

Instruction of the Integrated Management System



Index: IQH-W2-2.2/17


Version: 10

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 of updates / modifications	Signature
1.	01.09.2023	Effective as of: 01.10.2023	
2.	16.10.2023	Revision of Appendix 5b	
3.	04.07.2024	Revision of Requirements in point 4	
4.	22.08.2024	Revision of Appendix 4b	
5.	29.08.2024	Revision of Requirements in points: 3.11, 5.2.1., 6.1.5.8	
6.	30.05.2025	Revision of Requirements in points: 3.11, 5.2.1,	

	Environmental requirements for Contractors performing works on the premises of CMC Poland sp. z o.o.	
Index: IQH-W2-2.2/17	Instruction of the Integrated Management System	Page: 2/26

1. PURPOSE OF THE INSTRUCTION


The purpose of the instruction is to define the environmental requirements to be followed by external companies performing works on the premises of CMC Poland sp. z o.o.

2. THE SUBJECT OF THE INSTRUCTION

The scope of application of this Instruction includes the rules governing the of work 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.

3. DEFINITIONS AND TERMINOLOGY

- 3.1. **Refrigerant** – a synthetic or natural thermodynamic agent involved in the exchange of heat in cooling equipment, having in most cases the characteristics of ozone-depleting substances
- 3.2. **CO2 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),
- 3.3. **F-gases** - in other words: fluorinated greenhouse gases, mean hydrofluorocarbons, perfluorocarbons, sulfur hexafluoride, chlorofluorocarbons and other greenhouse gases containing fluor or chlorine, commonly used as refrigerants, insulating gases, fire retardants and others,
- 3.4. **GWP** - global warming potential, for CO2 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),
- 3.5. **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 leak-tightness rate is less than 3 grams per annum at the pressure of at least one-fourth of the maximum allowable pressure;
- 3.6. **How to calculate CO2 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 2024/573,
- 3.7. **Organizational unit** - departments of CMCP's mill in Zawiercie, Scrap Yards, Fabshops,
- 3.8. **Off-site units** - Scrap Yards and Fabshops situated out of Zawiercie,

	Environmental requirements for Contractors performing works on the premises of CMC Poland sp. z o.o.	
Index: IQH-W2-2.2/17	Instruction of the Integrated Management System	Page: 3/26

3.9. Repair - activities aiming at ensuring proper work of the equipment /device by physical interference in the system including the systems containing f-gases, e.g. due to detected leakage, replacing or replenishing refrigerants, etc.,

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

3.11. Works having impact on the environment – this term shall be understood to mean all types of activities they should be understood to mean all types of activities that may affect the environment, in particular construction works, as well as works involving the reconstruction, installation, renovation, or demolition of a building structure, and ongoing maintenance and servicing activities, such as:

3.11.1. Construction works, which by its scope include:

3.11.1.1 Construction works that include, among other things:

- a) the construction of new structures such as: buildings, roads, parking lots, office spaces, stations, cubicles, warehouses, halls, overpasses, storage yards, container foundations, viaducts, and tracks, etc.
- b) demolition of facilities,
- c) renovation and repairs of structures such as: buildings, roads, parking lots, office spaces, stations, cubicles, warehouses, halls, overpasses, storage yards, container foundations, viaducts, and tracks, etc.

3.11.1.2. repair and maintenance works: of machines, equipment, buildings.

3.11.1.3. including painting and sand blasting of machines, equipment, devices, buildings, etc.;

3.11.1.4. related to cleaning of separators or desanders;

3.11.1.5. repairs and maintenance of sewage systems;

3.11.1.6. construction/ investment works during which the activities described in point 3.11.2. will be performed and are subject to the requirements specified both in point 5.2.1 and 5.2.2.


3.11.1.7. Other works not mentioned in points 3.11.1.1.- 3.11.1.6, performance of which may potentially have impact on the environment.

3.11.2 Works involving air conditioners, including installation, disassembly, and repair of equipment/devices containing F-gases or controlled substances, as well as mixtures in the form of:

3.11.2.1. air-conditioners and other cooling devices constituting e.g. a part of machines with quantitative content of selected refrigerant;

3.11.2.2. air dryers, chillers, chilled water units, compressors, air compressors, cryostats containing a quantifiable amount of a selected refrigerants.

3.11.2.3. heat pumps with a quantifiable content of selected refrigerants;

	Environmental requirements for Contractors performing works on the premises of CMC Poland sp. z o.o.	
Index: IQH-W2-2.2/17	Instruction of the Integrated Management System	Page: 4/26

3.11.2.4. switchgears or high voltage switches containing sulfur hexafluoride with content below/above 6 kg;

3.11.2.5. At CMC Poland sp. z o.o., the installation of equipment containing F-gases or controlled substances and mixtures with a GWP \geq 2500 is prohibited (with the exception of electrical switchgear/ circuit breakers and fire protection systems);

3.11.3. Works related to planned planting of trees/shrubs planting and/or removal or maintenance of trees/shrubs:

- a) related to ongoing maintenance of the site,
- b) under high-voltage power lines,
- c) under viaducts (gas and steam pipelines),
- d) related to the investment processes,
- e) along the underground infrastructure (including water and sewage networks).

3.11.4. Works that involve the provision of services (excluding consultancy and similar activities):

- a). works during which chemically or biologically hazardous substances and preparations may be used
- b). works that may generate waste

3.11.5. Maintenance and servicing works, which include the following activities:

- a). activities aimed at maintaining facilities/equipment in good technical and/or aesthetic condition
- b). activities intended to prevent premature wear and/or damage
- c). activities aimed at ensuring that facilities/equipment are maintained in accordance with their intended use.

