

# Distribution Centre Reuse & Recycling

## The Mailing Room

Southerly 7, Waterfold Park, Bury BL9 7BR

April 2021



Authorised  
independent inspector and  
maintainer of franking machines

We go **Beyond Mailing**

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**The  
Mailing  
Room**

# The Mailing Room Distribution Centre Policy

The Mailing Room recognises the importance of environmental protection and this policy outlines the measures we are taking to minimise the environmental footprint of our Distribution Centre. This policy is designed to compliment the goals listed in our company-wide Environmental Policy.

The Mailing Room Distribution Centre is committed to reduce, reuse and recycle as much as possible and alongside our overall environmental goals we have the following measures in place to ensure we are able to minimise the environmental footprint of our warehouse activities:

- **Managing the return and recycling of customers' franking ink cartridges through ECS The Greener Side as part of our Return & Save scheme.**
- **Reuse of box and packaging materials (predominantly cardboard) to redistribute refurbished machines.**
- **Reuse of protective packaging materials (e.g. polystyrene, cardboard and bubble-wrap) used to shield machines returning for refurbishment from damage in transit.**
- **Recycling of non-operational machines where they cannot be repurposed or refurbished.**
- **Recycling of scrap cables through a local provider (Recycling Lives) delivering strong environmental and social value programmes.**
- **Recycling of excess cardboard that cannot be reused or repurposed and monitoring & measuring of the amount of cardboard waste produced.**

The Mailing Room Distribution Centre is dedicated to the refurbishment and reuse of all materials wherever possible, from cardboard and packaging through to electrical components and used ink cartridges it is a vital part of our efforts to minimise the environmental footprint of our activities. Our trained staff are experts in the reuse and refurbishment of parts and packaging, so customers can rest assured our environmental initiatives are carried out with no compromise in quality.

Our Distribution Centre is also a vital part of coordinating our Return & Save scheme with customers returning used ink cartridges to our warehouse in biodegradable, freepost bags, that are then collected and recycled by our partners ECS The Greener Side. ECS are committed to a "Zero to Landfill" policy and through our partnership we are encouraged that we can help ensure our customer's used plastic cartridges are recycled correctly and do not end up as landfill.

While we endeavour to refurbish or repurpose as much as possible in the way of returned machines or electrical components, we are also continually looking for better ways to close the circle on any waste that remains after all other avenues have been exhausted.





Our latest update has been to move away from the disassembling of machines on-site and the processing of electrical components as WEEE waste by an external contractor, to utilising an ISO9001 and ISO14001 certified company (Smith Metals (Bolton) Ltd - certificates shown on the following pages) to collect and recycle our defunct machines as a whole.

This move allowed us to cut down on the transport emissions associated with the separate collections of WEEE waste and plastic recycling, as well as ensuring that every component of our non-operational machines is being recycled effectively.

We are confident that through consolidating these two processes we are closing the circle on our waste and contributing to a circular economy. We believe our values of reuse, refurbishment and recycling match with those of our contractor and moving forward we endeavour to reduce the amount of waste sent to landfill to zero.

Our Distribution Centre efforts also cover all packaging materials that are involved in the distribution, return and refurbishment of machines. Alongside changes to how we recycle our electrical waste, we are also continually evolving our warehouse processes to ensure any cardboard packaging that cannot be repurposed is recycled effectively.

We have recently switched away from the communal recycling arrangement of our large warehouse space, and now manage and control our cardboard recycling process independently. By sourcing our own local provider and having use of our own personal bins we have been able to better monitor our own waste production, and from here we will now be able to ensure we remain on track with our waste reduction goals.

The Mailing Room are also proud to use a local waste management provider – Recycling Lives, as recyclers of our Distribution Centre's scrap cable. Recycling Lives are drivers of important Social Value initiatives and also help us to reduce our environmental impact through their processing and export of granulated wire scrap from one local site. This helps reduce related CO<sub>2</sub> emissions by returning recycled copper and plastic directly back to market.

Currently the Distribution Centre is helping us analyse how we can implement changes to our packaging materials and modes of transportation to further reduce our environmental impact.

