

Waste that doesn't go into a coloured waste bag

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Check which coloured bag your waste should go into. If it doesn't go into any, decide what to do based on the type of waste.

If you have any:

- old store equipment (shelving or warehouse racking)
- fly tipped waste
- empty cartons of cleaning products (damaged bottles of bleach that are not empty should be tied in a red bag securely)
- medical waste including needles & sharps (secure the area and do not touch these items) if the item is causing an imminent risk and must be moved, then use a brush and shovel to move it to a safe place –such as a box/bucket which is clearly labelled 'contains needles do not move' until it can be picked up. Good personal hygiene should be maintained (wash hands etc.) and sanitise the area (spray on sanitiser and leave)
- chicken oil
- hazardous waste - including weed killers, fluorescent tubes, gas canisters, paints, oils, chemicals

Call the facilities helpdesk to arrange the collection.

Store chicken oil in a clean lidded leak proof container, the container must be stored in a cool inside area and not be contaminated with any other materials. Chicken oil will be collected on a monthly basis.

Facilities will arrange a time to get these items picked up.

Make sure they are stored safely and away from customers (if possible) until they are collected.

Local or direct suppliers

Return all local or direct supplier (such as warbutons) trays and crates to the relevant supplier - dont send these back to depot.

Contractor waste

Contractors are responsible for their own waste and must remove it - **call the facilities helpdesk** if they leave anything behind, such as paint or fluorescent tubes (tubes used in your stores lighting).

Reset

You can print the **one best way - back haul preparation guide** to display in your store.

Confidential paper

Destroy any confidential paper securely using a cross-shredder or **call the facilities helpdesk**, for a confidential waste collection (if no shredder is available in store).

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