3.12. Service of equipment containing refrigerants e.g. f-gases - any activities aiming at ensuring proper work of the equipment excluding physical interference in the system containing f-gas and controlled substances;

3.13. Property of CMCP - land to which CMCP holds a legal title (ownership right, perpetual usufruct, use, lease, tenancy, etc.);

3.14. Ton(s) of CO₂ equivalent – amount of greenhouse gases derived by multiplying the tons of greenhouse gases in metric tons by the associated global warming potential (GWP);

3.15. Contractor - an external company that pursuant to the Contract/ Order performs works having impact on the environment on the premises owned by CMC Poland sp. z o.o.


ABBREVIATIONS:

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

BOŚ – Environment Protection Office

DP Office – Domestic Purchases Office

S&IP Office – Strategic and Import Purchases Office

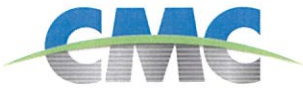
	Environmental requirements for Contractors performing works on the premises of CMC Poland sp. z o.o.	
Index: IQH-W2-2.2/17	Instruction of the Integrated Management System	Page: 5/26

CMCP – CMC Poland sp. z o.o.

NZŚ Coordinator– Environmental Emergency Response Coordinator

4. RELATED DOCUMENTS

- 4.1. Waste Act with implementing regulations;
- 4.2. Act on the Environmental Protection Law with implementing regulations;
- 4.3. Regulation of the Minister of Economy on the Detailed Procedures for Handling Waste Oils;
- 4.4. Nature Protection Act;
- 4.5. Act on Maintaining Cleanliness and Order in Municipalities;
- 4.6. Communication 5/2010 on Notification by Security Company of Emergency Medical Services and the Fire Department;
- 4.7. Standard PN-EN ISO 14001:2015- Environment Management Systems;
- 4.8. Regulation of the Minister of Development and Finance on the Minimum Technical Equipment Suitable for Performing Activities Covered by the Certificate for the Personnel on the area of Fluorinated Greenhouse Gases and Controlled Substances;
- 4.9. Regulation 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;
- 4.10. Regulation of the Minister of Development and Finance on the model application for the issuance of a certificate for entrepreneurs, the model of this certificate and its description, as well as the amount of unit rates of fees charged by the certification body;
- 4.11. Regulation of the Ministry of the Environment on the Central Register of Operators;
- 4.12. Regulation (EU) 2024/573 of the European Parliament and of the Council of 7 February 2024 on fluorinated greenhouse gases, amending Directive (EU) 2019/1937 and repealing Regulation (EU) No 517/2014
- 4.13. Regulation (EU) 2024/590 of the European Parliament and of the Council of 7 February 2024 on substances that deplete the ozone layer, and repealing Regulation (EC) No 1005/2009;
- 4.14. Act on the Ozone Depleting Substances and some Fluorinated Greenhouse Gases and implementing acts;
- 4.15. Regulation (EC) No. 1907/2006 of December 18, 2006 concerning the Registration, Evaluation, Authorization and Restriction of Chemicals (REACH) and Establishing a European Chemicals Agency, amending Directive 1999/45/EC and repealing Council Regulation (EEC) No. 793/93 and Commission Regulation (EC) No. 1488/94, as well as Council Directive 76/769/EEC and Commission Directives 91/155/EEC, 93/67/EEC, 93/105/EC and 2000/21/EC;
- 4.16. Regulation (EC) No 1272/2008 of the Parliament and of the Council of December 16, 2008 on Classification, Labeling and Packaging of

	Environmental requirements for Contractors performing works on the premises of CMC Poland sp. z o.o.	
Index: IQH-W2-2.2/17	Instruction of the Integrated Management System	Page: 6/26

Substances and Mixtures, amending and repealing Directives 67/548/EEC and 1999/45/EC, and amending Regulation (EC) No 1907/2006;
4.17. Act on Chemical Substances and their Mixtures and implementing acts.

5. COMPETENCIES AND RESPONSIBILITY

5.1. Purchasing Office:

For all works mentioned in the Instruction, is obliged to:

5.1.1. include the following information in the Contract/ Order:

„I hereby declare 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”.

5.1.2. send the Instruction in an electronic/ paper version (or indicate the link to the downloadable version) as an attachment to the Contractor to read the content prior to signing the Contract/Order and inform the Contractor about the types of protocols available at CMCP and the rules for their completion.

5.1.3. use dedicated material indices in the process of preparing orders for works described in point 3.11.2.,

5.1.4. in case of works related to installation, maintenance or disassembly of devices containing f-gases, controlled substances and mixtures, include the request for submission of legally required certificates in the offer inquiry i.e.:

- a) Certificate of Entrepreneur (Business certificate)
- b) Personal certificates of maintenance workers / installers;

and subsequently, send them without any delay to BOŚ to the email address klimatyzacja_os@cmc.com. For companies executing repeat orders for CMCP, where the relevant certificates have already been submitted, it is not necessary to resubmit them to BOŚ..


5.1.5. in case of ordering works related to removal, maintenance and planting of trees and shrubs, the Purchasing Office shall inform the Contractor to contact BOŚ before proceeding with the works.

5.2. CONTRACTOR’S OBLIGATIONS

5.2.1. Contractor performing works defined in point 3.11.1. and 3.11.5. is obliged to:

5.2.1.1. get acquainted with the contents of this Instruction and to sign a declaration which constitutes an integral part of the Contract/Order, with the following wording:


“I hereby declare 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”.

