

Title	Identify and sort paper fibre for recycling and recovery		
Level	2	Credits	4

Purpose	<p>This unit standard is for people who are currently working in the paper recycling industry.</p> <p>People credited with this unit standard are able to: identify and describe paper fibre products suitable for recycling and recovery; and spot and sort paper fibre products for recycling and recovery.</p>
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Classification	Resource Recovery > Recycling and Recovery
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Available grade	Achieved
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Guidance Information

- 1 All work practices must comply with:
Health and Safety at Work Act 2015;
Resource Management Act 1991;
The New Zealand Packaging Accord 2004, available at <http://www.mfe.govt.nz/>;
The New Zealand Waste Strategy: Reducing Harm, Improving Efficiency 2010
Ministry for the Environment, available at <http://www.mfe.govt.nz>.
- 2 Hazard controls, safety procedures, and personal protective equipment must be used throughout operations in accordance with company procedures.
- 3 Definition
Company procedures mean the documented methods for performing work activities and includes health and safety, environmental, and quality management requirements. They may refer to manuals, codes of practice, or policy statements.

Outcomes and performance criteria

Outcome 1

Identify and describe paper fibre products suitable for recycling and recovery.

Performance criteria

- 1.1 Waste paper fibre products are identified in terms of source and collection methods are described in accordance with company procedures.

Range sources – household, office, industrial.

1.2 Types of paper fibre products are identified and classified for sorting in accordance with company procedures.

Range paper types – office, mixed, newspaper, magazines;
paperboard types – case, carton.

1.3 Properties of paper fibre products are identified, and uses for them are described by comparing products.

Range properties – tensile strength, wet strength, stretch, formation, opacity, ink absorption, softness, water absorbency, printability;
products include one of – mechanically processed groundwood, chemically processed kraft paper;
uses – packaging, printing.

Outcome 2

Spot and sort paper fibre products for recycling and recovery.

Performance criteria

2.1 Job requirements are confirmed in accordance with company procedures.

2.2 Hazards of working with paper and paper sorting equipment are identified, assessed, and controlled in accordance with company procedures and legislation.

Range equipment may include – conveyor belt, baling machine, hogger, mobile plant;
hazards include but are not limited to – dust, noise;
control includes but is not limited to – personal protective equipment.

2.3 Types of paper and paperboard products are identified and sorted in accordance with company procedures and job instructions.

Range sorting may be for transport or processing depending on the workplace;
types include but are not limited to – office, news, corrugated, mixed, cardboard;
evidence is required of sorting four types.

2.4 Prohibited materials and unsuitable paper products are removed from sorted paper fibre products in accordance with company procedures and job instructions.

Range evidence is required of removing eight of – waxed product, plastic coated paper, foil coated paper, carbon paper, window envelopes, food containers, paper with plastic inner, glued product, glass, metal, plastic, general waste.

Planned review date	31 December 2023
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	25 February 2008	N/A
Rollover and Revision	2	28 March 2019	N/A

Consent and Moderation Requirements (CMR) reference	0014
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact MITO New Zealand Incorporated info@mito.org.nz if you wish to suggest changes to the content of this unit standard.