

Instruction of the Integrated Management System






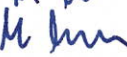

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I. Purpose of the Instruction

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, etc.).

Service - service of equipment containing refrigerants, including f-gases - any activities aiming at ensuring proper work of the equipment excluding physical interference in the system containing f-gas and controlled substances,

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 - 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,

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,

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),

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 CO₂ equivalent – 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 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),

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 517/2014,

Works having effect on the environment - they should be understood as construction 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, guards, boxes, warehouses, halls, bays, flyovers, yards, container foundations, 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.

7. Other, not mentioned in points 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:



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- 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 quantitative content of selected refrigerants (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 Import 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;
5. Act on Maintaining Cleanliness and Order in Municipalities;
6. Communication 5/2010 on Notification by Security Company of Medical Rescue and Fire Brigade;
7. Standard PN-EN ISO 14001:2005- Environment Management Systems;
8. Ordinance of the Minister of Development and Finance on the Minimum Technical Equipment Suitable for Performing Activities Covered by the Certificate for the Staff on the area of Fluorinated Greenhouse Gases and Controlled Substances;



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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 Template of Application for Issuing a Certificate for Entrepreneurs, Form of the Certificate and its Description and the Amount of the Unit Rates of Fees Charged by the Certification 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 the Ozone Depleting Substances and some Fluorinated Greenhouse Gases and implementing acts;
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;
16. Regulation (EC) No 1272/2008 of the Parliament and of the Council of December 16, 2008 on Classification, Labeling and Packaging of Substances and Mixtures, amending and repealing Directives 67/548/EEC and 1999/45/EC, and amending Regulation (EC) No 1907/2006;
17. Act on Chemical Substances and their Mixtures and implementing acts.

VI. Description of procedure and responsibility

1. Strategic and Import Purchase Office and Domestic Purchase Office (BZSiZ and BZK)

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

- a) include the following information in the Contract/ Order: "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".



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- 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 Contract / Order,
- c) use dedicated material indices in the process of preparing orders for works described in point III B of the definition,
- 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 legally required certificates:
 - o of the entrepreneur
 - o and individual for assembler/ maintenance workerand to send them to BOŚ without any delay to the email address klimatyzacja_os@cmc.com. In case of companies re-executing orders for CMC based on previously delivered certificates, their re-sending to BOŚ is not required.
- e) in case of ordering works related to felling, care and planting of trees and shrubs, the BZSiZ and BZK shall inform the Contractor to contact BOŚ before proceeding with the works.

2. Contractor's obligations

A. Obligations of 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 Contract/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) send information on the commencement of the works to BOŚ prior to the commencement of the works, including the date, Contract/Order number, and approximate location of the work to be carried out, and upon completion of the work, information on its completion to the e-mail address: INWESTYCJE_OS@CMC.COM;



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- d) submit to BOŚ or a person indicated in the Contract / 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 print-out of KPO confirming the transfer of waste for disposal to entities holding administrative decisions in this respect;
- e) leave the area lent by Organizational unit for use in non-deteriorated condition;
- f) remove wastes generated while performing the Contract/ Order at its own cost unless the provisions contained therein state otherwise;
- g) remove generated municipal wastes at its own cost, unless the provisions of the Contract/ Order state otherwise;
- h) transfer metal waste (scrap) generated in the course of works (repair or construction) to Shredder Department under the condition that prior to the waste transfer, Shredder Department, BOŚ, Department of Scrap Processing and Management as well as Yard Master are informed. Such information including at least order number, contractor’s name, contact person, the amount of waste and a photo of the scrap to be transferred shall be sent via e-mail to the following email addresses: Marek.Windys@cmc.com, Tomasz.Galinski@cmc.com, Pawel.Bem@cmc.com, cmcz_scrap_classifiers@cmc.com, cmck_os@cmc.com. The employees of Shredder Department agree on the date of transfer and the employees of Department of Scrap Processing and Management perform qualitative acceptance of delivered scrap metal. Depending on the form of scrap, the employees of Shredder department and/or Department of Scrap Processing and Management may decide to divert the waste directly to Melt Shop or for reburning;
- i) contact BOŚ immediately if any doubts arise in the course of works.