	Environmental requirements for Contractors performing works on the premises of CMC Poland sp. z o.o.	
Index: IQH-W2-2.2/17	Instruction of the Integrated Management System	Page: 7/26

Signing the Contract/Order is regarded as acknowledgment that this Instruction has been read and the requirements contained herein have been accepted;

- 5.2.1.2. with applicable environmental protection laws, as well as in accordance with the provisions related to waste management and environmental protection set forth in this instruction and in the Contracts/Orders in force on the premises owned by CMCP;
- 5.2.1.3. send information on the commencement of the work containing the date, Contract/Order number and approximate location of the work to be carried to BOŚ prior to its commencement and upon completion of the work, information on its completion to the e-mail address: INWESTYCJE_OS@CMC.COM;
- 5.2.1.4. submit to BOŚ or a person representing the Off-site organizational unit indicated in the Contract/Order, prior to signing the "Work Acceptance Protocol", information regarding the quantity, type, and method of management of waste generated during the execution of the Contract/Order, in accordance with the Attachment 1 hereto, as well as a printout of the Waste Transfer Note including the date and time of waste acceptance, confirming the transfer of the generated waste for management to entities holding the relevant administrative decisions in this regard; templates of the protocols and the rules for their completion are available on the website: cmc.com → Supplier Zone, Commercial Metals Company or shall be made available by S&IP Office and DP Office.
- 5.2.1.5. leave the area provided by the Organizational unit in non-deteriorated condition,
- 5.2.1.6. remove wastes generated while performing the Contract/ Order at its own cost unless the provisions contained therein state otherwise,
- 5.2.1.7. remove generated municipal wastes at its own cost, unless the provisions of the Contract/ Order state otherwise
- 5.2.1.8. transfer metal waste (scrap) generated in the course of works (repair or construction) to Shredder Department provided that prior to the waste transfer, Shredder Department, BOŚ, Scrap Processing and Management Department as well as a relevant Yard Master are informed. Such information shall be sent via e-mail to the following email addresses:
 - a) Marek.Windys@cmc.com,
 - b) Tomasz.Galinski@cmc.com,
 - c) Pawel.Bem@cmc.com,
 - d) cmcz_scrap_classifiers@cmc ,
 - e) cmck_os@cmc.com,

the content of which shall contain at least the following information: order number, the contractor's name, contact person, the amount of waste and a photo of the scrap to be transferred. The employees of Shredder Department agree on the date of the transfer and the employees of Scrap Processing and Management Department perform qualitative acceptance of delivered scrap metal. Depending on the form of scrap, the employees of Shredder department and/or Scrap Processing and Management Department may decide to divert the waste directly to Melt Shop or for reburning;

	Environmental requirements for Contractors performing works on the premises of CMC Poland sp. z o.o.	
Index: IQH-W2-2.2/17	Instruction of the Integrated Management System	Page: 8/26

5.2.1.9. contact BOŚ immediately if any doubts arise in the course of performing the works.

5.2.2. Contractor performing works specified in point 3.11.2. is obliged to:

5.2.2.1. provide the following certificates (scans) or paper copies (**unless they have already been submitted as attachment to the Contractor's offer**) in an electronic form prior to the execution of the order to BOŚ:


- a) Certificate of Entrepreneur (Business certificate)
- b) Personal certificates of maintenance workers / installers;

5.2.2.2. In case of device installation – **within 7 working days** from the delivery of the device containing factory-filled refrigerants (F-gases or controlled substances and mixtures) to the CMCP site, or in case of installation at the CMCP site of devices not filled with refrigerant - after filling the device with refrigerant or after the device installation the necessary information for registering the device in the Central Register of Operators [CRO] must be submitted to BOŚ either in person or, in the case of an off-site organizational unit, through the person designated as responsible in the Contract/Order (if personal delivery is not possible, electronic submission to the following address: klimatyzacja_os@cmc.com is permitted), including:

- a) type of the refrigerant (f-gases or controlled substances and mixtures) contained in the device (marking compliant with ASHRAE),
- b) the quantity of refrigerant contained in the device (in kg, rounded up to 1 gram, and expressed in CO2 equivalent rounded up 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 a leak detection system installed,
- j) information if the system is hermetically sealed.

5.2.2.3. Possess (**if the required documents have not been previously submitted to BOŚ**) the following documents at the time of signing the work acceptance protocol by an authorized BOŚ employee or a person representing an Off-site organizational unit approved by BOŚ:

- a) Installation protocol - meeting the requirements of the Attachment 4a (and/or protocol completed according to the template in the Attachment 4b of the Environmental Instruction);
- b) Leak-tightness testing protocol - completed after the device installation in accordance with requirements specified in the Attachment 4a (and/or protocol completed according to the template in the Attachment 4b of the Environmental Instruction);

	Environmental requirements for Contractors performing works on the premises of CMC Poland sp. z o.o.	
Index: IQH-W2-2.2/17	Instruction of the Integrated Management System	Page: 9/26


- c) a repair/leakage repair protocol for the device - meeting the requirements of the Attachment 4a (and/or protocol completed according to the template included in the Attachment 4b of the Environmental Instruction);
- d) a protocol for performing other activities on the device (maintenance or servicing, refrigerant recovery, installation of refrigerant leak detection system) - meeting the requirements of the Attachment 4a (and/or protocol completed according to the template in the Attachment 4b of the Environmental instruction);
- e) a photo of the device label - meeting the requirements of the Attachment 3 of the Environmental Instruction;
- f) a disassembly protocol for the device - meeting the requirements of the Attachment 5a (and/or protocol completed according to the template in the Attachment 5b of the Environmental Instruction);
- g) a repair protocol for the devices listed in section 3.11.2, which, due to the type and quantity of refrigerant, exceed 5 tons of CO₂ equivalent, must be submitted in person to BOŚ or sent electronically to the address: klimatyzacja_os@cmc.com within 7 working days;
- h) a disassembly protocol for the devices/ equipment listed in section 3.11.2, which, due to the type and quantity of refrigerant, exceeds 5 tons of CO₂ equivalent, must be submitted in person to BOŚ or sent electronically to the address klimatyzacja_os@cmc.com within 7 working days.

- 5.2.2.4.** get acquainted with the contents of this Instruction and to sign a declaration which constitutes an integral part of the Contract/Order, with the following wording:

I hereby declare 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 Contract/Order is equivalent to confirming that this Instruction has been read and the requirements contained herein have been accepted.

