

# Setting up your commercial waste segregation system



This Commercial Waste Segregation suite of materials aims to improve waste segregation in businesses and workplaces.

It was produced by the Regional Waste Management Plan Offices and funded by the Department of the Environment, Climate and Communications. In developing these materials, we worked closely with a range of businesses, sectors and business representative organisations to optimise their usefulness and to ensure that they fulfil their purpose with respect to what businesses and workplaces require. These materials have been tailor made for you.



Additional information is available on [www.mywaste.ie](http://www.mywaste.ie) or from the following email addresses: [info@srwmo.ie](mailto:info@srwmo.ie); [rwmo@mayococo.ie](mailto:rwmo@mayococo.ie) and [emwr@dublincity.ie](mailto:emwr@dublincity.ie)

## Getting started

1. First, read through the 'How to Manage your Business Waste. Step-by-step-guide' guidance booklet. This booklet has been created to give you the information you need to implement a really successful waste management system.
2. Engage the key players in your organisation and get them on-board with the pilot. These are the people whose support you know will make or break the initiative. This group could include line managers, cleaning staff supervisors, facilities managers and others who are in position to set procedures that will help to embed good waste segregation and/or assist in running the pilot.
3. If possible, find recycling champions within the organisation. These could be staff members at various levels within your organisation who are enthusiastic about recycling and waste prevention and who can diplomatically encourage and remind other staff members to segregate waste properly. For larger organisations, setting up a 'green team' of staff members to do this could work well.

Sometimes, the most difficult part of changing a waste management system is keeping the new system going! The champions or 'green team' will help ensure the longevity of the new system.

4. You can't manage what you can't measure so set your baseline! Make sure you measure the impact of your new Commercial Waste Segregation System. You will need a baseline to help you benchmark your improvements as the new system embeds. A simple but effective baseline is the weights or volumes of the waste streams (eg. General, Recyclables and Food Waste) as collected by your waste service provider for 6 to 12 months before the pilot begins. Try to get some figures for pre-COVID times too as these will be useful for comparative purposes. Most waste service providers will be happy to provide you with these figures if you do not have them to hand already.

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Visit  
[mywaste.ie/business](http://mywaste.ie/business)  
for more information

Ireland's guide to waste  
**mywaste**



Rialtas na hÉireann  
Government of Ireland

## Promoting the new system with your staff



1. Before installing assets, such as posters and bin stickers, it is a good idea to inform all staff members in your organisation via an internal communication channel such as a staff newsletter or a company-wide email to explain that a new waste segregation system is to be initiated, that this will have positive environmental and business impacts and that all members of staff will have an important role to play in this change.

2. Use the Commercial Waste animations at [www.mywaste.ie/business](http://www.mywaste.ie/business) to train your staff members. There are four animations, they are short and engaging. Try to ensure that all staff members are afforded the time and opportunity to watch these animations.

As new staff join your organisation, it is a good idea to ensure that your HR manager or section includes these animations as part of your induction and training for new staff. This will ensure that all your staff are trained to manage waste effectively. It will also signal to all staff your commitment to good environmental practices.

## Initiating the new system

1. Review your current bin stations. Are they conveniently located? Is there enough of them? Are they clean and tidy?

2. If you have bins for different waste streams beside each other, eg. Recycling, Food Waste, General Waste, ensure that they are in the same order in each location. This makes it easier for staff (and customers) to place items in the correct bin.

3. Decide what you need in terms of posters and stickers. Make a list of the types, sizes and amounts of posters and stickers you need. Then simply go to [www.mywaste.ie/business](http://www.mywaste.ie/business) and either download and print what you need or order them through the online form. Don't install these yet, though. It's important to have your staff informed and engaged, before initiating the new system.

4. Place the posters and stickers on walls or bins as needed. It is best to do this all at once, so staff can see the new system is now in operation.

## Keeping it on track

1. Keep a check on the weights and volumes of the different segregated waste streams as the pilot proceeds. Compare these against your baseline figures and see if there are changes.

2. Ask your waste service provider if there is a noticeable improvement in contamination levels, ie. if there is less contamination in your various waste streams. If the system is working properly there should be!

3. If problems arise, use the 'How to Manage your Business Waste. Step-by-step-guide' guidance booklet as well as your own knowledge about your system to problem solve. If you are still having difficulty, please contact us through the [MyWaste.ie](http://MyWaste.ie) website or platforms.

4. It may take a little time, and a few mistakes, before the system is embedded into your operations. Be patient, you will get there!



### Let us know how you get on

We would love to hear about your experiences implementing the MyWaste for Business Commercial Waste Management System – what worked well, what caused difficulties, innovative ways you solved issues and what your staff think of it all. Please send your comments, questions and stories to any of the following:

[info@srwmo.ie](mailto:info@srwmo.ie)

[rwmo@mayococo.ie](mailto:rwmo@mayococo.ie)

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