

CUSTOMER CHARTER FOR HOUSEHOLD WASTE COLLECTION

1. INTRODUCTION Ballinvalley Limited is committed to providing the highest standards in the provision of waste management services to their customers. We have commitment to providing a service that seeks to incentivise waste prevention and to encourage the segregation of waste so that it can be managed in accordance with the waste hierarchy, whereby waste prevention, preparing for reuse, recycling and other recovery are preferred over the disposal of waste.

This approach is in line with current national waste policy in the area — *A Resource Opportunity — Waste Management Policy in Ireland*. This document is designed to communicate how we intend to provide household waste collection services in accordance with these principles to the public in a clear and concise fashion.

2. CUSTOMER SERVICE STANDARDS

- (a) We will provide a regular and reliable collection service and process your waste in a professional and environmentally sound manner.
- (b) All service provision will be carried out in line with current local and national legislation and in line with sustainable waste management practices. Our National Waste Collection Permit Office (NWCPO) waste collection permit number is NWCPO-15-11534-03 and the details of the permit can be viewed at www.nwcpo.ie.
- (c) We will provide you with timely, relevant and clear information regarding your collections, including temporary changes resulting from public holidays or adverse weather conditions.
- (d) We will consider any reasonable special requests that individual households may have.
- (e) We will explain clearly what our service rules are and the reasons for them.
- (f) We will respond to formal complaints we receive about our services in a timely and professional manner.
- (g) We will ensure that there are no direct impediments to you switching your service provider should you wish to do so.
- (h) We will design our service and carry out collections in a way that minimises litter and odour nuisance.
- (i) We will offer a “2 Bin” or “3 Bin” service (to facilitate the segregation of residual waste, recyclables and where appropriate, food/bio waste) in line with the relevant regulations in relation to food/bio waste [the European Union (Household Food Waste and Bio-waste) Regulations 2015]. The frequency of collection will be as follows:
 - Residual Waste Bin—in line with the European Union (Household Food Waste and Bio-waste) Regulations 2015.
 - Recyclable Waste Bin — at least every fortnight.
 - Food & Bio Waste Bin —in line with the European Union (Household Food Waste and Bio-waste) Regulations 2015.

3. COMMUNICATION WITH CUSTOMERS

- (a) We will explain clearly what services you can expect to receive and will provide details of the collection services we offer on a county/city basis to the National Waste Collection Permit Office for publishing on their website.
- (b) We will provide you with clear and concise billing which will allow you to understand all elements of the costs involved in providing your waste services.
- (c) We will inform all customers availing of a domestic waste collection service at least 10 days in advance of any predictable alternative arrangements made for collection in relation to public holidays etc., or any proposal to vary the level of collection.
- (d) We will keep you informed of changes in our service that are designed to improve our service offering.

- (e) At the time of initial service provision, each customer will be provided with details of their service providers; full name and address, contact details (website where available, phone number, email, postal address), a clear breakdown of pricing policy for provision of service, process for accessing account statement and balances, procedure for receipt of payments, process for dispute resolution, procedure for customers who have fallen into arrears with their payments, where applicable, service provision frequency and details and the procedure for cancellation of service provision, including refund of charge where applicable. You will also be provided with details of the period of validity for the offer provided and advised of a cooling off period should you wish to change your mind (usually any time prior to deliver of bins but at least 7 days from time of contract signing).
- (f) In the case of e-Commerce contracts with customers, and in line with reducing paper usage, all communication and documents will be sent by email, unless otherwise requested. In the interests of the environment and reducing costs we are committed to increasing communication by this method.
- (g) We will alert you at least 30 days in advance of the expiry of your contract.
- (h) We will produce a version of this Charter which has been approved by the National Adult Literacy Agency

4. Householder Responsibilities

- (a) In line with national policy, prevent, reuse and recycle waste as much as possible. Refer to national and regional campaigns that seek to help reduce waste production. Present your waste materials, properly segregated and placed in their respective bins / receptacles. Please refer to our *Waste Segregation and Presentation Guidelines* (see section 7 below) which are available on our web site or which are available to send to you by post, if requested.
- (b) Segregate your waste appropriately. Please note the procedure in place should the incorrect waste be placed in a bin is as follows: The person collecting your bin is responsible for checking for non-conforming waste before loading into the collection vehicle. Should a non-conforming or contaminating waste be present (eg. Food scraps in the recycling bin), the bin will not be collected. You will be informed by telephone and instructed to remove the non-conforming waste. The bin should be left out for collection on the next collection day. If you are unsure as to what type of waste goes into a particular bin, or for general disposal and recycling advice please telephone 01 4081020.
- (c) In the event that you have difficulty paying your outstanding bill, please contact us directly as soon as possible as we have a procedure to agree an individual payment plan which deals with how we will manage customers who have difficulty paying their bill.
- (d) Contact us, as your waste management service supplier, if you have any queries on how best to manage any of your waste materials. We have the expertise to provide the appropriate service or advice on how to best resolve the issue

