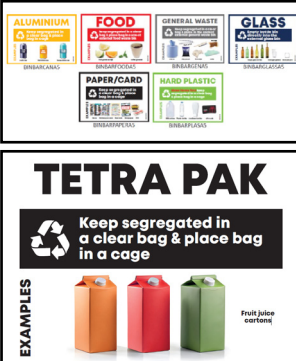


Cloth	Area specific colour coded cloth
PPE	• Safety gloves 
Chemicals	• Sanitiser
Reference	• Safety policies • Risk assessment manual • COSHH manual • Recycling Posters • SOP K0071 - Recycling procedures - Kitchen • SOP OF0022 - Manual Handling - general • SOP OF0034 - Confidential media collection procedures • SOP OF0266 - Printer toner cartridge recycling • Energy, Environment and Recycling Guide
Equipment	• Clear plastic bags • Roll cage • Shredding bags (blue and white) • Plastic security tag seals • Security seal stickers • Plastic bins • Bottle skip • Recycling bin stickers (POS-Exel) • Confidential media waste bags (red and white)
 VideoSOP	To be used together with this written SOP. Tap here to play 

Step 1		Recycling bins must be set up for each of the following areas as a minimum: • Office. • Cellar. • Kitchen. • Bar. • Hotels. • Clearly label each bin using the relevant sticker to indicate what recyclable items are to be placed in it. • A comprehensive list of all recyclable items can be found at the end of this SOP.
Step 2		• Steel and aluminium cans and plastics must be separated and returned in clear recycling bags. • Ensure all tote boxes and plastic trays are returned. • Tote boxes must be stored in a clean, dry area with the lids closed. • Tote boxes must be clean, empty and nested when returning to the NDC. • Ensure that cardboard is broken down and stacked neatly in the cages. • Cardboard must be segregated from all other recycling. • Empty, lidded chemical containers must be returned in clear recycling bags, separated from other recyclable plastics. Do not return chemical containers for recycling if they do not have a lid securely in place. Chemical containers without a lid must be disposed of in an external general waste bin.
Step 3		Office - the following items must be recycled: • Large and small coin bags. • Magazines, newspapers, small pieces of card and general non-confidential paperwork. • Printer cartridges and toners. Refer to SOP OF0266 - Printer toner cartridge recycling.
Step 4		• All confidential waste paper must be returned to the National Distribution Centre (NDC) in a sealed shredding bag (blue and white) on the specified date of collection. • Secure the bag at the top using the plastic security tag and record the serial number from the tag on the collection note. • CCTV DVDs must be returned in the specific confidential media waste bag (red and white). Refer to SOP OF0034 - Confidential media collection procedures.

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Step 5		Cellar - the following items must be recycled: • Cardboard. • Plastic bottles and keg caps. • Plastic wrapping from cases and boxes. • The internal plastic from bag in box wine and cider. • Pump clips (for re-use - return in a separate clear plastic bag).
Step 6		Kitchen - refer to SOP K0071 - Recycling procedures - Kitchen.
Step 7		Bar - the following items must be recycled and returned in clear recycling bags: • Milk bottles with lids on. • Plastics and plastic wrapping. • Metal, eg cans. • Paper. • Juice cartons. These must be completely empty, and have the plastic lid/cap removed. The lid/cap can be recycled with the other plastic waste. • Condiment bottles which have been rinsed out. • Empty, lidded chemical containers. • Each type of recycling listed above must be in it's own bag. Do not mix recycling types in a single bag. • Cardboard (excluding juice cartons, eg orange, apple, cranberry and pineapple juice). Cardboard does not need to be placed in a bag. Refer to step 9.
Step 8		• A dedicated bottle skip must be available on the bar. • The skip must be emptied into the designated glass recycling bins as required throughout the day. • Where possible, bottle skips must only be half filled such that they can be emptied by a single employee. • Work in pairs when lifting full bottle skips ensuring safety gloves and safety glasses are worn. Refer to SOP OF0022 - Manual Handling - general. • Ensure that only glass is placed into the glass recycling bins.
Step 9		• All roll cages must be loaded correctly before being returned. • All waste oil from fryers must be returned in multiples of four and placed at the base of the cage on 1 layer of cardboard. Subsequent layers must be neatly stacked onto the lid of the lower container. • Cardboard must be broken down and layered neatly in a separate cage. • All other recycling must be placed in a separate cage. • Do not place POS recycling loose in a cage. POS recycling must be returned in either a cardboard box or tote box. • Do not overfill the cage. • Food waste, general waste, mixed bags, black refuse sacks, open tubs of oil, sharps, knives and glass must not be returned to the NDC.

