How to manage your business waste

Your step-by-step guide



Ireland's guide to waste

mywaste

Rialtas na hÉireann
Government of Ireland

Welcome to ‘how to manage your business waste’

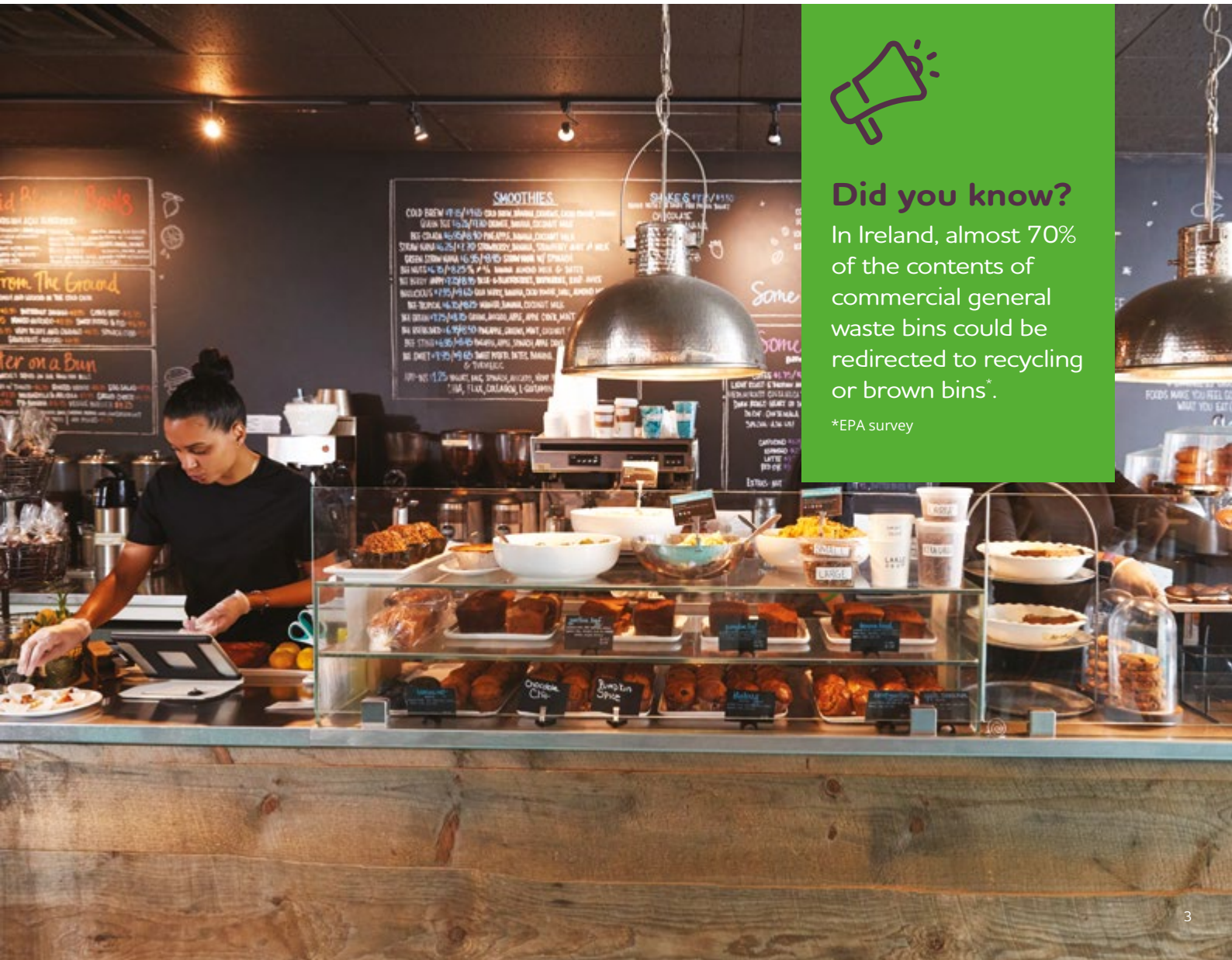
This guide has been prepared to give you the information you need to implement good waste management practices in your business or workplace.

