

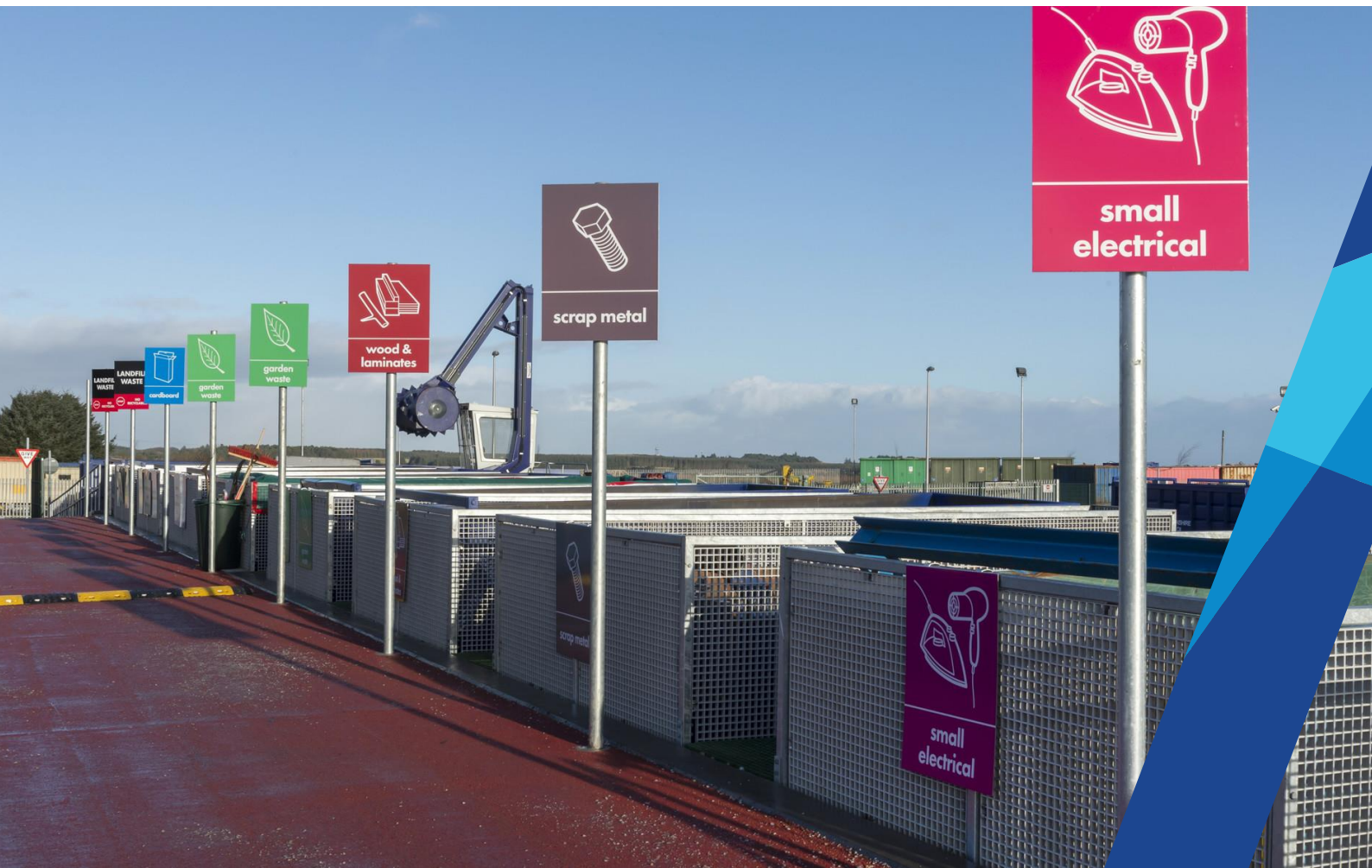


From mountain to sea

Recycling Centre Policy

Approved

August 2019



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1 Scope

This policy sets out the arrangements for taking recyclable materials and non-recyclable waste to recycling centres operated by Aberdeenshire Council.

This policy is accompanied by procedures which explain the specific arrangements users should follow when taking recyclable materials or non-recyclable waste to recycling centres or waste transfer stations.

This policy applies to households in Aberdeenshire and businesses wishing to take materials to the Council's facilities for recycling or disposal.

2 Policy Statement

Aberdeenshire Council aims to provide an efficient and effective service with a first-class reputation, keeping Aberdeenshire clean and safe, delighting our customers, recycling more and landfilling less every year.

The Council will provide recycling centres to help residents maximise reuse and recycling of items they no longer require.

3 Statutory Requirements

3.1 The Environmental Protection Act 1990

Recycling centres are provided under Section 51 of the Environmental Protection Act 1990 which in summary stipulates that every local authority should provide household waste recycling centres, or similar facilities for residents to use. Recycling centres have to be accessible to residents and open at reasonable times. Local authorities can determine the type of waste accepted at recycling centres.

