

# Instruction of the Integrated Management System



Index: IQH-W2-2.2/ 17

Version: <sup>6.0</sup>~~4.0~~ *[Signature]*

**Title:** Environmental requirements for Contractors performing works on the premises of CMC Poland sp. z o.o.

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## UPDATES AND MODIFICATIONS

No.	Date	Description	Signature
1	10.02.2017	Effective as of: 15.02.2017	<i>[Signature]</i>
2	24.04.2018	Updating content effective as of: 19.06.2018	
3	01.02.2019	Updating content effective as of: 08.04.2019	
4	08.04.2020	Updating content effective as of: 08.04.2020	
5	05.09.2022	Updating content effective as of: 09.09.2022	



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## I. Purpose of the Instruction

The purpose of the instruction includes identification of environmental requirements necessary to be complied with by external companies performing works on the premises of CMC Poland sp. z o.o.

## II. The object and scope of the Instruction

The scope of application of the Instruction includes the rules of performing works by external companies on the premises owned by CMC Poland sp. z o.o. in the manner that ensures mitigation of their effect on the environment.

## III. Definitions

**Contractor** - an external company that pursuant to the contract/ order performs works having the effect on the environment, on the premises owned by CMC Poland sp. z o.o.

**Organizational unit** - departments of CMCP's mill, Scrap Yards, Fabshops,

**Branch units** - Scrap Yards and Fabshops situated out of Zawiercie,

**Area owned by CMCP** - area/ land that CMC Poland holds a legal title to (ownership right, perpetual usufruct right, usage, lease, rental)

**Service** - service of equipment containing f-gases, including cooling agents - any activities aiming at ensuring proper work of the equipment excluding physical interference in the system containing f-gas,


**Repair** - activities aiming at ensuring proper work of the equipment by physical interference in the systems containing f-gases, e.g. due to detected leakage, repair or filling up the cooling agents etc.

**F-gases and controlled substances** - in other words, fluorinated greenhouse gases mean hydrofluorocarbons, perfluorocarbons, sulphur hexafluoride, chlorofluorocarbons and other greenhouse gases which contain fluor or chlor, commonly used as coolants, insulating gases, fire retardants and others,

**Mixtures of f-gases and controlled substances** - means a liquid comprising two or more substances in form of f-gases or controlled substances,

**CO<sub>2</sub> equivalent** - unit of measure of greenhouse gases emission reflecting their various global warming potential GWP (the value may be read on the tag of the external unit),

**ODP (ozone depletion potential)** – potential of ozone destruction, i.e. unit of measure created to assess the quantitative impact particular substances have on the ozone layer;

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***Ton(s) of CO<sub>2</sub> equivalent*** – means an amount of greenhouse gases derived by multiplying the tons of gas [in metric tons] by the associated global warming potential (GWP);

***Hermetically sealed device*** – means a device in which all parts containing fluorinated greenhouse gas are sealed by welding, brazing or other method of airtight joining, which can also include secured valves or secured service inlet enabling proper repair or treatment and whose tested leakage rate is less than 3 grams per annum at the pressure of at least one-fourth of the maximum allowable pressure;

***GWP*** - global warming potential, for CO<sub>2</sub> GWP=1 (indicator which compares the impact of a particular gas on the climate warming to the impact of the carbon dioxide in 100-year perspective),


***How to calculate CO<sub>2</sub> equivalent*** - multiply the amount of an equipment fill in kg by the amount of GWP and divide by 1000 to have the result in tons. GWP tables are attached to EU Regulation 517/2014,

**Works - activities** performance of which has an effect on the environment, they should be understood as works involving reconstruction, assembly, renovation, repair or dismantling of a structure, in particular, such as:

#### **A. Works:**

1. **construction works, including, among other things:**
  - a). construction of new facilities such as: buildings, roads, car parks, office buildings, containers, guards, boxes, warehouses, halls, bays, flyovers, yards, etc.),
  - b). dismantling of facilities;
  - c). renovation and repairs of facilities such as: buildings, roads, car parks, office buildings, containers, guards, boxes, warehouses, halls, bays, flyovers, yards, etc.;
2. renovation and repair: machines, equipment, devices;
3. including painting and sand blasting of machines, equipment, devices, facilities, etc.;
4. connected with cleaning of separators or desanders;
5. renovation and repairs of sewage system;
6. construction/ investment works during which the activities described in point B will be conducted, are subject to requirements described both in point VI, section 2A and 2B.



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7. Other, not mentioned in point 1 - 6, whose performance may potentially have impact on the environment.

**B. Assembly, disassembly or service of devices containing f-gases and controlled substances and mixtures in the forms of:**

- a. air-conditioners and other cooling devices making an element of machines with the refrigerating medium content (f-gases and controlled substances + mixtures);
- b. air dryers, compressors with the refrigerating medium content (f-gases and controlled substances + mixtures);
- c. heat pumps with the refrigerating medium content (f-gases and controlled substances + mixtures);
- d. switchgears or high voltage switches containing sulfur hexafluoride with content below/ above 6 kg.
- e. it is prohibited in CMC Poland sp. z o.o. to install equipment containing f-gases or controlled substances and mixtures with a GWP  $\geq 2500$  (excluding electrical switchgear/switches and fire protection systems).

