

Recycling Portal Guide

UK & IRELAND

Circular Planet
a printing industry initiative



Introduction

In cooperation with the ink and toner cartridge manufacturers, we have designed a multi-brand printer consumables collection & recycling program. All genuine Original Equipment Manufactured (OEM) cartridges and other print consumables can be recycled in one single collection box, resulting in reduced CO2 emissions.

The Circular Planet initiative is free of charge for genuine original brand printer consumables only. Please do not use this service for remanufactured, aftermarket or compatible brands - for the recycling of those products, please create an account on www.print-recycle.com where there is a chargeable service option.

UK Partner: WBM Ltd

WBM Ltd. was formed in 2009, to provide a safe and efficient total recycling solution for printer consumables. Our facility re-purposes an old, but remarkable, mill, in the industrial town of Oldham, in the Northwest UK.

Replacing plastic with other 'more environmentally-friendly' alternative materials, which are usually much less practical (paper straws - really?!), can also be far worse for the environment when we consider their production, transport and reusability impacts.

Instead, we should focus on using recycled plastics and developing the solutions to efficiently recycle plastic for further use.

Our goal is to reduce single-use plastic waste in the printer consumables industry by returning items back to the original manufacturers, so the products and materials can be reused. For the remaining items, we provide a raw-material recovery-for-reuse process to fulfil our zero landfill promise.



www.circular-planet.co.uk



The Service

Our services cover the UK and Ireland - please note that turnaround times can be longer for off-mainland UK services.

We supply collection 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. This is to reduce the environmental impact of moving smaller quantities.

Delivery of replacement boxes is usually within 3-5 business days of order.

If you require pallet collections, large quantities or bespoke collection services, please contact us to discuss the services we can provide.

Full recycling boxes are sent to our recycling facility. Here, each box is scanned, weighed and processed with full itemised reporting. Items that can be reused will go back to the Original Manufacturer and the rest will be processed for raw-material recovery.

Collection of full boxes is usually within 3-5 business days of order.



The Products

Circular Planet accepts all genuine original 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 Circular Planet 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	Non genuine brand consumables
Waste Toner Containers	Any other waste
Fuser & Drum Units	
Imaging & Developer Units	
Maintenance Kits & Small parts	
Any consumables / replaceable products for a printer	
Empty / Full Used / Unused / Damaged	



Circular Planet

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The Portal

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

End-Users such as schools, offices, health organisations etc. can register online and start recycling straight away.

Trade-Users such as dealers, resellers and managed-service providers can also register and manage recycling services for themselves and their customers.

You can add multiple sites / customers to one account, but please only create one account per organisation, 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.

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 sites / customers to your address book

Using the Portal

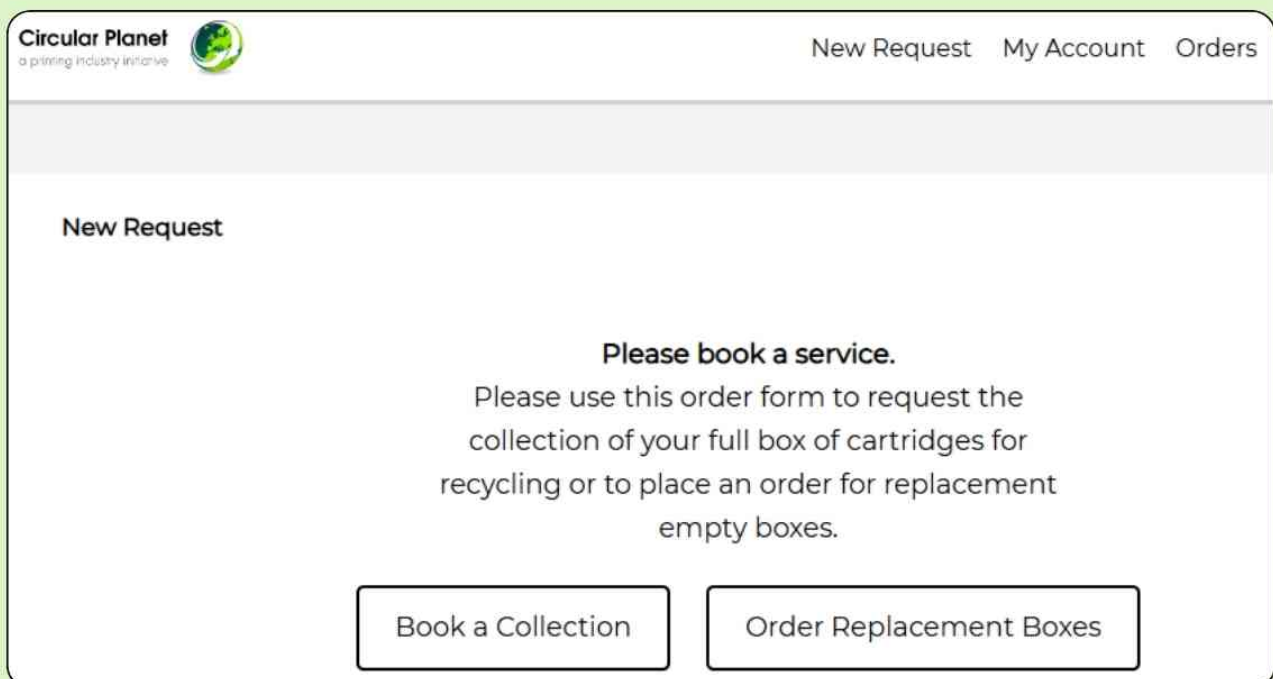
Registration / Login

Our portal uses 2FA with email verification - you will need access to the inbox of the email address used for the registration and future logins.

