



Guide to Environmental Performance

**SUPPLIERS, CONTRACTORS AND USERS**

## GUIDE TO ENVIRONMENTAL PERFORMANCE OF SUPPLIERS/CONTRACTORS AND USERS

This is documentary evidence of the delivery of the PRACTICAL GUIDE: ENVIRONMENTAL PERFORMANCE OF SUPPLIERS/SUBCONTRACTORS AND USERS by TCTenerife.

Its aim is that all workers from subcontractors and/or suppliers, as well as users working at this workplace know of and respect environmental performance.

### CONTENTS:

- Confirmation of receipt
- Work at this workplace
- Consumption monitoring
- Waste management
- Special protection zones
- Liquid waste
- Machinery management
- Fuel storage
- Traffic in the terminal and transport of materials, products or substances.
- Control of emergency situations concerning the environment

This initial page of the Practical Guide: Environmental Performance of Suppliers /Subcontractors by: TERMINAL DE CONTEENDORES DE TENERIFE S.A.U hereby confirmed as received by signature below on behalf of the subcontractor, and/or supplier/user:

RECEIVED AND UNDERSTOOD:	
Date:	Name: Company: Position: Date:

## Índice

1. WORK AT THIS WORKPLACE.....	4
2. CONSUMPTION MONITORING .....	4
3. WASTE MANAGEMENT.....	5
4. SPECIAL PROTECTION ZONES .....	6
5. LIQUID WASTE .....	6
6. MACHINERY MANAGEMENT .....	7
7. FUEL STORAGE.....	7
8. TRAFFIC IN THE TERMINAL AND TRANSPORT OF MATERIALS, PRODUCTS OR SUBSTANCES. 8	
9. CONTROL DE SITUACIONES DE EMERGENCIA CON INCIDENCIA AMBIENTAL.....	8

**Any action or indication in the workplace of non-compliance with any of the points contained in this Practical Guide for Environmental Performance shall be grounds for sanctions and penalties.**

## 1. WORK AT THIS WORKPLACE.

- **Do not begin any work without being aware of its environmental requirements**, special protections and limitations, protection of exceptional features and sensitive zones (watercourses, bodies of water, coast, access, roads), waste management, control of liquid waste, machinery management, etc.
- **Respect the established hours of work.** Permitted working hours are generally from 8.00 to 20.00 hours. Any activity not duly authorised outside these hours could involve local authority fines. Any activity by the supplier/subcontractor must be duly advised.
- **Respect the physical limits of the facilities.** Do not trespass on, occupy, enter or do anything outside the perimeter of the facilities. All activity done outside the abovementioned area shall be at the suppliers' or subcontractor's own liability. Do not damage any internal or external enclosures. Upon realizing that the perimeter or the exterior or interior enclosure has been damaged, or is missing, this must be reported to the person in charge of the workplace.
- You must be aware of the **properties of the products and machinery with which you are working**. For this purpose, product safety information and machinery operation manuals are available. These contain **very important** information for human health, environmental protection, waste management, and the steps to be taken in an emergency situation. Safety information is issued by distributors, manufacturers and, if the machinery belongs to the works or the workplace, the person in charge of the works or the workplace will provide you with it.
- **Make correct use of the facilities, materials and resources** that the workplace puts at your disposal, in compliance with environmental measures, and avoiding damage and wastage of resources.
- **Do not leave rubbish, cigarette butts or seals on the ground.**
- **Make correct use of the hygiene facilities.** If you notice any leaking taps or cisterns, etc. report it to the TCTenerife person in charge.

## 2. CONSUMPTION MONITORING

- **Turn off taps and unplug machinery and switch off lights** when they are no longer needed in order to reduce consumption of water, electricity and fuel.
- Use **maximum efficiency and minimum energy consumption components** such as low consumption lightbulbs.
- **Preferably use renewable energy fuels**, such as biodiesel, in the works machinery, generators, transport vehicles, etc.
- Have available the **safety information and the technical specifications** of the materials, substances and products, where special conditions are indicated for storage, use and waste management, etc.
- **Store and use** materials, substances and products according to the manufacturers' instructions.

