Calvert

Guide to our Recycling Services

www.calvert.print-recycle.com

PRINTIT 2025 AWARDS
Channel Services Provider of the Year
★★★★★ WINNER ★★★★★
Circular Business/Initiative of the Year
★★★★★ WINNER ★★★★★

PRINTIT 2024 AWARDS
Channel Services Provider of the Year
★★★★★ WINNER ★★★★★
PrintIT Award: Environmental Excellence
HIGHLY COMMENDED

award-winning recycling services provided by WBM Ltd.

Introduction

Through our strategic partnerships, we are able to offer our customers a comprehensive printer consumables collection & recycling service. All makes and models of all printer cartridges and other print consumables can be recycled in one single collection box.

It is all of our responsibility to apply Duty of Care and due diligence when it comes to recycling. It's no different for printer consumables used at home, in the office or elsewhere.

With printer cartridges being classed as WEEE (Waste Electronics and Electrical Equipment) it is **illegal** to dispose of them in general waste and it is illegal for anyone to export them without the new IWS Notification procedure (since 1st Jan 2025).

Our aim is to ensure you have an environmentally and legally compliant solution for your used printer consumables. Products collected are inspected and sorted, with those that can be reused then supplied back to the manufacturer. The non re-usable products are put through a raw-material recovery process to reuse plastics and metals, and the non-recyclables are sent for thermal recovery.

Fully Comprehensive.
Zero Landfill.
Genuine Recycling.

This guide will help you get started with our new online recycling portal, but please contact us for more details and information about our services...

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The Service

We supply recycling boxes (with bags and tape) that can be placed next to a printer. The boxes are 38cm x 38cm x 72cm high and can hold around 20-30 items. The boxes are usually supplied in packs of 3 to reduce the environmental impact of materials and logistics.

Full recycling boxes are collected and taken to our partner recycling facility in Northwest UK, for processing.

Requests for collections of full boxes and delivery of replacement boxes are made separately on our recycling portal. Both services will usually be completed by a 3rd party courier.

These services are usually completed within 3-5 business days from you placing the order on our recycling portal, however they are not always done at the same time and are treated as separate transactions on the portal and by the courier. The couriers usually email with schedules and updates.

If a delivery or collection fails, it will be re-attempted again and you will be contacted if there is an issue.

The Products

Our recycling service accepts all brands of printer consumables for recycling. Please see the list below of items we can / cannot accept:

Acceptable Products: These can be put into the recycling boxes	**Not Acceptable Products: Please find an alternative recycling service**
Toner Cartridges	Batteries
Inkjet, Ink Tank & Wide Format Ink Cartridges	Any Hazardous Materials
Toner Bottles	Any other waste
Waste Toner Containers	
Fuser & Drum Units	
Imaging & Developer Units	
Maintenance Kits & Small parts	
Any consumables / replaceable products for a printer	
All other small WEEE items	

The Portal

The online portal is designed to be a simple platform for you to use and manage your printer consumables recycling.

If you have multiple sites and want to manage services centrally, the address book allows for single entries or bulk uploads.

Where possible, please only create one account, so that all your recycling service history stays together. We recommend using a generic email inbox to register, which can be accessed by multiple people to be able to book the services across the team.

Use our online portal to:

- Request the collection of full recycling boxes
- Order replacement recycling boxes
- View historical returns and orders
- Download Waste Transfer Notes & Certificates of Recycling
- Add additional sites to your address book
- Contact us for any recycling queries

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Registration

Please complete the online registration form by entering your details. Remember to use a generic (team) email if possible. Once your registration is submitted, please allow up to 2 working days for the account to be verified and activated by our recycling partner.

Once activated, the registered email address will receive a notification along with confirmation of the username and temporary password.

Our portal uses 2FA with email verification - you will need access to the inbox of the email address used for the registration. Please check your spam / junk email folders as sometimes verification emails get caught up there.

Once logged in for the first time, you can change the temporary password and start using the services.

