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Document Name 文件题目	Lab Waste Management Procedure 实验室废弃物管理程序	

Approval process

审批过程

	Name 姓名	Title 职务	Signature 签名	Date 日期
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Relevant departments (select relevant departments with a “√”)

相关部门 (用√勾选相关部门)

Construction Dept. 校园建设部	√	Operation Dept. 校园运营部	√	H.R. Dept. 人力资源部	√
RIGS 研究创新和研究生部	√	U.G. Dept. 本科教学部	√	I.T. Dept. 电脑信息部	√

相关文件

《废弃物管理程序》

《泄漏管理规定》

发放方式 (涂黑)

电子版 ☒

纸版 ☐

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1. PURPOSE 目的

The purpose of this procedure is to define how to handle waste in GTIIT.

本程序的目的在于规定在广东以色列理工学院内外如何管理及处理废弃物。

To set GTIIT standard regarding waste management and disposal procedures to ensure compliance with local, national and GTIIT requirements on waste.

建立公司废物管理办法,满足国家法律法规以及学校对废弃物的管理规定。

2. SCOPE 范围

This procedure applies to the management, transfer and disposal of hazardous and non-hazardous wastes generated in GTIIT.

本程序适用于广东以色列理工院校内产生各种废物的管理、转运及处理过程。

3. Definition 定义

3.1. Waste 废弃物

Discarded material (generally a solid but can also be a liquid) no longer used in manufacturing products.

Refers to solid waste, which means the materials or substances that lose their original use values or that are abandoned or unwanted despite their use values retained and those classified into the category of wastes by laws and administrative regulations and therefore under the management of wastes, and could physically be a solid, semi-solid, or container of liquid or gaseous material that are generated during production or construction, daily life, or other activities.

However, it does not include waste gas emissions and waste water.

报废的物料（一般有固体和液体种类），不能再用于实验中的材料。

指在生产、生活和其他活动中产生的丧失原有利用价值或者虽未丧失利用价值但被抛弃或者放弃的固态、半固态和置于容器中的气态的物品、物质以及法律、行政法规规定纳入固体废物管理的物品、物质。

不包括经处理后的排放气体和生活污水。

3.2. General Lab waste 一般实验室废物

indicates the waste except the hazardous waste that is listed in the national directory of hazardous wastes or determined as a substance of hazardous characteristic according to the national identification standard GB5085 and method for hazardous waste GB/T 15555 which is stipulated by the state, from production, facilities maintenance process or lab.

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一般实验室废物是指未被列入《国家危险废物名录》或者根据国家规定的GB5085鉴别标准和GB5086及GB/T 15555鉴别方法判定不具有危险特性的实验室固体废物。

如未沾染化学品的容器，不属于危废的废弃材料等。

the waste except hazardous waste is from Lab offices and other activities. Such as waste office paper, plastic rubbish, non-plastic rubbish, etc.

另外还包含来源于实验室日常办公和其它活动中的废弃物.如: 废弃办公用纸、塑料垃圾、非塑料垃圾等。

3.3. Hazardous Waste 危险废弃物

Hazardous waste is the solid waste that is included in states hazardous wastes category (ref. National Catalogue of Hazardous Wastes) or identified by hazardous wastes identification standard and methods of GB5085, with one or more hazardous characters of corrosive, toxic, flammable, reactive, radioactive and infective or solid wastes which cannot be excluded to have above mentioned hazardous character.

指列入国家危险废物名录或者根据国家规定的危险废物鉴别标准和鉴别方法GB5085认定的具有腐蚀性、毒性、易燃性、反应性，放射性和感染性等一种或一种以上危险特性,以及不排除具有以上危险特性的固体废物。

3.4. Radioactive wastes 放射性废物

Radioactive waste is the waste and substances containing radioactive character that cannot be recycled for other experimental purposes and need to be treated as radioactive waste in accordance with regulations.

放射性废物是指含有放射性物质的废弃材料和物品，不能再用于其他实验用途，需要按国家规定进行废气处理的物品。

3.5. Recyclable waste 可回收废物

means the waste arising from production, facilities maintenance process, office or lab, which is reused or recycled rather being disposed.

可回收废物是指从实验过程、设备维护、实验室或实验楼办公室中产生，可用于校内实验或其他用途的可再用或可回收废弃物。

3.6. Waste Collection 废弃物收集及储存

Waste collection means the activities to assemble the scattered waste for transportation, storage, utilization, treatment and disposal.

