PURPOSE

The purpose of this procedure is to determine the principles and procedures regarding the inventorying, identification, procurement, unloading, packaging and dispatch of wastes generated as a result of company activities, in relation to all hazardous materials currently used at Fraport TAV Airport under the Hazardous Materials Activity Certificate.

1. SCOPE

This procedure covers all hazardous materials used at Fraport TAV Airport and their users.

2. DEFINITIONS

Fraport TAV	: Refers to Fraport TAV Airport, Fraport TAV Antalya Terminal İşletmeciliği A.Ş.
Operator	: Refers to natural or legal persons carrying out activities within the scope of the Regulation, including public institutions and organizations, regardless of whether they operate for profit.
Regional Directorate	: Refers to the Regional Directorates of the Ministry of Transport and Infrastructure.
Administration	:Refers to the Directorate General for Regulation of Transport Services / Dangerous Goods and Combined Transport.
ADR	:European Agreement concerning the International Carriage of Dangerous Goods by Road.
Hazardous Material	: Refers to hazardous materials listed in Table A of ADR Section 3.2.
MSDS	: Material Safety Data Sheet.
Hazardous Materials Activity Certificate (TMFB)	: Refers to the certificate issued by Regional Directorates for the purpose of registering operators engaged in hazardous materials activities within the scope of the Regulation and determining whether they fulfil their responsibilities and obligations.
Dangerous Goods Safety Advisor (TMGD)	: Refers to a natural person whose duties and qualifications are specified in ADR Section 1.8.3 and who is authorized by the Ministry following the required training.
Consignee	: Refers to the operator to whom the hazardous material specified in the transport document, dispatch note, consignment note or bill of carriage is to be delivered; or, where transport is carried out without a contract of carriage, the operator who assumes responsibility for the dangerous goods at the destination.
Unloader	: Refers to the operator who unloads a container loaded with hazardous materials, a multiple-element gas container, a tank container or a portable tank from a vehicle; unloads packaged hazardous materials and portable tanks from a vehicle or container; or unloads hazardous materials from a battery vehicle, multiple-element gas container, vehicle or bulk container.
Consignor	: Refers to the operator who consigns hazardous materials on its own behalf or on behalf of a third party, or, where the transport operation is carried out under a contract of carriage, the person identified as the “Consignor” in the contract.

Packer	: Refers to operators who place hazardous materials into various types of packaging, including large packagings and intermediate bulk containers, and where necessary prepare the packages for transport.
Regulation	: Refers to the Regulation on the Carriage of Dangerous Goods by Road.

For expressions used in this procedure but not defined under the definitions section, the definitions specified in ADR and national legislation shall apply.

3. DEFINITIONS

- European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR)
- Directive on the Procedures and Principles for Issuing Hazardous Materials Activity Certificates
- Regulation on the Carriage of Dangerous Goods by Road
- Regulation on Dangerous Goods Safety Advisory Services
- Circular on Operator Inspections Regarding the Transport of Dangerous Goods and its Annexes
- Directive on the Training of Persons Involved in the Carriage of Dangerous Goods by Road
- List of Personnel Assigned to Hazardous Materials Activities
- ADR Section 5.4.3 Written Instructions
- Environmental Incident Record Form
- Hazardous Material Inventory List
- Hazardous Material Activity Instruction
- Hazardous Material Management Plan
- Hazardous Waste Management Plan
- General Hazardous Materials Instruction
- Spill and Leakage Response Plan
- Material Safety Data Sheets (MSDS)
- Warehouse Operations and Stock Control Instruction
- Personal Protective Equipment Use Instruction

4. ACTIVITY FLOW

4.1 PREPARATION OF HAZARDOUS MATERIAL INVENTORY

Fraport TAV operates the terminal buildings and auxiliary facilities at Antalya Airport. In accordance with its TMFB, Fraport TAV acts as the consignee and unloader of hazardous materials and as the packer and consignor of hazardous wastes generated as a result of company activities.

The products used in terminal operation activities are reviewed by the TMGD, and those classified as hazardous materials are identified separately. MSDS documents are obtained from supplier companies and Section 14 of the MSDS forms is reviewed. Where a UN number is available, the product is added to the hazardous material inventory.

Hazardous materials are products with stock codes, and their entries and exits are monitored through the warehouse software. The quantities of products received and unloaded that are subject to the activity report are obtained from this system.

The TMGD classifies the hazardous materials based on the data obtained from the warehouse and prepares the activity report. When a new hazardous material is to be added, the product is classified by the TMGD and included in the inventory.

According to the inventory, MSDS documents for hazardous materials are kept in the areas where hazardous materials are located. MSDS documents are also available electronically within the company intranet documents and folders.

