



Back - haul preparation

Receiving Reset

Observation guide

Support your stores with their back - haul standards.

Waste that a delivery driver **can't** take back to the depot

- Waste oil from chicken rotisseries
- Batteries
- Female hygiene waste

This waste will be collected by a specialist contractor

- Items too big to fit in bags
- Refrigeration break down waste
- Electrical items
- Confidential paper
- Broken fixtures and fittings
- Hazardous waste
- Large quantities of liquid waste (e.g. Milk)

Call
0330 606 9490
Option 2
to arrange collection

Observations

- ☐ All cages should be labelled with the store name and number
- ☐ All bags of waste must be securely tied and not over filled
- ☐ Contents of all bags must comply with the agreed segregation categories
- ☐ Cardboard must be folded flat
- ☐ Any broken glass must be labelled and placed on the top shelf within a cage
- ☐ Crates must be folded flat and segregated by colour
- ☐ 2 sided cages must be shrink wrapped
- ☐ 4 sided cages should be secured
- ☐ Any damaged cages labelled following the correct process



Return to depot	Return to depot	Charity collection	Return to depot	Return to depot	ABP collection
General waste	Non-ABP food waste	Food redistribution	Flat cardboard & polythene	Clean & dry recycling	Animal By-Product
Red sacks	Green sacks			Blue sacks	

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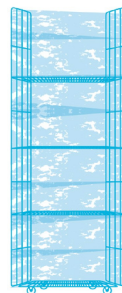
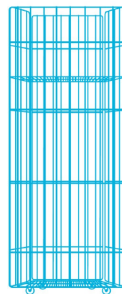
Contact: Itlcontentupdates@coop.co.uk mailbox

Version: 1

What your store needs to sort their waste

Have a look around your stores and check that they have everything they need to sort their waste out. Below are some essentials that should be in every store.

If they don't, make sure that they know how to get what they need - contact Bunzl for replacements etc.



Deal with a damaged roll cage

Before a roll cage can be used, it should be checked for any damage such as:

- A yellow damaged cage tag (showing it is already damaged)
- Any wheels damaged or missing
- Any damage to the side panels or base
- Any sharp exposed edges or wires sticking out that could cause harm
- The door or shelf has damage that stops the cage being fully closed (on a 4 sided cage)

If a damaged cage is found:

1. Do not try and move it with the stock still on it
2. Find an empty cage that is not damaged
3. Starting at the top, empty the stock from the damaged cage onto the undamaged cage. Or stack somewhere else if stock will get damaged
4. Carefully collapse the damaged cage by lifting the base up and folding the sides inwards - be careful not to trap fingers
5. Put a yellow plastic damaged cage tag through the collapsed side and pull it tight so that cage can't be used - more yellow plastic damage tags can be ordered from Bunzl
6. Carefully move it to an area with any other damaged cages, away from the working cages
7. Make sure all damaged cages are tagged and ready for collection on the store's next delivery

Waste that a delivery driver can take back to the depot

Stores should label all cages with their store name and number plus the number of green sacks of food waste to be backhauled



All bags of waste must be securely tied and not be overfilled

Cardboard must be flat. Broken glass must be clearly marked 'Broken Glass' and put on top of the cardboard cage in a cardboard box

Place polythene in clear bags on a cage. Place any waste plastic carriers in a clear bag on top of this cage