Step 10		• Agree the quantity of recycling being returned with the DHL driver and ensure that this is recorded on the delivery paperwork. • Do not use black refuse bags for recycling. • Do not empty bottle skips at times which would cause disturbance to neighbours. • Do not wipe out bottle skips with your hand. Clean using sanitiser and warm water. Swirl the sanitiser solution around the bin and pour into an external drain. • For all other bins, using the area specific colour coded cloth and sanitiser, clean the inside and outside of all bins after emptying. • Do not send any food waste back to the National Distribution Centre (NDC). • If recycling is not presented as per this SOP, the DHL driver will refuse to accept it. • For any other items that can be recycled, eg equipment, furniture, raise a call out via the property maintenance system or Waste Management Team.
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Recycling table on next page

Item		Group	Disposal route	Added detail
Bar and front of house	Beer bottle caps	General waste	Veolia general waste (in clear plastic bag)	
	Beer mats	Paper	DHL (in clear plastic bag)	
	Cans	Metal, aluminium	DHL (in clear plastic bag)	
	Cigarette ash/butts	General waste	Veolia general waste (in clear plastic bag)	No hot ash in the bin
	Condiment bottles	Hard plastic	DHL (in clear plastic bag)	Rinse out: apply lids before disposal
	Condiment sachets	General waste	Veolia general waste (in clear plastic bag)	
	Crisp packets	General waste	Veolia general waste (in clear plastic bag)	
	Customer waste	General waste	Veolia general waste (in clear plastic bag)	Check whether any items can be recycled
	Fruit	Food	Veolia – red food bin (in clear plastic bag)	
	Gift cards (expired/old)	Hard plastic	DHL (in clear plastic bag)	Cardboard backing in paper/card
	Glass bottles	Glass	Veolia glass bin	
	Juice cartons (Tetra Pak)	Tetra Pak	DHL (in clear plastic bag)	Remove plastic lid and return it as hard plastic
	Menus	Paper	DHL (in original box or clear plastic bag)	
	Newspapers	Paper	DHL (in clear plastic bag)	
	Water bottles	Hard plastic	DHL (in clear plastic bag)	Apply lids before disposal (prevents any leaks)
	POS	Paper	DHL (in original box or clear plastic bag)	
	Receipts	General waste	Veolia general waste (in clear plastic bag)	
	Straws	General waste	Veolia general waste (in clear plastic bag)	
	Vinegar bottles	Glass	Veolia glass bin	Must be empty
	Wetherspoon News	Paper	DHL (in original box or clear plastic bag)	

Hot drinks station	Coffee cup (take-away cups)	General waste	Veolia general waste (in clear plastic bag)	
	Coffee cup branded wrap (take-away cups)	Paper	DHL (in clear plastic bag)	
	Coffee grounds	Food	Veolia – red food bin (in clear plastic bag)	
	Coffee lid (take-away cups)	Hard plastic	DHL (in clear plastic bag)	
	Coffee packaging (foil bag)	General waste	Veolia general waste (in clear plastic bag)	
	Milk bottles	Hard plastic	DHL (in clear plastic bag)	Rinse out: apply lids before disposal (prevents any leaks)
	Stirrers	General waste	Veolia general waste (in clear plastic bag)	
	Sugar; sweetener sachets	General waste	Veolia general waste (in clear plastic bag)	Leftover sugar to be put in food bin
	Tea bags	General waste	Veolia general waste (in clear plastic bag)	

