






Waste Management Department

## Technical Guidelines No 4. Duty of Care

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## Definition of Terms and Abbreviations

DM – Dubai Municipality

WMD – Waste Management Department

Municipal Solid Waste (MSW) - consists of everyday items we use and then throw away, such as product packaging, grass clippings, furniture, clothing, bottles, food scraps, newspapers, appliances, paint, and batteries. This comes from our homes, schools, institutions, and businesses. (USEPA)

Waste Manifest is a document that details the transfer of waste from one entity to another.



## 1. INTRODUCTION

Dubai Municipality Waste Management Department Duty Of Care system is a management tool to control the waste generated in Dubai. The regulation requires that all transfers of waste are appropriately recorded in order to assist in tracking the quantity generated and movements of waste. In addition the regulations sets the responsibilities on waste generators, transporters and any company handling the waste to consider the manner in which they deal with the material.

As waste generators, companies, industries, premises and institutions have legal obligation to ensure that the waste generated should be store, collected, transported and disposed of without harming the environment and the image of the city. The responsibility starts from the time the waste is generated until it is disposed to a processing/disposal facility by an authorized/permitted Waste Management Company.

A Waste Generator should:

- Segregate (separate recyclables from general waste), store and transport your waste appropriately and securely.
- Ensure that your waste collected and transported by Waste Management Companies permitted by Dubai Municipality.

A Waste Management Company should:

- Complete waste manifest to document all waste transfer, and update your company records daily in the online reporting system developed by Waste Management Department.

In summary this regulation shall be a mandatory requirement to all individuals, companies, facilities, institutions that generates, stores, transports, process or treats, trades and dispose municipal solid waste.

## 2. OBJECTIVES

- a) Track and monitor the waste from its generation, storage, transportation, treatment, trading and disposal.
- b) Ensure that the waste is properly managed at source, transported by licensed waste management companies, delivered to an approved facility and/or disposed at proper sites.

## 3. GENERAL PROVISIONS

- a) Duty of Care applies to any person, industry, company who generates, transports, stores, treats, processes and disposes Municipal Solid Waste.
- b) The Dubai Municipality Waste Management Department shall require a waste manifest to be completed, signed and kept by the parties involved in waste transfer. The manifest should state the source of the waste, the quantity, the type of the waste, container utilized. The waste manifest shall be encoded in the DM provided online flat form. Only companies with complete and correct waste manifest shall be allowed entry in all DM waste disposal facilities.
- c) Companies involved in recycling, processing and trading shall have the responsibility of checking the waste manifest for completeness and correctness prior to the acceptance of the waste. The company shall have the responsibility to submit a summary of the waste received and processed to Dubai Municipality on a Monthly basis.
- d) These regulation exempts households from preparing the waste manifest. It shall be the duty of the waste collector or transporter to complete the manifest, whether it is done by DM or a private waste contractor.
- e) Waste may be handed on only to authorized persons or to persons for authorized transport purposes. This regulation advices all waste generators to ensure that the company is a licensed and permitted waste management company before making an arrangement or contract for transferring waste.



#### 4. AUTHORIZED WASTE TRANSPORTER

Only licensed and permitted Waste Management Companies are allowed to collect, transport and dispose waste in Dubai. The company should have activities in their Trading license such as Garbage Disposal Services, Organic Waste Collecting Services, Foodstuff Waste Collecting Services and Metal Waste Collecting Services. In addition the company should also have Waste Management Permit issued by Waste Management Department for the company to be legally allowed to transport waste in the Emirate of Dubai.

Companies involved in construction and maintenance activities maybe allowed to transport waste generated by their activities provided that they complied with the standards and regulation set by Waste Management Department.

#### 5. RESPONSIBILITIES

##### 5.1 Waste Generator Responsibilities

- Ensure that any waste produced is handled and stored safely, without causing harm or pollution to the environment by the company or those who subsequently handle the waste.
- Ensure that the transfer of waste is covered by a waste manifest which clearly indicates the waste generator, waste transporter and final destination of the waste.
- Ensure that the description of the waste is accurate and contains all the information needed in order for the waste to be safely handled, transported, treated, recovered or disposed by subsequent holders.
- Ensure the waste is transferred to a company who is properly licensed and permitted to collect, transport and dispose the waste.

## 5.2 Waste Management Companies

- a) Ensure that any waste being carried is transported safely without causing harm or pollution to the environment.
- b) Ensure that the transfer of waste is covered by a waste manifest including an adequate description of the waste source, type and quantity and the signatures of both the transporter and the previous holder.
- c) Ensure that the description of the waste that received is accurate and contains all the information necessary for safe handling, transport, treatment, recovery or disposal by subsequent holders.
- d) Ensure the waste is disposed to authorized waste management facilities only.
- e) For waste traders, ensure that the transfer of waste from the company is covered by a new waste manifest including an adequate description of the waste (this duty may be shared with the next holder in some circumstances).
- f) Ensure that copies of these manifests are kept for a minimum of one year.
- g) Update your company operational records daily in the online reporting system developed by Waste Management Department.

## 5.3 Waste Treatment, Processing and Disposal Sites

- a) Ensure that any waste transported to the site is handled, stored and treated/disposed safely, without causing harm to the environment.
- b) Ensure that the transfer of waste both into and out of your site is covered by a waste manifest including an adequate description (source, quantity and type) of the waste and signatures of those



transferring the waste to the transporter or receiving waste from transporter.

- c) Ensure that the description of the waste that you receive is accurate and contains all the information necessary for safe handling, treatment, recovery or disposal.
- d) Ensure that the facility has appropriate licenses, permit or exemption to accept specific types of waste as authorized by Dubai Municipality.

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