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Recycling in Jordan Activity

Waste Management Plans' (WMP) Guidelines - Simplified

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List of Abbreviations

WG	Waste Generators
WM	Waste Management
WMP	Waste Management Plan
WMS	Waste Management System

1 Waste Management Plans' Guidelines

1.1 Section: Executive Summary

[Guidance: Fill out all required information marked using blue font text in the template]

[Insert: Provide the executive summary of the Waste Management Plan (WMP). This section should summarise at least the following:

- Scope of the WMP;
- Establishment's Waste Generation;
- Establishment's Current Waste Management System;
- Goals, Targets, and measures of the WMP;
- Establishment's Proposed Waste Management System;
- Implementation Plan;
- WMP Monitoring.]

1.2 Section 1. Introduction

1.2.1 Section 1.1. Scope

[Guidance: Fill out all required information marked using blue font text in the template]

The scope of the Waste Management Plan (WMP) is to describe the principles, procedures and management of the waste generated by the [Insert: name].

[Insert: Outline the scope and objectives of the WG establishment].

The WMP outlines measures to manage waste generation and recycling practices during the operation of the establishment. The WMP of the establishment is prepared according to Article 16 of the Waste Management Framework Law No.16 of 2020, and Article 5 of the Bylaw No.85 of 2020.

1.2.2 Section 1.2. Establishment's General Information

[Guidance: Fill out all required information marked using blue font text in the template]

Establishment's address	[Insert]
Establishment's phone number	[Insert]
Establishment's fax	[Insert]

Establishment's email	[Insert]
Commercial registration or Establishment commercial name or Professional license	[Insert] or [Insert] or [Insert]
Establishment's type of activity	[Insert]
Establishment's owner	[Insert]
Contact Information	[Insert]
Person responsible for WM	[Insert]
Contact Information	[Insert]
Environmental Identification Number	[Insert]

1.2.3 Section 1.3. Establishment's Description

[Guidance: Fill out all required information marked using blue font text in the template]

Establishment's location (GPS Co-ordinates)	[Insert]
Size of the building (m ²)	[Insert]
Zoning (e.g., light, or heavy industrial zoning)	[Insert]
Description of Surroundings (Make reference to an aerial photograph or a copy of the facility's building plan. Images sourced from online sources such as Google Earth are acceptable)	[Insert]
Description of Operations and Activities (Include brief	[Insert]

summary and overview of
processes and main products
manufactured/materials
managed, as well a process flow
diagram)

[Insert: Process flow diagram]

Figure 1: Process flow diagram

1.3 Section 2. Waste Generation

[Guidance: Fill out all required information marked using blue font text in the template]

Waste generated from the entire operational process of the establishment is documented at the following table. [Guidance: Examples are provided for guidance to support the completion of the Table]

Table 1: Waste Generation

Waste Generation					
#	Source/Type of Waste	No. of Waste Category ⁽¹⁾	Description of Waste Type	Hazardous Waste (Y/N) ⁽²⁾	Estimated Waste Quantities (tn/yr)
1	Municipal Waste	20	Mixed Municipal Waste	N	36,00
2	Waste from packaging	15	Paper and cardboard packaging	N	67,00
3	Municipal Waste	20	Paper and cardboard	N	15,00
4	Oil Waste and Waste from liquid fuel	13	Mineral-based non-chlorinated engine, gear and lubricating oils	Y	10,00
5	Oil Waste and Waste from liquid fuel	13	Synthetic engine, gear and lubricating oils	Y	10,00
6	Municipal Waste	20	Biodegradable kitchen and canteen waste	N	50,00
1	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]
2	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]
3	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]
4	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]
5	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]
6	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]
7	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]
8	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]
9	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]
10	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]
Total					[Insert]

(1) Waste Category according to Table 1 of Waste Management Framework Law No.16/2020.

(2) According to Table 2 of Waste Management Framework Law No.16/2020, and the Instructions of 2019 on the management and handling of hazardous waste

The waste flow diagram on the basis of the establishment's process flow diagram illustrates the point of origin within the establishment processes of the reported waste quantities.