### 3. WASTE MANAGEMENT

Where the supplier/subcontractor performs activities that produce **waste materials** (construction waste, electrical and electronics waste, oils, parts of earth moving equipment, plasterboard, structures, asphalt, etc.), they shall **manage the waste according to the relevant legislation and as set out in this guide and, as may be the case, as indicated by TCTenerife.**

The general rules for works in terms of waste are as follows:

- Keep the workplace, or the works within the workplace and its surroundings clean. **Do not make the place dirty or leave waste on the ground, ditches, waste ground, etc. within or outside the TCTenerife installation.**
- **Respect and use all waste containers** distributed around the workplace properly. Do not overturn them, burn them, impact them, or cause any other action that could damage them or render them useless for their function.
- When the TCTenerife person in charge authorizes the use of containers that are located within the facility for the separation, storage and management of waste, subcontractors and suppliers must **use those available containers** within the place of work. The management of such waste will otherwise be for the account of the subcontractor/supplier.
- **Do not mix waste.** Use each container for its designated waste material only.
- **Especially DO NOT MIX dangerous waste** (release agent, plaster, cement, mortar, oil, grease, solvent, glue, silicone, and their containers whether they are plastic or metal) with other kinds of waste (rubble, wood, plastic, urban waste, etc.) where works are carried out in the workplace.

In the case of waste produced by TCTenerife, it must be separated in accordance with current environmental legislation and in accordance with instructions from the Terminal

- It is **prohibited to burn any kind of waste.**

Where the subcontractor or supplier has their own facilities and containers available in the workplace, TCTenerife can temporarily make available an area for the management of waste. That being the case:

- all the measures indicated by the TCTenerife person in charge must be adhered to.
- the requirements set out in current legislation must be complied with.
- **Users of the Terminal must make use of the facilities and the resources that are provided in the workplace.**
  - If your vehicle suffers any kind of spill or accident, inform Terminal staff, do not try to mobilise the vehicle on your own.
  - It is absolutely prohibited to leave any kind of waste, oil cans, etc. on the esplanade. If it is necessary to do so, inform the workplace, who will be able to authorize use of the appropriate waste containers.
  - Do not leave rubbish, seals, or any other material behind.
  - Make proper use of the hygiene facilities.

#### 4. SPECIAL PROTECTION ZONES

The general rules relating to special protection zones are as follows:

- You must be aware of and observe the limits and obligations associated with **special protection zones**. The TCTenerife person in charge will be able to inform you.
- **Access is prohibited, as well as any other action which could cause damage** to any degree, now or in the long term, in special protection zones or to any part of them.

If damage occurs by accident during the works, activity must be stopped and the person in charge of the workplace informed, and instructions awaited.

If new elements of special protection appear during the works, activity must be stopped and the persons in charge of the workplace informed and instructions awaited.

- If any damage is discovered in special protection zones, this **must be advised immediately** to the persons in charge of the works in the workplace.

Examples of special protection zones:

- Watercourses and bodies of water, whether they are dried out or not, including adjoining areas. Maria Jimenez ravine and reservoir.
- Port Authority roadways and their protection zones.

#### 5. LIQUID WASTE

Liquid waste is defined as liquid residues produced, not containing dangerous substances, which have to be disposed of.

In TCTenerife, liquid waste is mainly:

- Toilet and bathroom effluent.
- Waste from cleaning machines, tanks, holds, containers, etc.
- Waste from ground water and from accumulation of rainwater.

The general rules for the management of liquid waste are as follows:

- **Use the toilets** provided. If you discover that they are not working or they are leaking or overflowing, inform the TCTenerife person in charge immediately.
- **Pouring or pumping dangerous substances** into the drains, onto bare earth, on access roads, into the Maria Jimenez stream, into bodies of water or anywhere else, regardless of the size or whether they are dried out or not.
- During the works, **cleaning of tanks and cement chutes** is prohibited in the workplace and the surrounding areas, except with express authorization.

Where this is permitted, only carry out cleaning in the areas designated for that purpose.

In all cases, DO NOT CARRY OUT CLEANING OUTSIDE THE DESIGNATED AREAS.

## 6. MACHINERY MANAGEMENT

La

Machinery and vehicles working at the workplace and belonging to the supplier/subcontractor or user, must be **in good condition for the work**:

- Be effective for the task being performed,
- have traffic certificate and valid ITV safety inspection certificates, and
- comply with legal levels for exhaust emissions and noise.

