

FRAPORT TWIN STAR AIRPORT MANAGEMENT AD

**INTERNAL RULES
ON MANAGING WASTE PRODUCED IN THE TERRITORY
OF FRAPORT TWIN STAR AIRPORT MANAGEMENT AD,
Varna airport**

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- These *Internal Rules on Waste Management* have been prepared in relation to the requirements of:
- “Waste Management Act” and the related normative documents
- documents issued by the Varna Regional Inspectorate of Environment and Water for activities permitted in the territory of Fraport Twin Star Airport Management AD, Varna airport

I. GENERAL PRINCIPLES

The current internal rules on the procedure and way of performing the separate collection of recyclable waste and management of hazardous and non-hazardous waste in *FTSAM*, Varna airport aim to:

- ♣ establish an organization and conditions for separate collection of recyclable waste and management of the waste from the activity of the company and its contracting parties
- ♣ define the responsibilities and obligations of the staff of *FTSAM*, Varna airport for the separate collection of waste produced by them and the order for their performance
- ♣ define the responsibilities and obligations of managing the waste produced by contractors operating in the territory of *FTSAM*, Varna airport
- ♣ define and introduce sanctions for non-compliance with these rules
- ♣ define the duties and responsibilities of the cleaning company for serving the bins for separate collection of waste.

II. TYPES OF WASTE PRODUCED IN RESULT OF THE ACTIVITIES AT VARNA AIRPORT

The activities accompanying the implementation of the working processes in the company produce waste, which is stored until the subsequent delivery to a licensed waste transporter under contract. According to the *Waste Classification Worksheets* approved by the Varna Regional Inspectorate of Environment and Water, only the types of wastes listed in Table 1 are allowed in the territory of Varna airport and each type of waste originates from the activity listed in the table.

The types of waste generated in the respective permitted activity are determined according to "Regulation No. 3/ 01.04.2004 on the classification of waste". They are approved by the Varna Regional Inspectorate of Environment based on *Waste Classification Worksheets*:

Table 1 – Waste classification, according to Regulation № 3 dated 01.04.2004, for which production Varna airport has as a permit

№	Code	Name	Origin
1	15 01 01	Paper and Cardboard Packaging	Airport activities, administrative buildings and commercial spaces
2	15 01 02	Plastics	Airport activities, administrative buildings and commercial spaces
3	15 01 04	Metal packaging	Airport activities
4	15 01 07	Glass packaging	Airport activities
5	16 01 03	Scrap Tyres (End-of-Life Tyres/ ELT)	Replacement of the old ones at the Apron and Ground Support Equipment unit
6	16 06 01*	Lead acid batteries	Replacement of the old ones at the Apron and Ground Support Equipment unit
7	20 01 21*	Fluorescent light tubes and other waste containing mercury	Building maintenance within the airport complex
8	16 01 07*	Oil filters	Replacement of the old ones at the Apron and Ground Support Equipment unit
9	15 01 10*	Packaging containing residues of hazardous substances or contaminated with hazardous substances	Airport activities
10	15 02 02*	Absorbents, filter materials, towels and protective clothing	Airport activities

		contaminated with hazardous substances	
11	16 07 08*	Waste containing oil and other petroleum products	Fuel Farm
12	13 02 08*	Other motor oils, lubricants and gear oils	Replacement of the old ones at the Apron and Ground Support Equipment unit
13	13 05 03*	Sediments of oil interceptors	Car wash
14	13 05 02*	Sediments of oil-water separators	Airport activities
15	18 01 03*	Waste whose collection and decontamination is subject to special requirements to preventing infections	Medical services
16	12 01 01	Chips, shavings and scrap of ferrous metals	Workshop
17	19 12 02	Ferrous metals	Airport activities
18	19 12 03	Non-ferrous metals	Airport activities
19	17 09 04	Mixed construction and demolition waste	Repair and maintenance activities
20	20 03 01	Mixed domestic waste	Airport activities, administrative buildings and commercial spaces
21	20 02 01	Biodegradable waste	Grass area maintenance
22	14 06 01*	Chlorofluorocarbons, HCFC, HFC	Air conditioning maintenance
23	08 01 11*	Waste paints and varnishes containing organic solvents and other hazardous substances	Airport activities
24	15 02 03	Absorbents, filter materials, towels and protective clothing contaminated with hazardous substances other than the ones specified under 15 02 02	Air conditioning maintenance

Legend: Any waste marked with an asterisk is considered to be a hazardous waste.

