

Workplace Recycling

A guide on new recycling
regulations in Wales

April 2024



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Embracing a sustainable future

What's changing in Wales?

From **6 April 2024**, the Welsh Government will enforce new regulations on the collection and disposal of waste. All businesses in Wales will be obligated to separate their waste for recycling by segregating different recyclable items into different waste containers.

Supporting the Welsh Government's '[Towards Zero Waste](#)' strategy and their target of achieving a 70% recycling rate by 2025, the new separation requirements aim to improve waste recyclability and recovery rates. Preventing contamination and facilitating closed loop recycling, segregated waste collections are critical to reducing landfill waste and fostering a more circular economy in Wales.

Wales Minister for Climate Change, Julie James, said: "Quite simply, these reforms are a key part of how we can build a stronger, greener economy – creating a more prosperous Wales, now and for future generations."

The implementation of new Workplace Recycling regulations offers an opportunity for businesses of all sizes to participate in the circular economy. By segregating recyclable items, businesses will directly contribute to the Government's goal of diverting all waste away from landfill by 2050. It will also mean they are compliant with the new legislation, avoiding any fines linked to non-compliance. Additionally, separating recycling will help many businesses to save money by reducing the weight of waste in General Waste containers.

Enabling the circular economy

Specialising in sustainable waste management, Waste Managed's expertise in logistics and waste reduction, reuse and recycling is enabling the circular economy. Our unique integrated approach across waste prevention, reduction, collection, recycling, and recovery, means we can help businesses and organisations to waste less, save money, and in some cases generate revenue.

We have the breadth of facilities, local teams and local knowledge, to help identify cost-effective service options and recycling solutions that best fit individual business's needs. We also provide resources for employee education on sustainability, working together with our customers to create a more environmentally responsible future.

In addition, we have set ourselves the goal of achieving net zero emissions by no later than 2050. To do this, we are committed to diverting as much General Waste as possible away from landfill into recycling and recovery, whilst increasing use of renewable energy and reducing carbon emissions from our fleet.

Workplace Recycling Regulations Explained

What is Workplace Recycling?

Workplace Recycling is the new, upcoming set of standardised regulations for the collection and disposal of different waste streams. It aims to ensure that waste materials are collected in a consistent and uniform way, supporting the recycling and recovery of materials, and reducing contamination.

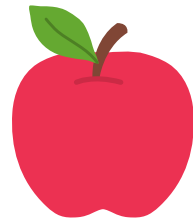
From **6 April 2024**, Wales will introduce Workplace Recycling regulations, requiring all businesses, charities, and public sector organisations in Wales to start separating their waste for recycling purposes. This means that recyclable materials that are currently disposed of as part of commingled Dry Mixed Recycling (DMR) waste, or in General Waste, will need to be segregated, stored and recycled individually.

Visit the [Welsh Government](#) website to find more information about Workplace Recycling and how it will be implemented.



Waste separation requirements

The materials that will need to be separated for collection are:



Food

Applicable to premises that produce more than 5kg of food waste a week



Paper and card



Glass



Metal, plastic, and cartons



Unsold textiles



Unsold small waste electrical and electronic equipment (sWEEE)



Non-recyclable

Items must be placed into a designated General Waste Container

In addition, and to further support waste separation and recycling efforts the Welsh Government has prohibited:

- Sending separately collected materials to incineration plants and landfills.
- Disposing of food waste in sewers, or maceration units in sinks and kitchens.
- Sending wood waste from both non-domestic and domestic premises to landfill.

The purpose of these bans is to prevent waste contamination, and to ensure waste is recycled appropriately and diverted from landfill.

Who must comply?

The new Workplace Recycling regulations will affect all businesses, charities and public sector organisations in Wales, such as:

- Agricultural premises
- Hospitality and tourism – restaurants, bars, pubs, bed and breakfasts, hotels, campsites and caravan parks, holiday accommodation, and licensed premises
- Showgrounds
- Service stations and petrol stations
- Entertainment and sports venues including leisure centres
- Transport – bus stations, railway stations, seaports, airports, and heliports
- Care and nursing homes
- Pharmacies, GP surgeries, dental surgeries, and other primary care settings
- Construction sites
- Factories and warehouses
- Car garages
- Education – universities, colleges, and schools
- Garden centres
- Heritage buildings
- Libraries and museums
- Offices and workshops
- Places of worship
- Prisons
- Outdoor markets and festivals

How to prepare for the new regulations

How are your waste services going to change?

