



Our new recycling bins





East Ayrshire Leisure has installed new recycling bins in all its facilities. These bins are designed to make recycling easier and more convenient.

They feature clear labels and openings to ensure that waste is sorted correctly. The bins are built to last, have large capacities to prevent overflowing, and blend in well with the look of the buildings.

New waste collection calendars will be provided for each building. These calendars will show specific collection dates for each type of bin.

The size and frequency of bin collections have been adjusted based on each building's waste production. We will regularly review the effectiveness of these changes.

If staff notice any problems with their waste collection, such as overflowing cardboard bins, they should contact the Sustainable Development Officer for assistance.

We will also be introducing a new waste volume log to help us monitor waste production more effectively.

Benefits of Recycling*

- Conserves natural resources
- Protects ecosystems and wildlife
- Reduces demand for raw materials
- Saves energy
- Cuts climate-changing carbon emissions
- Cheaper than general waste collection and disposal

Correct use of the recycling bins

Paper and card – *Must Be Decanted out of Bin Liners*

Paper

YES

Clean and dry

- ✓ Newspapers
- ✓ Magazines, catalogues and directories
- ✓ Junk Mail & brochures
- ✓ Letters and envelopes
- ✓ Non confidential office and shredded paper
- ✓ Wrapping paper
- ✓ Books (*can also be reused via Recycling Centres*)

Cardboard Flattened

- ✓ Large and small cardboard boxes
- ✓ Brown corrugated packaging
- ✓ Toilet and kitchen roll tubes
- ✓ Greetings cards
- ✓ Café Wrap packaging



NO

- ✗ Tissues, hand towels and napkins
- ✗ Padded envelopes
- ✗ Kitchen towels
- ✗ No Bin Liners
- ✗ Cups



Treehouse Café and Dick Institute Café Coffee Cups*

*These cups are Polyethylene (plastic) lined and need to go through a paper and plastic separation process for recycling.

This is not currently available however may be available in the near future, until then the cup must be placed in general waste

Plastics & Cans

Plastics, cartons and metals – *Can be disposed within a bin liner*

YES

Plastics - Rinsed and squashed

- ✓ Food and drink bottles
- ✓ Toiletry bottles
- ✓ Tablet and medicine bottles
- ✓ Cleaning products
- ✓ Pots, tubs and trays
- ✓ Lids and tops
- ✓ Plastic bags, liners and cling film
- ✓ Crips Bags
- ✓ Biscuit wrappers
- ✓ Sweet Rappers
- ✓ Bubble Wrap
- ✓ Plastic wrappers and netting
- ✓ Plastic cups
- ✓ Empty biohygiene cleaning bottles
- ✓ Other plastic cleaning bottles*

*Check COSHH assessment form to ensure safe disposal

Cartons - rinsed and squashed

- ✓ Soup cartons
- ✓ Juice cartons
- ✓ Other cartons

Metals empty and rinsed

- ✓ Food and drinks cans
- ✓ Empty aerosols
- ✓ Foil trays
- ✓ Aluminium foil
- ✓ Chocolate and biscuit tins
- ✓ Metal lid

NO

Plastics

- ✗ Polystyrene
- ✗ Straws
- ✗ Pet food pouches
- ✗ Oil and paint cans
- ✗ Small and large electricals*
- ✗ Batteries and wire*
- ✗ Cutlery*
- ✗ Gas bottles*
- ✗ Metal pots, pans and trays*

*can be recycled at Recycling Centres



Top Tip

Metal and plastic lids from glass bottles and jars can be placed in the plastic and cans

Glass



YES

Glass bottles and jars

- ✓ Food and drinks bottles and jars
- ✓ Condiment bottles and jars
- ✓ Toiletry, perfume and aftershave bottles

NO

- ✗ Crockery, ceramics and pyrex
- ✗ Windows and mirrors
- ✗ Drinking glasses
- ✗ Lightbulbs
- ✗ Broken glass

Food: Silver and Green caddy

Food waste collected weekly along with your recycling trolley.

YES

- ✓ Cooked and uncooked
- ✓ Dairy and eggshells
- ✓ Fish, meat and bones
- ✓ Fruit and vegetables (and peelings)
- ✓ Bread and cakes
- ✓ Rice, pasta and pizza
- ✓ Tea bags and coffee grounds
- ✓ Pet foods
- ✓ Unpackaged out of date food

NO

- ✗ Liquids
- ✗ Food packaging with food residue



Food Waste Disposal Instructions

1. Put all food waste, cooked or uncooked, into your kitchen caddy. Line the caddy with a compostable liner.
2. When the liner is nearly full, tie it closed, remove it from the kitchen caddy, and place it in the external caddy.
3. Put the full liner into your external food caddy or food bin.
4. Your food waste is then sent to a special facility where it is processed into valuable resources like fertilizer or energy.

Additional / Excess Recycling:

If you need to dispose of any of the following items, please contact your Sustainable Development Officer:

- Small electrical items
- Household batteries
- Textiles
- Excess stationery
- Old sporting equipment in working order
- IT equipment
- Large bulk items (office tables, drawers, chairs, etc.)

