



 **recycle**  
for Runnymede

# Your guide to the new recycling and waste collection service



# About Runnymede recycling and waste collections

From the **31 January 2011** you will be receiving the new recycling and waste collection service. This guide shows you how to use your new service.

To help you recycle more we have provided you with:

1. A kitchen caddy.
2. An external food waste bin.
3. A starter roll of compostable liners.
4. A sticker to write your house number on and stick to the side of your green outside food bin.
5. A black recycling box.
6. A calendar showing your collection dates for 2011.





## Why are we changing?

### The benefits of the new services are:

- Makes it more convenient for you to recycle.
- Allows you to recycle more materials from your home.
- Recycling conserves our natural resources

## What happens to your waste?

Your recycling is processed in the UK whenever it can be. This is only possible because you separate your recycling. It is top quality and what the manufacturers in the UK are after. Also because you separate it, the recycling is contamination free. There is no contamination so 100% gets recycled. This means none of your recycling ends up in landfill.



## Frequently asked questions

### What if I can't fit my rubbish in my black wheelie bin?

If you recycle and compost everything you can, you should have very little waste left. Please ensure that all waste is contained inside the bin with the lid closed. If you are struggling to fit all your waste that can't be recycled in your bin then please contact the Runnymede Recycling Hotline. We will send someone from our recycling team to visit you and offer advice.

### What time should I put my containers out?

Make sure your containers are out by 6.00am on your collection day. Please check your new collection calendar as your collection day may have changed.

### Will I get flies and maggots in my black wheelie bin if it's collected fortnightly?

No. Flies and maggots are caused by rotting food waste. Please use your weekly food waste collection service.



# Food Bin and Caddy



1



Line your caddy with a compostable liner and fill it with food waste.

2

When it is full, tie the liner and put it in your food bin.



3



open



locked



Keep your food bin outside and out of direct sunlight. To help stop pests, lock the outside bin by moving the handle forward.





## What can I put in my food bin?

**The larger green food bin** is for outside and can be locked by pushing the handle to the front of the bin. This is the bin to put out on collection day.

**The smaller silver caddy** is for your kitchen and is used to transfer your food waste to the outside food bin. Again if you wish to lock this caddy, move the handle to the front of the container.



**All raw or cooked food** can be recycled including plate scrapings, meat bones, fruit and vegetable peelings, bread, fish bones and fruit stones. Really anything that you don't eat.



We have also given you a starter roll of compostable liners to line your silver caddy. After you have used these you can either **buy more at your local supermarket** or just **wrap your food waste in newspaper**.

Please do not line your food bin with plastic bags as they do not rot and your food waste will not be taken.

## Food Waste

### Yes please

- ✓ Meat and fish
- ✓ Fruit and vegetables
- ✓ All dairy products
- ✓ Bread, cakes & pastries
- ✓ Rice, pasta & beans
- ✓ Uneaten food
- ✓ Tea bags & coffee grounds

### No thanks

- ✗ Packaging of any sort
- ✗ Liquids
- ✗ Oil or liquid fat

You can use any compostable liners with the following logo:



Remember you can also use newspaper.



# Blue Recycling Box

What can I put  
in my blue box?



food tins &  
drink cans

## All cans and tins

Please wash these before you recycle. Please push all can lids back inside the can to avoid people cutting their hands when emptying your box.



aerosols

## All types of aerosols

Put any plastic lids into your black box.



mixed glass  
bottles & jars

## All glass bottles and jars

Rinse before recycling in your blue box. Please don't put broken glass in your box.



## Food tins, drinks cans & glass

### Yes please

- ✓ Glass bottles & jars
- ✓ Cans and tins
- ✓ Clean foil
- ✓ Empty aerosols

### No thanks

- ✗ Bottle tops
- ✗ Jar lids
- ✗ Pyrex
- ✗ Broken glass
- ✗ Drinking glasses
- ✗ Plastics

**Place all items loose in  
your box. Don't bag any  
of your recyclables.**



# Black Recycling Box

What can I put  
in my black box?



## Cardboard

The cardboard must be torn down and flattened so that it can fit into your black box. If this is not possible you can take your cardboard to the nearest bring site that accepts cardboard.



## Cartons

Such as Tetra Pak. Please wash out and squash before recycling.



## Plastics

Please make sure that all your plastic items are washed and squashed.



