

## **Procedure small waste projects**

### **Arrangements for the provision of waste:**

In order to regulate the supply of waste (either pick up or by self delivery) it requires the next steps:

#### **1. Pre-register in the CIS tool:**

In order to arrange the removal of waste it must be registered in the Facilitor system of KIEN Facility Management. The execution will be in mutual consultation.

Suppliers without access to the Facilitor system need to arrange the registration by their client.

The order must contain the following information:

- a. Location of the waste: building, floor, room number.
- b. Whether the waste must be picked up or that it is delivered to HTC 2.
- c. Estimation of the volume and type(s) of waste. In the case that it concerns a large volume a quotation must be made and submitted for agreement, prior to the execution by Beelen.
- d. Indicate if means for collecting the waste should be supplied to the building by Beelen.
- e. Consultation in advance with Beelen is preferred.

#### **2. Exclusive Non-hazardous waste**

The waste may consist exclusively of non-hazardous waste. All hazardous waste must be removed by the Philips Chemical Center for disposal. Telephone number Philips Chemical Center 040-27 44 495 (Facilitor ticket is not required).

#### **3. Sorted delivery**

The waste shall be sorted as much as possible.

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### **4. Self-delivery to the HTC 2 waste area**

If the waste is delivered by the client itself, it can be deposited in the dedicated area of HTC 2. The waste may only be deposited in the designated containers, located nearest to HTC 4. Disposal of waste at other locations is not allowed. Furthermore it is also not allowed to deposit the waste by yourself in the bulk containers.

### **Description of small waste projects:**

It covers only the non-hazardous waste from small projects such as: small (constructional) changes in the building and cleanups, where the waste is of such nature that it cannot be deposited through the normal waste disposal channels inside the building. For example, because the volume is too large - or the type of waste is different.

The marginal value for small projects is set to a maximum of € 500,-. For larger projects where the costs for the waste disposal exceeds the 500 euro's a quotation must be made and submitted for agreement by the client and Campus Site Management (CSM), prior to the execution. The expense will be charged to the client.

The assessment of the cost will be the responsibility of Beelen. This will be done based on the information which is provided by the client through the Facilitor tool.

### **Applicable to:**

This procedure is applicable to all parties located at the High Tech Campus and those who are commissioned by them to deposit waste via the waste street HTC 2.

### **Self delivery or to pick up:**

Waste can be picked-up by Beelen at the building itself or delivered by the client to the dedicated area of HTC 2. It is prescribed that the waste shall be separated at the source as much as possible. In order to facilitate this means for collecting waste can be obtained. For consultation you can contact KIEN and Beelen via 040-230 5600.