

**APPENDIX 11****Waste Tracking and Reporting****Purpose**

Objectives:

1. Ensure compliance with RF regulatory and Company environmental requirements;
2. Ensure tracking of generated, utilizable deactivated, transferred or disposed waste is complete, continuous, and reliable;
3. Obtain information for inventory, waste rate setting, preparation and submission of federal statistical monitoring forms to the state authorities, informing of external parties on the Company activities related to waste management and payment for negative impact;
4. Provide information for internal performance assessment and waste management review.

Target Audience

- *Asset/Site Managers¹;*
- *Asset/Site HSE Managers;*
- *Asset/Site Environmental Specialists;*
- *Contract Holders*
- *Companies (Contractors) providing services for collection, transportation, treatment, utilization, processing, deactivation and disposal, of waste under the current agreement with the Company;*
- *C-HSE Environmental Managers and Specialists;*
- *C-HSE Production Data System Specialists;*
- *ALG HSE Managers and Specialists; GLMS HSE Managers and Specialists.*

Overview of main elements of the Company waste tracking system

Waste Flow Primary Tracking System² (requirement of TEOC SWMP, Section 10.7.5).
Tracking of waste generation and flow is carried out via WMM Module in GLMS.

Procedure for using WMM Module in GLMS is provided in [1000-S-90-01-P-8061-00-R](#). Link for WMM GLMS: [0000-S-90-01-P-0089-00-E](#)

Procedure for keeping the tracking logs and reporting related to waste management is provided in the Environmental Reporting Procedure (link: 1000-S-90-04-P-0204-00-E).

Requirements**Asset/Site HSE Managers and Specialists are responsible for**

1. Ensure that Sakhalin Energy asset/site personnel responsible for waste management get professional training for waste management (with the relevant certificate) pursuant to RF legislation requirements;
2. Timely record data on waste generation, utilization, deactivation, delivery to other persons, as well as disposal of waste of hazard class I-V in WMM GLMS; Record waste based on actual measurements which are compliant with the current regulatory requirements;
3. Generate, execute and retain waste tracking logs as required by relevant RF regulations;

¹Italicised terms in this document are included in the [Sakhalin Energy HSE Glossary](#)

²Underlined items in this document refer to Sakhalin Energy Controlled Documents.



4. Analyse waste management performance of the asset and identify and apply corrective actions (where applicable);
5. Keep tracking logs and prepare federal statistics tracking forms;
6. Development of the waste minimisation key performance indicators (KPI).

Companies (Contractors) providing services on waste management under the current contract are responsible for:

1. Return the Waste Transfer Form with completed section “Company - Waste Receiver” (section C) to the asset/site Environmental Engineer or Contract Holder for further handover to the asset as per the Company’s request;
2. Sign the Waste Transfer Note between the Sakhalin Energy and Contractor.

According to their job responsibilities, C-HSE Environmental Managers and Specialists, C-HSE Production Data System Specialists are responsible for the following requirements:

1. Ensure compliance with RF legislation related to tracking of waste generation, utilization, deactivation, transfer to third parties and disposal and keeping waste tracking logs;
2. Coordination of development and update of the Primary Tracking Forms in WMM GLMS in accordance with regulatory requirements;
3. Maintain Waste Register of the Company;
4. Ensure timely and complete payment for adverse environmental impacts after waste disposal;
5. Generate and submit federal statistical monitoring forms to the state authorities;
6. Review conformance between Company waste management data and permits issued by the supervisory authorities, inform the Company management on waste management performance and render support to assets/sites in identifying and implementation of corrective actions if required;
7. Develop KPI’s of waste management and minimisation jointly with the Company’s Logistics Department.

ALG and Supply Chain Managers and Specialists are responsible for:

- Ensure that waste management contracts are in place;
- Ensure timely close out of waste disposal requests from assets;
- Ensure the contractors record data on waste management in WMM GLMS timely.

GLMS HSE Managers and Specialists perform the duties in accordance with their job responsibilities and Procedure for use of WMM Module in GLMS [1000-S-90-01-P-8061-00-R](#) which includes detailed description of distribution of authorities and responsibilities for the Company staff engaged into the tracking of waste generation and flow.