

## **SKY PLASTICS LIMITED OPERATIONAL MANAGEMENT PLAN**

This plan sets out how the company will manage their commercial waste, retained packaging and litter, including storage and collection, on their leased premises at Maxwell Road, Stevenage.

### **Introduction**

Waste is produced in two different areas:

- Internally within the FIRA Building where smaller goods are stored.
- Externally within the fenced compound where larger goods are stored.

The waste created includes:

- Flattened cardboard boxes
- Plastic wrapping
- Wooden pallets
- General office waste
- Public litter is also collected from the highway.

### **Waste Management Team and Actions**

The Warehouse Director oversees the management team that comprises of two nominated members of staff, one responsible for internal waste and the other for external waste. A part of their employed role is to ensure that on a daily basis their areas are kept clean, tidy and cleared of rubbish.

All rubbish is placed in the bins provided ready for collection. The wooden pallets are stacked neatly with any plastic removed.

The members of staff are required to complete the form below daily and leave it in a position where it can be inspected by the Warehouse Director.

#### Cleaning up / Clearing up Record

Date	Actions: <ul style="list-style-type: none"><li>• Area cleared</li><li>• Rubbish binned</li><li>• Pallets stored</li><li>• Bin collected</li><li>• Pallets collected</li><li>• Area checked</li></ul>	Time	Photo taken	Comments

### **Waste Disposal**

Collections of waste take place as follows:

- Commercial waste – ie cardboard, plastic and general rubbish – is collected weekly under a contract currently with Cawleys.
- Wooden pallets, after being used for internal warehouse storage, are stacked neatly outside pending collection once a sufficient minimum number of approximately 200 is reached.

## **Waste Reduction Targets**

- All cardboard purchased is made from recycled products.
  - All source material is re-used where possible to reduce packaging..
  - The company is working with their suppliers to see if there is a way to receive products without wooden pallets.
  - The company is looking for a collection source to recycle pallets.
- All this is with the aim of minimising waste and preventing waste build up.

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