

# Improving recycling in the office

For business advice on how to make your product or packaging more environmentally friendly please visit :

[www.mkgreenbusiness.org](http://www.mkgreenbusiness.org)

[www.investmiltonkeynes.co.uk](http://www.investmiltonkeynes.co.uk)

[www.wrap.org.uk](http://www.wrap.org.uk)

[www.recoup.org](http://www.recoup.org)



- ✓ To improve recycling in the office, initially contact your Waste Contractor to see what items they are able to recycle at your place of work and what recycling bins they can provide as part of your contract. Use this information to create posters of what can and cannot be recycled.
- ✓ Get your Facilities Department, Site Manager and Cleaners on-side and involved as they will be instrumental in making these changes work. It will ultimately be to your Company's benefit to get recycling right, as ordinarily a company pays more for the disposal of waste than it does sending items to be recycled.
- ✓ Start with department or 'floor' champions to help make it happen, help to put up posters, etc.
- ✓ Print off the helpful posters below and place in the kitchen area by the kettle, by the water fountain, even on the back of the toilet doors – anywhere where people stop for a while.
- ✓ The majority of office waste is paper, so facts like it takes 12 trees to create 1 tonne of paper are useful motivators. Work out the equivalent of how many trees your company is throwing away each day/week, etc. to encourage motivation and participation.
- ✓ Create an incentive, e.g. find a local café or restaurant that will be willing to give a voucher to encourage participation and they will benefit from the positive promotion too.
- ✓ Consider removing personal bins and instead move to more centrally located bins for rubbish and recycling.
- ✓ Take away the disposable cups from the water cooler so workers have to use their own glass or reusable bottle.
- ✓ Encourage people to post photos, etc. of themselves recycling at work, on the noticeboard or internal message board to get some one-upmanship going on. Do you have a Christmas get together where you could give an 'award' for best & worst departments?

# It's easy to be more green!

Here are some easy swops you can make to reduce waste at work...



Non-recyclable takeaway coffee cups



Reusable thermo mug



Sandwich bags, tin foil or cling film



Reusable plastic lunch box or bag



Single use plastic drink bottle



Reusable water/sports bottle

# Where does my recycling go?

In MK we can recycle a large amount of the items we throw away - recycling is better for the environment and saves money



Paper, newspapers and envelopes are recycled into more paper products and tissue paper, toilet rolls and egg boxes



Steel cans are smelted in furnaces and remoulded into new cans for food and drink. They are also made into car parts too



Aluminium cans and glass are also melted in furnaces and remoulded into new containers.



Food and garden waste is turned into compost



Plastic bottles are flaked and remoulded into new bottles, traffic cones, football shirts and fleece material which can then be made into hats, scarves or jackets. Plastic food trays like yoghurt pots are turned into eco-board for picnic tables and pig styes