



Ware 4 Bins & Recycling

Bins, Trolleys, Recycling and Waste Containers

Top 10 Tips for Recycling in Your Business

1. **Make some time** to look at what could be recycled in your business. 1-2 hours would be sufficient to get you started.
2. **Things to look for:**
 - Paper in bins at desks
 - Unnecessary printing. E.g. emails
 - Cans and bottles included with food rubbish
 - Printer cartridges and batteries in with general rubbish
 - Excess packaging being used.
3. Look for opportunities where waste can be **reduced** and **re-used** as these methods are usually no-cost or low-cost. E.g. print documents double-sided.
4. **Start with one or two things.** Look at the largest volume of potentially recyclable waste. In an office this is most likely to be paper. Also look for high value waste such as aluminium cans and printer cartridges. Just by making a few simple changes you can make a big difference.
5. **Find a reputable bin supplier** who will work with you to identify the most suitable bins and recycling containers that is right for your business.
6. **Separate recyclables.** Select suitable containers, labels and signage for the storage and handling of each type of waste that you have decided to recycle. It is important to use clear colour-coded signage so that all employees understand where the waste can be disposed.
7. **Find an authorised carrier** who will be able to collect your segregated waste on a regular basis.
8. **Involve your staff.** This is essential for a successful recycling approach in your business. Look to employees for ideas, for example, create a suggestions box. Ensure that the recycling initiative is discussed at team meetings so that everyone knows the part they have to play.
9. Look at consumables that you use for your business, could they be purchased from a supplier who provides **recycled products**? It is surprising the cost savings that can often be made.
10. **Monitor your new scheme.** Keep a record of all waste activities, including costs, to monitor improvements and ensure this is communicated to the team via notice boards, newsletters etc. to maintain interest.

Contact Ware 4 Bins & Recycling

If you are interested in finding out more about the services and products Ware 4 provides please do not hesitate to contact us.



Tel: 0113 250 8688

Email: Simon@ware4.co.uk, info@ware4.co.uk

Fax: 05601 156 587

Web: www.ware4.co.uk



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