Please check your spam / junk email folders as sometimes verification emails get caught up there.

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

- 1) **New Request**
- 2) **My Account**
- 3) **Orders**



The screenshot shows the top navigation bar with the 'Circular Planet' logo (a globe icon) and the text 'a printing industry initiative'. To the right of the logo are three menu items: 'New Request', 'My Account', and 'Orders'. Below the navigation bar, the main content area is titled 'New Request'. The text in this section reads: 'Please book a service. Please use this order form to request the collection of your full box of cartridges for recycling or to place an order for replacement empty boxes.' At the bottom of this section are two buttons: 'Book a Collection' and 'Order Replacement Boxes'.



Order Boxes

Our replacement recycling boxes are supplied in packs of 3 and each box can hold 15 - 25 items, depending on their size. Boxes are supplied with a recyclable bag and seal tape.

- Please select the number of packs of boxes you require - so Quantity 1 will order 3 boxes.
- Search & select the address where the boxes are to be delivered
- Enter a reference for this order (can be any reference you want)
- Accept the Terms
- Continue
- Check the details & Confirm

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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Book Collection

When your box is full, please seal the plastic bag 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.

- Search & select the address where the boxes are to be collected from
- Enter a reference for this order (can be any reference you want)
- 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!

My Account

Address Book

You can add additional collection locations to your address book. You may have additional sites that you want to manage centrally or you may have customers that you want to book the services on behalf of.

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.

The screenshot shows the 'My Account' page for 'Circular Planet', a printing industry initiative. The navigation bar includes 'New Request', 'My Account', 'Orders', 'Contact', and 'Logout'. A green success message states 'Address managed successfully.' Below this are two buttons: 'Bulk Import' and '+New Address'. A search bar with a 'Search' button is present. Sorting options include '— Select a field To Sort —' and 'A-Z'. The main content area displays a table with one entry, 'Site 1', with the address 'Company Ltd., Building 1, Main Street, City, County, AA11 1AA, United Kingdom'. To the right of the address are 'Edit' and 'Delete' buttons. Below the address, the 'On-Site Contact' information is listed: 'Contact Name, 0123456789, email@company.co.uk'.

Orders

Returns & New Boxes

When we receive your box at our facility, it is scanned & weighed. Once it has been processed, we update your portal with the Waste Transfer Note (WTN) and Certificate of Recycling (COR). These are usually available to download around 10 business days after your box(es) 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 (our facility) and you will have a COR to prove it has been recycled responsibly and legally compliant.

The screenshot shows the 'Circular Planet' portal interface. At the top, there is a navigation bar with links for 'New Request', 'My Account', 'Orders', 'Contact', and 'Logout'. The main content area is titled 'Request History' and includes a search bar with fields for 'Search Order Ref', 'Select an Address', 'Select a Status', and 'Date Range', along with 'Search' and 'Reset' buttons. Below the search bar, there are sorting options: 'Select a field To Sort' and 'Ascending'. Two tabs are visible: 'Returns' (active) and 'New Boxes'. A table displays the following data:

Date	Address Ref	Quantity	Reference	Order Status	WTN
June 5, 2024	Office	2	12345	Completed	Download
June 5, 2024	Office	1	12345	Completed	Download



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.

In addition to the Circular Planet program, WBM provide the collection, processing and recycling services directly for several of the UK's largest OEM's, Aftermarket Remanufacturers and Distributors.

In partnership with Close the Loop Group, we utilise our facilities in the UK and Europe to ensure all 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. The waste toner powder is even used in an innovative product, Tonerplas[®] where it is combined with soft plastics to create an asphalt additive; producing higher-performance, longer-lasting, lower-maintenance road surfaces.



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**.

Certificate of Recycling (COR)

A signed document from our company to declare that we have followed the proper and genuine recycling processes with your waste.

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 our signed declaration and we are accountable to it.

WBM issue a WTN for every collection we make.

We issue a COR for all the waste we process - we are not legally required to do so, but we do. This should give you some reassurance and we encourage you to audit any recycling processes 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 energy-recovery for non-recoverable materials
- ✔ Cleaned & separated raw-material outputs
- ✔ Valid Environmental Licenses, Registrations and Exemptions

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

T11 - Waste Treatment Exemption for WEEE:
EXP/MP3346YE

T16 - Waste Treatment Exemption for printer cartridges:
WEX373615

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



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