For additional resources please visit www.mywaste.ie

It is essential for businesses to manage waste in accordance with the law. By doing so, you are likely to save your business money. You will also protect our environment for future generations, embrace the circular economy and help Ireland tackle climate change.

Find out how to:

- Identify and eliminate any excess waste produced by your business
- Recognise items that can be segregated for composting and recycling
- Manage specific waste streams



Did you know?

In Ireland, almost 70% of the contents of commercial general waste bins could be redirected to recycling or brown bins*.

*EPA survey

The benefits to your business

There are many environmental benefits to good waste management. By segregating recyclable and compostable material, you are helping to extend its life-cycle as a valuable resource.

There are also many business benefits that can be achieved by good waste management, including:

Economic competitiveness

- Improved resource management
- Potential cost reductions through improved efficiency

Marketing

- Improving your green credentials
- Clear commitment to Corporate Social Responsibility
- Enhanced corporate image

Increased awareness

- Increased capacity amongst staff
- Increased awareness of environmental legislation



Recyclable

Paper, cardboard, plastics, tins and cans , excluding in-scope DRS materials.



Food

Coffee grinds, raw & leftover food, vegetables peels etc.



General

Soiled and contaminated items, brush sweepings etc.

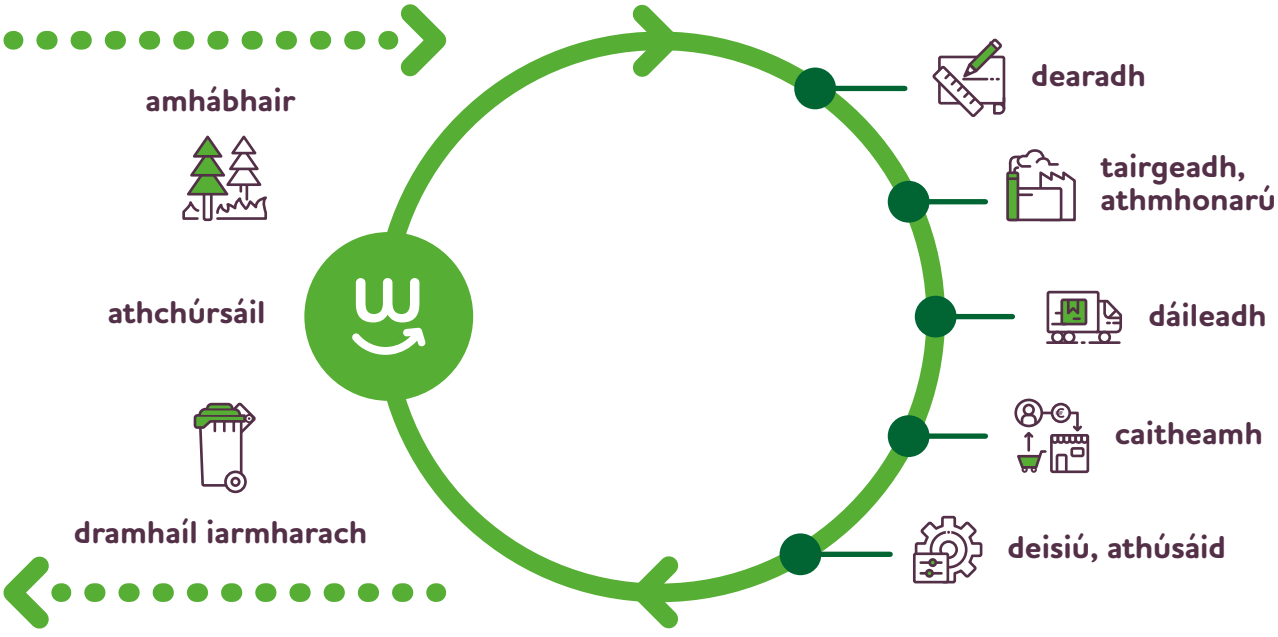
The circular economy

Generate less business waste by learning how to use resources more efficiently.

