

Waste Management Program Standard

Applies To

This document applies to all 3M locations, except those that generate only office or food service waste.

Introduction and Background or Purpose

3M practices waste minimization whenever practical to reduce the amount and hazards of waste materials generated. 3M is also dedicated to operating in accordance with all regulations and managing waste materials safely and responsibly. All 3M locations are required to manage all returned, recycled, and waste materials from the time of generation until reused, recycled, treated, or disposed.

Requirements or Expectations

Overall responsibility for compliance with this document is assigned to Country, Division, and Plant Management of 3M locations.

Each location that generates waste must have a documented Waste Management Program that contains all of the following elements and requirements:

Waste Management Coordinator Role and Responsibilities

Each location must have a Waste Management Coordinator, and the individual must work at the site. This role must be included in the employee's job description and/or job expectations. The Waste Management Coordinator has the responsibility for waste management at the location, including implementation of the Waste Management Program, and is the key contact for all waste management inquiries and issues.

Identification Characterization and Documentation of Wastes

All wastes must be identified, characterized, and documented. Documentation must include a unique description of the waste, composition, physical properties, and hazardous characteristics.

Identification of Regulations and Requirements

All national, regional, provincial, state, and local requirements that apply to waste management must be identified and documented. Locations must comply with all regulations and conform to all 3M requirements.

Waste Packaging, Labeling, and Storage

All wastes must be:

- Placed in containers appropriate for the waste
- Containers must be properly closed to prevent spills or releases from the container
- Labeled to clearly identify the contents and hazards
- Stored in an area designed to contain spills and protect the containers from damage

Waste must not be stored on-site for more than one year.

Waste Management Practices

All waste recycling, reuse, treatment, or disposal management practices, and technologies must comply with all regulations, and be managed in conformance with the Disposal of Chemical Waste Standard.

- In the United States, the Environmental Operations Manager or his/her designated representative is responsible for approving the management practices and technologies. Wastes must be managed according to procedures established by Environmental Operations.
- In other Countries, the Country EHS Manager or his/her designated representative in consultation with the Area or Regional EHS Manager is responsible for approving waste management practices and technologies.

The following waste management practices are not acceptable for use by any 3M location:

- Land disposal of any liquid or semi-liquid waste
- The discharge of wastes to a sewer or drain, unless it is allowed by a wastewater discharge permit or other authorization from local authorities
- Deep well injection of any wastes
- Evaporation of liquid organic wastes from open containers
- Burning of waste without use of effective air pollution control equipment
- Ocean dumping of any waste material
- Management of any waste in a manner that may present an immediate or long term impact or hazard to human health, safety, or the environment

Audit and Approval of Waste Management Companies

All waste recycling, reuse, treatment, or disposal companies, facilities, and operations must be audited and approved before they are used, and at regular intervals, according to the guidelines published by 3M Environmental Operations.

- In the United States, the Environmental Operations Manager or his/her designated representative is responsible for completing the audit and approving the use of the companies, facilities, and operations.
- In other Countries, the Country EHS Manager or his/her designated representative in consultation with the Area or Regional EHS Manager is responsible for completing the audit. The Country EHS Manager is responsible for approving the use of the companies, facilities, and operations.

Contracts and Agreements

Arrangements for all waste management services must comply with the 3M Sourcing Policy.

Contracts must be established:

- When a company handles, transports, or manages any amount of hazardous material or hazardous waste
- When the annual spend or revenue is over \$100,000 (USD) in a one-year period
- For any additional waste management or recycling arrangement as specified by Environmental Operations

Training

All 3M employees and contract employees under the direct supervision of 3M who handle wastes, or are responsible for waste management, must receive appropriate training prior to handling or managing wastes.

Training records must be maintained by the location as required by local regulation and 3M document retention guidelines.

Annually, the Waste Management Coordinator must review facility training materials and records and provide updated training.

In the United States the Waste Management Coordinator must complete all waste management training provided by Environmental Operations. This training must be completed within 30 days of the date provided.

Waste Management Records

Waste management records must be maintained permanently for all wastes. Records must include:

- A complete material description
- The amount of waste and the method used for waste management
- The date the wastes were sent from the 3M facility
- The location where the wastes were managed
- Bills of lading, manifests and other shipping papers that prove the waste was received at the waste management facility
- All contracts, exhibits and agreements for waste management

Alternative Requirements

A 3M location may request an alternative to any element in this Standard, provided that the alternative would meet the objectives of this Standard. Requests must be submitted to the Environmental Operations Manager for review and approval. The request must document:

- The specific requirements that are affected,
- The proposed alternative requirements,
- The reason for the request,
- A description of whether the change is temporary or permanent, and
- How the proposed requirements will meet the objectives of this Standard.

If approved, the location must comply with the alternative requirement(s) in addition to all unaffected requirements of this standard.