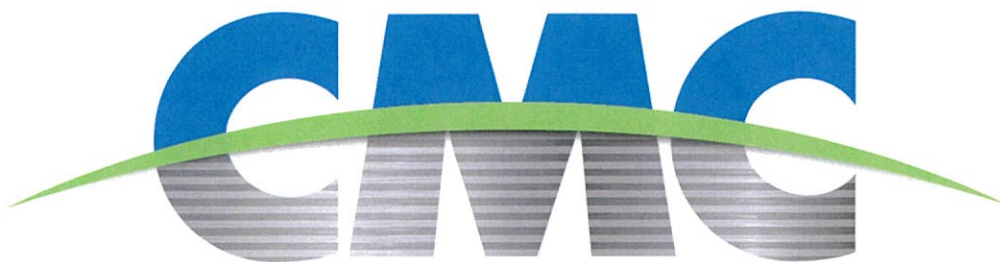


# Instruction of the Integrated Management System



**Index: IQH-W2-2.2/17**

**Version: 8**

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

<b>Developed by:</b> Mariusz Szwedziński Bartłomiej Jaworski Bogusław Zieliński Mateusz Kazior	<b>Revised by:</b> Bogna Poniewierska – Mokryńska	<b>Approved by:</b> Wojciech Więclawik	<b>Pages:</b> 25
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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	Effective as of: 16.10.2023	
3.	04.07.2024	Effective as of: 04.07.2024	

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**1. 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.

**2. 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.

**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. CO<sub>2</sub> equivalent** - unit of measure of greenhouse gases emission reflecting their various global warming potential GWP (the value may be read on the tag of the external unit),
- 3.3. F-gases** - in other words: fluorinated greenhouse gases, mean hydrofluorocarbons, perfluorocarbons, sulphur hexafluoride, chlorofluorocarbons and other greenhouse gases containing fluor or chlor, commonly used as refrigerants, insulating gases, fire retardants and others,
- 3.4. GWP** - global warming potential, for CO<sub>2</sub> GWP=1 (indicator which compares the impact of a particular gas on the climate warming to the impact of the carbon dioxide in 100-year perspective),
- 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 leakage 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 CO<sub>2</sub> equivalent** - multiply the amount of an equipment fill in kg by the amount of GWP and divide by 1000 to have the result in tons. GWP tables are attached to EU Regulation 2024/573,
- 3.7. Organizational unit** - departments of CMCP's mill in Zawiercie, Scrap Yards, Fabshops,
- 3.8. Branch units** - Scrap Yards and Fabshops situated out of Zawiercie,





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**3.9. Repair** - activities aiming at ensuring proper work of the equipment 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** - they should be understood as construction works involving reconstruction, assembly, renovation, repair or dismantling of a structure, in particular, such as:

**3.11.1. Construction work, which by its scope includes**

**3.11.1.1** Construction works that include, among other things:

- a) construction of new facilities such as: roads, parking lots, office buildings, posts, containers, warehouses, halls, overpasses, storage yards, container foundations, overpasses and trackways, etc.
- b) dismantling of facilities,
- c) renovation and repairs of facilities such as: buildings, roads, parking lots, office buildings, posts, containers, warehouses, halls, overpasses, storage yards, container foundations, overpasses and trackways, etc.

**3.11.1.2.** renovation and repair: machines, equipment, devices;

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

**3.11.1.4.** connected with cleaning of separators or desanders;

**3.11.1.5.** renovation and repairs of sewage system;

**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 whose performance may potentially have impact on the environment.

**3.11.2 Working with air-conditioners including assembly, disassembly or service of devices containing f-gases and controlled substances and mixtures in the forms 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, compressors with the quantitative content of selected refrigerants;

**3.11.2.3.** heat pumps with the quantitative content of selected refrigerants;

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

**3.11.2.5.** it is prohibited in CMC Poland sp. z o.o. to install equipment containing f-gases or controlled substances and mixtures with a



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GWP  $\geq$  2500 (excluding electrical switchgear/switches and fire protection systems);

**3.11.3. Works involving planned tree/shrub plantings and/or tree/shrub felling/care:**

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

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

**3.14. Ton(s) of CO<sub>2</sub> 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 an 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

**BZK** – Domestic Purchase Office

**BZSiZ** – Strategic and Import Purchase Office

**CMCP** – CMC Poland sp. z o.o.

**4. RELATED LEGAL ACTS AND OTHER DOCUMENTS**

- 4.1. Act on Waste and implementing acts;
- 4.2. Act on Environmental Protection Law and implementing acts;
- 4.3. Regulation of the Minister of Economy on the Detailed Procedures for Handling Waste Oils;
- 4.4. Environment 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;





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- 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 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. DESCRIPTION OF PROCEDURE AND RESPONSIBILITY

### 5. 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:

#### 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 before signing the Contract / Order and inform the Contractor about the types of protocols available at CMCP and the rules for their completion.