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Using the Portal

Login

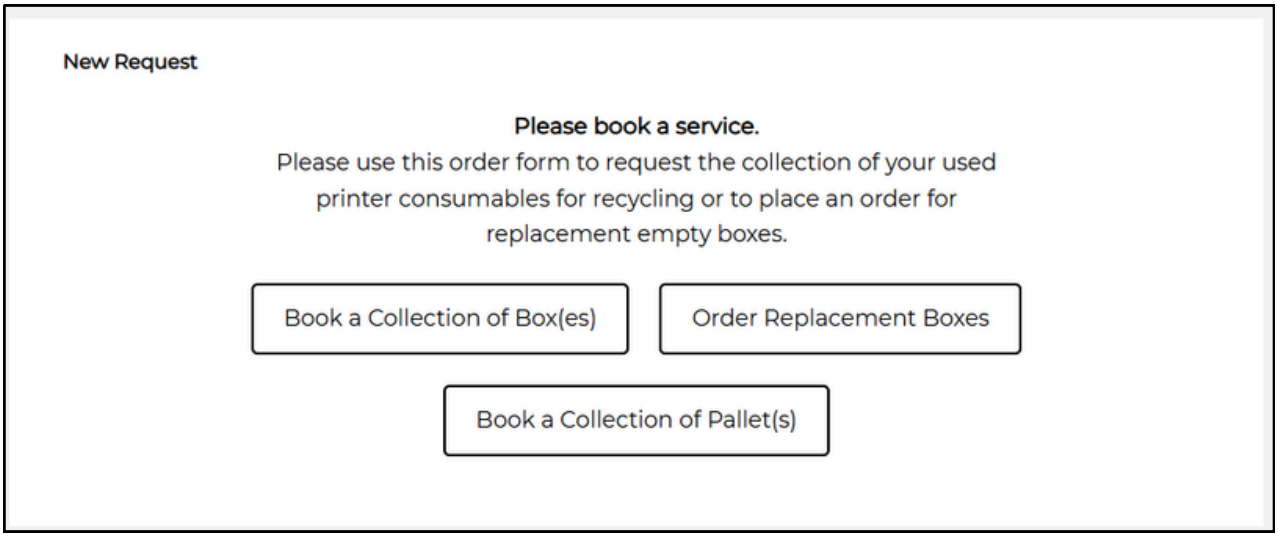
Once logged in, the HOME SCREEN has 3 key menu items:

1) New Request
2) My Account
3) Orders

New Request

From the New Request screen, you can:

a) Book a Collection of Box(es)
b) Order Replacement Boxes
c) Book a Collection of Pallet(s)



Order Boxes

Our replacement recycling boxes will usually be delivered to you in packs of 3 and each box can hold 20-30 items, depending on their size. Boxes are supplied with a recyclable bag and seal tape.

- Select the quantity of packs of boxes you require
- Search & select the address where the boxes are to be delivered
- Enter a Reference for this order
- Accept the Terms
- Continue
- Check the details & Confirm

The boxes arrive flat-packed and banded together. The bags and tape are within the pack. Please keep the spare boxes safe until you need to use them.

The boxes will be sent out for delivery to your selected address within 3-5 business days. The courier may leave them in a safe place if they cannot get access to the site.

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Box Collection

When your box is full, please seal the plastic bag containing all items and ensure the box is sealed with tape at both ends. The box should not weigh more than 25 Kg and should not be bulging.

- Select the quantity of boxes to be collected
- Search & select the address where the boxes are to be collected from
- Accept the Terms
- Continue
- Check the details & Confirm

Please remove product packaging and fit as many items in the box to maximise the environmental benefits and reduce costs.
Full toners / waste toner containers / inks should be placed inside their own separate sealed bag, within the main bag, to prevent leaking onto other items.

Collection will usually take place within 3-5 business days and the courier will bring the shipping label. If the courier misses the collection, they will try again in the next couple of days. Please ensure the box is ready and easily accessible for the courier **BEFORE booking the collection!**

