

## COMMUNITY RECYCLING

### How to set up a local waste reduction, re-use or recycling project

#### A Practical Guide



### Sharing Resources

Sharing Resources is a joint Waste Watch and Community Recycling Network project and was launched in February 1999. It is currently funded by the National Lottery Charities Board to provide free of charge training and specialist consultancy services to community groups across the UK who wish to set up new waste reduction, re-use or recycling projects or develop and expand existing ventures.

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Waste Watch is the national charity promoting waste reduction, reuse and recycling and was established in 1987. It operates Wasteline, a free telephone and postal information service, and offers information and advice through publications, seminars, training days and conferences. It produces education materials for schools and works with local authorities, businesses and community groups to promote practical action. For general information on reducing, reusing and recycling waste contact the Waste Watch Wasteline, tel 0870 243 0136.

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## **CRN**

The Community Recycling Network (CRN) is the national umbrella organisation for over 250 community groups, co-operatives and not-for-profit businesses in the community waste sector. Members work in partnership with local authorities and business to develop best practice in all fields of sustainable waste management, including waste minimisation, re-use and materials recycling. The CRN promotes the sociological and environmental benefits of community recycling by providing advice, training, information and practical initiatives.

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## **INTRODUCTION**

## **Section 1 Ideas to get you started**

**Producing a local waste directory**

**Kerbside collections**

**Community collection depots and bring sites**

**Scrapstores**

**Repair & renovation : Furniture & domestic electrical appliances**

**Composting**

## **Section 2 Starting a recycling project**

**Doing your homework**

**Getting a group organised**

**Money matters**

**Premises**

**Transport**

**Insurance**

**Publicity and promotion**

**Workforce**

**Starting a recycling business**

## **Section 3 Recycling materials**

**Paper**

**Ferrous metals**

**Aluminium**

**Glass**

**Plastics**

**Textiles**

**Household hazardous waste**

## **Section 4 Contacts and further reading**

**General contacts**

**Contacts : success stories**

**Further reading**

## INTRODUCTION

The size of our waste problem is immense! About 27 million tonnes of municipal waste alone is created each year in the UK, which is growing steadily year on year by about 3%. Currently, there is no statutory requirement for local authorities to provide recycling services, which is why so many community based organisations across the UK have established their own schemes, often in partnership with their local authority and / or the business sector. Today, collectively they provide recycling services to over 4 million people, 14,000 businesses and 2,000 schools and colleges across the UK, and have created hundreds of new jobs and training opportunities into the bargain. In fact, the CRN membership handles the largest tonnage of kerbside recyclables of any company in the UK.

The 1996/97 UK recycling rate was 7.5%, and although there are currently no statutory measures for recycling services, the Government has set a voluntary targets of recycling or composting 25% of the UK's household waste by 2005. There are also medium term objectives of 45% recovery, including 30% recycling and composting by 2010. The impetus for these targets has mainly come from European legislation on waste, which is slowing impacting on the UK. The main measure is the recently adopted EU Landfill Directive, which requires all member states to reduce biodegradable municipal waste to 65% of 1995 arisings and for two thirds of municipal waste to be recovered by 2015. This will have an effect on how we manage waste materials such as kitchen and garden waste, paper and wood from households in the future.

Another important piece of legislation, is The Packaging Regulations and Producer Responsibility Obligations, 1997 - designed to implement the recycling and recovery targets of the EC Directive on Packaging and Packaging wastes. This stipulates that each member state should recover at least 50% of all packaging wastes, and that at least 25% should be recycled, with a minimum of 15% for each material - paper, aluminium, steel, plastics and glass (including wood from 2000). It is the responsibility of the producers of the packaging waste materials to collect them and provide evidence in the form of Packaging Recovery Notes (PRNs) that they have met their requirements. The Environment Agency are responsible for regulating this process. Although it is early days, the amount of packaging waste created continues to rise and the full impact of this measure has not yet been realised by the community waste sector.

The guide covers a wide range of issues of importance to the prospective recycler. It includes information on some recyclable materials, a guide to different types of recycling project (including case studies), and practical advice on setting up projects, which includes everything from getting insurance to dealing with waste management legislation. Whether you are looking to start a totally voluntary run, local project, or a fully - fledged community business, this book will provide you with enough information to get started.

Make good use of the range of advice available to help to realise your ideas; specialist advice and tailor made consultancy is available through Sharing Resources and its team of Advisors, all of whom have been recruited from well established and successful community based ventures from across the UK. Further sources of advice and information are always available through the Waste Watch Wasteline and the Community Recycling Network.

Every effort has been made to ensure that all the information in this guide is correct, but in a fast moving world, legislation and other factual details can change quickly. You should

always seek professional guidance on matters which involve legislation such as insurance, employment law and waste management licensing.

Finally, always remember the old maxim about little acorns turning into great oaks - the efforts of many of the established groups and projects featured in this guide started with only one or two people. The goals of reducing pollution, saving energy and resources, and creating new, worthwhile jobs and training opportunities are always worth that first small effort!

## **Section 1**

### **Ideas to get you started**

#### **PRODUCING A LOCAL WASTE DIRECTORY**

##### **Why have a directory?**

For any group planning to set up a local project, producing a local waste directory for the area can be a good way of starting. It can :

- Raise awareness of the need to reduce waste in the first place.
- Promote re-use and recycling as a practical alternative to the dustbin.
- Be a vital part of the market research you should do before starting a new venture.
- Be a good promotional tool for your group's activities.

##### **What is a waste directory?**

A waste directory is a source of information on :

- What materials can be recycled locally (and what can't!)
- Which organisations, public, private and voluntary, do what in your area.
- How they can be contacted.
- Where recycling and civic amenity sites ("council tips and recycling centres") are situated in your area. Include all collection sites, such as supermarkets or schools.
- Who is repairing and re-using waste goods eg. Charity shops and Scrap Stores.
- Tips on re-use of materials in the home.

##### **Who needs a directory?**

You do! Before starting any practical recycling or waste reduction activity, you need to:

- Find out what is already happening in your area.
- Who is already collecting waste materials.
- Where recycling facilities and civic amenity sites are located.

This information, compiled as a directory, will benefit everyone in the community with an interest in recycling and reducing waste, and the directory can be used to publicise the work and aims of your group. Waste directories have proved to be one of the most successful ventures local groups have undertaken - they raise public awareness and show that recycling is a practical local alternative to the dustbin, landfill site and incinerator.

## Your directory

Determine the scope of the directory and the geographical area to be covered. Fitting in with parish or council boundaries often makes sense. Remember that the main purpose of the directory is to show people where to take their wastes and unwanted items for recycling or re-use, and that someone cares. Take the opportunity to say why recycling is important and what your group is doing or planning.

The accuracy of the information you collect is all important. Gathering information is time-consuming and sometimes tedious and there is no substitute for using the telephone. Even where groups have used questionnaires to gather information about who collects what, they have found that telephone checking is invariably needed to ensure the accuracy of information received. It can help to use a questionnaire style format as the basis of a telephone interview - this makes sure that all helpers ask the same questions and avoids the possibility of major gaps in the information collected.

## Example telephone questionnaire

Hello.

My name is ..... and I'm calling on behalf of ..... We are a local community group committed to improving our environment by reducing waste and litter problems in the area, and are currently producing a useful directory of information about where people can take their waste and unwanted items for re-use or recycling.

Have you got 5 minutes to complete a survey with me?

<b>Name of waste receiver + contact</b>	<b>Address &amp; tel. No.</b>	<b>Materials accepted + any other important info. (eg. Opening times)</b>	<b>Date + initials of the "checker"</b>
The supermarket, Mrs Smith.	2 High Street	Drinks cans Cardboard Plastic bags	01.07.99. LLL
The Charity shop, Mr Smith	1 High Street	Clothing Household items Bric – a - brac	01.07.99. LLL

Finally, can you tell me what you do with your own, in-house waste?

THANKYOU VERY MUCH FOR YOUR TIME.

Goodbye.

Ask other local groups and charities to help you collect information. You may be able to join forces with some of them or with your local authority to produce a directory together -

sharing the work can save time and money. Remember to allow at least six weeks for research, preparation and production.

### **Raising money**

Assuming you can call upon volunteers to compile and design your directory, you will still need funds for telephone enquiries and for printing and distribution. Costs will vary with the length and style of your directory, but as a guide, you are likely to need at least £500 to cover printing and recycled paper for 3,000 copies of a ten page A5 document.

You could try asking at your local Volunteer Bureau , Local Agenda 21 group, Scouts and Brownies or Community Centre for some assistance with this; they may be prepared to let you borrow their equipment.

However, if you do have to find some money, it can be raised in various ways. You can ask your local authority and local businesses for sponsorship, sell advertising space, apply to local charities for a contribution, invite individual donations and organise jumble sales and other fundraising events.

### **Presentation**

Make your directory easy to follow. People want to know at a glance what to do with their bottles, where to take their waste paper. Many groups have found that an A-Z format works well, using an A5 size booklet. Try to have a distinctive cover, and use cartoons or local children's drawings and other illustrations. Short supportive contributions from local dignitaries may also be useful. A good directory should include the following:

**Foreword** - Ask your local Member of Parliament or another well known person to contribute this, arguing the case for recycling and waste reduction in the community and praising the directory .

**Acknowledgements** - Credit all those who have made the directory possible, including sponsors, researchers, editor, designer and printer.

**Contents** - Show how the directory can be used and arrange it in such a way that readers can turn quickly to the relevant section. Include an index if you do not use an A-Z format. Cross reference if possible eg. Bottles – glass, and be specific.

### **Readers will want to know:**

#### **Steps they can take to produce less waste.**

This can include simple tips such as re-using jars and using milk bottles, rather than plastic containers, refusing plastic bags in shops, avoiding over-packaged goods. You could simply illustrate this section with pictures and symbols.

#### **What can be recycled.**

As a minimum you should include sections on batteries, bric-a-brac and household items, aluminium and steel cans, clothes and textiles, furniture and electrical goods, glass, metals, motor oil, paper and card, plastics, stamps and coins, vegetable and garden waste. You may want to say why these should be recycled or re-used even if, at present, there are no local facilities to do so.

### **Where to take wastes.**

Give addresses and (where appropriate) telephone numbers of :

- charity shops
- scrap stores
- community groups
- scrap merchants
- bottle banks
- repair workshops
- furniture and appliance schemes
- civic amenity sites.

Remember to say when special conditions apply (for example, clothes must be clean and dry) and give the opening times of collecting centres.

### **Why and where to buy recycled and locally provided goods.**

List simply the reasons for buying recycled products, and include, for example, charity shops and retailers selling recycled paper. For more information about this, have a look at the Waste Watch and National Recycling Forum UK Recycled Products Guide (£50).

### **Useful contacts.**

List the local authority Recycling Officer, Agenda 21 Officer, Environmental Education Officer or equivalent. Waste Watch also has a telephone based public information service, Wasteline, which you may like to include : 0870 243 0136.

### **Extras.**

Include tips on how to separate and store materials for recycling at home. Short 'newsy' stories showing how local groups have used recycling to raise funds for good causes may also be useful. Include photographs of any local business, school, youth or community based initiatives – pictures of people (with their consent, of course.)

### **Distribution.**

While you are preparing the directory, you should be arranging publicity and distribution. Try to ensure that the directory is widely available through local shops, libraries, information centres, Citizens Advice Bureaux and other places where people meet, such as surgeries. Your local council may also help you - by publicising the directory in their mailings to residents, for example. You might like to think about timing the distribution with a nationally based campaign e.g. BT Environment Week or the Tidy Britain Group National Spring Clean. Some local groups have joined forces with the local press and distributed a directory as an insert in the local newspaper - a different option that may be appropriate for your area. Charging for your directory is one way of trying to recoup costs. This can be difficult and a complicated invoicing system may not make it worth your while, in any case, some shops will not stock directories if they have to sell them. You could consider asking for donations instead.

## **National recycling directories.**

Waste Watch's National Recycling Directory is available for £37.50 to non-members (there is a discount for members). It lists recycling facilities and contacts for all local authorities and many voluntary organisations in England, Wales, Scotland and Northern Ireland. It also includes national contacts for all major trade and industry associations, public and voluntary sector bodies and Government departments involved with recycling and waste management. It is also available on CD-ROM in different formats, please ring the Waste Watch Wasteline for more details.

The Community Recycling Network (CRN) National Directory of information is available to members of the network, free of charge.

## **Further information**

### **Community Waste Action**

C/o The Recycling Consortium  
The Create Centre  
Smeaton Road  
Bristol  
BS1 6XN  
Tel : 0117 930 4355  
Fax : 0117 929 7283  
E-mail : [brisrc@brisrc.demon.co.uk](mailto:brisrc@brisrc.demon.co.uk)

## **KERBSIDE COLLECTIONS**

Kerbside collections, ie collecting materials door-to door, continues to be a popular option for groups starting recycling projects, although the problems of finding stable markets for materials (especially paper) have made this more difficult in recent times. In addition, as more local authorities and private companies have become more interested in recycling, the nature of projects undertaking kerbside collections has changed. Smaller scale kerbside schemes will have a high impact in the local community in terms of empowerment and in raising awareness about waste. These smaller projects will need to be complemented by other activities such as training provision or commercial collections to help balance the costs of running the scheme in the long run as it is only the larger scale schemes, which can create new, real jobs, due to economies of scale. New initiatives should check whether the local authority pays recycling credits for domestic waste. ie. The money saved by the council for not having to collect and dispose of the waste by the usual means.

Working in partnership with others, e.g. Local training providers or community development organisations, can be a way of achieving a successful scheme. Larger scale projects ie borough wide operations, will be as a result of the community group competing for and winning a contract from the local authority for recycling services, which then transforms the voluntary group into a fully fledged community business.

Collecting recyclable materials directly from people's homes can achieve a number of aims for a local group:

- It helps to promote recycling directly with the public.
- It can help to raise the profile of your group and build support for your activities.

- It may help you to raise some money.
- It will provide valuable training and work experience activities.

Projects can range from the very small (for example, where newspapers are collected by volunteers and stored in a private garage) to the larger schemes (that employ paid staff, collect a wider range of materials and have a permanent base). Some groups have combined a kerbside collection with operating a local collection centre to which people bring their bulkier wastes at certain fixed times.

### **What to collect**

The most popular materials for kerbside collections are paper, textiles, aluminium and steel cans and foil. It can be possible to collect other materials such as plastics, and increasingly, local groups are becoming involved in community composting schemes that involve collecting vegetable and garden waste from householders.

### **Deciding what to collect - a checklist:**

- Make enquiries among local waste merchants to find out exactly what they are prepared to accept and what they will pay, ask about fluctuation in prices.
- Shop around for material prices - Materials Recycling Week is a good guide to current prices, and may be available at your local library.
- Check the conditions of the agreement with the merchant. (For example, some merchants will not accept paper with glued edges such as telephone directories).
- Try to arrange for merchants to collect the materials from you, as transport can be expensive and difficult to arrange.
- Research the local waste markets thoroughly before you begin collecting.
- Make sure you know which other groups are collecting wastes locally so that duplication is avoided. Try to co-operate together wherever possible so that the local recycling activities complement each other.

**ABOVE ALL, REMEMBER THE GOLDEN RULE: DO NOT COLLECT ANYTHING UNLESS YOU HAVE A MARKET / OUTLET FOR IT.**

### **Organising the collection**

Choose an area of manageable size and type. It is always worth starting off small and then growing, rather than taking on too much too soon. Your decision will be shaped in part by the results of your market research; discussions with other recycling projects; the number of employees/volunteers in your team and by the nature of the residential area you have in mind. Always check thoroughly in advance the layout of the area and the detailed location of homes - some houses can be difficult to reach and will delay a collecting team. Ensure that you have reliable transport and adequate storage space.