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- 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) of the entrepreneur
  - b) and personal for a maintenance worker / installer;
- and subsequently to send them to BOŚ without any delay to the email address [klimatyzacja\\_os@cmc.com](mailto: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
- 5.1.5. 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.

## 5.2. CONTRACTOR'S OBLIGATIONS

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

- 5.2.1.1. Get acquainted with the content of this Instruction and sign the statement which is an integral part of the Contract / Order and reads as follows:

**"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 regarded as acknowledgment that this Instruction has been read and the requirements contained herein have been accepted;

- 5.2.1.2. 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 binding on the premises of CMCP;
- 5.2.1.3. send information on the commencement of the work to BOŚ prior to its commencement, that contains 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](mailto:INWESTYCJE_OS@CMC.COM);
- 5.2.1.4. submit to BOŚ or a person indicated in the Contract / Order as the representative of a Branch unit, prior to signing "Works acceptance protocol" information on the amount, type and manner of management of wastes generated during the process of Contract/ Order execution, pursuant to Attachment no. 1 hereto and a print-out of KPO confirming the date and time of the transfer of waste for disposal to entities holding administrative decisions in this respect; model protocols and rules of their completion are available on the website: [cmc.com](http://cmc.com) → Supplier





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Zone, Commercial Metals Company or shall be made available by BZSiZ and BZK,

- 5.2.1.5. leave the area lent for use by an 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 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 shall be sent via e-mail to the following email addresses:
  - a) [Marek.Windys@cmc.com](mailto:Marek.Windys@cmc.com),
  - b) [Tomasz.Galinski@cmc.com](mailto:Tomasz.Galinski@cmc.com),
  - c) [Pawel.Bem@cmc.com](mailto:Pawel.Bem@cmc.com),
  - d) [cmcz\\_scrap\\_classifiers@cmc](mailto:cmcz_scrap_classifiers@cmc) ,
  - e) [cmck\\_os@cmc.com](mailto:cmck_os@cmc.com),the content of which shall contain at least the following information: order number, 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 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;
- 5.2.1.9. contact BOŚ immediately if any doubts arise in the course of works.

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

- 5.2.2.1. provide the following certificates (a scan) or paper copy (**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) of the entrepreneur
  - b) and personal for a maintenance worker / installer;
- 5.2.2.2. 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 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](mailto:klimatyzacja_os@cmc.com) is allowed) including:





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- a) type of the refrigerating medium (f-gases or controlled substances and mixtures) contained in the device (marking compliant with ASHRAE),
- b) amount of the medium 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 leak detection system installed,
- j) information if the system is hermetically sealed.

**5.2.2.3.** hold (**unless the required documents have already been delivered to BOŚ**) the below mentioned documents at the time of signing the works acceptance protocol by an authorized BOŚ employee or a Branch unit's representative accepted by BOŚ:

- a. Installation protocol meeting the requirements of attachment no. 4a (and/or protocol completed according to the template no. 4b included in attachment to the Instruction),
- b. Protocol on leak-tightness test after device installation in accordance with requirements of the attachment no. 4a (and/or protocol completed according to the template no. 4b included in the attachment to the Instruction),
- c. Protocol on device repair/leakage fixing meeting the requirements of the attachment no. 4a (and/or protocol completed according to the template no. 4b included in the attachment to the Instruction),
- 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 4a (and/or protocol completed according to the template no. 4b included in the attachment to the Instruction),
- e. Photo of the device label (meeting the requirements of attachment no. 3 to the Instruction),
- f. Device disassembly protocol meeting the requirements of attachment no. 5 (and/or protocol completed according to the template in attachment 5b to the Instruction).

**5.2.2.4.** get acquainted with the content of this Instruction and sign the statement which is an integral part of the Contract / Order and reads as follows:

**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".**





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- signing the Contract/Order is regarded as acknowledgment that this Instruction has been read and the requirements contained herein have been accepted.
- 5.2.2.5.** 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,
- 5.2.2.6.** submit the information on the amount, type and manner of management of wastes generated during the process of Contract/ Order execution, 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](mailto:CMCZ.ProtokolyOS@cmc.com) is allowed
- 5.2.2.7.** leave the area lent for use by Organizational unit in a 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.** Should the installation or disassembly protocol, protocol on leak-tightness test, device maintenance/repair or form and 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..
- 5.2.2.12.** 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





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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 Environment Protection Act and Instruction IQH-W2-9/2021 – Environmental instruction on works related to felling, care and planting of trees and shrubs,
- 5.2.3.2. agree with BOŚ on the works to be performed prior to the planned felling, care and planting of trees and/or shrubs,
- 5.2.3.3. in 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.

