

## Introduction

ABCA Systems Ltd. is committed to ensuring the health, safety and welfare of its employees and of others who may be affected by the waste materials which result from our work.

Our policy is to arrange for the disposal of all waste products regularly, safely and in accordance with statutory and environmental requirements.

The waste disposal arrangements will be regularly reviewed. Recycling initiatives will be taken where reasonably practicable in order to help protect the environment and make better use of resources.

To ensure that waste is disposed of safely and in accordance with statutory requirements, ABCA Systems Ltd. will:

- Not allow waste to accumulate and regularly move it to properly marked and suitable containers;
- Ensure compliance with the Duty of Care imposed by the Environmental Protection Act 1990, and all relevant waste regulations;
- Deal immediately with any reported problems regarding waste or waste disposal.

The person responsible for the implementation of this policy is the department manager.

Newcastle Office – Chris Scott

Oldham Office – Alex Scott

Leyton Office – Elliott Lawrence

St Ives Office – Phil Batson

Cramlington Stores – John Pallas

Contact details for all waste collections are below: -

### General waste – Collected Weekly

- Leyton (D5) – Business Waste 0800 2118390
- Newcastle – North Tyneside Enviorlink 0345 2000103
- Manchester – B&M waste 0330 1234100
- St Ives – Land lord
- Cramlington – Northumbria Recycling 01670 828238

### Cardboard waste – Collected Weekly

- Leyton (D5) – Business Waste 0800 2118390
- Newcastle – Northumbria Recycling 01670 828238
- Manchester – B&M waste 0330 1234100
- St Ives – Land lord
- Cramlington – Northumbria Recycling 01670 82823

### WEEE waste – Collected upon request.

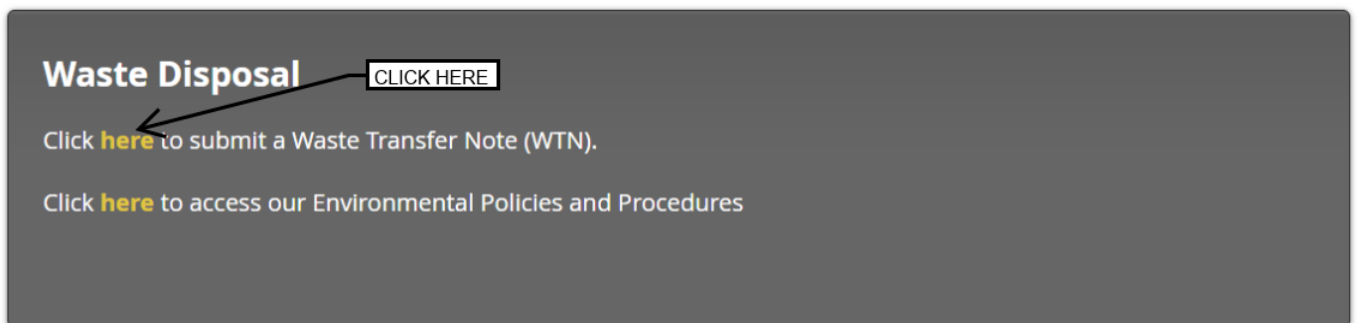
- Leyton (D5) – Business Waste 0800 2118390
- Newcastle – CEF 01912629225
- Manchester – B&M waste 0330 1234100
- St Ives – N/A
- Cramlington – Northumbria Recycling 01670 82823

Fire extinguisher – Collected upon request.

- Leyton (D5) – Jewel Fire Group 01709 703223
- Newcastle – Jewel Fire Group 01709 703223
- Manchester – Jewel Fire Group 01709 703223
- St Ives – N/A
- Cramlington – Jewel Fire Group 01709 703223

All waste materials are to be separated prior to placing into the correct bin to prevent cross contamination which could lead to the collection company refusing to collect and remove the waste.

Once the specified waste has been collected (WEEE waste or Fire Extinguishers) you will receive a waste transfer note from the collection company. These documents need to be scanned and uploaded on the intranet. You will find the link to upload the WTN within the Integrated management system Tab, then select Environmental Tab.



Complete the form by uploading the scan of the waste transfer note, completing the person submitting the form and selecting which department the waste is from. Finally add any further note you have regarding the waste products.

## Waste Transfer Note Submission

**WTN Upload** \*

**Name of person submitting this WTN?** \*

**Are you an Employee of Subcontractor?** \*

- Employee
- Subcontractor

**Which Department does the WTN relate to?** \*

**Any other comments?**

Each WTN is stored within the Jotform submissions folder and can be retrieved as evidence for audit purposes.

### Cleaning

Each office has dedicated team of cleaners, responsible for general cleaning of the premises.

### Cleaner

- Leyton (D5) – TCC Cleans London – 0203 6332526
- Newcastle – Edward Cleaning Services – 0191 2135777
- Manchester – Ram Mill – 0161 4706999
- St Ives – N/A
- Cramlington – N/A