Cleaning, maintenance	Bins (old)	Hard plastic	DHL – in separate cage	
	Batteries	Hazardous waste	Veolia EcoBox	Call Veolia 0370 606 0686
	Blue roll	General waste	Veolia general waste (in clear plastic bag)	
	Blue roll (outer plastic wrapping)	Soft plastic	DHL (in clear plastic bag)	
	Chemical bottles	Hard plastic	DHL (in <u>separate</u> clear plastic bag)	Apply lid before disposal (prevents any leaks)
	Cloths	General waste	Veolia general waste (in clear plastic bag)	
	Florescent tubes	Hazardous waste	Veolia – separate collection to be arranged	Call Veolia 0370 606 0686
	Furniture (broken)	Wood	Contact Veolia	Call Veolia 0370 606 0686
	Hand soap innards (plastic)	General waste	Veolia general waste (in clear plastic bag)	
	Lightbulbs (not florescent tubes)	Hazardous waste	Veolia EcoBox	Call Veolia 0370 606 0686
	Mop heads	General waste	Veolia general waste (in clear plastic bag)	
	Paint cans (empty or full)	Hazardous waste	Veolia EcoBox	Call Veolia 0370 606 0686
	Peek metal tin	Hazardous waste	Veolia EcoBox	Ensure lid secure
	Rational cleaning tablet plastic tubs	Hard plastic	DHL (in clear plastic bag)	Ensure lid secure
	Aluminium foil sheets	General waste	Veolia general waste (in clear plastic bag)	

Kitchen	Plastic bacon packaging – remove red font – not raw meat	General waste	Veolia general waste (in clear plastic bag)	
	Bread bags	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Burger skewer	General waste	Segregated into a separate container	Follow SOP K0035 general waste management (step 1)
	Butter packets	General waste	Veolia general waste (in clear plastic bag)	Leftover butter in the food bin
	Cheddar cheese packet	Hard plastic	DHL (in clear plastic bag)	Must be empty
	Chicken nugget bag	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Chicken breast bag	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Chicken strips bag	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Chip bag	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Coleslaw plastic tub	Hard plastic	DHL (in clear plastic bag)	Must be rinsed out
	Cooking oil – empty drum (5 litres and 15 litres)	Hard plastic	DHL (in clear plastic bag)	Must be rinsed out
	Cooking oil (used oil)	Oil	DHL – stacked at the bottom of a cage – either four or two with a tote box	
	Crockery (broken)	General waste	Must not be placed into bin liners. Dispose directly into the refuse wheelie bin	Follow SOP K0035 general waste management (step 1)
	Curry packaging (tikka/jalfrezi etc)	General waste	Veolia general waste (in clear plastic bag)	
	Cutlery (broken/damaged)	General waste	Veolia general waste (in clear plastic bag)	For knives follow SOP K0052 – Handling and storage of knives
	Cutlery-polisher grains	General waste	Veolia general waste (in clear plastic bag)	
	Egg trays and boxes	Cardboard	DHL – in a cage (card neatly flattened/stacked)	
	Five-bean packaging	General waste		
	Flour packets and batter mix packets	Paper	DHL (in clear plastic bag)	Must be empty
	Food	Food	Veolia – red food bin (in clear plastic bag)	
	Garden pea bag	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Gherkin tub	Hard plastic	DHL (in clear plastic bag)	Rinse out: apply lids before disposal
	Grated Cheddar bag	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Guacamole tubs	Hard plastic	DHL (in clear plastic bag)	Rinse out: apply lids before disposal
	Ham packaging	General waste	Veolia general waste (in clear plastic bag)	
	Hash brown bags	Soft plastic	DHL (in clear plastic bag)	Must be empty

