bulk of the documentation required, i.e. T.F.S., Dangerous Goods Note, Trem Cards, TFS Bonding Certificates, Labels to facilitate the movement of the tanker.

2.4 Book the tanker for 08.00 hrs on any day mutually agreeable to Warehouse and Safety & Environment Personnel and inform Warehouse, and Analytical QC labs 1 day before collection of waste to allow for sampling and analysis.

2.5 Once the tanker arrives on site the responsible S&E personnel must check the tanker to ensure it is clean, in a safe condition and that the driver on-site is certified Hazchem. Warehouse personnel must ensure the area around the Tank Farm is sufficiently clear to allow the tanker move into position and the area must also be kept free of obstruction during loading. The wheels of the tanker must be chocked and the antistatic lead connected and a fire extinguisher made available. Once these checks are carried out loading may commence.

Written By :	Approved By:	Approved By:
_____ Mark O'Brien, Environmental Officer Waste.	_____ Ger Teefy, Warehouse Team Facilitator.	_____ John O'Donoghue, S & E Manager.
Date: _____	_____	_____
Approved By:	Approved By:	
_____ Marcus Dohmann, Chain Supply Mgr.	_____ Marcus Clancy, BPC Technologist.	

SAFETY & ENVIRONMENTAL PROCEDURE	S O P	Page 2 of 3	
		Effective Date:	
TITLE: PREPARATION OF BULK WASTE FOR SHIPMENT	605.051	Revision No: 2	Date: 28.03.03
		Prev Rev No: 1	Dated: 14.02.01

- 2.6 Warehouse personnel have responsibility for ensuring the connection of tank 14 to the road tanker is completed as follows :-
- 2.6.1 Connect the hose from the outlet Tank 14 to the top of the manlid of the tanker using a separating unit with a sampling point if one is available. Ensure that the hose is properly secured and will not fall out under the pressure of pumping.
- 2.6.2 Open the bottom outlet valve of Tank 14.
- 2.6.3 Check the tank reading on gauge before pumping.
- 2.6.4 Switch the controls in the electrical room to Tank Farm for pump on Tank 14.
- 2.6.5 Inform S&E personnel that the tanker is ready for loading.
- 2.6.6 After receiving authorisation from S&E personnel commence pumping. Check for leaks and cease pumping if any leaks are observed.
- 2.7 A sample of 100mls must be taken from an in-line sample point every 2000 L by S&E personnel. When approximately 20,000 litres has been pumped into the tank, determine specific gravity on the composite sample. This is done by use of a hydrometer in WWTP
- 2.8 The S&E personnel using a dip stick / tape measure must check the volume of the tanker, ensuring that the tank does not exceed 90% full and is a minimum of 80% full. At this point Warehouse personnel undertake the following;
- 2.8.1 Switch off the pump.
- 2.8.2 Close valve at the bottom of the Tank.14.
- 2.8.3 Close the valve at outlet of Tank 14.
- 2.8.4 Switch the controls in the Electric Room back to Production.
- 2.9 Once the tanker is loaded the sample is sent to QC Laboratory for water content and solvent content. Once the analysis is complete, inform the Waste Disposal Broker of the concentrations and fill in paperwork as advised by the Waste Disposal Broker.
- 2.10 The TFS Movement and Tracking Form must be completed as follows:
- Box 17 by Safety and Environment personnel.
 - Box 10 by collecting driver.

SAFETY & ENVIRONMENTAL PROCEDURE TITLE: PREPARATION OF BULK WASTE FOR SHIPMENT	S O P 605.051	<p style="text-align: right;">Page 3 of 3</p> Effective Date: _____ Revision No: 2 Date: 28.03.03 Prev Rev No: 1 Dated: 14.02.01
---	------------------------------------	---

2.11 Once the load is disposed of, a Certificate of Safe Disposal will be received by SIFA followed by an invoice. The Certificate of Disposal is filed with all other documentation. The invoice will only be paid on receipt of the Certificate of Disposal.

Note: *All documentation supplied by the waste contractors must accompany the load. A copy of the completed TFS and Annex must be faxed to the waste disposal contractor when the load leaves the site and a copy must also be sent to Clare County Council.*

If the tanker is going off-site to be held in a Waste Transfer Station, a C1 Form will replace the T.F.S. The Waste Disposal Broker will supply the C1 Form.

3.0 REVISION

This SOP is reviewed annually according to SOP 100.007. Any necessary changes will be documented in a new revision of this SOP

For inspection purposes only.
Consent of copyright owner required for any other use.

REVISION LOG

SOP TITLE: **PREPARATION OF BULK WASTE FOR SHIPMENT**

SOP NUMBER: **605.051**

REVISION NO.	REQUESTED BY:	REASON FOR REVISION	EFFECTIVE DATE
0	TW	Previously called "602.051". Reason for this revision is because of a new code numbering system.	25.09.97
1	MOB	Review titles throughout. Updates to section 2.2 TFS to be in place 6 wks. Section 2.4 include allow for sampling and analysis. Refer to S&E personnel not EHS.	10.04.00
2	MOB	2.9 Re-write this point. Note Addition to note starting from 'if tanker is going off-site'. Remove Attachment I and II.	

