

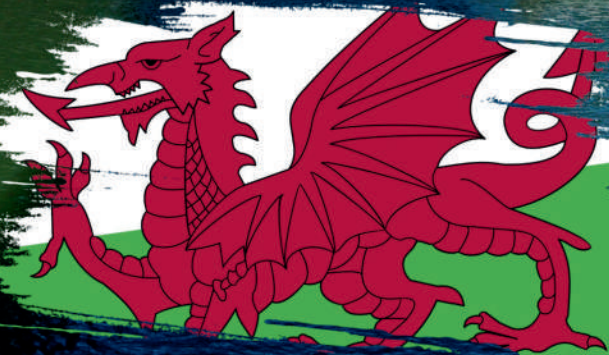


Carbon  
Neutral  
Organisation



# WALES WORKPLACE RECYCLING

ASH Waste Services, a guide for compliance





# OUR TOOLKIT GUIDE



The management of waste within Welsh workplaces will change for good from April 2024.



ASH Waste Services has put this toolkit together as a guide for all workplaces in Wales so that they remain compliant and do not fall foul of this changing legislation.



It outlines what is changing, what recyclable waste is within scope, what the potential consequences are of not complying are, and what workplaces can do to prepare for the changes.



ASH Waste Services is ready to help all workplaces meet this imminent legislation.

# WHAT IS HAPPENING?



From 6 April 2024, all workplaces in Wales must sort and separate their waste for recycling



The Welsh Government is introducing a new law which will mandate recyclable items/food waste to be collected separately by waste and recycling collectors



It will apply to every single workplace within Wales



The NHS and private hospitals in Wales are the only permitted exemptions; their legal obligation begins in April 2026

# WHO DOES IT APPLY TO?



Offices



Shops



Hotels



Restaurants



Shopping  
Centres



School, Colleges  
Universities



Pubs



Tech Shops

**ANY** business, public sector or charity workplace





# WHY IS THIS HAPPENING?

1

Welsh Government ambition to be #1 recycler in the world; currently the third best for domestic recycling and the best in the UK

2

Want to make recycling practices uniform across workplace and home, i.e. what you recycle at home, you recycle at work

3

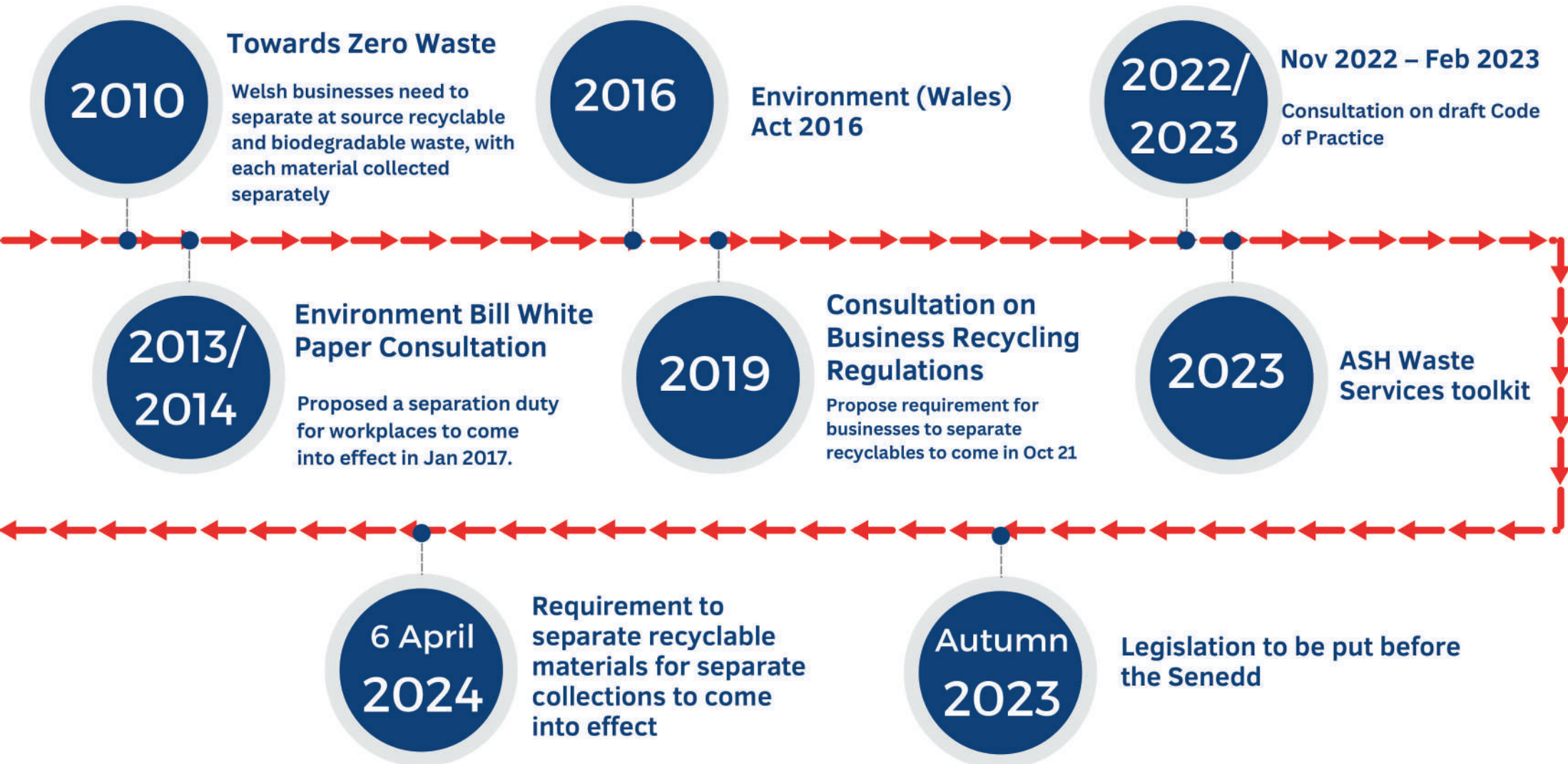
Desire to reduce carbon emissions and tackle the climate emergency

