

# A guide to getting the most out of your recycling collection

## Workplace recycling is now law in Wales

This guide on the amount of recycling and waste typically created by different businesses is to help you to work out the recycling and waste needs of your workplace.

It is important to understand the amount of each recycling stream and waste you produce so you have the right containers and collection frequencies, and a waste and recycling service that meets your needs.

If your bins regularly overflow or are half full, talk to your waste collector about changing your arrangements. This could reduce the number of bins you need, reduce your costs and optimise collections.

Remember to consider what could affect how much waste you generate, for example, tourist season, Christmas holidays, or changes in staffing levels.

Your waste collector should be able to give you information on other bin sizes available or you may wish to get quotes from a few different collectors.

The [Code of Practice](#) provides all the detail about how to comply with the new law ([www.gov.wales/workplacerecycling](http://www.gov.wales/workplacerecycling))

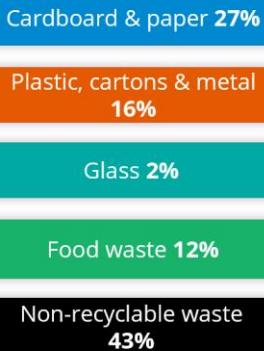


You can find more guidance at [www.businessofrecyclingwales.com](http://www.businessofrecyclingwales.com) or you can email [Walesrecycles@wrap.org.uk](mailto:Walesrecycles@wrap.org.uk)

# Takeaways: What's in your bin?



**Quick Service Restaurant –  
Waste Composition  
(% Space)**



**The proportions of material taking up space in the bin of a typical 'takeaway'.**

The new Workplace Recycling Regulations are now law and all workplaces across Wales must comply with the new requirements. This 'Bin Guide' will assist you to work out your requirements for recycling and waste containers once your materials are separated out from each other.

A conversation with your waste collector about your requirements for your new collection is strongly recommended.

Further guidance is available at [www.businessofrecyclingwales.com](http://www.businessofrecyclingwales.com)

An average (non-chain) 'takeaway' restaurant producing 1 large trade bin of material each week might adopt a collection profile as set below:

Containers	Frequency	Label
Cardboard & paper	Collected weekly  Space-constrained businesses may be able to set cardboard out in bundles - check with your collector	
Plastic, cartons & metal	Collected weekly	
Glass	For small amounts of glass ask your collector if a less frequent or 'on request' collection can be arranged (using boxes or a small bin)	
Food waste	Check requirements  Collected weekly  Not all food waste collectors offer food waste bins smaller than 240 litres	
Non-recyclable waste	Collected weekly  Some collectors may suggest sticking with a large (1100 litre bin) and collecting it fortnightly, if space permits	

# Canllaw ar gyfer manteisio i'r eithaf ar eich casgliad ailgylchu

## Mae ailgylchu yn y gweithle yn gyfraith yng Nghymru erbyn hyn

Bwriad y canllaw hwn ar faint o ailgylchu a gwastraff sy'n dueddol o gael ei greu gan fusnesau gwahanol yw i'ch helpu i gyfrifo anghenion ailgylchu a gwastraff eich gweithle.

Mae'n bwysig deall faint o bob ffrwd o ailgylchu a gwastraff rydych chi'n eu cynhyrchu, er mwyn ichi ddefnyddio'r cynwysyddion ac amlder casglu cywir, a chael gwasanaeth gwastraff ac ailgylchu sy'n diwallu eich anghenion.

Os yw eich biniau'n gorlifo'n aml, neu os ydyn nhw'n hanner llawn, siaradwch gyda'ch casglwr gwastraff am newid eich trefniadau. Gallai hyn leihau faint o finiau y mae eu hangen arnoch, lleihau eich costau ac optimeiddio casgliadau.

Cofiwch ystyried beth allai effeithio ar faint o wastraff rydych chi'n ei gynhyrchu, er enghraift, tymor ymwelwyr, gwyliau'r Nadolig, neu newidiadau mewn lefelau staffio.

Dylai eich casglwr gwastraff allu rhoi gwybodaeth ichi am finiau o feintiau eraill sydd ar gael, neu efallai y byddwch am gael dyfyniadau gan ambell i gasglwr gwahanol.

Mae'r [Cod Ymarfer](#) yn darparu'r holl fanylion am sut i gydymffurfio â'r gyfraith newydd ([www.llyw.cymru/ailgylchu-yn-y-gweithle](http://www.llyw.cymru/ailgylchu-yn-y-gweithle))



# Tecawê: Beth sydd yn eich bin?



## Bwyty Gwasanaeth Cyflym - Cyfansoddiad Gwastraff (% lle)

Chardbord a papur **27%**

Plastig, cartonau a metel  
**16%**

Gwydr **2%**

Gwastraff bwyd **12%**

Gwastraff na ellir ei  
ailgylchu **43%**

## Y cyfrannau o ddeunyddiau sy'n cymryd lle mewn bin 'tecawê' nodweddiadol.

Mae'r Rheoliadau Ailgylchu yn y Gweithle newydd yn gyfraith erbyn hyn ac mae'n rhaid i holl weithleoedd ledled Cymru gydymffurfio â'r gofynion newydd. Bydd y 'Canllaw Biniau' yn eich helpu i gyfrifo eich anghenion ar gyfer cynwysyddion ailgylchu a gwastraff unwaith mae eich deunyddiau wedi'u gwahanu oddi wrth ei gilydd.

Argymhellir yn gryf eich bod yn cael sgwrs gyda'ch casglwr gwastraff am eich gofynion ar gyfer eich casgliad newydd.

Mae mwy o arweiniad ar gael yma [www.busnesoailgylchu.com](http://www.busnesoailgylchu.com)

Efallai y byddai tecawê (nid un cadwyn) cyfartalog yn cynhyrchu llond oddeutu 1 bin masnachol mawr o ddeunydd yn mabwysiadu proffil casgliadau fel a ganlyn:



### Cynwysyddion

Chardbord a  
papur



1 X bin 360 litr

Plastig, cartonau  
a metel



1 X bin 240 litr

Gwydr

### Gwiriwch y gofynion

Gwastraff  
bwyd



1 X bin 120 litr

Gwastraff na ellir  
ei ailgylchu



1 x bin 660 litr



### Amlder

Casgliad wythnosol  
  
Efallai y gallai  
busnesau sy'n brin ar  
le osod cardbord allan  
mewn bwndeli –  
holwch eich casglwr



### Label

