Waste Management Policy

Company: *Graphic Warehouse (a division of Matic Media Services Ltd.)*
Last Updated: *November 2023*
Last Review: April 2025
Approved by: Managing Director

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1. Purpose

This policy defines how Graphic Warehouse manages waste responsibly, minimising environmental impact and ensuring full legal compliance under the **Environmental Protection Act 1990**, the **Waste (Scotland) Regulations 2012**, and other relevant UK legislation.

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2. Scope

Applies to all waste generated from our print, finishing, packaging, and administrative operations across all Graphic Warehouse premises, including off-site installations and deliveries.

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3. Objectives

- Prevent and minimise waste at source through efficient production planning and material optimisation.
- Maximise reuse and recycling wherever practical.
- Ensure safe, lawful storage, segregation, transport, and disposal of all waste streams.
- Maintain full traceability via DOW waste transfer documentation and annual review.
- Continually improve waste-handling practices through staff training and supplier collaboration.

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4. Waste Carrier and Disposal Partners

- **Licensed Waste Contractor:** *DOW Group Ltd (SEPA-registered waste carrier)*

- **Registration Number:** SCO/334479
- DOW provides segregated collection for recyclables, general waste, and hazardous waste (including ink cartridges, contaminated rags, and solvent containers).
- Copies of all **Waste Transfer Notes** and **Consignment Notes** are retained for a minimum of **three years** in line with statutory requirements.

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5. Waste Streams and Handling Procedures

Waste Type	Typical Source	Handling / Segregation	Disposal Route
PVC / Foamex / ACM / Correx / Display Boards	Printing & finishing	Stacked by material type on pallets	Collected by DOW for recycling or energy recovery
Paper / Card / Packaging	Office & print room	Stored in marked recycling bins	Recycled via DOW's paper/cardboard stream
Ink & Solvent Waste	Printers, cleaning processes	Stored in sealed, labelled containers in bunded area	Collected as hazardous waste under consignment note
Aerosols / Chemical Containers	Maintenance & cleaning	Fully emptied, segregated	Hazardous waste collection via DOW
Metal & Wood	Pallets, fixtures	Segregated for recovery	Recycled or reused
General Waste	Mixed non-recyclables	Collected in marked bins	Landfill or energy recovery via DOW
Electrical Waste (WEEE)	IT, lighting, machinery	Stored securely, tagged	Processed via certified WEEE recycler
Confidential Waste	Admin/finance	Locked consoles	Shredded and recycled under data-destruction certificate

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6. Storage and Labelling

- All waste containers are clearly labelled and colour-coded.
- Hazardous waste is stored in a dedicated bunded area, away from drains and ignition sources.
- Waste is never mixed; cross-contamination of recyclables is prohibited.
- Spill kits are provided near all storage zones and operators are trained in emergency handling.

7. Training and Awareness

- All staff receive induction and annual refresher training on waste segregation and environmental responsibilities.
- Supervisors monitor compliance and report issues to the Operations Manager.
- Non-conformances (e.g., contamination or unsafe storage) are logged and corrective actions tracked.

8. Record-Keeping and Compliance

- Maintain Waste Transfer Notes, Hazardous Consignment Notes, and annual Waste Summary Reports.
- Conduct annual reviews with DOW to assess recycling rates and identify improvement opportunities.
- Environmental performance (recycling %, waste volume per m^2 of output) is reviewed quarterly in management meetings.

9. Continuous Improvement

- Introduce return-to-supplier or reuse schemes for off-cuts and packaging where feasible.
- Investigate lower-impact materials (recyclable PVC alternatives, water-based inks, etc.).
- Benchmark annual waste-to-production ratios and set measurable reduction targets.
- Communicate environmental performance internally and to clients upon request.

10. Responsibility

- **Operations Manager:** day-to-day waste management and contractor liaison.
- **Health & Safety Officer:** monitoring compliance and maintaining documentation.
- **Managing Director:** annual policy review and performance reporting.

11. Policy Review

This policy is reviewed **annually** or sooner if operations, regulations, or waste-contractor arrangements change. The latest version is published on the internal management system and available to all staff and clients upon request.

Statement of Commitment

Graphic Warehouse is committed to responsible waste management and environmental stewardship. Through collaboration with DOW and continuous internal improvement, we aim to reduce waste generation year-on-year and contribute to a cleaner, more sustainable print industry.

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