

GET READY FOR
**SIMPLER
RECYCLING**

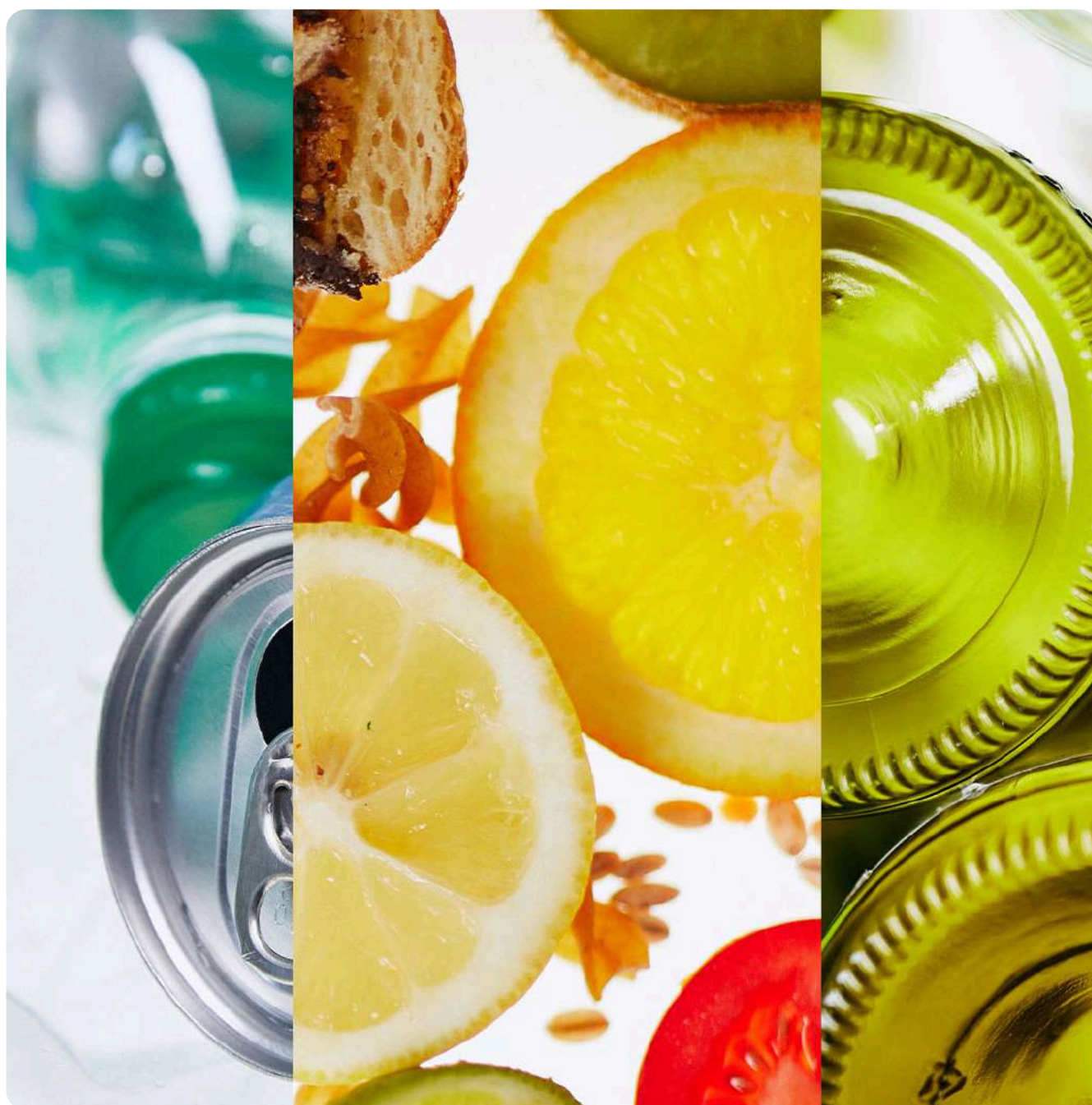
What is Simpler Recycling?

Simpler Recycling is a UK-wide legal framework developed to make the recycling process more straightforward. The main intention of the framework is to create consistency in the waste and recycling materials collected from households and businesses.