4

Wish to keep materials in use for as long as possible; to fully embrace the circular economy whereby materials are used over and over again

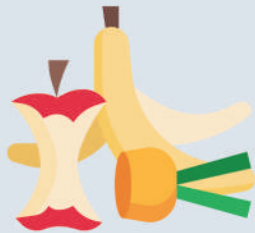


# ROADMAP TO WORKPLACE RECYCLING



# WHAT WILL IT REQUIRE?

THE SEPARATION OF THE BELOW MATERIAL STREAMS FROM OTHER WASTES



**FOOD (IF PRODUCING >  
5KG PER WEEK)**



**PAPER & CARD**



**PLASTIC, METAL  
& CARTONS**



**GLASS**



**UNSOLD SMALL  
WEEE**



**UNSOLD TEXTILES**

Covered in more detail in following pages



# DETAILED RECYCLING STREAMS

The following pages highlight what materials have to be separated by workplaces under the new regulations







# PAPER & CARD



Paper  
Paperback books  
Newspapers  
Magazines  
Envelopes  
Telephone directories  
Cardboard packaging  
Egg boxes



Paper or cardboard contaminated with food, oil,  
grease, paint or similar  
Wallpaper  
Tissues  
Paper towels  
Kitchen Roll  
Scratch Cards

NB – The following items should be placed in the plastics and metals container

Drinks cartons  
Laminated paper cups

Rigid paper containers (e.g. "Pringles" tubes)



# PLASTIC & METAL



## Plastic packaging:

- Clean plastic bottles
- Clean plastic food containers
- Disposable plastic cups (if plastic only)
- Bubble wrap

## Metal packaging:

- Clean food drinks and cans
- Deodorant aerosol cans (empty)
- Aluminium foil and trays (clean only)
- Metal jar lids
- Metal bottle tops
- Empty aluminium tubes (e.g. tomato puree)

## Cartons:

- Mixed cardboard and metal layers (e.g. fruit juice)



## Plastics:

- Plastic bags (except clear bags used to hold recycling)
- Plastic film, sweet, crisps and biscuit packets
- polystyrene, sachets
- Plastic coffee pods

## Metal:

- Paint cans
- Gas canisters (no matter what the size)
- Aerosol cans
- Batteries
- Vapes
- Waste Electrical and Electronic Equipment (WEEE)

**Don't forget to rinse your containers to avoid contamination**



# GLASS



Clean glass bottles  
Clean glass jars



Metal jar lids (place in plastic and metals container)  
Metal bottles tops (place in plastic and metals container)  
Mirrors  
Light bulbs  
Sheet/flat glass – window panes, windscreens, picture frames  
Drinking glasses  
Crocery  
Glass and ceramic cookware



**Don't forget to rinse your containers to avoid contamination**





# FOOD



All waste items that have been food at any time intended for human or animal consumption  
Biodegradable waste arising from the processing or preparation of food or drink



Any packaging the food is in  
Large bones  
Kitchen paper  
Oils  
Garden waste  
al jar lids (place in plastic and metals container)  
Metal bottles tops (place in plastic and metals container)  
Mirrors  
Light bulbs  
Sheet/flat glass – window panes, windscreens, picture frames  
Drinking glasses  
Crockery  
Glass and ceramic cookware





# HOW WILL THE LAW BE ENFORCED?



Natural Resources Wales (NRW) will be responsible for making sure that all waste is separated & collected as prescribed by law (as well as making sure that none of the separately collected recycling is sent to incineration or landfill)

Your local authority will be responsible for another part of the legislation; the banning of food waste disposal via drains to sewer

Any workplace / waste collector found to be in breach of the legislation will be fined, with heavier sanctions for repeat / wilful offenders



# PREPARING FOR CHANGE



## TALK TO A WASTE COLLECTOR THAT IS PREPARED FOR THE CHANGES

What are their plans? How will they help you transition and maintain your compliance?



