**Purpose**

This procedure outlines the waste strategies adopted by the Company to manage our waste streams in line with our polices, aspect assessments, site plan and continuous improvement plans.

**Waste Management**

The A1 Group are committed to minimising the impact and reducing the risk from waste, to promoting procedures to reduce, re-use and recycle wherever practicable.

Our waste will be kept to a minimum by the encouragement of recycling within the company than disposing. We also aim to re-use wherever possible in preference to any disposal.

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| **Material** | **Disposal Method** |
| Paper | Paper will be recycled wherever possible. Generally the use of paper within the office is discouraged through the use of e-mails, servers and electronic storage.  |
| IT Equipment | Senior management will decide if it can be re-used, or given to a charity or school. If it is obsolete it shall be disposed of accordingly. |
| Vehicles | As vehicles are de-polluted, the pollutants are separated as best as possible. If they are deemed to be of some value the vehicles are stored in the scrap yard available for scrap and will be crushed as necessary. Note; no vehicle is crushed unless it has been drained of all fluids and batteries removed. Any car part containing any type of fluid is also dealt with in this manner. |
| De-polluted vehicle fluids | Any fluids from the vehicle disposition are stored in suitable containers. Some fluids e.g. diesel are tested and re-used in our own vehicles if possible.No more than 15 tonnes of oil is stored on the site at any one time. |
| Batteries | All batteries are removed from the car before storage and crushing. They are then placed in a suitable receptacle that is leak proof and with a lid ready for disposal or sold as scrap if possible.No more than 20 tonnes is stored on site at any one time. |
| Cabling and Wiring | Any cable and wiring is stripped and stored within the yard ready for recycling.No more than 5 tonnes of cable and wiring is stored on site at any one time. |
| Ferrous and non-ferrous metal | All metals from either shearing, cutting compaction etc are stored in suitable areas ready for recycle and disposal. No more than 2000 tonnes of ferrous metals and 20 tonnes of non-ferrous metals are stored on site at any one time. |
| Tyres | All tyres are removed from vehicles during depollution and these are stored on site until enough is available to recycle.If they are of value they shall be re-sold through the tyre shed. |
| General Waste | General waste from the office and works areas is disposed as required |
| Interceptor Waste | The interceptor for the site is emptied by Wet Waste as required. |
| Vehicle engines | Engines are removed from vehicles before crushing; these are stored and sold on as necessary. |

Where waste transactions occur, we shall ensure we keep receipts and waste transfer / consignment notes of the movements. Waste licenses of all those involved shall also be obtained.

As a Company we try to re-sell whatever we can in preference to disposal and will always aim to maintain the limits set in our waste license.

**Before you dispose of any waste…STOP & THINK**!

Are you disposing of your waste correctly and complying with legislation? There is a lot of waste legislation that we must comply with, so please follow the procedures outlined in this document or in the method statement.

Disposal of waste is costly and this is an increasing cost as the disposal of hazardous materials is more controlled and the cost of landfill is increasing.

Some waste disposal e.g. waste oil, anti-freeze etc. require special considerations and should be dealt with by a licensed contractor.

**Vehicle Storage and Scrap**

All vehicles contained within the scrap yard are stored on hard-standing surfaces and are drained of all fluids before they are placed onto the racks. No more than 1000 vehicles are stored on site at any one time.

As vehicles are put onto the racks in the scrap yard, relevant parts, extras etc. considered to be of high value e.g. lights, bonnets, engine parts etc. are removed and stored ready for re-sale.

As members of the public look around the scrap yard; A1 Group staff are on hand to offer any assistance, including assisting in removing any parts or lowering vehicles to allow safe access.

**Energy Management**

All staff are encouraged to conserve energy by generally thinking about their energy usage throughout the day wherever possible.

We shall ensure that equipment is only in power if required and will not be left on un-necessarily.