General Landfill waste

YES

- | | |
|--------------------------------------------------|------------------------------------|
| ✓ Polystyrene | ✓ Hoover dust |
| ✓ Food packaging with food residue | ✓ Hand towels, |
| ✓ Broken glass | ✓ Lightbulbs |
| ✓ Padded envelopes | ✓ Tissues, hand towels and napkins |
| ✓ Wallpaper | ✓ Kitchen towels |
| ✓ Small broken sport equipment eg. Shuttle cocks | ✓ Sport Tape or cellotape |
| ✓ Hand towels | ✓ Broken glass and cutlery |
| ✓ Pet waste | |

FAQ's

Who is responsible for emptying bins in a venue?

The responsibility for emptying bins in a venue depends on the venue's staffing structure. However, all staff members have a responsibility to ensure the venue is clean and safe for both customers and other staff. Facility Assistants are usually assigned to empty bins in the mornings. Customer Experience Assistants, Lifestyle Assistants, Hospitality and Front of House staff should monitor bins throughout the day and empty them when necessary.

What do I do if I've found plastics and general waste in the paper recycling bin?

If you find plastic or other trash in the paper recycling bin, it's called contamination. Our bin liners are clear so we can easily see any contamination. If it's just a small amount (like a plastic bottle), you can remove it using a litter picker and put it in the correct bin.

But if there's a lot of wrong items in the bin, and you can't remove them without dumping everything out, the whole bag is considered contaminated and needs to go in the general waste. This is important to prevent contaminating the large bails of recyclables at the recycling centre. Contamination lowers the quality of the bails and may cause them to be rejected. If that happens, the recyclables can't be made into new products and might end up in landfill instead.

How often should the recycling bins be emptied?

The frequency of emptying recycling bins depends on the type of waste:

GENERAL WASTE:

Ideally, empty these bins daily to prevent bad smells.

Since the new bins are larger (80 litres), they likely won't fill up completely every day.

To reduce waste, staff should try to decant the contents of the bins into as few bags as possible.

PAPER:

Daily emptying isn't necessary as this waste doesn't usually smell. However, **check the bins daily to prevent contamination.**

If contamination is found, remove it immediately to avoid having to throw away a whole bag of recycling.

Remember to decant the paper bin bags into the outdoor bin. Reusable bags can be used again, while damaged ones should be thrown in the plastic and cans bin.

PLASTIC AND CANS:

These bins may produce odours depending on the waste.

To prevent this, **don't let them fill more than halfway before emptying.**

Check these bins daily and remove any contamination.

Empty bins with multiple contaminants immediately to avoid further contamination.

FOOD:

To prevent flies and bad odours, empty food bins **every 3 days at the latest.**

Will the bins be collected from inside the bin storage area?

Yes, the waste collection team will collect the bins from inside the bin storage area at most locations. However, at locations with restricted access, such as Darvel Town Hall, Morton Hall, and Galston Library, the bins must be placed outside for pick-up.

What do I do if the bins are overflowing?

If any of the bins are full, please tell your line manager. If this happens often, the Sustainable Development Officer will look at what's in the trash and work with waste management to find a solution.

My industrial bins are damaged, who do I report this to?

If your industrial bins are damaged, please tell your line manager. They will contact waste management directly at 01563 554400, option 6. Waste management will arrange for a replacement bin if needed.

Our venue bins were not collected on the scheduled day?

If your venue's bins were not collected on the scheduled day, please contact Waste Management directly at 01563 554400, option 6. They will arrange a pickup as soon as possible if there was no reason for the missed collection. If Waste Management reports a reason for the missed collection, such as a parked car blocking access to the bin store, please inform your line manager.

What is a bin capacity monitoring sheet for?

Venues will receive a simple sheet to track how full their waste bins are. Staff will check the bin fullness on collection day, using a gauge painted inside the bin to estimate the amount of waste. This data will help the Sustainable Development Officer calculate the carbon emissions from each type of waste in each venue.

Further Benefits of Recycling

1. Conserves natural resources

The world's natural resources are finite, and some are in very short supply.

At a basic level:

- Recycling paper and wood saves trees and forests. Yes, you can plant new trees, but you can't replace virgin rainforest or ancient woodlands once they're lost.
- Recycling plastic means creating less new plastic, which is definitely a good thing, especially as it's usually made from fossil fuel hydrocarbons.
- Recycling metals means there's less need for risky, expensive and damaging mining and extraction of new metal ores.
- Recycling glass reduces the need to use new raw materials like sand – it sounds hard to believe, but supplies of some types of sand are starting to get low around the world.

2. Protects ecosystems and wildlife

Recycling helps protect ecosystems and wildlife. By reusing materials, we reduce the need to extract new resources, minimizing damage to forests, rivers, and wildlife. Improperly disposed plastic waste pollutes our environment, harming coastlines and waterways.

3. Reduces demand for raw materials

Recycling saves natural resources, minimizes environmental damage from extraction, and prevents plastic waste from polluting our environment.

4. Saves energy

Recycling saves energy. Making aluminium from recycled materials uses 95% less energy than making it new. Steel saves 70%, and paper from recycled sources uses 40% less energy than using new wood. Recycling one glass bottle can power a light bulb for hours.

5. Cuts climate-changing carbon emissions

Recycling saves energy and reduces carbon emissions. It also prevents waste from releasing greenhouse gases in landfills. This helps fight climate change.

6. Cheaper than waste collection and disposal

Recycling bins cost about one-third less than general waste bins per collection. We can save a lot of money by reducing the amount of general waste our venues produce.