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指校内对各实验室产生的废弃物或暂存于各学科废弃物储存区内废弃物的运输、集中校内储存活动。

3.7. Waste Utilization 废弃物利用

Waste utilization means activities of reclaiming, machinery process and recycling etc. for abstracting or converting wastes to utilizable resources, energy or other raw materials.

指通过回收、加工、循环使用等方式，从废物中提取或转化为可利用的资源、能源和其它原材料的活动。

3.8. Waste Treatment 废弃物处理

Waste treatment means activities conducted to reduce the quantity or volume of the discharged solid waste, reduce or eliminate their dangerous composition through incineration or other methods that can change the physical, chemical or biological characteristics of the solid waste, or activities to reduce or eliminate other hazardous content.

For example, the harmless treatment of experimental wastes in school, or meet the transportation requirements required by external qualified processors through specific treatment methods before transferring to disposal company, such as using autoclave to sterilize biological wastes.

指校内实验室通过改变废物的物理、化学、生物特性，减少或消除其危险成分等方式，从而达到减少已产生的固体废物数量、缩小固体废物体积、降低或消除危险成分的活动。

例如校内的实验废弃物无害化处理，或者委外处置前通过特定的处理方式达到外部具备资质处理商的转运要求，生物废弃物的高压灭菌。

3.9. Waste Disposal 废弃物处置

Waste Disposal means activities conducted to eliminate wastes or ultimately to put solid waste in sites or installations that meet the requirements of environmental protection, from which the solid waste shall never be taken back again.

(e.g. landfilling, destruction by thermal oxidizer/landfill of residual from thermal incineration) all these mentioned disposal measures belong to external treating way provided by qualified waste disposal company.

是指将废物消除或者放置在符合环境要求的场所,并不再回收的活动。

例如：填埋、热氧化破坏/焚烧残留物填埋。

此类处理方式为委外专业废弃物处理公司的处理方式。

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3.10. Hazardous Waste E-Manifest 危险废物电子转移联单

Documentation used for tracking hazardous waste from generation, transport through treatment or disposal. Local legal requirements shall be consulted for proper forms, record keeping and reporting.

从危险废物的产生、运输到处置整个过程中使用的文件。需要参考广东或接收方当地的法律要求来建立相关的表格形式和有关的记录、报告。

3.11. Hazardous Waste Container 危险废弃物容器

Hazardous waste container is a device to contain hazardous wastes according to attachment 5.2

指盛载危险废物的器具,详见附件5.2。

3.12. HWDC: Hazardous waste disposal center 固体废弃物处理中心

4. Responsibilities 各部门职责

4.1. Waste generating Departments 产生废弃物的部门

- Ensure waste storage can meet the requirements
确保废物暂存符合要求。
- Management of internal storage facility/area (daily operation and maintenance)
内部废物储存设施/区域的管理(日常操作及维护)。
- Ensure packaging, label and storage of wastes are in accordance with requirements.
包装、标签和储存符合要求。
- Provide basic information of wastes on safety & environmental aspects
提供废物安全及环保方面的基本信息。
- Daily operation and inspection of wastes storage devices in lab
实验室内废物储存设备的日常操作及检查。
- Responsible for waste transfer and storage in lab.
负责实验室内废物转运及储存。
- Daily operation and inspection for wastes in lab
实验室内部废物日常操作及检查。

4.2. Waste Management Department - Campus Operation Department

废弃物管理部门-校园运营部

- Register Waste and put on records of hazardous waste treatment contracts to Authorities.

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向政府进行废物申报,危废处理合同进行备案。

- Define the management of categorizing, storing, loading, unloading, transportation and disposing wastes
管理废物分类、储存、装卸、运输以及处置活动。
- Take care the disposal contractor and Implementation.
负责实验室废物合同的签订和执行。
- Identify EHS related qualification and approve the service for transportation / storage / treatment / disposal of waste.
监督运输/储存/处理/处置公司的环境健康安全相关资质。
- Be responsible for internal and external hazardous wastes transportation.
负责协调废物校内转运及外部运输事宜。
- Regularly register waste (category and quantity)
定期进行废物登记。
- Setup and maintain a hazardous waste documentation and record system in GTIIT. Fill the e-manifest and keep record.
建立维护GTIIT危险废物文档纪录系统,填写固废中心转运电子联单,并保留记录。
- Manage wastes labels.
管理校内废物标签。

