

Simpler Recycling Guide



Does Simpler Recycling apply to your organisation?

Simpler Recycling is new **mandatory** legislation which requires any organisation based in England with 10 or more full-time employees to separate recyclable materials from general waste. This is being introduced on **31st March 2025**. Materials for collection include:

- Paper
- Card
- Metal (incl. cans, tins and foil)
- Food waste
- Plastic
- Glass

Benefits to your organisation...

Simplifies your waste management processes

Improves operational efficiency

Increased recycling rates through a simplified system

Cost savings through efficient resource use

Increased employee engagement

Scalability across multiple sites

Supports wider environmental goals



Identify your waste streams

To prepare for this change, it is recommended to undertake a **waste audit**, which will help establish what waste your organisation produces.

- Collect waste
- Sort waste into recyclables, food waste, and general waste
- Measure each type of waste
- Record your results
- Repeat the next month

If you're not sure where to start, there are many programmes which can help your business establish an effective waste management system, such as Investors in the Environment.



Set up an internal system for materials not currently collected

Once you have identified your organisation's waste streams, you can start to establish a system within your organisation to segregate waste according to the new legislation and arrange collection for.

For any materials not currently segregated or with separate collections, provide appropriately labelled bins and containers, strategically placed to encourage proper waste segregation among staff and visitors.



Designate a dedicated storage area for these containers, ensuring it is easily accessible for both employees and waste collection services.

Organise collection of materials

Contact your current waste services provider to discuss the new materials that need collecting based on your waste audit. Alternatively, you can appoint a new service provider, or contact your local council who could either collect your recyclables and waste themselves, or advise on local providers.

Questions you should ask a potential service provider:

- What waste and recycling services can you provide to ensure my organisation meets Simpler Recycling requirements?
- Are you a registered waste carrier?
- How will you ensure that I comply with Duty of Care legislation?
- Where do you take the waste, dry recyclables and food waste once collected?
- What is the minimum length of contract and notice period?
- How can you help make my business' recycling more efficient?



What's included?

The more information you gather about potential service providers, the more you can understand how the price is justified and determine if this is good value. The price of your collection should include:

- Cost of bins
- Maintenance and replacement of bins
- Collection cost
- Duty of care administration
- Haulage and sorting costs of recyclables and disposal of general waste
- Value of recyclables



Educate staff & monitor new system

Once you have a new system in place, you need to monitor this to ensure it is being complied with by staff and visitors.

Communicating the new system with staff is essential to help them understand how, why, when and where to recycle.

It is useful to gather feedback from employees in different roles and departments e.g. through surveys asking what is working well, and if any issues have been experienced.

Monitoring the new system:

Compare before & after costs

Check the bins regularly

Complete further waste audits

Use waste transfer notes to see how much you're recycling

Further resources can be found at:

www.nerf.org.uk/waste-aware-north-east

www.businessofrecycling.wrap.ngo/

www.gov.uk/guidance/simpler-recycling-workplace-recycling-in-england

www.iie.uk.com

