

PLUS FELT, S.L Edition: 1

Automotive and Construction Sector

Review: 0

GOOD ENVIRONMENTAL PRACTICES MANUAL



Quality and Environment Department

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GOOD ENVIRONMENTAL PRACTICES MANUAL

INTRODUCTION

The Environment is the surroundings in which we develop our vital activities; it is made up of not only living beings and inanimate support, but also cultural, aesthetic, organisational, economic and technological aspects, which define the specific scenario in which human beings and the community to which we belong act, interact, produce, consume and, in short, in which they develop their life cycle.

Faced with this environmental challenge, we must take on this responsibility and be aware of the options that exist to protect and improve it.

The Good Environmental Practices Manual forms a set of actions aimed at changing habits with the aim of using energy efficiently, the rational use of resources and the reuse of materials.

Good Practices are useful for their simplicity and their low cost, as well as for the fast and surprising results obtained. Above all, they require changes in people's attitudes and in the organisation of operations.

In this way, we all contribute to achieving a fundamental objective: Sustainable Development.

It is of the utmost interest to Management to satisfy both our customers' requirements, as well as legal and regulatory ones.

It is also Management's primary objective to improve our environmental performance.

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DEFINITIONS

Pollution: the action and effect of introducing any type of impurity, matter or physical influences (noise, radiation, heat, vibrations, etc.), in a certain medium and at higher-than-normal levels, which can cause damage to the ecological system, having a detrimental effect on its balance.

Sustainable development: development that meets people's current needs without compromising the ability of future generations to meet theirs.

Emissions: expulsion of substances, vibrations, heat or noise into the atmosphere, water or soil.

Environmental factors: components that encompass the various elements of the environment in which life develops on the planet. They form the support to all human activity.

Management: collection, storage, transport, recovery and disposal of waste.

Environmental impact: human action or activity that produces an adverse or beneficial change to the environment.

Collection point: waste disposal facility that is not managed through the municipal collection service.

Recycling: transformation of waste for its initial purpose or for other purposes.

Waste: a substance or object which the owner discards or intends or is obliged to discard.

Re-use: use of a product that has already been used for the same purpose for which it was originally designed.

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THE ORGANISATION'S ACTIVITY

PLUS FELT S.L is an organisation dedicated to the manufacture of insulating acoustic felts for the construction and automotive sector.

Acoustic insulators are made of more than 70% recycled cotton fibres, the rest are inert materials which give consistency to the end product, with their main characteristic being only to provide greater acoustic absorption and thermal insulation.

In case of fire, these materials can be given a flame retardant treatment. This is a special finish that each customer may request as required for each type of works carried out. Under no circumstances does this fireproof treatment emit toxic vapours.

Felt residues are mostly made up of cotton, with hardly any additives. No vapours or toxic or hazardous waste which may have an impact on the health of any country, national or international organisation are disposed of into the environment.

Therefore, when handling these products, it is not necessary to take any special measures due to the composition of the materials. Having said this, when carrying out any work, all the established safety standards must always be respected, regardless of the material being used for the said work.

From the outset of its activity, PLUS FELT has been recycling any products arising from production losses, so that they can be reused to manufacture materials with similar characteristics.

PLUS FELT's commitment to the environment is to recycle as much of the product as possible. In fact, given that it is a plant, cotton is a biodegradable material, therefore, its regeneration is guaranteed, and it is an inexhaustible source of resources.

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RESOURCES AND MATERIALS USED

The resources and materials used cover a wide diversity:

- Tools, equipment, raw materials and consumables: electrical power, cardboard boxes, plastic packaging, cotton fibres, finished felt cutting blades, office materials (paper, pens, folders, toner, envelopes, ink cartridges, stamps, ink pads, scissors, staple removers, staplers, sharpeners, etc.).
- Machinery and equipment: electric conveyor belt, cross lapper machine, ironers, oven, die cutter, shredding machine, mixing machine, pallet trucks, forklifts, furniture, computers, printers, photocopiers, telephones, calculators, price markers and barcode labels, sales personnel cars, etc.
- Facilities: offices, bathrooms, classrooms, customer service areas, dining room (with refrigerator and microwave), factory (where the felt production is carried out) etc., which need air conditioning, lighting, electrical connections, wiring systems for networks, communication systems, etc.

