



# Ware 4 Bins & Recycling





Bins, Trolleys, Recycling and Waste Containers

## Waste Management Ideas



### Typical office recyclables

Here are some examples of typical office waste streams and ideas for how you can reduce and re-use them. The environmental and economic benefits of recycling these waste streams are also highlighted.

Waste Stream	Reduce, Re-use...	Environmental & Economic benefits of recycling
 paper	<p>In order to minimise paper and card waste reduce printing (e.g. emails) print all documents double sided and re-use scrap paper, envelopes etc. Order in bulk and consider using recycled paper and packaging.</p>	<p>Producing one tonne of recycled paper reduces air emissions by 95%, saves 3000 litres of water and 78% energy (Waste Online, 2008). Paper is often the highest volume of waste in a business so you can make huge savings by diverting it from landfill and avoiding landfill tax.</p>
 plastics	<p>Often in the form of packaging, cups and bottles, plastic waste can be minimised by re-using packaging and plastic cups throughout the day. To minimise waste consider providing mugs to staff. These could be branded with your company logo.</p>	<p>There is reduced consumption of fossil fuels and use of harmful chemicals in production of recycled plastic as well as significant energy savings. Plastics are non-biodegradable and may take hundreds of years to decompose if they are thrown in a landfill.</p>
Printer Cartridges	<p>Again try to minimise printing. Ink Jet cartridges can be re-filled and ribbon cartridges can be re-used by replacing the ribbon.</p>	<p>Around 2 million are discarded each year. Producing recycled cartridges reduces the need for raw materials and they can cost as little as half the price of non-recycled cartridges to purchase.</p>
 aluminium cans	<p>Introducing measures to reduce and re-use metal waste can be tricky. Look at the possibility of purchasing large bottles of drinks rather than individual cans. Staples might seem like a tiny volume of waste but if everybody in the UK used one less staple each day it would save 70 tonnes of metal every year. Try using a staple-less stapler!</p>	<p>Metals can be recycled indefinitely and aluminium is the most valuable and cost effective waste stream to recycle. Recycling aluminium requires just 5% of the energy for primary production and CO2 emissions are reduced by 95% (Waste Online, 2008). If all the aluminium cans in the UK were recycled there would be 14 million fewer dustbins each year (Waste Online, 2008).</p>
Electrical waste & old furniture  electrical	<p>After an office refurbishment consider the use of old computers, desks, chairs etc. by others. Can they be given to charity? Take a look at <a href="http://www.freecycle.org.uk">www.freecycle.org.uk</a> Batteries, fluorescent tubes and electrical waste must never be disposed of in landfill as they are hazardous. Ensure your business has suitable arrangements in place with a waste carrier to recycle or dispose of them safely.</p>	<p>As mentioned batteries and electrical waste are hazardous and therefore banned from landfill. Using re-chargeable batteries can help reduce waste and save energy. Many of the components in electrical equipment can be re-processed or recycled and it is up to the suppliers to provide a service for this. If your old office furniture is not fit for re-use arrange for it to be collected for recycling.</p>