

PLANET ARK'S NATIONAL RECYCLING WEEK

Workplace Recycling



Start your workplace recycling journey using our handy guide full of information, tips and resources.



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Recycling in the workplace

RECYCLING BASICS

There are some important considerations to take into account when evaluating the feasibility of a recycling hub in your office. A quick assessment of your building's current capabilities using the steps below can help determine where you're at in your recycling journey. You can always build your capabilities as systems become ingrained.

Know what can be recycled

Most recyclers provide co-mingled recycling bins, making it easy to recycle items we usually recycle at home. However, some recycling options and services may not be available in remote locations, checking with your council is an important first step.

Conventional materials you may be able to start recycling include:



Paper & Cardboard



Plastic bottles & containers



Glass bottles & jars

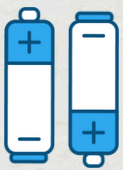


Aluminium & steel cans



Milk & juice cartons

In addition to the above, you may also recycle these materials through dedicated collection systems:



Batteries



Mobile phones & accessories



Printer cartridges



Food scraps

Use **Recycling Near You** to find local recyclers in your area, at home or at work

[Search Now](#)



**RECYCLING
NEAR YOU**

Search. Click. Recycle.

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Preparing your office

SETTING UP A RECYCLING HUB

Be realistic with your expectations, and create a collection system only for items your workplace is likely to collect a reasonable quantity. Conducting a waste audit will allow you to predict the amount of expected materials with good accuracy. You may simply want to choose one or two materials to recycle first, and then review other materials in the future.

Find resources to help you with a waste audit at the end of this guide.

Find a recycler

- Talk to your building management or sustainability team to understand what the current waste management contractors are capable of collection, and, if in a large building, what if any other recycling schemes may already be happening.
- If needed, ask whether the current recycling system can be expanded and review any additional costs by adding to your current waste contractors.
- Search **recyclingnearyou.com.au** for business recycling services in your area
- To ensure you find an environmentally and legally reputable recycler, ask the questions outlined in our **Choose the Right Recycler Checklist and Factsheet**.

Collecting Materials

- **Location, location.** Place co-mingled recycling bins next to general waste bins so people don't have to make an extra trip to recycle. For additional recycling schemes, make sure the collection points are in a space accessible to all staff and are convenient.
- **Type of collection receptacle.** Ensure they are easy to spot and to remove for collection.
- **Responsibility.** Ensure everyone is clear on who is responsible! For some schemes, collection services will be included regularly, or can be organised when needed. Others may fall into the office cleaning service, or volunteer staff.
- Assess any **health and safety issues** and make the right choice for your space.



Setting up a Recycling Hub

START WITH THESE

Start your recycling journey with one of these recycling programs. These are set up to make access to recycling easier for those just starting out.

PRINTER CATRIDGES

Cartridges 4 Planet Ark (C4PA) is a **free** scheme that recycles used printer cartridges with zero waste

[Find out more](#)



BATTERIES

Batteries 4 Planet Ark (C4PA) is a accredited through the national recycling scheme for safe collection

[Find out more](#)



COMPUTERS

Most computers and accessories are recyclable through E-Cycle. This includes screens, mice, hard drives and more

[Find out more](#)



MOBILE PHONES

Mobiles and accessories can be recycled through **free** programs like Mobile Muster

[Find out more](#)



DRINK CONTAINERS

Workplaces can connect with Container Deposit schemes to fundraise through recycling.

[Find out more](#)



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Keep the momentum going

Goals, record keeping and reporting

Communicating the success of your recycling program to staff will show that their actions are leading to worthwhile results and can bolster efforts.

- Set a recycling goal based on your original waste audit results. Ensure your goals are measurable, achievable, and time-bound.
- Keeping records of any of the costs incurred by your recycling program, and reviewing the frequency of collections / drop off trips will help to determine if what you have in place is appropriate for the amount being recycled.
- Evaluate your achievements in relation to your goals and review the effectiveness of your program.

Building awareness and participation

Align yourself, or your green team members, as points of contact for people looking to learn more about new programs. Send emails or host informative sessions explaining your changes to the office.

HOT TIP

Including signage indicating what **not** to put in to a recycling bin is more effective in reducing contamination than only using signs indicating what should go in the recycling bin. Luckily, we have a huge collection of bin signage for every workplace!

[Download free signage](#)



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More ways to get involved

Use National Recycling Week to kick-start your sustainability journey in your workplace. The following resources will help educate and inspire your colleagues.

RECYCLING TRIVIA

Learn some fun facts and interesting truths about our relationship with waste. It's a great introduction to recycling and waste management.

[Download](#)



READY TO USE PRESENTATIONS

We've developed three ready to go presentations complete with suggested scripts so you'll be a waste pro in no time!

[Download](#)



SOCIALS

Share your recycling initiatives, events or workshops with us by tagging us @planetark and using the hashtag #NationalRecyclingWeek



Through Cartridges 4 Planet Ark, 100% of printer cartridges are recycled into art supplies, eWood and even roads.

CARTRIDGES **4**
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Conducting a waste audit

UNDERSTAND YOUR WASTE

A waste audit is a great way to find out what type of waste your workplace is generating, where you might want to focus your efforts, and give you a baseline against which to measure improvements.

Option 1:

Get a rough estimate of how much waste vs recycling is leaving the premises in total by assessing the skip or wheelie bins the day before collection days.