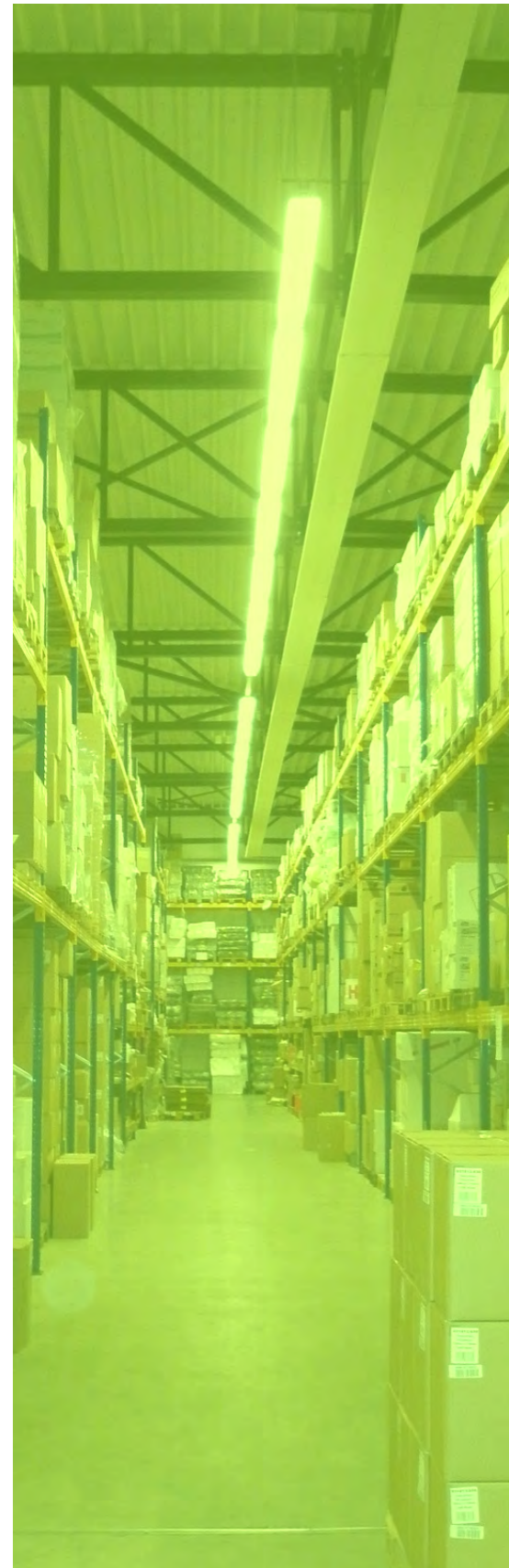
**Mark Smith**  
Group Managing Director

**And the team at The Mailing Room**  
April 2021



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This document certifies that the quality management systems of

**SMITH METALS (BOLTON) LTD**  
Darbshire Street, Bolton, Greater Manchester BL1 2TN

have been assessed and approved by QMS International Ltd to the following quality management systems, standards and guidelines:-

**ISO 9001 : 2015**

The approved quality management systems apply to the following:-  
**THE COLLECTION, SEGREGATION, PROCESSING AND DISPOSAL OF RECYCLED SCRAP METAL AND WASTE PRODUCTS.**

Original Approval: 25 July 2002

Current Certificate: 20 September 2017

Certificate Expiry: 24 July 2022

Certificate Number: 14125575



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## ISO 14001 REGISTERED

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**ISO 14001 : 2015**

The approved environmental management systems apply to the following:-  
**THE COLLECTION, SEGREGATION, PROCESSING AND DISPOSAL OF  
RECYCLED SCRAP METAL AND WASTE PRODUCTS.**

Original Approval: 10 September 2002

Current Certificate: 20 September 2017

Certificate Expiry: 09 September 2022

Certificate Number: 14125576



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# Certificate of Registration

This certificate has been awarded to

## **Effective Consumable Solutions (UK) Ltd.**

11-14 Stockwith Park, Stockwith Road, Misterton, Near Doncaster, DN10 4ES, United Kingdom

in recognition of the organization's Environmental Management System which complies with

**ISO 14001:2015**

The scope of activities covered by this certificate is defined below

**Provision of Consumable Solutions including Stationary Supplies and Engineering Supplies**

**Certificate Number:**

70547/A/0001/UK/En

**Date of Issue: (Original)**

17 December 2015

**Date of Issue:**

25 January 2019

**Issue No:**

3

**Expiry Date:**

24 January 2022

**Issued by:**

*On behalf of the Schemes Manager*



If there is any doubt as to the authenticity of this certificate, please do not hesitate to contact the Head Office of the Group on [info@urs-certification.com](mailto:info@urs-certification.com).  
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70547/B/0001/UK/En

Date of Issue: (Original)

15 January 2016

Date of Issue:

08 February 2019

Issue No:

3

Expiry Date:

07 February 2022

Issued by:

On behalf of the Schemes Manager



If there is any doubt as to the authenticity of this certificate, please do not hesitate to contact the Head Office of the Group on [info@urs-certification.com](mailto:info@urs-certification.com).  
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