Always deliver a clearly worded and designed leaflet in advance of your collection explaining:

- Who you are, with a contact address and telephone number and the times you are available.

- What you are collecting and why (and what materials you don't want and why – it is important that new people to a collection scheme know why certain materials can't be collected).
- Which day you will collect (and in what conditions you will not, such as snow).
- How the materials should be packaged.

Monitor your collecting - it is worth setting up a filing system so that you can record complaints, collection problems and other details which can be used to improve your service. Remember that the goodwill of the public is important to you - always act upon complaints promptly and courteously (and don't forget to enjoy the praise when it comes too!).

### **Organising a collecting team - some basic ground rules:**

- Make sure everyone knows his or her task.
- Confirm the date, time and meeting place (ensuring that your rounds do not coincide with council refuse collections).
- Ensure that suitable clothing is worn. In particular, gloves and hi-visibility jackets will be needed.
- Team members and vehicles should display clear identification.
- Always carry first aid equipment and ensure someone in the team is qualified to use it.
- Ensure that appropriate Health & Safety measures have been taken eg. Performing a Risk Assessment on all collection, sorting and processing activities is essential. See the Health & Safety section on page XX for further details.
- Team members must be courteous and reliable: clearing up any spillages; completing a collection round; and telling householders in advance if a collection cannot, for some unavoidable reason, be made at the previously stated time.
- Finally, try to make the collection fun - for everyone. Social events can really help to build a good team spirit - and your customers are bound to notice!

### **Further information**

#### **The Community Recycling Network**

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 Montpellier  
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Tel : 0117 9420142

Fax : 0117 942 0164

E-mail : [info@crn.org.uk](mailto:info@crn.org.uk)

For advice on how to set up kerbside schemes, equipment, practice and placing of materials.

### **Success story : Islington Wastesaver Ltd**

#### **Background**

IWS has been providing recycling services in Islington since 1994. The company was started as a result of studies made by Islington's voluntary recycling advisory committee, and is constituted as a not-for-profit community group. Members of the management committee are either service users or local residents with an interest in recycling. Currently IWS employs 2 full-time and 7 part-time workers.

Helped by start-up funding from Islington Council, IWS operates a subscription based kerbside scheme, with around 500 subscribers dotted around the borough. In some ways this operates as a 'luxury' service - residents are not required to sort their recycling, and the awkward materials, plastic and cardboard, are collected.

In November 1998, IWS entered into an agreement with Islington Cleansing Services Ltd, (I.C.S.L.), the PFI recently formed to take on the borough's waste contract. The aim is to provide a free borough-wide kerbside scheme by March 2001, covering 40,000 street properties. A pilot area of 3500 households began in February 1999, with weekly collections of four materials. Essentially a three-way partnership, Islington Council provides the collection equipment and boxes, I.C.S.L. manages the bulking and sale of materials, and IWS provides the collection service. The vehicles used are PCV's (electric pavement carts) and a crane service vehicle.

### **Future plans**

IWS hopes to continue working with I.C.S.L. as the free scheme rolls out to cover the whole borough. Eventually this will create up to 20 full-time jobs and as the roll-out happens, their subscription scheme will gradually wind down. The first expansion of the scheme is due to start in November 1999, with a further 3500 households to be included.

IWS would like to see Islington's scheme regarded as good practice, both with regard to efficiency and environmental impact, but also with regard to community involvement.

Provision for housing estates is something IWS is very keen on, and they hope to have a pilot scheme on at least one of the borough's estates before the end of 1999. PCV's will be used on those estates where it is practicable, with some form of static containers on the rest.

IWS also offers a multi-material collection service for local businesses, with fees based on volume and frequency of collection. They hope to considerably expand this scheme during the coming year.

### **Materials collected**

Paper, Glass, Cans, Textiles, Cardboard, Plastic bottles, Aluminium foil, Metal (small items only).

### **Tonnages**

The subscription scheme collects around 200 tonnes per year, tonnages for the free scheme have not yet been collated.

### **COMMUNITY COLLECTION DEPOTS AND BRING SITES**

A number of successful recycling schemes show that people are willing to separate recyclable materials from their domestic waste and deliver them to local collection centres or depots. There are usually bottle and can banks, paper skips, and sometimes containers

for other materials such as plastics, textiles and sump oil. Often there are facilities for the collection of bulky household items such as furniture, electrical goods and “jumble.”

Collection Centres and Community Depots have a number of advantages:

- They provide a one-stop site for local people to take their waste materials and unwanted items.
- They provide the opportunity for the re-use of unwanted items through “junk swaps.”
- They promote a culture of re-use before buying new.
- Large volumes of waste material can be collected at one place.
- Operational costs can be reduced - containers can be emptied mechanically by waste merchants without the need for interim storage facilities.
- They can provide training and skills development opportunities for local people.
- Unwanted furniture and household items can be made available at low cost, helping those on low income.
- The sale of items can generate an income for your group.

### **Location**

Community depots work best when they are conveniently sited close to shops, public car parks or other accessible public areas.

Finding suitable sites, however, can be difficult and requires co-operation from the local authority and local residents. 'Mini-banks' (such as 1100 wheeled Eurobins) are popular containers for materials collected for recycling, especially in areas not accessible to large vehicles.

Sites and depots need to be well maintained to avoid vandalism and to minimise disturbance to residents, and can be made to look inviting and welcoming for the public, eg. by having outdoor sculptures made from re-using junk materials. You will also need to check with the contractor for any site specific details such as overhead wires, turning space etc.

Civic amenity sites are popular locations for collection centres, although these may be inconvenient if they are sited away from people's normal journey patterns, as they often are.

### **Promotion**

Good publicity is vital to encourage people to use collection centres. Greatly increased participation can follow from promotion through the local press, radio and television. The distribution of leaflets, word-of-mouth publicity and the involvement of local groups are all effective in raising public awareness. Celebrate “milestone” tonnages!

### **Involvement of local groups**

There are a number of opportunities that local groups can take to become involved in the setting up and running of community collection depots. Examples include offering to manage recycling banks for the local authority in return for a percentage of the income from the sale of the waste, or by attracting media attention and public support for a depot.

Local authorities have to place contracts for the running of services such as civic amenity sites through competitive tender. Well established local groups could consider tendering for this work, which could be a steady source of income. Readers should note that compulsory competitive tendering (CCT) is being replaced by the Best Value system for the provision of local services. This system will take account of the overall quality of the service delivered, and will not be based only on the cheapest available option.

## **Success story: Recycling in Ottery (RiO)**

### **Background**

RiO was established by a group of people appalled by the amount of good quality items being dumped at the civic amenity skip. A combination of Rural Action, County, District and Town council funding paid for the initial setting up costs, and RiO opened in 1995 as a not-for-profit company, run entirely by volunteers. RiO is run by monthly meetings, where everyone doing four hours voluntary work has a voice in consensus decision making. There are about fifty volunteers and trainees, plus two full time and four part time staff.

### **Activities/materials**

The RiO yard has banks for cans, textiles, bottles, paper and cardboard. Building and plumbing materials including doors, slates, baths are also reclaimed and available for community use. There is a 7 day jumble caravan for clothes, a Bric-a-Brac shack, furniture shed and a tools and bikes area.

RiO also have a high street shop where new from old clothing is sold and furniture is repaired and renovated prior to sale; skills in carpentry and reupholstery are taught informally. The RiO philosophy is that second hand is not second class.

Educational activities and workshops are also part of RiO's work. The Dream Green Players are their theatre in education team, who perform at schools and community shows and events.

### **Funding**

RiO has been financially self-sustaining after the initial setting-up grants. Income is derived from the sale of materials and goods and local authority recycling credits; this covers the costs of rent, rates, wages and overheads. The group are now looking for funding to improve their buildings and equipment.

### **Tonnages**

Figures are only available for the recyclable materials, which are sold to the merchants; about 30 tonnes per year are recycled. This represents about 15% of RiO's total income. The furniture, building salvage and household goods saved from landfill are not weighed.

### **Future plans**

RiO would like to be part of a network of similar schemes; everywhere should have its own community recycling centre.

## **SCRAPSTORES**

Scrapstores, also known as called “Play and Resource Centres”, aim to improve the range and quality of creative and educational play materials that children and young people can use by providing an excellent way for businesses to dispose of their non-toxic waste materials for re-use by the local community. They collect and store a wide variety of safe, non-toxic waste materials donated by factories, large firms, small businesses and public bodies and pass them on to groups in the community concerned with children's play. Children benefit from the many play materials they would not otherwise have been able to use (as they are expensive to buy commercially). Local companies can cut their waste disposal costs (and time) and improve their standing in the community.

Scrapstores, like many other community projects, rely on a range of sources for funding, such as commercial sponsors, local authority and charitable trust grants. A further significant source of funds is found by charging an annual fee to member organisations for their service. Most scrapstores operate a sliding scale system, depending on the size of the member organisation, which can range from a day nursery to a large secondary school.

### **How they work**

The easiest way of tracking down potential donors of suitable waste materials is through an extremely comprehensive database called “Key British Enterprises” produced by Dunn & Bradstreet. It provides names, addresses and telephone numbers of all companies in a given post code district, and will list them by the type of business they carry out. It can be accessed at local business advice centres and at some public libraries.

Alternatively, by researching extensively by telephone through the yellow pages, scrapstore staff can compile a list of local firms who are willing to donate waste materials - anything from buttons to old scenery. It is best to try manufacturers, converters and printers first, as these types of business are often the best source of suitable “waste”.

Find out if there is a local Green Business Club in your area, they may also be a good source of information and suitable materials.

The materials are collected (on a pre-arranged date) and taken to the scrapstore premises where they are sorted, checked for safety and put on display. Member groups can then visit and take whatever they need, in the quantities agreed under the membership arrangements. Members can also play an active part in scrapstore management.

Scrapstore membership usually includes local schools, nurseries, playgroups, adventure playgrounds, youth clubs, community centres, groups for children with disabilities and hospitals. It's worthwhile noting here that schools are now required to show how they are using scrap materials in the class room as part of a new monitoring scheme. It's a good idea if anyone interested from the local community can join your scrapstore, there may be community artists for example, who might be particularly keen.

Different scrapstores around the country exchange wastes which they have been able to acquire in large quantities. Most scrapstores also buy in some new play materials (such as paint) in bulk at reduced prices, passing the savings on to their members. Many also offer training in making playthings from waste products - kites and puppets, for example, as well as lending out equipment such as badge makers.

### **Starting up**

**You will need to:**

- Contact the Waste Watch Wasteline for details of scrapstores in your area. There are also a number of regionally-based networks of scrapstores under development e.g. The YES Scheme in Yorkshire and Humberside.
- Organise a feasibility study to establish need, potential membership, commercial suppliers and catchment area.
- Devise your membership and management structures, and decide on your aims, objectives, and fees.
- Build alliances across all sectors of your community. Anyone from scout groups to Social Services departments can be a potential partner in your project - be open minded about the possibilities.
- Decide your legal identity - you may want to apply for charitable status, which brings certain financial advantages, and/or set up a related trading company.
- Arrange funding - both capital to initiate the project, and revenue to maintain it, including funds for staff and to service transport and premises.
- Don't forget to thank your sponsors – publicly if possible.

## **Success story : Pennine Magpie**

### **Background**

In 1996 an MSc research dissertation, Recycling attitudes and environmental awareness of people living in Calderdale, was completed for Calderdale metropolitan borough council. This led to a proposal to The Groundfloor Project for a new Scrap for Play scheme. Businesses serviced by a private company collecting office waste paper for recycling, Paperworks, would be asked to donate end of line materials that could be sold onto the community via the scrap-store. Pennine Magpie was established in its own right in October 1996 as a not-for-profit voluntary organisation, the management committee being held in The Groundfloor Project.

In 1997 Pennine Magpie won the B&Q facelift competition money (£10,000) which was spent on the complete refurbishment of two large rooms and four store rooms at Chatham Street Day Centre. Scrap for Play was opened for business in October 1997.

During 1999, Pennine Magpie set up the Yorkshire Exchange of Scrap (YES) scheme, a project to facilitate the swapping of materials between all scrap stores in Yorkshire and Humberside (also one in Lincolnshire) by use of a credit scheme; and a static and mobile Play Laboratory in Scrap for Play.

Currently, the organisation employs 5 full time staff, 52 trainees, 10 New Deal (Environment Task Force ) and 18 volunteers.

### **Aims and objectives**

The aim of Pennine Magpie is to create training and employment opportunities for people with a wide range of disabilities (primarily learning difficulties) through re-use, reprocessing and recycling of materials.

### **Activities and materials collected**

Pennine Magpie currently run a horse bedding satellite, a scrap-store, kerbside collection, disposable poop scoops and confidential shredding.

The materials collected include polypropylene, cardboard, horse manure, toner cartridges, tins, aluminium cans and foil and scrap materials for the scrap store which are too numerous to mention.

### **REPAIR AND RENOVATION: Furniture and domestic electrical appliances.**

It is sadly still the case that most of our old and unwanted furniture and electrical goods end up in the scrap-yard or on the local refuse tip. This is also increasingly becoming the case with computers, as the pace of technological change becomes ever faster. In fact, electrical and electronic wastes are now one of Europe's priority waste-streams for diversion from landfill.

Although so much of these "bulky" items end up on the tip, many people on low incomes struggle to raise the cash to furnish their homes, and many local voluntary groups have to use precious funds in order to equip their offices with furniture and computers.

There are now many projects that deal with these issues simultaneously by repairing and renovating unwanted items and passing them on to those in need who may not be able to afford brand new goods or even want to buy new. These projects have a number of benefits:

- They provide furniture and electrical appliances cheaply to those on low incomes, and to local charities.
- They create jobs - often for those disadvantaged in the labour market.
- They provide a range of training opportunities - for skills such as warehousing, upholstery, carpentry, assembly and electrical repair.
- Related areas of environmental concern can be tackled, eg. in the recycling harmful CFC gases from old fridges.
- The sale of renovated furniture promotes the "re-use ethic", emphasising the fact that second hand is not second best

Many schemes are now providing training opportunities through The New Deal Environment Task Force (ETF) or Voluntary Sector Option, often through a partnership arrangement. To find out who the lead contractor for The New Deal is in your area, you should contact your Regional New Deal Team.

Legislation has banned the sale of non-fireproofed foam filled furniture. Although an exemption is in force for groups who supply such furniture on a not-for-profit basis, ambiguity in the drafting of the legislation has meant that interpretation of the regulation is at the discretion of local Trading Standards officers. Make sure you discuss this issue with your local Trading Standards Office before embarking on any new project.

### **Further information**

#### **The Furniture Recycling Network**

C/o SOFA  
Unit 3  
Pilot House  
41 King street  
Leicester  
LE1 6RN  
Tel : 0116 2337007

Fax : 0116 2544189

E - mail : [FRN@BTINTERNET.COM](mailto:FRN@BTINTERNET.COM)

The FRN is run on a voluntary basis by its own members, publishes a newsletter and holds an annual conference. It is the co-ordinating body for furniture recycling projects across the UK who collect a range of household items to pass on to people in need.

## **Success story : SOFA (Leicester)**

### **Background**

SOFA started off with a cattle market shed in 1993. Now SOFA occupies premises with 10,000 square feet of warehouse and office space.