**Current documents** supporting maintenance and good working condition of the vehicles **shall be exhibited before machinery and vehicles enter the workplace**:

- Valid ITV, in the case of haulier users of the workplace.
- Latest certificates of maintenance servicing of machinery in the case of subcontractors.

During all works, **machinery must be kept in an adequately maintained condition** for the relevant working hours.

Use **authorised fuels** only.

**Switch off machinery when it is not being used.**

**Carrying out maintenance of machinery in the workplace without prior authorization by the TCTenerife person in charge and outside designated areas is prohibited.**

In such cases, maintenance may ONLY be carried out in designated areas, fitted with the resources to prevent spills of dangerous substances and with specific areas for the waste to be deposited. Authorization shall be cancelled if the standards of compliance are not met.

It is absolutely prohibited to carry out maintenance in any non-designated area.

## 7. FUEL STORAGE

Storage of fuel is prohibited except under the express authorization of the TCTenerife person in charge.

In case of authorization, the relevant requirements must be met in accordance with the associated technical instructions MI-IP03 approved under Royal Decree 1427/1997 <sup>1</sup> as modified by Royal Decree 1523/1999 <sup>1</sup>:

- Legalisation of the facility: Registration of the tanks at the Industrial Registry (if required by volume)
- Installation of compliant fuel tanks (CE certified).
- Regardless of volume, they must be installed on level ground, leak-proofed, away from water courses, sewerage facilities, natural ground and accesses or areas of machinery traffic.

- The tanks or the facility duly protected from any mechanical impact by the necessary means.
- Provision of means of containing possible spills or leaks, including spill pallets, for example.
- Tank charging and discharging areas must be on protected surfaces provided with means of containment (buckets, containers, absorbers, etc.).

Documents evidencing the legalization of the facility must be provided to the TCTenerife persons in charge, upon request.

## 8. TRAFFIC IN THE TERMINAL AND TRANSPORT OF MATERIALS, PRODUCTS OR SUBSTANCES.

The general rules for driving or machinery or vehicles are as follows:

- **Drive** through the workplace **using designated permitted accesses ONLY**, observing the road surface signs, and any instructions which may be given according to needs or situations.
- **Driving in excess of the maximum speed limit is prohibited.** The speed limit is 30 km/h throughout the terminal.
- The load of vehicles **transporting** material likely to produce dust (gravel, excavated soil, etc.) or other elements, materials, products or waste that might fall, must be covered by awnings or tarpaulin.
- Where the workplace is provided facilities for **cleaning wheels or chassis of machinery or vehicles**, this must be done before leaving on public roads. Where access roads are dirtied as a consequence of such transport, they must be swept and cleaned. If access roads are discovered to be dirtied by sand, earth or other material, the TCTenerife person in charge must be informed immediately.

## 9. CONTROL DE SITUACIONES DE EMERGENCIA CON INCIDENCIA AMBIENTAL

The general rules concerning the management of emergency situations concerning the environment are as follows:

- **Be aware of the possible emergency situations** that could occur in the work place **concerning the environment**, as well as the **means and resources available** to the persons in charge of the works or the workplace to minimize effects and manage the situation.
- **Have available the necessary means and resources** to deal with such possible emergency situations should they occur as a result of the (proprietary or non-proprietary) works being carried out or the location of the works or workplace.

Where circumstances or actions are discovered that might lead to an emergency situation, **report it immediately to the person in charge of the works or the workplace.**

In the event of an emergency:

1. Inform the person in charge of the works or TCTenerife immediately.



2. Try to manage the situation with the means available, but only if there is no risk to human life.

**ACTUACIÓN ANTE UNA EMERGENCIA**

**¿QUÉ DEBE HACER SI DESCUBRE UNA EMERGENCIA?**

1. Mantenga la calma
2. Avise al personal de seguridad y al Jefe de Emergencias indicando:
  - Tipo de accidente
  - Área implicada
  - Personas afectadas
  - Acciones iniciadas
3. Actué, si es posible, con los medios disponibles

**¡RECUERDE: NO SE ARRIESGUE!**



Centro de control puerto 922 596672  
Centro de control TCT 922 990430  
Urgencias 112  
Tlf. Seguridad 608686671  
Tlf. Jefe emergencias PAU  
606220061  
Canal de radio Seguridad: canal 10