4.3. EHS office 环境/安全/健康办公室

- Set up and maintain waste category database for GTIIT.
建立并维护校内实验室废物分类数据库及清单。
- Provide procedure training to waste management staff of site.
为校内废弃物管理和处理人员提供相应培训。
- Identify EHS related qualification and approve the service for transportation / storage / treatment / disposal of waste.
监督运输/储存/处理/处置公司的环境健康安全相关资质。
- Monitor the process of internal waste storage, recycling, treatment and disposal conducted by external service company.
监督校内进行的废物储存,回收利用,处理及外部处置情况。
- Define the waste label template in GTIIT to be used.
制定并统一GTIIT废物标签模板。
- Supervise and ensure that this procedure is implemented in all facilities in GTIIT.
监督此程序在GTIIT的执行情况。

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5. Procedure Requirement程序要求

5.1. General Requirement 一般要求

Waste generated Departments need to set waste generation plan, waste reduction plan according to the quantity of semester.

The plan shall contain resources about budget and action plan, people's responsibilities to ensure the implementation of the plan.

各产生废弃物的部门应按每学期废弃物产生量制定年度计划废物产生量，以及废弃物减量计划。

计划内容应该包括：预算和行动计划、人力资源安排，人员责任，以及落实计划的保障。

The management principle for wastes in GTIIT can be described that

The first priority is to avoid or minimize the generation of lab wastes from the Lab experiment design;

The second priority is to recover/recycle the lab waste for reuse as far as possible, in the designed experiment;

The third priority is to treat or dispose the lab waste so as to make it harmless.

GTIIT内的废物管理原则可描述为:

第一优先选择是通过在实验过程设计中避免或减少危险废物产生量;

第二优先选择是尽可能对实验废物再利用的废物资源化;

第三优先选择是将实验废物经处理、处置使其无害化。

Campus waste management department should review local legal requirements to determine waste management regulations are applicable to lab operation, e.g.

在产生废物之前,HSE部门必须重复查看当地的法律要求以决定适用的废物管理规定,可能包括以下要求:

- The classification and management requirement of environmental regulations
生态环保部规定的管理及分类要求
- Follow the regulations to determine per-treating methods allowed by law;
符合当地的法规以决定法律允许的预处理方法;
- Requirements on design and management for storage area
贮存场所的环评与设计管理要求
- Waste analysis
废物分析

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- Packaging and contained
废物包装与盛装容器的选择
- Appropriated Labeling
贴加适当的标签
- Record keeping and reporting
记录保存和报告
- Determine the disposal options and select the disposal facilities
决定废物处置的优先选择并选择进行处置的工厂
- Assure back-up disposal options are available
确保废弃物处理备用方案

5.2. Waste Classification 废弃物分类

Each waste generated Program's Labs shall provide basic safety & environmental information (waste MSDS) about waste chemical-physical data, compatibility information, EHS risks etc. to waste management department and EHS.

各个产生废弃物的实验室应向废物管理部门提供废物相关的物化数据、相容性信息以及环境健康安全风险 (废物安全物料数据书) 等等,并在HSE备案。

Waste management caretaker will send this information to treatment, storage, disposal and transportation services.

废弃物管理负责人将废物分类和包装信息告知给处理、储存、处置和运输服务公司。

Waste Management Department and EHS are responsible for organizing relevant resources to carry out waste classification and identify hazardous wastes according to the waste listed in the national category of hazardous wastes or determined as a substance of hazardous characteristic according to the national identification standard and methods for hazardous waste.

废弃物管理部门和EHS负责组织相关资源进行废弃物分类并识别危险废弃物，分类依据为国家危险废弃物名录或者根据危险废弃物鉴别标准执行。

Normally wastes can be classified as living rubbish, general lab waste and hazardous waste. Recyclable wastes shall be also collected separately for further recycling.

学校应按照一般工业废物、生活垃圾、危险废物进行分类收集。对其中的可回收废物应分开收集以循环利用。

The classification rules shall be recorded and be informed to all concerned person. Each waste operator is responsible for collecting and classifying the waste in accordance with

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prescribed classification rules. The lab instructor is responsible for supervising waste classification and collection at his/her labs.