The implementation of Workplace Recycling regulations in Wales will result in the withdrawal of DMR services, with businesses instead required to separate materials that were previously discarded as commingled waste. Additionally, recyclable materials that might have been thrown into General Waste bins will also have to be separated for collection. This means that customers currently using Waste Managed's DMR services will need to assess their waste to understand which types of recycling services they need to switch to.

DMR containers typically contain the following materials: paper, card, metal cans, and plastic. Research has shown most businesses will likely have around three-quarters paper and card in their DMR bins. However, there may be a minority of customers with an equal split between these waste streams or even a dominance of plastic and metals. Considering your waste split is essential to deciding how to best update your services.

Customers who solely rely on General Waste services will also need to consider which types of recyclable materials are currently being disposed of in their bin. As this may vary from business to business, it is important to consider the six core waste streams which will require separation, and how you currently dispose of these recyclable items, to determine if an additional recycling service should be added.

By 6 April 2024, all businesses in Wales will be obligated to comply with the new regulations. To prepare for this transition, we strongly recommend reviewing your waste stream mix now. Once this has been done, our expert team can provide guidance on the most suitable and effective solution for your business. Acting now will enable a smooth transition.

How Waste Managed can support you

Waste Managed operates an extensive waste collection network in Wales, with multiple depots located across the country. Our extensive infrastructure will ensure the seamless transition of waste collections under the new obligations.

As Workplace Recycling regulations take effect, we are ready and on hand to provide expert guidance to our customers in Wales. Our local team can help you gain a better understanding of waste segregation and recommend the most cost-effective and compliant waste solution for you.

As you transition, we will also provide you with updated Waste Transfer Notes (WTN) to reflect your new services, ensuring full compliance with the new regulations.

If you have any questions about changing your waste services or containers, our sales team is here to help. Get in touch by calling **03333 44 54 77**. Or access your [online portal](#) and request service changes there.

A guide to updating your waste containers

To ensure all our customers are well-prepared for the upcoming changes, we’ve made it hassle-free to update your waste containers to those required by the new obligations.

For those customers in Wales with existing DMR containers, we will switch all existing DMR containers to paper and card starting from February 2024.* Our research shows that DMR containers typically consist of approximately three-quarters paper and card materials so this is the optimal solution for DMR containers.

To facilitate this process, we are taking the following steps:

- 1** We will relabel existing DMR containers to clearly indicate their new content as paper and card. We will contact you when it’s time to relabel your container.
- 2** Customers using our waste bag service can continue using their current supply of DMR bags until depletion, at which point we will replace them with new paper and card bags.
- 3** We will send you updated copies of Waste Transfer Notes (WTN) with the new European Waste Catalogues (EWC) code for paper and card. This document will have to be signed and returned as an addendum to the existing contract to finalise the transition from DMR to paper and card.

We will also provide an extensive selection of waste containers in various sizes and offer a flexible bag service to meet the demand for additional recycling services required by the new regulations.

Customers that currently utilise DMR or General Waste services may need to consider additional plastic, metals, and cartons services alongside paper and card, to comply with the new obligations. This will depend on the size of your current DMR container. We recommend:

If your DMR container is:		Your plastic, metals, and cartons container should be:	
240L wheelie bin		Bags	
660L large wheelie bin		240L bin or bags	
1100L large wheelie bin		1100L bin	

*Note: If your production of plastic, metals, and cartons outweighs your paper and card output, please get in touch with our sales team at 03333 44 54 77 who can arrange suitable container relabelling for your existing DMR bin.

