

Environmental Management is one of Ricoh Australia's highest corporate priorities.

As a company we will continually adapt processes and practices to reduce, reuse and recycle all Ricoh trade waste.

Ricoh Business Centre Hobart actively supports this view and expects all staff to familiarise themselves with our policies and related procedures and comply at all times.

Do you have any suggestions?

RESOURCES:

www.ricoh.com.au/environment

www.closestheoop.com.au

www.energystar.com.au

www.hobartcitycouncil.com.au

In-house Waste & Recycling Program



RICOH
BUSINESS CENTRE



What we recycle:

✓ Machines

All end-of-life machines are recycled at Simsmetal.

How does this work?

1. Remove all consumables (for recycling separately).
2. Go to the weighbridge for collection of weight data.
3. Complete data sheet. Request 2 copies - one for Simsmetal to forward to Ricoh Australia and one for Judith at RBC Hobart.

NB. RBC Hobart has an established relationship with CSIRO Science Education in North Hobart. Upon request, end-of-life machines may be transported to the Centre for disassembly/education.

✓ Toner/Consumables

Ricoh has a partnership with Close the Loop. Collection Bins are located in the showroom, warehouse and Service Department.

We collect:

Laser cartridges, inkjet cartridges, toner bottles, fuser kits, drum kits & fax, photocopier & printer cartridges.

Collection Bins must be double bagged.
Office staff will book collections via the web (www.closesthe-loop.com.au/services/book_pickup.htm).
Customer ID 104832.

✓ Paper

Paper is collected by Oak Enterprises (Walkabout Industries) each Monday fortnight (ph 03 6272 8244). Yellow collection bins are located near the loft stairs in the warehouse. Please ensure that paper is compacted. There are receptacles for paper recycling in all work areas, bureau and showroom.

✓ Card

We recycle all card. It is collected on demand by Veolia. The orange collection skip bin is located at the rear of the warehouse. All card should be **flattened** prior to deposit in the bin. Office staff order collection on request, ph 03 6244 7171.

✓ Cans, Bottles & Containers

The Hobart City Council provides a 240L bin for kerbside recycling each Tuesday fortnight. The service includes:

- paper & card (**flattened & loose**)
- glass bottles & jars (**rinse, remove lids**)
- aluminium & steel food & drink cans (**rinsed**)
- clear & coloured plastic bottles (**rinse, remove lids**)
- liquid paperboard cartons (**rinse**).

There is a recycling bin for the above items in the staff kitchen.

Our recycling staff

- ✓ Tour the building turning of lights, heaters & air conditioners at close of business.
- ✓ Empty bins into appropriate receptacles to ensure waste sorted appropriately for recycling.

Our policies

Packaging

In our Print Bureau we use paper packaging and recycled plastic bags.

Computers

Shut down computers at end of each day.

Collection of data

We collect & record data regarding all our waste disposal and electricity usage for monthly/quarterly comparisons.

Refer all queries and relevant data to Co-ordinator, Judith Andrews.

We have been pleased to note that the results collected have shown an improvement in all areas to date.

Energy efficient lighting

We have a policy of using energy efficient lighting.

We now have, on-site, Veolia RecyclePak boxes for the collection & appropriate disposal of straight and U-tube fluorescent lamps in T5s, T8s or T12s sizes.

Boxes are stored in the loft and we encourage all staff to use this facility - for home & business lighting disposal.

Phone 1800 836 542 to arrange collection.