应制定废弃物分类规则，并告知校内所有相关人员做好相关记录。每位废物处理人员负责按照规定的分类规则进行收集与分类。废弃物实验室的主管负责实验室内废物分类收集进行监督管理。

Each lab manager of program shall register wastes to EHS for the coming year before December. EHS shall establish wastes inventory including: waste description, sources, and quantities, methods of storage, treatment, or disposal. EHS shall clarify the category and compatibility of hazardous wastes with each department.

Unclear hazardous wastes shall be sampled in advance and be sent to qualified lab or institute for analysis.

各学科应在每年12月之前向HSE登记来年废物产生情况，EHS在此基础上修订废弃物清单，内容包括废弃物描述、来源、数量、储存方法、处理及处置办法，同时与各学科实验室负责人确定废物分类，确定储存相容性等。

对于不明确的危险废物，各部门应该预先采样，送有鉴定能力的实验室或资质机构分析。

5.3. Disposal 废物处理:

The experimental waste generated by the biological food engineering experiment (excluding wastes that require special biological waste treatment, such as needles, dried specimens, etc.) must be autoclaved before being treated as general daily waste, otherwise it must be used as biological hazardous waste.

Special biological wastes (such as needles, dried specimens, etc.) must be temporarily stored in the school central warehouse after being autoclaved.

生物食品工程实验产生的实验废弃物（不含特殊需指定生物废弃物处理的废物，例如针头、干的标本等）必须经过高温高压灭菌处理后方可作为一般日常垃圾处理，否则必须作为生物危险废弃物进行处理。

生物特殊类废弃物（如针头、干的标本等）在委外处理前，必须通过高温高压消毒灭菌后方可暂存至校内废弃物中央仓库内。

Waste should be minimized as much as technically and economically feasible using the pollution prevention hierarchy.

设计上应该采取经济可行的技术尽可能减少废物的产生。

Documentation in accordance with legal requirements is essential to assure that wastes are shipped to and disposed at selected facilities. Completed waste record and other

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documentation are needed for verification. These records should be filed with the person responsible for waste management and retained as required by law.

建立起与法律要求相一致的文件是确保废物处理能被运送到废物处理厂/设施并被合适处理的重要管理措施。

废物委外处置（供应商，处理的地点，方式）需备案保存记录备查。相关记录由废弃物管理人员进行保存。

5.4. Liquid Waste 液体废物

Liquid waste includes chemical reagent generated in the lab, and waste raw material and product that cannot be used in the manufacturing of product. All these waste should be collected in the drum that can safely and durably hold the liquid and stored in drum storage area where wastewater collection devices must be in place in case of leakage. All the package should be labelled. When accumulate to certain amount, the drum should be sent to the qualified disposal company.

液体废物包括实验室试剂、废弃原料以及不能再次使用/回收的产品，所有此类的废弃物必须安全牢靠地保存在密闭容器中，存放区域必须有废水/液收集装置，防止可能的泄漏。所有废物储存桶必须予以标识。废液的处理需要送到有资质机构进行处理。

5.5. Wastewater 废水

Wastewater, such as cleaning water from lab instruments and equipment cleaning, should be collected wastewater pits first and be transferred to campus waste water treatment station for further handling. When the quality of waste water meets the release level setting by the discharging limit of water pollution.

由清洗实验设备和仪器的废水，应收集到校内废水池，并转运至校内污水处理站进行处理。处理达标后排入市政污水管网。

5.6. Solid waste 固体废物

Generally, solid Waste from lab experiment is dangerous waste that should be stored in a designated area. When accumulating to certain amount, the waste will be transferred to qualified waste disposal company for incineration.

废弃的固体化学废弃物属于危险废物，包含实验室废水处理产生的淤泥，可存放在专门指定的地方到一定数量后由资质的机构予以焚烧处理。

Waste lab clothes and gloves will also be collected and put into plastic bag, they will be transferred to qualified waste disposal company for incineration.

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废旧的实验衣物/手套应收集到塑料袋中，可存放在专门指定的地方到一定数量后由资质的机构予以焚烧处理。

5.7. Waste package 废弃包装材料

Waste package should be handled by qualified waste handling company regularly. If the raw material can recycle for their original purpose following regulations requirement, it will be encouraged.