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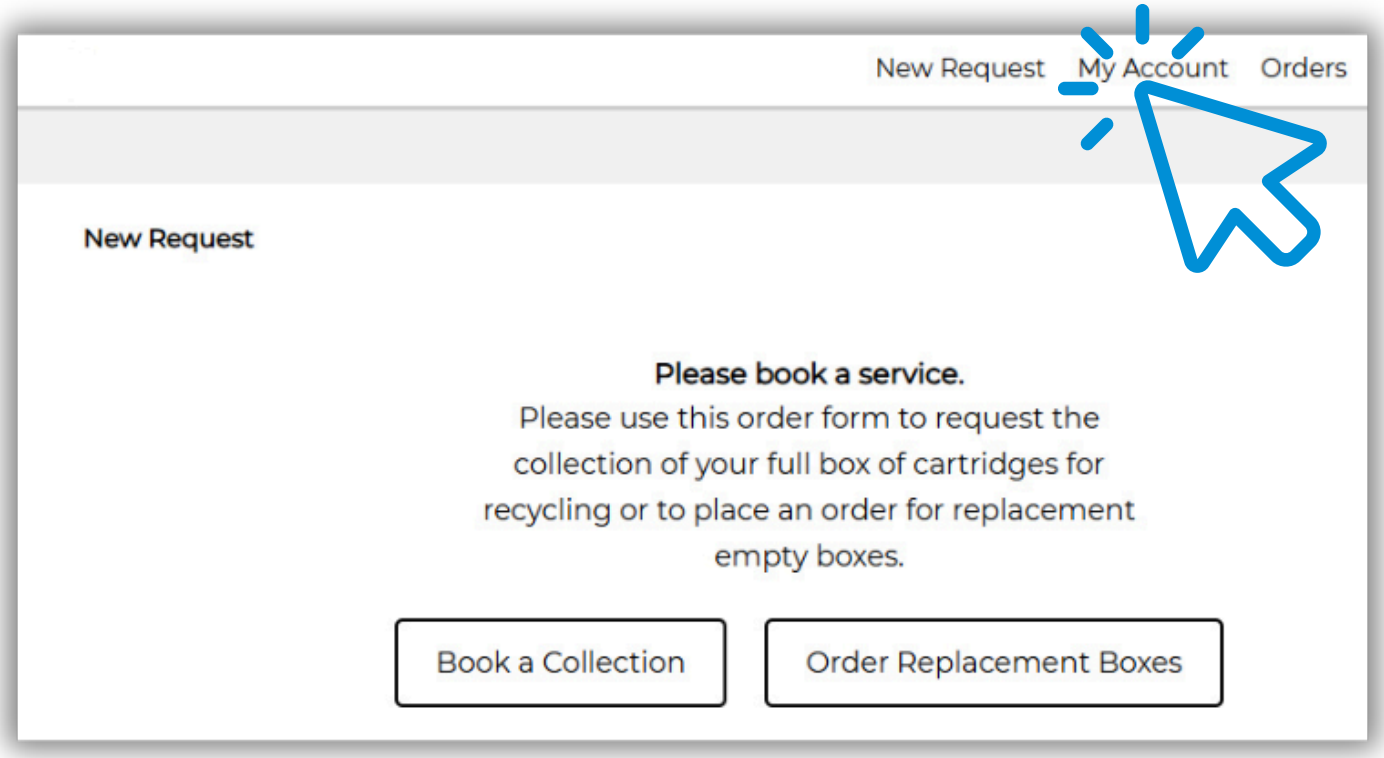
My Account

You can view packaging guidelines, FAQ, Terms & Conditions and other useful information from this menu. You can also update your password and manage your Address Book...

You can add additional collection locations to your address book.
You can add one address at a time or use the Bulk Import function to download a .csv file template to then upload multiple addresses.
You can use the Search and Filter functions to find addresses and use the Edit / Delete buttons to manage them.