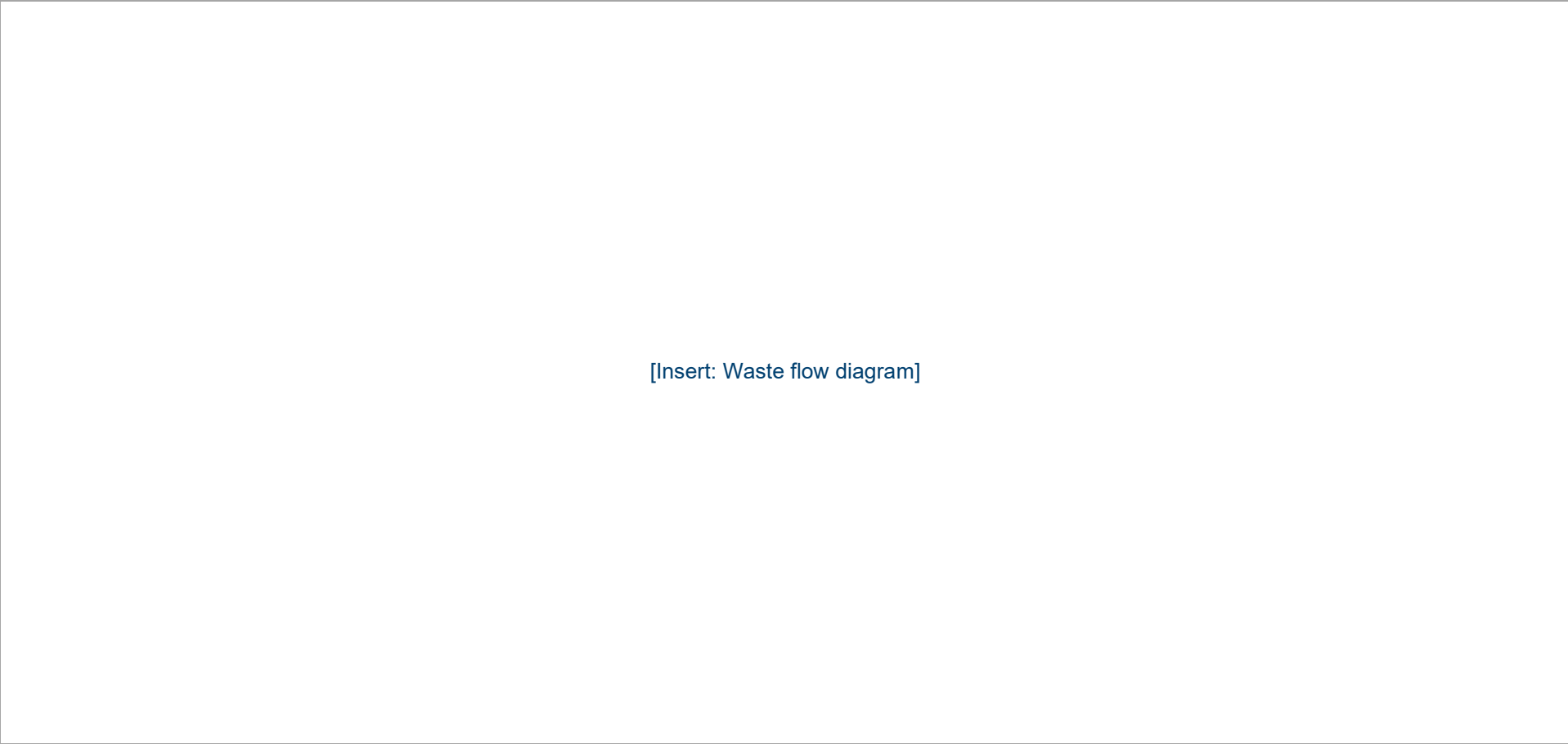


Figure 2: Waste flow diagram

[Guidance: The waste flow diagram shall include the establishment's processes and the waste generated by each process (quantities, tn/y) described by their waste code, e.g., Reception of raw material → paper and cardboard packaging (67tn/y)]

1.4 Section 3. Current Waste Management System

This Section provides a general overview of the collection, storage, transportation, processing, and disposal systems of non-hazardous waste streams generated by the establishment.

1.4.1 Section 3.1. Waste Segregation, Collection and Storage

[Guidance: Fill out all required information marked using blue font text in the template.]

