

3.12 Waste Removal

Trash Separation

Management is responsible for the proper handling of trash before it is disposed of. Management must inspect the content of boxes/bags for merchandise and ensure that all appropriate donation/trash procedures have been followed.

Note: If trash removal required backroom or dock door to be open, a Member of Management or Backroom Coordinator must remain at the door until all trash is disposed of and door is locked. The overhead door, man-door and compactor door should be locked and alarmed when not in use.

Compactors

Pallets, fixtures or large amounts of damaged merchandise should NEVER be disposed of in a compactor.

Compactors are broken into three unique and specific types:

- **Comingled Compactor (Dry Waste)**

- Trash and cardboard may be put in a Comingled Compactor.
- All “non-cardboard” material MUST be bagged to avoid being charged a contamination fee.
- Only clear trash bags should be used for “non-cardboard” material.
- Cardboard does not need to be bagged, but should be broken down.
- Shoe boxes are considered cardboard and should not be bagged as trash.

- **Trash Only Compactor**

- Only trash may be put in a Trash Only Compactor.
- All trash MUST be bagged, using only clear plastic bags.
- Shoe boxes are considered cardboard and should not be put in the Trash Only Compactor.

- **Cardboard Only Compactor**

- Only cardboard may be put in a Cardboard Only Compactor.
- Cardboard should be broken down before being put in the compactor.
- Shoe boxes are considered cardboard and may be placed in the Cardboard Only Compactor.

All compactors should be cycled completely after each use. This will maximize the capacity of the compactor and ensure that your store’s waste removal is as efficient as possible.

PSI Pressure Gauges

All compactors should be equipped with a PSI pressure gauge. The gauge should be located next to the opening to the compactor.

There are two types of PSI gauges:

- **3,000psi Capacity**
 - When this pressure gauge is reading 2,400psi the compactor is 80% full and your local hauler should be called for pick up.
- **1,500psi Capacity**
 - When this pressure gauge is reading 1,200psi the compactor is 80% full and your local hauler should be called for pick up.

Your vendor should pick up your compactor within 24-48 hours after placing your call.

Leaving your compactor at 80% capacity should accommodate for any additional usage during this period.

Dumpsters

Dumpsters fall in two specific categories:

- **Trash Only Dumpster**
 - Only trash may be put in a Trash Only Dumpster.
 - No cardboard should be put in this dumpster.
 - Shoe boxes are considered cardboard and should not be put in a Trash Only Dumpster.
 - All items put in this dumpster should be in clear plastic bags.
- **Cardboard Only Dumpster**
 - Only cardboard may be put in a Cardboard Only Dumpster.
 - No trash should be put in this dumpster.
 - Cardboard should be broken down before being put in the dumpster.
 - Shoe boxes are considered cardboard and should put in the Cardboard Only Dumpster.

Dumpster pickups are on scheduled days, there is no need to call your hauler.

Note: Any increase to service or sizes must be approved by Store Operations.

Balers

Balers are an excellent way to turn a store's cardboard waste into a commodity.

100% of monies generated from the recycling of cardboard bales through our approved vendors go back to the store.

- All bales should be kept in a designated area within a stores backroom.
- Bales **SHOULD NOT** be stored outside. Cardboard bales are considered a company asset and should be treated as such.
- Bale pickups are on a preset weekly or bi-weekly schedule based on a store's estimated units and bale production.

If you feel your store should have more frequent pickups, contact the Facilities Department to discuss. Do not contact your hauler directly for additional pickups.

ARRC Serviced Stores

If you are serviced by an ARRC, all of your identified recyclables (cardboard, backroom plastics, etc.) must be sent back to the ARRC on your daily merchandise truck.

- ARRC serviced stores with balers should be sending ALL cardboard bales back to the ARRC on the merchandise truck.
- Do not accumulate bales or recyclables in your back room. This is valuable space and should not be compromised.
- Refer to your ARRC "Backroom Poster" for all further information.
 - Should you not locate your "ARRC Backroom Poster" or need additional information, contact your local ARRC. (Backroom Poster is available on DDS #9421)

Store Responsibilities

Trash must be removed at least 2 times per day (morning and late afternoon). This will ensure store containers are full when waste haulers pick up. Break down and flatten boxes.

- Bag all loose trash including plastic, peanuts and paper. Poke holes in the bag if it's going in a compactor.
- Collect all bagged trash and organize ensuring emergency exits are clear.
- Place trash in the recycled waste container or the solid waste container as appropriate.
- If your dumpster has a lock please make sure it is locked to ensure only STP trash is placed in containers. *Contact Facilities Management if locks are missing.*

**Store
Responsibilities
(cont.)**

Make sure all trash in the Backroom is disposed of prior to the arrival of a truck. Failure to remove trash will delay the truck delivery process.

**Service Issue/
concerns**

Any **PERMANENT** changes to hauling contracts, number of pickups, container size or requests for “roll-off” containers, **MUST** be set up by the Facilities Department and approved by Store Operations.

DO NOT CONTACT YOUR LOCAL HAULERS.

**ALL CALLS MUST BE PLACED TO YOUR NATIONAL WASTE
HAULER FOR SERVICE**