

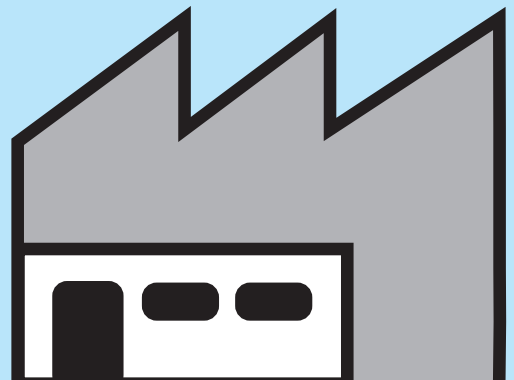
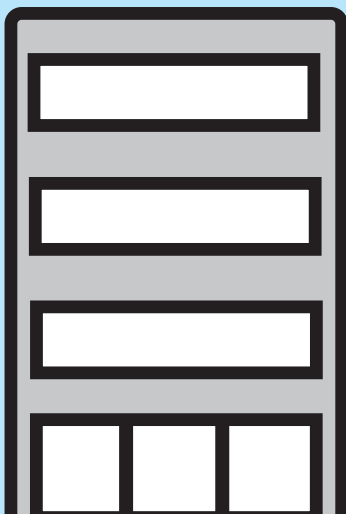
City of
West Torrens

Between the City and the Sea



Basic bin systems for workplaces

Give your business a green advantage



Introduction

You and your staff might be great recyclers at home, but good recycling practices don't always happen in workplaces. This is often due to a lack of recycling options.

This guide will inform you about bin systems for your workplace so that you can reduce waste to landfill and increase resource recovery. These practices could give your business a green advantage that you can promote to your customers.

By recycling more, your business could contribute to a circular economy where natural resources are circulated for as long as possible to achieve their maximum value. A circular economy helps reduce our carbon footprint and supports job creation.

Sending waste to landfill is an expensive option compared to collecting and reprocessing both packaging and organic materials. Through recycling, your business could benefit from potential cost savings. Recycling will also demonstrate to your staff that you value sustainability.

This guide has been prepared by the City of West Torrens to assist local businesses improve waste management in their workplaces by implementing source separation systems for staff waste. It is intended as a general guide only. Reasonable effort has been taken to ensure that the contents of this document are accurate at the time of writing. The City of West Torrens does not accept responsibility for any inaccuracies however they may arise.



Resource recovery options

In addition to having waste bins in your workplace, you can install a series of bins to collect a range of materials.

Collection bins could include:

- Recycling - co-mingled recycling such as product packaging.
- 10c refund containers.
- Food scraps.
- Paper/cardboard - including secure disposal bin for confidential documents.
- Soft plastics.
- Batteries.
- E-waste.
- Toner cartridges.
- Mobile phones.
- Light globes, bulbs and tubes.

Information about recycling the materials listed above can be found on the City of West Torrens website: [westtorrens.sa.gov.au/Waste-and-recycling](https://www.westtorrens.sa.gov.au/Waste-and-recycling). The website is particularly useful for what can and cannot go in a co-mingled recycling bin and an organics bin. Plus there are disposal options for tricky waste items such as soft plastics, batteries, chemicals, globes and e-waste. Your waste collection contractor may have specific rules for the particular collection bins which it provides and it is important to comply with those rules.

Audit your workplace waste

Depending on the size of your workforce it may be necessary to undertake a physical audit of the waste produced internally at your premises. This could be done over one average work day or over several days. This audit will give you an idea of the type and volume of waste generated internally in your workplace. You can then calculate the size and number of internal bins you require, plus what kind of back-of-house collection bins you might need.

If you use a commercial collection service, your service provider may be able to give you an estimate of the volumes of wastes generated at your site. If you need suggestions for commercial collectors and waste auditors, Council's waste team can assist - phone 8416 6333.

Alternatively, **Green Industries SA** provides guides for businesses.

Visit: www.greenindustries.sa.gov.au/tools-guides

Search for the 'Business Waste and Recycling Performance Calculator'.