- C. Works involving planned tree/shrub plantings and/or tree/shrub felling/care:**
1. related to ongoing maintenance of the site;
  2. under high voltage lines;
  3. under overpasses (gas and steam pipelines);
  4. related to the investment processes;

#### **IV. Abbreviations**

**ASHRAE** - American Society of Heating, Refrigerating and Air-Conditioning Engineers

**BOŚ** - Environment Protection Office


**BZK** - Domestic Purchase Office

**BZSiZ** - Strategic and International Purchase Office

**CMCP** - CMC Poland sp. z o.o.

#### **V. Related legal acts and other documents:**

- 1) Act on waste and implementing acts;
- 2) Act on Environmental Protection Law and implementing acts;
- 3) Regulation of the Minister of Economy on the detailed procedures for handling waste oils;
- 4) Environment Protection Act;

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- 5) Communication 5/2010 on reporting by security company of Medical Rescue and Fire Brigade;
- 6) Standard PN-EN ISO 14001:2005- Environment Management Systems;
- 7) Act on the ozone depleting substances and some fluorinated greenhouse gases;
- 8) Ordinance of the Minister of Development and Finance on the minimum technical equipment suitable for performing activities embraced by the certificate for the staff concerning fluorinated greenhouse gases and controlled substances;
- 9) Ordinance of the Minister of Development and Finance on the minimum technical equipment, procedures and the system for documenting actions in conducting business activity including installation, preservation, maintenance, repair or disposal of devices containing fluorinated greenhouse gases;
- 10) Ordinance of the Minister of Development and Finance on the application form for issuing a certificate for entrepreneurs, form of the certificate and its description and the amount of fees charged by the certificate body;
- 11) Ordinance of the Ministry of the Environment on the Central Register of Operators;
- 12) Regulation of the European Parliament and of the Council on fluorinated greenhouse gases repealing Regulation (EC) No. 842/2006;
- 13) Regulation of the European Parliament and of the Council (EC) no. 1005/2009 on the ozone depleting substances;
- 14) Act on amending the act on the ozone depleting substances and some fluorinated greenhouse gases and other acts.


## VI. Description of procedure and responsibility

### 1. Strategic and International Purchase Office and Domestic Purchase Office (BZSiZ and BZK)

BZSiZ and BZK for all works mentioned in the Instruction are obliged to:

- a) include in the Agreement/ Order the following information: "I state that I have read and understood the Instruction IQH-W2-2.2/17 *Environmental requirements for Contractors performing works on the premises of CMC Poland sp. z o.o.* and undertake to respect the provisions contained therein".
- b) send the Instruction in an electronic/ paper version (or indicate the link to download the version) as an attachment, to the Contractor to read the content before signing the Agreement/ Order,
- c) send to BOŚ, via e-mail, an Agreement/ Order signed by authorized representatives of CMC Poland sp. z o.o., referring to works included in this Instruction;



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- d) in the event of works connected with installation, maintenance or disassembly of devices containing f-gases, controlled substances and mixtures, include, in the offer inquiry the request for submission of the legally required certificates:
- of the entrepreneur
  - and individual for assembler/ maintenance worker

and to transfer them to BOŚ without delay;

- e) send, via email, Agreements/Orders concerning works performed in connection with felling, care and planning trees and shrubs, signed by authorized representatives of CMCP, to BOŚ;
- f) in the case of ordering works related to felling, care and planting of trees and shrubs, the BZSiZ and BZK shall inform the Contractor to contact the BOŚ before proceeding with the works.

## 2. Contractor's obligations

### A. Obligations of the contractor performing works described in point III A of the definition

**Contractor is obliged to:**

- a) read this Instruction and sign the statement included in the Agreement/ Order with the following information: **"I state that I have read and understood the Instruction IQH-W2-2.2/17 'Environmental requirements for Contractors performing works on the premises of CMC Poland sp. z o.o.'** and undertake to respect the provisions contained therein". Signing the Agreement/ Order is regarded as acknowledgment that this Instruction has been read and the requirements contained herein have been accepted;
- b) plan the scope and manner of the execution of work and carry it out in accordance with the applicable legal requirements for environment protection and in compliance with the provisions on waste management and environment protection contained herein and in the Contracts/Orders effective on the premises of CMCP;
- c) submit to BOŚ or a person indicated in the Agreement / Order as the representative of a branch unit, prior to signing "Works acceptance protocol" (including partial protocol and work progress protocol), information on the amount, type and manner of management of wastes generated during the term of the Contract/ Order, pursuant to Attachment no. 1 hereto and a copy of