废容器需定期由有资质的废物处理公司进行回收处理。如果原材料供应商可以回收包装物用于原始用途，则学校也鼓励供应商通过合规途径回收再利用。

5.8. Waste Satellite Collection Area 分散式废物收集点

Waste satellite collection areas means the waste collection point located throughout the plant in designated areas. waster generator (every lab instructor) in each waste satellite collection area (every lab) is responsible for their waste collection according to waste classification. Waste containers in proper types, sizes and with safety labels shall be allocated in each waste satellite collection area after EHS's proper assessment. EHS and waste management staff shall also supervise the waste classification status, and give relevant training to the lab instructor and waste handling persons.

分散式废物收集点指的是各个实验室和位于实验楼内指定位置的废弃物收集地点。产生废弃物的员工必须依照废弃物分类原则在指定废弃物收集区域进行废弃物收集工作。HSE人员进行评估后，在各收集点要放置合适材料，大小及安全标签的废弃物收集容器。HSE和废弃物管理人员对校内的实验室教员和废物处理人员提供进行相关培训，并监督废弃物分类情况。

5.9. Waste Collection 废弃物收集

Each department shall verify that wastes are periodically transferred from waste satellite collection areas and stored in special centralized storage facility.

All waste transferring and waste warehousing shall be recorded for statistic. The specific personnel for transferring hazardous wastes at site shall be trained by each department regarding hazardous waste handling before pre-placement.

Hazardous wastes shall be kept in containers that can safely and durably store the wastes, Caution is required to assure incompatible wastes are not stored together, and that there is restricted access to the waste storage area.

Wastes shall be stored in areas that have adequate containment and protection/mitigation measures in case of leakage.

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Container with hazardous wastes must be properly packaged and labeled according to attached requirement.

All storage facilities for hazardous wastes must set identification signs according to site requirements. Storage facility, container, and storage standard please should meet the requirement of regulations and standards.

实验室废物应被定期转运并储存在指定的废弃物储存间内。

所有废物的校内转运和入库都应被记录，以便统计。

危险废物的校内转运应由专人负责，且必须在上岗前接受废物处理培训。

危险废物应保存在可以安全持久保存废物的容器中，而且对于废物储存地区应该有严格的进出限制。

废物应堆积在有足够的储存、保护和缓解措施的位置，以防止泄漏的发生。盛装危险废物的容器上必须粘贴符合本标准附录要求的所示的标签。

危险废物贮存设施都必须按要求规定设置警示标志。

储存设施，容器及储存条件必须符合国家相关标准和规范。

5.10. Waste Inventory and Characterization 废弃物清单及描述

A centralized waste inventory document or information system / Database shall be established and maintained by waste management and EHS for identification of each hazardous/special waste and non-hazardous process/manufacturing waste, its origin(s), quantity, method of storage, treatment and disposal and designated disposal facility. The inventory shall also indicate each waste's hazard classification in regulatory and an evaluation of chemical and physical characteristics and its composition (based on analysis and/or location knowledge of processes and materials).

废弃物管理人员和HSE必须建立及维护一个废弃物清单或者信息系统/数据库，识别每一种有害/特别的废弃物及非危险工艺/废料、其源头、数量、储存、处理及处置方法，以制定处置方法。该清单也必须指明每一种废弃物的法规及危险分类，并附带对其化学及物理属性及组成的评估(基于分析和/或对工艺及材料的知识)。

The waste inventory/characterization shall be reviewed and updated on an annual basis, or more frequently, if necessary, to account for changes due to new or altered operations. The review and update shall be documented.

每年对清单/描述进行审核及更新,需要的情况下按更短的周期进行,以针对新的或者变更的操作导致的变化。审核及更新需要文档记录。

5.11. Waste Inspection and Release Monitoring 废弃物检查和预防泄漏监控

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Inspection to lab, waste satellite collection areas, waste temporary storage, centralized storage and onsite treatment/disposal facilities shall be monthly conducted by each program to identify possible point of waste release and then take corrective actions. Feasible engineering and operating controls shall be considered to adopt (e.g. gas emission detector, etc.). Inspection records shall be kept for record by each department.

