



### Further Advice

Further minimisation and recycling advice can be arranged by contacting the Waste Aware Hotline on **0845 111 0050** or at [www.wasteawarebusiness.org.uk](http://www.wasteawarebusiness.org.uk)

### Commercial Waste Minimisation

The Council recognise that with increasing Landfill Tax and rising inflationary pressures many businesses have seen their waste disposal costs increase. It is imperative that businesses and their staff are aware of the best ways to dispose of business waste and are up to date on the latest techniques to help minimise, reduce and recycle waste.



Every business produces waste. Some waste is unavoidable but a lot of waste is avoidable. Excess packaging and disposable items all end up in landfills. Therefore, businesses need to minimise the waste they produce every day.

Decreasing waste can reduce businesses impact on the environment and also save money.

As part of the Councils Commercial Waste minimisation commitment we offer the following steps to minimise waste. For example:

**Reduce:** Eradication of waste is best for businesses and the environment. If you cannot eliminate waste, then look at ways to reduce it.

**Re-use:** Re-use items wherever possible. Many items such as packaging can be reused.

**Repair:** Instead of dumping items when they are broken, consider repairing them.

**Recycle:** Recycling not only helps minimise the amount of waste going to landfill but also protects precious resources and natural environments for future generations.

**Disposal:** Only after you have worked through the waste hierarchy should you consider disposal. This is the worst option for the environment and can be the most expensive for your business.

### Top Ten Commercial Waste Minimisation Tips

1. Buy items that will last – not disposable ones such as ink cartridges or batteries
2. Use a real cup, mug or glass instead of plastic cups
3. Buy in bulk to reduce packaging
4. Set photocopiers to double-sided copying
5. Use emails rather than memos, letters and faxes
6. Use scrap paper for printing internal memos or minutes and use scrap paper in fax machines
7. Buy recycled paper, stationery and other products made from recyclable materials, and avoid excessive packaging and where possible use packaging that can be returned to the supplier for reuse
8. Think before you throw away
9. Utilise the Councils commercial waste recycling services
10. Seek advice from the Waste Aware Hotline or use the information available on [www.wasteawarebusiness.org.uk](http://www.wasteawarebusiness.org.uk)



### Recycling YOUR waste:

- Saves the Earth's natural resources.
- Saves energy and reduces the risk of climate change.
- Reduces the need for landfill.

### Let us help you get it sorted.

We want to know your views on our service and would appreciate your comments. If you have any comments or queries, contact us using the following details.

Please give us your name, address and telephone number or email address.

Waste Services,  
Richmond Street, Clydebank G81 1RF  
Email: [hres@west-dunbarton.gov.uk](mailto:hres@west-dunbarton.gov.uk)  
Telephone: **0845 111 0050**

This leaflet is available in other languages, large print and audio format on request. Please contact 01389 737288 or 01389 737541.

## Commercial Waste in West Dunbartonshire



let's get it sorted.

**0845 111 0050**



CUSTOMER SERVICE EXCELLENCE



**Reduce Reuse Recycle**

let's get it sorted

[www.wasteawarescotland.org.uk](http://www.wasteawarescotland.org.uk)

Printed on 80% recycled paper.





The Waste Services Section provides a waste and recycle collection and disposal service to commercial and business customers throughout the area. The UK Government is currently increasing landfill tax. In order to help reduce the amount of waste going to landfill and as a direct result, waste disposal charges are expected to increase significantly in coming years.

This information leaflet not only gives businesses information on waste disposal options available to them, but guides businesses to ways of reducing the environmental impacts their waste can have by taking reasonable measures to reduce the waste which is landfilled by recycling, reducing and reusing waste.

### Commercial Waste – Duty of Care



The Environmental Protection Act 1990 imposes a Duty of Care on all businesses who produce waste to ensure that their waste is dealt with by a fully compliant company.

What is the Duty of Care?

Your company has a Duty of Care to take all reasonable measures to:

- Prevent the unauthorised or harmful disposal of your waste by another person.
- Prevent the escape of the waste from your or any other person's control.
- On the transfer of the waste to ensure:

That the transfer of waste is only to an authorised person or to a person for authorised transport purposes.

That there is transferred such a written description of the waste as will enable other persons to avoid the unauthorised or harmful disposal of the waste and to comply with their own Duty of Care. You must ensure the proper and safe disposal of waste even after you have passed it on to another party such as a waste contractor, scrap merchant, recycler, local council or skip hire company. The Duty of Care has no time limit, and extends until the waste has either been disposed of or fully recovered.

Each business must have a relevant duty of care for the waste it produces and has recovered or disposed of.

### Commercial Waste Collection and Disposal

West Dunbartonshire Council offers waste collection and disposal services to businesses within West Dunbartonshire.

This waste is collected in containers to suit customer needs and landfilled. Businesses which take part in the Council's Commercial Waste Recycling Services qualify for a 5% discount on their annual waste collection and disposal costs. Information on types of containers, frequencies and costs associated with this



service can be found in the duty of care pack which accompanies this information leaflet. The form must be completed by a Director of the Company or a duly authorised official of the company or business and returned by the due date to ensure service commences for new customers and is continued for existing customers.

For further information on waste collection and disposal services please contact : 01389 738699.

### Commercial Waste Recycling



To help West Dunbartonshire Council Commercial Waste customers reduce the impacts of increases in waste disposal costs we have been reviewing our commercial recycling services and can now offer a limited recycle collection service to customers which can help customers reduce costs as they will not have to pay any landfill disposal charges for waste that is recycled. These services are offered to customers who have a waste disposal contract with West Dunbartonshire Council. This service is limited to one uplift of segregated cardboard packaging per week (see below) and 2 blue recycling bins uplifted on a four weekly frequency, which can help businesses recycle papers, small amounts of cardboard, plastic bottles and food and drink cans. Producers with larger quantities of these types of waste can contact the Waste Services Section for a quotation.

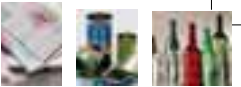
### Dry Recyclates

**WHAT** can be recycled using your Commercial Waste **BLUE** Recycling bin?

Please place the following recyclates (resources that can be recycled) into your BLUE bin:



Paper and cardboard (non confidential office papers, magazines, newspapers, brochures, junk mail (no window envelopes) small amounts of cardboard, leaflets, pamphlets, flyers and office paper)



Plastic bottles - no bottle tops or carrier bags - (plastic milk bottles , drinks bottles, shampoo and detergent bottles)



Cans (aluminium and steel cans including food and drink cans)

### NO OTHER WASTE IS ACCEPTED WITHIN THE BLUE BINS

It is important that only the correct recyclates go into your **BLUE** bin or your business will be **charged at the full waste disposal rate.**

### Cardboard Packaging

For producers of medium amounts of cardboard packaging the Council provide a collection service. The cardboard requires to be segregated from your normal refuse service or blue bin collection service. The service is a weekly collection service and all cardboard should be flat packed, tied and placed in the cardboard recycling bag where provided. Producers with larger quantities of this type of waste can contact the Waste Services Section for a quotation



If you wish to take part in these services please include the appropriate information in your duty of care return.

### Other Services

Whilst the Council may not offer all of the services that businesses require to reduce their waste, it can provide advice to businesses who wish to reduce the impacts of their waste on the environment.