

Thank you for your interest in Eastleigh Borough Council's Recycling at Work Scheme. Enclosed is the information you will need to get started should you wish to take part. If you have any further queries or would like one of the team to visit your business to assess your needs please feel free to contact Maria on 023 8068 8440.

Making it easy

The Recycling at Work scheme will be able to collect the following recyclable items in a co mingled mixed collection.

We CAN Recycle ✓	We CANNOT Recycle ✗
<ul style="list-style-type: none"> • Mixed paper: Office paper, newspaper, magazines, junk mail (please remove the plastic wrapping) • Flattened and dry cardboard • Plastic bottles • Drinks cans • Food tins 	<ul style="list-style-type: none"> • Tetra packs (drinks cartons) • Foil • Shredded paper • Glass • Batteries • Yellow Pages • Plastics: Plastic bags, food packaging etc • Food waste

Transparent pricing

We know you want a simple, cost effective service with a straight forward pricing; a service that is easy to use and understand. You will be charged for the amount of bags collected which enables you to only pay for what you recycle rather than paying a standard charge.

Clear bags will be provided free of charge. Collection stickers must be requested by email and will be charged at a cost of **58p per sticker**, you will be invoiced on a quarterly basis. Only bags and bundles of cardboard with pre paid stickers placed upon them will be collected.

What happens next

You can join the scheme as soon as you like. You must confirm you are participating in the scheme and order your stickers by e-mail to recycling@eastleigh.gov.uk. In this e-mail please include a contact name, telephone number, address, and a description of where the bags will be left.

Promotion & Support

We will send out further information and promotional material to ensure all your staff understand the new recycling system and our recycling team are able to visit if you are experiencing any problems.

Cardboard

Many businesses have a large amount of cardboard, which we understand is difficult to put into the bags. Therefore we will take cardboard in bundles. These must be no larger than 1 metre x 1 metre x 15cm maximum.

Getting it wrong

Due to high quality specification at our disposal site we are unable to collect bags containing non-recyclable materials. These bags will be left and will have to be disposed of via your normal refuse collection method.

Why bags and not bins?

We have decided to initially use clear bags instead of bins for your recycling collection. This provides a simple price plan for you and gives us an accurate insight to how much material is being collected from each business. This will then enable us to judge what method of collection will suit your business and how much bin capacity you may need in the future.

Bins for your work place

It is essential to have labelled bins around your work areas to ensure it is easy for staff to recycle. Many businesses do not buy in new bins, they half the amount of normal bins around the office and re-label the unused ones as recycling bins.

Why recycle at work?

- **It's cost effective**
Recycling is often a cheaper way to dispose your waste compared with general waste disposal. Many businesses have saved money on paper recycling and other services.
- **It's an easy way to do your bit**
Recycling at work is easy; just put recyclable waste in the right bin. It's that simple to do your bit for the environment.
- **It's good for the environment**
Recycling your waste materials means they can be used again in new products instead of going to land fill where they generate harmful greenhouse gases. Recycling is also a great way of reducing your businesses carbon foot print.

“ I would definitely recommend recycling at work to other people: it was easy to implement and it feels good to know we're doing everything we can.

*Steve Cavalli,
The Cystic Fibrosis Trust*

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