The Circular Economy describes a way of doing business where the most value possible is extracted from resources such as materials, water and energy, where products are kept in use for as long as possible and where waste generation is avoided.

Doing business in this way will reduce your negative environmental impact. In a circular economy, practices such as reusing, repairing, remanufacturing and recycling are central to reducing waste and reducing the amounts of virgin materials needed. New business models, such as the renting or sharing of products, as well as closer collaboration between businesses and sectors are also important features of a more circular way of doing business.

Recycling allows the recovery and regeneration of products at the end of their service life. Good segregation of recyclable materials is not just environmentally desirable, it is also a means of complying with waste laws and regulations set out for business waste. There is also an economic benefit - the better the sorting, the lower the waste collection charges will be.



The waste hierarchy

This is a key principle in waste management.

Prevention is better than cure. This is especially true when it comes to waste management.

Guidance from the EU sets out a five-step waste hierarchy where the prevention of waste is the best option, followed by preparing for re-use, recycling and other forms of recovery, with disposal such as landfill as the least favoured option. We recommend that you follow this model.



How to introduce better waste management in your business

You can make significant improvements by ensuring that waste is managed properly in your business.

Your business could save as much as 10% on its waste costs by implementing no-cost and low-cost waste solutions.

An important first step is to identify the quantity and type of waste you produce. This makes it easier to see the waste you can prevent.

Here are some key actions you can take to improve your waste management:



1. Engage staff and assign responsibility.



2. Undertake an audit and review your waste collection details.



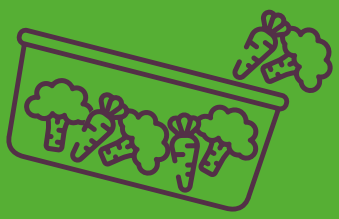
3. Segregate waste.



4. Use clear bags which will help visually monitor practices.



5. Use returnable packaging.



6. Ask suppliers to decant supplies where appropriate.

Tips to track progress



Monitor

You need to measure and monitor your waste – this will help you track the improvements that you make.



Review

Review your waste bills regularly to assess how much recycling, food and general waste your business is generating.

You can target areas for improvement and study the ongoing progress that you make, using simple units such as the number of kilograms or % for each type of waste.



Undertake

Undertake spot checks of bins to ensure contamination is reduced – all materials for recycling should be Clean, Dry and placed Loosely in the bin and the food waste bin should never contain any glass, metal or plastics.

Tips for engaging your team

Embedding new sustainability practices requires the involvement of individuals at all levels of the organisation.

Engaging employees is an essential part of any initiative to improve waste management practices.

- Explain the change and why it is happening
- Encourage your staff to put forward ideas about changing practices
- Ensure that your staff know you are serious about being sustainable and that this will be a real change rather than a token gesture
- Aim for low-hanging fruit in the beginning to get some early wins
- Keep up communication and reminders
- Include waste prevention and segregation as part of staff training
- Consider establishing a staff green team
- Provide feedback to staff about how the waste management initiative is progressing e.g. a simple graph illustrating progress in waste reduction and improved recycling



How to reduce business waste

Food

To prevent food wastage, offer different portion sizes, remove unpopular menu choices and ensure good stock rotation.

Packaging

Where possible, ensure all purchasing contracts have a measure put in place to reduce and prevent packaging. Try to reduce packaging by asking suppliers to cut down on product packaging and request suppliers to take back bulky packaging items such as pallets and cardboard.

Refills

Where possible, use refillable dispensers such as soap dispensers and use refill toner cartridges for printers, copiers.

