



SITE RULES
WASTESERV MALTA LTD.
CIVIC AMENITY SITES



WasteServ Malta Ltd.
Civic Amenity Sites
Site Rules

Civic Amenity Sites (hereinafter referred to as CASs) are facilities where various types of bulky household waste, domestic hazardous waste as well as recyclable materials.

The CASs are operated by Wasteserv Malta Limited (hereinafter referred to as the Company) which has full responsibility for the overall management of all CASs.

All Bulky Waste Carrier Operators, and their staff, as well as all other users of this facility excluding the general public (hereinafter referred to as the Operators) shall, without any exception, fully observe these Site Rules as laid down by the Company. Anyone who, for any reason whatsoever, will be considered by the Company to have breached these Rules may be required to leave the premises and to pay any applicable penalty(s) that may be imposed.

These Rules are meant to ensure that the CASs are organized in such a way that the interests of all parties are adequately safeguarded. The Rules also ensure that efficient systems, procedures and risk control methods are in place that will promote site safety and help to eliminate or reduce the risk of injury or ill health.

Although it is the Company's duty to ensure compliance at all times with these Site Rules , all Operators as well as all other users of these CASs should be fully aware of their obligations and of the consequences of breaching of these Rules. Full observance of these Rules is ultimately the responsibility of the User and the Company will be held harmless in the event of any injuries and/or damage caused on site by failure to observe strictly the application of these Site Rules.

These Site Rules are based on the relevant Environmental Permits (EP) and legal requirements and cover all areas under the direct control of the Company.

Section 1: General Rules

- 1.1 Waste may only be delivered by the Operators registered for this purpose with the Environment and Resources Authority (ERA)
- 1.2 All Operators are to be registered with the Company before making use of the CASs. Operators acting on behalf of the Local Councils (LCs) are to ensure that the LC has registered them as 'Bulky Waste Operators' with the Company.
- 1.3 Operators below 18 years of age are prohibited from using the site unless in possession of a valid working permit.
- 1.4 All Operators must ensure that their vehicles are in good working order and able to deliver waste to the designated unloading area without difficulty.
- 1.6 Operators are to ensure that all waste is properly separated and disposed of only in the appropriate areas indicated by the signage, or else as indicated by the Authorised Company site employees (hereinafter referred to as the Company's Personnel).
- 1.7 All Operators must ensure that they clean up any spillages/debris which resulted from the disposal operation.
- 1.8 The Company reserves the right to refuse admission as it deems fit/necessary.
- 1.9 The Company's Personnel are allowed to take any appropriate action and/or measures at any time if they observe any non-conformity with the provisions in these Site Rules.
- 1.10 Operators are encouraged to bring to the attention of the Company's Personnel their views and suggestions to improve overall management of the site.
- 1.11 Operators will be held liable for any damage caused to the Company's assets.
- 1.12 The Company reserves the right to use footages captured by the CASs' CCTV cameras to be able to recover liabilities due to damages caused to the CASs' and/or Company's property by the Operators.
- 1.13 Any dismantling and/or scavenging inside the CASs is strictly prohibited.
- 1.14 The Company will not tolerate any kind of verbal and/or physical abuse and threats against its employees and representatives.

Section 2: Waste Acceptance Rules

- 2.1 All vehicles are to report to the Site Office before entry and declare the nature of the consignment being delivered.
- 2.2 Waste that may be accepted at the facility is determined in accordance with the list of permitted wastes, included in Annex I, in the relevant Environmental Permit. Unpermitted wastes shall not be accepted at the facility. The Company reserves the right to change the list of permitted waste without prior notice.
- 2.3 No entry will be granted without the necessary documentation.
- 2.4 Operators acting on behalf of the LCs shall deliver waste in accordance with the list of waste provided by the LCs. Operators shall
- 2.5 As applicable, Operators shall make known to the Company's Personnel at the Site Office, the Consignment Permit (CP) and Consignment Note (CN) numbers.
- 2.6 The Company reserves the right to check and verify the contents in each and every delivery and ensure that it consists of the declared waste. In any such event, the Operator should cooperate fully with the Company's Personnel.

Section 3: Traffic Rules

- 3.1 All Operators are to familiarize themselves with traffic routes and road signage.
- 3.2 The maximum speed allowed within the CASs is 10km/h. Operators are to pay particular attention during reversing or driving round corners.
- 3.3 Drivers must obey all traffic road signs and all directions or instructions given to them by the Company's Personnel without endangering themselves or others.

Section 4: Health and Safety Rules

- 4.1 All vehicles entering the sites must be in good working order and have a valid certificate issued by a competent person as required by LN 293 of 2016, Work Equipment (Minimum Safety and Health Requirements) Regulations. Evidence of pertinent certification must be kept available within the vehicle as required by Regulation 5(5) of the same Legal Notice. The Company reserves the right to request and inspect such certification at any time whilst the vehicles are on site.
- 4.2 No smoking or naked flames are permitted anywhere on site.

- 4.3 Before entering the facility Operators must wear the following items of personal protective equipment as a minimum requirement:
- i. Safety boots/shoes
 - ii. High visibility jacket or vest
- Operators, upon completing disposal of waste, must immediately return to their vehicles.
- 4.4 Stationary vehicles must be secure from inadvertently moving by use of parking brake.
- 4.5 Operators are to pay attention to pedestrians at all times and in all locations.
- 4.6 Operators are only authorized to park temporarily their vehicles in designated unloading bays. They shall not block pathways or ring roads unless authorised to do so by Company's Personnel.