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

Contractor is obliged to:

- provide the following certificates (a scan) or paper copy (**unless they had already been submitted as attachment to the Contractor’s offer**) in an electronic form prior to the execution of the order:
 - a. certificate for the entrepreneur
 - b. individual certificates for assemblers/ maintenance workers
- in case of installation of devices, **no later than on the business day following the delivery of a pre-filled device containing refrigerant** (f-gases or controlled substances and mixtures) to the premises of CMCP, or, in the case of installation on the premises of



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CMCP of refrigerant-free devices, after the device have been filled with the refrigerating medium during or after the installation, **to submit to BOŚ in person or, in the case of a Branch unit, through the person indicated as responsible in the Contract/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 is allowed) including:

- a. type of the refrigerating medium (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 CO2 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 leak detection system installed,
 - j. information if the system is hermetically sealed
- hold (**unless the required documents had 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 Branch unit's representative accepted by BOŚ:
- 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 / leakage fixing 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, refrigerant recovery, installation of refrigerant 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 Contract / 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**



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premises of CMC Poland sp. z o.o. and undertake to respect the provisions contained therein”.

- signing the Contract/Order is regarded as acknowledgment that this Instruction has been read and the requirements contained herein have been accepted,
- 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 the 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 print-out of KPO with the information about the time and date of waste takeover confirming the transfer of generated waste for disposal to entities holding administrative decisions in this respect to BOŚ or a person indicated in the Contract / Order as the representative of a Branch unit, prior to signing “Works acceptance protocol” (including partial protocol and work progress protocol). If the said information cannot be provided in person, electronic submission to the address: CMCZ.ProtokolyOS@cmc.com is allowed.
- leave the area lent by Organizational unit for use in a non-deteriorated condition;
- remove wastes generated while performing the Contract/ Order at its own cost unless the provisions of the Contract/ Order state otherwise;
- remove generated municipal wastes at its own cost, unless the provisions of the Contract / Order state otherwise;
- contact BOŚ immediately if any doubts arise in the course of works.

Note:

- ! Should the installation or disassembly protocol, protocol on leak-tightness test, device repair, form or information included in the label **be made non-compliant with the requirements described herein**, Contractor undertakes to remove any irregularities **within a non-negotiable deadline of 3 business days**. Failure to remove irregularities within the time specified above will result in Contractor falling into delay related to the execution of the contract.
- ! After all the aforementioned conditions concerning the correctness of protocols, labels, manner of works execution, removal of potential irregularities within the specified period of time as well as the requirements indicated in the Contract / Order have been met, the representative of BOŚ or Organizational unit shall sign the acceptance protocol. With regard to a Branch 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



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reservations is a condition necessary for the Contractor to issue the invoice for performed works.

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 any case of so called “wood scrap” i.e broken tree trunk or shrub stem, or a tree or shrub unrooted / overturned as a result of natural factors, accident or disaster in land, water or air traffic or construction disaster, BOŚ shall be notified by Contractor immediately.

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 Contractor to BOŚ or person representing a 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 print-out 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 or 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 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 in order to agree on the scope of works related to felling, care and planting of trees and shrubs;
- in the event of so called “wood scrap” i.e broken tree trunk or shrub stem, or a tree or shrub unrooted / overturned as a result of natural factors, accident or disaster in



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land, water or air traffic or construction disaster, the Organizational unit is obliged to notify BOŚ immediately.

- 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 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 a 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) 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 refrigerating medium leak detection system, disassembly and label photo to BOŚ (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 Contract / 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 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 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 a Branch unit before it is signed by an authorized person in an 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**),
- BOŚ has the right to audit places where services /orders are rendered or mandate to persons representing Organizational units to conduct the inspection of place where Contractor renders services and give Contractor's employees binding recommendations in respect to the environment protection. Failure to fulfill the recommendations defined in VI point 2A,2B and 2C and lack of any of the documents required by this Instruction may result in:
 - application for withholding invoice payments,



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- 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,
- application to BZSiZ and/or BZK for termination of /rescinding 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 after agreement with the Organizational Unit mandating the work and/or after consultation with the 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, they shall :
 - a. notify 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, OHS;
 - 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. 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;

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



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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.
6. In the event chemical substances and mixtures are used, Contractor shall use only and exclusively such substances that if released to the environment do not cause excessive contamination (as long as it is justified for technological and economic reasons).
7. In locations where chemical substances and mixtures are used, Contractor shall have a current safety data sheet available at the site.
8. Bringing materials/substances other than those covered by the Contract/Order into the area belonging to the CMCP,
9. Arbitrary use of utilities (e.g.: water, electricity);
10. Entering the CMCP area with faulty vehicles (that cause, e.g. leaks of oil or operating fluids, excessive noise emission);
11. Washing and servicing of vehicles and/or equipment on the premises owned by CMCP or pouring of any substances into soil/ sewage system.