Cleaning products

Endeavour to purchase non-toxic cleaning products to avoid hazardous waste disposal.

Sourcing

Try to source products locally and check that they are from a renewable source and/or a recycled material. Where waste cannot be prevented then efforts should be made to minimise it or segregate it so that it is suitable for recycling.

Cardboard

Where possible, change to reusable packaging for daily deliveries and always ensure cardboard is kept clean and dry and segregated for recycling.

Paper

Print on both sides of the paper and set printers to print double sided as the default setting. Use email instead of leaving notes. Where appropriate, store data electronically rather than paper copies. Shredded paper can be reused for packages. Reuse interoffice envelopes, file folders and boxes.

Equipment

Purchase durable equipment to increase the life-cycle of a product. Buy products that are guaranteed by a warranty or alternatively lease equipment as appropriate.

Batteries

Use rechargeable batteries where possible.

Cooking oil

Install equipment in kitchens to filter cooking oil so it can be reused.

Furniture

Repair and donate old furniture and equipment. Check out www.crni.ie for further information.

Crockery

Where possible use ceramic instead of polystyrene or plastic.

Glass

Glass should be chosen over plastic as it can be more circular.

How to set up your waste management system

Most businesses can separate their waste management system into these four streams:



Depending on your sector, some of the following streams may also apply to your business:



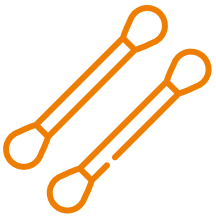
All bins in your business should be clearly marked – eg. **recyclable**, **food waste** or **general**.

Posters should be used to further outline accepted materials – bin stations could include any combination of materials, however the most common would include receptacles for recyclable waste, food waste and general waste.

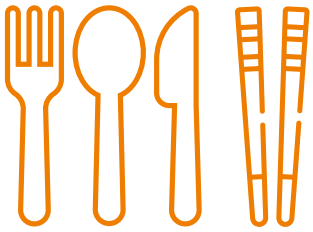
You'll find a complete list of items suitable for each waste type over the coming pages.

Single use plastics (SUPs)

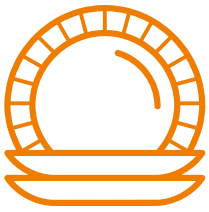
Under the Single Use Plastics Directive (Directive (EU) 2019/904) the following items are banned from being placed on the Irish market. From 3 July 2021.



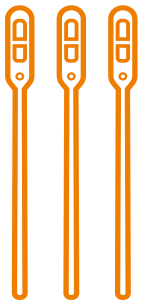
Plastic Cotton Bud Sticks



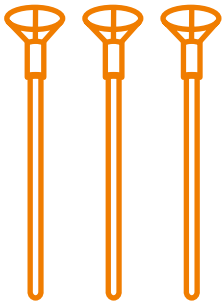
Plastic Cutlery and Chopsticks



Plastic Plates



Plastic Stirrers



Plastic Balloon Rods



Plastic Straws



Expanded polystyrene single use food and beverage containers



All oxo-degradable plastic products

The directive also includes other measures, such as labelling requirements, design requirements to tether caps to bottles, and increased targets for recycling and recycled content for plastic beverage bottles. The directive also allows for producer responsibility for the cost of litter clean-up associated with specific SUP items, and other producer responsibility



Coffee Cups

It has been estimated that approximately 22,000 disposable coffee cups are used per hour in Ireland. While normal ceramic delph may be used on a catering premises, outlets for selling hot drinks are also encouraged to provide the option of clients to use their own reusable cup when ordering a takeaway hot drin. Including the possibility for providing a financial incentive for the client to use their own reusable cups.

Compostable containers which carry the standard EN 13432 or the Cré certification logo, such as compostable coffee cups should be placed in the food waste bin. The EN 13432 standard This Standard provides requirements and procedures to determine the industrial compostability or anaerobic treatability of packaging and packaging materials.



