



A Company Limited by Guarantee, Registered in Scotland  
Company Number SC271553 Charity Number SC038888  
Registered Office: Unit 1, Woods Yard, Whitehall Village, Stronsay, Orkney, KW17 2AR

## Standard Operating Procedure (SOP) for Cardboard Recycling Centre

### 1. Purpose

This SOP outlines the procedures for safely and efficiently operating a cardboard recycling centre. The facility stores cardboard in outdoor bins, processes it through a shredder, and compacts it into briquettes for recycling.

### 2. Scope

This SOP applies to all personnel involved in the operation, maintenance, and management of the cardboard recycling unit.

### 3. Responsibilities

- Operators: Ensure the safe and efficient operation of equipment and adherence to safety protocols.
- Supervisors: Oversee operations, conduct training, and ensure compliance with environmental regulations.
- Maintenance Personnel: Perform routine checks and maintenance of equipment.

### 4. Safety Precautions

- Always wear appropriate Personal Protective Equipment (PPE), including gloves, safety goggles, and steel-toed boots.
- Do not operate machinery under the influence of alcohol, drugs, or medications that impair judgment.
- Ensure the machine is turned off and locked out before maintenance or clearing jams.
- Keep the area around the shredder and briquette machine clean and free of debris to avoid hazards.

### 5. Procedure

#### 5.1 Receiving and Storing Cardboard

##### 1. Delivery:

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- Cardboard is delivered to the centre and deposited in designated outdoor bins.
- Inspect the cardboard for contaminants (e.g., plastic, metal, or hazardous materials) and remove these items before processing.
- 2. Storage:
  - Ensure the bins are not overfilled to prevent spillage.
  - Regularly inspect the bins for damage or signs of pests.

## 5.2 Preparing for Processing

1. Machine Inspection:
  - Before starting, inspect the shredder and briquette machine for any visible damage or obstructions.
  - Check oil levels, belts, and other critical components as per the machine's manual.
2. Setup:
  - Unlock the facility and ensure adequate lighting and ventilation.
  - Turn on the main power supply for the machines.

## 5.3 Shredding Cardboard

1. Loading:
  - Transport cardboard from the bins to the shredder using a trolley or other appropriate equipment.
  - Feed cardboard into the shredder slowly to avoid overloading the machine.
2. Monitoring:
  - Monitor the shredder during operation to ensure smooth functioning.
  - In case of a jam, turn off the shredder, unplug it, and follow the machine manual for clearing.

## 5.4 Compacting into Briquettes

1. Feeding Shredded Material:
  - Collect shredded cardboard and feed it into the briquette machine.
  - Follow manufacturer guidelines for loading capacity to avoid malfunction.
2. Operating the Briquette Machine:
  - Start the machine and monitor its operation.
  - Ensure briquettes are being formed correctly and remove them carefully to avoid injury.
3. Storage:
  - Stack completed briquettes in a dry, designated area for transport or pickup.



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#### 5.5 Cleaning and Closing the Facility

1. Cleaning:
  - Sweep the area around the machines and storage bins.
  - Dispose of any debris or contaminants properly.
2. Shutdown:
  - Turn off all machines and lock the main power supply.
  - Secure the facility by locking all doors and gates.

#### 6. Maintenance Schedule

- Perform routine maintenance on the shredder and briquette machine weekly.
- Check for wear and tear on belts, blades, and other moving parts.
- Report any malfunctions immediately to the maintenance team.

#### 7. Emergency Procedures

- In case of a fire, use the nearest fire extinguisher and follow evacuation protocols.
- Report any injuries to the supervisor and provide first aid as necessary.
- Ensure that all staff are familiar with emergency contact numbers and the evacuation plan, which should be prominently displayed within the facility.
- Contact emergency services for major incidents.

#### 8. Record Keeping

- Maintain logs for:
  - Cardboard received and processed (weight/volume).
  - Machine maintenance and repair.
  - Safety incidents or irregularities.

#### 9. Training Requirements

- All personnel must undergo initial training on machine operation and safety protocols.
- Refresher training must be conducted annually.



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Approved By:

Date:

Revision:

This SOP ensures that all cardboard recycling activities are carried out safely, efficiently, and in compliance with environmental standards.

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