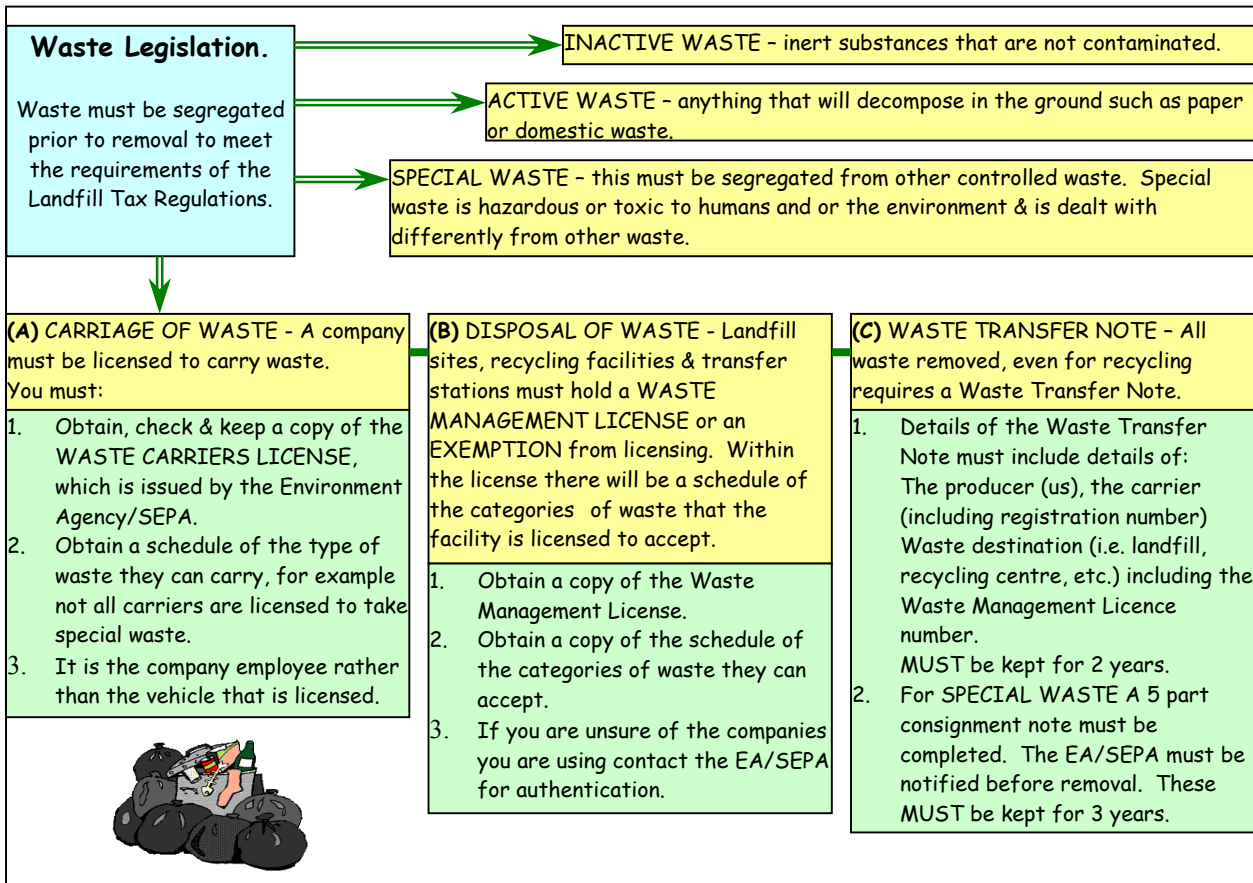




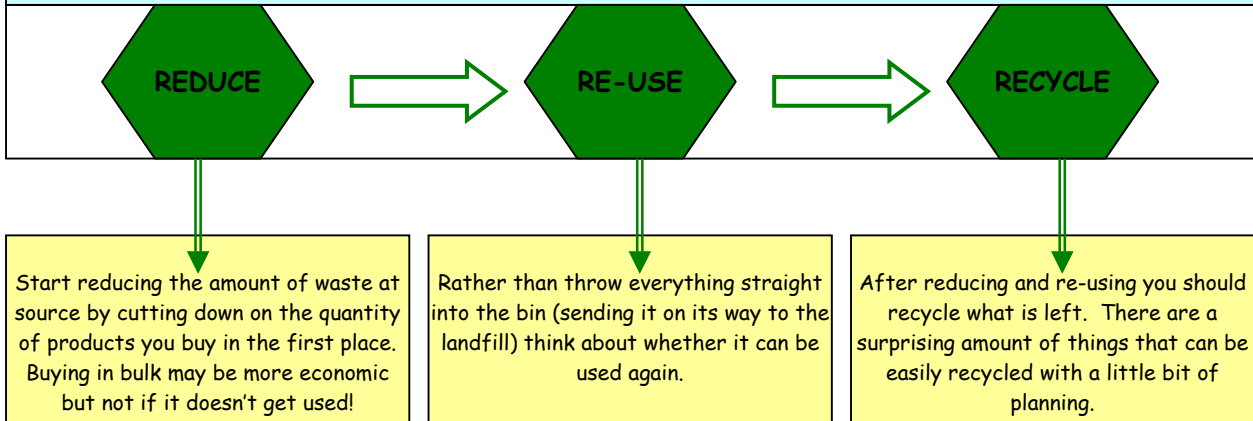
Waste Management - in the office

Introduction

The UK produces around 424 million tonnes of waste per year. The majority of this ends up as landfill. This needs to change to keep in line with current legislation and to create business best practice for this important sustainability issue.



The Carillion Company Policy on waste is to...





Waste Management - in the office.

The main aim is to limit the amount of waste that ends up at the landfill site. This will not only save the environment but also a few pennies (and pounds)! Landfill Tax covers all types of waste and is currently £2/tonne for inactive or active waste and for special waste it is rising each year until £15/tonne is reached. Both these figures are likely to increase further in the future. With this in mind, here are some ideas for the office...

REDUCE

- ⇒ Do you need to print? Try and read off the screen, especially e-mails.
- ⇒ Set all printers/copiers to default double-sided.
- ⇒ Unsubscribe from all those unwanted glossy magazines and junk mail by writing a letter to the sender and register with the Mailing, Fax and Telephone Preference Services, see <http://www.mpsonline.org.uk>

RE-USE

- ⇒ Stop throwing away your profit. Before it gets to the bin, think about whether it has been used to its full potential, e.g. use mis-prints as scrap paper.
- ⇒ Stationary such as folders and envelopes should always be re-used.

RECYCLE

CLOSE THE LOOP

Separate your waste for recycling

Choose to buy products made from recycled material

- ⇒ Decide what you think you will be able to recycle - paper, cardboard, printer toners, etc.