The bins should have a litre capacity on them. Estimate how full the bins are, just a rough estimate is fine, and add the total bin estimates together for that week. Make sure you categorise them into general waste, paper recycling etc.

You can then multiply this figure by working weeks in the year to understand approximately how much waste your workplace produces in one year and where it goes.

Option 2:

This option is messier and more time consuming, and better for small workplaces.

Choose a quieter day of the week to conduct the audit and let all staff know when, where and who will be involved. It is best to conduct the audit after lunch or when the bins are at their fullest.

Collect either all the bins from the workplace, or a representative sample and take them to an outdoor area with a large tarp and several large, empty bins or buckets.

Sort the waste into different streams. At a minimum: organics, recyclable paper, soft plastics, hard (recyclable plastics), recyclable glass (jars and bottles only), aluminium cans, steel cans and waste to landfill. You may also like to add items that you would like to recycle such as printer cartridges, coffee pods and e-waste, but remember some of these aren't every day items.

When sorted, weigh each group (make sure you subtract the weight of the bucket). You can then multiply for a good estimate of how much waste your office produces in the week, across a month or year. You will have a good estimate of how much of each type of waste you produce, which will let you know which recycling initiatives will have the biggest impact. Keep in mind, as stated above, some items, like e-waste, might not be very representative in your audit, but still have a huge impact when recycled! Remember to refer to recyclingnearyou.com.au to understand what can be recycled in your area.



Thank you to our sponsors



Planet Ark warmly thanks the sponsors of National Recycling Week for their invaluable support in helping Australians reduce waste, recycle right and take positive environmental actions. Their commitment makes it possible for us to deliver this campaign each year and inspire and educate households, schools, workplaces and communities across the country on the benefits of reducing, reusing and recycling.

MAJOR SPONSOR



Reducing food waste and unnecessary packaging is important to Coles' customers. By working with industry partners, suppliers and government, Coles aims to increase food security, reduce waste and conserve valuable resources. Coles is both a Planet Ark partner and a Major Sponsor of National Recycling Week, which asks Australians to 'Join the Cycle' and work towards a circular economy. Together with Coles, Planet Ark hopes to educate and provide guidance to encourage Australians to recycle right and keep valuable resources in circulation and out of landfill.

ASSOCIATE SPONSORS



Coca-Cola Australia has been an Official Sponsor of Planet Ark's National Recycling Week since 2019, supporting education campaigns that help Australians recycle more and waste less. Coca-Cola is committed to a circular economy through its global 'World Without Waste' strategy, aiming to collect and recycle a bottle or can for each one sold by 2030. All Coca-Cola bottles and cans are recyclable, and most plastic bottles under 1L are already made from 100 per cent recycled plastic (excluding caps and labels). With support for container deposit schemes and investment in local recycling infrastructure, Coca-Cola continues to work with Planet Ark to promote positive recycling behaviours.



Tetra Pak is a proud supporter of Planet Ark's National Recycling Week, helping to raise awareness about beverage carton recycling in Australia. Tetra Pak is working towards a low-carbon circular economy that has minimal climate impact across the entire value chain, without compromising on food safety or quality. It is working to achieve this by delivering food and beverage packaging with the lowest carbon footprint and highest material efficiency while increasing the rate of carton recycling globally. Tetra Pak works with Planet Ark to improve recycling access and ensure Australians have clear, accurate information on how to recycle cartons correctly.

SUPPORTING SPONSORS



MobileMuster, the official recycling program of Australia's mobile phone industry, proudly supports Planet Ark's National Recycling Week. As a long-standing sponsor since 2019, MobileMuster works with Planet Ark to educate Australians about the importance of recycling old phones and accessories. By promoting responsible disposal and supporting national campaigns, MobileMuster helps recover valuable materials, reduce e-waste, and keep harmful substances out of landfill.



Australian Paper Recovery recognises its environmental obligations, both locally and globally, to present and future generations. APR strives towards zero waste to landfill through waste reduction, reuse and recycling, providing comprehensive waste management services that maximise the capture of resources from the waste stream.



Minimising their footprint on the earth is a core focus for Stone & Wood, as is caring for communities more broadly. Through sustainability measures, Stone & Wood are consistently striving to reduce, reuse and recycle, and explore innovative practises that reimagine the ecology of brewing.



Cartridges 4 Planet Ark is an innovative recycling program that provides Australians with a free, easy and environmentally-accredited way to recycle their used printer cartridges. As cartridges are made up of a complex mix of plastics, metal, inks and toners they represent a significant investment in resources. When they are disposed of into landfill these resources are lost. That's why Planet Ark joined with Close the Loop® and the participating manufacturers to set up the innovative Cartridges 4 Planet Ark program. This program collects and returns cartridges for remanufacturing and recycling.

OFFICIAL MEDIA PARTNER



Seven West is the official media partner of Planet Ark's flagship annual event, National Recycling Week, which is dedicated to educating and empowering people to reduce, reuse and recycle more of the right things, more often.

Become a sponsor

Your support can strengthen National Recycling Week and help expand its positive impact across Australia. Together, we can create positive environmental actions for all Australians.

[CONTACT US](#)



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**What you do
makes a
difference.**

**And you have
to decide what
kind of
difference you
want to make.**

DR JANE GOODALL

Scientist and conservationist

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