In 1989 the project changed its objectives to include the training of unemployed people as volunteers. This has proved a crucial move that has secured funding.

### **Status**

SOFA (Suppliers of Furniture and Accessories) is a registered charity and company limited by guarantee improving the employment prospects for volunteers who provide a furniture recycling service to the community of Leicestershire.

### **Funding**

SOFA received Service Level Agreement funding from the city and county councils of Leicester. 20% of the total project expenditure is met from income from sales of furniture, which enables SOFA to keep prices at a nominal level – according to the client groups ability to pay. Ad hoc developments are funded by ESF and the national lottery.

### **Activities**

A furniture recycling service handling over 8000 items of furniture each year, helping 2200 families and individuals in hardship. There is a referral system to SOFA by Social Services, Housing, Health visitors and other key help agencies in the city.

An electrical appliance workshop built in 1997 ensures the safety of electrical goods passed on to clients. The workshop has also developed into a training area where local college students are now gaining valuable placement practice towards an NVQ.

Modern offices provide an ideal opportunity for volunteers to gain a range of clerical and administrative skills. SOFA staff are qualified as trainers to ensure optimum value is given. The result is that over 50% of volunteers leaving SOFA, go on to paid employment. This target has been consistently achieved over the past 10 years. SOFA has on average 30 volunteers attending each week on a part-time rota.

## **COMPOSTING**

One of the largest elements of our domestic waste stream is organic material. Primarily kitchen and garden material, this can represent between 30 - 50 % of our domestic waste, which could under suitable conditions be broken down to produce compost. Fruit and vegetable peelings, tea bags, crushed egg shells, paper bags and tissues can all be converted to compost by those with gardens, and even those without gardens can now produce compost using small worm composters ( or wormeries) that use tiger worms to

speed up the breakdown of kitchen waste. Garden waste such as leaves, annual weeds, grass clippings, prunings and trimmings can be added to kitchen waste, as well as shredded newspaper and cardboard. Composting is a better option than burning for garden waste, as bonfires cause air pollution.

There has been a significant growth in the number of local authorities and community groups involved in developing composting schemes. This is set to grow more in the future as the full impact of the recently adopted EU Directive on landfill is felt. This effectively bans the landfilling of biodegradable municipal waste, which includes kitchen and garden waste, paper and wood. Home and community based composting schemes can play an important role in helping the Government to achieve its goals of 25% recycling or composting of household waste by 2005, and would also reduce the problems of methane production and toxic leachates at landfill sites. Methane is an explosive gas and also a major contributor to the greenhouse effect. Compost is also an alternative to peat, which if used more widely, would reduce the threat to important natural bog land from peat cutting to produce garden products such as grow-bags. It's worth noting also that organic waste is heavy, and can therefore cost in terms of transport and landfill tax!

### **Composting and local authorities**

A number of local authorities have now set up schemes for the collection of organic material for composting. Authorities such as Leeds City Council and the London Borough of Sutton have well developed schemes. These large scale green waste schemes often produce a compost, which is sold locally.

### **Community composting**

Community groups in both rural and urban areas have started their own composting initiatives. Urban projects have tended to be connected to allotments, city farms or community centres. WyeCycle in Kent and Proper Job in Devon both collect organic waste from householders for composting at a central site. Other successful community composting schemes such as Seagull in Skegness and The Recycling Consortium's Community Waste Action projects in the Bristol and South Gloucestershire areas, similarly share strong local support from the community. Not everyone is able to produce compost themselves, and banding together enables more people to be involved in the collections as well as enjoying the fruits of the labour - good compost, locally produced for local use. Many groups "close the loop" by using the compost to grow organic produce locally, which can then be sold to raise an additional income. Community composting groups in Devon have even formed their own network, with a part-time worker to support their efforts. Similarly, The Recycling Consortium's neighbourhood based Community Waste Action projects have led to the development of a network of neighbourhood activities in the Bristol and South Gloucestershire areas, again, supported by development workers. Lots of potential exists to set up similar schemes around the country. Why not gauge interest in your idea by organising a trial shredding session for garden waste?

### **Licensing**

The Waste Management Licensing Regulations (1994), Paragraph 12, Schedule 3, is the part of legislation affecting community composters (who are referred to as "third party" composters by the DETR and the Environment Agency.) It requires that certain composting activities be licensed, the license fee being about £800 per year, a cost which is far too high for community composters to afford. However, there are certain conditions

which apply for exemption from licensing, and these are currently under review. It is important that you consult the Environment Agency about your plans before you start, as they are likely to want to do a Risk Assessment inspection of your site to make sure that there are no hazards to health. The positioning of your site is critical. Ask to speak to your Groundwater Representative at your local Environment Agency office to find out whether your planned site will be affecting any groundwater supplies.

### **Further information**

#### **Community Composting Network**

67 Alexandra Road  
Sheffield  
S2 3EE  
Tel / Fax : 0114 2580483  
E-mail : [heeleyfarm@gn.apc.org](mailto:heeleyfarm@gn.apc.org)  
Website : [www.chiron-s.co.uk/ccn/index.html](http://www.chiron-s.co.uk/ccn/index.html)

#### **Community Waste Action**

C/o The Recycling Consortium  
The Create Centre  
Smeaton Road  
Bristol  
BS1 6XN  
Tel : 0117 930 4355  
Fax : 0117 929 7283  
E-mail : [brisrc@brisrc.demon.co.uk](mailto:brisrc@brisrc.demon.co.uk)

#### **The Composting Association**

C/o Ryton Organic garden  
Coventry  
CV8 3LG  
Tel : 01203 303517

#### **Devon Community Composting Network**

Catherine Cottage  
8 Meldon Road  
Chagford  
Devon  
TQ13 8BG  
Tel : 01647 433148  
E-mail : [nicompost@aol.com](mailto:nicompost@aol.com)  
Website : [www.chiron-s.demon.co.uk/dccn/index](http://www.chiron-s.demon.co.uk/dccn/index)

#### **The Federation of City Farms and Community Gardens**

The Greenhouse  
Hereford street  
Bedminster  
Bristol

BS3 4NA  
Tel : 0117 923 1800  
Fax : 0117 923 1900  
E-mail : farmgarden@btinternet.com

### **Henry Doubleday Research Association**

National Centre for Organic Gardening  
Ryton-on-Dunsmore  
Coventry  
CV8 3LG  
Tel : 01203 303517  
Fax : 01203 639229  
E-mail :  
Website : [www.hdra.org.uk](http://www.hdra.org.uk)

### **The Soil Association**

Bristol House  
40-56 Victoria Street  
Bristol  
BS1 6BY  
Tel : 0117 929 0661  
Fax : 0117 925 2504  
E-mail : [info@soilassociation.org](mailto:info@soilassociation.org)  
Website : [www.soilassociation.org](http://www.soilassociation.org)

### **The Wildlife Trusts**

The Kiln  
Waterside  
Mather road  
Newark  
NG24 1WT  
Tel : 01636 677711  
Fax : 01636 670001  
E-mail : [enquiry@wildlife-trusts.cix.co.uk](mailto:enquiry@wildlife-trusts.cix.co.uk)  
Website : [www.wildlifetrust.org.uk](http://www.wildlifetrust.org.uk)

### **Success story : Proper Job Co-operative Ltd**

#### **Background**

Supported by local authorities and Rural Action, Chagford Community Composting project began in 1993 in response to a shared concern about the amount of green waste (and other valuable resources) being burnt or going to landfill. Proper Job evolved out of this initial, voluntary project, when a founder member attended a Women Mean Business course run by the local co-operative development agency and produced a business plan, outlining the expansion of activities through the introduction of organic growing and a community café and shop. Today, Proper Job Co-operative is a registered community business based on waste management and recycling initiatives and provides employment for 16 local people.

## **Development**

The first phase of development was the establishment of a multi-purpose site to serve as a focus for the existing and planned activities, including composting, organic growing, recycling and re-use and training.

Leaflets were distributed to attract local support and initial meetings were held in members' houses. The local authority and community council were approached about the possibility of funding. The adoption of a formal legal status enabled the co-operative to apply for funding to the Rural Development Commission (RDC) and the European Regional Development Fund (ERDF), as well as local authorities.

However, the multi-purpose site became the last phase of development in the end, as a combination of delays in leasing a site and the offer of a shop premises, centrally located in the community, prompted the founder members to rethink their original plans, and give their last phase top priority. The Courtyard Café was opened in September 1995.

## **Partnerships**

The partners include a variety of local organisations, such as Chagford Allotment Holders Association, North East Dartmoor LETS Scheme, the parish council, West Devon Borough Council, the Community Council of Devon, Devon Co-Operative Development Agency (CDA) and the Devon Joint County/District Recycling Committee.

## **SECTION 2**

### **Getting your project off the ground**

#### **DOING YOUR HOMEWORK**

Thorough market research is essential for the success of your project. You need to know in advance what the potential is for your intended project, by assessing the need, and making sure that there is a market for distributing/selling the materials you have collected for re-use, &/or recycling.

The main points you need to check are:

#### **Discovering community needs and the views of local people**

It is vital to assess the need for your project by consulting your local community. You will need find out what support there is for it. This information will form a very important part of your business plan, ie the market research section.

There are various methods of doing this, such as holding public meetings, postal surveys or by individual interviews using a structured questionnaire. These different methods will have different costs associated to them eg the cost for a postal survey can be expensive because of printing and distribution. It is also important to consider what response rates you are likely to get from each method.

Consulting the community is only part of the research required; it will also be necessary to check what plans are in place with the local authority for waste reduction, re-use and recycling. Ask your Recycling Officer, or equivalent, about your local Waste Management Plan. The document should also be available from your local library. Studying the plan is an essential part of your market research – there may be other groups already involved in

recycling mentioned in the plan, and it will give you a good indication of the importance your local authority places on recycling. Another plan worth looking at is the Community Economic Development Plan, which should include what ideas are being pursued for the development of community enterprises in your area. Contact your Regional Development Agency to find out about what regional plans are in place for the development of the voluntary and community sectors across your region.

### **Markets for the materials you collect**

You must be careful to avoid collecting materials for which you can not find a market. The main points you need to check are :

- What waste materials merchants will buy or accept, and therefore what may be worth collecting. Trade organisations exist for most recyclable materials and they can give advice.
- Local market prices for particular wastes.
- Collection and delivery arrangements required by merchants.
- Requirements for separation and removal of contaminants, often described by merchants as 'contraries'.
- Residential and/or commercial premises to collect from. Your local authority may be able to help with this.
- Special requirements such as confidentiality.
- Your capacity to store wastes safely.
- What other recycling activities are happening in your area, and what previous work may have been done on the issue.
- That your plans will not conflict with existing activities but will rather complement them.

### **Recycling credits**

Recycling credits are payable to community groups who take materials out of the waste stream. They are calculated per tonne and based on the cost of other waste disposal options available in your area. Your Recycling Officer or equivalent will be able to tell whether your council offers recycling credits, and if so, what your local rate is. They will also be able to advise you how to register for payment and how often it is paid - monthly, quarterly, half-yearly or yearly.

### **Feasibility studies**

Before you embark on any practical activity, it is vital to have assessed the feasibility of your project. You will need to prepare a feasibility study, and may be able to find sponsorship for this. Advice on seeking funding is in the "Money Matters" section in this book. You could also approach your local Volunteer Bureau or Council for Voluntary Service for advice and information on this, they may be able to help.

### **Winning local support**

When you have detailed plans for a project ie a prepared business plan, discuss them with the relevant departments of your local authority. Depending on the structure of your

authority, these may be Engineers', Environmental Health, Cleansing, Technical Services, and Recycling Officers. Make sure you also discuss plans with other organisations whose support you will need, such as residents' associations, tenants' groups, local business, charities, environmental groups - and be broad in your scope!

## **GETTING A GROUP ORGANISED**

If you are a first-time group coming together to organise recycling or waste reduction activities in your area, then this section should help you get going.

### **Telling others**

As soon as you have an idea for a recycling or waste reduction project, tell others about it. Just a few people are needed at the beginning. Councillors and others with experience, influence and local knowledge may be able to help, or you may find that an existing local group is willing to follow up your ideas.

### **Getting advice**

It is wise to spend time talking with people who may already know about recycling activities in your area, discussing with them the possibilities for further action. Many local authorities employ Recycling Officers, the Waste Watch Wasteline can assist you with named contacts for your local authority. The Community Recycling Network will be able to tell you about other community groups in your area, and membership offers many benefits including copies of their newsletter, The Waste Paper, training, advice and a conference once a year.

Your local Council for Voluntary Service, Volunteer Bureau or Rural Community Council will give practical advice on starting a group and may know of others with similar aims to your own. They may also be able to help you find a meeting place, office space and assist with applications for funding. These organisations are listed in your local telephone directory and you can get more information from your local library and from national organisations given in the Contacts section of this booklet.

Waste Watch operate a scheme in conjunction with the Community Recycling Network which can assist groups planning new projects. Sharing Resources is funded by the National Lotteries Charity Board until September 2001 and can provide a free of charge, tailor-made consultancy service upon completion of an application form. In order to qualify, you need to be a community based, not-for-profit group or community business, looking to establish or develop a local 3R's project.

### **Your first meeting**

When you have found a few people with enthusiasm and time to organise some local waste reduction or recycling activities, call an informal meeting to work out more precisely your aims and plan of action. It would be useful to ask each person to bring a list of their suggested aims for the group, which will form the basis of discussion for the first meeting.

After general introductions, it's a good idea to start with a brainstorming exercise. This is a period of unstructured discussion and a free exchange of ideas. The chairperson should ensure that no one person dominates and that all points and suggestions are recorded without debate during the brainstorm. Allow a set time for this. Then the group, guided by

the chairperson, can discuss the ideas in turn. The following discussion could then be about each person's suggested aims.

**Remember:**

- One person from the group should chair the meeting, outlining its purpose and conducting the discussion effectively so that everyone can have their say and decisions are taken.
- It is essential that one person take notes, recording all decisions and the action each person has agreed to carry out – this could be done on a flip-chart for everyone to see and refer to.
- The atmosphere should be informal, as people need to get to know each other
- Before the end of the meeting, make sure you have the names and addresses of those who attended.
- Try to ensure you have meetings in venues that are accessible and are easy to reach by public transport. Better still, local enough to walk to.
- Try to offer to cover transport and child care costs to ensure that the meeting is as accessible as possible.
- Don't forget to agree the date, time and venue for the next meeting!

**Plan of action**

By the end of the first meeting the group should have a clear idea of what kind of waste reduction or recycling projects are to be investigated further and who is responsible for doing what by the next meeting. The Plan of Action should then be circulated, to everyone present at the meeting (and those who were unable to come) as soon as possible. Also include information about the next meeting and circulate the contact list. It's a good idea to circulate this information wider, for example to other local groups and appropriate networks.

**Where next?**

For a group to work efficiently its meetings must be properly managed so that business is dealt with effectively in the time available. It is helpful to elect people in the group to carry out the key tasks:

**Secretary**

- Arranges the times and venues for meetings.
- Draws up an agenda, based on the previous meeting and discussions with members of the group.
- Takes notes and prepares minutes.
- Writes letters on behalf of the group and responds to enquiries.

**Chairperson**

- Helps the secretary to prepare for meetings.
- Outlines the purpose of meetings and ensures decisions are taken and action agreed.

- Encourages all members of the group to express their opinions.
- Acts as a representative for the group when appropriate.