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KPO confirming the transfer of waste for disposal to entities holding administrative decisions in this respect;


- d) leave the area lent by the organizational unit for use in non-deteriorated condition;
- e) remove wastes generated while performing the Contract/ Order at its own cost unless the provisions of the Agreement/ Order state otherwise;
- f) remove generated municipal wastes at its own cost, unless the provisions of the Agreement/ Order state otherwise;
- g) transfer metal waste (scrap) generated in the course of works (repair or construction) to the Shredder Department under the condition that prior to the waste transfer, the Shredder Department, BOŚ, the Department of Scrap Processing and Management as well as the Yard Master are informed, who subsequently shall set the date of transfer (Shredder) and performance of the quality acceptance (Department of Scrap Processing and Management). Such information, containing at least: the order number, the name of the contractor, the contact person, the amount of waste and a photo of the scrap to be transferred, should be sent via e-mail to the following email addresses: [Marek.Windys@cmc.com](mailto:Marek.Windys@cmc.com), [Tomasz.Galinski@cmc.com](mailto:Tomasz.Galinski@cmc.com), [Pawel.Bem@cmc.com](mailto:Pawel.Bem@cmc.com), [cmcz\\_scrap\\_classifiers@cmc.com](mailto:cmcz_scrap_classifiers@cmc.com), [cmck\\_os@cmc.com](mailto:cmck_os@cmc.com). Employees of the Shredder Department and the Department of Scrap Processing and Management, depending on the form of scrap, may decide to divert the waste directly to the Melt Shop or for reburning;
- h) contact BOŚ immediately if any doubts arise in the course of the progress of work.

### B. Obligations of the contractor performing works described in point III B of the definition

#### Contractor is obliged to:


- submit in an electronic form or paper copy (unless certificates have been submitted as attachment to the Contractor's offer) prior to the execution of the order the following certificates:
  - a. certificate for entrepreneur
  - b. individual certificates for assemblers/ maintenance workers
- in the case of installation of devices, **no later than on the business day following the delivery of a pre-filled device with the refrigerating medium content** (f-gases or controlled substances and mixtures) to the premises of CMCP, or, in the case of installation of devices without cooling substances, on the premises of CMCP, after the devices have been filled with the refrigerating medium content during or after the installation, **to submit in person or, in the case of a branch unit, through the person**



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indicated as responsible in the Agreement/Order, the information necessary to set up the device card in the Central Registry of Operators [CRO] (in case the submission of the information in person is not possible, sending the information via email to [klimatyzacja\\_os@cmc.com](mailto:klimatyzacja_os@cmc.com) is admissible) including:

- a. type of the refrigerating medium content (f-gases and controlled substances + mixtures) contained in the device (marking compliant with ASHRAE)
  - b. amount of the medium contained in the device (in kg, rounded off to 1 gram, and expressed in CO<sub>2</sub> equivalent rounded off to 1 kg);
  - c. name of the device
  - d. category of the device
  - e. model
  - f. serial number
  - g. number of an internal unit
  - h. device production date in the following format: dd/mm/yy
  - i. information if the device has leakage detection system installed,
  - j. information if the system is hermetically sealed
- hold (**unless the required documents have already been delivered to BOŚ**) the below mentioned documents at the time of signing the works acceptance protocol by an authorized BOŚ employee or a person representing a Branch unit, which obtained BOŚ acceptance:
- a. Installation protocol meeting the requirements of attachment no. 4 (and/or protocol completed according to the template in attachment 4b);
  - b. Protocol on leak-tightness test after device installation in accordance with requirements of the attachment no. 4 (and/or protocol completed according to the template in attachment 4b);
  - c. Protocol on device repair meeting the requirements of the attachment no. 4 (and/or protocol completed according to the template in attachment 4b);
  - d. Protocol of other activities done on the device (maintenance or servicing, cooling agent recovery, installation of cooling agent leak detection system), that meets the requirements of attachment 4 (and/or protocol completed according to the template in attachment 4b);
  - e. Photo of the device label (meeting the requirements of attachment no. 3);
  - f. Device disassembly protocol meeting the requirements of attachment no. 5 (and/or protocol completed according to the template in attachment 5b);
- read this Instruction and sign the statement included in the Agreement/ Order with the following information: **“I state that I have read and understood the Instruction IQH-W2-2.2/17 ‘Environmental requirements for Contractors performing works on the premises of CMC Poland sp. z o.o.’ and undertake to respect the provisions contained therein”**. Signing the Agreement/ Order is regarded as acknowledgment that this Instruction has been read and the requirements contained herein have been accepted.