4 What the Council Will Do

1. The Council will provide a network of recycling centres across Aberdeenshire for households to use.
 2. The primary purpose of recycling centres is to maximise recycling of waste produced by households in Aberdeenshire by allowing households to recycle materials that cannot be recycled through the kerbside collection service provided by the Council.
 3. To maximise recycling the Council will continue to assess opportunities to increase the number of materials that can be recycled at recycling centres. Introduction of any new materials will depend on operational feasibility and availability of end-markets for the recyclable materials collected.
 4. The recycling centres also provide a facility for residents to take excess recycling and non-recyclable waste which does not fit into their kerbside bins.
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5. The Council will provide a sufficient number of suitably trained staff to operate the recycling centres.
6. Staff at recycling centres will provide advice to householders on how to best segregate their waste to maximise recycling. This includes staff asking households what materials they are bringing to the recycling centre and advising which skips or containers the materials should be placed in.
7. To maximise recycling, recycling centre staff may occasionally carry out random checks of waste brought in by householders and advise householders which skips or containers any recyclable items found should be placed in for recycling.
8. The recycling centres will provide a safe environment for users and staff. As such specific site rules at recycling centres will apply for users and staff to follow.
9. The Council will provide information about the location, opening times and materials collected at recycling centres as detailed in **Procedure 1**.
10. Recycling centres are for household use only. The Council will use measures to limit the use of recycling centres by businesses, including but not limited to bans on vehicle types, permit systems, height barriers and automatic number plate recognition, in line with **Procedure 2**.
11. Business waste, and waste from charities, should be taken directly to waste transfer stations as specified in **Procedure 3**.
12. If a householder is suspected of using a recycling centre to dispose of waste from their private business, the householder will be informed of arrangements for business waste customers (**Procedure 3**) and asked to leave the recycling centre.
13. The Council will inform households in advance where possible if a recycling centre is not open during normal opening hours, for example, due to a public holiday, staff training or adverse weather.
14. The safety of our employees is a priority for us. We operate a zero-tolerance policy regarding the safety of staff – site users may be required to leave the recycling centre and any serious incidents will be reported to the police.

5 What Householders Need to Do

1. Pre-sort items at home before making a trip to a recycling centre to maximise recycling. Pre-sorting items will make visits to recycling centre faster and easier for householders and reduce congestion at recycling centres.
 2. Inform the member of staff at the recycling centre of what materials they are bringing to the recycling centre.
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3. Follow instructions given by the member of staff about which skips or containers the materials should be placed into.
4. Recycle as much as possible - only put materials that cannot be recycled into the non-recyclable waste skip.
5. Remember to recycle any cardboard boxes used for transporting materials to the recycling centre.
6. Be safe when visiting the recycling centre – obey the speed limit and site signage, consider other site users and follow any instructions given by site staff.
7. It is the householder's responsibility to lift items into skips – please make arrangements accordingly.
8. Allow recycling centre staff to carry out random checks on waste and follow advice given about which skips or containers any recyclable items found should be placed into.
9. Inform a member of staff of any issues noted at the recycling centre.
10. Follow any instructions given by recycling centre staff. We operate a zero-tolerance policy - householders may be required to leave the recycling centre and any serious incidents will be reported to the police.
11. Regular breaches of site rules may result in householders being refused access to the facility.
12. If using vans, trailers, pick-ups or minibuses, householders should apply for a permit in advance to be able to access recycling centres using such vehicles, in line with **Procedure 2**.

6 What Business Customers Need to Do

1. Recycling centres are for householders to use. Under no circumstances should businesses try to take their recyclable materials or non-recyclable waste to recycling centres.
 2. Instead businesses have the option of signing up for a business waste collection from their premises or taking their recyclable materials and non-recyclable waste to waste transfer stations in line with **Procedure 3**.
 3. Be safe when visiting a waste transfer station – obey the speed limit and site signage, consider other site users, provide and wear the required Personal Protective Equipment and follow any instructions given by site staff.
 4. It is the business' responsibility to lift items into recycling skips – please make arrangements accordingly.
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5. Allow site staff to carry out random checks on waste and follow advice given about which skips or containers any recyclable items found should be placed into.
6. Inform a member of staff of any issues noted at waste transfer stations.
7. Follow any instructions given by site staff. We operate a zero-tolerance policy – businesses may be required to leave the waste transfer station and any serious incidents will be reported to the police.
8. Regular breaches of site rules may result in businesses being refused access to the facility.
9. Pay for recyclable materials and non-recyclable waste in line with current charges and arrangements, as detailed in **Procedure 3**.

7 Implementation and Compliance

The Council's "**Recycling Centre Procedure**" details how this policy is implemented in practice.

The Waste Processing and Disposal Manager is responsible for updating this policy to reflect changes in legislation, strategy and any other changes as considered necessary.

The Waste Support Leaders (Processing and Disposal) shall be responsible for ensuring compliance with the policy and procedure within their areas.