5. PRICING, CHARGING MECHANISM AND ACCESS TO ACCOUNT INFORMATION

- (a) The range of service and costs for service provision will be clearly communicated to each customer.
- (b) New Customers will receive information on charging and pricing structures at the time of sign up i.e. whether over the phone, via website sign-up or via completion of hard copy application form.
- (c) Information, including a copy of Terms and Conditions of Business will be provided to Customers as part of new Customer Welcome Packs and will be available on the company's website and/or www.nwcpo.ie.
- (d) Any changes to the Terms and Conditions of the business will be communicated to customers in a timely manner. Payment of invoice following such notifications shall be taken as acceptance of the updated Terms.

- (e) Customers will be entitled to easy access to their account information including statements / balances

6. COMPLAINTS PROCEDURE/DISPUTE RESOLUTION

- (a) You are entitled to a fair and reasonable hearing when you have a genuine complaint or dispute and the company commits to resolving your issues as quickly as is reasonably possible. Please find our contact details for complaints:
Tel: 01 408 10 20
- (b) We will respond to formal complaints that we receive about our services in a timely and professional manner. In the case of written complaints, within 10 working days.
- (c) Complaints shall be logged on the individual customer account with a tracking facility to ensure the complaint has been resolved and the customer notified of updates or the course of action taken to resolve the issue.
- (d) Billing disputes are handled on a case by case basis and recorded. We will liaise with you directly to resolve the matter.
- (e) Dispute resolution including withdrawal of service will be in line with the company policy available on the company website or which is sent out by post on request. This will be a fair and equitable process in line with good consumer policies.

7. EDUCATION AND RAISING AWARENESS

- (a) We shall implement an education and awareness programme in relation to waste management for householders that we service. This will be available via promotional literature that we provide directly to you and via our website or through the website of the National Waste Collection Permit Office.
- (b) Information packs shall be available to all customers clearly indicating waste types appropriate to each bin and how to present material for recycling.
- (c) We shall work with other national bodies in promoting waste prevention, reduction and recycling e.g. EPA / Repak etc.
- (d) We will provide Waste Segregation and Presentation Guidelines to customers, or at a minimum to the National Waste Collection Permit Office for publishing on their website, which clearly explain which materials are to be placed in which bin and collect at a minimum the recycling materials set out below and as prescribed in the sixth schedule of the Waste Collection Permit Regulations. We will explain to you what happens to materials collected in the residual, recycle and food waste bins.

Paper

Newspapers
Magazines
Junk mail
Envelopes
Paper
Phone books
Catalogues
Tissue boxes
Sugar bags
Calendars
Dairies
Letters
Computer paper

Plastic Bottles (PET 1)

Mineral Bottles
Water Bottles
Mouthwash bottles
Salad dressing bottles

Used Beverage and Juice cartons Milk
cartons
Egg Boxes
Holiday brochures
Paper Potato bags

Plastic Bottles (HDPE2)

Milk Bottles
Juice Bottles
Cosmetic bottles
Shampoo bottles
Household cleaning bottles
Laundry detergent bottles
Window Cleaning Bottles
Bath room bottles

Cardboard

Food boxes
Packaging boxes
Cereal boxes Kitchen
Towel tubes

Plastic packaging (PP)

Yogurt containers
Margarine tubs
Rigid food packaging- (except black)
Liquid Soap Containers
Fruit containers

Aluminium cans
Drink cans

(Optional — In addition, we will accept
the following items in the recycling bin:)

Steel cans

Pet food cans
Food cans
Biscuit tins
Soup tins

8. TERMINATION OF SERVICE / REFUNDS / CHANGING SERVICE PROVIDERS

- (a) Should you wish to terminate your service provision, please advise us by email or in writing or by phoning giving 14 days' notice. We will remove our bins by arrangement with you and any balance owing on your account, after a Cancellation Charge (if applicable) is deducted, will be refunded to you within 30 days of receipt of termination notice.
- (b) We will ensure that there are no direct impediments to you switching your service provider

9. CHANGING EQUIPMENT AND OWNERSHIP OF BINS

- (a) At time of initial service provision, by agreement, each customer will be supplied with the appropriate bins / receptacles sized to service their specific needs.
- (b) In the case of changing equipment / ceasing service / changing service provider we commit to organising to arrange the collection of your old bins within a two-week period of the ceasing of the service.
- (c) This Charter does not affect your statutory rights in any way and provides a simple interpretation of our commitment to you, our customer, and what we expect in return, to

help ensure that you are provided with the best service level possible.

17th of November 2017

For Inspection Purposes Only

Please note: Appendices are subject to change.