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- plan the scope and manner of execution of the work and carry it out in accordance with the applicable legal requirements for environment protection and in compliance with the provisions on waste management and environment protection contained herein and in the Contracts/Orders effective on the premises of CMCP,
- submit to BOŚ or a person indicated in the Agreement / Order as the representative of a branch unit, prior to signing "Works acceptance protocol" (including partial protocol and work progress protocol), information on the amount, type and manner of management of wastes generated during the term of the Contract/ Order, pursuant to Attachment no. 1 hereto and a copy of KPO confirming the transfer of waste for disposal to entities holding administrative decisions in this respect;
- leave the area lent by the organizational unit for use in non-deteriorated condition;
- remove wastes generated while performing the Contract/ Order at its own cost unless the provisions of the Agreement/ Order state otherwise;
- remove generated municipal wastes at its own cost, unless the provisions of the Agreement/ Order state otherwise;
- contact BOŚ immediately if any doubts arise in the course of the progress of work.

### Note:

- ! Should the installation or disassembly protocol, protocol on leak-tightness test, device repair, form or information included in the label **be made incompliant with the legal requirements described herein**, the Contractor undertakes to remove any irregularities **within a non-negotiable deadline of 3 business days**. Failure to remove the irregularities within the time specified above will result in the Contractor falling into delay with the execution of the subject matter of the contract.
- ! Having fulfilled all aforementioned conditions concerning the protocols, labels, manner of works execution, removal of potential irregularities within the specified period of time as well as meeting all the requirements indicated in the Order/ Agreement, the representative of BOŚ or the organizational unit will sign the acceptance and delivery protocol. In case of a branch unit, the protocol will be signed by a person indicated in the Agreement /Order as the representative of the this unit after a prior contact with BOŚ. Signing of the acceptance protocol without reservation is a prerequisite for the Contractor to issue an invoice for the performed work.




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### **C. Obligations of Contractor performing works defined in point IIIC of the definition**

- a) Contractor is obliged to follow the requirements specified in the Environment Protection Act and Instruction IQH-W2-9/2021 – Environmental instruction on works related to felling, care and planting of trees and shrubs;
- b) Contractor is obliged to agree with BOŚ on the works to be performed prior to the planned felling, care and planting of trees and/or shrubs;
- c) In the case of so-called “scrap wood” i.e. a tree or shrub whose trunk or stem broke or got unrooted, i.e., a tree or shrub overturned as a result of natural factors, an accident or disaster in land, water or air traffic, or a construction disaster, the Contractor shall immediately notify the BOŚ.

### **3. Obligations and responsibilities of organizational units mandating works described in point III A and B of the definition:**

- supervise the Contractor as regards housekeeping in the area temporarily lent for use;
- sign “Works acceptance protocol” (including partial protocol and work progress protocol), after providing information by the Contractor to BOŚ or person representing Branch unit on the amount, type, manner of management of waste generated during the term of the Contract/ Order, pursuant to Attachment no. 1 hereto and a copy of KPO, including the date and time of the takeover of waste, confirming the transfer of waste for disposal to entities holding administrative decisions in this respect;
- inform BOŚ in case of any irregularities attributable to the Contractor during performance of works;
- inform BZSiZ or BZK (depending on who mandates the work) and BOŚ about an intention to perform works related to installation, maintenance or disassembly of devices containing f-gases and controlled substances and mixtures, or construction/ investment works during execution of which activities described in point III B of the definition will be performed as they are subject to requirements defined both in point 2A and 2B,
- in the case of works that may include in its scope the activities specified in point IIIC of the definition, the organizational unit, which intends to mandate such works is obliged to address BOŚ and agree on the scope of works related to felling, care and planting of trees and shrubs;
- in the case of so-called “scrap wood” i.e. a tree or shrub whose trunk or stem broke or got unrooted, i.e., a tree or shrub overturned as a result of natural factors, an accident or disaster in land, water or air traffic, or a construction disaster, the organizational unit is obliged to notify BOŚ immediately.


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- determine a deadline for signing acceptance protocol relating to works described in point III B of the definition after prior signature by the representative of BOŚ;
- in the case of Branch unit, the acceptance protocol relating to works described in point III B of the definition may be signed by a person representing Branch unit upon prior BOŚ approval;
- sending the scan of works acceptance protocol (including partial and work progress protocol) to BOŚ ([CMCZ\\_ProtokolyOS@cmc.com](mailto:CMCZ_ProtokolyOS@cmc.com)) for all works included in point III A of the definition in this Instruction,
- sending scans of protocols: installation, leakage testing, repair, leakage fixing, maintenance and servicing, recovery of the refrigerating medium content, installation of cooling agent leak detection system, disassembly and label photo to BOŚ ([klimatyzacja\\_os@cmc.com](mailto:klimatyzacja_os@cmc.com)) for all works included in point III B of the definition in this Instruction,