- 5.2.2.5.** plan the scope and method of work execution as well as carry it out in accordance with the applicable legal requirements regarding the environment protection and in compliance with the provisions on waste management and environment protection contained herein and in the Contracts/Orders in force on the premises of CMCP.
- 5.2.2.6.** submit to BOŚ or to the person representing the Off-site organizational unit indicated in the Contract/Order, prior to signing the Work Acceptance Protocol (including partial acceptance protocols and work progress protocols) regarding the quantity, type, and method of management of waste generated during the execution of the Contract/Order, in accordance with the Attachment 1 to the Instruction, as well as a printout of the Waste Transfer Note (KPO) including the date and time of waste collection, confirming the transfer of the generated waste for management to entities holding the appropriate administrative

	Environmental requirements for Contractors performing works on the premises of CMC Poland sp. z o.o.	
Index: IQH-W2-2.2/17	Instruction of the Integrated Management System	Page: 10/26

decisions in this regard (if the said information cannot be provided in person, electronic submission to the address: CMCZ_ProtokolyOS@cmc.com is permitted).


- 5.2.2.7. leave the area provided by the Organizational unit in non-deteriorated condition,
- 5.2.2.8. remove wastes generated while performing the Contract/ Order at their own cost unless the provisions of the Contract/ Order state otherwise;
- 5.2.2.9. remove generated municipal wastes at their own cost, unless the provisions of the Contract / Order state otherwise;
- 5.2.2.10. contact BOŚ immediately if any doubts arise in the course of works.

Note:

- 5.2.2.11. In the event that the installation or disassembly protocol, leak-tightness test protocol, device service/repair protocol, or the form and information provided on the device label **are not prepared in accordance with the requirements described herein**, the Contractor shall be obliged to correct the irregularities **within a non-extendable period of 3 working days**. Failure to remove the irregularities within the aforementioned period shall result in the Contractor being deemed in delay with the performance of the subject of the contract.
- 5.2.2.12. After all the aforementioned conditions concerning the correctness of protocols, device labels, method of work execution, removal of potential irregularities within the specified period of time as well as any other requirements indicated in the Contract/Order have been met, the representative of BOŚ or an Organizational unit shall sign the works acceptance protocol. Regarding the Off-site organizational unit, the protocol shall be signed by a person indicated in the Contract /Order as the representative of the this unit after a prior contact with BOŚ. Signing of the acceptance protocol without any reservations is a condition necessary for the Contractor to issue the invoice for performed works.

5.2.3. Contractor performing works specified in point 3.11.3. is obliged to:


- 5.2.3.1. follow the requirements specified in the Nature Protection Act and Instruction IQH-W2-9/2021-Environmental instruction on works related to removal, maintenance and planting of trees and shrubs,
- 5.2.3.2. agree with BOŚ on the works to be performed prior to the planned removal, maintenance and planting of trees and/or shrubs,
- 5.2.3.3. in case of so called "scrap wood" resulting from the "windthrow" or "breakage" — i.e., a tree or shrub whose trunk or, in the case of shrubs, stems have broken, or a tree or shrub that has been uprooted as a result of natural forces, an accident, or a disaster in land, water, or air traffic,

	Environmental requirements for Contractors performing works on the premises of CMC Poland sp. z o.o.	
Index: IQH-W2-2.2/17	Instruction of the Integrated Management System	Page: 11/26

or a construction disaster — the Contractor is obliged to immediately notify BOŚ of this fact.

5.3. Organizational unit mandating works described in point 3.11. is obliged to:

- 5.3.1.** supervise the Contractor with regard to maintaining order in the area temporarily handed over for use;
- 5.3.2.** sign "Works acceptance protocol" (including partial acceptance protocol and work progress protocols), after providing information by the Contractor to BOŚ or person representing an Off-site unit regarding the quantity, type, and method of management of waste generated during the execution of the Contract/Order, in accordance with the Attachment 1 to the Instruction, as well as a printout of the Waste Transfer Note (KPO) including the date and time of waste collection, confirming the transfer of the generated waste for management to entities holding the appropriate administrative decisions in this respect;
- 5.3.3.** inform BOŚ in the event of identifying any irregularities related to environmental protection caused by the Contractor during the execution of works;
- 5.3.4.** inform S&IP Office or DP Office (depending on who mandates the work) and BOŚ about the intention to perform works related to installation, maintenance or disassembly of devices containing f-gases or controlled substances and mixtures, or construction/ investment works during execution of which activities described in point 3.11.2. will be performed as they are subject to requirements defined both in point 5.2.1. and 5.2.2.,
- 5.3.5.** in case of works that may include in its scope the activities specified in point 3.11.3, the Organizational unit, which intends to mandate such works is obliged to address BOŚ in order to agree on the scope of works related to removal, maintenance and planting of trees and shrubs,
- 5.3.6.** in case of so called "scrap wood" resulting from the "windthrow" or "breakage" — i.e., a tree or shrub whose trunk or, in the case of shrubs, stems have broken, or a tree or shrub that has been uprooted as a result of natural forces, an accident, or a disaster in land, water, or air traffic, or a construction disaster— the Organizational unit is obliged to notify BOŚ of this fact immediately.
- 5.3.7.** determine a date for signing acceptance protocol related to works described in point 3.11 only after the signature of the representative of BOŚ has been obtained by the Contractor;
- 5.3.8.** in case of an Off-site unit, the works acceptance protocol related to works described in point 3.11. may be signed by a person representing the Off-site unit upon prior approval of BOŚ;
- 5.3.9.** sending the scan of works acceptance protocol (including partial acceptance protocol and work progress protocols) to BOŚ (CMCZ_ProtokolyOS@cmc.com) for all works included in point 3.11.1. herein;
- 5.3.10.** Sending scans of the following protocols to BOŚ: installation, leak-tightness testing, repair, leak repair, maintenance and servicing, refrigerant recovery, installation of the leak elimination system, disassembly, as well as a photo of the device label to BOŚ (klimatyzacja_os@cmc.com) for all works included in point 3.11.2 herein.

