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File name 文件名	Hazardous Waste Transfer Instruction 危险废弃物转运操作指引	

Approval process

审批过程

	Name 姓名	Title 职务	Signature 签名	Date 日期
Drafted by 起草人	Xu Guangxiang 许光祥	EHS Officer		
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Approved by 批准人		Campus Safety Committee;		

Reversion records

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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 生部	√	U.G. Dept. 本科教学部	√	I.T.Dept. 电脑信息部	√

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1. Purpose 目的

This guideline regulates the transportation of hazardous wastes (including solid wastes and liquid wastes) on campus to meet the requirements of safety, health and environmental protection.

本指引规定了校园内危险废弃物（包括固体废物和液体废物）在校园内转运的操作，以符合安全、健康、环保的要求。

2. Scope 范围

The provisions of this document apply to all waste transfer operations at the GTIIT.

本文件规定适用于广东以色列理工学院所有废物的转运操作。

3. Responsibility 职责

EHS Office EHS办公室:

- Responsible for the formulation and regular revision of this document;
负责本文件的制定、定期修改;
- Training for hazardous waste collection and transfer personnel;
对危险废弃物收集、转运人员的培训;
- Assist laboratory leaders in the transfer of hazardous waste in their laboratory.
协助实验室负责人针对其实验室危险废弃物进行转运指导。

Hazardous waste generation department (laboratory and other waste producing units) 危险废弃物产生部门（各实验室和其他产废单位）:

- Responsible for the collection, classification and temporary storage of the generated waste;
负责对产生的废物进行收集、分类、暂存;
- When collecting hazardous waste, it is necessary to label the corresponding waste container, clearly indicate the name and hazardous information of the hazardous waste, and ensure that it is in a sealed package;
收集危险废弃物时，需在相应的废弃物容器上贴标签，明确标出危险废物的名称和危险信息，并确保处于密封包装状况;
- Timely notify the school to transfer hazardous waste to the school for transfer.
及时通知校内转运危险废弃物单位进行转移。

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Operational waste management department 运营废弃物管理部门:

- Responsible for the registration and statistics of the transfer records of hazardous wastes on campus;
负责登记和统计校内危险废弃物的转运记录;
- Responsible for the transfer and temporary storage of hazardous waste in various laboratories;
负责各个实验室的危险废弃物转运和暂存工作;
- Responsible for daily management and maintenance of hazardous waste temporary storage facilities and equipment in the school;
负责校内危险废弃物暂存设施设备的日常管理和维护工作;
- Responsible for reporting and handling of abnormal situations of hazardous waste on campus.
负责校内危险废弃物异常情况的汇报和处理。

4. Terminology 术语

4.1. Hazardous Waste 危险废物

Solid waste and liquid waste in one of the following situations:

具有下列情形之一的固体废物和液态废物:

- It has one or more dangerous characteristics such as corrosiveness, toxicity, flammability, reactivity or infectivity;
具有腐蚀性、毒性、易燃性、反应性或者感染性的一种或者几种危险特性的;
- It does not rule out those with hazardous properties that may cause harmful effects on the environment or human health, and need to be managed in accordance with hazardous wastes. For details, refer to the “Order of the Ministry of Environmental Protection No. 1 National Hazardous Waste List”.
不排除具有危险特性，可能对环境或者人体健康造成有害影响，需要按照危险废物进行管理的，详情参照《环保部令第1号 国家危险废物名录》。

4.2. Non-hazardous waste 非危险废物

Wastes that are not part of the National Hazardous Waste List.

不属于《国家危险废物名录》的废物。

5. Management and process 管理及处理流程

5.1. Generation, classification and collection 产生、分类和收集

- The waste generated must be placed in accordance with the waste classification requirements and signs at the site of the garbage turnover area;

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产生的废物必须按垃圾周转区现场的废物分类要求及标志投放；