When data is entered, the tool estimates total waste generation volumes, reuse and recycling levels, plus waste management collection and service costs.

Staffroom / kitchen

A bin system for staffrooms and kitchens can include the following:

- Recycling - for product packaging.
- 10c refund containers.
- Food scraps.
- Paper/cardboard recycling - if needed in addition to a co-mingled recycling.
- Soft plastics.

It is best if collection bins are visible and that their purpose can be clearly seen. Bins installed inside kitchen cupboards or that are designed to blend in with the decor are often not well used.

Open-topped bins with no lid work best for recyclables, 10c containers, paper/cardboard, soft plastics and waste to landfill.

A pedal bin is best for organics as it allows hands-free operation when disposing of food waste such as scraping food from plates. The foot pedal means the lid is up while disposing of food, tissues and paper towel plus there is less chance of a messy lid which can discourage use. A pedal bin will more easily keep odours in and flies out.

A good example of source separation of waste is shown in the image below. It features a series of bins in a school staffroom. The lid surround on each bin is not essential although it may help to keep a plastic liner in place where one is needed.

For information about suppliers of bins that are suitable for a range of materials - see 'Bin suppliers and options' page 8.

Photo courtesy of Lockleys North Primary School.



Compostable liners for organics bins

For the convenience of cleaning staff, food organics bins need to be lined with a compostable bag and these are available in a range of sizes. As plastic is not organic, it is not suitable for lining food organics bins. Plastic is a significant contaminant in the organics stream.

BioBags in Netley, Adelaide, manufactures a range of compostable bags and products.

See biobagworld.com.au/

There are other suppliers of compostable bags as an internet search of 'compostable bags suppliers' will reveal, but BioBag is the only South Australian manufacturer.

Whatever supplier you select, ensure that you are not being taken in by greenwash. A product that is compostable must be certified to have met the Australian industry standard for commercial (industrial) composting (AS4736) or home composting (AS5810) or certified to European or US standards. If so, the product can display the relevant logo/s (see the examples below), or the manufacturer will state the relevant certification on its website. For example, look for the looped seedling logo or compost bin logo as evidence of Australian certification of compostability.



Compostable

AS 4736
ABAP 10001



Home Compostable

AS 5810
ABAX 9999

Soft plastics

Soft plastics cannot be recycled using kerbside recycling bins. Domestic quantities of clean and dry soft plastics can be recycled at some supermarkets via the collection bins located at the front of the stores. However not all soft plastic is accepted so check the rules for what can be recycled in those collections. Store collections at Woolworths and Coles go to REDcycle for reprocessing so visit redcycle.net.au/ for the collection rules.

For commercial quantities, contact your waste collector as some offer a special collection for soft plastics at a very reasonable rate.

For suitable collection bins, see 'Bin suppliers and options' page 8.

Office areas and workstations

A waste audit is likely to reveal that waste bins under desks (often with plastic liners) are not needed if separate recycling bins are easily accessible in the workplace.

Following a bin audit undertaken in the City of West Torrens Civic Centre some years ago it was discovered that only 10 per cent of the waste collected should go to landfill. Consequently under-desk bins were removed and replaced with a one litre coreflute desktop mini bin for waste items and a green mini bin for food scraps and tissues. Staff readily accepted this change.

For disposing of paper and cardboard at work stations, a cardboard box under each desk is all that is needed. Bin suppliers have bins specifically for paper/cardboard in their product ranges - see page 8.



Toilets

There will normally be very little waste for landfill from toilets. Toilets with paper towel dispensers should have an organics bin for paper towels and tissues. An existing bin lined with a compostable bag will work as an organics bin.

An inexpensive, small flip-top bin with a plastic liner will usually be sufficient for waste in female toilets.

If you have a large number of staff you could install a high-powered jet hand dryer. These modern dryers can dry hands in around 10 seconds. Many hands can be dried for the cost a single paper towel, so there are cost savings as well the chance to reduce your carbon footprint.



