

The Highland Council



Reduce
Lughdaich

Reuse
Ath-chleachd

Recycle
Ath-chuartaich



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Waste Management Assistant

Waste Management -Why Make The Effort?



- Social Responsibility
 - Rising cost of disposal

- Environmental Responsibility
 - Legal Responsibility



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The Highland Council's commitment to recycling it's own waste

"We will reduce paper use in our offices and recycle 50% by the end of 2009 "

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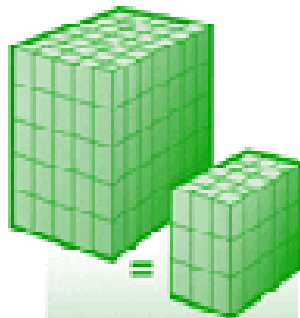
Start here



1

Eliminate

Avoid producing waste in the first place



2

Reduce

Minimise the amount of waste you produce



3

Re-use

Use items as many times as possible



4

Recycle

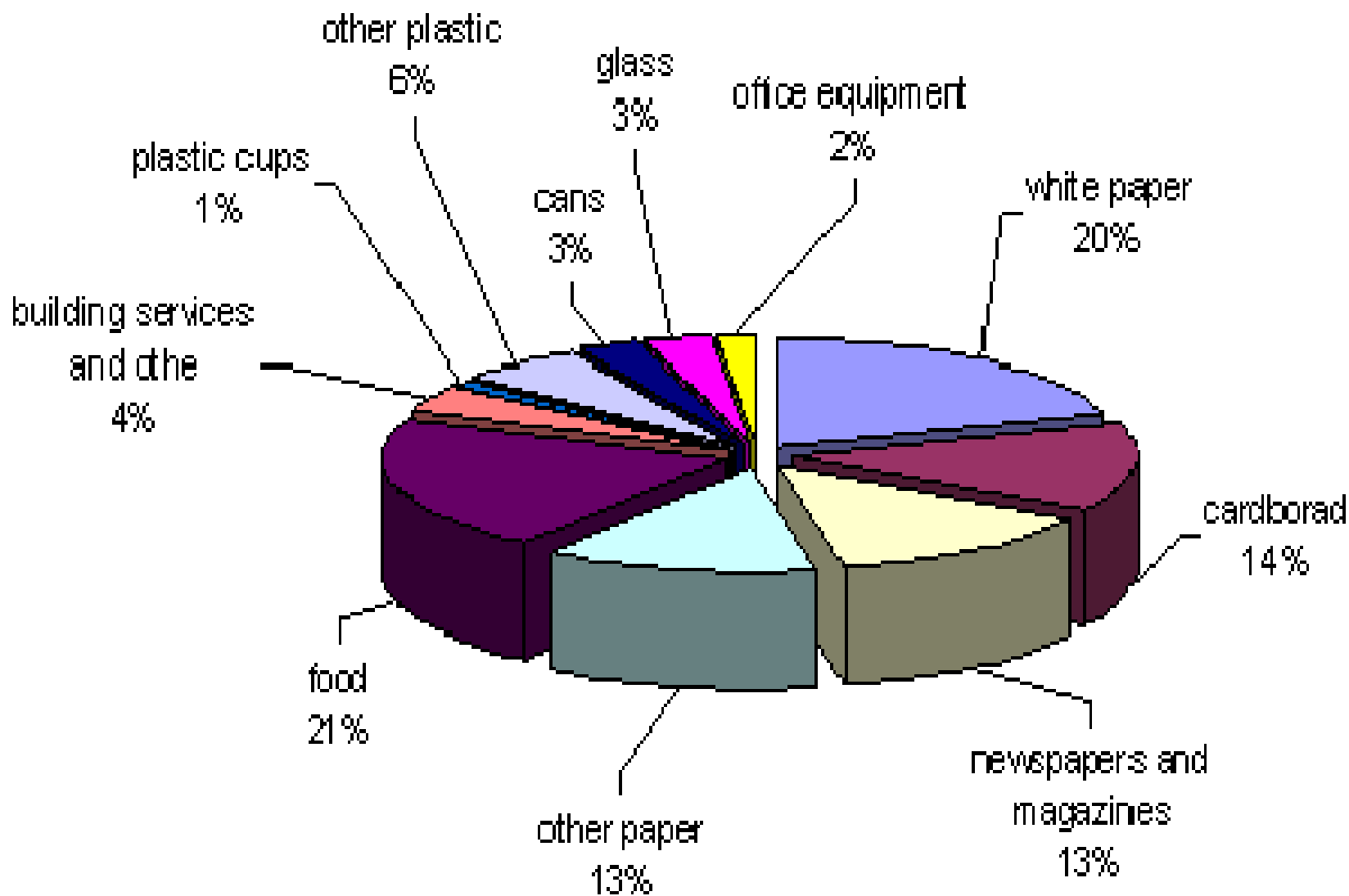
Recycle what you can only after you have re-used it



5

Dispose

Dispose of what's left in a responsible way



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Reduce

- Photocopy/print on both sides.
- Encourage everyone to print e-mails only when absolutely necessary.
- Only use one paper towel at a time/install hand dryers to eliminate a waste stream completely
- Avoid disposable products such as sauce sachets, cutlery
- Bring a waste free lunch from home rather than convenience foods



Reuse

- Have a well labelled scrap paper tray in every room.
- Padded bags/envelopes can be reused.
- Use real mugs, cutlery and plates which can be washed up.
- Swap magazines and newspapers with your colleagues.
- Fill up water bottles with fresh water
- Buy recycled products like paper



Recycle

- Use available recycling facilities in your office – paper is most commonly used in offices and can readily be recycled
- Recycle your old mobile phones, computers and printer cartridges
- Compost organic wastes



What we need you to do!

- **Ensure all staff know what recycling facilities are available**
- **Communicate to everyone how to use the recycling facilities -use posters (templates will be available), emails and team meetings.**
- **Ensure when buying printer paper that it is recycled. If you print leaflets etc ask for these to be printed on recycled paper.**
- **Make sure there are enough recycling bins available.**
- **Take away some of the other desk bins – people can share these. Or introduce the BIN-LESS OFFICE**
- **Provide feedback to keep staff motivated.**

What if there are no recycling facilities in your office?

Speak to the office Manager to find out why – there may not be space for the banks at the moment or it's not economically viable.

- If this is the case you could organise for your office to carry out their own recycling.
- You would need to recruit some volunteers to help take the recycling to your local Recycling Centre or Recycling Point.

Recycling Points & Centres

21 Recycling Centres located throughout Highland.

Many types of material accepted including paper, card, cans, Plastic bottles and glass bottles.

Approximately 200 Recycling Points located throughout Highland

The majority of Recycling Points accept paper, cans, glass and textiles.



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Recycling in Schools

- Introduction of Rural Kerbside Recycling Service across rural areas to include new bins for schools
- Waste aware team to visit schools to reinforce the 3 R's
- Educators Pack
- Composting food waste in school gardens



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**Waste Aware
Highland**

Thank You