[Insert: technical description on how each waste type is handled, collected, and transported at the storage area, waste types that are separately collected and stored, technical characteristics/specifications of the equipment and storage area (e.g., indoor/outdoor, ventilation, paving materials, space requirements, capacity, etc.), compliance with relevant legislative provisions.]

The establishment's waste storage is located [Insert] and accommodates the equipment and areas summarised in Table 2 *[Guidance: Examples are provided for guidance to support the completion of the Table]*. Figure 3 shows the location and layout of the storage area.

Table 2: Waste Collection and Storage

Waste Collection and Storage						
#	Source/Type of Waste	No. of Waste Category ⁽¹⁾	Description of Waste Type	Equipment Type / Capacity	No. of Equipment	Area (m ²)
1	Municipal Waste	20	Mixed Municipal Waste	Plastic Bin / 1,100 lt	5	7,33
2	Waste from packaging	15	Paper and cardboard packaging	Plastic Bin / 1,100 lt	4	5,89
3	Municipal Waste	20	Paper and cardboard			
4	Oil Waste and Waste from liquid fuel	13	Mineral-based non-chlorinated engine, gear and lubricating oils	Tight-Head Steel Drum / 200lt	2	0,53
5	Oil Waste and Waste from liquid fuel	13	Synthetic engine, gear and lubricating oils	Tight-Head Steel Drum / 200lt	2	0,53
6	Municipal Waste	20	Biodegradable kitchen and canteen waste	Metal Bin / 1,100 lt	4	5,89
1	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]
2	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]
3	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]
4	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]
5	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]
Total					[Insert]	[Insert]

⁽¹⁾ Waste Category according to Table 1 of Waste Management Framework Law No.16/2020.



[Insert: Storage area layout]

Figure 3: Storage area layout

1.4.2 Section 3.2. Waste Recycling and Disposal

[Guidance: Fill out all required information marked using blue font text in the template.]

Definitions according to the Waste Management Framework Law No.16/2020:

- *Recycle: Any process by which waste is treated to be Reused for the very same purpose or for other purposes.*
- *Disposal: Any of the operations mentioned in Table No. (4) appended to this Law.*

Given that any of the aforementioned activities are being implemented by the establishment, a detailed description of the activities should be provided.

[Insert a detailed description of the Recycle / Disposal operations that are currently implemented within the establishment, including:

- *Quantities of each type of waste that is recycled or disposed of.*
- *Description of the Recycle and Disposal operations per waste type comprising technical, environmental, and social aspects.*
- *Permit / License for Recycle and Disposal operations.*

The following table summarises the Recycle / Disposal operations, implemented by the establishment

[Guidance: Examples are provided for guidance to support the completion of the Table]:

Table 3: Recycle / Disposal

Recycle / Disposal						
#	Source/Type of Waste	No. of Waste Category ⁽¹⁾	Description of Waste Type	Total Estimated Waste Quantities (tn/yr)	Estimated Waste Quantities to Recycling (tn/yr)	Estimated Waste Quantities to Disposal (tn/yr)
1	<i>Municipal Waste</i>	20	<i>Mixed Municipal Waste</i>	36,00	0,00	36,00
2	<i>Waste from packaging</i>	15	<i>Paper and cardboard packaging</i>	67,00	0,00	67,00
3	<i>Municipal Waste</i>	20	<i>Paper and cardboard</i>	15,00	0,00	15,00
4	<i>Oil Waste and Waste from liquid fuel</i>	13	<i>Mineral-based non-chlorinated engine, gear and lubricating oils</i>	10,00	10,00	0,00
5	<i>Oil Waste and Waste from liquid fuel</i>	13	<i>Synthetic engine, gear and lubricating oils</i>	10,00	0,00	10,00
6	<i>Municipal Waste</i>	20	<i>Biodegradable kitchen and canteen waste</i>	50,00	10,00	40,00
1	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]
2	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]
3	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]
4	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]
5	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]
Total				[Insert]	[Insert]	[Insert]

⁽¹⁾ Waste Category according to Table 1 of Waste Management Framework Law No.16/2020.

1.5 Section 4. Waste Management Plan Goals, Targets and Measures

1.5.1 Section 4.1. Goals, Targets and Measures

[Guidance: Fill out all required information marked using blue font text in the template.]

The Current analysis discussed above, will have achieved preliminary identification of recycling gaps that exist within the establishment. During the process, possible interventions will also have been identified. Setting of goals, targets and measures should therefore be seen as a way towards addressing such gaps.