#### 4. Obligations of the Environment Protection Office

- based on the Agreement/ Order sent by BZSiZ and/or BZK signed by the authorized representatives of CMCP, BOŚ determines whether there is a necessity to conduct initial training for the Contractor concerning the rules of waste management and environment protection that are binding on the premises of CMCP (should the training be necessary, BOŚ will notify the Contractor thereof)(*in case of Branch units, the training may be conducted by the Scrap Yard Manager or their Deputy, or a person indicated by the Manager, within the scope of the content agreed with BOŚ*)
- BOŚ signs the protocol of the performance of works described in point III B or accepts signing of the protocol by a person representing Branch unit before it is signed by an authorized person in a Branch unit responsible for accepting performed works (**NOTE: if at this stage, all the requirements specified herein are not fulfilled, the protocol cannot be signed**),
- BOŚ is entitled to audit places where services are rendered or mandate to persons representing Branch units to conduct the inspection of place where contractor renders services and instruct employees of the Contractor by giving binding recommendations in respect to the environment protection. Failure to fulfill the recommendations defined in point 2A and 2B and lack of any of the documents required by this Instruction may result in:
  - application for withholding invoice payments,
  - negative evaluation of the Contractor in the Contractor Evaluation Sheet submitted to BZSiZ and/or BZK or a motion for deleting from the Qualified Contractors List,



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- application to BZSiZ and/or BZK for termination of the Contract/ Order and charging with costs of repair actions if actions were detrimental to CMCP (contamination of land and/ or waters and/or air).

## **VII. Additional requirements and information for Contractors**

### **- Storage of materials and manner of waste handling**

1. Contractor can store materials necessary for performance of the Contract/ Order on the area lent for use for the time of performance of works, only upon agreement with the Department mandating works and/or taking into account the opinion of BOŚ;
2. Contractor is obliged to secure materials which may have an adverse impact on the natural environment in order to prevent air, land or/and water pollution;
3. In case of using oils, Contractor is obliged to store oils in a place secured against land contamination and rainfall, equipped with devices and/or agents for collecting leakages/ spills, in amount adjusted to the amount of stored oils;
4. If Contractor needs to keep petrol reserve on the premises of CMCP for fueling vehicles, machines, the Contractor shall :
  - a. notify the organization unit mandating and/or supervising works and/or BOŚ thereof.
  - b. agree on a site of petrol storage and fueling with an organizational unit mandating and/or supervising works and/or BOŚ, BHP;
  - c. equip the designated petrol storage and fueling (fuel transfer) site with tools preventing contamination of groundwater and soil. Equipment or agents needed to collect or neutralize leakage / spills must be adjusted in quantity to the amount of stored petrol.
5. Fueling vehicles/technological equipment directly from tank trucks can be done exclusively on designated places.
6. The Contractor is obliged to agree upon the place for storing waste generated during performance of the Contract/ Order, for the time of performing works, with the organizational unit mandating/ supervising works and/or BOŚ;

### **- The Contractor is obliged to mitigate the effect on the natural environment by:**

1. Securing waste against secondary emission from waste (e.g. light waste of fine fraction such as paper or foil etc.),

2. Storing on the area of performed works the lowest possible quantity of waste and ensuring their systematic disposal;
3. Selective storage of generated hazardous waste e.g. waste in form of packages from hazardous substances, in its own boxes/ bins protected against weather and preventing from potential pollution leakage to the environment;
4. In case of painting Contractor is obliged to secure the place of works performance against any spills of paint, dissolvent or chemical substances.
5. In case of sand blasting Contractor is obliged to secure the area against pollution generated during sand blasting.

- **In case of used oil, the Contractor is obliged to:**


1. Collect used oil in leak-proof containers, made of slow-burning material, resistant to waste oils, ESD safe, equipped with hermetic locks, secured against breaking;
2. Store used oil on hardened surfaces, secured against contamination of land and rainfall, equipped with devices and/or agents for collecting leakages/ spills, in amount adjusted to the amount of used substance.

**Contractor is the manufacturer and owner of waste and bears full legal and financial responsibility for waste generated during the performance of the Contract/Order (unless the Contract/ Order state otherwise). Additionally, Contractor is obliged to follow the requirements of, among other things, waste act along with executive orders, in particular with the ordinance on the storage of wastes, waste oils and others;**

- **Works related to felling, care and planting of trees and shrubs**

1. Contractor is not allowed to perform any works related to felling, care and planting of trees and shrubs without prior agreement with BOŚ,
2. Prior to the planned felling, care, planting of trees and/or shrubs, Contractor is obliged to agree with BOŚ on the scope of works to be performed. Application to BOŚ shall be submitted in a written form within 14 days prior to the preparation of the file for a relevant permission to a local public administration body;
3. Lack of the application mentioned above may result in refusal to grant a permit mentioned in art. 83b sec. 1 item 3 of the Environment Protection Act.
4. In the case of so-called "scrap wood" i.e. a tree or shrub whose trunk or stem broke or got unrooted, i.e., a tree or shrub overturned as a result of natural factors, an accident or disaster in land, water or air traffic, or a construction disaster, the Contractor shall immediately notify BOŚ.



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## VIII. Prohibitions for Contractors rendering services on the premises of CMC Poland sp. z o.o.