The inventory includes the following information:

Information Included in the Inventory of Hazardous Materials Received / Unloaded

- SAP Code
- Product Trade Name
- UN Number
- UN Description
- Hazardous Material Class
- Exemption Description
- Intended Use
- Method of Hazardous Material Receipt (Package / Tank / Bulk)

Information Included in the Inventory of Hazardous Materials Packed / Dispatched

- EMS Waste Code
- EMS Description
- UN Number
- UN Description
- Hazardous Material Class
- Exemption Description
- Method of Hazardous Material Receipt (Package / Tank / Bulk)

4.2 RECEIPT / UNLOADING OF HAZARDOUS MATERIALS

4.2.1 Hazardous materials are accepted into the facility by warehouse personnel in accordance with the General Hazardous Materials Instruction and the Hazardous Material Activity Instruction.

4.2.2. As the consignee, the operator shall, unless there are compelling reasons, avoid delaying acceptance of the goods and shall verify, after unloading has been completed, that the ADR obligations applicable to it have been fulfilled.

4.2.3. The information on the package, tank or vehicle shall be compared with the relevant information in the transport document in order to verify that the correct materials are being unloaded.

4.2.4. It shall be checked whether packaged products received are in ADR-approved packaging.

4.2.5. Before and during unloading, it shall be checked whether the packages, tank or vehicle have been damaged in a manner that could endanger the unloading operation. If such a condition exists, unloading shall not take place until the necessary precautions have been taken. If there is a condition preventing unloading, an Environmental Incident Record Form shall be prepared and the relevant parties shall be informed.

4.2.6. In the event of a spill or leakage, response shall be carried out using the relevant equipment in accordance with the Spill and Leakage Response Plan. Following completion of the response activities, it shall be checked that the vehicle and the area are free from hazardous materials.

4.2.7. During the receipt of flammable liquid (diesel fuel) by tanker, it shall be confirmed that a grounding cable is connected between the vehicle and the tank being unloaded.

4.2.8. Facility personnel shall complete and record the Hazardous Material Consignee-Unloader Control Form.

4.3 PACKAGING / DISPATCH OF HAZARDOUS MATERIALS / WASTES

4.3.1. Within Fraport TAV, hazardous waste packaging and dispatch activities are carried out as part of hazardous material packaging and dispatch operations.

4.3.2. Transportation shall be carried out by waste transport operators licensed by the Ministry of Environment. A list of the operators used for transport shall be maintained.

4.3.3. The ADR / Vehicle Certificate of Conformity of the vehicles used for transport shall be checked. Vehicle markings, labels and placards shall also be checked.

4.3.4. Waste oils and antifreeze (liquid) wastes shall be dispatched in ADR-approved packaging.

4.3.5. For the disposal of hazardous materials and wastes, the recommendations specified by the supplier/manufacturer of each relevant hazardous and chemical material shall be taken into consideration.

4.3.6. Chemical wastes generated in any unit under the responsibility of Fraport TAV shall not be discharged into the sewerage system. Used hazardous wastes shall be removed in accordance with the Waste Management Plan.

4.3.7. Hazardous wastes shall be brought to the hazardous waste temporary storage area according to their waste codes. Empty product packaging, full packaging, ring-lid drums and boxes shall be packaged and labelled in this area. Packaging checks shall be performed.

4.3.8. Hazardous wastes generated at the facility shall be transported, recycled or disposed of in accordance with the Hazardous Waste Management Plan through contracted companies licensed by the Ministry of Environment and Urbanization.

4.3.9. For hazardous wastes dispatched, transport documentation shall be prepared in accordance with ADR Section 5.4.1. The transport document shall include the environmental waste code and environmental waste description.

4.3.10. Facility personnel shall complete and record the Hazardous Material Packer-Consignor Control Form.

4.3.11. Waste dispatch requests shall be submitted by the Environmental Engineer through the Integrated Environmental Information System. As declared to the Provincial Directorate of Environment and Urbanization, the annual Waste Declaration shall also be submitted to the Ministry of Environment and Urbanization by the end of March each year.

4.3.12. An inventory list of dispatched hazardous wastes shall be maintained.

4.4 TRAINING

Within the scope of the Directive on the Training of Persons Involved in the Carriage of Dangerous Goods by Road, personnel involved in hazardous material activity processes at Fraport TAV shall be provided with training by the TMGD.

5. RESPONSIBILITY FOR IMPLEMENTATION OF THE HAZARDOUS MATERIAL MANAGEMENT PROCEDURE

The Energy Center Department is responsible for the preparation and overall implementation of the Hazardous Material Management Procedure.

The Quality Department is responsible for revising the procedure when necessary, ensuring its publication and distribution, and cancelling it in the event that it is withdrawn from use.

All management and employees are responsible for ensuring that this procedure is kept within their departments, communicated to personnel and complied with in accordance with the principles of the procedure.

6. AUTHORITY OF THE HAZARDOUS MATERIAL MANAGEMENT PROCEDURE

The General Manager has the authority to revoke the Hazardous Material Management Procedure in whole or in part.

7. APPROVAL OF THE HAZARDOUS MATERIAL MANAGEMENT PROCEDURE

The Hazardous Material Management Procedure shall enter / has entered into force on ……../……/……. upon the approval of the General Manager.