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## HIGH QUALITY RECYCLING – DETAILED MATERIAL GUIDANCE

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# Paper

End destination: Closed loop recycled in the UK into tissue paper. 186 miles.

**If its paper and it rips, we recycle it.**

## **Acceptable:**

Paper clips  
Staples  
Envelopes – white or brown, with or without windows, no need to remove glue or stamps  
Spiral binders  
Hard and soft back books  
Yellow pages  
Magazines  
Newspapers  
White paper  
Coloured paper  
Crepe paper  
Tracing paper & greaseproof paper  
Fax paper  
Photographic paper  
Graph paper  
Artist paper  
Wrapping paper from paper reams  
Shredded paper  
Sheets of sticky paper labels  
Post it notes  
Paper bags  
Junk mail  
Receipts  
Tickets

## **Avoid:**

Bulldog clips – reuse or put in our general waste  
Plastic covers – put in our general waste for recovery as refuse derived fuel  
Corrugated paper cardboard – recycle as cardboard

## **Not acceptable:**

Laminated paper – put in our general waste for recovery as refuse derived fuel  
Jiffy bags and bubble wrap bags – re-use or put in our general waste for recovery as refuse derived fuel  
Paper hand towels and tissue paper – usually this can be recycled with food or put in our general waste for recovery as refuse derived fuel  
Used wallpaper – put in our general waste for recovery as refuse derived fuel



# Confidential Paper

End destination: Closed loop recycled in the UK into tissue paper. 186 miles.

**If it has a name and address on it, it could be confidential paper.**

## **Acceptable:**

Securely tied in a confidential paper bag  
Securely tied in an archive box  
Paper clips  
Staples  
Envelopes – white or brown, with or without windows, no need to remove glue or stamps  
Spiral binders  
Hard and soft back books  
White paper  
Coloured paper  
Tracing paper  
Fax paper  
Sheets of sticky paper labels  
Post it notes  
Receipts  
Tickets

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# Cardboard

End destination: Closed loop  
recycled in the UK into cardboard.  
223 miles.

## Brown cardboard boxes, white cardboard packaging

### Acceptable:

Packaging tape  
Staples  
Lever arch files  
Christmas cards  
Postcards  
Empty cardboard coffee cups  
Coffee cup sleeves  
Sandwich wrappers – no food contamination  
Sandwich wrappers – preferably remove cellophane window  
Pizza boxes – no food contamination  
Tetrapak – cardboard milk and fruit juice cartons  
File dividers  
Mounting board  
Cardboard tubes  
Toilet roll centres  
Folders  
Archive boxes  
Beer mats  
Corrugated paper  
New wallpaper

### Avoid:

Sandwich and pizza boxes heavily contaminated with food - usually this can be recycled with food or put in our general waste for recovery as refuse derived fuel.

### Not acceptable:

Polystyrene packaging  
Bubble wrap  
Foam packaging



## Food tins and drink cans

End destination: Closed loop recycled in the UK into cardboard. 223 miles.

### Rinsed metal cans

#### Acceptable:

Food tins and drinks cans of any shape or size  
Empty aerosols  
Clean aluminium foil and aluminium food trays

#### Avoid:

Liquid food contamination

#### Not acceptable:

Food contamination  
Part full or full aerosols  
Hazardous chemical aerosols  
Paint tins full or empty  
Random metal items



## Plastic bottles

End destination: Closed loop recycled in the UK into plastic products. 118 miles.

### Empty plastic bottles

#### Acceptable:

Plastic water and juice bottles

Plastic milk bottles

Lids

Labels

#### Avoid:

Liquids

#### Not acceptable:

Food or liquid contamination

Plastic bags

Food trays

Margarine tubs

Plastic cups

Polystyrene

Clingfilm

Yogurt cartons

Plastic trays



## Glass jars and bottles

End destination: Closed loop recycled in the UK into container glass. 13 miles.

### Rinsed jars and bottles

#### Acceptable:

Glass jars  
Glass bottles  
Labels

#### Avoid:

Metal lids

#### Not acceptable:

Flat window glass  
Pyrex  
Drinking glasses  
Food contamination



# Food

End destination: Processed by an Anaerobic Digestion plant in Scotland. 42 miles.

## All cooked and uncooked foodstuffs.

### Acceptable:

- Cooked meat
- Uncooked meat
- Small bones
- Soup
- Vegetables
- Out of date food
- Tissue paper
- Loose paper handtowels
- Loose paper napkins
- Bio-degradable packaging beads
- Vegetable oil
- Plastic bags with food (the plastic bags are removed before the food is processed)
- Biodegradable bags
- Biodegradable cutlery
- Biodegradable plates
- Shellfish in reasonable quantities

### Avoid:

### Not acceptable:

- Manure
- Human hair
- Non-biodegradable cutlery and crockery
- Hazardous chemicals
- Large bones





## WEEE

End destination: All equipment is dismantled into its constituent elements and closed loop recycled in the UK. 77 miles.

**If it has a plug, an electric lead or a battery we can recycle it**

### **Acceptable:**

Computers  
Printers  
Flat screen tv  
Old crt tv  
Lamps  
Toasters  
Kettles  
Heaters  
Fridges  
Phones

### **Avoid:**

### **Not acceptable:**

Gas canisters



## Printer cartridges

End destination: Prepared for reuse  
or closed loop recycled in the UK.  
13 miles.

### All makes of printer cartridges

#### Acceptable:

Original manufacturers cartridges  
Pattern cartridges  
Cardboard packaging

#### Avoid:

Excessive polystyrene and foam packaging

#### Not acceptable:

Full toner bottles  
Full cartridges

	<b>Furniture</b>
<b>Office furniture suitable for re-use</b>	
<b>Acceptable:</b> Good furniture with the potential to be reused elsewhere	
<b>Avoid:</b> Heavily worn furniture	
<b>Not acceptable:</b> Broken seats Broken casters Ripped seats Broken desks Badly scratched desks Desks with missing drawers Pieces of broken furniture	



## General Waste

**No Paper, No Cardboard, No Plastic Bottles, No Cans, No Glass**

### **Acceptable:**

Laminated paper  
Jiffy bags and bubble wrap  
Paper hand towels and tissue paper  
Used wallpaper  
Polystyrene packaging  
Foam packaging  
Plastic bags and films – crisp packets, plastic food wrap  
Plastic food trays yogurt pots, ready meal tubs. At the moment these cannot be recycled even when collected by waste management companies! Mixed plastics only have value when incinerated to provide 'energy from waste'. If this situation changes we will be first to collect!  
Plastic cups  
Plastic cutlery  
Food contaminated cardboard – heavily contaminated takeaway containers  
Food contaminated metal food trays  
Food waste (unless you are a 'food business' and required by law to recycle food)  
Contaminated textiles including mop heads  
Dust dirt and debris  
Drinking glasses, window glass – please make sure this is safe for handling!

### **Avoid:**

Have a look in your bin are there high volumes of particular materials streams? Consider the Waste Hierarchy and explore measures to avoid these streams arising as waste.

We do not send General Waste directly to landfill.  
Changeworks send waste to a MRF (Materials Recovery Facility) where we try to capture every piece of value from your waste - low quality recycling is better than no recycling.  
Anything left over is then sent to an EfW (Energy from Waste) facility or landfill.