Contractors are prohibited to:

- bring into the premises of CMC, without prior consultation with an organizational unit mandating/ supervising works and/or BOŚ, any substances, materials, preparations which may contaminate air, water and/or land;
- perform on the premises of CMCP the following works: cleaning vehicles and equipment, burning any substances, items, etc.;
- while performing the Contract/ Order, pour directly into the sewage system, water and/or land any caustic and toxic substances as well as liquids containing hazardous chemical substances.
- Burning waste,
- Store hazardous waste and substances that could cause contamination of land and/ or water directly onto the ground;
- Bring in any kind of waste on the premises of CMC;
- Cutting down, performing maintenance or planting trees or/and shrubs without a prior consent of BOŚ

## IX. Procedures to follow in case of a threat to environment during performance of works by the Contractor on the premises of CMCP Mill in Zawiercie

In case of any threat to the environment e.g. leakage of a substance that could cause contamination of land and/or water, Contractor shall immediately notify the shift manager from the security company of the incident in compliance with notification scheme described in the Announcement 5/2010 on notifications of the security company to Medical Rescue Service and Fire Brigade, as well as in procedure PQH-W2-2-08 *Readiness and reaction to emergency situations* and:

- reduce the possibility of leakage spreading by application of available means (sorbents, neutralizing substances or absorptive sleeve); at the same time, seal any sewage openings at risk and land to prevent getting the contamination inside, e.g. by using bags with sorbents, or any other materials which could limit the leakage spread;
- after the spilled substance have been absorbed, put the used sorbent in the tight and properly marked container. The used sorbents should be treated as hazardous waste and transferred to company responsible for their disposal.

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In case of any threat to environment, the Manager/ Deputy Manager or person responsible indicated in the Order/ Contract prepares photo documentation and description of the incident and sends to the NZŚ Coordinator.


#### **X. Procedures to follow in case of a threat to environment during realization of works by the Contractor on the premises of the Branch unit**

In the case of any threat to the environment e.g. leakage of a substance that could cause contamination of land and/or water, Contractor shall immediately notify the Manager/ Deputy Manager or a person responsible as indicated in the Agreement/ Order, and if it is necessary, apply a standard procedure of reacting and notify services by calling 112 and act in compliance with procedure PQH-W2-2-08 *Readiness and reaction to emergency situations (within the scope referring to branch units)* and:

- reduce the possibility of leakage spread by application of available means (sorbents, neutralizing substances or absorptive sleeve); seal any sewage openings at risk and land to prevent getting the contamination inside, e.g. by using bags with sorbents, or any other materials which could limit the leakage spread;
- after the spilled substance have been absorbed, put the used sorbent in the tight and properly marked container. The used sorbents should be treated as hazardous waste and be transferred to company responsible for their disposal.

In case of any threat to environment, a person responsible, as indicated in the Order/ Contract, the Manager/ Deputy Manager of Branch unit or a person indicated by the Manager prepares photo documentation and description of the incident and sends to the NZŚ Coordinator.



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## **XI. LIST OF EMERGENCY PHONE NUMBERS IN CMC POLAND - ZAWIERCIE**

1.	Shift manager of the security company	5310	+48 607 050 601
2.	Energy Department (foremen)	5047	(32) 672 5047 +48 695 107 197
3.	Environment Protection Office	5201	(32) 672 5201
4.	Environment Protection Office- Air-conditioners	5559	+48 785007449 +48 725852958
5.	NZŚ Coordinator	5559	(32) 672 5559
6.	Safety Office (BHP)	5240	(32) 672 5240
7.	Fire protection	5050	(32) 672 5050

## **XII. LIST OF EMERGENCY PHONE NUMBERS REFERRING TO BRANCH UNITS**

1.	Environment Protection Office	5201	(32) 672 5201
2.	Environment Protection Office- Air-conditioners	5559	+48 785007449 +48 725852958
3.	NZŚ Coordinator	5589	(32) 672 5589
4.	Safety Office (BHP)	5240	(32) 672 5240
5.	Fire protection	5050 112	(32) 672 5050



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### Attachment no. 1- Record of quantity and type of waste generated by the Contractor

**Record of quantity and type of waste generated  
by the Contractor  
in the area of the installation/ organizational unit .....**  
(name of the installation or place)

The party generating waste: .....  
(name of the company)

The person responsible: .....  
(name and surname)

Phone number: .....

No. of Order/ Contract: .....

No.	Date of waste production	Code of waste	Type of waste	Quantity [Mg]
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

The party generating waste:

Date and signature





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Attachment no. 2 - The initial training on the rules of waste management and environment protection valid on the premises of CMCP

The initial training on the rules of waste management and environment protection valid  
on the premises of CMCP

Instructor: .....

