



# Workplace Recycling: Frequently Asked Questions

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# 1 Why do we need to improve recycling?

## Drivers to recycling and correct waste management

1. Reduce UKs limited ability for landfill and cost burden with limited land.
2. Prevent pollution impact globally; ecosystems (land, oceans, atmosphere).
3. Reduce greenhouse gas emissions associated with landfill (climate change).
4. Recover recyclates (finite raw materials to create a circular economy).

Recycling is just one stage of the “Waste Hierarchy”, but not the whole story:

- Reduce “thrown away waste”. (Prevent single use-plastics).
- Repair, Re-use and re-purpose (wherever possible).
- Recycle (recover recyclates to continue the circular economy).
- Disposal by incineration or landfill is the very last choice.

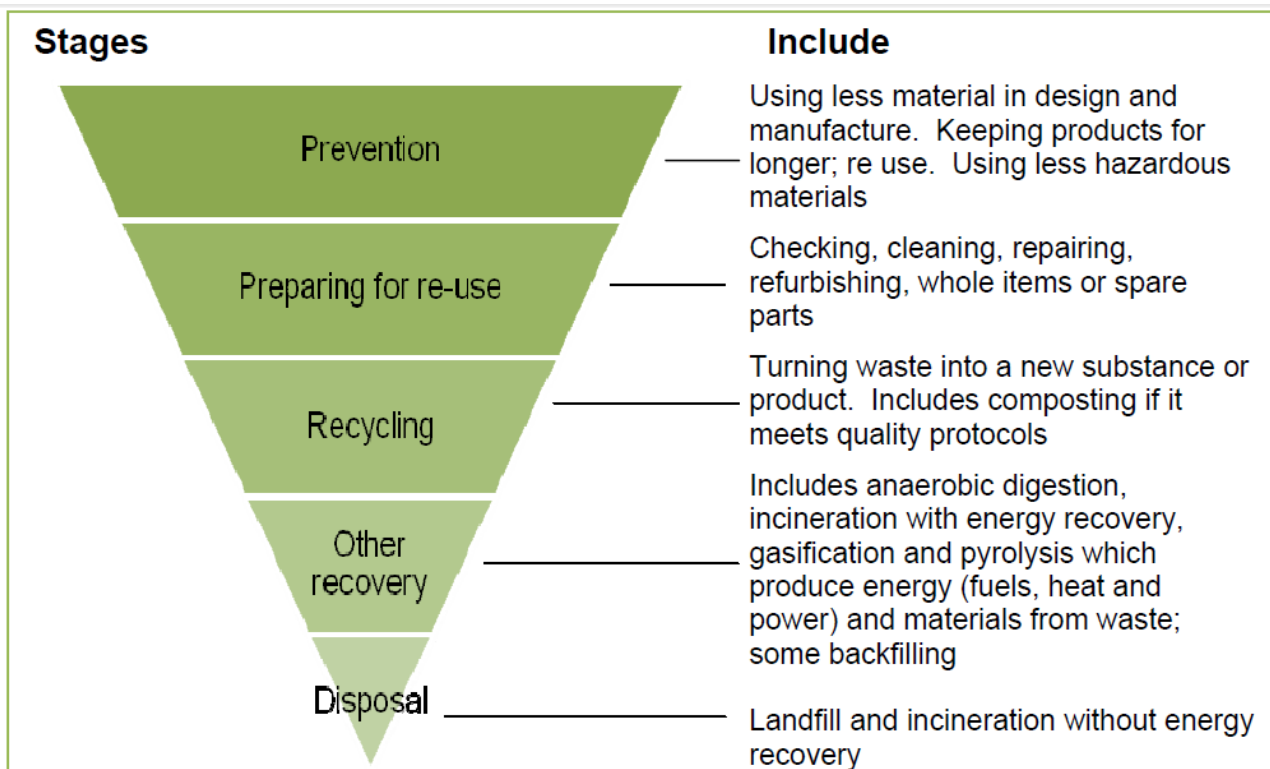


Figure 1 Waste Hierarchy Tree

## 2 What is the commercial value of waste?

Commercial waste has value due to materials that can be extracted in the material recovery facility (MRF). These include several grades of plastics, metals: tin, steel, aluminium, cardboard, and paper. When recycling is done correctly, these are easy to extract and have value as raw materials for remanufacture into new products. There is a higher demand and market value certain raw materials like aluminium.

Dry Mixed Recycling (DMR) is a cheaper way of disposing of rubbish than general waste by avoiding landfill tax and added value obtained from the recovered materials. So, there are economic as well as environmental benefits.

## 3 What is Dry Mixed Recycling?

Dry Mixed Recycling (DMR) is the description given to waste which can easily be recycled and has clear market routes for remanufacturing. Commercial DMR from Shropshire Council offices, must not be contaminated by human, construction, food, or garden waste. This ensures the **recyclates** are clean and can be sorted easily.

## 4 Who is responsible?

We need your support; **you the consumer are responsible** in what you choose to buy, consume, and throw away. Manufacturer's packaging, Government policy and facilities all have a part to play. Re-use and reducing waste and effective local facilities for domestic, and commercial waste help ensure long term zero landfill.