- Hazardous waste should be placed in strong and sealed containers to prevent leakage;
 危险废物应放入坚固密封的容器内，以防泄漏；
- Containers containing hazardous waste must be labeled with the name and hazard information of the waste;
 盛装危险废物的容器上必须贴上标签，标明废物的名称和危险信息；
- Non-hazardous waste should be put in non-hazardous garbage cans, not in garbage cans, such as domestic garbage, office garbage, etc .;
 非危险废物应放入贴有非危险垃圾桶内，不能放入危险废物的垃圾桶内，如：生活垃圾、办公垃圾等；
- Flammable materials such as wood / paper / cotton / gloves contaminated with more flammable materials (including solvents) must be immersed in a container with a cover and sprayed with water, and the responsible department of hazardous waste transfer should be informed on the same day to empty it. The seal is temporarily stored in the fume hood;
 沾有较多易燃物质(包括溶剂)的可燃物质例如木材/纸张/棉布/手套等必须浸泡于带盖，且用水喷湿的容器内，并当天告知危废转运负责部门进行清空，否则应密封暂存于通风橱内；
- Some special substances (such as bactericides, fungicides, isocyanates, zinc powder, sodium hydroxide, etc.) are collected in packaging or containers that require personal protective equipment (PPE) according to chemical handling requirements;
 一些特殊物质（如，杀菌剂、防霉剂、异氰酸酯、锌粉、氢氧化钠等）产生的包装物或容器在进行收集时，需要按化学品操作要求佩戴个人防护用品（PPE）；
- When new waste is generated, the generating unit or laboratory should notify the EHS office or the operating waste management personnel, who will be responsible for judging the properties of the waste and clearly defining the requirements for collection, storage and disposal;
 新的废物产生时，产生单位或实验室应通知EHS办公室或运营废弃物管理人员，由他们负责判断该废物的属性，并明确收集、存放及处置的要求；
- Each waste liquid tank must be marked with a safe level line on the barrel, and the distance from the top must not be less than 20cm (the total volume of waste liquid exceeds 80% of the volume of the barrel). This level line.
 每个废液桶必须要在桶身划上安全液位线，距离顶部不得小于20cm(废液总容量超过桶容积的80%)，并培训所有人员在往桶内倒废液时，严禁超过此液位线。

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5.2. Waste transfer Process 废物转运操作规程

5.2.1. Preparation before transferring 收运前准备

- Receiving personnel should collect sterilized protective equipment on site and wear work clothes, work shoes and hats.
收运人员应现场领取经消毒的防护用品，并穿戴好工作服、工作鞋和帽子。
- The driver should confirm that the appearance, technical condition, etc. of the receiving vehicle meets the requirements of GB 19217 before departure.
驾驶员在出发前应确认收运车辆的车容车貌、技术状况等符合GB 19217 的要求。
- According to the collection and transportation situation, the vehicle needs to be equipped with clean transfer totes and other suitable transfer equipment required for collection and transportation, as well as the "Waste Transport Registration Card".
根据收运情况，车辆需装配收运所需洁净的转运周转箱和其他合适的转运属设备，以及《废物运送登记卡》。
- Dispose of vehicles for transportation in accordance with the prescribed time limit and prescribed route.
按规定时限、规定路线，顺序出车收运废物。

5.2.2. Handover with waste generation unit 与废物产生单位的废物收运交接

- The transfer of waste uses the "Waste Transport Registration Card" that is provided with the vehicle, which is kept by the waste generating unit (the school's hazardous waste management department), and the completed "Waste Transfer Joint Form" is used for recording and management;
废物的交接采用随车的《废物运送登记卡》，由废物产生单位（校方危废管理部门）保管，并填制的《废物转移联单》进行记录和管理；
- After the vehicle arrives at the school's temporary waste storage site, it should be parked directly next to the temporary storage facility, and the car door should not be opened;
车辆到达学校危废暂存点后，应直接停靠在暂时贮存设施旁，不得打开车厢门；
- The receiving and transporting personnel shall check the packaging and labeling of the collected waste, and check whether the quantity, type, and labeling are consistent with the "Waste Transfer Joint Declaration" and whether the packaging and weekly packing are sealed;
收运人员应对所收运废物的包装和标识进行检查，核对其数量、种类、标识与《废物转移联单》是否相符，包装、周装箱是否密封；

