Code	SOP	STANDARD OPERATING PROCEDURE	
Date	30 April 2025		
Version	V1	Ink & Solvent Management Procedure	

Authorisation	Function	Name	Date dd/mmm/yyyy	Reference of Record for Change
Author	HSE Professional	Tendayi	30/04/2025	
Approver 1	HSE Technician	Grant Ager	30/04/2025	
Approver 2	Plant Manager	Simon Dawkes	30/04/2025	

History of Version Changes to the Document					
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1		11		21	
2		12		22	
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1. PURPOSE & SCOPE

1.1 This standard operating procedure describes the ink and solvent management procedure.

2. RESPONSIBILITY

2.1 It is the responsibility of the Senior Management to establish plans for the use and management of inks and solvent based products that are used onsite.

2.2 It is the responsibility of all employees support senior management by participating in the implementation of this standard operating procedure by ensuring compliance to regulatory requirements is maintained.

2.3 It is the responsibility of all Production Managers to conduct monitoring inspections of all activities related to the use and storage of inks and solvents on site.

3. TERMINOLOGY AND ABBREVIATIONS

- BAT Best Available Techniques
- SOP Standard Operating Procedure

4. STORAGE

- Check all drums are clearly marked with the product name and capacity.
- Check all safety data sheets are present detailing the nature of the hazards.
- Only trained staff wearing correct PPE to handle the products.
- Check every part of tank or drum is within the bund.
- Ensure all bunds are checked on a on a regular basis and emptied if liquid is present in accordance with Disposal of Hazardous Waste
- Bunds should hold 110% of the capacity of the container, e.g. for an 1000l IBC the bund should hold 1100l.
- Check drums are in good order and not leaking before use
- Reduce risk by ensuring hazards are segregated (i.e. store acids and alkalis separately, store fuel and ignition sources away from one another)
- Stores to be kept locked and secure when not in use.

5. SPILL CONTROL INSTRUCTION

This instruction outlined below, is for managing and responding to liquid spillages. The site has a combination of stationary and portable yellow spill kits located outside at strategic locations such as Chemical stores, fuel store etc. Spill kits contain PPE, drain covers and pads, pillows, socks, and inert absorbent material. The spill kits are secured using a tamper proof tag which can be broken in an emergency by pulling.

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1.0 Assessment of Risk

- **1.1** Identify nature of spillage. Do you know the substance, severity and risk of the spillage?
- **1.2** If not **STOP** notify Security and obtain help from appropriate spill kit trained staff and those who can identify the spillage, e.g. EHS Manager, Production Manager.
- **1.3** Cordon off the area and post warning signs.
- **1.4** If safe to do so, turn off any source of spillage and protect drains

2.0 Checks Before Entering Spill Zone

- **2.1** Only spill kit trained staff are to clean spillages.
- **2.2** Check the spillage is safe to manage.
- **2.3** Check wearing correct PPE from the nearest spill kit (overalls, face/eye protection, wellington boots, chemical resistant gloves for chemical spills/gloves and apron for non chemical)

3.0 Containment of Spill

- **3.1** Contain spillage using drain covers and pads, pillows and socks from the nearest spill kit.
- **3.2** Protect **blue surface water drains** using spill kit contents to prevent spill from entering drain.
- **3.3** Absorb spillage with inert absorbent material or a pumped system into suitable washed and clean containers.
- **3.4** Flush area with cold water if necessary and put the wash water in the containers.
- **3.5** Secure and label containers correctly
- **3.6** Remove waste to secure storage area.
- **3.7** Contact EHS team to arrange for a waste disposal company to collect the waste

4.0 Diverting Spillages

- **4.1** In situations where the spill cannot be contained, divert the spill into the **red trade effluent drain** and flush with large amounts of water to achieve high levels of dilution.
- **4.2** Reduce flow to the drain using spill kit contents.
- **4.3** Do not divert spills to **blue surface water drains** **under any circumstances**

5.0 After The Spillage

- **5.1** Notify the EHS Manager of spill kit equipment used that needs topping up.
- **5.2** Complete **Environmental Incident Report** and submit to EHS Manager.
- **5.3** Where necessary, the EHS Manager will notify and liaise with external authorities.

6. ENVIRONMENTAL IMPACT

Environmental Hazard	Potential Environmental Impacts	Work Instruction
Uncontrolled Release of inks and solvents (from deliveries, loading, offloading, overfilling, leakage, spillage, etc.)	Discharge into surface water drains and contamination of local river. Contamination of ground/ groundwater	Bulk Deliveries and Collections Visual Standards Spill Control Instruction
Uncontrolled Release of Effluent liquids and discharge due to over- filling, neglect or poor maintenance.	Discharge into surface water drains and contamination of local river. Contamination of ground/ groundwater	Spill Control Instruction
Uncontrolled Release of VOC emissions from ink preparation and usage process	Discharge into surface water drains Contamination of ground/ groundwater Air Emissions Fire	Spill Control Instruction Annual Stack Emissions Testing Extraction Systems Maintenance Protocol Fire Safety Procedures
Risk of Intruders: Theft, Vandalism, Fire	Potentially All Environmental Impacts	Site Security Procedure
Risk of Sabotage: Theft, Vandalism, Fire	Potentially All Environmental Impacts	Site Security Procedure

7. WASTE MANAGEMENT

7.1 Waste Classification

- The EHS Manager shall ensure the waste provider completes waste consignment note for each collection, detailing the contents of the hazardous waste produced at the store before shipping it for recycling and disposal.

- The EHS Manager shall ensure the hazardous waste stream description on the Consignment Note includes the correct EWC code and waste classification description.

7.2 Waste Segregation and Storage

The EHS Manager shall ensure all ink and solvent waste are stored separately, safely and securely as follows:

- Keep waste in leak tight recipients intended for flammable waste during storage and transportation,
- Ensure it is not discharged into the sewers, by using waterproof covers if rain could cause contaminated run-off,
- Ensure the waste is stored in a secure place,
- Ensure the waste is stored in a suitable container that will stop waste escaping and use covers to stop waste blowing away,
- Ensure the waste receptacle is labelled clearly with the type of waste it contains,

7.3 Authorised Waste Carriers License

- The EHS Manager shall ensure the waste provider collecting the hazardous waste has a valid and registered Waste Carrier's License.
- The EHS Manager shall ensure the waste supplier is shipping the hazardous waste to a Waste Disposal Facility that has a valid Environmental Permit to recycle or dispose of hazardous waste.

7.4 Consignment Notes

- EHS Manager shall complete parts of the consignment note that apply to Sealed Air Limited (waste producer).
- Ensure the waste contractor uses the appropriate consignment notes to move hazardous waste.
- The consignment note must stay with hazardous waste until it reaches its final destination.

8. APPENDIX 1 – POTENTIAL RELEASES FROM FLEXIBLE PRINTING OPERATIONS

Figure 3.1 - Potential VOC releases from a flexible printing operation