

Client Procedure the Exportation of Wastes and the Disposal of Industrial Wastes to Dubai Municipality's (DM's) Facility

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1. Purpose

The purpose of this procedure is to facilitate information to Trakhees clients regarding the exportation of waste to other country and the disposal of wastes, either solid or liquid and classified as hazardous or trade waste, generated from industrial operations in Dubai Municipality's (DM) facilities.

2. Scope

This procedure covers all companies working under Trakhees jurisdictional areas.

3. Definitions

- 3.1 DM - Dubai Municipality
- 3.2 MSDA - Material Safety Data Sheet

4. Procedure

4.1 Waste Exportation

- 4.1.1 Client should submit the below required documents in a CD for Inspection department located in Jebel Ali near to Gate No.3 or through mail (Milagros.Iligan@trk.pfc.ae):
 - 4.1.1.1 Fully filled-up Basel Convention notification and movement forms.
 - 4.1.1.2 Insurance covering the planned shipment.
 - 4.1.1.3 List of intended carriers from the point of origin up to the point of destination.
 - 4.1.1.4 Contract between the waste exporter and importer.
- 4.1.2 Inspection Department will review the submitted documents and will send copy of payment advice to clients with the status of the submission as below:
 - 4.2.1 Approved: once all required documents are available and information complying the requirements of Trakhees. Client should settle the payment and notify the inspection department.
 - 4.2.2 More Details: in case of missing of any of submission requirements or more details need to be given by the client. Client should update the required information and settle the payment and send to inspection department..
- 4.1.3 Site inspection will be carried out by the Inspection department to verify the wastes to be exported and the current storage condition of the hazardous wastes.
- 4.1.4 Upon satisfactory inspection, inspection department will issue the corresponding NOC to client for further action.

4.2 Waste Disposal in DM Facilities

- 4.2.1 Client should submit the below required documents in a CD for Inspection department located in Jebel Ali near to Gate No.3 or through mail (Milagros.Iligan@trk.pfc.ae):
 - 4.2.1.1 The online Hazardous Waste Disposal Application Form or approved Waste Disposal Permit (if already available) from DM and its corresponding relevant document/s.
 - 4.2.1.2 For wastewater, sludge, contaminated material (e.g., sand, soil, etc.), used oil and all other industrial wastes in which no document will provide its hazardous characteristics shall provide laboratory analysis report



from any Dubai Accreditation Centre accredited third party laboratory. The laboratory analysis report should not be more than one (1) month old from the date sample was taken for analysis.

4.2.1.3 For expired or unused goods / products / materials which are declared waste and unsuitable for use in its original form, pertinent documents include but not limited to MSDS, shipping / importation documents, certificate of country of origin and certificate of manufacturing and expiry dates.

4.2.1.4 Other related documents may be required to be submitted on a case to case basis.

4.2.2 Inspection Department will review the submitted documents and will send copy of payment advice to clients with the status of the submission as below:

4.2.1 Approved: once all required documents are available and information complying the requirements of Trakhees. Client should settle the payment and notify the inspection department.

4.2.2 More Details: in case of missing of any of submission requirements or more details need to be given by the client. Client should update the required information and settle the payment and send to inspection department..

4.2.3 Site inspection might be carried out by the Inspection department to verify the current storage condition of the hazardous wastes or to validate information on the documents submitted

4.2.4 Upon satisfactory inspection and submission, inspection department will stamp the submitted DM application / permit and send the stamped copy to client through mail.

5. Service Completion Time

	Service	Completion Time
5.1	Time taken to revise the waste exportation submission and send payment advice with submission status. (from the date of submission)	3 Working Days
5.2	Time taken to conduct the site inspection for waste exportation requests (from the date of client notification about payment settlement)	2 Working Days
5.3	Time taken to send NOC for Waste Exportation (from the date satisfactory inspection).	3 Working Days
5.4	Time taken to revise the waste disposal in DM facilities submission and send payment advice with submission status. (from the date of submission)	5 Working Day
5.5	Time taken to conduct the site inspection (once required) for waste disposal in DM facilities requests (from the date of client notification about payment settlement)	2 Working Days
5.6	Time taken to send stamped DM application / permit for waste disposal in DM facilities (from the date satisfactory inspection or notification of payment if no inspection required).	5 Working Days

6. Service Fees

No.	Service	Fees (AED)
7.1	Revision of waste exportation submissions	520
7.2	Revision of waste disposal in DM facilities submissions	320

*The above fees might be subjective to 5% VAT.



7. Related Forms

7.1 N/A

8. References

8.1 Trakhees Rules and Regulations

8.2 Dubai Municipality Technical Guideline

9. Workflow