

Sustainable Waste Management in Corporate Offices



Understanding Waste Types

- General Waste - black bins
- Dry Mixed Recycling - green bins
- Organic/Food Waste - brown bins
- Glass Waste - blue bins
- Batteries & Vapes - WEEE small boxes

Common Waste Types in Corporate Offices

- ➔ Coffee grinds & tea bags – OW
- ➔ Food soil paper & greasy pizza boxes – OW
- ➔ Plastic food wrap takeaway containers – DMR once rinsed
- ➔ Small batteries & vapes – WEEE blue small box
- ➔ Envelopes, printed paper, marketing materials - DMR



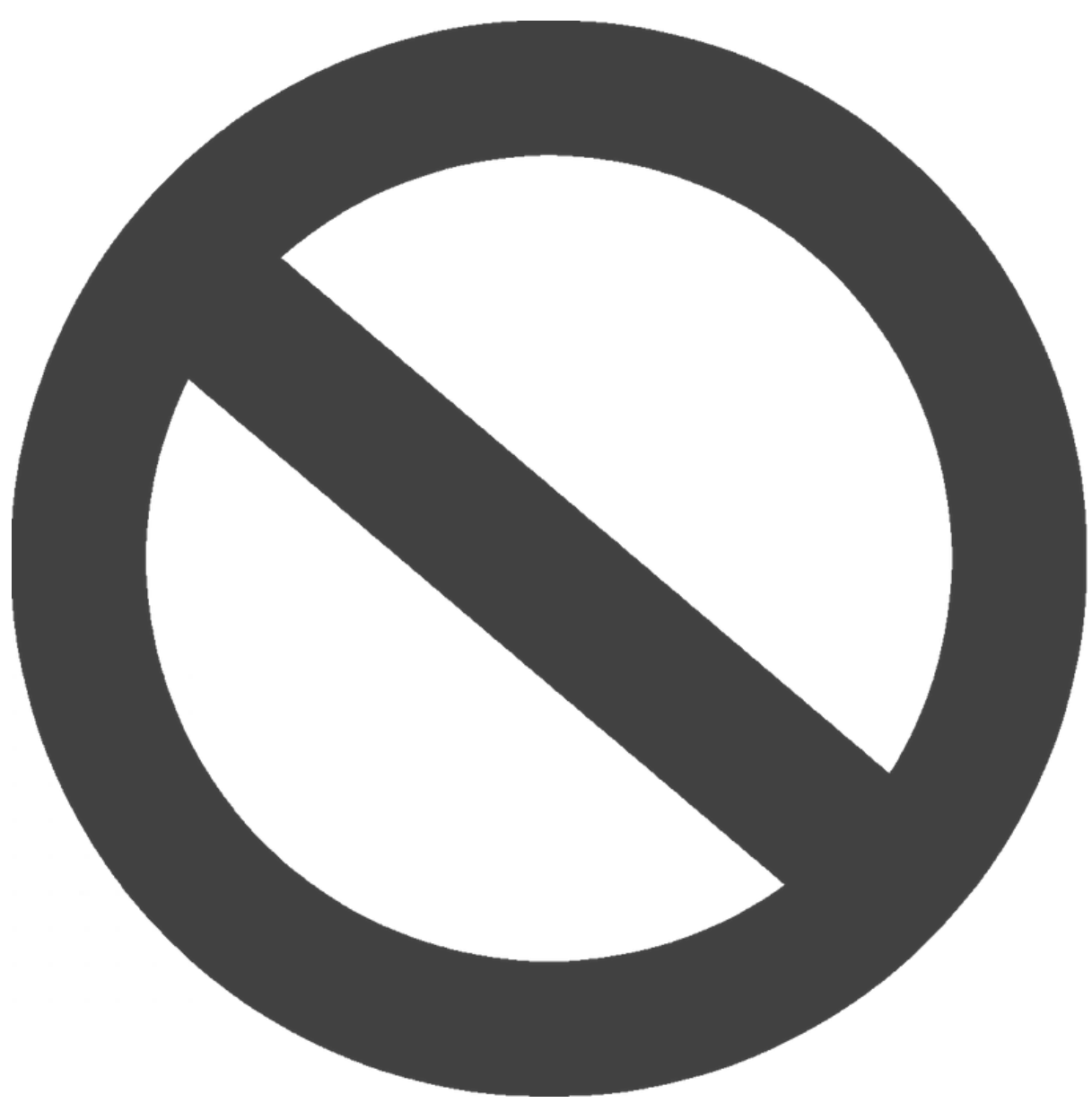
Waste Bin Guidelines

What goes in the recycling bin?