For inspection purposes only.
Consent of copyright owner required for any other use.

RECEIPT OF SOP CONFIRMATION

SOP TITLE: PREPARATION OF BULK WASTE FOR SHIPMENT	SOP NO: 605.051	REV. NO: 2
I acknowledge receipt of the above SOP.		
<u><i>For All Copies Except Q.A Master Copy:</i></u>		
I have destroyed (returned in the case of Master BMI's and CPs) the superceded revision of the SOP.		
Signed:	Department:	Date:

For inspection purposes only.
Consent of copyright owner required for any other use.

SAFETY & ENVIRONMENTAL PROCEDURE	S O P	Page 1 of 2	
TITLE : Waste Disposal Contractor Control	605.002	Effective Date: _____	
		Revision No: 2	Date: 28.03.03
		Revision No: 1	Date: 13.03.00

1.0 PURPOSE

The purpose of this SOP is to define the procedure used to ensure the approval of Waste Contractors prior to their employment by SIFA LIMITED.

2.0 PROCEDURE

2.1 *General Considerations:*

The Environmental Officer Waste is responsible for all matters relating to the movement of waste off-site. Individuals and organisations are employed by SIFA LIMITED to carry out waste disposal services on a contract basis. The activities of any contractor that may have a major effect the environment must be regulated and, therefore, it is important that any Waste Contractor employed By SIFA LIMITED is approved fully prior to commencement of work.

2.2 **The Approval of Contractors is as follows:**

- 2.2.1 Prior to the commencement of any work the contract company must demonstrated are capable of performing the required tasks and possess the necessary permits / qualifications and operating history to do so. This may be by qualifications, performance history etc.
- 2.2.2 Each Waste Disposal Contracting Company must be approved by the Safety and Environment Manager or Environmental Officer Waste before commencing work
- 2.2.3 Once approved the contractor is placed on the list of approved contractors in **Attachment I**. If no longer approved the contractor is removed from the list. Only approved contractors on the list may be used for waste disposal
- 2.2.4 The contractor and agreement must be re-evaluated periodically by the Environmental Officer Waste and a record of that review kept in the Environment office. The Environmental Officer Waste is responsible for carrying out the review.

Written By	Approved By:
_____ Mark O'Brien, Environmental Officer Waste.	_____ John O'Donoghue, S & E Manager.
Date: _____	_____

SAFETY & ENVIRONMENTAL PROCEDURE	S O P	Page 2 of 2	
TITLE : Waste Disposal Contractor Control	605.002	Effective Date: _____	
		Revision No: 2	Date: 28.03.03
		Revision No: 1	Date: 13.03.00

- 2.2.5 When a new waste stream, waste agent, waste contractor or disposal method is approved the Environmental Officer Waste must ensure that this SOP is updated.
- 2.2.6 All wastes must be controlled and handled as specified in their respective SOP's
- 2.2.7 A list of approved waste brokers / disposal contractors disposal locations and methods of disposal recovery must be maintained as per **Attachment I**. Hazardous waste specified on this list must not be disposed of by any other route without prior agreement of the Safety & Environmental Manager. No other waste shall be disposed of without prior notice to and the prior agreement of the agency.
- 2.2.8 The Waste Officer must contact the Environmental Department of Clare County Council on an annual basis in order to obtain an up to date listing of all waste permit holders licenced by Clare County Council. This must be cross checked against existing SIFA contracts in order to ensure that they have obtained the necessary permit.

3.0 DOCUMENTATION

Attachment I : List Waste at SIFA and its approved disposal Route.

4.0 REVISION

This SOP is reviewed annually according to SOP 100.007. Any necessary changes will be documented in a new revision of this SOP.

SAFETY & ENVIRONMENTAL ATTACHMENT I	S O P	Page 1 of 1
TITLE : List Waste at SIFA LIMITED and its approved disposal Route.	605.002	Effective Date: _____ Revision No: 2 Date: 28.03.03 Revision No: 1 Date: 13.03.00

