

# Appendix A. General Structure of Contract Specific Waste Management Plan

## A.1 General Structure

A general structure of contract specific WMP is shown below and should be used by the Contractor as a guide when preparing their own contract specific WMP.

### A.1.1 Purpose and Scope of Contract Specific WMP

- Scope and description of the contract with layout plans
- Duration of the contract
- Purpose of the contract specific WMP
- Environmental legislation, guidelines, and standards
- Licence or permit requirements

### A.1.2 Waste Management Hierarchy and Approach

- Key source of waste generation from the contract
- Waste management hierarchy
- Waste management approach to be incorporated in the contract

### A.1.3 Organisation Structure for Waste Management

- Duties and responsibilities of key personnel in waste management
- Contact information of the key personnel

### A.1.4 Waste Generation and Management Approach

- Classification and estimation of different types of waste generators including the generation timing
- Proposed arrangements for avoidance, reuse, recycling, collection, storage, treatment, and disposal of the relevant categories of waste anticipated to arise from the contract

### A.1.5 Waste Reduction and Management Procedures

- Recommended mitigation measures related to construction waste management
- Proposed designation of areas for segregation and temporary storage of re-usable and recyclable materials
- The route to be taken for designated disposal facilities

### A.1.6 Waste Management Records and Training

- Adequate and proper records in relation to the implementation of contract specific WMP, such as TTS and measurement record, to be kept on-site
- Record of waste flow table
- Proposed designation of areas for disposal handling and facilities locations
- Raise environmental awareness/ environmental training
- Waste management guidelines to be issued to advise all on-site staff on waste reduction and proper disposal of waste materials, etc.

### **A.1.7 Waste Monitoring and Audit**

- Relevant environmental reporting and auditing requirements
- Inspection programme