

To everyone doing business in Kawaguchi

Processing industrial waste is the responsibility of the party that generates it

This brochure details the responsibilities of the originators, i.e. the Generators, of industrial waste as established by the Waste Management and Public Cleaning Act, etc.

1 Responsibilities of generators

① Generators are responsible for the proper processing of industrial waste.

※ In construction work, generators are generally the primary contractor and bear responsibility for processing any industrial waste generated.



② Certain standard must be maintained when outsourcing the processing of industrial waste to another party. → P2

Agreement



③ Generators should use manifests (forms for managing industrial waste) to manage contractors when outsourcing processing. → P2

2 When processing waste on your own

Standards exist for the storage, collection, transportation, and disposal of Industrial waste.

- [Examples of standards]**
- Do not allow industrial waste to scatter or leak
 - Prevent odors, noise, and vibration from interfering with the local environment
 - Post notices around storage locations
 - Display notices on transportation equipment, etc.

* Generators are not required to have a processor permit when processing industrial waste on their own.

* Processing facilities that meet certain requirements require construction permits, even if they only treat self-generated industrial waste. (Additionally, processing performance reports must be submitted annually.)

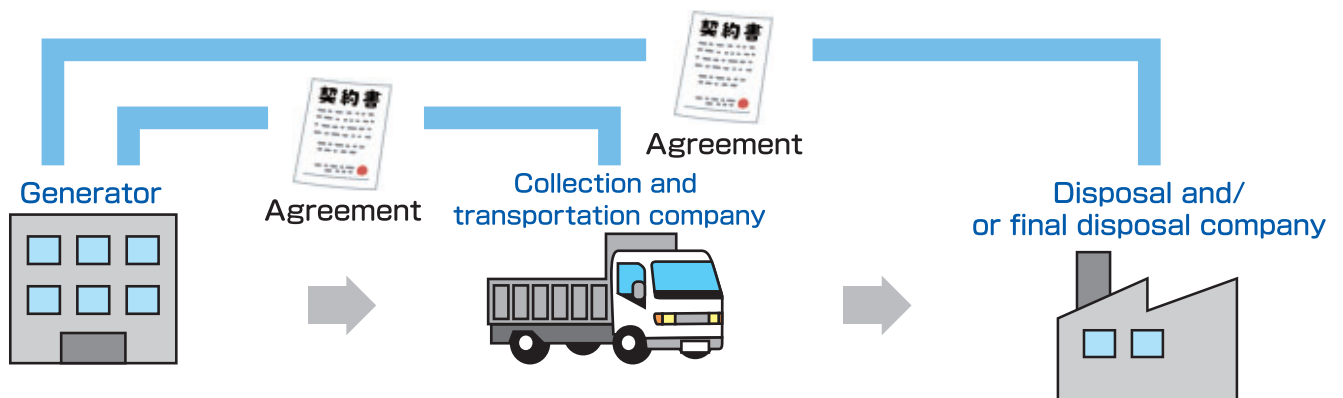
3 When outsourcing the processing (collection, transportation, disposal, etc.) of industrial waste to another party

Selecting licensed contractors

- When outsourcing collection, transportation, disposal, etc., generators bear responsibility for assigning duties to licensed contractors (entities that can legally perform these duties).
- Generators should understand the scope of processing for each contractor and know whether they can process waste properly.
- Generators should check each contractor's permits, etc. to verify that the validity, scope, acceptable items, and domain of the permit are consistent with the work to be outsourced.
- Check processing conditions when outsourcing the processing of industrial waste. (Example) Site inspections at processing facilities, etc.

Concluding agreements

- **Sign written agreements with each entity** (collection, transportation, disposal, etc) and **store them for 5 years** after the date the agreement ends.
- Agreements must contain copies of permits and list the type and amount of industrial waste and other items stipulated by law.
- Generators should accurately convey the properties, handling precautions, etc. for industrial waste to the processing entities.



Using manifests (forms for managing industrial waste)

- Manifests are forms used to understand and manage the processing conditions of industrial waste that has been outsourced.
- Generators should supply manifests along with the industrial waste to be collected.
- Each manifest will be returned to the generator when collection, transportation, disposal, and final disposal are complete. Use the returned manifests to verify that Industrial waste has been processed properly.
- This can also be done efficiently by using electronic manifests. Electronic manifests are mandatory for entities that generated 50 tons or more of specially controlled industrial waste 2 years ago.
- Report to the city if manifests are not returned within the specified period (transportation and disposal: 90 days (60 days for specially controlled industrial waste), final disposal: 180 days) or if a manifest contains any false information.
- **Store manifests for 5 years** from the delivery and return dates.

Electronic manifest



Paper manifest



Source: National Federation of Industrial Resource Recycling Association

4 You may be held liable for improper outsourcing and management.

- An agreement was not signed with a processing entity under adequate conditions
- Processing outsourced to an unlicensed entity
- The manifest was not managed properly

Violation of outsourcing standards

Penalty

- Outsourced to an entity at a significantly lower processing cost
- The generator learns that a contractor is not processing waste properly, but continues to outsource processing without conducting any verification
- The details of a returned manifest were not checked
- A manifest was not returned and no special actions were taken

If the contractor conducts improper processing...