- ✓ Must be clean, dry, & loose
- ✓ Recyclable items: clean food packaging, yogurt pots, salad boxes
- ✓ No food, no liquids, no soft plastics with food residue



Common Recycling Mistakes



- 1 All food waste should be placed in Organic bins. A bag with all recycling but with food waste is considered contaminated
- 2 Black bags are **not** acceptable in recycling bins
- 3 Lack of recycling bin in office set up
- 4 Liquids and leftovers should be emptied from plastic, soft plastics and paper or cardboard food containers

What Goes in the General Waste Bin?



Plastic film and cling wrap, plastic food wrappers with residue



Mop heads, used blue roll with cleaning products



Broken items like pens, markers old folders with mixed materials



Contaminated or unwashed recycling that has food stuck or unwashed

Common General Waste Mistakes

1

Placing recyclable items (such as clean plastics or paper food containers) in general waste results in missed recycling opportunities

2

Disposing of organic food waste in general bins prevents its conversion into sustainable biogas and fertilizer and may lead to non-compliance with Irish Waste Regulations

3

Improper disposal of hand towels from tissue-specific bins in floors or toilets—these can and should be placed in the organic waste stream

What Goes in the Organic Bin?



- ✓ Cooked and uncooked fruit and vegetables
- ✓ Tea bags and coffee grinds
- ✓ Napkins and paper towels (without cleaning liquids)
- ✓ Cooked meat and fish
- ✓ Food soiled cardboard
- ✓ Oil and grease leftovers (not grease trap oil, as this should be disposed of with correct supplier)
- ✓ Out of date or gone off packaged food such as yogurts/breads/meats/ fruit and veg. etc.



Contamination of Organic Waste Bins

Avoid disposing of the following items in organic bins:

- 1 Plastic items –straws, cutlery, wrap, gloves
- 2 Foil & metal –aluminum wrap, canlids, twist ties
- 3 Glass or ceramics –broken drinkware or plate pieces
- 4 Cleaning products –wipes, cloths, or soap

Proper sorting of organic waste can lower disposal fees and improve public perception. Helps your office hit green targets and comply with local regulations!

Staff Training & Turnover Strategy

Implement waste segregation training into onboarding

Add:

- A structured induction training module for new hires
- Visual SOPs (Standard Operating Procedures) per role
- QR codes or posters with quick-access video training in multiple languages

66%

of corporate offices train their staff in proper waste management procedures*

Clear & consistent bin labelling

Only
62%

of corporate offices properly label their bins*

In corporate offices with unclear and inconsistent bin labelling leads to frequent contamination and confusion.

Request:

- KeyGreen Signage decal for all your waste streams, send us a request to connectwithus@keygreen.ie
- Our labels include Image/Icons to support understanding
- Consider hanging or pasting bin signage at eye level, if not possible in the bin body should suffice.

*Based on a KeyGreen 2025 Self-Assessment Surveys

Waste Segregation Checklist



Ensure your corporate office is set up for waste segregation success by completing checklist.

- All areas (kitchen, service staff, office, etc) been assigned waste responsibilities
- Clearly labelled multi-stream bins available in every key location (kitchen, staff canteen, office area & recycling stations, coffee-tea stations)
- There is adequate space near prep areas to prevent overflow and reduce cross-contamination in cases where kitchen is present on premises
- Recycling bins checked for contamination before being moved to outdoor containers
- Bins are colour-coded and consistent across floors
- Bins are placed side by side to encourage correct waste segregation
- Cleaning chemicals containers are clearly labelled and not placed in recycling waste bins once finished
- Waste management is part of onboarding for all new hires
- Posters or quick-reference guides are displayed in all staff areas
- Regular waste-related updates or mini challenges (e.g. reduce food waste week) are used to keep staff engaged