The legislation outlines a core set of materials which must be collected, to remove current national recycling scheme inconsistencies and help the UK hit their recycling rate target of 65% by 2035. Recycling these items are not only beneficial to the environment but more cost effective than simply disposing of them, meaning this is a win-win for businesses.

This guide outlines exactly what you need to know and help navigate the changes and stay compliant.

Any Questions? Contact us today helpdesk@recorra.co.uk



When do these requirements come into force?



*(for businesses with 10 or more full-time staff across the whole company)

What are the changes, and what do they mean for Recorra customers?

Mandatory Recycling

All businesses must recycle paper, card, rigid plastics, metals (cans), and now cartons.

Clean and dry plastics, metals and cartons are collected in Mixed Recycling.

Paper and Card

Paper and cardboard should be collected separately to Mixed Recycling as this keeps fragile fibres away from potential food and liquid residue within mixed recycling. Through Recorra, our customers can have separate card-only and paper-only collections. If you can only do one, we recommend segregating paper.

If this is not technically, environmentally or economically practicable for your business, we will ask you to complete a simple online form evidencing this and you can continue to place these items in the mixed recycling. This form will be accessible for customers in the coming weeks.

Food

All businesses must recycle food waste.

Glass

All Recorra customers must have a separate glass collection (if you produce glass).

In a multi-occupancy building?

For customers within multi-tenanted buildings, it is each business' responsibility to remain compliant with legislation and ensure these materials are recycled. This means each occupier will need bins for mixed recycling, paper, card (if segregated) and food waste, and for glass if their business produces glass.

Getting Simpler Recycling ready

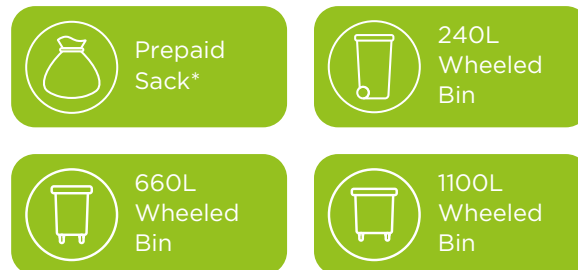
Mixed Recycling

Mixed Recycling includes recyclable materials such as metals (cans), rigid plastic and now cartons, in a singular waste stream to be processed. Your recyclables should be clean and dry to avoid contamination.

By default, as per government guidelines, paper and card should be collected separately to Mixed Recycling, where practicable.

Most businesses will already have Mixed Recycling collections set up, but they must ensure all items listed are collected.

How do we collect Mixed Recycling?



*In compliance with council time banding

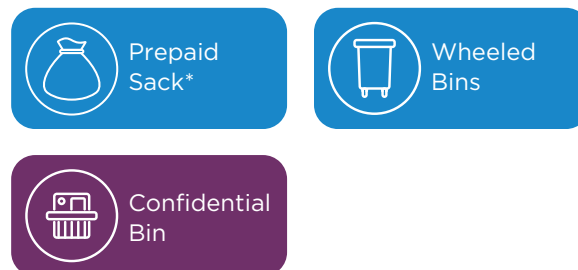
Paper and Card

Paper and cardboard (fibre) should be collected separately to Mixed Recycling, where practicable. This is to avoid potential contamination of fibres from food and liquid residue in mixed recycling.

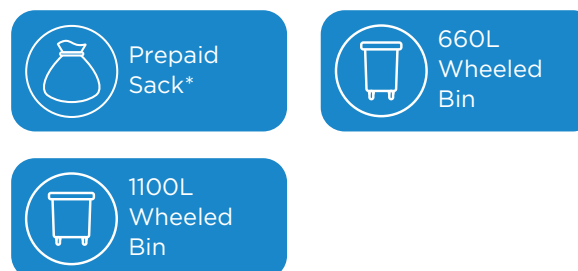
Recorra already provides separate collections for paper and card. If you can only segregate one stream, we recommend segregating paper as these fibres are less durable.

If this is not technically, environmentally or economically practicable for your business, we will ask you to complete a simple assessment form evidencing this and you can continue to place these items in the mixed recycling. We'll be sending this out to customers in the coming weeks.