The internal rules for waste management apply equally to the employees of all departments of *FTSAM*, Varna airport and the lessees, users or other external organizations performing activities (providing services) at Varna airport.

It is not allowed production of wastes other than those listed in Table 1 and the activities they originate from, also specified in the same table.

III. WASTE MANAGEMENT DEPENDING ON WASTE TYPES

A) RECYCLABLE WASTE

Internal rules on the procedure and way of organizing separate collection of waste in the administrative buildings (*according to the obligation under Article 33, Para 4 of the Waste Management Act*).

Table 2 – Recyclable Waste

No	Code	Name	Origin	Composition and Properties	Permitted Activities	Waste disposal vessels and waste collection sites
1	15 01 01	Paper and Cardboard Packaging	Airport activities, administrative buildings and commercial spaces	Solid, Paper	Collection from the point where the waste was produced/ handing over to a licensed operator	Bins for separate waste collection- 120 litres
2	15 01 02	Plastic Packaging	Airport activities, office buildings and commercial spaces	Solid, Plastic	Collection from the point where the waste was produced/ handing over to a licensed operator	Bins for separate waste collection - 120 litres

1. Procedure to follow for separate waste collection

- Waste office paper should only be disposed of in the designated plastic bins located in the working premises. In the event that these are not available, employees must provide for this purpose an empty office paper cardboard box
- All bulky paper and plastic packaging waste must be emptied of content and crushed to reduce its volume before being disposed of in the respective bin
- Packaging paper waste is disposed of solely in the blue bins located in the central corridors of the buildings of *FTSAM*, Varna airport, as well as in the office paper waste bins located in the working premises
- Plastic waste is disposed of only in the yellow bins placed on each floor of the *FTSAM*, Varna airport
- Packaging waste should not be discharged into receptacles for mixed waste at the premises, except in cases where the packaging is highly contaminated and not suitable for recycling
- On special occasions in the buildings of *FTSAM*, Varna airport, all generated packaging waste, respectively of paper and plastic, is collected separately in separate bags and disposed of after the event in the respective containers outside the buildings, as follows: yellow - plastic, blue – paper
- The organizer of the event is responsible for the fulfillment of the obligations under the previous item
- All food waste, highly contaminated packaging and food packs, and all types of hygiene waste are disposed of in the mixed waste bins in the working premises or in the bins in the sanitary facilities
- If there are large volumes of separately collected waste, they are left next to the separate collection receptacles after working hours.

2. Procedure to follow for serving the receptacles for separate waste collection by the waste cleaning company

- Separate waste collection receptacles are emptied by the cleaning company when their volume is filled up
- Separately collected waste should not be mixed and should be disposed of in the appropriate colour separate waste collection bin closest to the employees' workplaces as follows:
 - Yellow colour bin - plastics
 - Blue colour bin – paper and cardboard
- The cleaning company team monitor the separate collection bins for their full-level and the transport of the separately collected waste to a collection site for all recyclable materials until the time of handing over to a licensed cleaning company under contract
- The cleaning company team inform the Occupational Health and Safety expert at the Compliance and Legal Affairs department for the availability of recyclable waste in the mixed waste bins at the work premises as well as for general non-compliance with the rules for separate waste collection
- Heads of departments are responsible for the proper use of the separate waste collection bins provided in their departments.

3. Positioning of the waste collection bins, including the separate waste collection bins

- At least one bin for mixed waste shall be available in each department, as well as one separate waste paper collection bin and paper packaging
- In the corridors of the buildings and the separate units/ departments of the company are available a pair of separate waste collection bins as follows:
 - a yellow bin - for plastic waste
 - a blue bin - for paper waste

Positioning of the waste receptacles is described in an up-to-date attached list - Appendix 1.

- In the corridor of each floor is positioned a pair of bins for separate collection of waste paper and plastics.