HAZARDOUS WASTE			
Waste Broker	Disposal Agents & Locations	Materials Disposed	Disposal Method
Cara Environmental Technology Ltd.	Kommunekemi.Nyborg, Denmark. SAVA Brunsbuttel Germany AVR Chemi Rotherdam	Organic Solvents, Waste Actives , Waste Chemicals and other chemically contaminated wastes, sodium acetate stream.	Incineration
Minchem	SMR Rye, Sussex, UK	Organic Solvents including Chlorinated solvents and residues from production and ancillary activities.	Recovery
Minchem	Rechem, Pontypool, UK AVG Hamburg , Germany	Organic Solvents, Waste Actives , Waste Chemicals and other chemically contaminated wastes, sodium acetate stream.	Incineration
Minchem	Scoribel, Belgium.	Isosorbide Residue	Recovery
Minchem	Rechem, Fawley UK	Organic Solvents, Waste Actives , Waste Chemicals and other chemically contaminated wastes	Incineration
Atlas Oil	Munster Fair Green, Limerick	Waste Oil	Recovery
Safety Kleen	Tallaght Co.Dublin	Waste Degreasers	Recovery
SES	SES, Smithstown Industrial Estate	Chemically contaminated plastic drums, COD vials	Wash / Landfill
MT Oils	Newmarket Dublin	Cooking Oil	Recovery
Irish Lamp Company	Irish Lamp Athy, Co. Kildare	Fluorescent Tubes	Recovery
NON-HAZARDOUS WASTE			
Ipodec	Ipodec, Doora Co Clare	General Site Refuse	Landfill
Cussens	Cussens , Doora Co Clare	General Canteen Waste	Landfill
Connaught Timber	Loughrea Co. Galway	Wooden materials inc. Pallets	Recycle / Reuse
Rehab	Shannon Ind Estate Co Clare	Glass Bottles and Aluminium Cans	Recycle
Hegarty Hammond	Ballysimon Rd., Limerick	Scrap metal including Drums	Recycle
Information Security Management	Rehab Recycling Partnership, Monahan Road, Cork.	All paper except newspaper.	Recycle
IT Images Ireland Ltd.	Bellefiend, Enniscorthy, Wexford.	Printer / photocopier cartridges	Recycle
Clean Ireland Refuse	Cree, Kilrush, Co. Clare	Cardboard	Recycle

REVISION LOG

SOP TITLE: WASTE DISPOSAL CONTRACTOR CONTROL

SOP NUMBER: 605.002

REVISION NO.	REQUESTED BY:	REASON FOR REVISION	EFFECTIVE DATE
0	TW	New SOP	30.11.93
1	MOB / DH	To add MT oils, Connaught timber to list of contractors and to add audit example as an attachment and change job titles and review sop.	04.04.00
2	MOB	<ul style="list-style-type: none">❖ 3.0 Include section showing Attachments.❖ Attachment I – add Clean Ire Refuse, Information Security Management, IT Images to list of contractors.❖ Remove Attachment II – questionnaire.❖ Add section 2.2.8.	

For inspection purposes only.
Consent of copyright owner required for any other use.

RECEIPT OF SOP CONFIRMATION

SOP TITLE: WASTE DISPOSAL CONTRACTOR CONTROL	SOP NO: 605.002	REV. NO: 2
I acknowledge receipt of the above SOP.		
<u><i>For All Copies Except Q.A Master Copy:</i></u>		
I have destroyed (returned in the case of Master BMI's and CPs) the superceded revision of the SOP.		
Signed:	Department:	Date:

For inspection purposes only.
Consent of copyright owner required for any other use.

SAFETY & ENVIRONMENTAL PROCEDURE	S O P	Page 1 of 2
Title: TRANSPORTATION OF HAZARDOUS GOODS	601.003	Effective Date: _____ Revision No: <u>2</u> Date: 30.05.01 Prev Rev No: <u>1</u> Dated: 03.02.00

1.0 PURPOSE

To define the system in place for the classification, packaging, labelling of hazardous goods and preparation of associated documentation.

2.0 PROCEDURE

Labelling of hazardous shipment :-

- 2.1. The Safety & Environment Manager will interpret the transport regulations and determine the classification of new products or how changes to the regulations effect existing products.
- 2.2. For new classifications the Safety Environment Manager will seek assistance from external specialist if necessary in deciding the class, PSM, UN No. packing group, handling, and transport and convey this information to the Sales & Shipping Co-ordinator or to the Shipping & Materials Administrator.
- 2.3. The Sales & Shipping Co-ordinator or Shipping & Materials Administrator will prepare accompanying documentation for air, sea and road transport. As for details in 2.2 most consignments are either road and air or road and sea and in such cases air and sea transport regulations take precedent over road.
- 2.4. The Warehouse Facilitator prepares the consignment as directed from the details of inner and outer packaging , overpacks, shrink wrapping etc. as outlined 2.2.
- 2.5. From stocks of transport and handling labels supplied and maintained in the Warehouse the appropriate labels as outlined in 2.2 are applied to the drums / packages for transport and the appropriate "eleven inch" diamond labels are applied to the trailer / container on both sides and rear by Warehouse personnel.
- 2.6. The appropriate section of accompanying documentation is signed by the Safety & Environment Manager or Sales & Shipping Co-ordinator or Shipping & Materials Administrator to say the goods are correctly classified and signed by the Warehouse Facilitator or deputy to say that the goods are packaged, labelled and loaded correctly to the truck.