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GENERATED WASTE, EMISSIONS AND DISPOSALS

From the outset of its activity, PLUS FELT has been recycling products arising from production losses, so that they can be reused to manufacture materials with similar characteristics. In fact, given that it is a plant, cotton is a biodegradable material, therefore, its regeneration is guaranteed, and it is an inexhaustible source of resources.

The entire PLUS FELT organisation is conscious of the commitment to our environment and we have been able to ensure that the entire factory works without the need to use water in any of the production processes. In this way, misuse, its pollution, or having to dispose of water is prevented. Zero consumption equals zero discharges.

At PLUS FELT we separate the different types of waste generated into different groups:

Recyclable waste in the company itself: cotton felts separated from the production due to having defects for example in the measurements, thickness, non-homogeneous material, insufficient weight, etc. This felt is recovered by passing it through all the phases of the production process again, (from the shredder, the mixer which makes the product homogeneous, the oven that cures, hardens and compacts it) until it reaches the blades that cut it to the size that the customer has requested.

Paper and cardboard: these are separated into a container for paper and cardboard only and collected by an authorised waste manager.

Plastics: only small quantities of plastics are generated, mostly in production to pack the finished product. They are separated into a specific container for plastics only and collected by an authorised waste manager.

Organic waste: they are separated in a specific container and collected by the municipal selective waste collection service.

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GENERATED WASTE, EMISSIONS AND DISPOSALS

Hazardous waste: such as batteries, fluorescent lighting and light bulbs. They are separated in their specific containers to be thrown away at the “green points” or municipal “clean points” where these types of products are disposed of. These green or clean points can be found in supermarkets and hardware stores.

Toner for printers and ink cartridges are separated into a specific container and collected by the external IT company that manages the organisation’s computer systems and networks.

Scrap metal: iron rods, copper pieces and wires and other metals are separated in a specific container and aSchre collected by an authorised waste manager.

Miscellaneous urban waste: this is separated into the specific containers which are collected by the municipal services and taken to a clean point.

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BAD PRACTICES

The environmental impacts of any productive activity are classified according to whether they occur as a consequence of the process of the receipt of resources, or of their exit process or if they are directly due to the action of the activity on the territory in which it is carried out.

BAD PRACTICES IN RESOURCE MANAGEMENT

- Not following an electrical energy saving plan.
- Misuse of air conditioning.
- Not using the “power save mode” on IT equipment.
- Misuse of water in cleaning and toilets.
- Not managing stocks in the warehouse well resulting in them expiring.
- Misuse of paper in offices when printing and copying.
- Misuse of blank sheets.

BAD PRACTICES IN MANAGING POLLUTION AND WASTE

- Not separating waste.
- Misuse of aerosols.
- Not monitoring possible leaks of oils, gases, greases, etc.
- Not keeping the installations in a good condition.
- Not using old vehicles that emit excessive gases and have high fuel consumption and do not have a catalytic converter installed in the engine.
- Not using phosphate-free, non-biodegradable cleaners.

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ENERGY CONSUMPTION

- Carrying out a study of the electricity consumption in order to adopt the appropriate energy saving measures.
- Using energetically efficient computer equipment.
- Turning off computers during extended periods of inactivity.
- Using “power save” or “hibernate” mode when you are not using the computer for more than ten minutes so that the computer consumes less power.
- Disconnecting any electronic equipment that is not being used.
- Using printers and photocopiers with energy-saving systems.
- Carrying out preventive maintenance of the equipment to ensure its correct operation and minimum consumption of materials.
- Placing the office equipment that is being used the most in high air-change areas.
- Closing the fridge door in the dining room properly and making good use of the microwave.
- The necessary preventive maintenance must be carried out to prevent heat escaping from the Production Department’s oven which is used to cure the materials.
- When manufacturing the different types of felts, having pre-cured felts (which need a lower oven temperature) and cured felts (which need a higher oven temperature), program the production so that, as far as possible, the pre-cured felts are made first and then the fully cured ones. This will ensure that we don’t waste energy on heating the oven.
- Training and informing the organisation’s workers on the operation of the appliances and the possibilities of reducing energy consumption.
- Carrying out preventive maintenance of sales personnel cars.

