



Laguna Pest Control - (SOP 004): Cardboard Recycling

Document Title: SOP 004 – Cardboard Recycling

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1. Purpose

This SOP outlines the correct procedures for collecting, storing, and recycling cardboard packaging and boxes used or received by **Laguna Pest Control**, in accordance with Queensland's environmental legislation and the company's sustainability goals.

2. Scope

This SOP applies to all staff at **Laguna Pest Control**, including office personnel and field technicians who unpack equipment, product deliveries, or other materials that generate cardboard waste.

3. Definitions

- **Cardboard:** Corrugated or rigid paperboard used for boxes, cartons, or packaging.
- **Recyclable Cardboard:** Clean, dry, and flattened cardboard suitable for collection by a recycling contractor or local council.
- **Contaminated Waste:** Cardboard that is wet, oily, or stained with food or chemicals – not suitable for recycling.

4. Responsibilities

- **All Staff** must follow proper cardboard disposal procedures.
- **Office Administrator** oversees recycling bin placement and contractor coordination.
- **Operations Manager** ensures compliance during product unpacking or site setups.
- **Management** manages recycling volume reporting.

5. Procedure

5.1 Collection and Sorting

- Remove any plastic, foam, or non-recyclable materials from inside boxes before recycling.
- Flatten all cardboard boxes to conserve space and reduce collection frequency.
- Place flattened cardboard into the **designated cardboard recycling bin** located in the carpark.





- Ensure cardboard is:
 - **Dry** (no exposure to rain or chemicals)
 - **Free from contamination** (e.g., pest control chemical residue)

5.2 Storage

- Store flattened cardboard in a dry, sheltered area until pickup or drop-off.
- Do not allow cardboard to accumulate in walkways or create fire hazards.
- If outdoor bins are used, ensure they have lids or are weatherproof.

5.3 Non-Recyclable Cardboard

- Cardboard that is wet, mouldy, heavily soiled, or contaminated with chemicals must be:
 - Separated from recyclables
 - Disposed of as **general waste**, unless classified as hazardous

6. Legal and Regulatory References

- **Waste Reduction and Recycling Act 2011 (QLD)**
- **Environmental Protection Act 1994 (QLD)**
- **Queensland Waste Management and Resource Recovery Strategy**
- **Local Council Waste Guidelines** (e.g. Noosa Shire Council)

7. Staff Training

- Staff will be instructed on:
 - How to flatten and sort cardboard
 - What types of cardboard are accepted
 - How to prevent contamination
- Training is part of induction and reviewed annually by the Office Administrator.

8. Auditing and Review

- The Office Administrator will inspect the recycling area monthly to ensure:
 - Proper sorting and storage
 - Bins are not overflowing or contaminated
- This SOP will be reviewed every **2 years** or upon changes in recycling services or regulations.