Please also see the contact list for Veolia, FM (Facilitates Management), our Waste Team and the Climate Change Task Force at the back of this document (page 10).

Logistics include signage, how many, type and lockable bins, who's responsible for cleaning out 'Euro bins' need to be ironed out on a site-by-site basis.

## 5 How much do Veolia collections cost?

The collection rates for Euro bin collections are shown below. There is a clear saving to be made by separating cardboard and ensuring a correct DMR mix as illustrated by the cost per lift rate for each collection. The table below clearly illustrates the financial case for recycling (please contact Veolia direct for the latest commercial collection rates and for other waste types):

Waste Type	Container Size & Type	Lift Rate Per Bin
<b>Cardboard</b>	EURO 1100 LITRE	<b>£6.14</b>
<b>General Waste</b>	EURO 1100 LITRE	<b>£11.82</b>
<b>Dry Mixed Recycling</b>	EURO 1100 LITRE	<b>£7.43</b>

Shropshire Council Pricing Matrix 1st April to 31st March 2019

Rates per bin pick-up across sites differ. Over time, we plan to analyse all Shropshire Council public and office buildings

## 6 How much waste does Shirehall produce?

Currently, 42% of waste at Shirehall is DMR. We have set an ambitious target of increasing this to 80% DMR across our offices by 2025. DMR is a cheaper way of disposing of rubbish than general waste due to avoiding landfill tax and the value to be obtained from the recovered materials. So, there is a net financial benefit to us without affecting service provision. But, to achieve this we need your support.

Shirehall produced 21.50 tonnes of DMR in 2019 which accounted for just 42% of overall waste. Our target is to increase to 80% to help reduce cost, reduce environmental impact, and help the circular economy.

## 7 What happens to DMR waste post-collection?

For the Veolia commercial waste contract, the recyclates (plastics, metals, paper, and cardboard) are combined as Dry Mixed recycling (DMR). Veolia transports this to the material recovery facility (MRF). Raw material: Paper, Cardboard, Metals: aluminium and steel are reprocessed for remanufacturing at separate facilities.

Translucent plastic drinks and milk bottles are processed at a Plastics Recovery Facility (PRF), where the raw materials are extracted and turned back into plastic pellets to manufacture for further milk bottles for example.

## 8 Why isn't recycling at work the same as at home?

This is due to workplace regulations: health and safety which have clear definitions between domestic and commercial waste:

1. Domestic or residential waste = Veolia municipal recycling contract.
2. Recycling at the workplace = Veolia commercial recycling contract.  
(Includes DMR, hazardous waste, glass, food waste depending on contract)

Waste legislation as set out by the Government specifies procedures for the workplace which are more stringent than domestic waste, where personal responsibility is down to the customer at the kerbside and their local facility. Different councils have different rules to what can and can't be accepted at the kerbside and their local recycling facilities and garden waste. Commercial recycling offers specific contracts for each waste stream; such as cardboard, plastics, metals, glass, food waste, electronic and hazardous waste.

## 9 What happens to waste that can't be recycled?



Domestic waste that cannot be recycled gets converted into electricity Energy Recovery Facility (ERF) at the Veolia Battlefield commercial waste gets converted at Four Ashes in Stafford. Based on 2017 figures, 43.5 tonnes were processed from Shirehall: enough electricity to power 9 homes for a year!

In total, 23,919 tonnes CO<sub>2</sub>e greenhouse gas emissions were saved from these facilities from 2017 to 2018. Processes included in this calculating are recycling, transport, energy recovery and emissions avoided from landfill (Veolia: 2018).



## 10 How do I recycle correctly at work?

If you see one of these on or by a bin within our workplace, it means you can put in the following for recycling as per the poster:



## 11 What about glass?

For personal items bought off premises, we kindly ask that you take home to recycle. If your service area will produce a lot of glass waste, we recommend a special contract is setup with Veolia via FM. [Shirehall-reception@shropshire.gov.uk](mailto:Shirehall-reception@shropshire.gov.uk)

## 12 What about hazardous items?

The following is classed as hazardous waste and if brought from home cannot be recycled at work due to workplace regulations. If your work requires use of these items on a regular basis; then your service area should setup a Veolia collection:

**Table 1 Items considered hazardous at work – which may require a special collection.**

Hazardous Items	Solution
<b>Aerosols</b>	As above, please take home to recycle. Unless work-related: you should arrange a special collection with Veolia.
<b>Lamps</b> (bulbs, fluorescent strips or other)	If work related, then your service area will need to arrange a collection with Veolia.
<b>Batteries</b> (small domestic only)	North Entrance has a collection box or if work related then your service area will need to arrange a collection with Veolia. Commonly recycled at supermarkets
<b>Redundant IT Equipment, spent print cartridges, Toners or other consumables.</b>	Please arrange in conjunction with IT.
<b>Small Electrical Items - WEEE</b> (Waste Electrical and Electronic Equipment Directive)	Your service area should arrange a collection with Veolia.



### 13 What about single use plastics?

We have a broad 10-year aim is to phase out the sale of single-use plastic (SUP) packaging across all Council operations. It is likely to tackle single-use drinks bottles, sandwich, and salad boxes. Further details on as how to address food packaging and coffee cups will be investigated soon.