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ENERGY CONSUMPTION

- Installing presence-sensing lights in the toilets to prevent them from being left on. (Implemented in 2018 in toilets and other parts of the organisation).
- Replacing the bulbs and fluorescent lights with LED lights throughout the organisation.
- Adjusting the lighting to adapt to the needs of the workplace, both in intensity and quality.
- Reducing lighting in non-critical areas.
- In offices, opening the curtains or raising the blinds to take full advantage of the sunlight and avoid having to use fluorescent lights for a few hours during the day.
- In the factory, windows or skylights have been fitted in the roof to make the most of the natural light.
- Installing flow regulators when large amounts of sunlight are received at the factory.
- Cleaning lamps frequently to prevent dirt from reducing the amount of light in the department.
- Getting all staff in the organisation to get in the habit of turning the lights off in empty areas or when it is not necessary to keep them on.
- Labelling each switch to prevent all the switches being turned on.
- Not switching fluorescent lights on and off frequently as the highest consumption is made when they are turned on.
- If the air conditioning or heating is on, closing the doors and windows so that the office temperature is maintained.
- Installing thermostats to control temperature mechanically.
- Carrying out regular checks of the temperature control system.
- In winter, keeping a temperature of 19-20°C for comfort and minimum consumption.
- In the summer, opening windows and using curtains to achieve a suitable temperature for as long as possible in order to avoid turning on the air conditioning. If it is turned on, closing the windows and setting it to 23-25°C.

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WATER CONSUMPTION

As mentioned above, PLUS FELT works without using water in any of its production process. In this way, misuse, its pollution, or having to dispose of water is prevented.

- Avoiding misuse and waste.
- Establishing a maintenance and prevention programme to prevent possible leaks in pipes, etc.
- Not leaving taps turned on and turning them off properly to prevent dripping.
- Installation of capacity limitation in toilet cisterns, i.e., with dual flush valves.
- The cleaning service uses the amount of water required and doesn't use more soap, bleach or other products than that recommended by the manufacturer.

PAPER AND CARDBOARD CONSUMPTION

- Using recycled paper for internal documents and informative notes for within the organisation.
- Using recycled paper on both sides.
- Only using blank sheets for official documentation.
- Trying to save as many files and documents as possible on the IT systems (on a hard drive, in the cloud, or on a common computer system that the organisation has installed), thus avoiding the unnecessary use of folders and filing boxes which take up a lot of space.
- Reviewing the texts before printing them.
- Requesting the delivery of reports in electronic format.
- In the toilets, using environmentally certified recycled toilet paper, avoiding the use of bleached or coloured toilet rolls.

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OFFICE MATERIALS

- Buy reusable office materials such as binders, folders, easy-to-dismount filing boxes, etc.
- Use of clips, staples, etc., made from a single material, such as metal, without the need to be metallic and coated with coloured plastic.
- Use of solar-powered calculators rather than battery-powered ones.
- Use of pens and pencils made from biodegradable materials.
- Buying liquid adhesives and correctors which do not contain organic solvents.
- Aiming to maximise toner life.
- As far as possible, using rechargeable batteries.

FOOD AND BEVERAGE VENDING MACHINES

- Installation of a cold-water dispenser as an alternative to water bottles in vending machines. In this way, we avoid the use of plastic containers.
- Everyone in the organisation has a refillable water bottle to eliminate plastic cups.
- Use of returnable containers for drinks from vending machines.
- Option of bringing your own cup for the coffee machine, thus avoiding the use of plastic cups.
- Cleaning the fridge regularly to prevent ice from building up.
- Separating food products in the containers next to the machines (organic matter, containers, paper, cardboard, and glass).

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PRODUCT CONSUMPTION

- Not having raw materials in stock to prevent them from expiring and having to be thrown away.
- Trying to purchase as many products and materials as possible which have an environmental certification.
- As far as possible, purchasing products which do not have a negative effect on the environment.
- Prioritising refillable items.
- Purchasing products that are long-lasting and do not become hazardous waste.
- Complying with the storage requirements for each type of raw material and other products, guided by the manufacturer's recommendations.
- Buying cleaning products, aerosols, oils to grease machines...that are not harmful to the environment.

