

## Appendix C



Recycling facilities are available in all Council buildings. This policy aims to ensure that Chief Officers and Facility Managers are aware of the arrangements and to help employees and building users to separate and recycle their waste properly.

### **APPLICATION AND AIM OF THIS POLICY**

The aim of the policy is to increase the amount of waste recycled from Council buildings from 26% to at least 40%. Facility Managers are responsible for implementing this policy and ensuring that arrangements are in place for staff and visitors to recycle.

### **GUIDANCE**

All Council buildings receive a collection of paper (not shredded paper or hand towels), cardboard, plastic bottles, glass bottles, glass jars and steel and aluminium cans. Staff and visitors are encouraged to deposit this waste in the recycling bins provided in their buildings. Contents of the recycling bins are then collected by facilities staff and deposited in larger recycling bins outside Council buildings, before being collected by Biffa Waste Services Ltd. Managers should attempt to minimise waste at every opportunity.

Managers should periodically remind staff about the importance of recycling and to recycle 40% of waste from Council buildings. The Waste and Recycling team in Technical Services Dept. can provide up to date statistics on the amount and proportion of waste recycled in each Council building.

### **PRINTER CARTRIDGES**

The Council currently have a contract with Banner for ICT Consumables. Cartridge collection boxes are available for requisitioners to order from the iproc system free of charge. MFD toner cartridges can also be placed in these boxes. Collection can be arranged free of charge by calling the number on the box once it is ready for collection.

### **HAZARDOUS WASTE**

The Council's policy, 'Environmental Management Arrangements for the Disposal of Hazardous Waste' provides guidance on managing and disposing of waste such as chemicals, batteries and fluorescent tubes.

### **ELECTRICAL WASTE**

The Waste Electrical and Electronic Equipment (WEEE) Regulations 2006 require that any items that fall under this category are separately collected for treatment and recovery. Further guidance is available in the Council's WEEE Disposal Policy.

### **SPECIAL NOTE ON NORMAL LANDFILL WASTE BINS**

General waste bins will be inspected from time to time by appropriate Council staff or Biffa Waste Services Ltd. If sufficient quantities of recyclable waste are found in these bins they will not be emptied until the recyclable material has been removed and deposited into the recycling bin. Facility managers will be notified if this occurs.

### **SPECIAL NOTE ON CLEAR OUTS**

Facility managers should inform staff within the buildings they control that when office tidy ups or clear outs are undertaken, every effort should be made to recycle waste. The facility manager can contact Biffa waste services direct to make any necessary one-off arrangements if bins need to be emptied more frequently due to clear outs. Biffa can be contacted on 0151 343 3720, but please remember that they charge for this one-off service.

### **SPECIAL NOTE ON INCOMING MAIL**

Council divisions should actively reduce the amount of junk mail and unwanted journals they receive.

For further information about this policy please contact your Facilities Manager.

A handwritten signature in black ink, appearing to read "J. Wilkie".

Jim Wilkie,  
Chief Executive, Wirral Council