

## Office Waste Sorting Instruction

<b>Recyclable Paper</b>	<b>Cardboard</b>	<b>Recyclables</b>	<b>Compostable items</b>	<b>General Rubbish</b>
<i>Could the material be recycled, i.e. would it be clean, if it was separated from other rubbish?</i>	<i>Could the material be recycled, i.e. would it be clean, if it was separated from other rubbish?</i>	<i>Do recycling facilities exist to reuse these materials?</i>	<i>Does the material decompose?</i>	<i>Is the material contaminated or non-recyclable?</i>
All paper, non-soiled by food	Non-soiled food wrappers e.g. raisin packets, lolly boxes	Number 1 and 2 plastics, e.g. drinking water bottles	Food waste: fruit peel, sandwiches, tea bags, coffee grinds	Waxed drink containers & paper
Photocopier & printer paper	Computer and paper boxes	Cans: coke cans, baked bean/tuna tins	Wooden stirring sticks, chopsticks	Polystyrene packing
Envelopes, not including window-front		Glass bottles	Used/wet/soiled paper: napkins, tissues, non waxed paper with food residue	Potentially hazardous substances: batteries, aerosols, glues, cosmetics
Newspaper, magazines & glossy paper		Toner cartridges (weigh and record separately)	Certified-biodegradable cups or bags	Rubber polystyrene cups
Waxed paper around copy or printer paper			Bathroom hand-towels	Takeaway coffee cups
Coloured paper and cards				Plastic containers: numbers 3 –9, water cooler cups
Note pads and post-it notes				Tetra packs
Telephone books				Thermal paper
Paper with staples or bindings				Plastic wrapping
				Bits of metals, foil
				Pens