Written & Approved By:	Approved By:	Approved By	Approved By:
John O'Donoghue, Safety & Env. Mgr.	Richard Coll, Shipping & Materials Adm.	Mary Clifford M&L Manager	Ger Teeffy Warehouse Facilitator
Date: _____	Date: _____	Date: _____	Date: _____

SAFETY & ENVIRONMENTAL PROCEDURE	S O P	Page 2 of 2
Title: TRANSPORTATION OF HAZARDOUS GOODS	601.003	Effective Date: _____ Revision No: <u>2</u> Date: 30.05.01 Prev Rev No: <u>1</u> Dated: 03.02.00

- 2.7 Multi-language TREM cards and MSDS for ISDN and 5-ISM and their blends are supplied to Warehouse Facilitator and should be included with the dangerous goods note and other documentation accompanying each consignment and given to the truck driver. If a container contains the same product for different customers there should be a TREM card and an MSDS for each customer.
- 2.8 Arising from item 2.2 TREM cards and an MSDS for products other than ISDN, 5-ISM powders and their blends are supplied by the External Specialist to the Sales & Shipping Co-ordinator or to the Shipping & Materials Administrator who will inspect the condition of packaging, drum and truck labelling prior to dispatch.
- 2.9 The checks in 2.8 consist of ensuring the correct handling and transport labels are applied in the correct manner and locations on the drums and truck as follows :-
- 2.9.1 The handling labels consist of those specified in the MSDS to incorporate the symbols and R&S phrases.
- 2.9.2 Transport labels should indicate the primary hazard as indicated by a number at the base of the diamond and where there is a secondary hazard, this label should also be applied adjacent to the primary one.
- 2.9.3 Additional handling and storage markings, such as 'store upright' labels or 'do not load in passenger aircraft' should also be checked.
- 2.9.4 Check that the drums are in good conditions and have U.N. approved markings.
- 2.9.5 Check that the container / trailer has transport placards or labels on sides and rear which reflect the hazard class.

3.0 REVISION

This SOP is reviewed annually according to SOP100.007. Any necessary changes will be documented in a new revision of this SOP.

RECEIPT OF SOP CONFIRMATION

SOP TITLE: TRANSPORTATION OF HAZARDOUS GOODS	SOP NO: 601.003	REV. NO: 2
I acknowledge receipt of the above SOP.		
<u><i>For All Copies Except O,A Master Copy:</i></u>		
I have destroyed (returned in the case of Master BMI's and CPs) the superceded revision of the SOP.		
Signed:	Department:	Date:

For inspection purposes only.
Consent of copyright owner required for any other use.

SAFETY & ENVIRONMENTAL PROCEDURE	S O P	Page 1 of 3	
		Effective Date:	
TITLE: PREPARATION OF DRUMMED WASTE FOR SHIPMENT	605.050	Revision No: 3	Date: 28.03.03
		Prev Rev No: 2	Dated: 30.01.01

1.0 PURPOSE

To define the method by which a load of drummed hazardous waste is prepared.

2.0 PROCEDURE

2.1 Initial Planning:

2.1.1 The Environmental Officer Waste is responsible for co-ordinating the movement of drummed waste off-site, and in his absence the shipment may be co-ordinated by a member of the S&E Department. A computer print out of waste stocks present shall be provided by the Warehouse Department every two weeks when sufficient material is available a shipment will be organised for movement off-site.

2.1.2 Once approved, the annex and computer list is circulated to warehouse.

2.1.3 Warehouse personnel will have the shipment ready for movement to collect five working days prior to collection, not including weekends. If any problems arise with the Annex, Warehouse personnel must contact the Environmental Officer Waste as soon as possible.

Note : Where possible the Environmental Officer Waste may decide to mix compatible drummed waste streams in a bulk road tanker for disposal it may then be shipped as bulk waste as per SOP605.051

2.2 Preparation of Drums: Warehouse personnel must ensure that :-

2.2.1 Only drums which are marked on the list are pulled out of their storage areas.

2.2.2 Drums are at least 80% full and not more than 90% full unless otherwise specified on list.

2.2.3 All drums i.e. open top, tight head, fibre, have a U.N. marking "X" or "Y".

2.2.4 All 200 L drums of liquid are in good condition i.e. no dents, bulges, corrosion, unless they are to be bulked into a tanker. Drums in bad condition must be transferred into good drums, damaged drums must be washed and disposed of by the Warehouse according to SOP's 206.033, 400.022 and 605.050.