This section shall set out goals to achieve sustainable and integrated waste management, by applying, recycling, and minimizing the amount of waste disposed of at landfills.

The proposed goals should focus on waste recycling (including, composting), while waste disposal through landfills should be the very last option.

The Plan's targets should be specific, measurable, achievable, realistic, and time bound. They may include intermediate targets which mark the progress towards the achievement of set goals. The following but not exhaustive list presents main targets:

- to ensure suitable infrastructure/equipment is in place for a coordinated approach to recycling;*
- to prioritise waste prevention, reduction, separation, and recycling;*
- to ensure that waste streams is dealt with in an appropriate manner;*
- to promote waste source separation;*
- to ensure WM system is designed and operated in a responsible and environmentally sound manner;*
- to promote internal training, education and awareness regarding WM;*
- to ensure compliance and implementation of WMP by all relevant stakeholders.*

Identify a series of short and long-term targets. This will ensure that not only the legislative requirements and the establishment's goals are met, but also that the available resources (including finance and personnel) are used as effectively as possible. The targets should be quantifiable, if applicable, and have clear timelines. Appropriate measures should be assigned to the targets. Clarifications and details, on how each target is implemented or is proposed to be implemented, should be also included. An example is presented below.

Goals	Targets	Measures /Procedures
<i>Promote Recycling</i>	<i>Increase the recycling rate from 10% in 2021 to 20% by 2025 and to 30% by 2030</i>	<ul style="list-style-type: none"> ▪ <i>Expand commingled recycling (paper/cardboard, plastics, metals).</i> ▪ <i>Equipment Procurement. Ensure bin colour and signage is consistent throughout the establishment.</i> ▪ <i>Internal training, education, and awareness.</i>
	<i>Increase the recycling rate from 20% in 2025 to 30% by 2030</i>	<ul style="list-style-type: none"> ▪ <i>Separate collection of recyclables e.g., paper/cardboard, plastics, metals.</i> ▪ <i>Equipment Procurement. Ensure bin colour and signage is consistent throughout the establishment.</i> ▪ <i>Internal training, education, and awareness.</i>
<i>Promote Waste Prevention</i>	<i>Paper/Cardboard</i>	<ul style="list-style-type: none"> ▪ <i>Reduce the Amount of Paper Packaging</i> ▪ <i>Return packaging</i>

The formulation of the potential measures should be based on the evaluation of the collected data (current WMS). Through the assessment of several options, considering technical, environmental, economic and financial aspects, the proposed measures to implement the waste management hierarchy principles and to promote circular economy will emerge.]

[Insert: goals, targets, and measures of the WMP]

1.6 Section 5. Proposed Waste Management System

[Guidance: Fill out all required information marked using blue font text in the template.]

This Section outlines the recommendations on the implementation of the Proposed WMP.

1.6.1 Section 5.1. Proposed Waste Segregation, Collection and Storage

[Guidance: Fill out all required information marked using blue font text in the template.]

Storage areas are where the waste containers from across the establishment are stored. Well-designed storage areas eliminate potential issues with conflicting uses of areas as well as minimise the impacts of inappropriately stored containers. This is particularly important for establishments situated within mixed-use developments. Establishment's design needs to incorporate sufficient space to store, in separate containers, the volume of different types of waste likely to be generated during the period between waste collections. Space should also be included for appropriate signage to clearly identify how to use the equipment. When calculating the storage space requirements, the following parameters should be considered:

- *Waste and recycling generation rates*
- *Frequency of collection*
- *Suitable waste and recycling storage equipment*
- *Access to the storage area*
- *Collection service type, including the access requirements for collection vehicles (such as width and height of gates).*
- *Flexible design in relation to size to ensure future uses for the establishment are not limited.*

Waste collection and storage design should also consider environmental and social issues i.e., noise, odour, hygiene, vermin, illegal activities, health, safety.

