

COLLECTION PROCEDURES & ADVICE



The following information is provided to help Saxon Recycling provide you with a safe, efficient and environmentally friendly method of collecting your materials, complying to all relevant legislation and in the case of an incident reduce the risk and severity with respect to the environment and Health & Safety issues.

In advance of a collection the following points should be considered:

- That your registration with the Environment Agency is up to date and that you can provide us with your current 'Premises Code' and expiry date. If you are unsure of this please contact our Transport Manager who can verify this for you. If Saxon have previously processed your registration we will ensure your details are valid.
- It is helpful when our Transport Manager contacts you or when you request a collection that you are able to provide us with the approximate number of containers you require uplifting and the type of materials within them and replacement storage containers you require.
- We will endeavor to respond to all requests for collections as quickly as possible but to assist in maximizing efficiency we would appreciate 72 hours notice of your requirements
- On the agreed day of collection the assembly of materials at a suitable pick up point will ensure a speedy collection with the least disruption to your business.
- Containers should be clearly labelled with descriptions of their contents. Saxon will provide such labels to our customers at no cost.
- Materials should always be stored in suitable sealed, leak proof containers and dangerous goods in UN approved containers. Saxon can provide these at no cost.
- Only your authorised trained personnel should load our vehicles or use fork lift trucks.
- Where liquids are loaded, suitable controls should be in place to prevent land or ground contamination in the event of a spillage. Saxon can provide spillage kits and incident control procedures to help contain any such spillage.
- All drains in the loading area should be identified in that procedures can be put in place in the event of spillage to minimise contaminants entering the water course.
- Where flammable liquids are being loaded, suitable control procedures should be in place in the event of a fire. There should be no smoking in the loading area.
- Unauthorised persons should stay clear of our vehicle whilst turning, reversing, loading or unloading.

The driver is unable to accept the following loads:

- Any materials that cannot be identified at time of collection
- Any leaking or suspect containers
- Quantities that will overload the vehicle or materials that cannot be stowed securely for safe transportation
- Any hazardous waste not specified on the consignment note.
- Broken fluorescent tubes
- Prohibited materials such as asbestos

If you require any further help or advice on the above information please contact us on 01223 839966



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