

# How To Manage Your Waste



## Use your Store Waste Guide!

- Ensure a Guide (item code 74-50-494) is displayed in an appropriate area of the back shop.
- Consult the Guide to find out what, where, and how to re-use/recycle materials.
- Do not contaminate recyclable materials e.g. plastic with cardboard.
- Clearly label the materials to be recycled/re-used, so they are not misdirected (see Guide for details).

## Maximise your general waste disposal service

- Use all the space in the container provided. You are charged for a whole bin of waste even if it is only half full.
- Ensure waste is crushed or made smaller (e.g. squeezing the air out of filled plastic bags) before putting into the container.
- Ensure food waste is put into clear plastic refuse sacks before putting into the container.
- Ensure all redundant display aids and foam board is put into general waste.
- If you have a lockable bin, use the lock to prevent vandalism and other people using your bin.
- Ensure that the area where waste containers are situated is litter-free at all times.
- Do not block access to your container or collections will not be made.

## Resolve problems quickly

If you have any service problems that are not resolved quickly contact the Environment Team. The Environment Team can also help if you have any waste which you are unsure how to dispose of.

For any queries contact – The Environment Team, D90, 0115 949 4300