Plastic Free Communities (Hosted by Surfers Against Sewage). It's about kicking our addiction to avoidable single-use plastic and changing the system that produces it. We are creating the Plastic Free Community network to free where we live from single use. Together we are tackling avoidable single-use plastic, from the beach all the way back to the brands and businesses who create it.

#### What about food and beverage packaging?

Items like yoghurt pots, salad boxes and glass bottles are not acceptable under the commercial (workplace) DMR recycling service.

Packaging sold at the Column Restaurant and vending machines need to be:

- a) A recyclable material, or
- b) Degrade easily in general waste.

The industry and Government policies are playing catch up given the recent plastics drive. In the meantime, please take responsibility to recycle correctly. It is not ideal; but you can take items home that cannot be recycled at work.

A "**Recycling Station**" should be in place at food and beverage vendors to make it easy for the disposal of recyclables, and general waste: clear to staff and public.

### 14 What about food waste?

Food waste is the third largest greenhouse gas emitter globally and £14b is landfilled waste in the UK each year. Thrifty purchase of food in the first instance and saving leftovers wastes less food and saves money. Predicting correct quantities of food served at work and at home reduces wastage.

If necessary, a food waste collection can be organised with Veolia. By reducing genral waste there should be no additional cost and will save carbon emissions.

#### What about raw vegetable waste?

If you are a keen gardener and grow your own; why not set up a small compost bin in your kitchen: for teabags, coffee dregs and raw veg waste. Remember though not to include cooked food waste (see earlier question).

## 15 What about other sites?

We aim to improve recycling at **all** Council offices and high visibility public sites.

Follow up recycling initiatives will include key public facing sites including:

- Theatre Severn and other arts venues
- Shrewsbury Market Hall
- Libraries, museums and leisure centres

These sites have different priorities to the office and have requirements such as glass sold, coffee cups and a wider range of food and beverage items.

## 16 Where do I go for further guidance?

- [The Waste Hierarchy](#) reduce->reuse->recycle.
- [Government Regulation](#) on recycling.
- [Government further guidance](#) on managing your waste.
- The [Environment Agency](#) - legislation and regulation around waste.
- [WRAP – Waste and Resources Action Programme](#)
- Find out how you can achieve [economic benefits](#) and [resource efficiency](#).

## 17 Shropshire Council useful contacts

For queries, please use the contacts below appropriate to your requirements: -

### **Facilities Management (FM) for your office requirement:**

[Shirehall-reception@shropshire.gov.uk](mailto:Shirehall-reception@shropshire.gov.uk)

### **Waste Management Team for domestic waste:**

[wastemanagement@shropshire.gov.uk](mailto:wastemanagement@shropshire.gov.uk)

### **Local collections and recycle centres in Shropshire and Recycle FAQ's.**

Please see our [Resource Management](#) and [Climate Action pages](#) for our adopted strategy and action plan and [climate pack for communities](#).

Climate Change Task Force: [climate@shropshire.gov.uk](mailto:climate@shropshire.gov.uk) for further information.

## 18 Veolia Contacts

- [Veolia Shropshire](#)
- [Veolia Commercial Contracts](#)
- [Veolia UK](#)
- [The Journey of Waste](#) (video)

## 19 Reuse Warp It (Waste Action Re-Use Portal)

Warp It (Waste Action Reuse Portal) is an online tool to aid re-use. The portal allows you to repurpose equipment within your own organization and exchange items with public sector, 3rd sector and business partners. The schools network puts schools and academies in touch across the West Midlands.

So far, we have 375 members on the system, and they've managed to save:

- £83,139 (in procurement and disposal costs).
- 21,227kg in waste avoided.
- 48,628kgCO2 greenhouse gas emissions.
- 66 trees equivalent or 21 cars off the road!

Let's move to a more ambitious goal and save £500k by 2025!

### What items can be reused through Warp It?

Any office item (including working from home); Furniture, stationery, electrical equipment (in compliance with PAT testing and fire safety), fixtures and fittings. So long as the item is purely for work purposes, then it can be transferred.

### How do I register?

Please follow the links above depending on the type of organization:

- o [Town and Parish Councils sign up here](#)
- o [Schools sign up here](#)
- o [Charities sign up here](#)
- o [Further information for schools and not-for-profits here](#)
- o [Business Partners sign up here](#)
- o [Short instructional videos on how to list and claim items](#)

Hit the big green button which says 'register' now. Once you register, you'll get further instructions. You can browse items on Warp It by hitting the search button.

- Learn how to add an item [here](#).
- Learn how to claim an item [here](#).

If you want to know more about the system in general, go to [www.getwarpit.com](http://www.getwarpit.com) where there are examples of how the system is working well in other organisations. You can also check out the Frequently Asked Questions [here](#).

If you have any questions, please get in touch with **our Warp It Administrator:**

**[WarpIT@shropshire.gov.uk](mailto:WarpIT@shropshire.gov.uk)      *Don't Waste it Warp It!***

**Finally, many thanks for reading, remember you can make change happen.**