Consequences of non-compliance



The risk of contamination

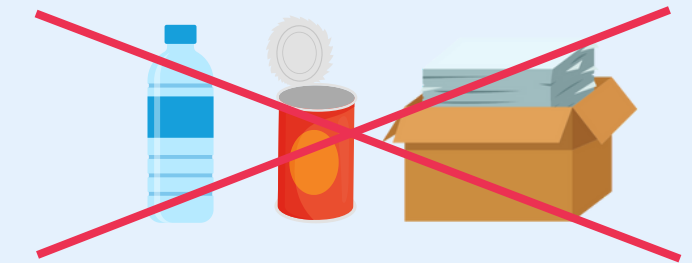
Workplace Recycling regulations aim to increase the recyclability and recovery of materials, and to prevent contamination between different waste streams. Contamination happens when non-recyclable or improperly sorted materials mix with recyclable waste, hindering the recycling process.

To ensure effective recycling and recovery of materials, it is essential to avoid and prevent contamination in waste materials.

The new regulations will implement the following changes to prevent contamination:



Recycling materials can't be disposed of in General Waste containers and must be discarded and collected in recycling bins



Plastic and metals can't be mixed with paper and card in the same bin.

To support compliance, Waste Managed follows a clear process to prevent contamination.

Waste contamination will usually result in overall higher charges for collection and fines from Natural Resource Wales (NRW).

Waste Managed is committed to helping you prevent contamination and avoid additional costs. Read the next section to understand what goes in what bin and how to prevent contamination in your workplace.

1



The driver arrives on site to collect the waste.

2



If there are items in the bin that shouldn't be, the driver will take a photograph of the contamination. They'll then inform us.

4

We will notify customers that the bin has not been serviced due to contamination and get in touch to find a solution. The solution may involve:

- The customer removing the improper items, and rescheduling a return visit to empty the bin.
- If it is unsafe or not possible to remove the contamination, sending a General Waste truck to collect your waste at an additional cost.

3



The driver won't be able to empty the contaminated container to avoid contaminating the entire load.

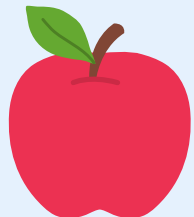
What goes in what bin?

To help you minimise the risk of contamination, we have compiled a list of items that can and cannot be disposed of in recycling containers according to the new separation requirements

Follow this guide to ensure adherence to the new separation requirements. Consider downloading this page as a poster to display this guide at your workplace.

Food

✔ Yes



Food



Tea bags

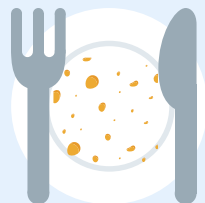


Plate scrapings



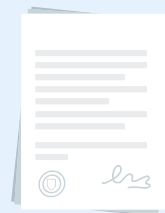
Peelings

✘ No

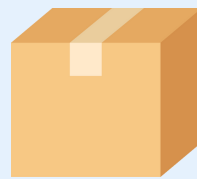
- Used paper towels
- Empty food containers and packaging
- Large bones
- Oils

Paper and card

✔ Yes



Paper (clean printed/unprinted)



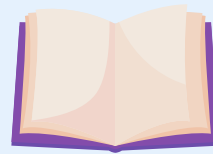
Cardboard packaging



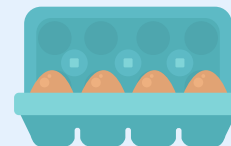
Newspapers/ magazines



Envelopes



Paperback books



Egg boxes

✘ No

- Shredded paper
- Paper or cardboard contaminated with food/oil/grease/paint
- Tissues/paper towels/kitchen roll
- Till receipts
- Metallised cartons
- Rigid paper containers (e.g. “Pringles” tubes)
- Laminated paper cups

Remember

Make sure all food waste is free from contamination such as plates and cutlery. Make sure all material is dry and uncontaminated. If the recycling waste is wet or contaminated with oils, foods etc, it cannot be recycled.

Glass

✔ Yes



Clean glass bottles
(all colours)



Clean glass jars
(all colours)

✘ No

- Crockery • Glasses/pyrex/sheet glass
- Metals (including bottle/jar lids) • Mirrors • Lightbulbs

Plastic, metals, and cartons

✔ Yes



Disposable
plastic/paper/
containers/lids



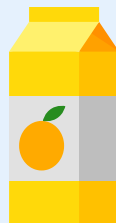
Clean food
and drinks
tin cans



Metal
aerosol
cans



Clean
aluminium
foil/food trays



Cartons
i.e fruit juices



Metal jar
/bottle lids



Rigid plastic
food/paper containers
(e.g. Pringles' tubes)

✘ No

- Black plastic food and meat trays • Plastic carrier bags • Sweet/biscuit/crisp packets
- Bubble wrap/polystyrene • Rigid hard plastics (e.g. toys, plant pots)
- Plastic/metal coffee pods • Paint cans/gas canisters

Remember

Make sure all cans, bottles and food containers are empty and clean. Make sure to safely squash metal and plastic items if possible. Empty and clean all cans, bottles and food containers. If the recycling waste is contaminated by food and drink it cannot be recycled.