B) NON-HAZARDOUS WASTE

1. Procedure to follow for collecting non-hazardous waste until its handing over to a licensed waste cleaning company

Table 3 – Non-hazardous Waste

№	Code	Name	Origin	Composition and Properties	Permitted activities	Collection receptacles and collection sites
1	15 01 04	Metal Packaging	Airport activities	Solid, aluminium	Collection from the point where the waste was produced/ handing over to a licensed operator	Domestic waste bins
2	15 01 07	Glass Packaging	Airport activities	Solid, glass	Collection from the point where the waste was produced/ handing over to a licensed operator	Domestic waste bins
3	16 01 03	Scrap Tyres (End-of-Life Tyres/ ELT)	Replacement of the old ones at the Apron and Ground Support Equipment unit	Solid, rubber	Collection from the point where the waste was produced until its acceptance back by a company-supplier of new car tyres	On-site collection at the <i>Facilities Management</i> building
4	12 01 01	Chips, shavings and scrap of ferrous metals	Workshop	Solid nickel compounds, chromium, copper, zinc, vanadium	Collection from the point where the waste was produced/ handing over to a licensed operator	Metal container
5	19 12 02	Ferrous Metals	Airport activities	Solid, iron and iron alloys	Collection from the point where the waste was produced/ handing over to a licensed operator	Metal container
6	19 12 03	Non-ferrous Metals	Airport activities	Solid, aluminium, copper, brass	Collection from the point where the waste was produced/ handing over to a licensed operator	Metal container
7	17 09 04	Mixed Construction and Demolition Waste	Airport activities	Solid, mixture of wood material, concrete, tiles, bricks, plastic, glass	Collection from the point where the waste was produced/ handing over to a licensed operator	Container is provided by the licensed operator if the waste is produced
8	20 03 01	Mixed Domestic Waste	Airport activities, administrative buildings and commercial spaces	Solid, packaging, food waste, paper and others	Collection from the point where the waste was produced/ handing over to a licensed operator	Bins and container press 20m ³ - 2 pcs., for domestic waste in the airside and landside
9	20 02 01	Biodegradable Waste	Grass area maintenance	Vegetable waste, biodegradable	Collection from the point of waste generation/ handing over to a licensed operator	Metal container 7m ³ within the landside
10	15 02 03	Absorbents, filter materials, towels and protective clothing, other than the ones under 15 02 02	Air conditioning maintenance	Solid, metal frame and textile filter part	Collection from the point where the waste was produced/ handing over to a licensed operator	There is a specific collection point in a storage area next to the <i>Facilities Management</i> dept.

2. Procedure to follow for collecting the non-hazardous waste receptacles

The non-hazardous waste listed in Table 3, which originates from the work of different departments and units of *FTSAM*, Varna airport, is collected at the designated points until being handed over to a licensed cleaning company. All activities related to the management of non-hazardous waste produced by the departments of *FTSAM*, Varna airport are provided by the company.

C) HAZARDOUS WASTE
1. Procedure to follow for collecting hazardous waste until its handing over to a licensed operator
Table 4 – Hazardous Waste

No	Code	Name	Origin	Composition and Properties	Permitted activities	Collection receptacles and collection sites
1	16 06 01*	Lead batteries	Replacement of the old ones at the Apron and Ground Support Equipment unit	Solid, lead, alkaline solutions, hydrocarbons H6	Collection from the point where the waste was produced/ handing over to a licensed operator	Within specified premises of the Facilities Management depart.
2	20 01 21*	Fluorescent light tubes and other waste containing mercury	Buildings' maintenance within the airport territory	Solid compounds of mercury, fluorine, halogenated solvents H6	Collection from the point where the waste was produced/ handing over to a licensed operator	Container (wooden pallet), in a room at Terminal 3
3	16 01 07*	Oil filters	Replacement of the old ones at the Apron and Ground Support Equipment unit	Solid, mineral oils, oil substances, hydrocarbons	Collection from the point where the waste was produced/ handing over to a licensed operator	Container (barrel) 220 litres at the Apron and Ground Support Equipment unit
4	15 01 10*	Packaging containing residues of hazardous substances or contaminated by hazardous substances	Airport activities	Solid, packaging of chemical preparations, hydrocarbons	Collection from the point where the waste was produced/ handing over to a licensed operator	Container (barrel) 220 litres at the Apron and Ground Support Equipment unit
5	15 02 02*	Absorbents, filter materials, towels and protective clothing contaminated by hazardous substances	Airport activities	Solid, contaminated towels, hydrocarbons	Collection from the point where the waste was produced/ handing over to a licensed operator	Container (barrel) 220 litres at the Apron and Ground Support Equipment unit
6	16 07 08*	Waste containing oils and petroleum products	Fuel Farm	Liquid, mixtures of oil and water, and hydrocarbons, residues from cleaning tanks H8	Cleaning of the tanks; collecting and accepting of the waste produced is performed solely by a licensed operator under contract	-
7	13 02 08*	Other motor oils, lubricants and gear oils	Replacement of the old ones at the Apron and Ground Support Equipment unit	Liquid, mixtures of oil and water, and hydrocarbons and water H8	Collection from the point where the waste was produced/ handing over to a licensed operator	Container (barrel) 220 litres at the Apron and Ground Support Equipment unit
8	13 05 03*	Sediments of oil interceptors	Car washing	Liquid, mixtures of oil and water, and hydrocarbons and	Cleaning of oil interceptors; collecting and accepting of the waste	-

