

Office Recycling Guidance



Welcome.



Closed Loop Recycling helps offices to recycle their workplace waste – focusing on lunchtime packaging.



It's a three way partnership:

- **Closed Loop Recycling**
- **your waste and recycling contractor**
- **you**



We have compiled some guidance and advice to help you successfully implement your office recycling scheme.



Recycle your lunchtime packaging



The majority of lunchtime packaging and other office waste never makes it to the recycling bin, meaning large quantities end up in landfill sites.

By recycling your lunchtime packaging and other office waste, you can:

1

reduce carbon emissions

2

reduce your environmental impact

3

make the most of the world's finite resources

4

help your company to gain environmental accreditation

5

help improve staff morale

We have compiled some guidance and advice to help you successfully implement your office recycling scheme.

A bit about us



Closed Loop Recycling is the UK's first food grade plastics recycling business – providing environmental packaging and recycling solutions in the UK.

We take discarded plastic bottles from offices, retailers, venues, consumers, households and waste management companies and recycle it into new packaging. Through this collection and remanufacturing, we are closing the recycling loop.

Through our work, we will turn millions of plastic bottles back into new food packaging each year.

The UK discards 12 billion plastic bags and 29 million food and drink cans every year.

The Mayor's Food Strategy, May 2006.

A bit about our sponsors

Our office recycling scheme is sponsored by leading retailers who share our commitment to recycling food and beverage packaging.

Plan A. 

Planning your recycling scheme



There are two basic steps to implementing your office recycling scheme:

- 1. Collection and sorting of recyclable materials by office based staff.**
- 2. Collection of the recyclable materials by a licensed waste and recycling contractor and transfer to a materials recovery facility (MRF).**

Consider these issues when deciding the type of recycling service you require:

- **Materials** – decide which materials you want to recycle. We suggest using a **Mixed Recycling** bin for all recyclable materials with a different bin for white office paper if it can be collected separately. A **Mixed Recycling** system is not always possible; in some areas of the UK you may have to separate different materials into different bins.
- **Budget** – your budget will determine the type and frequency of service. In general, separating your materials prior to collection will reduce costs. If you occupy a multi-tenancy building, consider approaching other companies to share the cost of recycling collections.
- **Type of waste produced** – a visual waste audit will highlight the type and volume of waste your

office produces. This will enable you to tailor your office recycling scheme to suit the needs of your organisation. For example, if office workers tend to eat lunch at their desks then opt for a recycling system that includes food and beverage packaging.

- **Volume of waste produced** – this will determine the frequency of your recycling collections and the number of bins you require.
- **Office space** – consider the space you have available for office recycling bins. **Mixed Recycling** reduces the number of bins you will need and is therefore more space efficient than using separate bins for different material types.

You will also need to allocate outdoor space to store your recycling prior to collection. The amount of outdoor space required depends on the frequency of your recycling collections.