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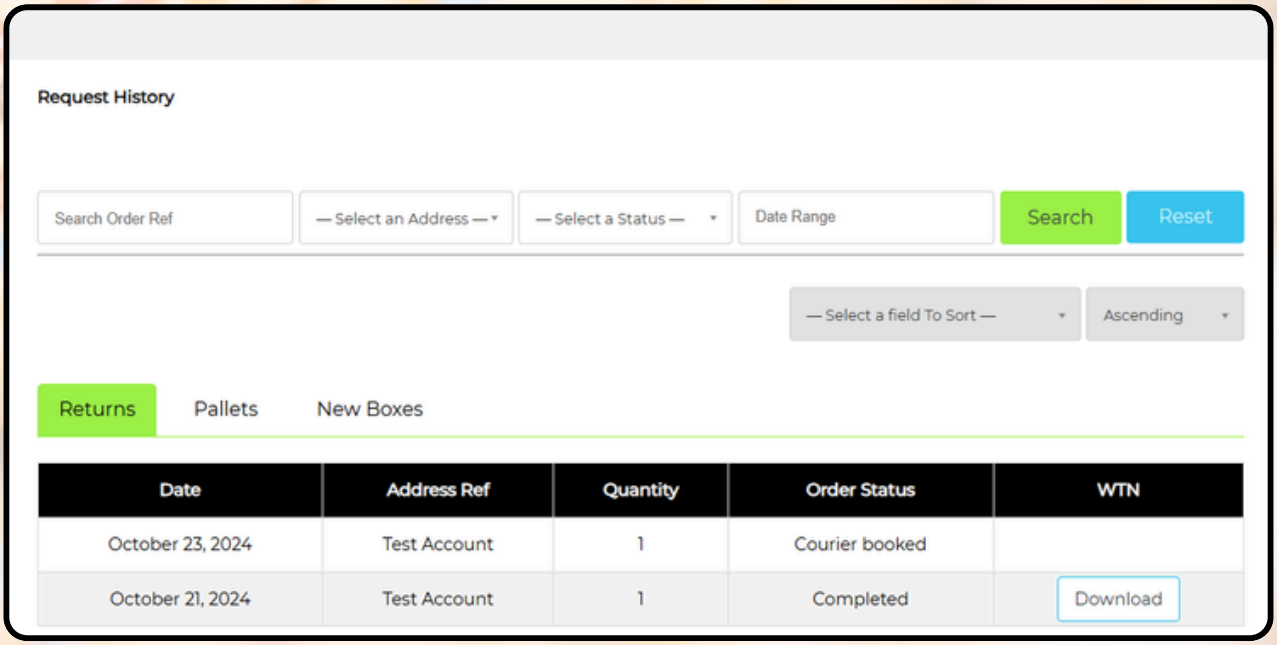
Orders (history)

Returns & New Boxes

When your full box is received at our recycling partner's facility, it will be scanned & weighed. Once it has been processed, your portal page will be updated with the Waste Transfer Note and Certificate of Recycling. These are usually available to download around 10 business days after your boxes have been collected.

If you have an environmental audit, you can use the Search and Filter functions to retrieve the details for all historical services.
The WTN will show where your waste was sent to (recycling facility) and you will have a COR to prove it has been recycled responsibly and legally compliant.



Simple Process

FILL THE BOX / PALLET

Check packaging guide & place items into recycling boxes.

REQUEST COLLECTION

Log into your online portal to request a box or pallet collection

COURIER

Ensure the box / pallet is ready for the courier to collect.

RECYCLING

The products will be processed for re-use or recovery.

COMPLIANCE

Your Certificate of Recycling & Waste Transfer Note will be available to download

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Real Recycling

Your waste is your responsibility and Duty of Care
Don't fall into the trap of accepting a WTN as proof of recycling - that only states where your waste has gone. And don't just accept somebody's explanation (or booklet or flowchart!), as that is not doing your proper due diligence for your waste responsibility.

Most recycling companies will supply the reusable cartridges to remanufacturing facilities, but you need to know what happens to the rest of the waste - the non-reusable products.

Our recycling partner provides the collection, processing and recycling services directly for several of the UK's largest OEM's, Aftermarket Remanufacturers and Distributors.

With global partnerships, facilities in the UK and Europe play their part to ensure all reusable products can get back to manufacturers and, equally importantly, the non-reusable products are processed for raw-material recovery with zero-landfill.

The non-reusable products are broken down, cleaned, and the recovered raw-materials separated. The recycled plastics and metals are then put into the manufacturing supply chain of new products.

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Documents

Waste Transfer Note (WTN)

A simple document to record where waste was produced, who moved it, when it was moved and where it was moved to.
Any organisation can pay £105 to obtain a waste carrier license for 3 years. Then the company can move and receive waste using the WTN as documentation.
This is evidence for the movement of waste - it is **not proof of recycling.**

DUTY OF CARE & WASTE TRANSFER NOTE

DESCRIPTION OF THE WASTE			
DATE GOODS RECEIVED:			
WASTE DESCRIPTION	CONTAINER	QTY	G. WEIGHT (KG)
Printer Consumables, Empty / Discarded Printer Cartridges EWC Codes: 16-02-14 / 08-03-13 / 08-03-18			