Approximately 22,000 disposable coffee cups are used per hour in Ireland.



Your guide to recycling

As detailed previously, your first priority should always be to reduce the waste your business generates. Your next priority should be to segregate waste for recycling and composting.

Under the conditions of many waste collection permits, waste collectors are obliged to provide businesses with a separate bin for food waste and a separate bin for mixed recyclables to accommodate small recyclable items such as plastics, paper, cardboard, tubs, trays etc. DRS in-scope materials such as plastic bottles and beverage cans should be directed to the Deposit Return Scheme.

Waste collectors may also collect specific types of recyclable wastes, including glass, cardboard, specific plastics, etc. in separate containers as defined under the Waste Management (Waste Packaging) Regulations.

It is also worth noting that glass, regardless of quantity, needs to be segregated separately and should never be placed in the recycling bin.



What can I put in the recycling bin?

NO Batteries | NO Vapes | NO Electrics | NO Glass | Re-turn



Plastic Containers, Tubs & Trays



Soft Plastics



Non-Returnable Plastic Bottles



Cartons

Clean, Dry, Loose



Non-Returnable Cans & Tins



Paper & Brochures



Office Paper & Envelopes



Cardboard

Your guide to managing food waste

When considering food waste, it's not just the food that goes to waste, but also the resources used to produce and transport this food as well, which include energy, water and labour.

As well as having a significant cost to your business and the economy, food waste also has negative environmental and social impacts. Wasted food contributes to climate change by releasing potent gases as it breaks down.

The good news is that the actions of businesses and their staff can make a huge difference in solving this issue.

Preventing food waste and segregating your unavoidable food waste properly requires just a few simple actions.



Did you know?

In Ireland each year, approximately a quarter of a million tonnes of food are discarded by commercial food businesses such as restaurants and shops. Much of this is avoidable waste.*

How to reduce food waste in your business

If your business serves food, reducing your food waste should be a priority. This will improve your environmental performance and could save you money.

- Start by measuring your food waste in order to manage it
- Record where food waste is occurring so you can tackle it – food preparation, customer left-overs, out-of-date stock, spoiled stock
- Introduce a stock rotation policy
- Look at portion control – too large and it is a waste
- Standardise recipes to cut down on waste
- Ensure that all cold storage units are calibrated, sealed and maintained properly
- Make one person in charge of purchasing – this makes it easier to control stock
- Where possible, source produce locally for fresher items, less spoilage and better negotiation on special offers and delivery
- Label and date food in reusable containers
- Introduce staff training on food waste prevention and segregation
- Cut down on food waste by vacuum-packing food
- Reuse left-over food where appropriate
- The cost of your waste is not only the cost of disposal, but also the value of what you are throwing away

*EPA Research Report No. 282: *Reducing Commercial Food Waste in Ireland* Prepared by CTC for EPA, Authors: Sarah Broderick and Colum Gibson

How to segregate food waste

Some food waste is unavoidable and must be dealt with correctly. There is a legal requirement* on commercial businesses to segregate all food waste from recyclable and general waste.



Here are some tips to help you segregate your food waste successfully:

- Provide clearly labelled food waste bins for staff and, if required, for customers
- Ensure all staff are trained to segregate waste properly
- Any packaging should be removed from food before placing it in the food waste bin
- Compostable containers which carry the Standard EN 13432 or the Cré certification logo, such as compostable coffee cups should be placed in the food waste bin
- There is a wide variety of paper or bio-plastic liners available, some supplied directly by the waste contractor. To ensure the liner is suitable make sure it carries the Standard EN 13432 or the Cré certification logo: See further details below.

The EN 13432 Standard

This Standard provides requirements and procedures to determine the industrial compostability or anaerobic treatability of packaging and packaging materials. If all requirements are satisfied, the packaging may undergo certification by an independent third party body.

