

Store Waste Guide



Aluminium: Use yellow pages to find a local can recycler and organise a local collection.

Klix: Contact Save A Cup (01494 510167) to find out if they collect cups in your area.



Return all broken/damaged town trays/totes and lids.

LABEL : Return to D48 using item coded label 99-09-079.



Return clean bubble bags/bubble wrap in a dispensing tote box.

LABEL : "D80 Dispensing Warehouse". For other plastic packaging, see "How to Recycle Plastic Packaging Poster".



Return clean, uncontaminated cardboard to your DC, as per their requirements. For stores in shopping centres, use centre recycling facilities.



Bale clean, uncontaminated cardboard and either put in a roll cage (small bales) or on a pallet (large bales).

LABEL : D48, Cardboard for recycling from Store _____.



Separate into white office (printer/photocopier paper) and low grade (all other paper). Return in separate town trays not bags.

LABEL : Return to D48, using item coded label 99-09-079.



Put material for shredding into the blue confidential waste sacks (Item code 99-26-291). Seal the bag with a tie and place bag in a roll cage.



Return film pots and lids in a town tray, do not put film pots in bags.

LABEL: Return to D48, using item coded label 99-09-079.



Return empty bottles in a town tray, ensuring the bottles have been rinsed.

LABEL : Return to D48 using item coded label 99-09-079.



Under NO CIRCUMSTANCES should hazardous waste be returned. Hazardous materials e.g. formaldehyde, phenol, methylated spirits, can be identified by any orange and black symbol. Please call the Environment Team for instructions.



Return the used ribbon in the new till ribbon box. LABEL : Provided in new box and return to supplier in external mail. Ribbons supplied without a label should be disposed of through general waste.



Old computers should be returned via the Additional & Surplus Equipment function on Mainframe.

De-tag units and reusable CCTV equipment : Contact D40 on 0115 959 1720 for authorisation.



Return all empty sandwich trays to supplier by nesting them together and placing in the blue thermal containers. Do not return anything else e.g. cardboard boxes/waste food.



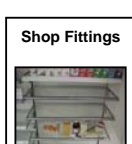
Developer/Fixer – Under NO CIRCUMSTANCES should this be returned. It should be collected direct from store by the supplier.



Minilabs should collect empty single use cameras in the designated bag provided by the photo processing supplier. When full return to the processing supplier on their daily collections.



All concrete and miscellaneous building materials should be removed by the building contractors. Contact the Environment Team for assistance if required.



Make detailed list of re-usable items (including glass shelves) and contact D40 on 0115 959 1720 to obtain authorisation to return.



Contact the Environment Team for disposal instructions.



Return used toner cartridge in the new toner cartridge box.

LABEL : Return to D48 using item coded label 99-09-079.



Return to D113.

LABEL : FAO Mark Bridgford, D113 via D13 from Store _____.

For any queries contact – The Environment Team, D90, 0115 949 4300

