Waste Management Strategy

# Version Control

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| --- | --- | --- | --- | --- |
| Version | Date | Amended By | Summary of Change | Approved by: |
| 1.0 | November 2023 | Abigal Hoff | New | Michael Moore, Legal Counsel |

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# Introduction

Microlink has a strong ambition to reduce its waste to only that necessary in the operation of our business. We have implemented various actions to reduce our waste as much as possible including:

1.1 A clear desk policy – reducing the amount of unnecessary paper waste in the company.

1.2 A cardboard shredder – this reuses our cardboard waste by turning it into recyclable cardboard packaging material and helps reduce our single-use plastic consumption.

1.3 Reducing our waste to landfill through the energy conversion system. Veolia has various “Waste to Energy” power stations dotted throughout Hampshire which use this system to reduce the amount of waste going to landfill and increase the amount of clean energy.

1.4 We are a member of the Veolia WEEE compliance scheme (Reg No: WEE/JH0621WR) however, due to Microlink not creating any hazardous waste, we are no longer required to register with the Environmental Agency (when we were required to do so, our registration number was NDB182).

# Waste Segregation

2.1 All waste produced by Microlink is segregated into:

2.1.1. Metal: steel and aluminium is collected, separated and delivered to or collected by a local metal scrap dealer.

2.1.2. Cardboard is collected and put into our cardboard shredder to create recyclable packaging materials.

2.1.3. Hard drives and similar storage for electronic data are wiped, using approved software, prior to being physically destroyed (shredded) by Data Shred, to ensure destruction of all data, the waste materials then go for recycling.

2.2. Similarly, miscellaneous recyclables created by Microlink are collected by an approved processor, Veolia.

2.3 WEEE, is collected for reuse or recycling.

2.4 General waste is collected for use as power station fuel for conversion to electricity.

2.5 End of life fluorescent tubes are returned to the supplier, for destruction and recovery of hazardous materials.

2.6. Sanitary waste is collected by a registered hazardous waste carrier, Castle.

2.7 Waste, dry, and rechargeable batteries are recycled through the Waste Care “Battery Back” scheme, who provide corrosion proof containers in which to store the waste batteries until they are collected at no charge to Microlink!

2.8 End of life Lead Acid Batteries both liquid and Gel are collected by a specialist contractor for recycling.

# Current Waste Breakdown

|  |  |  |  |
| --- | --- | --- | --- |
|  | Landfill Waste | Diverted Waste | Recycled Waste |
| 2022 | 0 Kg | 5897 Kg | 2856 Kg |
| 0% | 67.37% | 32.63% |
| 2023 | 0 Kg | 10800 Kg | 0 Kg |
| 0% | 100% | 0% |

# Review

4.1 This document will be reviewed annually and the figures in the above graph updated to match the current figures. The review will be undertaken by the Compliance Team in conjunction with the Head of Facilities.

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| --- | --- |
| Name: | Michael Moore |
| Position: | Legal Counsel |
| Date: | 27.10.23 |
| Signature: |  |