TRANSFEROR - ORIGINAL HOLDER OF THE WASTE		
Contact Name		
Company Name		
Company Address		
Postcode		PRODUCER OF THE WASTE: ✓
I can confirm that I have fulfilled my duty to apply the waste hierachy as required by Regulation 12 of the Waste (England and Wales) Regulation 2011		TRANSFEROR'S SIGNATURE

TRANSFEREE - MOVEMENT OF THE WASTE	
MOVEMENT OF WASTE:	
Company Name	
Company Address	
Postcode	
Waste Carrier, Broker or Dealer - Registration Number	

THE TRANSFER - RECEIVER OF THE WASTE		
Company Name	Waterloo Business Management Ltd	RECEIVER SIGNATURE
Company Address	Adelaide Mill Gould Street Oldham	
Postcode	OL1 3LL	
Waste Carrier, Broker or Dealer - Registration Number		CBDU 74010
Waste Exemption Holder: Articles T16/S1/S2 - WEX 373615 & Article T11 - EXP/MP3346YE		

Documents

Certificate of Recycling (COR)

A document to declare that the proper and genuine recycling processes with your waste have been followed.
The document includes a breakdown of the recovery processes (as a percentage of weight).
This is evidence for the recycling of waste - it is also not proof of recycling, after all, it is just a document, but it is a signed declaration.

wbm

Certificate of Recycling

DESCRIPTION OF THE WASTE

DATE GOODS RECEIVED: #N/A

WASTE DESCRIPTION	CONTAINER	QTY	NET WEIGHT (KG)
Printer Consumables, Empty / Discarded Printer Cartridges EWC Codes: 16-02-14 / 08-03-13 / 08-03-18	0	0	0.0

PRODUCER OF THE WASTE

Contact Name	0
Company Name	0
Company Address	0
	0
	0
Postcode	0

PRODUCER OF THE WASTE: ✓

RECYCLING COMPANY & SITE OF OPERATION

Company Name	Waterloo Business Management Ltd (WBM)
Company Address	Adelaide Mill
	Gould Street
	Oldham
Postcode	OL1 3LL

RECYCLING PROCESS

All EU countries follow the Waste Hierarchy as set out in Article 4 of the revised Waste Framework (Directive 2008/98/EC) and as later updated. Each EU country has had to set their own guidance and regulation around this European Directive. WBM follow the guidance as produced by the UK, under regulation 15(1) of the Waste (England and Wales) Regulations 2011 (DEFRA) and later updates.
WBM use Best Available Techniques (BAT) - innovative and bespoke processes to facilitate the recycling process.
WBM commit to zero landfill / disposal and zero export for landfill / disposal, prioritising:
Recycling with Raw Material Recovery
Other Recovery by Incineration with Energy Recovery

RECYCLING COMPLIANCE

T11 Waste Exemption	EXP/MP3346YE	
T16 Waste Exemption	WEX 373615	Includes S1 & S2 exemptions
CBD Upper Tier	CBDU 74010	

RECYCLING RESULTS*

% of Material Recycled (Raw-Material Recovery / Re-Use)	
% of Material Other Recovery (Incineration with Energy Recovery)	
% of Material disposed	

RECYCLING DECLARATION

Authorised Signatory to declare this information to be true and factual:

*If exact details not established, business average applicable to channel is used

A WTN and COR are issued for every collection.
A COR is not a legal requirement, but we think it should be.
This should give you some reassurance and we encourage you to audit any recycling services you use, with full due diligence.

COMPLIANCE

Due Diligence Checklist

- Compliant with HSE recommendation to 'remove contaminants prior to shredding / dismantling / recycling'
- Using Best Available Treatment Recovery & Recycling Techniques
- Zero landfill & only minimum thermal-recovery for non-recoverable materials
- Cleaned & separated raw-material outputs
- Valid Environmental Licenses, Registrations and necessary Permit Exemptions

Waste Carrier (Broker & Dealer) Upper Tier License:
CBDU 74010

T11 - Waste Treatment Exemption for WEEE:
EXP/VS3895UE

T16 - Waste Treatment Exemption for printer cartridges:
WEX483803

https://environment.data.gov.uk/public-register/view/search-waste-exemptions

Thank you for recycling with us

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