

Morrie Letters

April 2020



Morrie reports you the environmental policy and activities of the Oji Group in a simple, comprehensible way.

Waste Management: Separation

"Separation" is the first step in proper waste management. Separation enables effective use of resources and proper treatment/disposal of waste. It is necessary to separate waste correctly at each workplace.

What happens if waste is not separated correctly?

Some kinds of waste are reusable or recyclable but others are not. In addition, suitable management of waste differs depending on the material and property of waste. Therefore, if waste is not separated correctly, recycling contractors and waste disposal contractors may refuse to receive the waste, or they may charge the costs of their separating work. In another case, if the kind of waste is not suitable for the capacity and license of waste disposal contractor, that may lead to improper treatment/disposal and punishment of waste generator. Furthermore, ineffective use of resources increases the amount of landfilled waste.

The Oji Group aims to promote effective use of resources and to reduce landfilled waste.



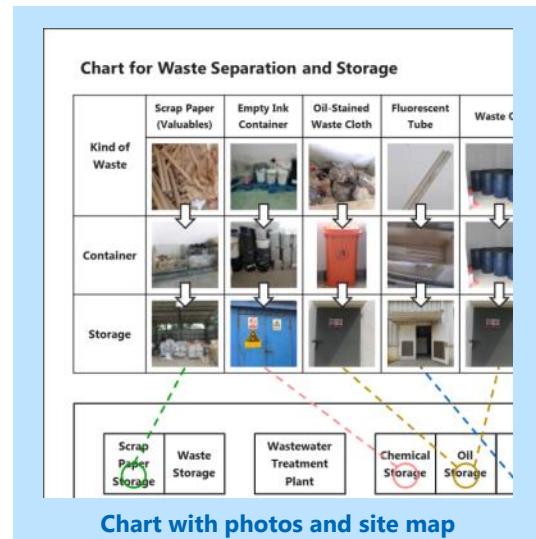
What are necessary to separate waste correctly?

Each worksite should make a suitable rule, prepare containers and storage area, and instruct employees in the rule.

- **Make a suitable rule:** Take account of kinds of waste prescribed by laws and regulations and destination of waste (recycling, disposal, etc.). *[bad example] Oil-stained paper was mixed with recyclable wastepaper.*
- **Prepare containers and storage area:** Display kinds of waste to prevent mistake and secure a sufficient number and capacity of containers and storage area. *[bad example] Waste was put in a wrong container because the container for the waste was full.*
- **Instruct employees in the rule:** Make display and explanation of the separation rule easy to understand using photos and other materials. *[bad example] Incoming and relocated employees didn't know the separation rule.*



Color-coded and labeled containers



Review the rule in response to changes in waste generation or legislation.

- Separation rules must be in accordance with laws, regulations and administrative guidance.
- If a separation rule or kinds of waste are unclear, consult waste management staff at your site.
- Hazardous waste must be managed strictly. Ensure correct separation of it.

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Please send your comments to: shirai2k5apr@oji-gr.com

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