MANAGING POLLUTION AND WASTE

- Annual courses and campaigns to minimise and effectively manage waste and pollution.
- Informing the organisation's personnel of the hazards of chemicals that may be used during the production process, in the quality control process, or in the maintenance and preventative maintenance processes for the machines carried out by mechanics.
- Applying the code of conduct of the 3Rs: REDUCE, REUSE, AND RECYCLE.
- Carrying out annual assessments of any possible environmental impacts that may be generated by the goods or services offered.
- Separating each type of waste into its specific container.

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MANAGING DIFFERENT TYPES OF WASTE

PLUS FELT has 9 different large containers to separate its waste and its subsequent collection either through the municipal waste collection services, an authorised waste manager, a member of the organisation who is responsible for taking the products to clean points or the reuse of the generated waste.

- ✓ *Rejected finished product felt*
Source: finished product rejected due to errors in measurement, weight, etc.
Storage: shelves next to the shredder to be reused.
Company responsible for collection: Plus Felt.
- ✓ *Organic matter*
Source: leftover food.
Storage: brown containers.
Company responsible for collection: municipal service for the selective collection of organic waste.
- ✓ *Inorganic matter and miscellaneous non-recyclable waste*
Source: small remains of raw materials, dust, dirt.
Storage: green containers.
Company responsible for collection: municipal service for the selective collection of inorganic waste.
- ✓ *Paper and cardboard*
Source: photocopying paper, labels, printing paper, cardboard boxes for packaging...
Storage: blue containers.
Company responsible for collection: the Recuperaciones Ampurdan collection company.

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MANAGING DIFFERENT TYPES OF WASTE

✓ *Plastic*

Source: plastic bags, food packaging, wrapping, other packaging, films, etc.

Storage: yellow container.

Company responsible for collection: the Recuperaciones Ampurdan collection company.

✓ *Glass*

Source: any container that breaks from the laboratory or other type of glass container.

Storage: it is stored in a small black container as there is very little glass waste generated by the organisation.

Company responsible for collection: a member of the organisation takes this type of waste to the municipality's Clean Point.

✓ *Scrap metal*

Source: rods and other pieces of iron, old pipes, copper cables, etc., which have been damaged and have been replaced by others.

Storage: large iron containers.

Company responsible for collection: the Recuperaciones Ampurdan collection company.

✓ *Ink and toner cartridges*

Source: empty cartridges from the printers and photocopiers.

Storage: clearly labelled black bins.

Company responsible for collection: Grupo PIV SISTEMAS.

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MANAGING DIFFERENT TYPES OF WASTE

✓ *Bulbs, fluorescent lights and batteries***Source:** lamps, calculators and other devices.**Storage:** red container for light bulbs and fluorescent lights. Batteries are placed in a plastic bag.**Company responsible for collection:** as this type of waste is uncommon as the lights are LED and have a long life, and batteries aren't used much, a member of the organisation throws the batteries away at the points established by the municipality, such as in the pyramids for batteries in supermarkets. The bulbs and fluorescent lights are taken to the Municipality's Green Point.✓ *Waste from solvents and laboratory reagents***Source:** waste from solvents used in chemical analyses.**Storage:** there are drums for acid waste, a drum for solvents and or solid waste in the laboratory.**Company responsible for collection:** although very little waste is generated in the laboratory, as the analyses are usually physical and the use of reagents is not used, PLUS FELT has two drums and a small container where it stores the waste from the few chemical analyses that are performed. The company that collects this waste is the same company that supplies the solvents and reagents to us. Nesslab, S.L.

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SUMMARY AND CONCLUSIONS

All employees generate waste in carrying out their work, consuming energy, lighting and air conditioning, using water, inks and other solvents. These impacts are not significant if we rate them individually, but if the entire working population is involved in reducing them, we will achieve the fundamental objective: SUSTAINABLE DEVELOPMENT.

We thus remind you to:

- ✓ Adjust the lighting to the work being carried out.
- ✓ Ensure proper maintenance to prevent loss of light.
- ✓ Turn off lights when not needed.
- ✓ Use climate control when necessary.
- ✓ Install water-saving elements.
- ✓ Avoid waste and misuse of water.
- ✓ Use both sides of the paper when printing and photocopying.
- ✓ Use long-lasting, refillable materials.
- ✓ Use products which produce fewer negative effects on the environment.
- ✓ In waste management: REDUCE - REUSE - RECYCLE