### **Treasurer**

- Deals with the group's finances, opening a bank account and paying bills.
- Keeps financial records and prepares budgets.
- Co-ordinates fundraising and prepares applications for funding.

As a project develops you should also consider electing:

One or more **Project Organisers**, to arrange transport, storage facilities and the general running of the project.

A **Community Officer**, to promote the group and its activities.

A **Development Officer** to keep up to date with development in recycling and waste reduction and think about new directions for the group.

### **Constitution (Governing Document)**

After several meetings the group may decide to draw up a constitution which embodies the agreed objectives, group structure and the responsibilities of members and officers. This will provide a clear point of reference and it should minimise the risk of misunderstandings. It also gives the group a clear identity and credibility, and can be helpful (often necessary) when applying for funding.

You should seek professional advice before deciding upon the wording of the "objects" clause (your aims and objectives), as this will have a significant bearing on your eligibility for registered charitable status. Your local Volunteer Bureau or CVS can help with this.

All constitutions must include:

- The name of your group or organisation.
- The aims and objectives of the group ("objects").
- Types of membership.
- Organisation of meetings.
- Rules concerning funds, subscriptions and accounts.
- Procedures for altering the Constitution and for dissolution of the group.

### **Legal structures**

The group will need to decide whether it wants to be incorporated or unincorporated. The unincorporated organisation has the simplest form of legal structure and is suitable for groups with a small membership. Such a group will be governed mainly by its constitution (or club rules) and is not generally subject to outside interference, unless it is also a Registered Charity, in which case its activities will be monitored by the Charity Commission. The disadvantages of unincorporation are that the group cannot hold property in its own name, it is difficult to borrow money and certain named individuals will be held legally responsible for the debts and conduct of the group. However, if your group

intends to run a small recycling project on a low budget, then unincorporated status may be all that you require.

The incorporated organisation has a legal identity of its own, separate from that of its individual members, thus limiting individual responsibility for the group's conduct and activities. If your group intends to expand, taking on a large recycling project, own property or assets, and increase its membership, then you should consider becoming an incorporated organisation by registering as an Industrial and Provident Society or a Private Limited Company (see below).

### **Charitable status**

Charitable status provides a group with substantial financial privileges including:

- Exemption from income tax, corporation tax and capital gains tax.
- 80% mandatory rate relief (and a further 20% at the discretion of the local authority) on property occupied by the charity.
- Eligibility for funding from organisations which can only give grants to groups with registered charitable status.

Charitable status also confers a good public image, which helps a group to publicise its activities and attract additional funding and other support from business, local authorities and the public.

If your group is to qualify for charitable status, you must convince the Charity Commission and the Inland Revenue that it is exclusively charitable and fulfils one or more of the following purposes:

- Relief from poverty.
- Advancement of religion.
- Advancement of education.
- Some other purposes "beneficial to the community."

It is generally one of the last two categories which extends the qualification to recycling schemes, although the relief of poverty is the clause most often used for furniture schemes. It is wise to seek professional advice on the "objects" clause of your constitution when applying for charitable status.

The disadvantages of charitable status are the limitations imposed by the "objects" clause. Political and campaigning activities are prohibited, as is any form of trading which becomes a major activity of the group. One solution to this problem is to establish a separate organisation, perhaps a limited company, which can trade without restrictions and covenant profits back to the charity.

For more information about registering a charity in England or Wales, why not ask for an Information Pack (free of charge) from:

### **Charity Commission for England and Wales**

2nd Floor  
20 Kings Parade  
Queens Dock  
Liverpool L3 4DQ.

General Enquiries telephone : 0870 3330123

Minicom : 0870 3330125

Website : <http://www.charity-commission.gov.uk>

To register a charity in Scotland, you will need to contact :

**The Inland Revenue**

FICO Scotland  
Trinity Park House  
South Trinity Road  
Edinburgh  
EH5 3SD  
Tel : 0131 551 8127

**Industrial and Provident Societies (IPS)**

A group will qualify for registration as an IPS if the promoters are running a business or trade and are either operating as a co-operative or intend their activities to be conducted for the benefit of the community. IPSs have a separate legal identity and limited liability. They can take action in their own name and can hold property.

Registration can be relatively quick and cheap if you use model rules available from "promoting societies" listed with the Registry of Friendly Societies, although the initial registration costs are somewhat higher than the costs of registering as a Private Company Limited by Guarantee with Companies House.

**For more information, contact :**

**Registry of Friendly Societies**

Victory House  
30-34 Kingsway  
London  
WC2B 6ES

**Industrial Common Ownership Movement (ICOM)**

Vassalli House  
20 Central Road  
Leeds  
LS1 6DE  
Tel : 0113 246 1737  
Fax : 0113 244 0002  
e-mail : [icom@icom.org.uk](mailto:icom@icom.org.uk)

**Limited Companies**

There are several forms of limited company but the most popular among voluntary groups is the "company limited by guarantee". This means that members guarantee to pay a nominal amount (usually £1) if the company is wound up and cannot meet its debt.

As with IPSs, a limited company has a legal identity separate from its members. It can also enter into contracts and it is relatively easy to borrow money by using the company's assets as security. A limited company can be started with just two people but can be easily expanded. A limited company is, however, subject to more controls than any other legal

structure, and there are recurring administrative costs in paying auditors if your annual income is above £120,000.

**For more information, contact :**

**Companies House Enquiry Service**

Crown Way  
Cardiff  
CF4 3UZ  
Tel : 01222 380801  
Fax : 01222 380517

**Industrial Common Ownership Movement (ICOM)**

Vassalli House  
20 Central Road  
Leeds  
LS1 6DE  
Tel : 0113 246 1737  
Fax : 0113 244 0002  
e-mail : [icom@icom.org.uk](mailto:icom@icom.org.uk)

**MONEY MATTERS**

A range of national, regional and local funding sources can be approached to support recycling schemes. You will need to know how much money you will need and how, in detail, it is to be used. The best way of doing this is by preparing a business plan first.

Eligibility for funding can sometimes be affected by the legal status of your group, for example, you can only apply to certain charitable trusts if you are a registered charity. It is worth being aware of these matters and vital to check the eligibility criteria for support with funders before you spend too much time completing application forms or writing request letters.

Many local recycling projects operate on a shoestring by using volunteers. Of the larger schemes that employ a paid workforce, sources of funding can vary, including European and Government support, Local Authority funding, private sector sponsorship, money from charitable trusts or general funding from the Landfill Tax Credits Scheme, National Lottery Charities Board or the New Opportunities Fund for example. For more details of the funding opportunities available, obtain a copy of the *Finding Funding* Wasteline Information sheet by sending an A4 sae with a first class stamp to Waste Watch.

For more information about publications and guides on funding opportunities, contact :

**The Directory of Social Change**

24 Stephenson Way  
London  
NW1 2DP  
Tel : 0171 209 5151  
Fax : 0171 209 4130  
e-mail : [info@d-s-c.demon.co.uk](mailto:info@d-s-c.demon.co.uk)  
website : [www.d-s-c.demon.co.uk](http://www.d-s-c.demon.co.uk)

## **Government Funding**

The Department of the Environment Transport and the Regions (DETR) supports a number of recycling projects through their Environmental Action Fund. Grants of between £10,000 and £75,000 can be made for up to three years (subject to annual renewal). The Civic Trust administers this fund on behalf of the DETR.

## **Further information**

Andy Kirby  
Environmental Grants Manager  
Floor 7/E8  
Department of the Environment, Transport and the Regions  
Ashdown House  
123 Victoria Street  
London  
SW1E 0DE  
Tel : 0171 890 7038  
Fax : 0171 890 6689

The main sources of funding for groups in urban areas can be through Government regeneration programmes such as the Single Regeneration Budget (SRB) or New Deal for Communities (NDC). For both funds, there is a strong emphasis on partnership, and any funding bids made will need to show wide ranging support for your proposals. You should contact your local authority, Government Office or Regional Development Agency for more details about existing regeneration partnerships in your area.

## **General funding**

In a bid to encourage more recycling, a tax on landfill was introduced in October 1996 which now stands at £10 per tonne of active waste landfilled, and £2 per tonne for inactive wastes. Funding is available for projects through the landfill operators' contributions under the Landfill Tax Credits Scheme, and is available to registered Environmental Bodies with ENTRUST.

Another source of funding is the National Lottery Charities Board (NLCB), who issue grants to registered charities and philanthropic organisations. The most relevant NLCB programme to apply under is the *community involvement or poverty and disadvantage* theme.

## **Further information**

### **ENTRUST Environmental Trust Scheme Regulatory Body Ltd**

154 Buckingham Palace Road  
London  
SW1W 9TR  
Tel : 0171 823 4574

Website : [www.entrust.org.uk](http://www.entrust.org.uk)

For further information on registering as an Environmental Body and the scheme itself.

## **National Lottery Charities Board**

7th floor  
St Vincent House  
30 Orange Street  
London  
WC2H 7HH  
Tel : 0345 919191 for a guide and application pack.

## **Local authority support**

It is wise to spend time discussing your plans with local authority Officers and Councillors to find out what is possible through your local authority. They may be able to support a local recycling project in many ways, such as providing some of the resources you need e.g. Officer time, help with premises, publicity, or even a vehicle. They may also be able to help you access various sources of funding.

Recycling credits may also be available in your area. Under the 1990 Environmental Protection Act, Waste Disposal Authorities (i.e. County councils) must refund Waste Collection Authorities (i.e. District Councils) the equivalent disposal costs for materials removed from the municipal solid waste stream and recycled.

This recycling credit can also be passed to third party groups (like you) collecting materials for recycling and diverting them from the domestic waste stream. At the moment, local authorities have the power to decide whether or not to pay this credit. Many do, and it is a valuable source of support for many local recycling projects. A booklet describing the Recycling Credits scheme in more detail is available from Waste Watch by sending an A4 sae with a first class stamp.

The local authority Capital Receipts Initiative (CRI) was established in October 1997 under the Local Government (Supplementary Credit Approvals) Act to fulfil commitment to reinvest housing receipts into housing. About 15% can be used for housing related regeneration schemes, you should ask your local authority directly about this.

## **European Funding**

Revenue in the European Community's general budget is made of Value Added Tax (VAT), customs duties, agricultural levies, sugar and isoglucose levies and a proportion of the Member State's Gross National Product (GNP). This money is then redistributed into specific funds and budgets, which support actions to promote economic growth and social cohesion in all the Member States.

Your project may qualify for European funding, but it is wise to remember that the application process is lengthy, and even if awarded the grant, it may take a while before the funding actually comes through.

European funding is normally made available through your local authority, and there are a number of different funds which can be applied for. For example, if your proposed project has a strong training element, then it may be eligible for support from the European Social Fund (ESF). For more information, it is best to contact your local authority European or Economic Development Unit. Alternatively, you could try contacting the NCVO, Industrial Common Ownership Movement (ICOM) or the European Commission.

## **Commercial support**

Local businesses can be approached for support and they may welcome the opportunity to sponsor a particular item in your scheme which gives them publicity, such as a waste directory or an item of equipment, for example, an electricity company may consider sponsoring the running of an electric vehicle. Businesses whose work involves waste management or who themselves generate large amounts of waste (for example, fast food outlets) may be willing to sponsor waste-saving events and competitions.

Some firms may like to make a regular donation to your project. If your group is a registered charity, ask them to consider payroll giving if you think your scheme will attract their employees to support you.

Often, firms are more willing and able to offer support in kind rather than hard cash. It is always worth remembering this, and looking for ways in which companies can help in this way - this could range from occasional help with bookkeeping through to use of spare yard or warehouse space. This can often be a simple way of establishing good relations with a commercial supporter that may lead to stronger sponsorship in years to come.

Local Chambers of Commerce can be a good source of support and information on local businesses. Most local Chambers have a reduced membership fee for charities and voluntary sector organisation - consider joining as a way of making local business contacts and also finding new customers. Details of your local Chamber can be obtained from the Association of British Chambers of Commerce and Industry.

A number of large companies run project funds that give a large number of small grants to support environmental work. The Shell Better Britain Campaign, the Transco Grassroots Environmental Action Scheme and the Henry Ford European Conservation Awards are among the most well known.

### **Charitable sources**

Some of the larger recycling projects benefit from funding from the major trusts - look in the *A Guide to the Major Trusts Volumes 1 & 2* to find out what activities particular charities like to support (educational work, for example), and the amounts they give.

You may find a number of smaller local charitable trusts willing to contribute to your scheme. Building societies, for example, sometimes have a fund for supporting community initiatives. Sometimes local radio stations and newspapers run appeals and funds that give small sums to local groups. Your local CVS or Volunteer Bureau can often be a good source of advice on local fundraising.

### **Applying for funds**

Whatever source of money you are applying to, good presentation is important. Often, funding organisations now require you to complete detailed application forms, but you may still need to produce a written presentation, especially for smaller local funds. Your application should be brief, clear and include the following:

The nature and aims of your organisation.

- Why you need the money.
- How much (be realistic).
- Other organisations you are approaching.

Additional information you might like to include in support of your application can include the following:

- Examples of publicity materials and press cuttings.
- Letters of support from local dignitaries, such as the Mayor and local Member of Parliament.

Always try to address your application to a named person in the funding organisation you approach. It can be worth inviting potential donors to meet your group and see any project you already have in progress.

### **Follow up**

Respond immediately to a successful application with a thank you letter, and keep your funders involved by sending them progress reports and inviting them to attend and officiate at recycling events.

### **Raising your own cash**

Of course, another way of raising extra funds is to do it yourself. Jumble sales, car boot sales, sponsored competitions and fun runs are just a few of the many ways for voluntary groups to raise money. Well-organised events not only attract financial support but give you and your project extra publicity.

### **PREMISES**

Small groups running a simple recycling project normally use members' homes for meetings and private gardens and garages for storage. Larger projects such as scrapstores and repair workshops need storage space, service areas and a place to hold meetings. Having your own premises may be a bonus for some groups and a real necessity for others. Either way, there are many advantages in having your own base for meetings, somewhere to store materials and equipment and an address for mail.

When you decide to look for premises consider:

- How much space you need and whether you will need yard space.
- How often you will use it.
- What facilities you require e.g. 3 phase electricity.
- Appropriate location and access.
- How much you can afford.
- Whether any planning permission will be required.
- Whether you will have to be a registered charity to receive the business rate rebate, or whether being simply "not-for-profit" will be sufficient. Ask your District Council, as the decision is at their discretion.

It is worth asking your local authority if they have space available in public buildings at low or negligible rent. Other local groups and church organisations may be willing to share their buildings with you. Businesses, if they are sympathetic to your project may also be able to help. Your local Council for Voluntary Service may also assist with advice on finding suitable local premises.

Managing and financing your own premises is a responsibility: as well as rent and rates, you will have to find money for furnishings and equipment, heating, lighting, maintenance

and insurance. Buildings in public use require a fire certificate and you must be aware of and observe the requirements of the Health and Safety at Work Act. Advice should be sought from your local Fire Prevention Officer and from the Health and Safety Executive, which has regional offices. Ask your local Citizens' Advice Bureau to help you understand the terms of any leasehold agreements you are considering, and make sure your insurance covers all your needs.

### **Waste management licensing**

If you are storing and processing waste materials then, under various provisions of the Control of Pollution Act 1974 and the Environmental Protection Act 1990, you may be required to obtain planning permission and a site licence for waste disposal. It is essential to seek advice from your Waste Regulation Officer at the Environment Agency before making a commitment to specific premises.