Violation of duty of care

Liability for the costs of administrative actions

5 Reports and notifications required from generators

- Status reports on delivery, etc. of forms for managing industrial waste (Submitted by June 30 of the year after delivery) Generators that supply manifests should report to the city on the status of annual deliveries for each location. Businesses using electronic manifests do not need to report their electronic manifests to the city.
- Processing plans and implementation status reports for large-volume generators (Submit by June 30 of the following year)
Businesses that generate large volumes of (specially controlled) industrial waste (see the table below) should report to the city on plans to reduce or mitigate industrial waste for the year and on the implementation status of the previous year's plan.

Applicable business (Business that generates large volumes of (specially controlled) industrial waste)

Laws Based on (laws relating to the processing and cleaning of industrial waste)

A business with an established location where any of the following apply

- 1,000 or more tons of industrial waste was generated in the previous year
- 50 or more tons of specially controlled industrial waste was generated in the previous year

Ordinance Based on (Saitama Prefecture Environmental Conservation Ordinance)

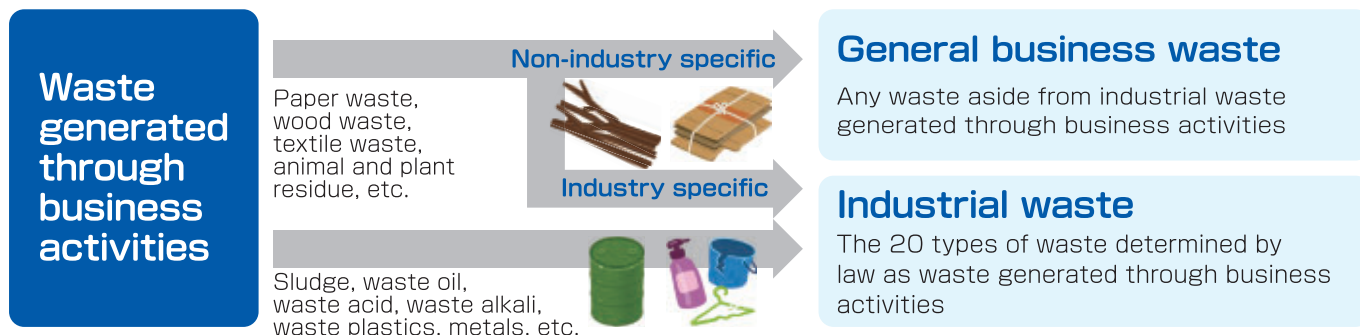
* A Sustainability Manager must also be appointed and the city notified.

Businesses aside from those in the left column where any of the following apply

- Manufacturers (with 300 or more employees in one location)
- Contractors (with 100 or more employees in one location or 50,000,000 JPY in capital or investments)
- Water purification plants and sewage processing plants (Those that meet certain requirements)

- Notifications on the manager for specially controlled industrial waste (Submit within 30 days of establishment, change, or dissolution)
Businesses that generate specially controlled industrial waste should establish a (qualified) manager at each location and report the status of the position to the city.
- Notifications regarding the off-site storage of industrial waste (Submit in advance)
Notify the city in advance when storing industrial waste from construction in a space at least 300m² at a location that is not the construction site.

Waste classifications



Not all waste that was generated through business activities is industrial waste. Waste that is not industrial waste is considered as general business waste. Because industrial waste with explosive, toxic, infectious, etc. properties requires processing as set forth in special standards, they are defined separately from specially controlled industrial waste.

Industry specific classification examples

Waste items	Items that will become industrial waste	Items that will become general business waste
Paper waste	Paper waste generated by construction (new construction, renovation, demolition), manufacturing pulp, paper, or processed paper products, newspaper publishing, publishing, bookbinding and printing (Example: Waste paper generated by a paper mill)	Waste paper generated by industries other than those listed on the left (Example: Documents created in an office)
Wood waste	Wood waste generated by construction (new construction, renovation, demolition), manufacturing wood, wood products, and pulp, imported lumber wholesale, and rental businesses (Example: sawdust discharged from lumber and pulp mills) Pallets, etc. used in the distribution of goods	Wood waste generated by industries other than those listed on the left (Excluding pallets) (Example: Branches pruned on factory grounds)
Textile waste	Textile waste generated by construction (new construction, renovation, demolition) and the textile industry (excluding clothing and other textile manufacturing industries) (Example: natural fiber tatami mats generated by a demotion site)	Textile waste generated by industries other than those listed on the left (Example: Desk blankets)
Animal and plant residue	Animal and plant residue from manufacturing food, beverages and feed (excluding tobacco), pharmaceuticals, and fragrances (Example: Vegetable, fish, and animal bone residues in food manufacturing)	Animal and plant residue generated by industries other than those listed on the left (Example: Excess food from restaurants)

Each business must properly process the waste (industrial waste and general business waste) it generates.

Industrial waste and general business waste is not accepted at household garbage stations.



Contact
Kawaguchi Environment Department,
Industrial Waste Management Section

〒332-0001 Recycle Plaza 2F, 4-21-33 Asahi, Kawaguchi
TEL 048-228-5380 FAX 048-228-5322