各学科应该定期(每月)检查各实验室、分散式废物收集点,临时废弃物储存点,集中储存点以及其他废弃物处理/处置设施,识别废弃物逃逸的位置并采取相应的措施改正。必要时采用可行的工程,操作控制(例如气体逃逸监测器等)来监测废弃物从储存场所,运输或处理处置过程中的监测。检查报告须由各单元留档。

HES shall organize the regular inspection to each lab of programs and keep inspection records.

HSE必须组织对各学科检查实验室,并汇报年度检查情况,并保存记录。

Once any incident of waste release happens, the incident shall be handled according to the requirement stipulated in GTIIT emergency response procedure, reporting to lab instructor, programs leader as well as emergency responding team. (for detail instruction, please see Accident Investigation Procedure).

一旦发生废弃物泄漏事件,必须执行学校应急响应程序要求,向实验室教员、学科负责人和校应急响应小组汇报,并执行相应的应急响应。(具体要求参见应急响应程序)

5.12. Waste Transfer 废弃物转移

Each Lab shall take responsibility to load waste to the designated waste storage room. Waste management department should take care the waste transfer from waste storage room to central waste storage warehouse and storage. Waste disposal company shall take responsibility for external transportation.

All waste leaving the storage area shall be recorded for statistic. Practices for safe/ secure loading and transport shall be followed. Waste shipments shall be inspected by waste management department prior to leaving the operation area.

各实验室应负责废物内部转运至指定废物暂存间的装载和运输。废物管理部门应负责校内废物转运至中央废弃物储存间的运输和储存工作。

所有废物的出库也应进行统计记录。

各实验室及部门应遵守校内废弃物转运和运输废物的安全措施。

在废弃物离开学校前,废弃物管理部门必须检查废物的装载情况。

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Waste management department shall assure that the documentation is in accordance with legal requirements. It is essential to ensure that the wastes are shipped to and disposed at the selected facilities. Completed waste e-manifests and other records verifying waste disposal location and destruction are needed for verification. These records shall be kept and filed by Waste management department.

废弃物管理部门必须保证存在依照法律要求的文档管理以保证废物被运输到所选的工厂进行处理。确认时必须使用完整的转移联单,或者其它可以证实废物处置地点和废物处理情况的记录。

这些记录由废弃物管理部门负责填写及存档。

5.13. Contractor Management 承包商管理

All waste storage, transportation, recycling, treatment and disposal conducted by contractors shall be conducted with written contracts. The regulatory compliance history of the tender shall be checked prior to offering the contract. Their service shall be pre-qualified and re-qualified based on formal periodic assessment of their performance. Information on wastes such as category or characters of waste shall be communicated with the contractors.

所有承包商进行的废弃物储存、运输、回收、处理及处置应该按照合同进行。

在签订合同之前必须核实供应商的历史守法记录。

承包商的服务必须接受评估进行预审核及复审。

有关废弃物的信息比如废弃物类别和属性等必须与承包商进行交流。

EHS Department shall take the lead with relevant department for selecting, evaluating and qualifying disposal companies and transportation companies for hazardous wastes and recyclable wastes. When selecting the service provider, the legal compliance history needs to be checked.

Only regulatory authorized and GTIIT approved companies are allowed to transport / treat and dispose the hazardous wastes. Waste management department and EHS will initiate regular inspection of waste vendors (for treatment and transportation service) to assure that they are in compliance with Chinese regulation.

HSE 部门应协同各个相关部门来选择、评价危险废物和可回收废物的处理处置公司以及运输公司,并确定其业务资格;同时应考虑所选择的服务商的遵纪守法记录。

只有法律授权,并经广东以色列理工学院批准的公司才允许处置/运输废物。

废弃物管理部门和EHS定期进行废物处理及废物运输公司的运行状况的审核,以保证其遵守中国法规。

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5.14. Permit and registration 许可及登记

Waste and waste management activities shall be registered or permitted as required by appropriate government authorities.

废弃物及废弃物管理行为必须遵照国家和政府相关部门的要求进行登记或者申报许可。

Waste management department shall regularly inspect/supervise daily operation to assure the procedure implemented in GTIIT.

废物管理部门应定期检查/监督日常操作情况以确保此程序在GTIIT实施。

6. ATTACHMENT附件

GTIIT_EHS_05_01-A01 waste statistical table of GTIIT 废弃物预估统计表

GTIIT实验室废弃化学品储存登记表