UK SUSTAINABLE FLOORING ALLIANCE

UKSFA TAKE-BACK SCHEMES (TBS)

ROLES & RESPONSIBILITIES

Clear roles. Shared responsibility. Better outcomes.

TAKE MY FLOORING®

STAKEHOLDERS

Working together across the value chain to enable circular flooring.

KEY ACTIVITIES & RESPONSIBILITIES (RACI)

R = Responsible (does the work) | A = Accountable (owns the outcome) | C = Consulted (provides input) | I = Informed (kept up to date)

STAKEHOLDERS	DESIGN & FUND SCHEME	PLACE PRODUCTS ON MARKET	COMMUNICATE & ENGAGE	COLLECTION & TRANSPORT	SORTING & CONSOLIDATION	REUSE, RECYCLING & RECOVERY	DATA, REPORTING & TRACEABILITY	COMPLIANCE & GOVERNANCE
MANUFACTURERS / BRANDS Design, place products on market and fund (or part-fund) take-back and responsible management.	R	A	R	C	C	C	A	A
DISTRIBUTORS / RETAILERS / REUSE ORGANISATIONS Sell products and facilitate take-back and reuse where possible.	C	C	R	R	C	R	C	C
INSTALLERS / CONTRACTORS Install, remove and segregate materials. Use approved schemes and enable traceability.	I	C	C	R	C	C	R	R
FM COMPANIES / BUILDING OPERATORS Integrate TBS into operations and contracts. Provide access and support take-back.	C	C	R	C	R	R	R	R
SCHEME OPERATORS / HUB OPERATORS Operate schemes / hubs, manage partnerships and ensure materials are handled.	C	C	R	R	A	R	R	R
WASTE CONTRACTORS Collect, transport and deliver materials to approved facilities.	I	I	C	R	R	C	C	R
RECYCLERS & REUSE ORGANISATIONS Enable reuse, recycling and recovery of materials.	I	I	I	I	C	R	C	R
BUILDING OWNERS & END USERS Specify sustainable solutions, support take-back and provide access for collections.	I	I	C	C	I	I	R	I
SPECIFIERS / DESIGNERS Specify products that enable take-back, reuse and recycling.	R	I	R	I	I	I	C	C
REGULATORS & POLICY MAKERS Set policy, enforce compliance and create enabling frameworks.	I	I	I	I	I	I	A	A

KEY ACCOUNTABILITY PRINCIPLES

SHARED DUTY OF CARE
Everyone in the chain has a responsibility for safe and legal management.

MATERIAL TRACEABILITY
Track materials from removal to reuse, recycling or recovery using accurate data.

DATA TRANSPARENCY
Share accurate data to drive performance, compliance and continuous improvement.

COLLABORATION
Work together across the value chain to deliver efficient solutions.

COMPLIANCE & GOVERNANCE
Follow laws, standards and scheme requirements. Govern at every stage.

CONTINUOUS IMPROVEMENT
Use data and feedback to innovate, improve and increase circular outcomes.

THE TAKE-BACK OPERATIONAL WORKFLOW

1. **PRODUCTS PLACED ON MARKET** — Designed for durability, reuse and recovery.
2. **USE & REMOVAL** — Materials removed and segregated at end of use.
3. **COLLECTION** — Approved schemes / collection points or on-site.
4. **SORTING & CONSOLIDATION** — Sorted by material type and quality.
5. **REUSE, RECYCLING & RECOVERY** — Reuse first, then recycle, then recover energy.
6. **NEW LIFE** — Materials re-enter the economy as products or raw materials.

PRIORITY HIERARCHY: REUSE > RECYCLING > RECOVERY > DISPOSAL (LAST RESORT)

COMPLIANCE & GOVERNANCE OWNERSHIP

- Duty of Care
- Waste Legislation
- Waste Crime Prevention
- Contracts & Obligations
- Digital Waste Tracking
- Risk Management
- Audits & Verification
- Reporting (EPR & Other)

DATA & REPORTING

Collect, measure and report data to:

- ✓ Demonstrate compliance
- ✓ Track performance
- ✓ Improve circular outcomes
- ✓ Support EPR requirements



Better together for a circular future. | Everyone has a role. | Every action counts. | Reuse first. Recycle next. Recover value. Close the loop.

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