Fixed Monetary Penalties (FMP): when do they apply?

The Welsh environmental regulator, Natural Resource Wales (NRW), will be responsible for enforcing the new Workplace Recycling obligations and ensuring that all waste producers, collectors and processors comply with the new legislation.

Any organisations found to be non-compliant with the separation requirements will be liable to receive Fixed Monetary Penalties (FMP) for each instance of non-adherence.

A full breakdown of the penalties:

Entity	Infraction	FMP
Occupiers of businesses	Failure in separating materials for collection	£300
Occupiers of businesses	Discharging food waste in sewers	£300
Waste management organisation	Failure to collect, receive or maintain recyclable materials separated	£500
Incineration and co-incineration facilities	Acceptance of materials which are required to be separated	£500
Landfill facilities	Acceptance of wood or of materials which are required to be separated	£500

It is essential for businesses to adhere to the separation requirements to avoid these penalties and contribute to a more sustainable future in Wales. For more information, please consult the [Code of Practice on the Separate Collection of Waste Materials for Recycling](#).

Health & Safety

Keeping people safe around waste bins and containers

As Wales transition to the new waste separation requirements, safety remains a top priority for Waste Managed. With the implementation of Workplace Recycling regulations, many businesses may be adding bins and waste containers to meet the new requirements.

Waste Managed is committed to raising awareness of the growing issue of people sleeping in and around bins. When people are desperate or not fully aware of their surroundings they may place themselves at great risk by seeking shelter in waste containers.

What to look out for?



Broken locks



Open lids which are normally closed



Pallets and boxes stacked to the side that could be used as a step



Dispersed waste next to or around a container

What can I do?

- Make sure your bins have a working lock and are stored somewhere secure and well-lit to help discourage people from using them for shelter.
- Contact [Streetlink](#) or another local organisation for rough sleepers if you become aware of an incident or suspect someone is sleeping in or around your bins

FAQs

When are the planned changes due to be enforced?

Initially the plans were going to be in place from October 2023, however the Welsh Government has subsequently issued an update with an implementation date of 6 April 2024.

Will businesses be required to have additional services when the changes are implemented?

It is the responsibility of any business or organisation that generates waste to ensure that they comply with the new legislation changes. Therefore, if your business generates a mixture of recyclable waste, we will offer a range of services to accommodate your site's waste needs. You just need to get in touch at **03333 44 54 77**.

Will Waste Managed be able to accommodate my business if I cannot fit any more containers at my site?

We currently offer a range of different size containers and bags to provide a suitable solution for your site. In addition, you can update the frequency of your collections or book additional ones when needed to suit your specific waste volume. You just need to get in touch at **03333 44 54 77**.

I only produce a small amount of plastic & cans/paper & card, how will this be collected?

We understand that our customers' demands will vary, therefore we will be offering different collection frequencies and various container ranges (including bags) to suit all volumes of waste. You just need to get in touch at **03333 44 54 77**.

Can I still start a Dry Mixed Recycling (DMR) service?

Waste Managed has stopped offering new DMR collection services on 1 January 2024 and will stop collecting DMR waste on 6 April 2024, in accordance with the new regulations for Welsh businesses. We will however continue to collect DMR waste until 5 April 2024 for customers who already have a DMR service.

How will Waste Managed support my business through the planned changes?

Waste Managed is committed to helping customers agree the most cost-effective and compliant solution based on their waste stream mix and needs. Including optimising container sizes based on waste volume. You just need to get in touch at **03333 44 54 77**.

Where can I find out more information and stay up to date about this?

You can find ongoing updates and information on our [dedicated website page](#) and on the [Welsh Government website](#).



Waste
Managed