- **In case of used oil, 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, adjusted in quantity 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 states otherwise). Additionally, Contractor is obliged to follow the requirements of, among others, waste act along with implementing acts, in particular with the Regulation on the Storage of Wastes, Waste oils and Others;

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



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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 / 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.

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 the following works on the premises of CMCP: 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 and biological 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 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 a shift manager from the security



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company of the incident in compliance with notification scheme described in the Communication 5/2010 on the Notification by the Security Company of Medical Rescue 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 loose and/or textile 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 treated as hazardous waste shall be transferred to a company responsible for its disposal.

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.

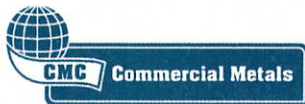
X. Procedures to follow in case of a threat to environment during realization of works by the Contractor on the premises of a Branch unit

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 Manager/ Deputy Manager or a person responsible as indicated in the Contract/ 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.

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



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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.	NZS 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.	NZS Coordinator	5589	(32) 672 5589
4.	Safety Office (BHP)	5240	(32) 672 5240
5.	Fire protection	5050 112	(32) 672 5050

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



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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	Waste code	Waste type	Quantity [Mg]	Waste management method (R or D process)
1.					
2.					
3.					
n.					

Party generating waste:
Date and signature:

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



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**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.				

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,



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- 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. CO₂ rounded up to kg)
 - 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. CO₂ rounded up to kg)
 - l) Amount of refrigerating medium (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 refrigerating medium 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 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 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,



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

1. The name of a 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 its use, category, subcategory, name, model and serial number of the device, information on the type of a 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 data of the company where it was recycled or regenerated, should be provided.
6. Indicating all modifications and changes in the device.
7. Defining elements which were replaced during installation, repair, leakage fixing 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.

Attachment no 4b - template



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Company stamp	Attachment 4b to Instruction IQH-W2-2.2/17		
	Place, data		
	PROTOCOL OF:		
	Installation ¹⁾	Repair ¹⁾	Leak-tightness ¹⁾ Others (acc. to point. 2 attachment 4) ¹⁾
Installation name			
Owner(+ address)			
Model:	Category: ²⁾	Subcategory: ³⁾	
Serial number of external unit			
Cooling agent	type:	amount (kg):	tEqCO ₂ :
		recovered (kg): ¹⁾	
		added (kg): ¹⁾	
	regenerated/amount ¹⁾ :	recycled/amount ¹⁾ :	original/amount ¹⁾ :
	Data of enterprise that agent was recycled or regenerated in ¹⁾		
Description of performed activity (based on point. 6, 7, 8, 9 attachment no 4)			
Date of start/ completion of the activity			
Information on technical parameters of the assembly ¹⁾ :	Data of entrepreneur:		
		Company certificate	No:
	suction pressure [bar]:	Name and surname Personal Certificate	Nr:
	condensation pressure [bar]:		
	evaporation temperature [°C]:		
	condensation temperature [°C]:		
	steam superheating in evaporator [K]:	Results of leak-tightness control Wynik kontroli szczelności:	
	subcooling liquid in the condenser [K]:	POSITIVE / NEGATIVE ¹⁾	
	supply voltage [U=...V]:		
	compressor power consumption [I=...A; In=...A]:	¹⁾ - delete if necessary	
Explanations:	²⁾ - cooling, air-conditioning devices, heat pumps		
	³⁾ - Industrial (industry/processing), others (hospital, 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 its operation, 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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Company stamp	Attachment 5b to the Instruction IQH-W2-2.2/17	
	Place, date	
	DISASSEMBLY PROTOCOL	
Installation name		
Owner (+ address)		
Model:	Category: ¹⁾	Subcategory: ²⁾
Serial number of the external unit		
Cooling agent	Type:	amount n (kg):
		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 start/ completion of the activity		
Date of entrepreneur:		
Company certificate	No:	
Name and surname Personal Certificate	No:	
Explanations	¹⁾ - cooling, air-conditioning devices, heat pumps ²⁾ - Industrial (industry/processing), others (hospital, schools, offices)	