



INGLEBY BARWICK TOWN COUNCIL

RECYCLING POLICY

1.0 INTRODUCTION

- 1.1 Ingleby Barwick Town Council is committed to doing its utmost to protect the environment, through the reduction of waste and environmentally safe disposal or recycling of unwanted equipment.
- 1.2 The Council recognises that computers and other electronic office equipment may contain batteries that, when disposed of irresponsibly, have an adverse effect on the environment. These often contain harmful materials, such as mercury, lead and arsenic that can become toxic waste in landfills and leach into the soil.
- 1.3 This policy seeks to demonstrate how the Council will address these issues.

2.0 OFFICE STATIONERY AND CONSUMABLES

- 2.1 We will endeavour to minimise waste by:
- Using both sides of the paper. Whenever possible, using double-sided photocopying - and making sure all staff who regularly use the photocopier know how to do this. If possible, we will set the photocopier to default to double sided printing.
 - Wherever practicable, we will ensure photocopiers and printers are always reset to single copy printing after someone has used them and also check anyway before using them.
 - Regularly checking computerised mailing lists and remove duplicates and out-of-date addresses.
 - Keeping a pile of good quality A4 scrap paper next to the printer for rough or trial copies.
 - Reusing wallet folders, hanging file dividers and other storage items.
 - Reusing fasteners such as paper clips, drawing pins and rubber bands. (Staples cannot be reused).

3.0 OFFICE EQUIPMENT

- 3.1 We will try to have equipment repaired before having it replaced and, where appropriate, invest in a long-term maintenance contract for any appliances.
- 3.2 We will ensure any equipment that reaches the end of its useful life is recycled. Electronic equipment such as computers and laptops will be taken to a computer / electronic recycling scheme, or donated to charity, once the hard disk has been wiped. Monitors (both CRT and TFT), scanners, printers, servers, keyboards and networking equipment will also be recycled.
- 3.3 The Council will ensure that, with any leased equipment such as photocopiers / printers, the service provider strictly follows the Waste Electrical and Electronic Equipment (WEEE) directive. This directive requires them to employ recycling methods that will not bring any harm to the environment.
- 3.4 When we recycle office equipment, data security is of paramount importance. Computers, laptops, servers and photocopiers can contain important and confidential information. We will ensure our office equipment recycling service provider erases the data safely and completely from our computers, laptops and other storage systems. We will also make sure they provide a certificate of destruction, data protection and insurance records.

Adopted: 17 October 2018