



A guide to getting the most out of your recycling collection

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.

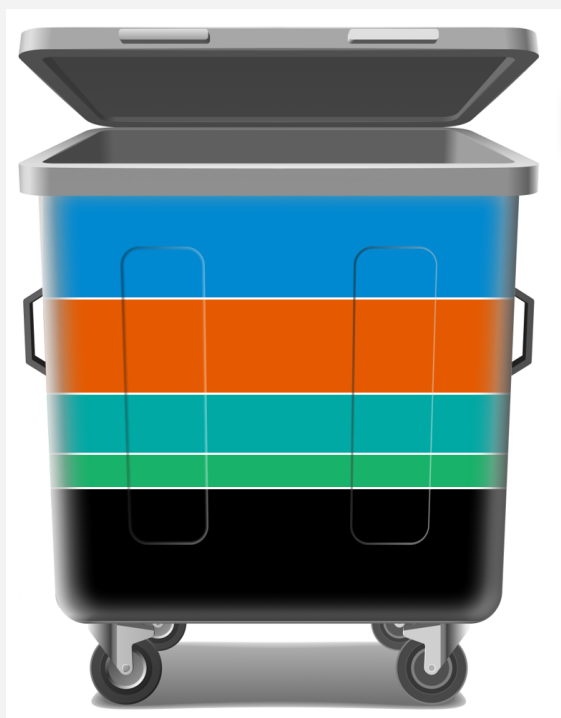
The Code of Practice provides all the detail about how to comply with the law (www.gov.wales/workplacerecycling)

You can find more guidance at www.businessofrecyclingwales.com or email Walesrecycles@wrap.org.uk



Pubs: What's in your bin?

The proportions of material taking up space in the bin of a typical pub.



Pub – Waste Composition (% Space)

Cardboard & paper **25%**

Plastic, cartons & metal **22%**

Glass **14%**

Food waste **8%**

Non-recyclable waste **31%**

An average (food-serving) pub producing approximately 2 large trade bins of material each week might adopt a collection profile as set below:

	Containers	Frequency	Label
Cardboard & paper	 1 X 660 litre bin	Collected weekly Space-constrained businesses may be able to set cardboard out in bundles - check with your collector	
Plastic, cartons & metal	 2 X 240 litre bins	Collected weekly A single 660 litre bin could be adopted as an alternative	
Glass	 2 X 240 litre bins	Collected weekly Avoid filling to the top to prevent breakages Smaller businesses may manage with a single bin	
Food waste	 1 X 240 litre bin	Collected weekly Many collectors apply a fill-level limit as these bins are heavy when full	
Non-recyclable waste	 1 x 660 litre bin	Collected weekly Some collectors may suggest sticking with a large (1100 litre bin) and collecting it fortnightly	

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



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

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 enghraifft, 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.

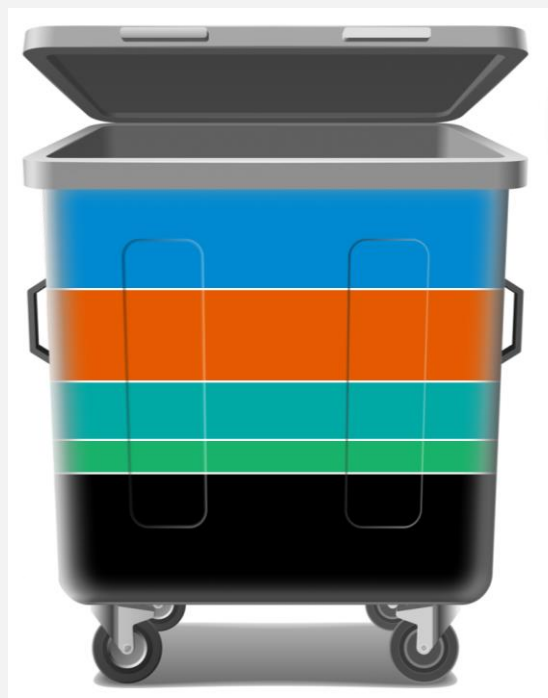
Mae'r Cod Ymarfer yn darparu'r holl fanylion am sut i gydymffurfio â'r gyfraith newydd (www.llyw.cymru/ailgylchu-yn-y-gweithle)

Gallwch ddod o hyd i fwy o arweiniad yma www.busnesoailgylchu.com neu ebost at Walesrecycles@wrap.org.uk



Tafarndai: Beth sydd yn eich bin?

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



Tafarn - Cyfansoddiad Gwastraff (% lle)

Chardbord a papur 25%

Plastig, cartonau a metel 22%

Gwydr 14%

Gwastraff bwyd 8%

Gwastraff na ellir ei ailgylchu 31%

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

Efallai y byddai tafarn (sy'n gweini bwyd) cyfartalog yn cynhyrchu llond oddeutu 2 fin masnachol mawr o ddeunydd yn mabwysiadu profil casgliadau fel a ganlyn:

	 Cynwysyddion	 Amlder	 Label
Chardbord a papur	 1 X bin 660 litr	Casgliad wythnosol Efallai y gallai busnesau sy'n brin ar le osod cardbord allan mewn bwndeli - holwch eich casglwr	
Plastig, cartonau a metel	 2 X bin 240 litr	Casgliad wythnosol Gellid mabwysiadu un bin 660 litr fel dewis arall	
Gwydr	 2 X bin 240 litr	Casgliad wythnosol Dylid osgoi llenwi i'r top i atal torri gwydr Efallai y bydd busnesau llai yn ymdopi gydag un bin	
Gwastraff bwyd	 1 X bin 240 litr	Casgliad wythnosol Mae llawer o gasglwyr yn nodi llinell uchafswm llenwi gan fod y biniau hyn yn drwm pan yn llawn	
Gwastraff na ellir ei ailgylchu	 1 x bin 660 litr	Casgliad wythnosol Gallai rhai casglwyr awgrymu cadw at un bin mawr (1100 litr) a'i gasglu bob pythefnos	