Section 5: Penalties

- 5.1 Without prejudice to other legal remedies, in the case of failure to observe these rules, the Company shall have the right to impose the following penalties:
- a. First non-observance: written warning shall be issued to the Operator;
 - b. Second non-observance: All Operator's registered vehicles shall be blocked from entering any of the Company's sites. Operators must pay a penalty of €25 in order to gain re-access to the use of the facilities.
 - c. Third non-observance: All Operator's registered vehicles shall be blocked from entering any of the Company's sites. Operators shall have to pay a penalty of €50 in order to gain re-access to the use of the facilities.
 - d. Fourth non-observance: All Operator's registered vehicles shall be blocked from entering any of the Company's sites. Operators shall have to pay a penalty of €100 in order to gain re-access to the use of the facilities.
 - e. Consequent non-observance: entry may be restricted indefinitely for all Operator's vehicles at all Company's facilities.
- 5.2 In addition, any Operator who obstructs or impedes in any way the operations carried out at this site will immediately be subject to Third non-observance: entry restricted for specific vehicle at all Company's facilities; a penalty of €50 to be paid in order for the client to gain re-entry.

Section 6: Opening Hours

	Opening Hours
Monday – Sunday	07:00 – 17:30

Annex I

Complete List of Permitted Waste on Site Description of Waste	European Waste Codes
Waste printing toner containing dangerous substances	08 03 17*
Waste printing toner other than those mentioned in 08 03 17	08 03 18
Synthetic engine, gear and lubricating oils	13 02 06*
Other engine, gear and lubricating oils	13 02 08*
Paper and cardboard packaging	15 01 01
Plastic packaging	15 01 02
Wooden packaging	15 01 03
Metallic packaging	15 01 04
Composite packaging	15 01 05
Mixed packaging	15 01 06
Glass packaging	15 01 07
Packaging containing residues of or contaminated by dangerous substances	15 01 10*
Absorbents, filter materials (including oil filters not otherwise specified), wiping cloths, protective clothing contaminated by dangerous substances	15 02 02*
Absorbents, filter materials, wiping cloths, and protective clothing other than those mentioned in 15 02 02	15 02 03
End-of-life tyres	16 01 03
Oil filters	16 01 07*
Plastic (Vehicle bumpers)	16 01 19
Discarded equipment containing chlorofluorocarbons, HCFC, HFC	16 02 11*
Discarded equipment containing hazardous components other than those mentioned in 16 02 09 to 16 02 12	16 02 13*
Discarded equipment other than those mentioned in 16 02 09 to 16 02 13	16 02 14
Hazardous components removed from discarded equipment	16 02 15*
Components removed from discarded equipment other than those mentioned in 16 02 15	16 02 16
Organic wastes containing dangerous substances	16 03 05*
Lead batteries	16 06 01*
Ni-Cd batteries	16 06 02*
Mercury-containing batteries	16 06 03*
Alkaline batteries (except 16 06 03)	16 06 04
Other batteries and accumulators	16 06 05
Concrete	17 01 01
Bricks	17 01 02
Tiles and ceramics	17 01 03

Mixtures of, or separate fractions of concrete, bricks, tiles and ceramics containing dangerous substances	17 01 06*
Mixture of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06	17 01 07
Construction materials containing asbestos	17 06 05*
Mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03	17 09 04
Sharps	18 01 01
Waste whose collection and disposal is subject to special requirements in order to prevent infection (used sharps only)	18 01 03*
Paper and cardboard	20 01 01
Glass	20 01 02
Clothes	20 01 10
Textiles	20 01 11
Solvents	20 01 13*
Acids	20 01 14*
Alkalines	20 01 15*
Photochemicals	20 01 17*
Pesticides	20 01 19*
Fluorescent tubes and other mercury-containing waste	20 01 21*
Discarded equipment containing chlorofluorocarbons	20 01 23*
Edible oil and fat	20 01 25
Cytotoxic and Cytostatic Medicines	20 01 31*
Oil and fat other than those mentioned in 20 01 25	20 01 26*
Paint, inks, adhesives and resins containing dangerous substances	20 01 27*
Paint, inks, adhesives and resins other than those mentioned in 20 01 27	20 01 28
Detergents containing dangerous substances	20 01 29*
Detergents other than those mentioned in 20 01 29	20 01 30
Medicines other than those mentioned in 20 01 31	20 01 32
Batteries and accumulators included in 16 06 01, 16 06 02 or 16 06 03 and unsorted batteries and accumulators containing these batteries	20 01 33*
Batteries and accumulators other than those mentioned in 20 01 33	20 01 34
Discarded electrical and electronic equipment other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components	20 01 35*
Discarded electrical and electronic equipment other than those mentioned in 20 01 21 and 20 01 35	20 01 36
Wood other than that mentioned in 20 01 37	20 01 38
Plastics	20 01 39
Metals	20 01 40
Biodegradable waste (garden waste)	20 02 01
Other non-biodegradable wastes	20 02 03
Bulky Waste	20 03 07