Tricky waste

Batteries

End-of-life batteries cannot go into any collection bin other than a specific battery collection container. If you need to store old batteries for a long time make sure it is in an area where, should a battery ignite, the risk of a fire spreading within the workplace is minimised.

Battery containers and collection services:

- **Source Separation Systems** supplies battery recycling tubes.
- **Ecobin** has a special black 1 litre coreflute mini bin for small quantities.
- **Ecocycle** (Ecobatt) supplies a range of collection tins, buckets, bins and drums in various sizes and supplies a collection service.

See ecocycle.com.au/battery-waste-recycling-recovery/

- **ReSource** provides battery recycling buckets and a collection service.

See re-source.net.au/battery-recycling

In early 2022 a free National Battery Recycling Scheme will commence. Look for the 'B-cycle' battery recycling logo and website for more information about the scheme, collection points, hazards and safe battery storage.



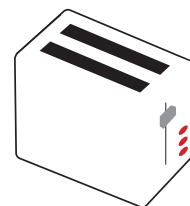
E-waste

E-waste is the term given to end-of life electrical or electronic equipment or appliances; anything with a battery, charger or a power cord. It includes computers and computer peripherals, printers, scanners, photocopiers, cameras, phones and household appliances. E-waste is banned from landfill under SA law and items can only be disposed of in specific collection bins intended for the resource recovery of the components. It is possible for 95 per cent or more of the many valuable materials in e-waste items to be recycled.

If the quantity of your business e-waste is relatively small it can be disposed of in the Electronic Recycling Australia **Unplug N' Drop** collection stations. There are a number of stations in the West Torrens area and throughout the Adelaide metropolitan area.

Visit electronicrecyclingaustralia.com.au/unplug-n-drop/

Commercial collection services exist for businesses. When engaging a collector, ensure that your service provider gives a guarantee of data destruction and that the material is recycled at an appropriate recycling facility. Council's waste team can provide you with suggestions for commercial collectors of e-waste.



Printer/ toner cartridges

Printer cartridges may contain electronic components and should not be placed in a standard waste or recycling bin. They can be recycled using a dedicated e-waste recycling collection such as **Unplug N' Drop** or the **Cartridges 4 Planet Ark** recycling program. Visit recyclingnearyou.com.au/cartridges4planetark/howto for collection options.

Mobile phones

All phones are classified as e-waste and should not be placed in a standard waste or recycling bin. Once confidential data is removed, they can be recycled using a dedicated e-waste recycling collection such as **Unplug N' Drop** or the **Mobilemuster** recycling program. Visit mobilemuster.com.au/ for collection options.



Light globes, bulbs and tubes

All the various types of globes are banned from landfill. It is particularly important to recycle fluorescent tubes, lamps and bulbs correctly as they contain mercury, a highly toxic metal.

Ecocycle provides various sized boxes, containers and wheelie bins to collect old globes and lamps for recycling. Visit ecocycle.com.au/

Council's waste team can also provide you with suggestions for commercial collectors, phone 8416 6333.



Bin suppliers and options

Here is a list of bin suppliers that sell suitable bins for collecting a range of materials.

- **Ecobin:**

Located in Victoria, Ecobin supplies a range of bins for indoor use. They stock lightweight, durable coreflute bins with optional lids as well as solid plastic bins with lids.

Visit: ecobin.com.au/product-category/indoor/



- **Bin Shift:**

An Adelaide business with a range of durable, 100 per cent recycled cardboard bins with no lids. An added bonus is that these bins are manufactured in Adelaide. To prevent wear and tear plastic bin liners can be used.

Visit: binshift.com/our-bins/



- **Ikea**

Ikea sells plain bins which feature a lid and flap.

The flap can be removed easily if it becomes dirty or is a nuisance. Appropriate signage can be added.



- **Source Separation Systems:**

Located in New South Wales, this company has an extensive range of internal and external bins.

They also stock 23 litre food scrap caddies and 47 litre wheelie bins for food scraps.

