



# Waste Management Policy

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## **1. Introduction**

CLI Heating Ltd. collects a variety of wastes, ranging from recyclable materials, through to anything electrical. CLI has a duty to ensure that all of these wastes are disposed of responsibly as a registered waste contractor.

This policy sets down the framework for all waste management at CLI Heating Ltd

## **2. Policy Statement**

CLI adopts the principles of the 'best practicable environmental option' in the delivery of its waste management services. CLI uses these 'principles', to recycle, reuse, and recover waste products in preference to the disposal of waste to landfill.

There is a legal requirement for all who produce, keep or dispose of waste of any type to comply with the various regulations and the Duty of Care under Environmental Protection legislation.

CLI recognises the importance of meeting these legal requirements and to manage its waste recycling and disposal responsibly, we reduce the volume of waste sent to landfill and maximise reuse and recycling where possible.

CLI requires all staff, buyers and anyone else making use of the premises to comply with this Policy to ensure compliance with all waste legislation. In accordance with the Policy Statement CLI will fulfil the following Policy Objectives.

## **3. Policy Objectives**

The objectives of this policy are:

- To ensure that waste management is performed in accordance with all waste legislative requirements, including the duty of care, and to plan for future legislative changes and to mitigate their effects.
- To minimise waste to landfill by recycling.
- To provide clearly defined roles and responsibilities to identify and co-ordinate each activity within waste management.
- To promote environmental awareness in order to increase and encourage waste minimisation and recycling.
- To secure where possible source revenue for recyclable material to reinvest into the expansion of recycling opportunities
- To ensure the safe handling and storage of wastes
- To provide appropriate training for staff, on waste management issues
- To promote industry waste management best practice
- To appoint competent person(s) to provide waste management advice.

## **4. Application**

This policy applies to all activities undertaken by (or on behalf of) CLI including those of its staff, buyers and suppliers.

## **5. Organisation and Management**

The responsibilities and organisational arrangements for this Waste Management Policy lie with Mr M Edwards

### **Senior Manager of Waste Management**

Responsible for:

- Coordinating recycling contracts service.
- Ensuring that all staff and buyers are advised that they must comply with the Duty of Care; that they must comply with the company's Waste Management Policy; or, satisfy CLI that their own procedures will achieve legal compliance.

### **Manager for Health, Safety & Environment**

Responsible for:

- Provision of advice and guidance to our client's on waste management.
- The collection of data for waste we collect.
- Have annual reviews based on the progress based on data collected.
- Monitoring and auditing the management systems for all wastes, to ensure legal compliance.
- Provision of appropriate training for all personnel who have responsibilities for waste collection.
- Registering with appropriate agencies as a registered waste contractor.
- Coordinating the gathering of, and supplying all relevant information to appropriate agencies, when information relating to waste management is requested.
- Investigation of any incidents or accidents relating to waste management.

### **Customer Support Services**

Responsible for:

- Overseeing the day to day collection of textile and electrical waste and recycling services.
- Monitoring the performance of the suppliers against Service Level Agreements.

- Liaising with the Health, Safety and Environment Manager to establish procedures for managing collected waste.
- Operational monitoring of waste management systems.
- Compiling and holding annual Waste Transfer Notes for centrally managed waste and recycling collections.
- Compiling waste data

## **Operators**

Responsible for:

### ***Non-hazardous Wastes***

Ensuring that no hazardous waste is disposed of through the waste recycling streams. *(N.B. There is no requirement to sign any Waste Transfer documentation or keep records for centrally managed waste and recycling services).*

Informing the Health, Safety and Environment Manager who the nominated 'responsible person' is and updating the HSEO if and when the 'responsible person' changes.

### **Nominated Responsible Person**

Responsible for:

- Signing all Waste Transfer Notes.
- Establishing and maintaining a record keeping system in order that the movements of all wastes can be tracked.
- Make these records available for audit by the Health, Safety and Environment Manager.
- Supplying information and paperwork on all wastes disposed of, when it is requested by the Health, Safety and Environment Manager.
- Attending appropriate training.

## **Staff**

Responsible for:

1. Collection of waste responsibly, in accordance with this policy and procedures.
2. Reporting any problems with waste collection schemes to Senior Manager.

