

# ASTC109 (SQA Unit Code - FM0R 04)

## Deal with waste, recyclables, lost property and suspicious packages



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### Overview

This unit is about ensuring that waste, recyclables and lost property are dealt with in an appropriate manner and in line with organisational procedures. It is also about dealing with packages that may be considered suspicious.

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#### Performance criteria

- You must be able to:*
- P1 prepare yourself and your working area so that you can do the task efficiently and safely
  - P2 make sure you wear the necessary personal protective equipment required by your work instructions
  - P3 identify different categories of waste and deal with them appropriately
  - P4 check first with your supervisor, or follow standard instructions or procedures, before removing waste that you are unable to identify or that is hazardous
  - P5 treat anything which may be of value to someone as lost property and take it to the collection point
  - P6 leave suspicious packages where they are and report them immediately to the appropriate person in line with organisational procedures
  - P7 report / record items which have been found in line with organisational procedures
  - P8 check that waste bags or receptacles are secure when handling
  - P9 where waste is collected for transfer to a collection point, identify the waste that needs to be transferred
  - P10 ensure that the waste receptacle is cleaned and relined as necessary
  - P11 handle waste bags or receptacles as instructed
  - P12 maintain personal hygiene when carrying out your work

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### Knowledge and understanding

*You need to know and understand:*

- K1 the procedures for preparing yourself and the work area and the methods for doing this
- K2 the required personal protective equipment and why it is important to wear it
- K3 the procedures and required equipment for handling and disposing of the type of waste you are dealing with
- K4 arrangements for recycling in the workplace
- K5 approved methods for transferring waste
- K6 the procedures for dealing with lost property
- K7 the procedures for dealing with suspicious items
- K8 the procedure for cleaning and relining waste receptacles
- K9 why it is important to maintain personal hygiene when handling waste

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**Developed by** Asset Skills

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**Version number** 1

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**Date approved** November 2009

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**Indicative review date** November 2011

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**Validity** Current

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**Status** Original

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**Originating organisation** Asset Skills

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**Original URN** C109

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**Relevant occupations** Retail and commercial enterprise; Service enterprises; Elementary Occupations; Elementary Cleaning Occupations

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**Suite** Cleaning and Support Services 2009

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**Key words** waste, recyclables, lost property, suspicious packages, organisational procedures