				water H8	produced is performed by a licensed operator under contract	
9	13 05 02*	Sediments of oil-water separators	Airport activities	Liquid, mixtures of oil and water, and hydrocarbons and water H8	Cleaning of oil-water separators; collecting and accepting of the waste produced is performed by a licensed operator under contract	-
10	18 01 03*	Waste whose collection and decontamination is subject to special requirements to preventing infections	Medical services	Solid, hospital waste: needles, syringes, dressings, intravenous cannula (abocathes), medical gloves	Collection from the point where the waste was produced/ handing over to a licensed operator	Hospital waste containers
11	14 06 01*	Chlorofluorocarbons HCFC, HFC	Air conditioning maintenance	Refrigerant, liquefied gas harmful to the environment	Collection from the point where the waste was produced/ handing over to a licensed operator	-
12	08 01 11*	Waste paints and varnishes containing organic solvents and other hazardous substances	Airport activities	Liquid paints in their original cans	Collection from the point where the waste was produced/ handing over to a licensed operator	-

Hazardous waste is subject to a special treatment regime according to the requirements of Bulgarian and European legislation and must be collected separately by type in the designated bins with the name and the code of the waste. The receptacles must be strong, which do not allow spillage of collected waste. Hazardous waste is handed over to a licensed operator under contract.

The hazardous wastes listed in Table 4, which originate from the activities of the various departments and units of *FTSAM*, Varna airport, are collected at designated locations until delivery to a licensed operator. All operations related to the organization of hazardous waste management produced by the departments of *FTSAM*, Varna airport are provided by the company.

2. Requirements for the ways of collecting and preparing for handing over certain types of hazardous waste:

2.1. 20 01 21* - Fluorescent light tubes and other waste containing mercury

The fluorescent light tubes are collected in the appropriate sulphur containing receptacle (at least 2 grams per each kilogram of fluorescent tubes collected). The presence of a sulphur in the receptacle does not allow the dispersion of mercury and contamination of the environment. The fluorescent tubes are assembled and packed as follows to provide safe transportation and loading and unloading:

- The old, not broken, fluorescent tubes must be placed in their individual packages (the boxes of the new ones)
- If no individual cardboard boxes are available for each fluorescent light tube they should be taped together into bundles of 5 - 6 with paper tape and/ or placed in their original cartons
- Broken fluorescent tubes are collected separately in a strong cardboard box.

Responsible persons for complying with the requirements: Leader of the unit "Electrical and Telecommunications".

2.2. 16 01 07* - Oil filters

To ensure safe transportation and handling, oil filters are collected in barrels that are strong and not overfilled. No overflow or spillage of liquids from the waste, or the placement of air filters in the oil filters waste collection container is allowed.

The waste is prepared for handing over and transportation by weighing its quantity together with the package. For the measured quantity a request is made with a licensed company for the acceptance and transportation of the waste.

Responsible persons for complying with the requirements: Ground Support Equipment organizer.

Making the request and labelling of the receptacle with the code and name of the waste within, information about the contract number under which it is handed over, sending and accepting entity is made by the Occupational Health and Safety Expert, at the Compliance and Legal Affairs department.

Loading of the waste prepared for transportation is carried out by the department in whose activity the waste has been formed and stored up to the time of loading.

2.3. Catering Waste

The catering waste from the aircraft operating on international routes are serviced by a licensed operator for the territory of Varna airport.

On the basis of a contract with *FTSAM*, a licensed operator serves collection and transportation for disposal of catering waste generated by international flights.

FTSAM does not accept or collect catering waste from international flights.

IV. WASTE PRODUCED BY THE USERS OF VARNA AIRPORT

All contractors/ contract partners- external organizations, lessees, users and other companies performing services and activities in the territory of Varna Airport are obliged to comply with the permitted activities and waste they produce from them in accordance with Table 1.

1. Mixed municipal wastes with code 20 03 01 generated by the activity at user premises of Varna Airport are treated in accordance with the established procedure for this type of waste, which is specifically mentioned and written down in the contract of the user with *FTSAM*.

Mixed municipal waste code 20 03 01 is a waste of origin and composition close to household or domestic waste and similar to it, waste from commercial, industrial and administrative activities, including separately collected fractions, excluding waste with code 20 01 08 - Biodegradable kitchen waste and catering waste and 20 01 25- Food oils and fats and the like.