Written By:	Read By:	Approved By:	Approved By:
Mark O'Brien, Environmental Officer Waste.	Ger Teefy, Warehouse Team Facilitator.	John O'Donoghue, S&E Manager	Marucs Dohmann, Supply Chain Mgr.
Date: _____	Date: _____	Date: _____	Date: _____

<p>SAFETY & ENVIRONMENTAL PROCEDURE</p> <p>TITLE: PREPARATION OF DRUMMED WASTE FOR SHIPMENT</p>	<p>S O P</p> <p>605.050</p>	<p style="text-align: right;">Page 2 of 3</p> <p>Effective Date: _____</p> <p>Revision No: 3 Date: 28.03.03</p> <p>Prev Rev No: 2 Dated: 30.01.01</p>
---	---	--

- 2.2.5 All drums have only one label - old labels must be removed or painted over.
- 2.2.6 The correct letter or number from the Annex is written onto this label or drum.
- 2.2.7 All drums are be clean on the outside i.e. top, sides and bottom.
- 2.2.8 Any special instructions as outlined on the copy of the computer list for the packaging of drums are be followed.

Note : 200 L drums of solid or unpumpable liquid in bad condition may be placed into an over drum with the approval of the S&E Personnel.

2.2.9 When all computer print out drums have been prepared i.e. - in good condition, contain only one label, clean, been painted if required, they will be checked the Environmental Officer Waste prior to labelling with correct shipping label.

2.2.10 This work must be carried out ideally three days prior to shipment.

2.3 **Sealing and labelling:**

2.3.1 When drums have been passed by S&E Department, they should be sealed.

2.3.2 All drums must be sealed with the correct type seal. This is the responsibility of Warehouse.

2.3.3 Hazardous waste labels must contain the following information. (This is the responsibility of S&E Department).

- Substance name i.e. breakdown of contents.
- U.N. number
- Drum identification - e.g. "SIFA LIMITED." "A".
"A" = corresponding letter in Annex. Some drums may require a second or third sub-risk hazardous label which should be placed beside the main hazardous waste label. If so this will be stated on the Annex.
- Batch number identification.

2.3.4 The Environmental Officer Waste *must* ensure that labels are securely fixed to all drums.

2.3.5 After labeling all Fiber Board Drums must be placed on pallets and shrink wrapped by Warehouse personnel.

SAFETY & ENVIRONMENTAL PROCEDURE	S O P	Page 3 of 3	
TITLE: PREPARATION OF DRUMMED WASTE FOR SHIPMENT	605.050	Effective Date:	
		Revision No: 3	Date: 28.03.03
		Prev Rev No: 2	Dated: 30.01.01

- 2.3.6 A "Waste Material Awaiting Shipment" label will be placed on each shrink wrapped pallet.
- 2.3.7 Sealing and labelling must be completed 24 hours prior to shipment date if possible.
- 2.3.8 When the driver and truck arrive on site the waste disposal contractor must ensure that :-
- a) The driver and truck are hazchem certified
 - b) The truck is in a good state of road worthiness
 - c) Large diamond labels and hazchem plates of the correct type are in place.
- 2.3.9 All F.I.B.C's must be stored in a covered area to prevent water entering the F.I.B.C

2.4 When loading the truck Warehouse Personnel should :-

- 2.4.1 Follow any loading instructions given by the Environmental Officer Waste or the Waste Brokers representative on site, who inspects the drums as they are being loaded.
- 2.4.2 Loading the truck in a manner which will not damage the drums, i.e. in handling of drums should be treated like finished product and that the load will not shift during transport.
- 2.4.3 A load plan is filled in at the point of loading by Environmental Officer Waste or alternatively by contractors representative.
- 2.4.4 Drums which are not loaded will be returned to their storage area for future shipment, or redrummed if necessary.
- 2.4.5 The Environmental Officer Waste or designee must ensure that the load is safe to travel and the correct hazard warning labels and hazchem plates are displayed.
- 2.4.6 Waste Disposal Broker will supply all documentation required for the load.

3.0 REVISION

This SOP is reviewed annually according to SOP 100.007. Any necessary changes will be documented in a new revision of this SOP.

REVISION LOG

SOP TITLE:
PREPARATION OF DRUMMED WASTE FOR SHIPMENT

SOP NUMBER/CODE:
 605.050

REVISION NO.	REQUESTED BY:	REASON FOR REVISION	EFFECTIVE DATE
0	TW	Previously numbered as "602.044". Changes made because of a new code numbering system.	26.09.97
1	MOB	Information added to procedure and some changes made.	18.04.98
2	MOB	Update signature names and responsibilities updated. Section 2.2.4 include reference to sop numbers and responsibility of warehouse. Section 2.3.7, include waste disposal contractor.	02.02.01
3	MOB	❖ Remove Attachment I from SOP. ❖ Add 2.4.6 (all new text)	

For inspection purposes only.
 Consent of copyright owner required for any other use.

RECEIPT OF SOP CONFIRMATION

SOP TITLE: PREPARATION OF DRUMMED WASTE FOR SHIPMENT	SOP NO: 605.050	REV. NO: 3
I acknowledge receipt of the above SOP.		
<i>For All Copies Except Q.A Master Copy:</i>		
I have destroyed (returned in the case of Master BMI's and CPs) the superceded revision of the SOP.		
Signed:	Department:	Date:

For inspection purposes only.
Consent of copyright owner required for any other use.