**If you have not yet received  
your new black recycling  
box, please contact us.**

## Cardboard, plastics & cartons

### Yes please

#### Cardboard

- ✓ Greeting cards
- ✓ Pizza boxes
- ✓ Cereal packets
- ✓ Frozen food packaging
- ✓ Corrugated Cardboard
- ✓ General grey board packaging

#### Cartons

- ✓ Tetra Pak cartons

### Envelopes

- ✓ Envelopes

#### Plastics

- ✓ Plastic milk bottles
- ✓ Soft drinks bottles
- ✓ Shampoo bottles
- ✓ Detergent bottles
- ✓ Household cleaning bottles
- ✓ Yoghurt Pots
- ✓ Meat trays
- ✓ Plastic fruit & vegetable tubs
- ✓ Margarine & ice cream tubs

### No thanks

- ✗ Plastic carrier bags
- ✗ Plastic wrapping
- ✗ Food Waste
- ✗ Foil seals
- ✗ Oil & grease
- ✗ Polystyrene trays and packaging
- ✗ Glass
- ✗ Food tins
- ✗ Drinks cans
- ✗ Paper



# Blue Bag

What can I put  
in my blue bag?



paper

## All paper of any colour

If you shred your  
paper please wrap  
it in newspaper  
before placing in  
your blue bag.



newspapers  
& magazines

## All magazines and newspapers



telephone  
directories

## Telephone directories

Including Yellow Pages.



## Paper

### Yes please

- ✓ Newspapers
- ✓ Magazines
- ✓ Junk mail
- ✓ Catalogues
- ✓ Telephone directories
- ✓ Yellow Pages

### No thanks

- ✗ Cardboard
- ✗ Envelopes & sticky labels







## Black Bag

What can I put  
in my black bag?



### Textiles

#### Yes please

- ✓ Clean dry clothing, handbags and paired shoes
- ✓ Curtains, sheets, towels and blankets
- ✓ Ripped, torn & worn out textiles

#### No thanks

- ✗ Duvets and pillows
- ✗ Dirty or soiled clothing



#### Mixed textiles and clothes

Including paired shoes, towels, blankets, belts and handbags. Please make sure these items are clean.



## Clear Bag

What can I put  
in my clear bag?



### Batteries, spectacles & mobile phones

#### Yes please

- ✓ Batteries
- ✓ Spectacles
- ✓ Mobile Phones

#### No thanks

- ✗ Broken spectacles
- ✗ Car batteries





# Garden Waste

What can I put  
in my green wheelie  
bin or green sack?



garden  
waste

## Garden Waste

Leaves, bark, small branches  
and twigs, grass cuttings, cut  
flowers, plants, windfalls and  
hedge clippings.



## Garden waste

### Yes please

- ✓ Hedge cuttings
- ✓ Cut flowers, prunings  
& plants
- ✓ Twigs & small branches
- ✓ Grass cuttings and leaves

### No thanks

- ✗ Bricks and rubble
- ✗ Soil and turf
- ✗ Plant pots & plastics
- ✗ Pet or food waste
- ✗ Branches thicker than  
3" (7.5cm)

**If you would like us to collect your  
garden waste in either bags or a  
green wheelie bin then contact us to  
arrange it for an additional charge.  
This will be collected every two weeks.**



# Black Wheelie bin

## What can I put in my black wheelie bin?

The very few things you can't recycle are collected from your black wheelie bin. This should now be very empty so we will be collecting this once a fortnight. Your bin won't be emptied if the lid isn't closed. Only waste inside your bin will be collected.

The new service begins on 31 January 2011. Please check your new collection calendar as your collection day may have changed. Please make sure your wheelie bin is out on your collection day by 6.00am every two weeks.



We will collect one black wheeled bin from each property. We will collect any black bins you no longer need, free of charge.



## Waste that can't be recycled

### Yes please

- ✓ Bagged animal or pet waste
- ✓ Bagged disposable nappies
- ✓ Cool ashes from fires
- ✓ Plastic wrapping and polystyrene

### No thanks

- ✗ Items that can be recycled
- ✗ Hedge cuttings
- ✗ Cut flowers, prunings & plants
- ✗ Twigs and small branches
- ✗ Grass cuttings and leaves
- ✗ Bricks and rubble

**We also offer collections of bulky items such as sofas or fridges for a small charge. Please call us on 0800 052 0067 for more information.**



# We're here **to help**

We hope this Guide has answered most of your questions. If you wish to talk to us or find out more please contact us on the details below. If you need further help, you can book an appointment with one of our officers who will visit you at home, assess your needs and help you join in the new recycling service.



Runnymede Borough Council, Civic Centre,  
Station Road, Addlestone, Surrey KT15 2AH



**0800 052 0067**



**recycling@runnymede.gov.uk**



**www.runnymede.gov.uk**

This guide is printed on recycled paper. Please recycle after use.

## Contact us for any of the following

- If you do not have any of the recycling containers within this Service Guide, excluding garden waste containers, please contact us and we will arrange delivery without any charge.
- If you do not know what your new collection day will be as of 31 January 2011 please go to our website or contact us.
- If you have more than six people living at your property and think you will need a larger black wheelie bin, please let us know and we can discuss this with you.
- If your age or health make it hard for you to put your recycling or rubbish out for collection we can arrange to collect it from your property.

**If you would like this leaflet in audio, Braille or with larger text, please contact us.**



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