Visit: sourceseparationsystems.com.au/



The above list is not exhaustive. Council's waste team can assist you when making a decision about a supplier and the bin selection, however, if you already have a commercial collection, your service provider may be able to suggest appropriate bin options.

Signage

Signs with visual prompts are important to help your staff use the new bin system. The simple signs shown below have been developed by Council for internal bins and include a sign for paper towels in toilets.

Council offers these images to you free of charge and we can modify them as required.

If you wish to provide a soft plastic collection bin, **REDcycle** has a sign on its resources page:

redcycle.net.au/resources/

Recycling

For paper cups, plastic containers & bottles, glass bottles & jars, aerosols & steel cans.



Organics

For food scraps, tissues, paper towels, napkins, soiled pizza/takeaway boxes.



10c deposit containers



Waste

For soft plastics, plastic plates and polystyrene/foam items.



Paper & cardboard only in this bin

Please place only paper and cardboard in this bin as the contents will be composted.

This includes:

- tissue
- paper towel
- toilet roll



Photo courtesy of Australian Rail Track Corporation.

Measure performance

Once you have initiated changes it is a good idea to measure if reducing the volume of waste sent to landfill has resulted in reduced waste management costs. To calculate these costs see the Business Waste Recycling Performance Calculator from **Green Industries SA**:
greenindustries.sa.gov.au/tools-guides/waste-and-recycling-business-essentials

Council's collection service for commercial properties

The City of West Torrens provides commercial sites with a 140 litre waste to landfill bin with a red lid and a 240 litre recycling bin with a yellow lid. A 240 litre organics bin with a green lid is available on request for small volumes of food and garden waste. These Council bins are not intended for commercial quantities of waste.

Your staff will need to place these bins on the kerbside for collection. To find out on what days these bins will be collected in your location, visit westtorrens.sa.gov.au

Council can also supply a free 8 litre kitchen caddy with compostable liner bags for workplaces with a small number of staff. Once full with food scraps, these compostable bags can be placed in the 240 litre organics bin with the green lid.

Rolls of replacement kitchen caddy liner bags are available from the Civic Centre, 165 Sir Donald Bradman Drive, Hilton.



Cleaners

If your business is solely responsible for waste management at your site, then your cleaning staff will need to be consulted early in the process to ensure that the new system works.

Factors to be considered:

- Guidelines and training for your cleaners on how to separate waste into the correct collection bins.
- Compostable bags used to line all organics bins.
- Any plastic bags used to line collection bins are not to be placed in any co-mingled recycling external bin. Recyclables will need to be emptied loose into external bins and the soft plastic liner either reused or recycled in a separate soft plastic recycling collection.
- Equipment for collecting and transferring sorted waste.

Regular communication with your cleaners will provide a chance to discover if there are contamination issues so remedial action can be taken. For example, the cleaners should be able to inform you if the collection frequency for a particular waste stream is too frequent (which affects a cost per collection) or is not frequent enough for the volume being generated at your site.

Businesses in leased buildings

If your business is one of a number of tenants in a leased building, efforts to improve the waste and recycling services can be more challenging. Changes to your recycling service and the cleaning services will need to be arranged by the building/facility manager. There will be a range of factors to consider such as obtaining the agreement of the other tenants, reviewing the contract for services and determining the best method of procurement.

Other resources and support

Green Industries SA's 'Business Sustainability Program' has developed waste and recycling resources which aim to assist businesses to improve environmental practices and performance, and transition to a more circular economy.

The waste and recycling resources include:

- Office Basics
- Case study of GISA's own office which is located within a multi-storey building
- Café and restaurant basics
- Business essentials and a performance calculator
- Procurement guidelines and a tender response schedule template.

Green Industries SA staff can also provide individual assistance to your business.

For more information see:

greenindustries.sa.gov.au/bsp-overview
greenindustries.sa.gov.au/tools-guides

In addition, the waste team at the City of West Torrens can visit your site to assist staff who are involved in managing waste. To contact us, phone 8416 6333.