In most circumstances, your activities as a community recycling group will exempt you from these regulations, but you should check with your Waste Regulation Officer, as you will need to formally register as exempt. Failure to do so can carry a hefty fine.

### **TRANSPORT**

Wherever possible, make arrangements for merchants to collect waste materials from you as this will reduce your transport costs.

If you do need your own vehicles, make sure these are large enough for your needs, reliable and fully insured (see below). Calculate how much it will cost to buy and maintain vehicles and include regular servicing costs in your budget. For vehicles over 3.5 tons a special Operators Licence is required - your local Road Haulage Association can provide details.

### **Duty of Care**

Transportation of waste is also subject to control under the Duty of Care regulations in the Environmental Protection Act 1990. This means that every producer of waste must take all reasonable steps to look after any waste they have and prevent its illegal disposal by others. For recycling projects involved in transporting commercial wastes, this means setting up a system for the issue and receipt of transfer notes for waste, records of which have to be retained for a minimum of two years.

The Department of Environment Transport & the Regions publishes an introductory leaflet and a Code of Practice on the Duty of Care (ISBN 0-11-753210), available from DETR Publications Unit by telephoning 0171 873 9090.

### **Registration of Carriers**

You should also be aware of another piece of legislation on transport of waste materials. The Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991 requires Waste Regulation Authorities to establish and maintain a register of waste carriers. Under the Control of Pollution (Amendment) Act 1989, only registered carriers can carry controlled wastes. Most recycling groups are likely to be exempt from this requirement to register, but you will need to check this with your Waste Regulation Officer at your regional Environment Agency office and obtain an exemption under regulation 2 of the Controlled Waste Regulations.

Do not be put off by the legal aspects of running your own transport; it's not as complex as it may seem! Waste Regulation Officers are a good source of advice on these legislative matters.

## **INSURANCE**

Whatever your recycling activity, it is essential that you have adequate insurance cover. This does not mean full cover for every eventuality, but thinking through what is appropriate for your needs, considering the risks involved and what you can afford. Contact the CRN for information and advice about this.

It is sensible to appoint one person in the group to be responsible for arranging and renewing insurance policies.

### **Public liability**

A community group can be sued if an accident results from its negligence or from the negligence of its paid or voluntary workers. This type of insurance will cover against liability for injury to any member of the public and damage to property.

### **Employers' liability**

This insurance is compulsory for voluntary groups employing workers. It insures against claims for injury or disease, made by employees. For further information ask for the leaflet "*Short Guide to the Employers Liability (Compulsory Insurance) Act 1969*" which is available from the Health and Safety Executive.

It may be worthwhile insuring volunteers against any loss of earnings resulting from accidents or sickness which happen while they are working on your project. Consult your insurance broker about this.

### **Vehicle insurance**

Your insurance company will need to know particulars of the vehicle, its intended use and who will be driving it. The choices are:

- **Third party insurance** - this covers injury to other people and also indemnifies the policy-holder for damage caused to other property.
- **Third party, fire and theft** - this provides additional cover against loss of or damage to the vehicle.
- **Comprehensive insurance** - covers third party, fire and theft and accidental loss of or damage to the vehicle.

A good insurance broker will be able to help you with your specific requirements.

### **Insuring premises**

Where the premises are rented, the property owner usually insures the structure, but this should be checked. If you own premises, then the structure must be insured. Also consider insuring the contents against fire, theft and flood. An "all risks" policy will normally provide adequate cover against accidents, theft or other damage to the premises.

If you are running a repair workshop then a "products liability" insurance is the standard type for manufactured goods.

### **Other points to remember**

Some final points to check when deciding on insurance:

- If your buildings are in public use you will need a Fire Certificate - ask your local Fire Prevention Officer for advice.
- Discuss your insurance requirements with the CRN; they may have useful tips to pass on and good insurance broker contacts.
- Shop around insurance companies for the best deals.
- Read the small print in any insurance policy before you sign it. If you do not understand some of the exclusions, get advice through a Citizens' Advice Bureau or Law Centre.

### **Further information**

**The British Trust for Conservation Volunteers** Tel : 01491 839766 can arrange insurance for community groups.

**The Community Recycling Network** Tel : 0117 9420142 can provide details of insurance brokers used by its members.

**Your local Volunteer Bureaux or CVS** may be able to provide information.

## **PUBLICITY AND PROMOTION**

Publicising your group and promoting its waste reduction and recycling projects are essential ingredients for success. Effective action here can increase your funding and the level of participation in your activities.

Publicity and promotion are ongoing activities - it is wise to make this the special responsibility of one or two members of your group. The ability to speak and write clearly and convincingly about your group and its work is crucial, and they must be ready to generate many ideas for sustaining public and media interest.

### **Publicising your group**

There are a few basic points to consider in publicising your group:

- Choose a short name that clearly identifies who you are and what you do. Witty acronyms are popular - if you can find one that has not already been used, congratulations!
- Invest in letter headed writing paper - and remember to promote the fact that it is recycled. You should also publicise your sponsors and funders, and make sure that your company or charity registration information is also displayed.
- Letters from your group should always give an address, telephone number and named person for reply.
- If you can afford it, a simple leaflet, explaining the group, its aims, activities and sponsors, will help in publicity and fundraising.

### **Promoting activities and event**

It is essential to identify clearly the messages and the different audiences to be addressed before you decide on the best method of promotion. All messages should be accurate, concise, positive and expressed with enthusiasm. Consider:

- **Audience** - decide who you wish to inform and/or persuade - it may be the press, public, retailers, other businesses, the local authority, politicians - then discuss the merits of the different kinds of approach listed below. If you are campaigning as well as informing, it helps to identify some common interest with your target group as a way of promoting your project. For example, local politicians will want to know how voters can benefit, businesses will value extra publicity, local authorities will look for economies.
- **Timing** - this is very important. Avoid planning events and releasing any publicity on days of national or local significance, and check on the plans of other groups in the community to avoid clashes.
- **Coping with the response** - if you generate publicity, you must be ready to respond - dealing with enquiries, giving interviews and helping photographers are all time-consuming and you need to be sure that members of your group are going to be available to cover all these requests.
- **Individuals** - good relations with the local media - press, radio and television - are essential for good publicity. It is worth getting to know reporters and presenters personally so that you can keep them informed and be assured of attention when you have a particular event to promote. Likewise, try to identify the right contact for your work in all organisations with which you want to deal - some local authorities now have a community relations officer and most large firms have a person dealing with public affairs. Find out which local councillors are interested, talk to your local authority officers in charge of waste collection and disposal - many now have dedicated recycling officers - and also talk to the managers of civic amenity sites. Finally, if there are media personalities living or working locally, it may be worth keeping them informed of your activities - they may lend support for a future promotion.

## **Press releases**

It is well worth reading one of the many 'how to' guides on publicity and press release writing. Here are a few basic guidelines for an effective press release:

- Choose a lively headline which encapsulates the message. Elaborate the details in the body of the text but keep it short - one side of A4 if possible.
- Make the information topical by linking general information about your project to a special event.
- Always give name(s) and telephone numbers for further information. Make sure you are available when you have said you are available!
- Include a good black and white photograph if you can – or even a photocopy of one that is available to them if they want it.
- Offer to stage a 'photo-opportunity' - a good and well captioned picture in a local paper can be very effective publicity.
- Never place an embargo on press releases unless it is absolutely essential and the news is extremely important.
- Remember the golden rule for press releases answer the questions: **who** did **what**, **when** and **why**, **where** did it happen and **how** as soon as you can in the press release to

help gain the attention of a busy journalist. It is best to put the most important information in the first paragraph, and then expand.

- You can add a *Notes to Editors* section at the end of the press release, which gives further information about the project, your organisation and past or future projects.
- Finally, always follow up your release with a phone call to check it arrived and is being acted upon.

### **Local radio**

It is worth maintaining regular contact with reporters from the local news desk and magazine programmes - you may persuade them to feature your group and a special event. Many local radio stations have a "careline" service (or equivalent) and recycling activities, with their consumer and employment implications, can be of interest to programme planners. Radio stations may even agree to provide a back up service - distributing a waste directory to callers, for example.

### **Leaflets**

These are useful to publicise an event well in advance or to pass on information that people will want to refer to periodically (such as waste collection times). They can also be tailored to suit a particular target audience. Leaflets should be concise and factual and it helps to use a consistent style (with a logo if you have one).

### **Posters**

These can be an excellent way of advertising events and regular collections, but beware of overloading a poster with too much information and get help from a professional designer if you can.

### **Newsletters**

A well presented newsletter can work wonders for your image and may be influential in attracting new funding. It provides an ideal opportunity for you to inform your target groups of progress on all your activities, convey supportive messages from your sponsors, describe local "success stories" and give a diary of forthcoming events.

Producing a professional newsletter can be time consuming and needs one or more members of your group to take responsibility for compiling and editing it, producing artwork and negotiating with printers. Distribution also needs to be considered, as this can also take time, but will be crucial to the success of the newsletter.

A newsletter may be just the item a local firm is willing to sponsor, and you can also seek advertising support.

### **Exhibitions**

It is worth making a special compilation of publicity materials for your project (for example, posters, leaflets, photographs, slides, press cuttings) which can be displayed at appropriate public events and when you are asked to give talks to different groups. Ask local shops, libraries, schools, churches or businesses with showrooms to display a temporary exhibition on your project.

## **Open days, visits and special events**

Encourage sponsors and potential funders to visit your project to learn in detail what you do, and use the occasion if you can to attract media interest.

If you are running a large, well-established recycling scheme, consider organising an open day, seminar or conference to promote your work, to discuss future plans and attract more sponsors. These are always useful occasions for networking and learning from others.

Working with local schools can also be a very effective way of publicising your activities, for example through assemblies or articles in their newsletters. Why not contact Waste Watch to find out about *Cyclor, the rapping robot*, who often makes special visits to schools to spread the 3Rs message!

Finally, try to inject an element of fun and excitement into your publicity by organising occasional "stunts" - for example, fancy dress parades (using safe waste materials), street theatre, carnival floats and window displays. These can be an effective way of drawing attention to your group and its projects and will bring in the press!

## **WORKFORCE**

### **Volunteers**

Many successful recycling projects have been initiated by enthusiastic and energetic volunteers who have turned their campaigning ideas into practical action. In some projects, they continue to play a vital role not only in collecting waste materials, but in motivating local people to participate and in publicising recycling activities.

Volunteers respond to good management just as employees do, and they should benefit in the same way from training, provision of special equipment and clothing, insurance, opportunities for social activity - and praise! Out of pocket expenses should always be reimbursed, and volunteers should be encouraged to take part in decisions about the project. Volunteers are often undervalued - they need to feel that their contribution is important and recognised.

Take the time to develop a volunteer policy - your local Volunteer Bureau and Council for Voluntary Service will have more advice and information, and may be able to help you find local volunteers interested in recycling.

There are other workforce options besides ad-hoc volunteering, such as the Employment Service's New Deal for the long term unemployed. Of particular relevance to community recycling organisations are the Environment Task Force (ETF) and Voluntary Sector Options, which can provide placements for local unemployed people to combine accredited training with valuable work experience for a 6 month period. For more information about this, contact your regional New Deal office.

### **Intermediate Labour Markets (ILMs)**

ILMs are a stepping stone for those people furthest away from the labour market to gain permanent employment. As a community recycling organisation, you could become an ILM yourself or work in partnership with your nearest designated ILM as one of their projects on a sub-contracted basis.

As an ILM, your workers would be employed on a 12 month fixed term contract, and also receive accredited training and career counselling. All ILM workers sign-off as unemployed

and become employees with a real wage for the full 12 months, after which, they would be expected to leave and enter employment with a suitable local firm.

There is no one blueprint for an ILM as the design and funding arrangements will depend on local conditions. Typical funding can include New Deal, the Lottery, European funding, landfill tax and Single Regeneration Budget, although there are many other possibilities. For more information, ask your Economic Development Department.

## **Employees**

As a recycling project develops, there is likely to be increasing pressure upon the time and energy of volunteers and you may then need to consider employing people. This generates many new responsibilities: some concerning legal requirements, others with how you propose to manage and train a workforce and ensure job satisfaction. Before you decide what to do, consider the range of options carefully:

- Stay as you are, confining activities to what the group can comfortably achieve with its current composition.
- Recruit more volunteers if these are available - but make sure you have the capacity to motivate and organise a larger number.
- Make arrangements to share work with other local groups.
- Employ people to complement or take over the work of volunteers.

If you are considering this last option, ask yourselves the following questions:

- Why do you need employees?
- Can you afford them? *There are now legal obligations regarding the minimum wage – contact ICOM for further information.*
- Where is the money going to come from?
- Is the group stable enough to take on employees?
- Who will supervise the work and how will this be done?
- Who will deal with the payment of salaries, organise insurance cover and all the other responsibilities of being an employer?

If you decide upon employing people, you must first work out how this will be financed.

The following sections highlight a number of key issues you will need to consider once you have decided to become an employer.

## **Job description**

Identify the work that needs to be done and draw up job descriptions (which will include areas of responsibility, practical tasks, reporting procedures, skills required). Think about what skills and experience are required, whether the job has achievable objectives and can give satisfaction.

## **Conditions of employment**

You are, as an employer, legally required to set out the Conditions of Employment, which must include salary, hours of work, holidays, disciplinary and grievance procedures and other arrangements. Further information is available from ACAS.

## **Recruitment and selection**

You will need to draw up a timetable and allocate responsibility for preparing and placing advertisements, short-listing candidates and interviewing them. Remember, it can be costly to advertise nationally and you will need a budget for this.

All enquirers should be sent a brief description of the project with an application form, as well as a detailed job description and conditions of employment.

## **Equal opportunities**

With their traditional links into the community, voluntary groups are in a unique position to identify and try to meet local needs, including those of disabled people. If you intend to become an employer, look at the Sex Discrimination Act 1975, Race Relations Act 1976 and Disabilities Act 1998 which make it illegal to discriminate against people on the grounds of sex race or disability (except where the job specifically requires qualifications and experience related to gender and race). Other forms of discrimination still occur and voluntary groups are encouraged to promote equal opportunities at work regardless of sex, race, disability, sexual orientation or religion. Codes of Practice on equal opportunities in employment are available from the Equal Opportunities Commission and the Commission for Racial Equality.

Groups should also be aware of the Equal Pay Act 1970 which entitles men and women to be paid the same rate for the job where the work is the same or broadly similar.

## **Health and safety**

Under the Health and Safety at Work Act 1974 and the Offices, Shops and Railway Premises Act 1963, an employer has a legal duty to ensure a safe and healthy environment for employees. Particular attention must be given to:

- Providing a safe workplace and a safe system of working.
- Safe storage of materials.
- Safe transport.
- Informing and training employees on health and safety matters.
- Carrying out a Risk Assessment for all the activities undertaken by the workforce.

It is good practice for employers to prepare a written statement on health and safety; the Health and Safety Executive (HSE) can offer guidance on this.

## **Training**

Training is an important element in project management, necessary not only to improve performance, but to give identity, increase job satisfaction and ensure good staff relations.

An induction programme should always be arranged for new staff to enable them to learn about your organisation, its staff and activities and the recycling context. Make sure all your employees and volunteers know about health and safety at work, first aid and how to operate machinery and vehicles. Project managers will need to be introduced to existing and potential sponsors, waste merchants, local authority personnel and others with whom the project works.

Staff should also be encouraged to attend conferences and workshops to learn more about recycling elsewhere, and to meet others doing similar work.