### LIST OF ATTENDANCE

No.	Surname	Name	Name of the company	Date
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

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### Attachment no. 3 - form and the content of the device label

1. The content of the label:
  - a) Headline with the information "CONTAINS FLUORINATED GREENHOUSE GASES",
  - b) Category of the device,
  - c) Name of the device,
  - d) Model,
  - e) Serial number,
  - f) Year of starting the installation,
  - g) Refrigerating medium in the device (marking compliant with ASHRAE)
  - h) Value of GWP index for contained refrigerating medium,
  - i) ODP for contained cooling agent,
  - j) Amount of refrigerating medium (f-gas or controlled substance and mixtures) in the installation filled in the plant, rounded up to 1 gram (kg and ton eq. CO<sub>2</sub> rounded up to 1kg)
  - k) Amount of refrigerating medium (f-gas or controlled substance and mixtures) added during the installation rounded up to 1 gram (kg and ton eq. CO<sub>2</sub> rounded up to 1kg)
  - l) Amount of refrigerating medium (f-gas or controlled substance and mixtures) in the installation, rounded up to 1 gram (kg and ton eq. CO<sub>2</sub> rounded up to 1kg)
  - m) Device hermetically closed YES/NO
  - n) Specification of refrigerating agent content (f-gas or controlled substance and mixtures, e.g. R407C: mixture of R32 + R125 + R134a, i.e. CH<sub>2</sub>F<sub>2</sub>+C<sub>2</sub>HF<sub>2</sub>+CH<sub>2</sub>FCF<sub>3</sub>).
  - o) Information on leakage level <0,1% per year (refers only to switchboards/ high voltage switch)
  - p) Not placing logo or any address data of the service supplier
2. The entire label and its content (printed) must be designed in a manner ensuring that they will be permanent (resistant to any weather conditions - a plastic label or aluminum riveted to the device preferred),
3. Information on the label must distinguish from the background of the label and their size and spaces must ensure clarity. The label must be installed in the vicinity of maintenance openings designed for filling or recovery of f-gases. They also may be placed on this part of the device which contains f-gas. The data first placed cannot be supplemented or manually corrected (then a new label should be placed).
4. The photo of the label- min 90% of the photo takes the label. The photo should be focused, sharp and clear. The content of the label should not be overexposed to the camera lamp.



Sample of a correct label:


ZAWIERA FLUOROWANE GAZY CIEPLARNIANE

• Kategoria urządzenia:	Klimatyzator	
• Nazwa urządzenia:	WEISSHAAR	
• Model:	RTAB212	
• Nr seryjny:	198204/7	
• Rok uruchomienia instalacji:	1999	
• Czynnik chłodniczy zawarty w urządzeniu:	R407C	
• Wskaźniki ekologiczne:	GWP: 1774	ODP: 0 (zero)
• Ilość czynnika w instalacji napełniona w fabryce:	26 kg	46,124 ton ekwiwalentu CO <sub>2</sub>
• Ilość czynnika chłodniczego dodana podczas instalowania:	0 kg	0,000 ton ekwiwalentu CO <sub>2</sub>
• Łączna ilość czynnika w instalacji:	26 kg	46,124 ton ekwiwalentu CO <sub>2</sub>

Urządzenie hermetycznie zamknięte:    TAK ☐    NIE ☒

Specyfikacja składu czynnika chłodniczego:

☐ R407C: mieszanina R32 + R125 + R134a, tj. CH<sub>2</sub>F<sub>2</sub> + C<sub>2</sub>HF<sub>5</sub> + CH<sub>2</sub>FCF<sub>3</sub>,

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#### **Attachment no. 4 - form and content of protocols**

The protocol regarding installation, leak-tightness test, maintenance, repairs and other activities (also during the guarantee period) should contain the following information:

1. The name of the person who conducted the action: name and surname, number of entrepreneur certificate and individual certificates of service workers.
2. Date of starting and completing the activity:
  - a) Type of the activity: installing, testing leak-tightness, maintenance or servicing, recovery, controlling the leakage detection system, installing the leakage detection system, exchange of a cooling agent to other type, repair of leakage. If the leak-tightness was inspected, the result should be provided: leak-tight or not. If the leakage was detected, the reason for the leakage should be provided.
  - b) In case of conducting other type of activity than mentioned in point a)- the type of conducted activity should be provided.
3. Type of the device: address of exploitation, category, subcategory, name, model and serial number of the device, information on the type of refrigerating medium (f-gases, controlled substances + mixtures) contained in the device (marking compliant with ASHRAE),
4. Indicating a working medium- original, recycled, regenerated,
5. The amount of medium contained in the device, recovered or added during conducting activities- original, recycled, regenerated. If the added medium comes from recycling or regeneration the date of the company should be provided where it was recycled or regenerated.
6. Indicating all modifications and changes in the device.
7. Defining elements which were replaced during installation, repair, repair of leakage or maintenance,
8. Indicating the activities taken to diagnose the failure,
9. Indicating the activities taken to eliminate the problem or failure,
10. Information on technical parameters of assembly: suction pressure [bar]; condensation pressure [bar]; evaporation temperature [ $^{\circ}$ C]; condensation temperature [ $^{\circ}$ C]; steam superheating in evaporator [K]; subcooling liquid in the condenser [K]; supply voltage [U=...V]; compressor power consumption [I=...A; In=...A],
11. Notes concerning longer downtimes of the device.