	Environmental requirements for Contractors performing works on the premises of CMC Poland sp. z o.o.	
Index: IQH-W2-2.2/17	Instruction of the Integrated Management System	Page: 12/26

5.4. BOŚ (Environment Protection Office) is obliged to:

- 5.4.1.** based on the Contract / Order sent by S&IP Office and /or DP Office signed by the authorized representatives of CMCP, determine whether there is a necessity to conduct initial training for the Contractor concerning the rules of waste management and environment protection applicable on the premises of CMCP (should the training be necessary, BOŚ will notify the Contractor thereof. In case of Off-site units, the training may be conducted by the Scrap Yard Manager or their Deputy, or a person designated by them, within the substantive scope agreed upon with BOŚ)
- 5.4.2.** sign the protocol of the performance of works described in point 3.11. or accept signing of the protocol by a person representing an Off-site unit before it is signed by a person designated by the Organizational unit responsible for accepting performed works (**NOTE: if at this stage, all the requirements specified herein are not fulfilled, the protocol cannot be signed**),
- 5.4.3.** BOŚ has the right to carry out inspections or to delegate representatives of the Organizational unit to inspect the site where the subject of the contract/service is being performed by the Contractor, and to issue binding recommendations to the Contractor's employees regarding environmental protection. Failure to fulfill the recommendations defined in 5.2.1., 5.2.2., 5.2.3. and lack of any of the documents required herein may result in:
 - a) A request to withhold invoice payments,
 - b) Issuing a negative evaluation of the Contractor in the Contractor Evaluation Form submitted by S&IP Office or submitting a request to remove the Contractor from the List of Qualified Suppliers,
 - c) Submitting a request to S&IP Office and/or DP Office to terminate/withdraw from the Contract/ Order and to charge the Contractor with the costs of remedial actions in the event of actions detrimental to CMCP (such as soil and/or water and/or air contamination).


6. PROCEDURE

6.1. Method of work execution by the Contractor

The Contractor is the producer and holder of waste and bears full legal and financial responsibility for the waste generated during the performance of the Contract/Order (unless the Contract/Order states otherwise). Furthermore, the Contractor is obliged to comply with the requirements of, among others, the Waste Act along with its implementing regulations, in particular the Regulation on Waste Storage, Waste Oils, and others..

6.1.1. Storage of materials and waste handling procedure


- 6.1.1.1.** The Contractor may store materials necessary for performance of the Contract/ Order on the temporarily granted area for the duration of the works only after obtaining approval from the Organizational unit mandating the work and/or after consulting BOŚ;

	Environmental requirements for Contractors performing works on the premises of CMC Poland sp. z o.o.	
Index: IQH-W2-2.2/17	Instruction of the Integrated Management System	Page: 13/26

- 6.1.1.2. The 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;
- 6.1.1.3. In case of oil replacement and use, the Contractor is obliged to store oils in a location secured against the risk of water and soil contamination and protected from atmospheric precipitation. Additionally, the Contractor must be equipped with devices and/or means for collecting leakages—quantitatively matched to the volume of oils stored;
- 6.1.1.4. In the event that it is necessary for the Contractor to maintain fuel reserves on CMCP premises for refueling vehicles, equipment, and machinery, they shall:
 - a) notify Organization unit mandating and/or supervising works and/or BOŚ thereof;
 - b) agree on the location for fuel storage and refueling with the Organizational unit mandating and/or supervising the works and/or with BOŚ and Health & Safety (BHP);
 - c) equip the designated fuel storage and refueling (transferring) area with protective measures to prevent contamination of groundwater and soil. The devices and/or means for collecting and neutralizing leakages must be quantitatively matched to the amount of fuel stored.
- 6.1.1.5. In the case of refueling vehicles/technological equipment directly from tanker trucks, this must be carried out exclusively in designated areas.
- 6.1.1.6. The Contractor is obliged, for the duration of the works, to agree on the locations for storing waste generated during performance of the Contract/ Order, with the Organizational unit mandating and/or supervising the work and/or with BOŚ.

6.1.2. Contractor's obligations regarding mitigation of the impact on the natural environment:

- 6.1.2.1. Securing waste against secondary emission from waste (e.g. light waste of fine fraction such as paper or foil etc.);
- 6.1.2.2. Storing the lowest possible quantity of waste on the area of performed works and ensuring their systematic transfer for further management;
- 6.1.2.3. Selective storage of generated hazardous waste e.g. to store waste in form of packages left after the use of hazardous substances in dedicated bins/containers protected against weather conditions and preventing any potential contaminants from release into the environment;
- 6.1.2.4. In case of painting, the Contractor is obliged to secure the place of performance of works against any spills of paint, dissolvent or chemical substances;
- 6.1.2.5. In case of sand blasting, the Contractor is obliged to secure the area against contaminants generated during sand blasting;
- 6.1.2.6. If case of using chemical substances and mixtures, the Contractor shall use only those substances, which, in the event of release into the environment do not cause excessive contamination (provided that it is justified for technological and economic reasons);

	Environmental requirements for Contractors performing works on the premises of CMC Poland sp. z o.o.	
Index: IQH-W2-2.2/17	Instruction of the Integrated Management System	Page: 14/26


- 6.1.2.7. At the locations where chemical substances and mixtures are used, the Contractor shall have an up-to-date safety data sheet available for relevant substances;
- 6.1.2.8. The Contractor is not authorized to bring onto the premises of CMCP any materials/substances other than those covered by the Contract/Order;
- 6.1.2.9. The Contractor is not authorized to use utilities (e.g., water, electricity) without permission;
- 6.1.2.10. The Contractor is not authorized to enter the CMCP premises with unfit vehicles (e.g., those causing oil or operating fluid leakages, or excessive noise emissions);
- 6.1.2.11. The Contractor is not authorized to wash or service vehicles and/or equipment on the premises of CMCP, nor to pour any substances into the soil or sewage system.