### **Government funded training programmes**

A number of recycling projects involve themselves in providing training for the long-term unemployed under various training packages.

Currently, New Deal exists to provide long-term unemployed people with real work experience and accredited training to give them skills to find employment. If you wish to consider this, contact your regional New Deal office or ask the Employment Service for more details.

### **STARTING A RECYCLING BUSINESS**

In recent years, a number of recycling projects with origins in the voluntary sector have succeeded in spawning small independent businesses - collecting wastes from homes, repairing furniture, or dealing in recycled products such as paper. They have included groups of self-employed people working in partnership or as co-operatives.

This may be possible for your group - but remember that it is crucial to explore the possibilities for business development thoroughly in advance. Also, any budding "recycling entrepreneur" should expect hard work and long hours to be the order of the day - but there can be a high degree of job satisfaction.

Launching any new small business is risky, and recycling enterprises that aim to be self-sustaining face a number of special problems. First, the **supply** of waste materials depends upon the co-operation of people who are willing to separate and "donate" them. A good public response is essential to sustain a successful recycling collection business. This in part will depend upon your ability to provide and publicise a regular, reliable waste collection service.

Secondly, you may have to create a **demand** for the materials you are dealing in - for example, persuading people to buy renovated furniture, or recycled papers. Businesses relying on selling wastes collected from consumers must negotiate favourable contracts with local merchants in a market which is very volatile. Increasingly, there may be instances where business will seek to charge for their recycling service, especially where selling prices for particular waste products remain depressed. Charging for your waste collection service may of course affect the demand for your service - you will need to evaluate this carefully.

Thirdly, the unconventional nature of these new 'green businesses', the uncertainties of supply and demand in waste products, and the need to explore new markets for waste and recycled goods, all mean difficulties in getting start-up funding for a new enterprise.

Finally, sound business advice for recycling initiatives may be hard to obtain. Experience of these enterprises is limited, however, specialist advice is available through Sharing Resources for community enterprise ventures.

Given these hurdles, it is not surprising that many independent recycling businesses have grown out of established local recycling schemes in the voluntary sector. They were able to take advantage of an established market, and experience in the group about public response and the likely income from waste materials, as well as often sharing office space and administration costs.

A small but growing number of recycling businesses have managed to establish themselves even without the support of the voluntary sector. Whether you embark upon a recycling enterprise as an individual, partnership or as a community group, the basic principles for setting up the business and obtaining advice remain the same, and a number of key areas to note are now outlined.

### **Feasibility study and business plan**

These are essential early stages for any new business as you will need to examine rigorously the viability of your proposed operation.

A feasibility study must project incomes (for example, from sales) and outgoings (including cost of salaries, transport, premises, insurance, administration). Other considerations include deciding the optimal size of the business, in terms of jobs to be done or tonnage collected and the number of people needed for these tasks.

A business plan takes the process further to include a detailed budget for the first and subsequent 3-4 years, based on projected cash flows, profit and loss. A business plan should also set out objectives in detail, say how they will be met and the criteria for measuring performance. It will indicate how the business is expected to develop, identifying new directions and potential markets.

For further information on funding and other matters see earlier sections of this guide.

### **Pooling resources**

There are many costs involved in establishing a recycling business, particularly during the start-up period. Equipment, transport, premises all have to be acquired, and added to the costs of salaries, administration and other overheads. There may be costs associated with obtaining planning permission, waste disposal site licences and registration as a waste carrier which also need to be taken into account. To offset these costs, many small recycling businesses retain links and pool resources with a parent recycling or wider environmental scheme. Sharing premises, heating and lighting, administration and maintenance costs can bring substantial savings.

### **Business advice**

More than 300 organisations in the United Kingdom give help and advice (usually free or at nominal cost) to small businesses. However, very few have experience of recycling initiatives or can offer specialist advice on this, which is one reason why **Sharing Resources** was set up in the first place. Even so, recycling businesses are not immune from the need for sound general business advice, so it will be worth finding out what is available to you locally, and making use of it!

Most agencies can provide access to advice and training on business management, including book-keeping, cash flow forecasting, drawing up business plans and applying for loans. The main agencies are:

- **Business Links** business development services, funded by the Department of Trade and Industry.
- **Business in the Community - Professional Firms Group**, can assist in providing secondments from industry to help voluntary organisations.

- **REACH (Retired Executives Action Clearing House)** can assist in providing opportunities for retired executives from business and industry to work with voluntary groups for expenses only.
- **Local Enterprise Agencies**, sponsored by local government, industry and commerce, aim to provide financial support, workshop space, business advice and counselling for small enterprises. There are over 200 local agencies in the United Kingdom.
- **Training and Enterprise Councils (TECs)** provide complementary services to local enterprise agencies, and further support small enterprises with provision of training courses and funding advice.

### **Local Government support**

In addition to giving practical help (for example, with premises), many local authorities (particularly city and county councils) have Economic Development Officers to give advice on starting up and running community enterprises. Increasingly, local authorities are working in partnership with Enterprise Agencies and TECs to deliver support.

### **Raising a loan**

Banks and other financial institutions are in the business of lending money, and the accepted way of persuading them to invest in your enterprise is to present a sound business plan, and evidence of as much support - in cash or in kind - that you can muster.

### **Community Business**

Many recycling projects have developed into fully fledged community businesses. Community businesses can vary in structure - for example, they may range from workers co-operatives to companies limited by guarantee. They are all characterised by a desire to promote common ownership and collective enterprise, having wider community development and environmental objectives and keeping their earned income within the community, promoting local economic development.

Advice and support for projects wishing to develop a community business is available from a number of sources, including Sharing Resources. **Community Enterprise UK**, **Community Business Scotland** and the **Industrial Common Ownership Movement (ICOM)** are sources of advice on community business development. Jointly, they publish a magazine *New Sector*, which is a good source of contacts and debate on community business.

### **Further information**

#### **Department of Trade and Industry**

#### **Enquiry Unit**

Tel : 0171 215 5000 for general information and literature.

#### **Business Links**

Tel : 0345 567765 for details of your local Business Links contacts.

#### **Department of Trade and Industry**

## Environmental and Energy Enquiry Point

Freephone: (0800) 585794 for information and advice on environmental matters for business, including technical questions and legal requirements.

### Section 3

#### Recycling materials

##### PAPER

Before setting up any paper collection scheme, it is vital to check the economics very carefully. It can be easy to collect large quantities of newspaper, but will be counterproductive if there is no local market for it.

##### Paper grades

The various grades of waste paper can be confusing for the newcomer to recycling. There are eleven major grades and sixty eight minor grades of waste paper. Your paper merchant will be able to advise on the detail of what is most appropriate to collect in your area. Markets for all grades of waste paper can be volatile, and can vary in different parts of the country. In general, computer and white office paper is in higher demand and attracts a higher price than newspapers, magazines and lower, mixed grades. You will obtain better overall prices if you collect and / or separate waste papers into the following general grades:

- **Computer print-out:** high quality paper which commands consistently higher prices. Some companies will be concerned about confidentiality and may insist on paper being shredded.

- **White office paper:** high quality white paper is generally worth more than coloured paper.

These two grades are likely to yield the most income for your project. Other grades listed below may be worth collecting and separating, depending on local markets, and if collected from household waste, may yield more income per tonne from local authority recycling credits than from the material itself – which will still make them worth collecting. They all have limited monetary value in themselves, although markets do exist for them

- **Cardboard:** usually collected either flattened or compacted as it would not be viable to collect whole cardboard boxes

- **Newspapers:** certain grades (such as over – issue news, collected from stationers or free-sheet newspaper offices) can yield a higher income

- **Multi-grade office waste papers:** coloured and white office papers mixed together, worth less than office white.

- **Magazines and pamphlets**

- **Mixed papers:** newspapers, magazines and pamphlets, nearly always worth less than newspapers on their own.

- **Kraft waste:** there is a separate market for brown paper bags, wrapping and paper sacks

- **Paper sacks:** in rural areas, animal feed sacks can be collected as a separate grade, and can be worth more than cardboard.

##### Paper storage

You will need a dry, secure store and you may also need to arrange insurance. Paper *must always* be kept dry as damp paper can ferment and ignite spontaneously. As a guide, 1 tonne of closely packed paper takes up about 2m X 2m X 1.3m, or approximately the size of a Mini car. It may be worth asking your paper merchant if they can supply a baling machine to help reduce the volume and maximise storage space., alternatively, they may be in a position to provide you with a suitable out-door storage container, but you may need to ask for planning permission and will need it to be secure from vandals and accessible to lifting vehicles.

### **Office waste paper collections**

In recent years, many community groups have involved themselves in collecting waste paper from offices, and if you are in a highly commercialised area this may be a profitable option to explore. The most successful schemes make charges for the collection service they offer, often on a sliding scale allowing charities and voluntary groups a cheaper service than commercial businesses.

Good publicity will be vital to get the scheme off the ground. Large companies will provide the most paper, but may need time to train staff and cleaners to sort and save paper. Try to develop a short presentation on your scheme and why it is important, and offer to speak at staff meetings and conferences. Keep your presentations and publicity clear and simple : remember that, even though many offices are willing to recycle, it is not their top priority and they will value your straight and business like approach.

Some offices start paper collections one floor at a time and the cleaners empty the paper and general rubbish bins on alternate days. They may seek your advice on collection and storage bins, and effective labelling. Computer paper is most conveniently stored in the lids of the box it came in. You may be able to obtain sponsorship from a local company for the provision of plastic or cardboard collection containers to your customers, alternatively, you could always provide general product information for them to purchase their own containers directly from the manufacturers. Wheeled bins or Eurobins can be used for storing larger quantities of paper, but will need special lifting equipment to empty them as they will be extremely heavy when full.

You will need to stipulate a minimum quantity you will collect from any one office. Work out the most economical collection round to save fuel use and time. The reliability of your service will be crucial : an answer-phone is recommended, and you must respond promptly to messages. Many businesses communicate through fax and e-mail these days, it is a good idea to invest in these office systems as soon as possible as this will promote your business image and be useful if your telephone may be engaged a lot during normal office hours.

### **Promoting recycled paper**

A major problem for the waste paper industry and community recyclers alike is the volatile nature of the waste paper market, notorious for its price and demand fluctuations. The demand for recycled paper products needs to be increased if progress is to be made in creating stable markets for a range of waste paper grades. You can help by using and promoting recycled paper products.

If more large organisations, such as local authorities and major businesses, were to use recycled paper this would significantly help to increase demand. The range and quality of recycled papers has increased considerably over the years, and there is usually a paper to meet most printing and stationary requirements. Prices can often be competitive, and as

demand increases, prices will further reduce and technical improvements to paper making equipment will continue to deliver improved quality.

Waste Watch, in conjunction with the National Recycling Forum, produce the **UK Recycled Products Guide**, a directory providing information on the availability of recycled products, including paper.

Do take time to promote the use of recycled paper wherever possible. Encourage your local authority and firms in your area to buy recycled – and lead by example!

### **Working with a paper merchant**

If you are thinking about setting up a scheme to raise funds from waste paper collections, then good relations with waste paper merchants will be very important to the success of your project. Here are the key points for action:

- Contact several waste paper merchants and arrange to visit them to see how their system operates, what grades of paper they are interested in, and what degree of sorting will be required
- Compare prices they offer for different grades, but remember that the highest price may not always be the best. Reliability can be more important to you – try to find a merchant who will continue to accept your paper despite changes in the waste paper market. You may also find that you have to sort and supply poorer grades for little or no money in order to maximise the price for better grades supplied to the same merchant – negotiation is the name of the game!
- Agree prices and any other arrangements in writing
- Ask the merchant for references from other groups who supply him / her to check the firm's reliability
- Obtain receipts for all deliveries / collections and cash paid
- Check whether or not your merchant will collect paper from you or provide a container for collection at a central point. Most merchants will not collect less than half a tonne of paper – and often one tonne may be the minimum. If you have to deliver, work out the real cost of this; it makes no sense to sell paper for less than your fuel costs
- Check in detail the merchant's specification for grades collected; such as whether cellophane, plastic coverings and other contaminants ( or contraries ) need to be removed or not
- If you have collected shredded waste paper, your customer may require proof of its secure disposal. Check if your merchant will issue Certificates of Destruction for confidential waste papers ( after they have been processed for recycling ), and whether there is a charge for this. You should pass these charges on to your customer, as this is an additional service. Bear in mind that many paper merchants operate security shredding services as part of their business.

### **Further information**

#### **Pulp and Paper Information Centre**

Papermakers House  
1 Rivenhall Road  
Westlea  
Swindon, SN5 7BD

Tel : 01793 889615  
Fax : 01793 886182  
e-mail : [ppic@paper.org.uk](mailto:ppic@paper.org.uk)

### **The Paper Federation**

Papermakers House  
1 Rivenhall Road  
Westlea  
Swindon, SN5 7BD  
Tel : 01793 889600  
Fax : 01793 886182

### **Independent Waste Paper Processors Association**

19 High Street  
Daventry  
Northamptonshire  
NN11 4BG  
Tel : 01327 703223  
Fax : 01327 300612  
e-mail : [iwppa@fsbdial.co.uk](mailto:iwppa@fsbdial.co.uk)

The **Waste Watch Wasteline** can provide further sources of information and advice on waste paper collections, grades of waste paper and recycled paper products. Tel : 0870 243 0136

### **FERROUS METALS**

The scrap metal industry in this country is well established, and was a good recycler long before it became fashionable. Over 60% of the iron and steel produced in the UK is derived from waste arising from industry – about half of this from the scrap metal industries. Using ferrous scrap instead of iron ore results in a 75% saving in energy use.

#### **Recycling steel cans**

Nearly all food and pet-food cans and almost half of all drinks cans are made from steel, not to mention aerosols and paint cans. The majority of these cans have a thin tin coating, that's why they are often referred to as "tin cans" Most of today's steel cans are clearly labelled with a recycling symbol. A simple test for a steel can is to check with a magnet - on all parts of the can, steel or mixed metal cans are attracted to the magnet.

The national recycling rate in 1998 was 25% for steel packaging and 21% was recovered by magnetic extraction.

Magnetic extraction from the domestic waste stream is the most efficient and cost effective way of recovering steel packaging and depends on investment from local authorities; recovery rates of up to 85% are possible. Check to see if your local authority operates magnetic extraction equipment.

#### **Consumer collections**

The Save-a-Can scheme, operated by British steel in partnership with local authorities, is the UK's major national network of can banks which accepts all types of can. British Steel currently work with 145 local authorities to provide over 1000 Save-a-Can banks in supermarket car-parks and other convenient locations across the UK. Cans should be washed and squashed to reduce bulk before placing them in the banks.

During the summer of 1999, the British Steel Packaging Recycling Unit launched a new collection network for steel cans called CanRoute which provides 13 regional CanRoute centres where collected steel cans may be delivered. The aim of CanRoute is to increase the amount of steel cans recycled by assisting the growth of consumer collections at the community level by either kerbside collection or bring schemes.

If there is no magnetic extraction, Save -a-Can or CanRoute scheme in your area, you may wish to campaign for these facilities.

In most areas, the low price of used steel cans means it is not profitable for community groups to collect them.