The waste collection from the registered and licensed service provider requires further consideration. Containers may be taken and emptied directly from the storage area or transported to a separate collection point where they will be emptied by the service provider. If the storage is located away from the collection point, a responsible individual will be needed to transport waste. Furthermore, the following recommendations should be considered:

- *The collection point is preferably located on a level surface. It should have an access-way rated for use by heavy vehicles and enough space for bins to be manoeuvred. It should be accessible during collection times and not located behind locked gates.*
- *The collection point should not be located near intersections, ramps, round-a-bouts, pedestrian crossings, building awnings, overhead wires, overhead structures, service ducts and pipes. Not be restricted by parked cars or vehicle loading or unloading bays, etc. It should not require vehicles to reverse or impede the normal operations of the establishment.]*

[Insert: Recommendations with regards to collection and storage scheme considering the relevant proposed measures (Section 4). Include a technical description on how each waste type will be handled, collected,

and transported at the storage area, waste types that will be separately collected and stored, technical characteristics/specifications for the upgrade of equipment / storage area (e.g., indoor/outdoor, ventilation, paving materials, space requirements, capacity, signage, etc.), compliance with relevant legislative provisions.]

The establishment's waste storage will be located [Insert] and will accommodate the equipment and areas detailed in Table 4. Figure 4 shows the location and layout of the storage area.

Table 4: Proposed Waste Collection and Storage

Proposed Waste Collection and Storage						
#	Source/Type of Waste	No. of Waste Category ⁽¹⁾	Description of Waste Type	Equipment Type / Capacity	No. of Equipment	Area (m ²)
1	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]
2	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]
3	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]
4	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]
5	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]
Total					[Insert]	[Insert]

⁽¹⁾ Waste Category according to Table 1 of Waste Management Framework Law No.16/2020.