- ⇒ For large amounts of recycling a company may come and pick it up for you. Here are some key questions to choose the right company for your needs:
 - Which materials do they take?
 - What quantities do they require?
 - Can they provide storage containers and advice on storage?
 - What is the payment or cost of collection?
 - Do they have the correct and up to date registration?
- ⇒ If you have a small amount to recycle ask a volunteer to take it to your local recycling centre, for their location see <http://uk2.multimap.com/clients/places.cgi?client=valpak>.
- ⇒ Now you just need to get into the habit of collecting rather than throwing away. Place the collection bins in easily accessible areas and make sure it becomes part of everybody's normal routine.

BUY RECYCLED

- ⇒ There are lots of recycled products now available, not just paper but files, note pads & even pencils. For advice see <http://www.recycle.mcmail.com>
- ⇒ Look for recycling logos, particularly the new 'Buy Recycled' logo, other labels such as the 'Green Spot' often only refer to "environmental friendliness".
- ⇒ You can do this at home as well as at work!

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| <p>Useful Links</p> <ul style="list-style-type: none"> • http://www.recycle.mcmail.com - The <i>WasteBook</i>, gives useful general advice on recycling but mainly based on the south of England. • http://uk2.multimap.com/clients/places.cgi?client=valpak - database of recycling centres in the UK, for most recyclable materials. • http://www.letsrecycle.com - information and advice on recycling. • http://www.mpsonline.org.uk - to unsubscribe from mailing lists. | <p>Remember...</p> <p>If you have any problems or queries contact your environmental advisor.</p> |
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