



# A-Z Waste and Recycling Guide

This guide will assist you to dispose of waste and recyclables in the correct bin or through the appropriate waste collection service. Help us on our journey to meet our sustainability target of diverting 90% of waste from landfill and sending zero organic waste to landfill by 2025. You can do this by preventing cross contamination of our recycling streams and maximising resource recovery. By following this guide, you will play an important role to help us achieve our sustainability targets and improve our environmental footprint.



Aerosol cans (empty)



Aluminium foil



Beer bottles



Beer/drink cans (aluminium)



Coffee cups (disposable)



Coffee cup lids (plastic)



Drink bottles (plastic)



Fruit punnets (plastic) 1-5 only



Glass bottles (no lids)



Glass jars (no lids)



Meat trays (plastic)



Salad boxes with plastic lid



Steel/tin cans



Take-away boxes and lids (plastic)



Tubs with lid (plastic)



Wine bottles



Wine/drink cups (plastic)



**Recycling** - Recycling bins can only accept plastic items that are labelled 1 - 5 (♻️ - ♻️). Items labelled 6 ♻️ and above to be placed in the landfill bin. All items to be clean and free of contaminants i.e. food and drinks.



Animal fat\*



Baking paper



Balloons



Band-aids



Biocups



Biscuit/chip packets



Biscuit trays



Broken ceramics and glassware



Cardboard (wax coated/plastic)



Chocolate wrappers



Coloured soft plastic



Compostable food containers



Corks



Cutlery (plastic)



Drinking straws (plastic)



Face masks (disposable)



Gaffa/adhesive tapes



Greaseproof paper



Hair nets



Juice cartons (tetrapak)



Laminated paper



Loose bottle lids (plastic, metal)



Masking tape



Meat trays (foam)



Milk bladder



Milk cartons (tetrapak)



Napkins/ Serviettes (used)



Paper towels (used)



Plastic bags



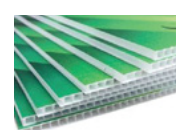
Plastic strapping



Polystyrene (packing/boxes)



Rubber gloves



Signage (corflute, plastic)



Small & large bones (red meat)\*



Styrofoam (clam shells/cups)



Styrofoam trays



Sugar/sweetener sachets



Take-away boxes (containing food)



Tissues

**Land fill** - Plastic items labelled 6 and above to be placed in the landfill bin. If in doubt, place item in the landfill bin to avoid cross-contamination of the other recycling stream.



**Bread, cookies and pastries (leftovers)**



**Coffee grounds**



**Flowers and plant material**



**Food scraps**



**Fruit and vegetables (spoiled)**



**Meat scraps**



**Oyster shells**



**Plate scrapings**



**Sandwiches/ finger food (leftovers)**



**Small bones (fish/chicken)**



**Tea bags**



**Wooden/bamboo cutlery**



**Wooden/ bamboo utensils (chopsticks, picks, stirrers)**



**Organics** - Please prevent any contaminants from entering the organics bin. This includes cooking/vegetable oil, paper/ coffee cups, latex gloves, large bones, cling wrap and tissues. Any food leftover from events and functions that can not be donated or accepted by our community partner OzHarvest or other charities, must be disposed of in the organics bin. This includes any spoiled fruit and vegetables that are not suitable for consumption.



**Brochures/ Pamphlets**



**Burger and chip boxes (clean)**



**Cardboard**



**Chef's hat (paper)**



**Coffee cup lids (paper)**



**Egg cartons**



**Drinking straw (paper)**



**Envelopes**



**Office/writing paper**



**Paper/Notepads**



**Paper (shredded)**



**Paper towel roll insert**



**Pizza box (clean)**



**Salad boxes**



**Signage (paper, cardboard)**



**Take-away boxes (clean)**



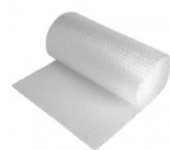
**Take-away cup holders**



**Take-away trays (clean)**



**Paper and Cardboard** - Please prevent any contaminants from entering the paper and cardboard bin. All items to be clean and free of contaminants i.e. food and drinks. Laminated paper to be placed into landfill bins.



Bubble wrap



Plastic trolley covers



Shrink wrap (clean)



Pallet shrink wrap

**Soft Plastic** - Please prevent any contaminants from entering the soft plastic bin. All items to be clean and free of contaminants i.e. food and drinks. Chip/biscuit/confectionery wrappers are to be placed into the landfill bin.



Batteries (e-waste)



Cartridges (printer/toner)



Coffee pods



Electronics (e-waste)



Fluorescent globes/tubes (e-waste)



Grease



Hard plastic items (storage containers/bins etc.)



Metal waste



Office stationery/equipment



Old appliances (e-waste)



Old electrical leads (e-waste)



Old uniforms/linen/towels



Timber (pallets/other)



Vegetable oil (bulk)

**Collection Services** - This includes a combination of dedicated waste collection services that are currently in place and ad-hoc waste collection services that require a booking to be made. To arrange an ad-hoc waste collection service, please log a request through the BGIS Helpdesk on x8999 or via email: [mccd.helpdesk@apac.bgis.com](mailto:mccd.helpdesk@apac.bgis.com)



### Unsure about an item or it's not listed in the guide?

Please ask your manager in the first instance who can follow up on your behalf.