How do we collect Paper?



How do we collect Cardboard?



*In compliance with council time banding

Glass

We collect and recycle glass, whatever the colour. We collect glass as a separate waste stream, so customers will need to set this up (if they produce glass) to remain compliant with government legislation.

As a rule of thumb, we advise setting up collections if you produce 5 or more bottles per week. Collections can be undertaken on either a scheduled or ad-hoc basis.

For health and safety reasons, please place your glass directly in your crate or bin. We do not accept sacks within crates or bins.

How do we collect Glass?



*In compliance with council time banding

Getting Simpler Recycling ready

Food Waste

From March 2025, separate food waste collections will be mandatory for businesses. Many customers will already have food collections but use this as an opportunity to re-educate your staff about the importance of food recycling.

We provide food waste recycling to suit the needs of any business and have a range of collection methods for any business, big or small.

Bin exchange services are also available meaning that food bins are collected full and exchanged with clean, washed empty bins. They are emptied and washed, back at our facility after each collection. We also offer a hybrid service where bins are only exchanged once per fortnight or month, to keep costs down but also periodically giving you new bins.

For every food waste collection we complete, Recorra donates the equivalent of one meal to our charity partner Plan Zeroes, who helps businesses donate surplus food to communities in need.

Circular Box

From March 2027, businesses will be required to recycle flexible plastics. These plastics are soft plastics that can bend without breaking, commonly used in packaging, consumer goods, and medical devices due to their durability and adaptability.

It is not yet clear whether flexible plastics will be collected separately or mixed together; once the government gives us clarity on this, we will adapt if needed and inform our customers in due course.

The Circular Box was created to capture your hard-to-recycle items, such as flexible plastics, and so is the ideal service to stay compliant with changing legislation. We deliver your box to your workplace and collect it directly from your office once full.

How do we collect Food Waste?



*In compliance with council time banding

For businesses who may not produce much food waste, we can also undertake small volume collections from within your premises. You can purchase these either from our office supplies website or via our Helpdesk.



How do we collect Flexible Plastics?



To allow us to recycle as much as possible, we collect one material per Circular Box.

Getting your workplace ready

These changes come into force for all businesses with 10 employees or more across the company. This means that if your business has 2 sites and 5 employees work at each, making a total of 10, each site will have to comply with Simpler Recycling. For businesses with fewer than 10 employees, Simpler Recycling will come into force 31st March 2027, however, we advise you get compliant as soon as possible.

Follow our 3-step guide to getting Simpler Recycling compliant.

Step 1 - Review your waste services

Evaluate your waste streams to check whether you have all the services required. Remember segregated food collections are mandatory and consider whether it is possible for you to segregate paper and card. Speak to your Account Manager, Sustainability Consultant or our helpdesk to see how we can help you. You can browse our streams [and](#) container types [here](#).

Step 2 - Check your binfrastructure

Undertake a review of internal binfrastructure and posters, ensuring that your staff can dispose of all the core waste streams. You can browse our suite of internal bins [here](#) and updated bin posters [here](#), we recommend printing them and placing them around your workplace.

We have a template DIY Recycling Improvement Strategy [here](#) which your business can complete or get in touch with our Sustainability Team for help at sustainabilityteam@recorra.co.uk

If in a multi-occupancy building, it is the responsibility of individual businesses to ensure they are compliant, so make sure you have all the containers required.

Step 3 - Educate your staff

Use Recorra's resources to educate employees on correct recycling practices at your workplace. Our training videos and games are available [here](#) and our educational blogs are [here](#). Watch our webinars [here](#).

Get in touch with sustainabilityteam@recorra.co.uk for more info.





London
52 Lant St
London
SE1 1RB
020 7407 9100

helpdesk.london@recorra.co.uk

Brighton
Unit 6, 30 Chartwell Road
Lancing Business Park
Brighton
BN15 8TU
01273 685 628

helpdesk.southeast@recorra.co.uk

Hastings
Unit 11, Moorhurst Road
St Leonards on Sea
East Sussex
TN38 9NB
01424 853 985