2. Contractors/ contract parties from whose activities are formed other types of waste as described in Table 1 (with the exception of Mixed municipal waste as per item 1 of IV) are obliged:

- to declare to the Occupational Health and Safety Expert, Varna Airport, what hazardous and non-hazardous waste (code and name under Regulation No. 2 dated 23.07.2014 on the waste classification) they generate from their activity
- by their own means and at their own expense to organize the collection, proper storage to be handed over to licensed operators under contract for transportation for the purposes of recovery or decontamination of the waste
- to collect separately the hazardous waste in designated receptacles labeled with the name and code of the waste; the vessels must be strong, do not allow spillage of the collected waste
- to submit to the Occupational Health and Safety Expert, Varna Airport copies of handover/ takeover protocols for the transfer of hazardous waste to the licensed company for each specific handover but not less than twice a year.

No pollution, overflowing or abandonment of waste is allowed in the territory of Varna airport. If there are any, the same shall be duly cleaned at the expense of the polluter.

V. CONTROL AND SANCTIONS

A. INFORMATION

Compliance Monitoring of this *MSD 8.49.3.46 "Internal Waste Management Rules"* is assigned to the Compliance and Legal Affairs dept. and the heads of departments at *FTSAM AD*.

Any company (contractor/ contract partner) generating waste of any type is responsible for ensuring that it will store, transport and recycle or dispose of its waste in a controlled, environmentally friendly way.

B. RESPONSIBILITY

Any user, contractor/ contract partner or employee of *FTSAM*, Varna Airport, from whose activity waste is generated, shall be responsible for its proper collection, transportation and complete treatment in accordance with these rules and the applicable legislation.

Where a contractor/ contract partner has their own contracts for decontamination of hazardous or other wastes, the same shall be responsible for using only licensed operators and for ensuring that the relevant documents are completed and stored.

C. SANCTIONS

Sanctions shall be imposed to those who do not comply with the established rules.

An entity who:

0. disposes of waste into unauthorized places
1. discards generally spread waste marked with a separate collection mark into the mixed municipal waste bins and into waste collection containers or mix them with other materials or wastes in a way that impedes their subsequent recycling or recovery
2. illegally burns or performs another form of unregulated waste disposal
3. violates the provisions and rules established in this document *MSD 8.49.3.46 Internal Waste Management Rules*

shall carry out complete cleaning for their account and a fine of BGN 100.00 for a natural person and BGN 1000.00 for a legal entity shall be imposed. In case of a repeated violation, the amount of the fine is in the double amount.

**List of positioning of bins for separate collection of recyclable papers and plastics in the territory of
FTSAM AD, Varna airport**

I. LANDSIDE

1. **Airport administration building - 1 set** /on the second floor, to the left side of the stairs/
2. **Accounting dept. - 1 set** /positioned at the entrance and in the kitchen/
3. **Finance dept. - 1 paper waste bin** /at the entrance/
4. **Technical directorate / new building/ - 1 set** /in the copy machine room and at the entrance/
5. **Technical directorate /old fire station building/ - 1 set** /at the entrance/
6. **Terminal 3 - 2 sets** /on the second floor and on the first floor at the entrance of the HR dept./ and **1 paper waste bin** /by the entrance of the Procurement dept./
7. **For Safety and Security - 1 paper waste bin** /at the entrance – next to the room of the Training Inspector/
8. **In the IT department building - 1 set** /on the first floor/
9. **1 paper waste bin** – in the building, in the office of the head of “Passenger Services and Cargo” dept.

II. AIRSIDE

10. **Apron services - 1 set** /at the entrance, in front of the locker room of the drivers of vehicles weighing over 12 tones/
11. **Ramp Agents and Load Control dept. - 1 set** /outdoor, next to the ramp agents' building/
12. **Sheds - 1 plastic waste bin** /in front of the ramp agents' locker room/
13. **Ground support equipment maintenance - 1 set** /next to the offices/
14. **Aircraft cleaning staff - 1 set** /outdoor, next to the locker rooms/
15. **Fuel Farm - 1 paper waste bin** /outdoor, just opposite to the administrative building/
16. **1 plastic waste bin** – in the workshop of the Facilities Management dept.

- One set of separate waste collection receptacles consists of the following:
 - 120 litres paper and cardboard packaging waste bin, code 15 01 01 - 1 pc.
 - 120 litres plastic packaging waste bin, code 15 01 02 - 1 pc.

The sorted office paper and plastic bottles and cups are transported and placed into two larger containers of 1100 litres (located in the landside next to the press container). When filled up with waste materials, the quantities collected will be transferred for recycling.