### **Further information**

#### **British Steel Packaging Recycling Unit**

PO Box 18  
Ebbw Vale  
South Wales  
NP3 6YL  
Tel : 01495 334521  
Fax : 01495 350988

#### **Steel Can Recycling Information Bureau**

69 Monmouth street  
London  
WC2H 9DG  
Tel : 0171 379 1306  
Freephone : 0321 472742  
Website : [www.scrib.org](http://www.scrib.org)

#### **Save-a-Can**

PO Box 18  
Ebbw Vale  
South Wales  
NP3 6YL  
Tel : 01495 334526

The **Waste Watch Wasteline** has a more detailed information sheet about steel can recycling. Tel : 0870 243 0136

## **ALUMINIUM**

Because it is a high value metal, many schools, clubs and other organisations now collect aluminium cans and foil for fundraising. This area of recycling activity has grown rapidly in recent years, and many community recycling groups now also collect and process aluminium as an established source of income. This increase in activity has taken place since Alcan opened the UK's first purpose built aluminium can recycling plant in Warrington in 1991, with a capacity of 50,000 tonnes per year.

Aluminium is the most commonly occurring metal, making up about 8% of the earth's crust. Its concentrated form is bauxite ore, but production is costly, demanding large quantities of energy in an environmentally damaging process.

Recycling aluminium can bring energy savings of 95% and reduces import costs. The metal can be recycled indefinitely, as reprocessing does not damage the structure of the metal.

### **Collecting aluminium**

Aluminium is widely used and easy to collect. On average, approximately 70% of used beverage cans are made of aluminium. However, because the metal is so light, it may take some time to collect a quantity large enough to sell to a merchant, so you will need secure storage space.

If you wish to collect and sell small quantities, the Aluminium Packaging Recycling Organisation (Alupro) has a national network of over 700 "Cash for Cans" recycling centres, many of whom are small community recycling businesses.

If your horizons are wider, you may be considering setting up a project that acts as a "Cash for Cans" centre itself, processes the cans, and sells them on to a larger merchant or direct to Alcan. Alcan Aluminium Can Recycling operate a regional network of intermediate processing centres for collectors unable to collect quantities large enough to supply direct to the Warrington plant.

### **Aluminium foil and cans**

The Aluminium Can Recycling Association (ACRA) and the Aluminium Foil Recycling Campaign (AFRC) joined forces in 1999 to provide a fully integrated service for all aluminium packaging. The Aluminium Packaging Recycling Organisation (Alupro) is now the one-stop shop in the UK for all matters relating to recycling schemes and reprocessing, packaging waste legislation, and consumer education.

When washed, foil milk bottle tops, carton tops, baking and freezing trays, kitchen foil, cigarette and tobacco foil (without the backing paper) are all suitable for collection. The foil should be packed as compactly as possible into large bags or sacks.

Aluminium drinks cans are the UK's most recycled drinks package, with an estimated recycling rate of 36%. In 1998, 1.5 billion aluminium used beverage containers (UBC's) were collected for recycling, yielding over £10 million to the collectors.

It is estimated that there is over £30 million worth of used aluminium packaging available for recycling in 1999.

It is worth remembering that aluminium cans should be collected separately from foil as better prices can often be obtained, and many merchants will not accept the mixed materials.

Remember to:

- Test the side of the can with a magnet (aluminium is not magnetic). A quick way of checking is to look at the bottom of the can, aluminium cans are much more shiny and silver. They weigh about half as much as steel cans, do not go rusty and are often clearly labelled anyway
- Rinse well if the cans are to be stored

- Crush - one tonne of cans equates to about 50,000 cans; crushed these will take up about 5 cubic yards. Wall mounted can crushers can be operated by children under supervision, or the cans can be squashed underfoot
- Bag the cans - a large (recycled) plastic bin bag should hold about 200 cans
- Deliver, or arrange collection - most Alupro designated merchants will take small quantities; check their minimum amounts before delivering. For larger quantities they may be prepared to lend a skip, and increasing numbers of dealers now offer collection services
- Publicise your scheme to encourage people to collect cans

Large scale machinery for sorting and baling cans can be expensive for small community groups, try sharing equipment or look at purchasing second hand.

### **Further information**

#### **The Aluminium Packaging Recycling Organisation (Alupro)**

1 Bank Square  
 Bidford-on-Avon  
 Warwickshire  
 B50 4NL  
 Information Services Helpline : 0845 7227722

#### **Alcan Aluminium Can Recycling**

PO Box 108  
 Latchford Locks  
 Warrington  
 Cheshire  
 WA4 1NP  
 Tel : 01925 784100  
 Freephone : 0800 262462  
 Fax : 01925 784101

### **GLASS**

Glass recycling saves materials and energy, reduces the need for landfill space and cuts collection costs. Re-use of glass bottles, such as milk bottles and some beers and soft drinks sold in pubs is an even use of resources.

In the UK we use over six billion glass containers each year, and about 22% of these are currently recycled - the European average is 50%. With more sites in convenient locations, much more glass could be collected for recycling across the UK .

Cullet (waste glass) is worth more if separated by colour, with clear cullet being the most valuable. Clear glass accounts for 70% of UK production but only about 25% of cullet collected from bottle banks. The market for reclaimed material can be unstable and there are often fluctuations in the price. Reasons for cuts in cullet price can be reductions in the price of raw materials leading to a lack of demand for cullet or technical factors. Reduced cullet prices across the board causes a significant reduction in recycling income putting glass recycling programmes in jeopardy. Recycling credits remain the lifeline by which many glass recycling schemes continue to remain in operation, and despite economic difficulties, it remains an energy and resource efficient operation.

## **Bottle banking**

*Remember the bottle bank code :*

- Rinse bottles before taking them to the bottle bank
- Remove caps from bottles and jars (these contaminate the glass and can cause extensive damage to glass furnaces)
- Dispose of bottles and jars in the correct space for each colour (mixing them reduces the amount of glass that can be recycled)
- Do not put returnable bottles (like milk bottles) in bottle banks
- Do not leave litter at the site - this is unsightly, expensive to clean up and off putting for potential recyclers
- Never put crockery or anything other than glass bottles and jars in the bottle bank
- Do not use bottle banks at night when you may disturb residents
- Try to combine the disposal of bottles with shopping or other journeys, to save fuel

If your local authority is unwilling to provide a local bottle bank, you can try to go it alone. Several schools, churches, hospitals and parish councils have done this successfully. Contact the glass recycling companies and ask if they will provide a skip; alternatively, you will need to buy or hire a skip. New full sized bottle banks can cost around £1,000 or more. Local sponsors may help towards this, or you may be able to obtain a loan, after choosing a site carefully. Check if you need planning permission, and you must have public liability insurance. Income from the sale of cullet, plus recycling credit from the local authority (if they pay one) will recoup the cost of the skip over a period of time.

A number of community recycling businesses have ventured into commercial glass collections, mainly from high volume users such as night clubs, pubs and hotels. Because of the bulk, weight, and hazards of glass handling it would be difficult to make this a viable operation on its own, but could be combined as part of a wider recycling venture, including for example, aluminium cans and office waste paper. Remember though, that recycling credits are only paid on domestic waste, so the only way to make commercial glass collections pay is to charge for the service you provide..

## **Further information**

### **British Glass Manufacturers Confederation**

Northumberland Road  
Sheffield  
South Yorkshire  
S10 2UA  
Tel : 0114 268 6201  
Fax : 0114 268 1073  
E-mail : [info@britglass.co.uk](mailto:info@britglass.co.uk)

### **British Glass Recycling Company Limited**

Northumberland Road  
Sheffield  
South Yorkshire  
S10 2UA  
Tel : 0114 268 4067

Fax : 0114 268 7914

### **The Independent Glass Recyclers Association**

C/o Pharaoh & Co.  
Boreham industrial estate  
Waltham Road  
Boreham  
Chelmsford  
Essex  
CM3 3AW  
Tel : 01245 465316  
Fax : 01245 451744

### **PLASTICS**

Plastics at present make up about 7% of domestic waste by weight and about 20% by volume. In 1995 consumption of plastics in Western Europe was 28.4 million tonnes, the UK consumes about 3.5 million tonnes every year, about 36% of which is used for packaging. The durability of most plastics makes them a waste disposal problem.

Recycling of domestic plastics is made difficult because of the wide variety of plastics in everyday use. There are hundreds of different varieties within about 50 different "family groups" of plastics, making sorting for recycling a complex task, even though most plastic polymers are perfectly recyclable on an individual polymer basis.

### **Recycling**

Industrial plastics waste materials are recycled with over 150,000 tonnes recovered each year from sources as diverse as film cassettes, coat hangers, manufacturers' scrap and bottle crates.

Recycling of post-consumer waste plastics is highly desirable. Some more developed community recycling operations have become involved in plastics recycling as part of their kerbside collections, or by being involved in partnerships with their local authority and the plastics industry (through RECOUP, the plastics industry body which promotes recycling) in managing plastic sorting facilities.

### **Plastic bottle recovery schemes**

The main development in plastics recycling in recent years has been the growth of plastic bottle banks and other recovery systems. RECOUP (Recycling Of Used Plastic Containers Ltd) are involved with a number of local authorities in supporting plastic bottle recycling schemes. In fact, one third of local authorities now have plastic bottle recycling schemes, and the number is growing. There are more than 2,400 plastic bottle collection banks on 1,650 sites across Britain and there are kerbside collections of plastics from over 800,000 households.

### **Polystyrene food packaging waste**

LINPAC have a plant in Cheshire which recycles polystyrene waste. It has a capacity of 2,500 tonnes per year and was Europe's first plant of it's kind capable of recycling fast

food boxes, meat trays, egg cartons, yoghurt pots, vending cups and even disposable cameras.

### **Plastic vending cup collections**

Another area of growth in plastics recycling has been the development of a network of plastic vending cup collections for large offices and businesses. The Save-a-Cup organisation collects on a national basis, often with third party collectors, many of whom may already be collecting other waste materials, such as cans and waste paper, from offices. Some community recycling groups have become third party collectors for Save-a-Cup, and as this business expands, Save-a-Cup would welcome enquiries from other potential collectors. Save-a-Cup collected 200 million cups for recycling during 1998, and with help from community groups, this figure could be substantially increased.

### **Reusing plastic containers**

Try not to use plastics where there is a recyclable alternative. Where there is no alternative, then re-use of plastic containers is always a more preferable option to recycling. Here are some basic ideas:

- Offer clean plastic carrier bags to charity shops
- Check whether your local play-group, school or scrap-store can take plastic containers for play materials
- Use yoghurt pots and similar containers to grow seedlings
- Use the top parts of soft drinks bottles as cloches for plants

### **Refilling plastic containers**

Refilling of plastic containers remains a desirable but limited option, with only the Body shop offering a refill service for its products. However, one innovative community group, WyeCycle in Kent, has developed a refill service for washing-up liquid and other household products, as an additional service to their kerbside collection of recyclables and kitchen waste.

ECOVER will set you up with the equipment to run a refill service of their products.

### **Recycled plastic**

Increasing numbers of products now have recycled plastic content, or are totally made from recycled plastics. As with other recyclable materials, it is worth encouraging the purchase of recycled plastic products as a means of boosting the markets for collected waste plastic. To find out more about where to purchase recycled plastic goods, have a look at the **UK Recycled Products Guide** produced by Waste Watch in conjunction with the National Recycling Forum.

Encourage your local authority to buy street furniture and fence posts made from recycled mixed plastics, and look out for products such as recycled bin liners when you go shopping.

### **Local groups and plastics collections**

*If your group does decide to start a scheme, you will need to :*

- Talk to your local authority about their plans for collecting plastics
- Ensure there is a reliable market for the material you collect. Find out if any firms in your area recycle plastics, what type or types they will accept, minimum quantities required, prices and collection arrangements.
- Think about the volume of material you will have to collect. Plastics are very light : one tonne means 300,000 polythene bags. Considerable storage space will be needed, and this could present a fire hazard. Access to baling facilities would be helpful, especially if you collect materials such as stretch wrap (LDPE)
- Identify and sort the materials. It can take time to distinguish the different types of plastic. Most containers are labelled using the American Society of Plastics Industry marking code for the six main types of plastic. *More details about this are available from the Waste Watch Wasteline fact-sheet on plastics.*

### **Further information**

#### **British Plastic Federation**

Environment team  
6 Bath Place  
Rivington Street  
London  
EC2A 3JE  
Tel : 0171 457 5000  
Fax : 0171 457 5045

#### **ECOVER**

169 New Greenham Park  
Newbury  
Berks  
RG15 8JH

#### **LINPAC Plastics International Ltd**

A1 Business Park  
Knottingley  
West Yorkshire  
WF11 0BL  
Tel : 01977 671 111

#### **RECOUP**

##### **(Recycling of Used Plastic (Containers) Ltd)**

9 Metro Centre  
welbeck way  
Shrewsbury Avenue  
Woodstone  
Peterborough  
Cambridgeshire  
PE2 7WH  
Tel : 01733 390021  
Fax : 01773 390031  
E-mail : [enquiries@recoup.org](mailto:enquiries@recoup.org)

Website : [www.recoup.org/recoup/](http://www.recoup.org/recoup/)

### **Save-a-Cup Co. Ltd**

Suite 2  
Bridge House  
Bridge Street  
High Wycombe  
Buckinghamshire  
HP11 2EL  
Tel : 01494 510167  
Fax : 01494 510168

### **WyeCycle**

18 Scotton Street  
Wye  
Kent  
TN25 5BZ  
Tel : 01233 813298  
Fax : 01233 813298

## **TEXTILES**

Although estimates of the amount of textiles thrown away by households each year vary between 1/2 million and 1 million tonnes, this still represents a minimum of 2.5% of our domestic waste by weight. The Textile Recycling Association estimates that only 25% of this waste is currently recovered. In addition to domestic sources, textile waste arises from during yarn and fabric manufacture, clothes manufacturing and the retail industry. These wastes are defined as post-industrial waste, whereas waste going to jumble sales and charity shops is defined as post-consumer waste. Together, they represent a vast potential for recovery and recycling.

### **Reuse**

Used but wearable clothes are donated and collected by well known charities such as SCOPE, Oxfam and The Salvation Army and re-sold in their high street charity shops to raise funds for their work. There are also a number of community recycling organisations who run successful textile collection schemes, for example, the Community Recycling Venture in Tipton, the West Midlands, who currently collect and sort unwanted clothes from about 30,000 households, then sell them on to a textile merchant for re-use in third world countries. Better prices can be obtained if you are able to sort the fabrics, but this is only usually worthwhile if you are dealing with hundreds of tonnes. You could also raise funds for your group by holding jumble sales and selling any left-overs to a textile merchant, or even open up your own community shop!

### **Recycling**

Some garments can be remade into new clothes. Pure knitted and woven wools are pulled or ripped apart into original fibre and this "shoddy" is then either spun or mixed with other fibres to make new yarn. Woven woollen materials are pulled and then used in the manufacture of dressing gowns, blankets and other furnishings. Knitted synthetics can also be made into new blankets. Cottons can be used in making high quality paper or cut up to make industrial wipers.

Synthetic materials and low grade textiles are used in the manufacture of "flock", a filling material for upholstery, car interior padding, bedding and roofing felt.

### **Collecting textiles**

If you are planning a textile collection from households, this will be much more effective if you combine it with the collection of other materials. A number of community recycling groups operating kerbside collections now do this.

#### **If you decide to collect textiles:**

- Telephone local merchants to compare prices, find out which materials they will accept and minimum quantities
- Work out your transport costs and ensure you have a place where you can safely store textiles in a dry place. As a guide, one tonne of mixed rags will fill about 120 black dust-bin bags
- The materials you collect must be clean and dry - storing piles of damp clothing can cause mould growth, which can lead to spontaneous combustion!
- Check with your merchants about sorting requirements, this will effect the price you will get
- Check if paired shoes and hand-bags are wanted, plastic or leather
- Give plenty of advance publicity of the date of collection if you are arranging a door-to-door collection - and stick to it!
- If you decide to provide house-holders with bags, think carefully about the colour of the sacks you buy in - black is mostly identified with general rubbish and could cause confusion to your collection team unless flagged with a special, highly visible label. Yellow is used for clinical waste and red is generally used for asbestos.