Finding a waste and recycling contractor

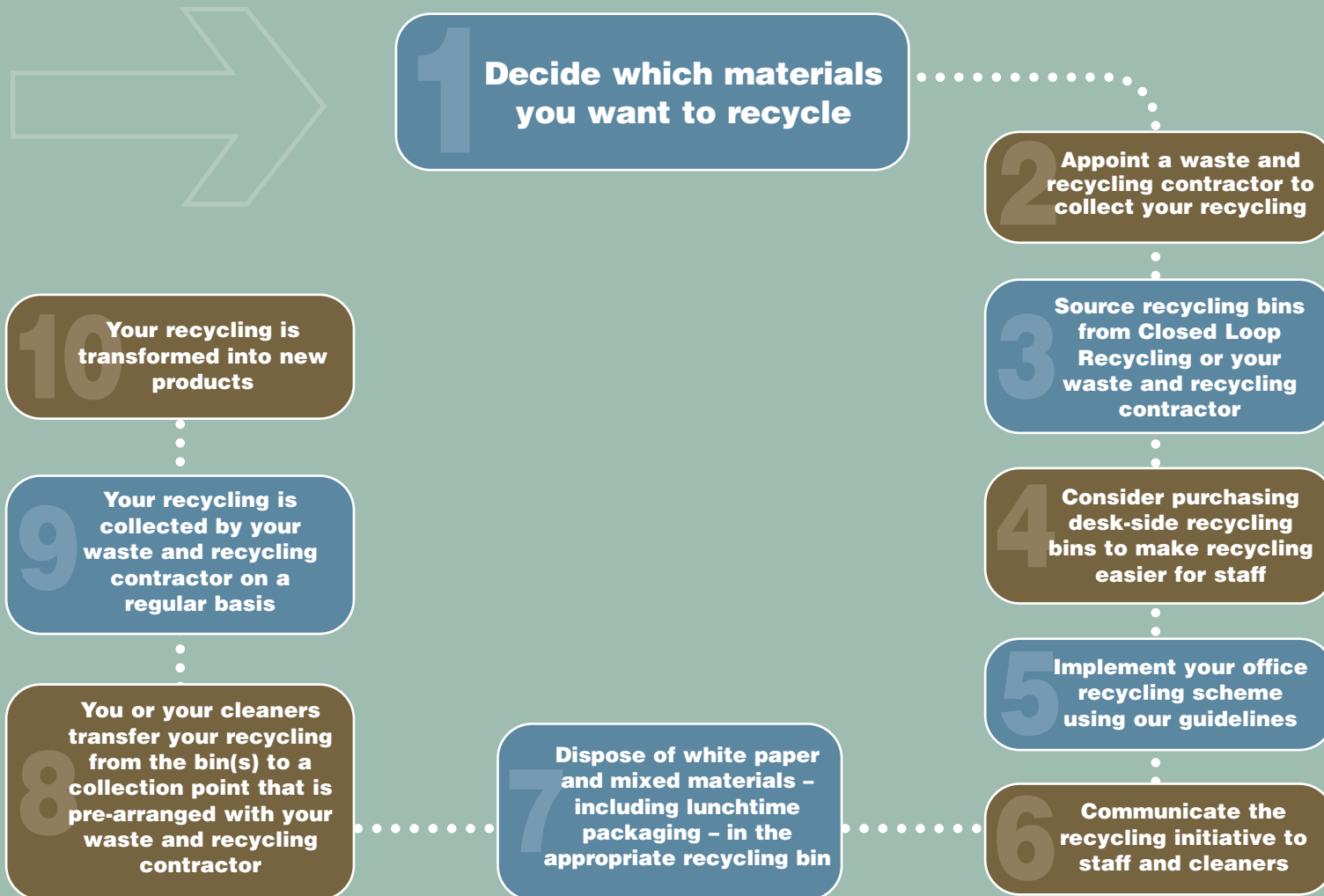


Waste and recycling contractors offer different types of service in terms of materials collected, collection frequency and cost.

- Start by checking with your existing waste contractor to find out if they can provide an office recycling service.
- They may also be able to provide information on the level and type of waste produced by your organisation. This will help you to establish the type and frequency of collection service you need, and provide a baseline against which you can measure the success of your office recycling scheme.
- If your existing contractor is unable to help, use local directories to find other waste and recycling contractors in your area. Your local council may also be able to help.

Our office recycling scheme is expanding across the UK; if you have registered your details on our website then we will be in touch when our service is available in your area.

How to collect and sort in the office



Follow our format – what can be recycled?



It's up to you what materials you want to include in your office recycling scheme. You should confirm with your waste and recycling contractor what materials they will accept as it varies around the UK depending on available facilities.

1

Mixed recycling container – including lunchtime packaging

(please empty and rinse food and drink containers before recycling)



Plastic

- plastic milk and juice cartons
- plastic disposable cups
- plastic bottles (please remove lids)
- clear plastic food trays, bowls, packs and cups



Paper & cardboard

- white paper
- clean cardboard food packaging (eg cardboard sandwich packs)
- juice containers (eg Tetra Paks)
- other cardboard including corrugated cardboard
- coloured paper
- envelopes
- leaflets, flyers and brochures
- magazines
- newspapers



Metal

- food and drink cans
- foil containers (eg takeaway food trays)
- milk bottle tops

2.

White office paper recycling container (if available)



White paper

- printer paper
- photocopy paper
- fax machine paper

Remember...

- ensure your packaging is empty of food and liquid
- rinse bottles, cans and containers
- remove lids from bottles
- large pieces of cardboard such as boxes can be kept separate

Follow our format – what cannot be recycled as part of a two-bin system?

X These items cannot usually be recycled as part of a two-bin scheme for white office paper and mixed materials.

Food waste

- food scraps
- liquid

Packaging

- plastic sweet and chocolate wrappers
- crisp packets
- polystyrene containers and cups
- bubble and shrink wrap

Glass

- glass bottles
- glass jars
- window glass

Other

- batteries
- crockery
- inkjet cartridges
- laser toner cartridges
- paper towels
- tissue paper

Why not?