	Ice cream tubs	Hard plastic	DHL (in clear plastic bag)	Rinse out: apply lids before disposal
	Jam jar lids	Metal, aluminium	DHL (in clear plastic bag)	
	Jam jars	Glass	Veolia glass bin	Must be rinsed out
	Kids' spaghetti tub	General waste	Veolia general waste (in clear plastic bag)	
	Knives	General waste	Wrapped in cardboard and securely taped up	SOP K0052 – Handling and storage of knives
	Margarine tubs	Hard plastic	DHL (in clear plastic bag)	Must be rinsed out
	Mozzarella cheese bags	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Mushroom trays	Hard plastic	DHL (stack at top of cage)	
	Onion ring bag	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Pasta tub	Hard plastic	DHL (in clear plastic bag)	Must be rinsed out
	Poached eggs (plastic wrap)	General waste	Veolia general waste (in clear plastic bag)	
	Porridge pot outer wrap	Paper	DHL (in clear plastic bag)	
	Porridge pot tub	Hard plastic	DHL (in clear plastic bag)	Must be rinsed out
	Portion pots	Hard plastic	DHL (in clear plastic bag)	Must be rinsed out
	Potato scone bag	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Quorn sausage bag	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Raw meat packaging (black pudding, sirloin, gammon, mixed grill, burgers, sausages)	General waste	Veolia general waste (in clear plastic bag)	
	Salad bags	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Sauce bottles (salad dressing etc)	Hard plastic	DHL (in clear plastic bag)	Rinse out: apply lids before disposal
	Sour cream tub	Hard plastic	DHL (in clear plastic bag)	Rinse out: apply lids before disposal
	Steel cans (beans, mushy peas)	Metal, steel	DHL (in clear plastic bag)	Must be rinsed out
	Strawberry/blueberry plastic trays	Hard plastic	DHL (in clear plastic bag)	Must be empty
	Tortilla wrap packaging	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Tuna pouch	General waste	Veolia general waste (in clear plastic bag)	
	Veg samosa bags	Soft plastic	DHL (in clear plastic bag)	Must be empty

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	Wetherspoon-branded paper	General waste	Veolia general waste (in clear plastic bag)	
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Hotel	Hotel bedding (duvets/pillows)	Specialist removal	Veolia – separate collection to be arranged	Call Veolia 0370 606 0686
	Mattresses	Specialist removal	Veolia – separate collection to be arranged	Call Veolia 0370 606 0686

Back of house (cellar/office)	Pegs (keg pegs)	General waste	Veolia general waste (in clear plastic bag)	
	Pepsi innards	General waste	Veolia general waste (in clear plastic bag)	
	Keg cap	Hard plastic	DHL (in clear plastic bag)	
	Cardboard	Cardboard	DHL – in a cage (card neatly flattened/stacked)	
	Electric fly killer – style with light bulbs	Waste Electrical and Electronic Equipment (WEEE)	Veolia EcoBox	Call Veolia 0370 606 0686
	Electric fly killer – LED style	Waste Electrical and Electronic Equipment (WEEE)	DHL – via the cages (call helpdesk to arrange before placing on cage)	Condemned equipment only (microwave size or smaller)
	Gas cylinders	BOC	Contact BOC to remove	SOP OF0111 – Ordering and receipting a BOC delivery
	Plastic wrappers from wine/cider	Soft plastic	DHL (in clear plastic bag)	Must be rinsed out
	Pump clips	Hard plastic	DHL (in clear plastic bag)	
	Coin bags	Soft plastic	DHL (in clear plastic bag)	
	Delivery notes	Confidential waste	Confidential waste bag	SOP OF0102 – Confidential data management and disposal
	Sharps/needles	Sharps	PHS	SOP OF0028 – Disposal of needles & sharps
	Shrink wrap	Soft plastic	DHL (in clear plastic bag)	
	Staff uniforms	General waste	Veolia general waste (in clear plastic bag)	
	Toners/ink cartridges	Hazardous waste	Via toner supplier	SOP OF0266 – Printer toner cartridge recycling
	Small electrical equipment	Waste Electrical and Electronic Equipment (WEEE)	DHL – via the cages (call helpdesk to arrange before placing on cage)	Condemned equipment only (microwave size or smaller)
	Large electrical equipment	Waste Electrical and Electronic Equipment (WEEE)	Contact Veolia to arrange collection	Condemned equipment only (bigger than a microwave) Call Veolia 0370 606 0686
	Vacuum cleaners	Waste Electrical and Electronic Equipment (WEEE)	DHL – via the cages (call helpdesk to arrange before placing on cage)	Condemned equipment only (microwave size or smaller). Must be empty
	Wine BIBs – inner bag	General waste	Veolia general waste (in clear plastic bag)	Must be empty
	Pallets	Wood	Collection by the supplier	Call Veolia as last resort 0370 606 0686

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