

Waste Disposal Policy

Total Office recognises that if wastes are not effectively segregated, securely contained and disposed of in a legal and responsible manner, they can present damage to the environment and present health and safety risks.

Additionally, the Director's believe that an ethical approach to waste disposal, including zero waste to landfill, is essential in working toward a 'zero waste' economy and more sustainable business practices.

It is our policy to:

- ❖ Identify the appropriate waste streams.
- ❖ Segregate correctly the different types of waste, as required by transferee.
- ❖ Provide suitable storage arrangements for each type of waste, so as to ensure it is secure and does not escape.
- ❖ Clearly identify stored recyclable wastes by labelling containers, where appropriate, with their contents or storing according to a set plan documented in operating procedures.
- ❖ Keep records, where required, of quantity and composition of different wastes.
- ❖ Only transfer waste to licensed disposal sites or a contractor with authority to take it.
- ❖ Provide a description of the waste, as required, to the person removing the waste.
- ❖ Keep copies of transfer/consignment notes covering the movements of waste, making sure the documentation is properly completed.
- ❖ Correctly and effectively maintain the storage arrangements for waste and to undertake periodic checks upon them.
- ❖ Transport wastes by the most appropriate economic means in order to reduce the use of fossil fuels, reduce pollution and minimise the impact on the environment.

Signed.....

John Thurgood
Managing Director

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