### **Supporting current collection schemes**

Textile reclamation has developed significantly in recent years. Even though much potential for expansion exists, there are now over 3,000 clothing banks in the UK, primarily operated by well known charities with local authorities.

If there is no textile bank scheme in your area, you may wish to discuss how you could work with your local authority to provide this service. Alternatively, why not try discussing ideas with local charity shops about how you could work together to increase the amount of textiles reclaimed?

### **Further information**

#### **British Apparel and Textile Centre**

5 Portland place  
London  
W1N 3AA  
Tel : 0171 636 7788

#### **Textile Recycling Association**

5 High Street  
Boxworth

Cambridge  
CB3 8LY  
Tel : 01954 268000

## **HOUSEHOLD HAZARDOUS WASTE**

Household hazardous waste (HHW) is a generic term for all those waste products we generate but tend to store in our garden sheds or under the stairs cupboards! For example, HHW products will include antifreeze, garden pesticides and chemicals, batteries, paints, varnishes, some cleaning products (such as oven cleaners), solvents, adhesives, pharmaceuticals and fluorescent tubes and lamps.

While HHW is only a small fraction of total domestic waste, it represents an important area of concern, as the negative environmental effects of careless disposal are high in comparison to the weight of materials involved.

In addition to the actual waste materials, HHW can also consist of the packaging in which those materials are contained, as they will often be contaminated by the hazardous substances they once held.

### **Recycling**

Recycling facilities for HHW remain extremely limited in the UK, although there is growing pressure for action and some small developments have taken place. Developments may well occur, particularly on battery collection, when the new EU Directive on Batteries comes fully into force.

### **Reuse**

More potential exists for the re-use of some HHW products, particularly paints. Householders in the UK buy 150 million litres of paint every year. Many store up unused paint because they are unsure of the best means of disposal.

Setting up paint re-use schemes is a developing option for existing community recycling projects. Innovative schemes in Leeds and Ealing in London have shown the potential for collecting unused paint from households, and offering the re-usable paints to community organisations for their own use. Paint re-use projects can offer a number of benefits:

- Community buildings can be refurbished that would otherwise remain neglected
- A reduction in the use of landfill
- The raising of environmental awareness in the wider community

The **Community Re-Paint** scheme has been supported by multi-million pound funding from ICI Dulux and Biffaward and in 1998, over 9,500 litres of paint were distributed to nearly 500 local groups for use on a wide range of local projects with social, environmental and educational benefits. There are currently 14 Community Re-Paint schemes across the UK, and grant support of £3,000 is available to community groups looking to set up a new project.

Further information

**National Household Hazardous Waste Forum**  
**C/o Save Waste and Prosper**

74 Kirkgate  
Leeds  
LS2 7DJ  
Tel : 0113 246 7584  
Fax : 0113 234 4222

### **Community > Re Paint**

Contact : Ashley Robb  
Save Waste And Prosper Ltd  
74 Kirkgate  
Leeds  
LS2 7DJ  
Tel : 0113 243 8777  
Fax : 0113 234 4222

The **Waste Watch Wasteline** Tel : 0870 243 0136 for further information and free fact-sheets on fluorescent tubes and battery recycling.

## **Section 4**

### **Contacts**

#### **GENERAL CONTACTS**

##### **British Chamber of Commerce**

Manning House, 22 Carlisle Place, Victoria, London  
SW1P 1JA  
Tel : 0171 565 2000  
National body representing local Chambers of  
Commerce.  
Provides details of local contacts.

##### **Department of Environment, Transport & Regions (DETR)**

Waste Policy Division, Zone 7, 123 Victoria Street,  
London, SW1E 6DE  
Tel : 0171 890 3000  
Fax : 0171 890 6509  
[www.detr.gov.uk](http://www.detr.gov.uk)

##### **Technical Aid Network (ACTAC)**

60 Duke Street, Liverpool L1 5AA  
Tel : 0151 707 4310  
Fax : 0151 707 4311  
National network promoting community self-help by  
providing training, professional and technical  
services to local groups.

##### **DETR Free Literature**

PO Box No. 236, Wetherby LS23 7NB  
Tel : 0870 122 6236  
Fax : 0870 122 6237

##### **Charities Aid Foundation (CAF)**

Kings Hall, West Malling, Kent ME19 4TA  
Tel : 01732 520088  
Fax : 01732 520001  
[www.charitynet.org](http://www.charitynet.org)  
provides information and advice for donors and  
receivers of charitable funds.

##### **Department of Trade and Industry**

Environment Unit, 151 Buckingham Palace Road,  
London, SW1W 9SS  
Tel : 0171 215 5000  
[www.dti.gov.uk](http://www.dti.gov.uk)

##### **Civic Trust**

The View, Sixth Floor, Gostins Buildings, 32-36  
Hanover Street, Liverpool L1 4LN  
Tel : 0151 709 1969  
Fax : 0151 709 2022  
Administers the Environmental action Fund (EAF) on  
behalf of the DETR.

##### **Directory of Social Change**

24 Stephenson Way, London NW1 2DP  
Tel : 0171 209 1015  
Provides wide ranging training through conferences  
and courses and produces publications on charitable  
and voluntary activity.

**Commission for Racial Equality**

Information Department, Elliot House, 10-12  
Allington Street, London SW1 5EH  
Tel : 0171 828 7022  
Fax : 0171 630 7605

**ENTRUST (The Environmental Trust scheme Regulatory Body Ltd)**

Head Office, Suite 2, Fifth Floor, Acre House, 2  
Town Square, Sale, Cheshire M33 7WZ  
Tel : 0161 972 0044  
Fax : 0161 972 0055  
[www.entrust.org.uk](http://www.entrust.org.uk)

The regulator of Environmental Bodies under the landfill Tax Regulations 1996. Provides information & leaflets about the Landfill tax Credit Scheme. Other enquiries relating to broader landfill tax issues should be directed to : HM Customs & Excise landfill Tax Helpline on 0645 128484 (Fax 0645 129595)

**Community Business Scotland Network Ltd**

Society Place, West Calder, EH55 8EA  
Tel : 01506 871370  
Fax : 01506 873079  
Scottish agency promoting community business development.

**Environment Agency**

Head Office, Rio House, Water Side Drive, AZTEC  
West, Almondsbury, Bristol BS12 4UD  
Tel : 01454 624400  
Fax : 01454 634409  
[Enquiries@environment-agency.gov.uk](mailto:Enquiries@environment-agency.gov.uk)

**Community Recycling Network (CRN)**

10-12 Picton Street, Montpelier, Bristol, BS6 5QA  
Tel : 0117 9420142  
Fax : 0117 9420164  
[info@crn.org.uk](mailto:info@crn.org.uk) Web : [www.crn.org.uk](http://www.crn.org.uk)  
National network of community recycling projects, owned and run by its members. Provides advice and support for community projects. Operates Network Recycling who specialise in recycling at outdoor and special events and airports, in conjunction with local groups.

**Equal Opportunities Commission**

Overseas House, Quay Street, Manchester M3 3HN  
Tel : 0161 833 9244

**Community Service Volunteers (CSV)**

237 Pentonville Road, London, N1 9NJ  
Tel : 0171 278 6601  
CSV creates opportunities nation-wide for people to play an active part in the life of the community.

**Friends of the Earth (FoE)**

26-28 Underwood street, London N1 7JQ  
Tel : 0171 490 1555  
National pressure group promoting policies to protect the natural environment. Campaigns on waste and recycling issues.

**Furniture Recycling Network**

Unit 3, Pilot House, 41 King Street, Leicester LE1 6RN  
Tel : 0116 254 5283  
Fax : 0116 2544189  
[ERN@BTINTERNET.COM](mailto:ERN@BTINTERNET.COM)  
National network serving furniture and appliance re-use projects. Produces a national directory of projects, plus information and advice.

**Materials Recycling Week**

19th Floor, Leo House, 233 High Street, Croydon CR0 9XT  
Tel : 0181 277 5540  
Fax : 0181 277 5560  
Weekly journal covering waste and recycling matters. Provides regular market reports on waste material prices.

**Groundwork Foundation**

85-87 Cornwall Street, Birmingham B3 3BY  
Tel : 0121 236 8565  
Fax : 0121 236 7356  
[Info@groundwork.org.uk](mailto:Info@groundwork.org.uk)  
Umbrella body for national Groundwork network. Some Groundwork organisations are involved in recycling. National list available from the Groundwork Foundation.

**National Council for Voluntary Organisations (NCVO)**

Regents Wharf, 8 All Saints Street, London N1 9RL  
Tel : 0171 713 6161  
Provides professional advisory services to voluntary organisations and acts as the national voice of the voluntary sector.

**Health & Safety Executive**

Rose Court, 2 Southwark Bridge, London SE1 9HS  
Tel : 0171 717 6000  
Fax : 0171 717 6644

**National Network of Community Businesses**

Society Place, West Calder EH55 8EA  
Tel : 01506 87370  
Source of local contacts active in community

Regional HSE office details are available from the above contact.	businesses, and local community business development agencies.
<b>Industrial Common Ownership Movement (ICOM)</b> Vassalli House, 20 Central Road, Leeds LS1 6DE Tel : 0113 246 1738 Fax : 0113 244 0002 <a href="mailto:icom@icom.org.uk">icom@icom.org.uk</a> The national federation of worker co-operatives. Offers advice, information and technical help in setting up legal structures for community organisations.	<b>National Youth Agency</b> 17-23 Albion Street, Leicester LE1 6GD Tel : 0116 285 3700 Fax : 0116 285 3777 Offers information, publications and training to assist with youth employment, education and training.
<b>Local Authority Recycling Advisory Group (LARAC)</b> C/o West Sussex County Council, Chris Davey, Waste Management Section, Surveyors Department, County Hall, Chichester, West Sussex PO19 1RH Tel : 01243 777046 Fax : 01243 777257 LARAC is the national organisation representing local authority recycling officers, providing a forum for information exchange, training and advice to local authorities.	<b>Recycling Advisory Unit</b> AEA Technology, National Environmental Technology Centre (NETCEN), Building F6, Culham, Abingdon, Oxfordshire OX14 3DB 0800 585794 (DTI/DETR Environmental Helpline for small businesses) Tel : 01235 463004
<b>Retired Executives Action Clearing House (REACH)</b> Bar Wharf, 27 Bankside, London SE1 9EY Tel : 0171 928 0452 Fax : 0171 928 0798 Brings retired executives from commerce to work with voluntary organisations for expenses only.	<b>Sharing Resources</b> The Create Centre, Smeaton Road, Bristol BS 1 6XN Tel : 0117 9074088 Fax : 0117 9074089 <a href="mailto:Sharing@wastewatch.org.uk">Sharing@wastewatch.org.uk</a> <a href="http://www.crn.org.uk">www.crn.org.uk</a> Joint waste watch and CRN initiative providing development assistance and support for community based 3Rs projects across the UK. Services include tailor made consultancy, training, advice and information.
<b>Rural Action for the Environment</b> Sommerford Court, Sommerford Road, Cirencester, Gloucestershire GL7 1TW National agency promoting community environmental action in rural areas. Operates a grants fund for developing community projects.	<b>Tidy Britain Group</b> The Pier, Wigan, Lancashire WN3 4EX Tel : 01942 824620 National agency for litter abatement, with a range of projects with schools, local authorities and community groups.
<b>Shell Better Britain Campaign</b> King Edward House, 135a new Street, Birmingham B2 4QL Tel : 0121 2485900 Fax : 0121 2485901 <a href="mailto:Enquiries@sbbc.co.uk">Enquiries@sbbc.co.uk</a> Gives practical support to community environmental initiatives. Provides a comprehensive package of information, advice, "Interactive" newsletter and small grants.	<b>Waste Watch</b> 96 Tooley Street, London SE1 2TH Tel: 020 7089 2100 Fax: 020 7403 4802 Waste Watch Wasteline : 0870 2430136 <a href="http://www.wastewatch.org.uk">www.wastewatch.org.uk</a> Waste Watch is the national organisation promoting action, education and awareness on waste reduction, re-use and recycling. Operates a range of education and information initiatives. Provides training to community groups and local authorities.

## Women's Environmental Network

87 Worship Street, London EC2A 2BE

Tel : 0171 247 3327

Fax : 0171 247 4740

National campaigning group covering packaging, waste reduction and other issues.

## **CONTACTS : SUCCESS STORIES**

### **Islington Waste Saver Ltd**

Bromfield Street

Islington

London N1 0QA

Tel : 0171 226 1248

Fax : 0171 837 6308

[Wastesaver@dial.pipex.com](mailto:Wastesaver@dial.pipex.com)

Main contact : Christine Collister, Manager.

### **Recycling in Ottery (RiO)**

Old Station yard

St. Saviours Bridge

Ottery St. Mary

Devon EX11 1RE

Tel : 01404 818 825

[www.net.eastdevon/rio](http://www.net.eastdevon/rio)

Main contact : Carol Johnston, Co-ordinator

### **Pennine Magpie**

The Dell No. 6

Eaves Road

Hebden Bridge

West Yorkshire HX7 6DP

Tel / Fax : 01422 843 709

[Chip.wood@btinternet.com](mailto:Chip.wood@btinternet.com)

### **SOFA (Leicester)**

Pilot House

Unit 3

41 King Street

Leicester LE1 6RN

tel : 0116 254 5283

Fax : 0116 254 4189

[Sofa@btinternet.com](mailto:Sofa@btinternet.com)

Main contact : Richard Featherstone, Manager.

### **Proper Job Ltd**

3 Fernleigh

New Street

Chagford

Newton Abbot

Devon TQ13 8BD

Tel / Fax : 01647 432 616  
[Properjob@chaqfd.freeserve.co.uk](mailto:Properjob@chaqfd.freeserve.co.uk)

## **FURTHER READING**

**Directory of Social Change** publish a wide range of guides and handbooks about voluntary organisations, covering all issues from fundraising to volunteering and charity law.

**DETR** produce a publications list that features all the legal aspects of running a recycling scheme you need to know about, including Duty of Care, Regulation of Waste Carriers and waste Management Regulations.

**Waste Watch** produces a regularly updated publications list that includes general recycling information, practical guides and directories and information sheets on a range of recyclable materials.

**Recycling Works – Employment, economic and environmental benefits from improved resource use.** (FoE/CRN Report, 1998). Research by Friends of the Earth and the Community Recycling Network.

**Re-Inventing Waste – Towards a London Waste Strategy**, (Aug.1998). Published by Ecologica. ISBN 0 9534309 01.

## **Waste Watch Wasteline**

**0870 243 0136**

Waste Watch operates the Waste Watch Wasteline. This is a free information service, answering telephone and written enquiries on all aspects of reducing, reusing and recycling waste.

### **Ring the Waste Watch Wasteline for information on:**

- Local and national recycling facilities
- Office collection schemes in your area
- Community groups in your area
- Local Authority contact details for your area

### **The Wasteline also provides:**

- a series of free information sheets covering a wide range of waste issues
- a large library of information about waste which is open to visitors - please telephone for an appointment.
- the Waste Watch web site <http://www.wastewatch.org.uk>

tel. 0870 243 0136