6.1.3. Contractor's obligations with regard to generating used oil:

- 6.1.3.1. The Contractor is required to collect used oil in sealed containers made of non-flammable materials, resistant to exposure to waste oils, capable of dissipating static electricity, equipped with tight closures, and protected against breakage;
- 6.1.3.2. The Contractor is required to store used oil in hardened areas protected against soil contamination and atmospheric precipitation, equipped with equipment or means for collecting leakages of these wastes, with capacity adjusted to the amount of substance used.

6.1.4. Contractor's obligations regarding works related to removal, maintenance and planting of trees and shrubs:

- 6.1.4.1. The Contractor is not allowed to perform any works related to removal, maintenance and planting of trees and shrubs without prior agreement with BOŚ;
- 6.1.4.2. Before any planned tree and/or shrub removal, maintenance, or planting, the Contractor is required to consult with BOŚ the scope of works they intend to perform. A written request to BOŚ must be submitted no later than 14 working days before preparing an application to the locally competent public administration authority for a permit in this regard.
- 6.1.4.3. Failure to submit the application mentioned in point 6.1.4.2. may result in refusal to grant the permit referred to in Article 83 b, paragraph 1, point 3 of the Nature Protection Act.
- 6.1.4.4. In case of so called "scrap wood" produced due to the "windthrow" or "breakage" — i.e., a tree or shrub whose trunk or, in case of shrubs, stems have broken, or a tree or shrub that has been uprooted as a result of natural forces, an accident, or a disaster in land, water, or air traffic, or a construction disaster, the Contractor is required to immediately notify BOŚ of the incident.

	Environmental requirements for Contractors performing works on the premises of CMC Poland sp. z o.o.	
Index: IQH-W2-2.2/17	Instruction of the Integrated Management System	Page: 15/26

6.1.5. The Contractor is required to strictly comply with the following requirements:


- 6.1.5.1.** It is prohibited to bring onto the premises of CMCP any substances, materials, or preparations that may contaminate the air and/or groundwater and/or soil without consultation with the Organizational unit mandating and/or supervising the work and/or BOŚ;
- 6.1.5.2.** It is prohibited to carry out the following activities on the premises of CMCP: washing vehicles/equipment and burning any substances or objects;
- 6.1.5.3.** During the execution of the Contract/Order, the Contractor is required to comply with the prohibition of discharging any corrosive or toxic substances or fluids containing chemically and biologically hazardous substances and preparations directly into the sewage system, soil, or groundwater;
- 6.1.5.4.** It is prohibited to burn waste or other objects;
- 6.1.5.5.** It is prohibited to store hazardous waste and substances in a manner that causes contamination of soil and/or groundwater;
- 6.1.5.6.** It is prohibited to bring any waste onto the premises belonging to CMCP;
- 6.1.5.7.** It is prohibited to cut, perform maintenance procedures on, or plant trees/shrubs without the consent of BOŚ.
- 6.1.5.8.** Possession of up-to-date safety data sheets for the substances used is required

6.2. Procedures in the event of an environmental hazard during the execution of work by Contractor

6.2.1. Rules binding on the premises of CMCP Mill in Zawiercie

In the event of an environmental hazard, such as a leakage of substance that could contaminate soil and/or water, the Contractor must immediately notify the shift supervisor of the plant's security services about the incident in accordance with the notification procedure described in Communication 5/2010 regarding the security company's notification of Emergency Medical Services and the Fire Department, as well as the procedure PQH-W2-2-08 *Readiness and response to emergencies* and:

- a) The Contractor shall limit the spread of the leakage by using available means (such as absorbents, neutralizing substances, and, for example, absorptive sleeve); at the same time, all vulnerable sewer openings shall be sealed and protective measures shall be applied to the surrounding ground by the Contractor to prevent the contamination — e.g., by using loose and/or textile absorbents or other available materials that may limit the spread of pollutants;

	Environmental requirements for Contractors performing works on the premises of CMC Poland sp. z o.o.	
Index: IQH-W2-2.2/17	Instruction of the Integrated Management System	Page: 16/26

- b) after the spilled substance have been absorbed, the used sorbent should be collected and secured in a sealed and labeled container. The used sorbents treated as hazardous waste shall be handed over to a company specializing in waste treatment.


In the event of an environmental threat, the Manager/Deputy Manager or a responsible person indicated in the Contract/Order shall prepare photographic documentation along with a description of the incident and send it to the NZŚ Coordinator.

6.2.2. Rules applicable at the premises of the Off-site organizational unit

In the event of an environmental hazard, such as a leakage of substance that could contaminate soil and/or water, the Contractor shall immediately notify the Manager/ Deputy Manager or a responsible person as indicated in the Contract/ Order, and if necessary, apply a standard procedure of response, notify services by calling 112 and follow the procedure PQH-W2-2-08 *Readiness and response to emergencies* (within the scope referring to Off-site units) and:

- a) The Contractor shall limit the spread of the leakage by using available means (such as absorbents, neutralizing substances, and, for example, absorptive sleeve); at the same time, all vulnerable sewer openings shall be sealed and protective measures shall be applied to the surrounding ground by the Contractor to prevent the contamination — e.g., by using loose and/or textile absorbents or other available materials that may limit the spread of pollutants;;
- b) after the spilled substance have been absorbed, the used sorbent should be collected and secured in a sealed and labeled container. The used sorbents treated as hazardous waste shall be handed over to a company specializing in waste treatment.