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- Confirm the type of the turnover box containing the waste through the RFID card reader and upload it to the provincial solid waste transfer and dispatch center simultaneously;
通过RFID 读卡器对装有废物的周转箱进行种类的确认，并同步上传到省固体废物转运调度中心；
- When the identification, quantity and type of waste are found to be inconsistent with the "Waste Transfer Joint Form", the receiving and transporting personnel shall request the waste generating unit to correct it;
当发现废物的标识、数量、种类与《废物转移联单》不符的，收运人员应要求该废物产生单位更正；
- When the waste is found to have the following conditions, the collection and transportation personnel should refuse to accept it:
 - 1) The waste packaging is damaged;
 - 2) The identification, quantity, and type of waste are inconsistent with the "Waste Transfer Joint Form" and cannot be corrected;
 - 3) Waste packaging is contaminated.
 当发现废物存在以下几种情况时，收运人员应拒收：
 - 1) 废物包装破损的；
 - 2) 废物的标识、数量、种类与《废物转移联单》不符且拒不更正的；
 - 3) 废物包装被污染的。
- After checking and verifying, the two parties signed and confirmed on the "Waste Transfer Joint Form" and "Waste Delivery Registration Card".
检查核对无误后，双方在《废物转移联单》、《废物运送登记卡》上签字确认。

5.2.3. Specification loading requirements for hazardous waste 危险废物的规范装车要求:

- Receiving personnel should wear gloves, masks, and other safety and health protection supplies according to regulations;
收运人员应按规定穿戴好手套、口罩等安全卫生防护用品；如有需要，则需在装卸工衣外加穿操作衣；
- The driver operates the vehicle lifting device (if any) in accordance with the regulations, the loader opens the compartment door, loads the waste transfer storage box with the waste transfer facility into the car, and puts an equal amount of clean transfer transfer box into the waste temporary storage facility. Inside;

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驾驶员按规程操作车辆提升装置（如有），装卸工打开车厢门，将废物暂时贮存设施盛装废物的转运周转箱装入车内，同时将等量的洁净转运周转箱放入废物暂时贮存设施内；

- The loader closes the car door, fastens the door safety device, and is confirmed by the driver;
装卸工关闭车箱门，扣紧门保险装置，并由驾驶员确认；
- The driver shall spray and disinfect the parts where the main wastes such as the door handles and the door handles of the car may come into contact with by using the provided chlorine-containing disinfectant sprayer provided with the vehicle;

由驾驶员用随车携带的按规定配置的含氯消毒液喷雾器将车门拉手、车厢门拉手等主要废物可能接触的部位进行喷洒消毒；

- After the driver sprays and disinfects the gloves and operating clothing of the loader using the sprayer with a chlorine-containing disinfection solution that is provided according to the regulations, the loader takes off the protective clothing, gloves, and mask in order, and puts them in a sealed bag Inside;

由驾驶员用随车携带的按规定配置的含氯消毒液喷雾器对装卸工的手套和操作衣进行喷洒消毒后，装卸工按照操作衣、手套、口罩的顺序依次脱下，并放入密封袋内；

- Drivers and loaders perform hand-washing and disinfection at the waste generating unit (the waste storage area in the school); then leave the school directly.

驾驶员和装卸工在废物产生单位（校内废弃物暂存区）进行手洗消毒；然后直接离开学校。

5.2.4. Disinfection and cleaning of turnover boxes 周转箱的消毒和清洗

- Turnover box should be placed in the designated position according to the designated line;
周转箱应按指定线路放入指定位置；
- Spray and disinfect the inside and outside of the weekly box with a chlorine-containing disinfectant solution configured as required;
用按规定配置的含氯消毒液对周装箱内外进行喷洒消毒；
- Keep disinfectant in the turnover box for at least 30 minutes;
在周转箱内保留消毒液至少30 分钟；
- Rinse the inside and outside of the turnover box with clean water and put it in the designated storage point for storage.

用清水将周转箱内外冲洗干净后，放入指定贮存点存放。

5.2.5. Off-campus transfer of waste 废物校外转运

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Off-school transfer of hazardous waste should be entrusted to a unit with qualifications for hazardous waste transfer to transfer.
危险废弃物校外转运应委托具备危险废弃物转运资质的单位进行转运。

6. Annex 附件

- A.1 Waste transport registration card
- A.2 Hazardous waste transfer sheet

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Waste transport registration card

年 月 日

Delivery vehicle license plate number:

Person in charge of transport vehicle:

Waste generating unit	Solid Waste		Liquid waste		Handover signature
	volume	weight	volume	weight	
total					

