

Document:		Procedure for the segregation of all waste				
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Compiled By:	Daniel Westow		Authorised By		Phil Tetley	
Amendments to Last Issue:		Approver change				

1 PURPOSE

All waste must be segregated into the appropriate bins or storage facilities to enable it to be disposed of in the correct manner.

All waste must receive a pre- treatment; segregation is considered pre-treatment. Konings Juices and Drinks UK Ltd is committed to continuously reducing its waste and reducing its waste going to Waste to Power recycling as much as possible.

Waste segregation on site is a responsibility of all staff.

2 APPLICATION

All waste material produced at Konings Juices and Drinks UK Ltd.

3 REFERENCES

EMSW1 Hazardous Waste Collection

EMSW3 Non-Hazardous Waste Disposal

4 PROCEDURE

Cardboard

All cardboard is transferred to the designated baling area back of BBM for recycling collection by ACM, the site's licensed waste management contractor. Used cap boxes go through Sadlers for reuse.

Wood

All waste wood must be placed in the wood skip, broken wooden pallets must be stored neatly by goods inwards ready for collection. **DO NOT** place whole pallets in the wood skip as this reduces its total capacity and wastes money. The skip is collected and replaced when it is full through Colchester Skip.

Metal

All metal except Stainless Steel should be placed in the metal skip. All 200L drums should be transferred to the external drum storage area in the Hardstand caged area for collection for re-use. Stainless Steel is collected separately due to its value. The metal skip is collected and replaced when it is full through NMR.

Paper

All office paper should be placed in the paper recycling bins in each department. When these are full please remove the inner plastic bag and place in the red skip outside. Replacement plastic bags are available from the lab. The skip is collected and replaced when it is full through Biffa.

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Plastic

All plastic (PET bottles, caps) should be transferred to the designated baling area outside of BBM for recycling collection by ACM. Film is collected by Biffa.

Fluorescent Tubes & Light Bulbs (hazardous waste)

There is a box for the storage of waste fluorescent tubes at Goods In covered yard. It is collected and replaced when full through ACM.

Batteries

There is a bin in the engineer's workshop area for the disposal of used batteries. It is collected and replaced when full through ACM.

Printer Ink cartridges

There is a designated box in the main office for used printer ink cartridges. When full this is collected through Office IS`.

Waste Oil

All waste oil should be stored in appropriate labelled containers on the bunded storage in the hard-standing area. This is collected through ACM.

Solvents

All waste solvents must be placed in suitable labelled containers and taken to the laboratory. The laboratory staff are responsible for ensuring the waste is then transferred to the laboratory waste store in the designated Chemical Store area. ACM

Empty paint tins

There is a green bin for the disposal of empty paint tins in the designated Chemical Store area. This is collected and replaced when it is full through ACM.

Empty Christeyns Chemical Containers and IBC's

These should be stored neatly in the designated Chemical Store area in the correct labelled area until enough are collected to complete a pallet. Each pallet of 20L or 25L containers must be two layers high. 20L and 25L containers cannot be mixed on a pallet. Each pallet of 200L containers should have four drums. Both should be shrink wrapped securely.

Empty WWTP Chemical Containers and IBC's

These should be stored neatly in the designated Chemical Store area in the correct labelled area until enough are collected to complete a pallet. Each pallet of 20/25L containers should be two layers high. WWTP IBC's are collected by the supplier.

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Aerosols

There is a green bin for the disposal of empty aerosols at the designated Chemical Store area. It is collected and replaced when it is full through ACM.

WEEE Waste

There is a box for WEEE waste at Goods in covered yard. It is collected and replaced when it is full through ACM.

Glass

There is a green bin at the hard stand. It is collected and replaced when it is full through Colchester Skips.

General Commercial Waste

All waste that is non-hazardous, which can't be recycled should be taken to the red/blue skips for waste to power incineration. It is collected and replaced when it is full through Biffa/Colchester Skips.

Sanitary Waste

Sanitary waste is collected in bins in the toilets. This is removed by Sterling washroom services limited.