CRÉ Scheme

In Ireland, there is a new certification scheme for compostable products which is managed by Cré - Composting Association of Ireland. This scheme provides independent certification that compostable products made to EN 13432 are compatible with large scale composting plants in Ireland and are accepted in food waste bins.

Food Surplus Service Providers

Certain waste service providers offer a collection service for packaged food including Category 3 Former Foodstuffs (Ref. Animal By-Products Regulation), for transport to an approved treatment facility. The service provided will depend on the type of Animal By-Products approval for the treatment facility where the material is taken.

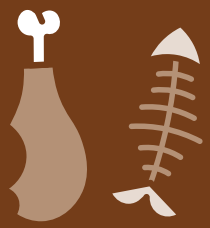
*Regulations that apply to food waste: The Food Waste Regulations (S.I. 508 of 2009). Animal By-Products (ABP) Regulation (S.I. 187 of 2014) . Foot & Mouth Disease (Prohibition on the Use of Swill) (S.I. 104 of 2001 & S.I. 227 of 2001).

What can I put in the food waste bin?

NO Batteries / Vapes / Electrics
NO Glass
NO Plastics / Plastic Bags
NO Metals



Raw Food



Cooked Food



Unwanted Leftovers



Paper Towels & Napkins

Small Effort, Big Impact



Compostable Bags & Packaging (EN 13432)