SAFETY & ENVIRONMENTAL PROCEDURE	S O P	Page 1 of 4	
TITLE: NON-PROCESS WASTE COLLECTION	605.062	Effective Date: _____	
		Revision No: 2	Date: 28.03.03
		Prev Rev No: 1	Dated: 30.01.01

1.0 PURPOSE

To provide guidelines to ensure that Hazardous and Non-hazardous wastes which do not arise directly from on-site manufacturing processes are disposed of in accordance with Company requirements, IPC Licence requirements and the Transport Regulations.

2.0 PROCEDURE

2.1 Waste originating from chemical processes is already addressed under SOPs 602.044, 602.050, and 602.051.

2.2 IPODEC

2.2.1 IPODEC supply a Roro Packer, 1100 and 660 L Wheely bins and Builders Skip for the removal of waste from the main site.

2.2.2 The wastes for disposal in the Roro Packer / Wheely bin and the open bin are uncontaminated fibre kegs, plastic liners, gloves, mop heads, cardboard boxes, canteen waste, uncontaminated packaging and other general site refuse.

2.2.3 The waste for disposal in the skip includes builders rubble and any non-recyclable metal.

2.2.4 IPODEC will provide SIFA LIMITED with a monthly collection and Disposal Record each month. The records are filed in the Environmental Office.

2.3 HEGARTY HAMMOND

2.3.1 Warehouse will contact Hegarty Hammond by fax when there is a load of crushed drums/scrap metal on site. The fax to be filed in Warehouse for collection by the Environmental Officer at the end of December each year.

2.3.2 The crushed drums include; 200L tight head, 200 L open top drum or any other drum or container which has been crushed. Normally a crushed drum load consists of 80 drums. Drums must be crushed and washed before being removed off site, as per SOP400.022 (crushing steel drums)

Written By :	Approved By:	Approved By:	Approved By:
_____ Mark O'Brien, Environmental Officer Waste.	_____ Ger Kennedy, Maintenance Eng.	_____ Marcus Dohmann, Supply Chain Mgr.	_____ John O'Donoghue, S & E Manager.
Date: _____	_____	_____	_____

SAFETY & ENVIRONMENTAL PROCEDURE	S O P	Page 2 of 4	
		Effective Date:	
TITLE: NON-PROCESS WASTE COLLECTION	605.062	Revision No: 2	Date: 28.03.03
		Prev Rev No: 1	Dated: 30.01.01

2.3.3 Hegarty Hammond will supply a disposal certificate for both drums and scrap metal which should then be filed with the removal record.

2.4 **ATLAS OIL:**

2.4.1 Atlas Oil collect waste oil approximately 3 times per year.

2.4.2 Atlas Oil will collect any waste oil generated on site.

2.4.3 Waste oil must be recorded in the Waste Register in the Environmental Office and included in the Annual Report to the EPA. Atlas Oil will provide a Certificate of Disposal for oil collected annually.

2.5 **SAFETY KLEEN:**

2.5.1 Safety Kleen come on site approximately 4 times a year to recycle the degreaser solvent in the Maintenance Workshop. 280 L is recovered each year.

2.6 **REHAB:**

2.6.1 Rehab will empty the colour code bin when required.

2.6.2 Types of waste collected by Rehab, (1) Brown Glass (2) Green Glass (3) Clear Glass (4) Aluminium Cans.

2.6.3 The Security Officer should fill in the Rehab Waste Collection Record (see **Attachment I**), (a) Date of collection (b) Description of waste i.e. brown/green/clear glass or aluminium cans (c) Quantity of bins (d) Disposal/ plant e.g. the driver will have this information (e) Collection docket number (f) Any comments to be made regarding the load.

2.6.4 The Environmental Officer will collect the Rehab Records annually for filing.

2.7 **FLUORESCENT TUBES**

2.7.1 All used and broken fluorescent tubes are stored in the maintenance workshop in the container provided by Contec. These are collected and sent off-site recovery.

2.7.2 When the container is nearly full, the maintenance dept. contact the Environmental Officer Waste and he / she will arrange for the collection of the tubes.

2.7.3 The Environmental Officer Waste or other designated person must sign the CI form provided by the Contec and the pink page and any other paper work must be forwarded to the Environmental Officer Waste for filing and completing the waste register.

SAFETY & ENVIRONMENTAL PROCEDURE	S O P	Page 3 of 4	
TITLE: NON-PROCESS WASTE COLLECTION	605.062	Effective Date: _____	
		Revision No: 2	Date: 28.03.03
		Prev Rev No: 1	Dated: 30.01.01

2.8 WASTE COOKING OIL

- 2.8.1 Waste cooking oil is collected by the supplier of the cooking oil, MT Oils and recycled.
- 2.8.2 The canteen manager is responsible for organising the collection of the oil.
- 2.8.3 Receipts issued for the collection outlining the volumes collected, must be forwarded to the Environmental Officer Waste.

