

Practical Guide to Recycling Cups in the Workplace





Even when your main business activity isn't selling coffee, you can guarantee that disposable cups have been making their way into your offices and business premises!



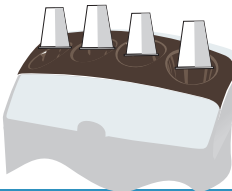






In fact, recent YouGov Plc figures revealed that **52% of consumers dispose of their coffee cup at work and that 88% of the nation would use a purpose-built cup recycling bin if one was available to them.***

As individuals we're more switched on now to what we need to do, but what new processes and recycling programmes can we adopt in the workplace to support businesses in their 'zero waste to landfill' missions?


Introducing cup recycling into the workplace has many benefits including cost savings on your landfill waste disposal.

Cup Recycling Facts

by Glasdon

 <p>By 2025 3.5 billion disposable cups will be used every year in the UK</p>	 <p>In 2018 1 in 400 RECYCLED</p>
<p>88% of the nation would use a purpose-built cup recycling bin</p> 	 <p>PE Lined Paper Cups CAN BE RECYCLED</p>
 <p>Costa coffee stores have opened up their Cup Bins to ANY BRAND</p> 	 <p>52% of consumers dispose of their coffee cup at work</p>
<p>Paper Cups Should NOT Be Disposed of in a Paper Recycling Bin</p> 	<p>Recycling Cups can SAVE your organisation £s</p> 

12 UK Waste Management Companies now on board with Cup Recycling Scheme and it's growing!

 **Glasdon**
Quality By Design

Sources
YouGov Plc, on behalf of Veolia UK and Ireland (June 2017)
www.recycle-more.co.uk

Step 1: The Waste Audit

If you're in a facilities management, operations or a general management role you will be more than familiar with the waste management audit.

Establishing the need for action and the type of action required is the first step towards implementing an efficient waste management programme.

If you work in facilities where single-use cups are used or where colleagues bring them into the workplace, you may have already identified the potential for a cup recycling programme.

A waste audit focused on quantifying the volume of disposable cups passing through the organisation will help to identify the type of solution required by indicating;

- the capacity of the collection container and number of containers needed,
- where the cup collection points should be positioned for optimum usage;
- and the collection service requirements.

Don't forget – if the majority of single-use cups on your site are generated through in-house takeaway facilities, you will need to also review the type of cups being used. Is there room for improvement to switch to a recyclable or biodegradable/compostable alternative? Go to Part 1 for info.

*Need advice or assistance with your waste audit?
Free no obligation help is available here.*

Step 2: Identifying a Cup Collection Service

The next step is to talk to your existing waste contractor or investigate whether any of the 12 waste management companies (WMCs) offer collection services for cup recycling or commercial composting in your area.

This is a developing infrastructure and so even if you're existing waste contractor does not offer a cup collection service right now you still have options.



Request your existing WMC explore the service with the Cup Recycling Scheme administrators - Valpak



Explore the opportunity with an official Cup Recycling Scheme WMC for this individual service – see current list below.



Cup Recycling Scheme - WMC's

Veolia	all UK except Highlands
Grundon	London and Home Counties
Simply Cups	England
First Mile	Collection (London) / Post Back Scheme (UK)
Select Environmental Services	All RG postcodes, excluding RG28, All SL postcodes, excluding SL0, SL7, SL8 and SL9, Guildford, Oxford
Paper Round BPR Group	London and Brighton
Bywaters	Service all of London and will service nationally on a case by case basis
Suez UK	See website for details
Biffa	Central London, Manchester
Helistrat	London, Worcester, Leicester, Derby, South Coast, Exeter, Bristol, Brighton, North East, Bolton, Manchester, Scotland, Scottish Borders & West Scotland
Printed Cup Company	England
Cawleys	Hertfordshire, Bedfordshire, Buckinghamshire and Northamptonshire

Source: recycle-more.co.uk. August 2018

Your chosen WMC will advise on how they will collect the cups from you. Some companies will provide biodegradable sacks or boxes for you to transfer the cups into ensuring that when they are emptied out of the cup bin they remain stored away from other waste streams to avoid any cross contamination.

Step 3: Finding the Right Solution

Cup Recycling Bin, Collection Stacker or Recycling Station?

The most effective way to recycle used disposable paper cups is to ensure they are emptied and disposed of into a separate container away from other waste.

Industry leaders - Veolia, recommend solutions which can incorporate a 'tip, flip and stack' method of disposal, whereby any remaining liquid or other contaminant can be tipped away or removed into a separate container, the cup can be flipped over and stacked neatly upside down to aid further drying.

Look for solutions that are specifically designed for the appropriate application or location:

- Compact solutions such as the Eco Nexus® Cup Recycling Station for front of house or areas of high footfall and communal areas
- Wall mounted collection tubes such as the Centrum™ Cup Stacker for back of house or kitchen collection

Will you require:

- Dedicated cup recycling bins and stations to take a higher volume of cups?
- Or a space-saving multi-purpose recycling solution that will take cups, but also features compartments for other types of waste?

The initial waste audit should also be of assistance in identifying the capacity of container and the floorspace available.

And if you are not sure or can't find what you need, we can tailor solutions to your requirements. Talk to us today.

Step 4: Maximise Usage

Positioning

The audit will also help you identify where your cup recycling containers should be located, internally and externally, for maximum visibility and accessibility to maximise their on-the-go usage.

Car parks, entrance halls, reception areas, main corridors and communal kitchen facilities are all popular locations for frequent disposal.

Communication is Key

Think about how you will ensure employees, customers and visitors know about your cup recycling programme and how to dispose of their cup in the correct bins.

Launch your programme through internal communication channels such as email, intranet, information boards, payslips, newsletters and posters.

Use your launch communications as a way of sharing knowledge about the importance of recycling paper cups and also how it helps the organisation achieve its environmental goals.

Indicate where your cup bins are stationed and explain how the key to improving the recycling rates of cups is in the way they are disposed of separately to other waste.

Clear signage around the bins will also help boost internal awareness of your programme. With disposable cup bins and recycling stations by Glasdon you also have the option to add standard signage and graphics or to design your own through our Personalisation Service.

Don't just limit your communications to inside the organisation. Shout about your efforts through press releases to local media, blog posts on your organisation's website and through your social media profiles.

Step 5: Emptying and Sorting

The frequency in which emptying is required will depend on the volume of cups you expect to collect. It may take a short period of time to assess and adjust routines to the best times of emptying for your organisation.





Step 6: Explore other Opportunities

Partnerships

If you're a small business or the volume of takeaway cups being disposed of in your organisation is low and a workplace scheme isn't deemed viable, you can still take action to divert the cups away from landfill.

Why not join forces with other businesses nearby and create a collaborative cup recycling programme sharing collection points, emptying schedules and contractor costs.

If the cups that end up in your offices, can be pinpointed back to one or two of the team's favourite coffee shops – talk to them about how together you can improve the recycling of the cups. They may already be providing it!



Looking to introduce a workplace
cup recycling scheme?
We can help.
Talk to us today
01253 600410

CONCLUSION

The cup recycling infrastructure is growing. What changes will you or your organisation make today that will benefit tomorrow?

As manufacturers, suppliers, consumers, waste contractors and re-processors we all have a part to play in stopping disposable cups from needlessly being sent to landfill.

The means to do this are here, so let's get started.

#MySocialSpirit

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www.glasdon.com

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