Greenery



Coffee Grinds & Tea Bags



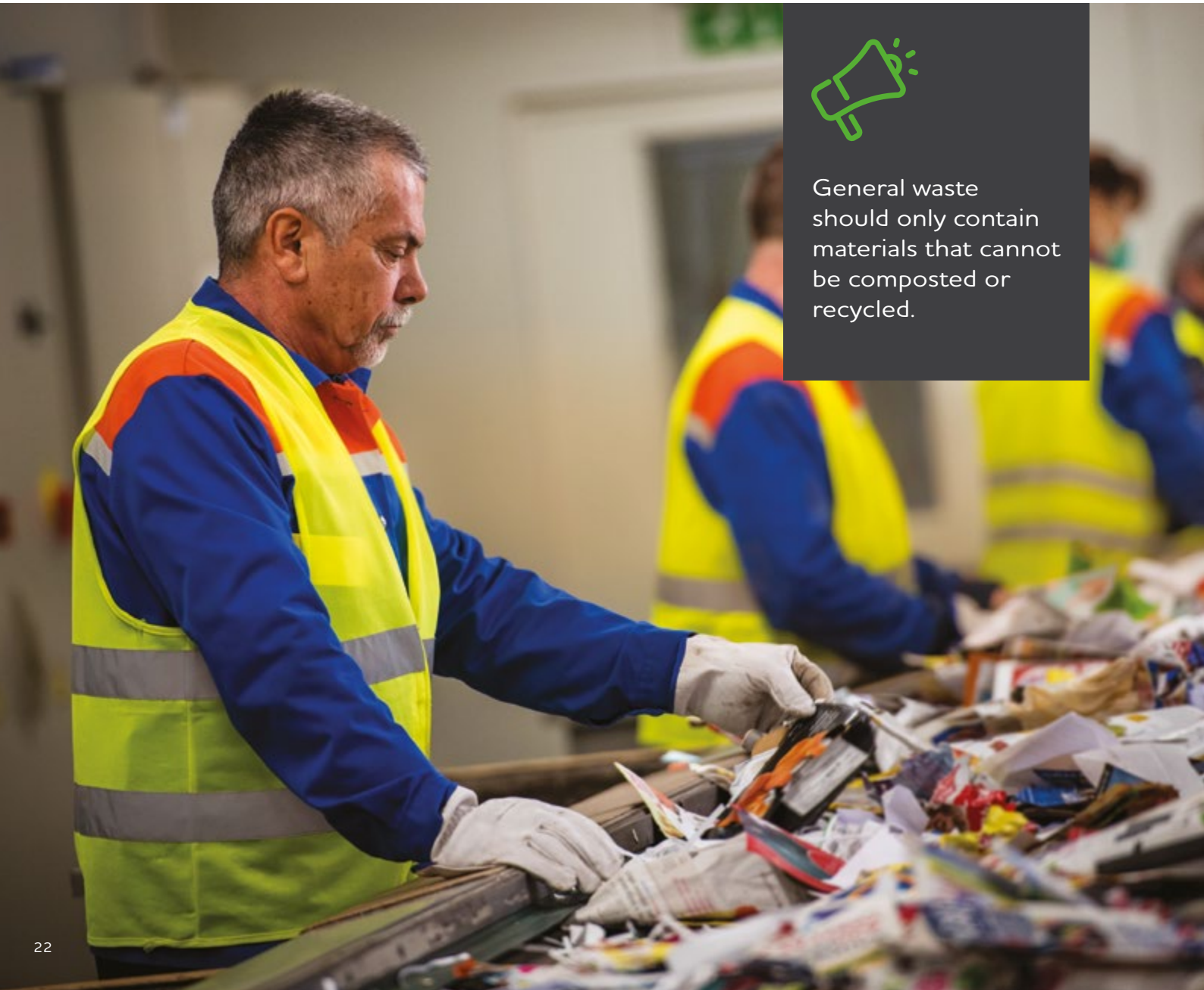
Egg Shells

Your guide to general waste

The general waste bin should only contain residual waste material i.e. material that cannot be placed in the recycle bin or food waste bin or what is not by law required to be separated into specific waste streams.

Examples include non-compostable beverage cups, soiled or contaminated items or brush sweepings.

The better you and your team are at sorting and recycling, the less general waste your business should generate. This could save your business money in bin charges and help the environment.



General waste should only contain materials that cannot be composted or recycled.

What can I put in the general waste bin?

NO Batteries / Vapes / Electrics

NO Glass

NO Food

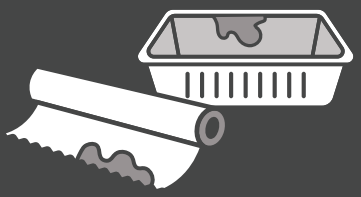
NO Recyclables



Non-Compostable Single-Use Cups



Wet Wipes



Soiled Aluminium Foil & Containers



Broken Crockery

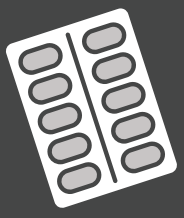
Choose the Right Bin



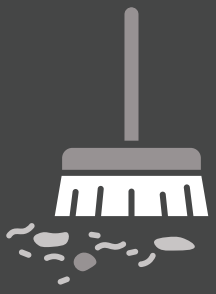
Soiled Packaging



Disposable Gloves



Empty Blister Packs



Floor Sweepings

Your guide to other special wastes

Glass

Glass bottles and jars need to be stored in a separate bin for collection by your waste collector. Your collector may provide you with a suitable bin or you may use your own labelled bin. It is important not to place pyrex ware, crockery or window glass in this bin.

Waste Electronics / Electrical Equipment (WEEE)

WEEE is waste electrical and electronic equipment and covers virtually everything with a plug or battery. It is classed as either household or non-household WEEE. When purchasing new equipment, ask your supplier whether take-back options apply. This waste material should be kept separate and accepted by an authorized waste collector.

Batteries

Spent batteries can be disposed of in the following way: Return them to any retailer selling equivalent types of batteries i.e. retailers of car batteries do not have to accept portable batteries if they don't sell them. This waste material should be kept separate and accepted by an authorised waste collector.

Waste Oil

All businesses must ensure their waste oil is collected and removed by an authorised waste collector. This includes cooking oil. Businesses that require waste oil to be collected are themselves responsible for ensuring the contractor has the relevant licences and certifications. If a businesses contracts someone who doesn't have the appropriate permits, they are liable to prosecution.