## START TO CONSIDER HOW AND WHY WASTE IS CREATED WITHIN YOUR WORKPLACE

Can suppliers start providing items with less packaging?

Can you design out waste?

Do you order luxury items you don't actually need?

Are staff printing reams of paper instead of reading it electronically?



## START TO THINK ABOUT WHAT CONTAINERS YOU NEED

Consider both external and internal bins; talk to your waste provider to see what they can do



## MAKE YOUR STAFF AWARE

Not just employees, but also agency or cleaning staff

Consider the use of posters in prominent positions, emails, newsletters, toolbox talks etc.





# PREPARING FOR CHANGE



## **MAKE VISITORS / CUSTOMERS AWARE**

Particularly for workplaces that frequently have third-party waste producers on site, e.g. shoppers, diners etc. Provide easy solutions for them



## **CONSIDER EASY WINS TO GET STARTED EARLY**

Think about what recycling collections you could start on to enable your workplace, staff and visitors to begin the journey to fully segregated recycling collections. Start recycling, for instance, paper and cardboard before 6 April 2024 and get ahead of the curve



# HOW WE CAN HELP / OUR OFFERING



ASH Waste Services already provides separate recycling collections, so whether you are an existing or new customer, transition will be seamless



Free waste audits to advise on what container sizes and collection frequencies you will need



We also provide a series of internal bins to help staff segregate recycling materials



Give us a call or drop us an email, we'll make sure you have everything in place by 6 April 2024



We are certified Carbon Neutral which means you can have peace of mind that your recycling collections will help Wales to achieve its Net Zero goals



Communications packs; we have posters that can be used in workplaces highlighting the changes



# IS THERE ANYTHING ELSE IN THE LEGISLATION?

The legislation will ban the disposal of food waste to sewers; this will be regulated by local authorities and means food waste cannot be rinsed down the drain or processed through macerators; our food waste collection service will help avoid fines

All small Waste Electrical and Electronic Equipment (small WEEE) will need to be separated for recycling from 2026

All textile waste will need to be separated for recycling from 2027







### **Who will be the regulators of the new legislation?**

Natural Resources Wales (NRW) will regulate most of the legislation. The exception is for the ban on food waste disposal to sewer; this will be regulated by the respective local authority

### **What happens if we have sites in England?**

The legislation applies to workplaces in Wales only, though we would encourage site in England to recycle what they can as well

### **Can we just take the waste home and recycle it through our domestic collection?**

No; disposing of business waste at home is illegal and could result in a fine



## **What if my waste collector is advising against recycling?**

The legislation will be clear; it will be an offence to not sort recycling for separate collections and NRW are likely to target both the workplace and the waste contractor

## **We hardly create any paper/cardboard/plastic/metal/glass waste; do we need to recycle it?**

Yes – the only waste that has a minimum threshold for the separate collection is food waste, at 5kg per week

## **How much is 5kg of food waste?**

Not a lot; a pint of milk is about 0.5kg. A Waste and Resources Action Programme (WRAP) study found that most workplaces produce more than 5kg of food waste per week



## **What happens if we are inspected by Natural Resources Wales?**

You would need to demonstrate that you have contracts in place for all of the recycling waste streams and the provision for the separation of these materials within the workplace

## **Does all other waste go in the general waste container?**

Not quite; hazardous items (such as batteries, vapes, compressed gas cylinders, solvents, paints, wood with preservatives), clinical waste items, liquid wastes and chemicals will need to be collected separately under different legislation, such as the Hazardous Waste Regulations. Certain non-hazardous items will be too bulky for a standard waste collection. Contact ASH Waste Services for help with any of your waste streams





## **My waste collector is based in England; do I still need to segregate my recycling if it ends up in England?**

Yes; the legislation will require all workplaces in Wales to segregate their recycling. Even if the recycling will be taken to England, it still needs to be collected as a separate waste stream and recycled by your waste collector

## **Can the separated recycling be put into the same collection vehicle?**

Only if the collection vehicle has compartments where different materials are kept separate. For example, we use combined food and glass waste collection vehicles – there are separate lifts for each container which are emptied into different compartments on the vehicle, so it is kept separate



**Tel: 0800 035 0447**

**Email: [enquiries@ashwasteservices.co.uk](mailto:enquiries@ashwasteservices.co.uk)**

**Web: [www.ashwasteservices.co.uk](http://www.ashwasteservices.co.uk)**