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### Attachment no. 4b - template

Company stamp (Company address required)		<b>Attachment 4b to the Instruction IQH-W2-2.2/17 ZSZ CMC Poland Sp. z o.o.</b> <b>Please send the completed protocol to the email address: klimatyzacja_os@cmc.com</b>			
		Place, date: .....			
		<b>Protocol of:</b>			
		Installation <sup>1)</sup>	Repair <sup>1)</sup>	Leak-tightness <sup>1)</sup>	Others (acc. to point 2 attachment 4 to the Instruction IQH-W2-2.2/17) <sup>1)</sup>
Installation name		Model .....		Production date: (d/m/y) <sup>1)</sup> .....	
Place of installation		Category: <sup>2)</sup> .....		Subcategory: <sup>3)</sup> .....	
Owner (+ address)		.....			
Device information		.....			
Serial no. of the external unit		.....			
Serial no. of the internal unit		.....			
Cooling agent		Type: .....	Amount (kg): .....		tEqCO <sub>2</sub> : .....
			Recovered (kg): <sup>1)</sup> .....		
		GWP: .....	Added (kg): <sup>1)</sup> .....		
		Regenerated/amount <sup>1)</sup> : .....	Recycled/amount <sup>1)</sup> : .....		Original/amount <sup>1)</sup> : .....
		Data of the enterprise, where the agent was recycled or regenerated in <sup>1)</sup> .....			
Description of performed activity (based on point 2, 6, 7, 8, 9 of attachment 4 to the Instruction IQH-W2-2.2/17)		.....			
		.....			
		.....			
		.....			
		.....			
		.....			
		.....			
		.....			
		.....			
		.....			
Date of the start / completion of the activity	Installation <sup>1)</sup>	..... / .....			
	Leak-tightness test <sup>1)</sup>	..... / .....			
	Repair <sup>1)</sup>	..... / .....			
	Others	..... / .....			
Information on technical parameters of the installation <sup>1)</sup> :		Details of the entrepreneur:			
		Company certificate FGAZ-P/			
Suction pressure [bar]:		Name and Surname / Signature			
Condensation pressure [bar]:					
Evaporation temperature [°C]:		Personal certificate FGAZ-O/ FGAZ-O/		Result of the leak-tightness control:  <b>Positive / Negative <sup>1)</sup></b>	
Condensation temperature [°C]:					
Steam overheating in evaporator [K]:					
Subcooling liquid in the condenser [K]:					
Supply voltage [U=...V]:					
Compressor power consumption [I=...A; In=...A]:					
Explanations:		<sup>1)</sup> - Delete as appropriate,			
		<sup>2)</sup> - Cooling, air-conditioning devices, heat pumps			
		<sup>3)</sup> - Industrial (industry / processing), others (hospitals, schools, offices).			


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**Attachment no. 5 - disposal/ disassembly of the device.**

In case of disposal of the device, the Contractor submits the protocol containing:

1. The name of the person who conducted the action: name and surname, number of entrepreneur certificate and individual certificates of service workers.
2. Date of starting and completing the activity,
3. Type of the device: address of exploitation, category, subcategory, name, model and serial number of the device, information on the type of refrigerating medium (f-gases, controlled substances + mixtures) contained in the device (marking compliant with ASHRAE),
4. Information on measures taken to recover or neutralize the medium that was in the device,
5. Amount of recovered medium,
6. Information on the company where the medium is going to be transferred for recycling, regeneration or utilization.



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Attachment no. 5b - template

Company stamp (Company address required)	<b>Attachment 5b to the Instruction IQH-W2-2.2/17 ZSZ CMC Poland Sp. z o.o.</b>	
	<b>Please send the completed protocol to the email address: klimatyzacja_os@cmc.com</b>	
	Place, date	
<h3>DISASSEMBLY PROTOCOL</h3>		
Installation name		
Place of installation		
Owner (+ address)		
Device information	Model	
	Category: <sup>2)</sup>	Subcategory: <sup>3)</sup>
Serial no. of the external unit		
Serial no. of the internal unit		
Cooling agent	Type:	Amount (kg):
	GWP:	Recovered (kg) or information on no recovery:
Description of performed activity		
Information on measures taken to recover or neutralize the medium that was in the device		
Information on the company where the medium is going to be transferred for recycling, regeneration or utilization		
Date of the start / completion of the activity	/	
Details of the entrepreneur:		
Company certificate	FGAZ-P/	
Name and surname / Signature		
Personal certificate	FGAZ-O/	
	FGAZ-O/	
Explanations:	<sup>1)</sup> - cooling, air-conditioning devices, heat pumps	
	<sup>2)</sup> - industrial (industry/processing), others (hospital, schools, offices)	