



DRY RECYCLING

Plastic, metal and glass

- Bottles, pots, tubs and trays
- Drinks cans, food tins, foil and empty aerosols
- Glass bottles and food jars
- Keep paper and card separate unless your collector confirms co-collection.

Remember: Rinse and empty containers. Follow your collector's accepted-materials list.

FREE PRINTABLE LABEL



PAPER AND CARD

Keep clean and dry

- Office paper, envelopes and newspapers
- Boxes and cardboard food packaging
- Remove food residue where possible
- Do not include tissues, wet wipes or laminated paper unless accepted.

Remember: Use this stream separately unless your collector confirms a combined dry-recycling service.

FREE PRINTABLE LABEL



FOOD WASTE

Use a caddy or food bin

- Leftovers and unwanted food
- Fruit and vegetable peelings
- Tea bags and coffee grounds
- Keep compostable packaging out unless your collector accepts it.

Remember: Food waste counts even when your workplace has no kitchen and produces only a small amount.

FREE PRINTABLE LABEL



RESIDUAL WASTE

Non-recyclable waste

- Use only for items your collector cannot recycle
- Check before placing paper, card, food or packaging here
- Keep batteries and electrical items out
- Ask your waste provider about unusual materials.

Remember: The right label depends on the recycling services agreed for your workplace.

FREE PRINTABLE LABEL



PLASTIC FILM

From 31 March 2027 where collected

- Carrier bags and plastic film packaging
- Check whether your collector provides this separate stream
- Keep film clean and dry where required
- Do not place compostable packaging here.

Remember: Use this label only when your waste collector confirms the collection arrangement.

FREE PRINTABLE LABEL



CHECK BEFORE YOU THROW

Small checks keep recycling clean

- Empty and rinse containers where appropriate
- Keep food and liquid out of paper and card
- Keep batteries, electricals, glassware and ceramics separate
- Ask your manager or waste collector if you are unsure.

Remember: Clear instructions reduce contamination and help your collector accept the load.

FREE PRINTABLE LABEL

Workplace recycling in England

A practical guide for staff, visitors and customers

Use this sheet with the bin labels. Your waste collector's written instructions take priority because collection arrangements can vary. These notes apply to workplaces in England.

Key dates

- 31 March 2025** Core separation duties began for workplaces with 10 or more FTE employees.
- 31 March 2027** Micro-firms must comply; plastic film arrangements also move forward.

Keep these streams apart before collection

Stream	Examples	Quick reminder
Dry recycling	Plastic bottles, pots, tubs and trays; metal cans, tins, foil; glass bottles and jars	Follow your collector's grouping.
Paper and card	Envelopes, office paper, boxes and cardboard packaging	Keep separate unless your collector confirms co-collection.
Food waste	Leftovers, fruit and vegetable peelings, tea bags and coffee grounds	Provide a food caddy even without a kitchen.
Residual waste	Items your agreed recycling services cannot accept	Check before placing recyclable material here.
Plastic film	Carrier bags and plastic film packaging	Use from 31 March 2027 where your collector offers the stream.

Five quick actions

- 1 Count full-time equivalent employees across every business location.
- 2 Confirm accepted materials, container sizes and collection days with your provider.
- 3 Place matching bins together and attach the correct label at eye level.
- 4 Keep food waste separate, even when the quantity seems small.
- 5 Review contamination and keep waste transfer notes for at least two years.

Contamination check: keep batteries, electrical items, ceramics, mirrors, Pyrex, polystyrene and compostable packaging out of the labelled recycling streams unless your collector gives different instructions.