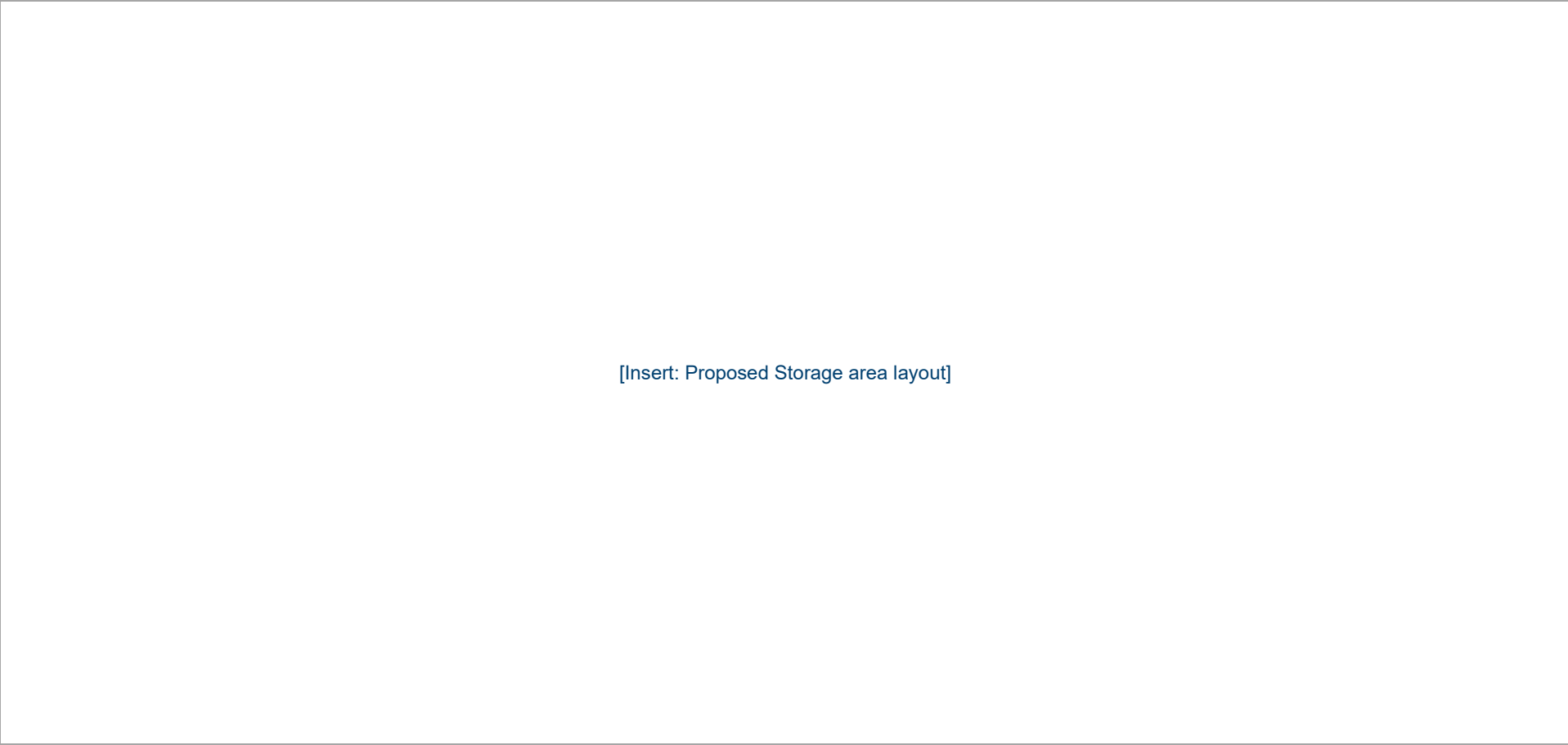


Figure 4: Proposed Storage area layout

1.6.2 Section 5.2. Proposed Waste Recycle and Disposal

[Guidance: Fill out all required information marked using blue font text in the template.]

Definitions according to the Waste Management Framework Law No.16/2020:

- *Recycle: Any process by which Waste is treated to be Reused for the very same purpose or for other purposes.*
- *Disposal: Any of the operations mentioned in Table No. (4) appended to this Law.*

Given that any of the aforementioned activities are proposed to be implemented by the establishment considering the relevant proposed measures, a detailed description of the activities should be provided].

[Insert a detailed description of the Recycle and Disposal operations that will be implemented by the establishment, including:

- *Quantities of each type of waste that will be either recycled or disposed of.*
- *Description of the Recycle / Disposal operations per waste type comprising technical, environmental, and social aspects.*
- *Permit / License for Recycle and Disposal operations.]*

The following table summarises the Recycle / Disposal operations that will be implemented in the establishment:

Table 5: Proposed Recycle / Disposal

Recycle / Disposal						
#	Source/Type of Waste	No. of Waste Category ⁽¹⁾	Description of Waste Type	Total Estimated Waste Quantities (tn/yr)	Estimated Waste Quantities to Recycling (tn/yr)	Estimated Waste Quantities to Disposal (tn/yr)
1	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]
2	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]
3	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]
4	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]
5	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]
Total				[Insert]	[Insert]	[Insert]

⁽¹⁾ Waste Category according to Table 1 of Waste Management Framework Law No.16/2020.

1.8 Section 7. WMP Monitoring

[Guidance: Fill out all required information marked using blue font text in the template.]

The WMP should be reviewed and revised periodically whenever new information on waste management practices, standards, legislation etc. or if there are any changes that must be made to the Plan. The plan should be reviewed on a yearly basis and a 5 yearly basis. Therefore, a procedure to review and update the WMP should be developed. It is proposed in this guideline that existing internal monitoring and reporting mechanisms be utilised and where they do not exist, be established.

Monitoring should focus on goals and targets of the WMP to ensure that corrective measures are taken immediately to address any challenges. The following aspects in particular should be monitored:

- *Implementation schedule of the proposed activities.*
 - o *Monitor if activities are still on schedule;*
 - o *Monitor if activities are meeting the target dates as set out in the project implementation plan;*
 - o *Monitor the proposed activities that are out of schedule, and report the reasons for delays and corrective measures that are necessary to address the delays;*
- *Legislative developments.*
 - o *Monitor all relevant legislative developments or changes that need to be considered for incorporation into the plan.*
- *Best available technology or best available techniques.*
 - o *Monitor all relevant best available technologies/techniques that need to be considered for incorporation into the plan.*
- *Training of personnel.*

The following reporting structure is provided for detailing monitoring and review responsibilities.

Review	Are these still relevant?	Required Amendments (Y/N)	If Yes, provide details	On Schedule	If Not, provide details	Required Actions	Responsible Person	Next Review
Implementation schedule				-	-			
Activity 1	-	-	-					
Activity 2	-	-	-					
Activity 3	-	-	-					
Legislative Developments				-	-			
Best available technology or best available techniques				-	-			
Training of Personnel				-	-			
Goals, Targets, Measures				-	-			

[Insert: the monitoring procedure and schedule with regards to the implementation of the WMP.]



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