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

- 5.3.1. supervise the Contractor as regards housekeeping in the area temporarily lent for use,
- 5.3.2. 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 process of the Contract/ Order execution, 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,
- 5.3.3. inform BOŚ in case of any irregularities attributable to the Contractor during performance of works;
- 5.3.4. 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 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 felling, care and planting of trees and shrubs,
- 5.3.6. in 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, the Organizational unit is obliged to notify BOŚ immediately,
- 5.3.7. determine a date for signing acceptance protocol relating to works described in point 3.11 only after the signature of the representative of BOŚ has been obtained;





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- 5.3.8. in case of Branch unit, the acceptance protocol relating to works described in point 3.11. may be signed by a person representing a Branch unit upon prior approval of BOŚ;
- 5.3.9. 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 3.11.1. herein,
- 5.3.10. 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 3.11.2 herein.

**5.4. Environment Protection Office is obliged to:**

- 5.4.1. 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)
- 5.4.2. BOŚ signs the protocol of the performance of works described in point 3.11. 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),
- 5.4.3. 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 5.2.1., 5.2.2., 5.2.3. and lack of any of the documents required herein may result in:
  - a) application for withholding invoice payments,
  - b) negative evaluation of the Contractor in the Contractor Evaluation Sheet submitted to BZSiZ and/or BZK or a request to delete them from the Qualified Contractors List,
  - c) 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).

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## 6. PROCEDURE

### 6.1. Manner of performance of works by Contractor

Contractor is a producer and owner of the wastes and bears full legal and financial responsibility for the wastes generated in the process of the Contract/Order execution (unless the provisions of the Contract/Order state otherwise). Moreover, Contractor is obliged to follow the requirements of, among other things, Act on Wastes and implementing acts, in particular, the Resolution on storing wastes, waste oils and others.

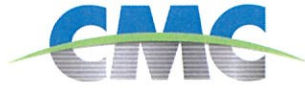
#### 6.1.1. Storage of materials and manner of waste handling

- 6.1.1.1. 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;
- 6.1.1.2. 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;
- 6.1.1.3. 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;
- 6.1.1.4. 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.
- 6.1.1.5. Fueling vehicles/technological equipment directly from tank trucks can be done exclusively on designated places.
- 6.1.1.6. 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.

#### 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.),





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- 6.1.2.2. Storing on the area of performed works the lowest possible quantity of waste and ensuring their systematic disposal;
- 6.1.2.3. 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;
- 6.1.2.4. In case of painting, Contractor is obliged to secure the place of works performance against any spills of paint, dissolvent or chemical substances.
- 6.1.2.5. In case of sand blasting, Contractor is obliged to secure the area against pollution generated during sand blasting.
- 6.1.2.6. 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).
- 6.1.2.7. In locations where chemical substances and mixtures are used, Contractor shall have a current safety data sheet available at the site.
- 6.1.2.8. Bringing materials/substances other than those covered by the Contract/Order into the area belonging to the CMCP,
- 6.1.2.9. Arbitrary use of utilities (e.g.: water, electricity);
- 6.1.2.10. Entering the CMCP area with faulty vehicles (that cause, e.g. leaks of oil or operating fluids, excessive noise emission);
- 6.1.2.11. Washing and servicing of vehicles and/or equipment on the premises owned by CMCP or pouring of any substances into soil/ sewage system.

**6.1.3. Contractor's obligations in case of generating used oil:**

- 6.1.3.1. Contractor is obliged to 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
- 6.1.3.2. Contractor is obliged to 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.

**6.1.4. Contractor's obligations regarding works related to felling, care and planting of trees and shrubs:**

- 6.1.4.1. Contractor is not allowed to perform any works related to felling, care and planting of trees and shrubs without prior agreement with BOŚ.
- 6.1.4.2. Prior to the planned felling, care, planting of trees and/or shrubs, Contractor is obliged to agree with BOŚ on the scope of works they intend to perform. The request to BOŚ should be made in writing within 14 working days before preparing an application to the locally competent public administration body for a permit in this regard.
- 6.1.4.3. Failure to make the application referred to in item. 6.1.4.2. may result in a refusal to issue the consent referred to in Article 83 b, paragraph 1, item. 3 of the Law on Nature Protection.



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**6.1.4.4.** 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 notify BOŚ without any delay.

**6.1.5. Contractors are strictly prohibited to:**

**6.1.5.1.** Bring into the premises of CMCP, 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,

**6.1.5.2.** Perform the following works on the premises of CMCP: cleaning vehicles or equipment, burning any substances, items, etc.,

**6.1.5.3.** While performing the Contract/ Order, pour any caustic and toxic substances or liquids containing biologically or chemically hazardous substances directly into the sewage system, water and/or land,

**6.1.5.4.** Burn waste,

**6.1.5.5.** Store hazardous waste and substances in a manner that could cause contamination of land and/ or water,

**6.1.5.6.** Bring in any kind of waste on the premises of CMCP,

**6.1.5.7.** Fell, perform maintenance works or plant trees or/and shrubs without a prior consent of BOŚ.


**6.2. Procedures to follow in case of a threat to environment during performance of works by Contractor**

**6.2.1. Rules binding 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 of the security company of the incident in compliance with the notification scheme described in the Communication 5/2010 on Notification by Security Company of Emergency Medical Services and the Fire Department, as well as in procedure PQH-W2-2-08 *Readiness and reaction to emergencies* and:

- a) 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
- b) 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.