Generally these items are not suitable for a Mixed Recycling system, but check with your waste and recycling contractor, they may offer a separate recycling service for some of these items or even include them in a Mixed Recycling service. You may also consider:

- an office wormery to dispose of your food scraps
- free recycling schemes for inkjet and toner cartridges. Check with your stationery provider or charities
- minimising the use of items that cannot be recycled, such as polystyrene cups. Replace them with products that can be reused or recycled

Recycling kit

Use our checklist to ensure you have the right kit to implement your office recycling scheme.

Your waste and recycling contractor will provide:

- regular recycling collections
- legal documentation

You can order recycling bins from your waste and recycling contractor or direct from us, by calling **0800 072 1007**. If you follow our two-bin format, you will need:

- office recycling bin(s) for mixed materials – including lunchtime packaging
- office recycling bin(s) for white paper
- desk-side recycling bins

Bins are not included in the basic cost of your waste and recycling contract, unless otherwise specified.

Implementing your office recycling scheme

Follow these simple steps to get your colleagues recycling, increase recycling rates and ensure the success of your office recycling scheme:

1. Position your large recycling containers in highly visible and accessible areas, close to the source of the waste.

- Place your white paper recycling bin near to the printer.
- Place your mixed materials recycling bin in the kitchen, cafeteria or near to the printer.
- Clearly label your recycling bins to show the materials they accept.
- Place your Closed Loop Recycling posters above the bins.

2. Reduce the number of general waste bins by moving them from under desks and into communal areas or near to recycling containers. This will prompt staff to think about whether a material can be recycled before they throw it away. Most materials can now be recycled so staff should need fewer general waste bins.

3. Distribute the desk-side recycling bins to staff. Place them under desks to store recycling and ask cleaners or your colleagues to empty them into the large recycling containers when they are full.

The desk-side bins are for convenience and will reduce the number of staff trips to the large recycling containers in the kitchen or print room.

4. Gain endorsement from senior management. Arrange a meeting to introduce your new recycling scheme to them and outline the business benefits.

5. Engage staff by communicating your new recycling scheme. If staff know how it works and why you are doing it, participation and recycling rates will be higher and the process will run a lot more smoothly.

6. Brief cleaners on how, when and where to empty the recycling bins. They are crucial to the implementation of your office recycling scheme.

Communicating with staff

Staff participation is vital to the success of your office recycling scheme. Promote simple and accessible procedures.

- Appoint recycling champions to help implement your scheme. They can share ideas, obtain feedback, and communicate procedures to their team. The champions can also monitor if the correct materials are being placed in the recycling containers.

Arrange regular meetings with your recycling champions for updates and feedback.
- Use existing internal communication methods such as emails, presentations, staff meetings and the intranet to raise awareness about recycling. Keep information short and engaging. Include information on:
 - how the system works
 - what to do and what not to do
 - areas for improvement – are people failing to recycle or putting the wrong materials in the recycling containers?
 - achievements and progress made.
- Hold one-off workshops for intensive awareness raising at the start of the scheme.
- Face to face communication is effective in overcoming problems such as low participation or contamination so consider doing a presentation at team meetings or chatting informally to people about how they are using the system.
- Include information on your recycling scheme in your staff induction pack or send a standard email to new staff.
- Promote your recycling achievements to external partners through your website. Consider including details of your environmental impacts and achievements in your annual report.

Rules and regulations

What are the rules and regulations on waste and recycling?

- **Pre-treatment of non-hazardous waste**

The Environment Agency stipulates that business waste must be pre-treated before it is sent to landfill sites. Recycling is a form of treatment and by doing so your organisation complies with the pre-treatment regulations.

www.environment-agency.gov.uk

- **Duty of care**

Under the Environmental Protection Act, businesses are responsible for checking that the waste they produce is handled safely and within the law. Business owners must ensure that their waste is passed onto authorised waste and recycling contractors.

A waste transfer note must accompany any transfer of waste to enable the waste and recycling contractor to deal with it

safely and properly. One transfer note, or season ticket, can cover multiple transfers for up to 12 months when the parties involved and the type of waste remains the same.

The quantity and type of each different waste must be described in the transfer note in words and by using codes in the List of Wastes Regulations 2005 including:

- the type of waste or recycling collected
- the quantity of waste or recycling collected
- how it is packaged
- date of transfer
- who it is transferred to for sorting
- where it went after sorting

Both the business and waste and recycling contractor must sign the waste transfer note before it leaves the site. Keep copies of your waste transfer notes for at least two years.

The Closed Loop Office Recycling Scheme is supported by:

Plan A. YOUR M&S



Printed on 100% Recycled Revive Offset.

www.closedloopofficerecycling.co.uk