In the event of an environmental threat, a responsible person indicated in the Order/Contract, the Manager/ Deputy Manager of an Off-site unit or a person indicated by the Manager shall prepare a photo documentation and description of the incident and send to the NZŚ Coordinator.

	Environmental requirements for Contractors performing works on the premises of CMC Poland sp. z o.o.	
Index: IQH-W2-2.2/17	Instruction of the Integrated Management System	Page: 17/26

6.2.3. List of emergency phone numbers – Mill in Zawiercie


List of emergency phone numbers – Mill in Zawiercie			
1.	Shift manager of the security company	5310	+48 607 050 601
2.	Energy Department (Foremen)	5047	(32) 6725047 +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

6.2.4. List of emergency phone numbers – Branch units

List of emergency phone numbers – 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) 672 589
4.	Safety Office (BHP)	5240	(32) 672 5240
5.	Fire protection	5050 112	(32) 672 5050

7. ATTACHMENTS

1. Record of quantity and type of waste generated by the Contractor;
2. Initial training on the rules of waste management and environment protection valid on the premises of CMCP;
3. Form and content of the device label;
4. Form and content of Protocols;

	Environmental requirements for Contractors performing works on the premises of CMC Poland sp. z o.o.	
Index: IQH-W2-2.2/17	Instruction of the Integrated Management System	Page: 18/26

- a) Attachment 4a) –Scope of information to be included in the protocol of installation, leak-tightness testing, repair and other activities (also during the warranty period)
 - b) Attachment 4b) Model protocol of leak-tightness testing, repair and other activities
5. Form and content of protocols:
- a) Attachment 5a) Scope of information to be included in a protocol of disposal / disassembly of a device
 - b) Attachment 5b) Model protocol of Disassembly

Distribution of the Instruction:

1. W3 (x1)
2. W2 (x1)



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

Index:
IQH-W2-2.2/17

Instruction of the Integrated Management
System

Page:
19/26

Attachment 1- Record of quantity and type of waste generated by the Contractor

*After completion, the record shall be send as a scan to the email address
INWESTYCJE_OS@cmc.com*

**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)

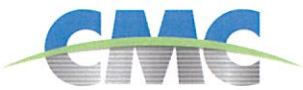
Responsible:
(name and surname)

Phone number:

Order/ Contract no.:


No.	Date of waste production	Waste code	Waste type	Quantity [Mg]	Waste management method (R or D process)
1.					
2.					
3.					
n.					

Party generating waste:
Date and signature:

	Environmental requirements for Contractors performing works on the premises of CMC Poland sp. z o.o.	
Index: IQH-W2-2.2/17	Instruction of the Integrated Management System	Page: 20/26

**Initial training on the rules of waste management and environment protection valid
on the premises of CMCP**

Initial training on the rules of waste management and environment protection valid on the premises of CMCP Instructor:				
ATTENDANCE LIST				
No.	Surname	Name	Company name	Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
n.				

	Environmental requirements for Contractors performing works on the premises of CMC Poland sp. z o.o.	
Index: IQH-W2-2.2/17	Instruction of the Integrated Management System	Page: 21/26

Attachment 3 – Form and content of the device label.

1. Label content:

- 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) Refrigerant in the device (marking compliant with ASHRAE)
- h) Value of GWP index for contained refrigerant,
- i) ODP for contained refrigerant,
- j) Amount of refrigerant (f-gas or controlled substance and mixtures) in the installation filled in the plant, rounded up to 1 gram (kg and ton eq. CO₂ rounded up to kg),
- k) Amount of refrigerant (f-gas or controlled substance and mixtures) added during the installation rounded up to 1 gram (kg and ton eq. CO₂ rounded up to kg)
- l) Amount of refrigerant (f-gas or controlled substance and mixtures) in the installation, rounded up to 1 gram (kg and ton eq. CO₂ rounded up to kg)
- m) Device hermetically closed YES/NO
- n) Specification of refrigerant content (f-gas or controlled substance and mixtures, e.g. R407C: mixture of R32 + R125 + R134a, i.e. CH₂F₂+C₂HF₂+CH₂FCF₃),
- 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 weather conditions - plastic or aluminum label riveted to the device preferred),
3. The information on the label must be clearly distinguishable from the background of the label, and the font 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. Label photo – the label shall constitute min. 90% of the photo. Captures from angles should be avoided, the photo should be focused, sharp and clear after printing out. The label content should not be overexposed to the camera light..



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

Index:
IQH-W2-2.2/17

Instruction of the Integrated Management
System

Page:
22/26

Example of a correct label:

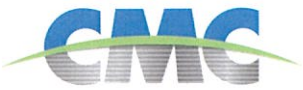
ZAWIERA FLUOROWANE GAZY CIEPLARNIANE

• 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 napelniona w fabryce:	26 kg	46,124 ton ekwiwalentu CO ₂
• Ilość czynnika chłodniczego dodana podczas instalowania:	0 kg	0,000 ton ekwiwalentu CO ₂
• Łączna ilość czynnika w instalacji:	26 kg	46,124 ton ekwiwalentu CO ₂

Urządzenie hermetycznie zamknięte: TAK ☐ NIE ☒

Specyfikacja składu czynnika chłodniczego:


☐ R407C: mieszanina R32 + R125 + R134a, tj. CH₂F₂ + C₂HF₅ + CH₂FCF₃

	Environmental requirements for Contractors performing works on the premises of CMC Poland sp. z o.o.	
Index: IQH-W2-2.2/17	Instruction of the Integrated Management System	Page: 23/26

Attachment 4a – Scope of information to be included in the protocol of installation, leak-tightness testing, repair and other activities (also during the warranty period)


The protocol shall include the following information:

1. The name of a person performing the activities: name and surname, number of the entrepreneur's certificate and personal certificate(s) of service workers.
2. Date of starting and completing the activity:
 - a) Type of the activity: installing, leak-tightness testing, 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 a leak test was performed, the result must be provided: either 'leak-tight' or 'leaking'. In the case of a detected leak, the cause of the leak must be specified. Additionally, indicate if one type of refrigerant was replaced with another.
 - b) In case of performing an activity other than mentioned in point a). the type of a performed activity should be provided.
3. Type of the device: address of its use, category, subcategory, name, model and serial number, information on the type of a refrigerant (f-gases, controlled substances + mixtures) in the device (marking compliant with ASHRAE),
4. Indication of working medium- original, recycled, regenerated,
5. The quantity of medium in the device, recovered or added during conducting activities- original, recycled, regenerated. If the medium added comes from recycling or regeneration the data of the company where it was recycled or regenerated, should be provided.
6. Indication of all modifications and changes in the device.
7. Specification of parts replaced during installation, repair, leak fixing or maintenance,
8. Indication of the activities undertaken to diagnose the failure,
9. Indication of the activities undertaken to eliminate the problem or failure,
10. Information on technical parameters of installation: suction pressure [bar]; condensation pressure [bar]; evaporation temperature [°C]; condensation temperature [°C]; steam superheating in evaporator [K]; subcooling liquid in the condenser [K]; supply voltage [U=...V]; compressor power consumption [I=...A; In=...A],
11. Records of longer downtimes of the device.

	Environmental requirements for Contractors performing works on the premises of CMC Poland sp. z o.o.	
Index: IQH-W2-2.2/17	Instruction of the Integrated Management System	Page: 24/26

Attachment 4b – Model protocol of leak-tightness testing, repair and other activities


Co+B2:L37mpany stamp (company address required))		Attachment 4b to Instruction IQH-W2-2.2/17 ZSZ CMC Poland Sp. z o.o. Completed protocol shall be sent to email address: klimatyzacja_os@cmc.com			
		Place, date:			
		PROTOCOL OF:			
		Installation ¹⁾	Repair ¹⁾	Leak-tightness ¹⁾	Others (acc. to point 2 attachment 4 iof instruction IQH-W2-2.2/17) ¹⁾
Device information	Model		Production date (d/m/y) ¹⁾		
	Category: ²⁾		Subcategory: ³⁾		
Installation name:					
Installation place:					
Owner (+ address)					
Serial no. of external unit					
Serial no. of internal unit					
Refrigerating medium	Type:	Amount (kg):		tEqCO ₂ :	
		Recovered (kg): ¹⁾			
	GWP:	Added (kg): ¹⁾			
	Regenerated/amount ¹⁾ : Details of enterprise that medium was recycled or regenerated in ¹⁾	Recycled/amount ¹⁾ :		Original/Amount ¹⁾ :	
Description of performed activity (basedon on points 2, 6, 7, 8, 9 of attachment 4 to Insturction IQH-W2- 2.2/17)					
Date of start/completion of the activity	Installation ¹⁾	/			
	Leak- tightness ¹⁾	/			
	Repair ¹⁾	/			
	Other activities	/			
Information on technical parameters of the installation ¹⁾ :		Details of Entrepreneur:			
		Company certificate	FGAZ-P/		
Suction pressure [bar]:	Name and surname				
Condensation pressure [bar]:	Signature				
Evaporation temperature [°C]:	Personal Dertificate	FGAZ-O/			
Condensation temperature [°C]:		FGAZ-O/			
Steam superheating in evaporator [K]:	Wynik kontroli szczelności:				
Subcooling liquid in evaporator [K]:	POSITIVE / NEGATIVE ¹⁾				
Supply voltage [U=...V]:					
Compressor power consumption [I=...A; In=...A]:					
Explanations:	¹⁾ - delete as appropriate,				
	²⁾ - Cooling, air-conditioning devices, heat pump				
	³⁾ - Industrial (industry/processing), others (hospital, schools, offices).				

	Environmental requirements for Contractors performing works on the premises of CMC Poland sp. z o.o.	
Index: IQH-W2-2.2/17	Instruction of the Integrated Management System	Page: 25/26

**Attachment 5a Scope of information to be included in a protocol of disposal /
disassembly of a device,**

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

1. The name of a person performing the activities: name and surname, number of the entrepreneur's certificate and personal certificate(s) of service workers,
2. Date of starting and completing the activity,
3. Type of the device: address of its use, category, subcategory, name, model and serial number, information on the type of a refrigerating medium (f-gases, controlled substances + mixtures) 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. Details of the company to which the medium will be transferred for recycling, regeneration or utilization.

	Environmental requirements for Contractors performing works on the premises of CMC Poland sp. z o.o.	
Index: IQH-W2-2.2/17	Instruction of the Integrated Management System	Page: 26/26

Attachment 5b Model Disassembly Protocol

Company+B2:L32 stamp (company address required)	Attachment 5b to Instruction IQH-W2-2.2/17 ZSZ CMC Poland sp. z o.o. Completed protocol shall be sent to email address: klimatyzacja_os@cmc.com				
	Place, date				
	Disassembly protocol				
Installation name					
Installation place					
Owner (+ address)					
Information on the device	Model:				
	Category 1)	Subcategory 2)			
Serial number of the internal unit					
Serial number of the external unit					
Refrigerating medium	Type:	Amount (kg):	tEqCO₂:		
	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					
Details of the company where the medium is going to be transferred for recycling, regeneration or utilization					
Date of start/completion of the activity /				
Details of Entrepreneur					
Company certificate	FGAZ-P/				
Name and surname / Signature					
Personal Certificate	FGAZ-O/				
	FGAZ-O/				
Explanation	¹⁾ - Cooling, air-conditioning devices, heat pump				
	²⁾ - Industrial (industry/processing), others (hospital, schools, offices)				