2.9 CONNAUGHT TIMBER

- 2.9.1 Connaught Timber will collect all waste timber from site for recycling. The Warehouse will contact Connaught Timber when there is a build up of timber on-site.
- 2.9.2 Connaught Timber will supply a Timber Waste Recover / Recycling monthly and annual report which will be filed in the Environmental Officer.

2.10 CARA

- 2.10.1 CARA will collect batteries, biro's, tipex and other hazardous office waste when required. The waste is stored in the blue recycling bins located by the outgoing fax in the admin building.

2.11 IT IMAGE IRELAND

All printer / photocopier cartridges will be collected / recycled by IT Images Ireland on request.

2.12 INFORMATION SECURITY MANAGEMENT

Information Security Management will collect all paper for recycling every 2nd Tuesday. The paper is stored in 6 confidential bins which are located in admin x 2, nitratriation, Pharma, BPC and Bay 130. Security will sign the collection docket which will be collected by the Environmental Office and filed in the Environmental Officer.

2.13 CLEAN IRELAND REFUSE

All cardboard should be bailed in the bailer which is located outside the Environmental Office. Warehouse will empty the bailer and contact Clean Ireland Refuse regarding the collection of bails. Clean Ireland Refuse will supply a Certificate for all cardboard removed / recycled from site. The Certificates will be filed in the Environmental Office.

SAFETY & ENVIRONMENTAL PROCEDURE	S O P	Page 4 of 4	
TITLE: NON-PROCESS WASTE COLLECTION	605.062	Effective Date: _____	
		Revision No: 2	Date: 28.03.03
		Prev Rev No: 1	Dated: 30.01.01

3.0 DOCUMENTATION

Attachment I Example of Non-Chemical Process Waste Collection - REHAB
 Q:\S&E\SOP's\Forms\Waste Collection Rehab.doc

4.0 REVISION

This SOP is reviewed annually according to SOP 100.007. Any necessary changes will be documented in a new revision of this SOP.

For inspection purposes only.
 Consent of copyright owner required for any other use.

SAFETY & ENVIRONMENTAL ATTACHMENT I TITLE: <u>EXAMPLE OF</u> NON-PROCESS WASTE COLLECTION - REHAB	S O P 605.062	Page 1 of 1	
		Effective Date: _____ Revision No: 2 Date: 28.03.03 Prev Rev No: 1 Dated: 30.01.01	

Date of Collection	Description of Waste Green Bin, White Bin, Blue Bin, Brown Bin.	Quantity	Disposal Site	Collection Doc. Received.	Comments

For inspection purposes only.
 Consent of copyright owner required for any other use.

REVISION LOG

SOP TITLE: TITLE: NON-PROCESS WASTE COLLECTION		SOP NUMBER/CODE:605.062	
REVISION NO.	REQUESTED BY:	REASON FOR REVISION	EFFECTIVE DATE
0	TW	Previously called "602.062". Reason for this revision is because of a new code numbering system.	25.08.97
1	MOB	Review and update cooking oil and fluorescent tubes.	05.02.01
2	MOB	<ul style="list-style-type: none">➤ Update to include Connaught Timber, Cara, IT Images, Information security Management, Clean Ireland Refuse.➤ Change name of SOP.	

For inspection purposes only.
Consent of copyright owner required for any other use.

RECEIPT OF SOP CONFIRMATION

SOP TITLE: TITLE: NON-PROCESS WASTE COLLECTION	SOP NO: 605.062	REV. NO: 2
I acknowledge receipt of the above SOP.		
<u><i>For All Copies Except Q.A Master Copy:</i></u>		
I have destroyed (returned in the case of Master BMI's and CPs) the superceded revision of the SOP.		
Signed:	Department:	Date:

For inspection purposes only.
Consent of copyright owner required for any other use.

SAFETY & ENVIRONMENTAL PROCEDURE	S O P 602.077	Page 1 of 3
TITLE: RESPONSE TO TOC ALARM ACTIVATION		Effective Date: _____ Revision No: 1 Date: 14.01.02 Prev Rev No: 0 Dated: 14.07.99

1.0 PURPOSE

To define the method by which a response is made to the activation of the T.O.C alarm.

2.0 PROCEDURE

NOTE : The T.O.C. unit measures the Total Organic Carbon content of non-process water before going off site to the culvert. The instrument is located at the Surface Water drain SW-07 (see Attachment I drawing). The purpose of the instrument is to monitor the T.O.C. levels and activate an alarm system if agreed levels are exceeded

2.1 Alarm settings.

2.1.1 The alarm will only activate when the T.O.C. rises to a level of 130 ppm or greater (Warning Level) and will switch off once readings return below this value.