Hazardous Waste

Items containing the following symbols are considered hazardous. Further details are available on www.mywaste.ie




VARTA
MAX TECH
ALKALINE
Nicht ins Feuer werfen ! Nicht öffnen ! Nicht aufladen ! Do not dispose of in fire ! Do not disassemble ! Do not recharge ! Ne pas jeter au feu ! Ne pas ouvrir ! Ne pas recharger !
MADE IN GERMANY
NEBO
SUPER POWER ALKALINE
GREENCELL
EXTRA HEAVY DUTY
1604G 6F22 9V
GP
DURACELL PLUSPOWER
AA
Alkaline 1.5V
MN1500 LR6
maxell
ALKALINE
AAA
Energizer
ULTRA POWER
Powercheck
LRI03 AAA
1000 mAh
LRI6 AA
2000 mAh
Rechargeable
DURACELL
PLUSPOWER
EVOLTA
Panasonic
Energizer
A23
DURACELL
Rechargeable 2450mAh
VARTA
15minute
charge & go
SANYO
DURACELL
ULTRA LITHIUM
Panasonic
HIGH QUALITY
MANGANESE
LONG LIFE

Your checklist

General	Done	To do	N/A
Know how much waste you dispose of			
Know the cost of waste disposal			
Designate a person to monitor waste onsite			
Ensure maximum recycling			
Review waste management practices regularly			
Request suppliers to use reusable and returnable packaging			
Monitor waste handling by staff			
Identify ways of reducing your food waste			
Educate staff about separation at source			

Packaging	Done	To do	N/A
Investigate returning packaging to suppliers			
Ask suppliers to minimise packaging			
Where appropriate compact cardboard and plastics			
Use shredded paper for infill			
Buy in bulk			
Educate staff about separation at source			

Canteen	Done	To do	N/A
Have sufficient recycling receptacles throughout			
Have a food waste bin			
Create a list of reusable / recyclable items			
Use non disposable tableware and cutlery			
Provide milk, sugar and coffee in containers			
Use reusable materials where possible			

Office	Done	To do	N/A
Encourage double sided printing and photocopying			
Recycle printer and toner cartridges			
Use reusable inter-office envelopes			
Reuse scrap paper - have collection points near printers / photocopiers			
Return unwanted post and remove name from unwanted mail databases			
Set up a central collection point for reusable office supplies			
Use email and bulletin boards for office communication			

Process	Done	To do	N/A
Separate materials at source, particularly valuable ones eg. metals, solvents etc			
Investigate start up / shut down wastes			
Optimise the cutting of materials			
Regularly inspect equipment and process lines			
Substitute hazardous materials			

Commercial Waste Icons Legend

Recycle

- Non-Returnable Plastic Bottles
- Plastic Containers, Tubs & Trays
- Soft Plastics
- Non-Returnable Cans & Tins
- Office Paper & Envelopes
- Cardboard
- Cartons
- Paper & Brochures

Food

- Raw Food
- Cooked Food
- Unwanted Leftovers
- Paper Towels & Napkins
- Coffee Grinds & Tea Bags
- Compostable Bags & Packging (EN 13432)
- Egg Shells
- Greenery

General

- Non-compostable Single-Use cups
- Wet Wipes
- Soiled Aluminium Foil & Containers
- Broken Crockery
- Empty Blister Packs
- Floor Sweepings
- Soiled Packaging
- Disposable Gloves

Visit mywaste.ie for more information

Ireland's guide to waste
mywaste

Rialtas na hÉireann
Government of Ireland

Please note that this legend is for guidance & is not an exclusive list.



Additional information is available on www.mywaste.ie
or from the following email addresses: info@srwmo.ie;
rwmo@mayococo.ie and emwr@dublincity.ie

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