

## **VM3COP20.38 - Waste Disposal**

### **Office:**

There are four types of bin located in the office: sensitive paper shredding, general waste, paper recycling and depleted sensors. Each bin is labelled with the appropriate name.

#### **Sensitive Paper Recycling Bin:**

The sensitive paper recycling bin includes any paperwork that has a name/telephone number/address/bank details or any sensitive information that could be used inappropriately. The paper should then be shredded in Jean's office.

#### **Paper Recycling Bin:**

The recycling bin contains any paper/card that does not contain sensitive data; this will then be transferred into the black/blue bin outside.

**Depleted Sensor Bin:** When this is half full, the Warehouse Team Leader is to be informed; they will collect the full bin and empty into a large bin in the warehouse for weighing. When the warehouse depleted sensor bin is full, it needs to be emptied into the bin located in the cage in the rear garden. This cage is to remain locked at all times, except when filling or emptying the bin. The Warehouse Team Leader has a key and there is a spare in the key cupboard. When this bin is full, Waste Care should be contacted and asked to collect. Please ensure the total weight is correct as we are billed per kilogram; a record of the weights is kept by the Warehouse Team Leader. Waste Care's contact details can be found at the end of this document.

#### **General Waste Bin:**

Any non-recyclable item should be placed in this bin; this bin is emptied into a waste bag and taken outside to the silver/green bin in the car park. Additional waste bags can be found under the kitchen sink.

### **Kitchen:**

There are three bins in the kitchen, paper/card recycling, plastic, glass & metal recycling and general waste, and each bin is labelled appropriately.

#### **Recycling bin:**

Glass, cans, foil, plastic bottles, and hard plastic containers such as yoghurt pots, salad boxes etc should be washed out and placed in this bin. This bin is washed out on a bi-weekly basis as part of the kitchen cleaning duties. This should be emptied in to the blue, wheeled bin located in the rear garden. This bin is collected monthly; a calendar is available on the accounts office wall.

#### **Paper Recycling Bin:**

The recycling bin contains any paper/card from food packaging; this will then be transferred into the black/blue bin located in the car park. No bag is required for this bin.

#### **General Waste Bin:**

For food and other non-recyclable waste, this is emptied into the green and silver main bin located in the car park. This bin should contain a waste bag, additional bags can be found under the kitchen sink. This bin should be washed out on a bi-weekly basis as part of the kitchen cleaning duties.

### **CD's and DVD's**

These are to be given to the accounts department; they are stored in the accounts office and sent to The Master Group when full. Contact details can be found at the end of this document.

**Printer Ink and Toner Cartridges:**

Any packaging should be removed and disposed of appropriately; they are then placed in a box in Stock Room 11 located to the right of the warehouse lobby. These are then sorted; any non-OEM cartridges must be placed in the general waste bin in the car park. The OEM cartridges are sorted into type and a value form should be requested from Take Back Ltd. When received, the value can then be calculated; when the value reaches £20, a list should be emailed to Take Back Limited so a collection can be arranged.

After collection, Take Back Ltd should email a purchase order, if they don't, email them to request one. An invoice should then be generated on Opera account: 00012940 and checked by the accounts department; the paper copy should be given to the accounts department for filing. The person who added the invoice should then email it to the contact at Take Back Ltd for payment. Take Back Ltd's contact details can be located at the end of this document.

**Batteries:**

Lithium batteries need to be taped to stop them shorting out before placing in the lithium battery duckett in the Goods In lobby.

All other batteries are to be placed in the battery recycling box located at the Goods In main door. When this is full, Waste Care should be contacted to arrange a collection. Contact details can be located at the end of this document.

**WEEE Waste (Waste Electrical and Electronic Equipment):**

WEEE waste needs to be given to the Warehouse Team Leader in person as it must be vetted before placing in the WEEE waste box; do not place any WEEE waste in the box yourself. When the box is full, it is stored in the conservatory until there is enough to fill a pallet. Once there is enough to fill a pallet, the pallet should be filled and Waste Care should be contacted to request a collection. Contact details can be located at the end of this document.

**Card:**

Clean, undamaged card with a minimum size of 30cm by 20cm on a single face or a complete box of a similar size can be saved and stored in the Goods In lobby. All other card must be disposed of in the main blue and black bin outside.

**Main bins outside:**

Front of building in car park: paper, card and soft plastic are recycled in the large blue and black bin. General waste is disposed of in the green and silver bin; these bins are collected every two weeks.

Rear garden: there is a brown, garden waste bin and a blue, wheeled bin (for glass, cans, foil, plastic bottles, and hard plastic containers) in the rear garden. These bins are collected monthly.

A calendar of collection dates is available on the accounts office wall.

**Contacts:****Waste Care**

Richmond House  
Garforth  
Leeds  
LS25 1NB  
recycling@wastecare.co.uk  
<http://www.wastecare.co.uk/>

WasteCare Customer Care Team: 0800 091 0000  
Battery Compliance Team: 0844 800 5671  
WEEE Compliance Team: 0844 800 2004  
Packaging Compliance Team: 0844 800 2887

**The Master Group - CD and DVD recycling**

King Georges Place  
764 Eastern Avenue  
Newbury Park,  
Essex  
IG2 7HU  
info@master-group.com  
www.master-group.com  
Tel: 0208 518 4202

**Take Back Limited**

28 Howlett Way  
Fison Way Industrial Estate  
Thetford  
Norfolk  
IP24 1HZ  
info@takeback.ltd.uk  
www.takeback.ltd.uk  
Tel: 01842 821982  
Fax: 01842 821983

**Craven District Council – Trade Waste**

Tel: 01756 700600  
wastemanagement@cravendc.gov.uk  
<http://www.cravendc.gov.uk/commercialcollection>