## **Recyclers**

Responsible for:

1. Disposing of waste responsibly, through the appropriate waste stream.

2. This must be either in accordance with legal requirements and procedures, or, through a scheme approved by Local Government. Copies of waste transfer notes must be made available to CLI Heating Ltd.

## **6. Glossary of Terms**

### **Best Practicable Environmental Option (BPEO)**

The Best Practicable Environmental Option refers to the analysis of different methods of waste disposal. The preferred option is the one which minimises harm to the environment as a whole, taking into account what is recyclable, affordable and practicable.

### **Waste Electricals**

- Small Electrical Components
- Large Electrical Components
- Boilers
- Cookers

### **Other Recyclable Waste**

- Concrete
- Brick
- Tiles and Ceramics
- Wood
- Glass
- Plastic
- Mixed Metals
- Soil and Stone
- Mixed construction and demolition waste

After collection all electrical and other recyclable waste is then sorted / categorised and stored on our secure premises before being sold on to recycling companies, these products are then exported in some cases to third world countries to be recycled or resold. We only send 3% of all electrical waste collected to European Metal Recyclers.

### **Environmental Protection Act 1990 (EPA 1990)**

This is the single most important piece of environmental legislation and it controls many aspects of how the environment is protected and regulated. The EPA 1990 (amended 1995) provides the main statutory framework in relation to waste. The majority of waste leaving CLI is controlled waste. This is described in the EPA 1990 as the waste arising from household, commercial or industrial premises. Controlled waste includes waste from offices.

**EPA 1990 Section 34** imposes a "Duty of Care" on producers and handlers of waste, "to take reasonable measures to prevent the unauthorised deposit, treatment or disposal of waste."

This means the following:

1. CLI must keep records of how much waste is collected.
2. CLI must ensure that a registered carrier collects their waste.
3. CLI must ensure that all transfer notes are completed and filed detailing the type of waste for disposal. These must be kept for three years.
4. Ensure that all waste is dealt with in accordance with the "Duty of Care".

Breach of the Duty of Care is a criminal offence and can incur penalties of up to £20,000 or an unlimited fine if convicted on indictment.

### **Hazardous Waste**

When collecting waste we sometimes find Hazardous Waste. These are the most dangerous wastes as they can cause the greatest environmental damage or are dangerous to human health. These wastes are listed in The List of Wastes (England) Regulations 2005. Some common hazardous wastes are listed below:

- Acids Pesticides Fluorescent Tubes
- Alkaline Solutions Photographic Chemicals Televisions
- Batteries Waste Oils Paint
- Solvents
- Other hazardous wastes, such as asbestos and radioactive substances, are subject to their own specific legislation.

### **Recycling**

The diversion of waste away from landfill or incineration and the reprocessing of those wastes either into the same product or a different one. This mainly includes nonhazardous wastes such as scrap metal.

### **Responsible Person**

The person who oversees the wastes to be removed from the premises at which it was produced or is being held.

### **Waste**

The legal definition of waste comes from Section 75(2) of the Environmental Protection Act 1990 (EPA 1990). It defines waste as any substance or object which the holder discards, intends to discard or is required to discard.

The EPA 1990 refers to 'controlled wastes' which are split into four categories: Household, commercial, industrial and clinical waste. CLI deals with waste in three categories. There are

some wastes which are exempted as they have their own separate legislation e.g. radioactive wastes but we DO NOT collect these.

## **Waste Hierarchy**

The hierarchy lists the different ways of dealing with waste in order of preference.

**1. Reduce**

Also known as waste minimisation, to reduce the amount of waste materials being sent to landfill by recycling and reusing where possible.

**2. Re-use**

To continually try and sell to buyers that may re-use an item in order to eliminate the use of resources in making new items.

**3. Recycling**

We use buyers that export textiles for the collection and reprocessing of wastes either into the same product or a different one.

**4. Energy**

Waste is incinerated and the heat is recovered to generate energy.

**5. Disposal**

Textiles that are beyond any form of recycling is sent, untreated, to landfill. Any metal waste is sent to European Metal Recyclers