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

### **6.2.2. Rules binding on the premises of 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 responsible person 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 emergencies (within the scope referring to Branch units)* and:

- a) 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;
- b) after the spilled substance has 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 responsible person responsible indicated in the Order/ Contract, the Manager/ Deputy Manager of Branch unit or a person indicated by the Manager prepares photo documentation and description of the incident and sends to the NZŚ Coordinator.



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### 6.2.3. 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

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:





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



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**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  
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:





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**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.				

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### 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) Refrigerating medium in the device (marking compliant with ASHRAE)
  - h) Value of GWP index for contained refrigerating medium,
  - i) ODP for contained refrigerating medium,
  - j) Amount of refrigerating medium (f-gas or controlled substance and mixtures) in the installation filled in the plant, rounded up to 1 gram (kg and ton eq. CO<sub>2</sub> rounded up to 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. CO<sub>2</sub> 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. CO<sub>2</sub> 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. CH<sub>2</sub>F<sub>2</sub>+C<sub>2</sub>H<sub>2</sub>F<sub>2</sub>+CH<sub>2</sub>FCF<sub>3</sub>),
  - o) Information on leakage level <0,1% per year (refers only to switchboards/ high voltage switch)
  - p) Not placing logo or any address data of the service supplier.
2. The entire label and its content (printed) must be designed in a manner ensuring that they will be permanent (resistant to 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..





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

Urządzenie hermetycznie zamknięte: TAK  NIE

Specyfikacja składu czynnika chłodniczego:

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



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**Attachment 4a – Scope of information to be included in the protocol of installation, leak-tightness, 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, 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 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 refrigerating medium (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, leakage 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.





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

Co+B2:L37mpa ny stamp (company address required))		<b>Attachment 4b to Instruction IQH-W2-2.2/17 ZSZ CMC Poland Sp. z o.o.</b> <b>Completed protocol shall be sent to email address: klimatyzacja_os@cmc.com</b>			
Place, date:					
<b>PROTOCOL OF:</b>					
Installation <sup>1)</sup>		Repair <sup>1)</sup>		Leak-tightness <sup>1)</sup>	
				Others (acc. to point 2 attachment 4 iof instruction IQH-W2-2.2/17) <sup>1)</sup>	
Device information		Model .....		Production date (d/m/y) <sup>1)</sup> .....	
		Category: <sup>2)</sup> .....		Subcategory: <sup>3)</sup> .....	
Installation name:					
Installation place:					
Owner (+ address)					
Serial no. of external unit					
Serial no. of internal unit					
Refrigerating medium		Type: .....	Amount (kg): .....	tEqCO <sub>2</sub> : .....	
			Recovered (kg): <sup>1)</sup> .....		
		GWP: .....	Added (kg): <sup>1)</sup> .....		
		Regenerated/amount <sup>1)</sup> : .....	Recycled/amount <sup>1)</sup> : .....	Original/Amount <sup>1)</sup> : .....	
		Details of enterprise that medium was recycled or regenerated in <sup>1)</sup> .....			
Description of performed activity (based 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 <sup>1)</sup>	/			
	Leak-tightness <sup>1)</sup>	/			
	Repair <sup>1)</sup>	/			
	Other activities	/			
Information on technical parameters of the installation <sup>1)</sup> :		Details of Entrepreneur:			
Suction pressure [bar]:		Company certificate		FGAZ-P/	
Condensation pressure [bar]:		Name and surname			
Evaporation temperature [°C]:		Signature			
Condensation temperature [°C]:		Personal Dertificate		FGAZ-O/ FGAZ-O/	
Steam superheating in evaporator [K]:		Wynik kontroli szczelności:			
Subcooling liquid in evaporator [K]:		<p align="center"><b>POSITIVE / NEGATIVE <sup>1)</sup></b></p>			
Supply voltage [U=...V]:					
Compressor power consumption [I=...A; In=...A]:					
Explanations:		<sup>1)</sup> - delete as appropriate,			
		<sup>2)</sup> - Cooling, air-conditioning devices, heat pump			
		<sup>3)</sup> - Industrial (industry/processing), others (hospital, schools, offices).			

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**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.





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**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		
<b>Disassembly protocol</b>			
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	..... / .....		
<b>Details of Entrepreneur</b>			
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)		