2.1.2 If the T.O.C. levels rise to 160 ppm (Action Level) the audible alarm continues to ring and a second non audible alarm activates a diversion valve which diverts the Surface Water to a process line which enters the effluent at ES-01 (see Attachment II drawing M10-004-061/2). This will continue to happen until T.O.C. readings drop below 160 ppm whereby the Surface Water will be re-diverted to the culvert.

2.2 Alarm Activation.

2.2.1 Work Hours Response

2.2.1.1 Upon T.O.C. alarm activation, the Team Leader, Technical Operator or designate should contact an Environmental Technologist or member of the environmental department if on-site to investigate the cause or if not should investigate the cause of the alarm themselves. The alarm can be silenced temporarily while the incident is being investigated by depressing the alarm reset button inside the T.O.C. hut. If this hut is locked a key may be obtained from Security.

2.2.1.2 The investigation should consist of checks on areas where containers are stored and being filled and emptied in the first instance.

Written By :	Approved By:	Approved By:
_____	_____	_____
Sinead McAleer, Environmental Technologist.	John O'Donoghue, Safety & Environment Manager.	Jon O'Halloran, BPC Co-ordinator.
Date: _____	_____	_____

SAFETY & ENVIRONMENTAL PROCEDURE	S O P 602.077	Page 2 of 3
TITLE: RESPONSE TO TOC ALARM ACTIVATION		Effective Date: _____ Revision No: 1 Date: 14.01.02 Prev Rev No: 0 Dated: 14.07.99

2.2.1.3 Sampling and inspection of Surface Water monitoring points should take place according to monitoring points listed in Attachment I or any updated subsequent version.

2.2.1.4 If a source for the alarm activation is found then this source must be immediately confined and a clean up commenced.

2.2.1.5 Details of the incident must be recorded on an Accident / Incident record sheet and sent to the Safety & Environment Manager for further investigation.

2.2.2 After Work Hours Response.

2.2.2.1 Following alarm activation, a BPC Operator should source the cause of the Surface Water contamination. The alarm can be silenced temporarily while the incident is being investigated by pressing the alarm reset button inside the T.O.C. hut. If this hut is locked a key may be obtained from Security.

2.2.2.2 Areas where contaminants could enter the surface water drains should be inspected e.g. the hard stand area at BPC, leaks from containers beside drains, cleaning of used production equipment. The drains should be inspected for odours or visible contamination. Should contamination be found, the drain should be sampled and held for assessment by the Environmental Technologist.

2.2.2.3 On finding the source of the alarm, the leak, if any, should be stopped and the ground washed thoroughly. The contaminants should be flushed through the drains as quickly as possible using water. The alarm should deactivate once the contaminant levels in the surface water drop below 130ppm. This reading can be obtained from the LCD panel inside the TOC hut.

2.2.2.4 Should the alarm remain activated continuously for longer than 30 minutes after flushing is complete, an Environmental Technologist or member of the S & E Department should be contacted. It may be necessary to inspect the TOC system for possible system problems and to continue assessment of contaminant entry into the drain systems. The numbers can be obtained from the Emergency Contact Telephone Numbers list (Q/S&E/SOPS/FORMS/601.002_Att.I emergency contact telephone numbers.doc).

<p align="center">SAFETY & ENVIRONMENTAL PROCEDURE</p> <p>TITLE: RESPONSE TO TOC ALARM ACTIVATION</p>	<p align="center">S O P 602.077</p>	<p align="right">Page 3 of 3</p> <p>Effective Date: _____</p> <p>Revision No: 1 Date: 14.01.02</p> <p>Prev Rev No: 0 Dated: 14.07.99</p>
---	--	---

2.2.1.5 Details of the incident must be recorded on an Accident / Incident record sheet and sent to the Safety & Environment Manager for further investigation.

2.3 Valve Controls.

In response to a T.O.C. value of 160 ppm or greater being reached, the surface water will be diverted from the culvert drain to the effluent drain. This is achieved through a series of valves which respond to a signal from the C.P.U. In order to ensure that the valves are working correctly the valve system should be checked twice a year. This should be conducted by holding down the alarm reset/ spike test button on the main control unit in the T.O.C. hut which will trigger the valve system into a non-audible alarm. This will close the valve to the culvert drain and open the valve on a process line diverting the surface water to the effluent. After the valve on the culvert drain has fully closed, the button should be released to ensure that the valves revert to normal. Details of this check should be kept with the Laboratory Equipment record.

3.0 DOCUMENTATION

Attachment I : Surface Water Drainage Drawing
Attachment II : Drawing M10-004-061/2. - Process Water Drawing

4.0 REVISION

This SOP is reviewed annually according to SOP 100.007. Any necessary changes will be documented in a new revision of this SOP.

Consent of copy for inspection purposes only. Consent of owner required for all other use.