

Leadtek Research Inc.  
Waste Handling Procedure

1. Purpose:

To properly manage waste caused by company daily operation, to register and reduce waste according to environment regulations, to prevent environment pollution, and to improve living quality.

2. Scope:

Applicable to all waste caused by the company, including business waste via each production unit and living waste from employee daily activities.

3. Definition:

3.1 Hazardous business waste: waste caused by business operation and announced by Environment Protection Administration, Executive Yuan (hereafter as EPA, EY) as toxic and dangerous enough in affecting personal health; including organic solvent, tin dregs (waste), disposed circuit boards (including breakaways), engine oil (waste), electronic parts (waste), plastics (waste) and rubbers (waste).

3.2 General business waste: non-hazardous business waste, including paper (waste), lumber (waste), metal (waste), constructional trash and leftover etc.

4. Reference: ISO 14001.

5. Duties:

5.1 General affairs unit: collect and provide environmental regulations and articles.

5.1.1 Handle business waste related matters.

5.1.2 Collect and store business waste clearance information and regularly audit its execution and effectiveness.

5.1.3 Categorize, temporarily store and dispose General business waste and Hazardous business waste.

5.1.4 Manage janitors.

5.2 Each unit (office and production unit): categorize, temporarily store, and dispose General business waste and Hazardous business waste.

6. Flow Chart: not applicable.

7. Procedure/Method:

7.1 Categorization of waste:

- 7.1.1 General waste: solid or liquid waste such as living garbage, resource waste, excrement from actions other than production, services or activities, but may jeopardize environment hygiene.
- 7.1.2 General business waste: non-general waste nor Hazardous business waste from production, services or activities.
- 7.1.3 Hazardous business waste: according to Hazardous Business Waste Recognition Standard, solid waste from production, services or activities and toxic and dangerous enough in affecting personal health.

7.2 Category management: please refer to 'Waste Category List.'

7.3 Storage of business waste:

7.3.1 Storage of Hazardous business waste:

- 7.3.1.1 Hazardous business waste and General business waste shall be stored separately.
- 7.3.1.2 Sealed by fixated packaging materials or containers, put in storage facility, and marked with waste names and traits for differentiation.
- 7.3.1.3 Packaging materials or containers shall remain in good shape, immediately make replacement if undergo heavy rusty, potential damage or leak.
- 7.3.1.4 Storage container or facility shall note for compatibility problem for Hazardous business waste. Solid or liquid form is marked to remind compatible differences. Inner linings and other protection measures shall be applied when necessary, to ease corrosion and exfoliation.

7.3.2 Storage of General business waste:

- 7.3.2.1 Storage container or facility shall remain intact, waste is not allowed to raise, effuse, infiltrate, contaminate the ground, or stink.
- 7.3.2.2 Storage container or facility shall be compatible for General business waste.
- 7.3.2.3 Storage is managed according to '(Business) Waste Storage Location Map.'

7.4 Storage facility of business waste:

7.4.1 General business waste:

- 7.4.1.1 Set up specialized storage facility, where ground is firm and surroundings are corrosion resistant with waterproof linings or constructions.
- 7.4.1.2 Set with measures or equipment to prevent ground water or rain from infiltrating underground water.

7.4.2 Hazardous business waste:

Other than setup as 7.4.1.1, 7.4.1.2, warning signs shall be placed at obvious locations.

7.5 Clearance of business waste:

7.5.1 General business waste:

7.5.1.1 Living trash are cleared and recorded by qualified clearance company entrusted by the management center of Far East Central Park.

7.5.1.2 Other General business waste, such as paper boxes (waste), pallets (waste) and plastic bags (waste), is cleared by qualified clearance vendor.

7.5.1.3 Declared online according to the law.

7.5.2 Hazardous business waste:

7.5.2.1 Entrust qualified clearance vendor to clear Hazardous business waste, in which a delivery manifest shall be filled for external storage (executed according to rules by Government environment protection affiliate).

7.5.2.2 After clearance, General affairs unit shall actively pursue the flow of Hazardous business waste and report to local authorities.

7.5.2.3 The delivery manifest for external storage shall be reserved according to 'Environment Record Management Procedure.'

7.5.2.4 Declared online according to the law.

7.5.3 Batteries are collected by each unit, and handed over to convenience stores etc. with recycling sites for recycle.

7.5.4 Tin dregs are recycled and handled by suppliers.

7.6 Declaration: Business waste generated by the company, shall be based on internet-transmitted declaration to authorities.

7.7 Statistics and records:

7.7.1 Statistics: Production unit performs waste amount calculation each month, record in 'Waste Output Monthly Declaration Form,' and handed to General affairs units to sum up waste totals of each category. Practice routine surveillance, analyze, reflect and improve to decrease waste.

7.7.2 Records:

7.7.2.1 Waste totals caused by the company are summed and record in 'Waste Statistics Sheet.'

7.7.2.2 Each waste is cleared and handled according to relevant regulation and record in 'Waste Clearance Record,' and General affairs unit shall ask for clearance proof from clearance vendor.

7.8 Surveillance:

Responsible units shall check if each waste storage is handled normally each month, and record in 'Abnormal Environment Handling Form' if not.

7.9 Handling abnormalities:

7.9.1 If any abnormalities exist in each waste storage location according to 'Abnormal Environment Handling Form,' execute 'Correction Procedure' and 'Precaution Procedure.'

7.9.2 For abnormalities in waste (i.e. overload, leakage, burning etc. from temporarily waste storage location), General affairs unit shall immediately request relevant unit or notify clearance vendor to deal with.

8. Relevant docs:

8.1 Document:

8.1.1 Environment Record Management Procedure.

8.1.2 Correction Procedure.

8.1.3 Precaution Procedure.

8.2 Form:

8.2.1 Waste Output Monthly Declaration Form.

8.2.2 Abnormal Environment Handling Form.

8.2.3 Waste Category List.

8.3 Record & Others:

8.3.1 Business Waste Storage Location Map.

8.3.2 Each Unit Business Waste Temporarily Storage Location Map.

8.3.3 Business Waste Clearance Method and Facility Standard (announced by EPA, EY).

8.3.4 Hazardous Business Waste Recognition Standard and Checklist (announced by EPA, EY).

8.3.5 Waste Statistics Sheet.

8.3.6 Waste Clearance Record.

8.3.7 Waste Category List (refer to attachment 1).