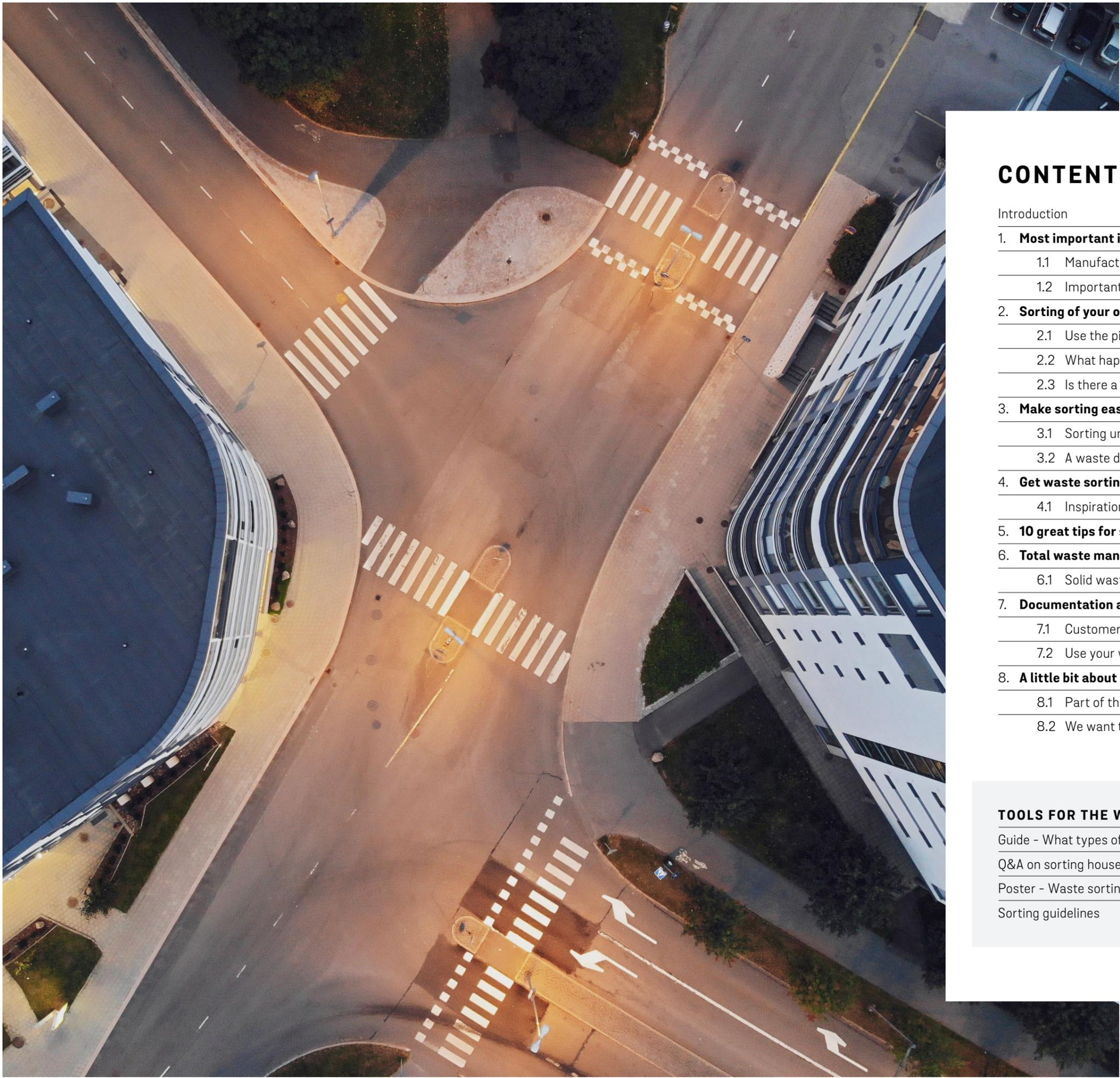


# ALL COMPANIES MUST SORT OFFICE AND CAFETERIA WASTE

Everything you need to know about the new requirements in the waste regulation for companies to sort household-type waste





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### TOOLS FOR THE WORKPLACE

Guide - What types of waste do you need to sort where?

Q&A on sorting household-type waste

Poster - Waste sorting at the workplace

Sorting guidelines

# Introduction

Welcome to our e-book about the new requirements for companies to sort household-type waste.

Although it may sound simple, it can be difficult to find out what to sort and how to be successful with waste sorting in general.

During the autumn of 2022, the Head of Sustainability at Stena Recycling A/S, Leise Marud, held 3 webinars on the waste regulation for more than 400 participants. We have therefore gained insight into the problems and dilemmas that arise when you have to familiarize yourself with the new requirements.

That is why we have produced this e-book, including a helpful kit that we hope can help you and your workplace to develop an overview. This e-book gives you an insight into the requirements

of the waste regulation, how it affects you and your workplace, as well as what is important for your company, so that you get off to a good start – and, not least, find the motivation to do it.

Every day we help Danish and international companies with the sorting and disposal of waste. With our many years of experience in the waste and recycling industry, we know what kind of task awaits workplaces – and we also sense to a great extent the demand for more information. We hope to be able to provide you that here.

Happy reading and enjoy!



**LEISE MARUD**  
Head of Sustainability,  
Stena Recycling A/S



Sorting office and cafeteria waste is in a league of its own. It is rather complex for companies, big or small, and this is starting to slowly dawn on companies. At Stena Recycling, we are in contact with all types of companies from all industries.

There is no doubt that the new waste regulation sets new and different requirements. We hope that with the e-book we can provide support and inspiration to the companies that need it.

## SOURCES

[Danish Waste Association](#)  
[Danish Container Deposit Return System](#)  
[The waste disposal regulation](#)



# Most important information about the waste regulation

The waste regulation has been revised based on the government's circular economy action plan. This action plan contains 126 initiatives which will be rolled out at the beginning of January 2023.

The waste regulation, which we zoom in on here, is one of the initiatives that concerns all companies. The initiatives support the government's vision that the waste sector must be climate neutral by 2030. This is a vision that Stena Recycling shares and works to fulfill every single day - in collaboration with our customers.

## 1.1 WASTE FROM PRODUCTION AND HOUSEHOLD-TYPE WASTE

Companies are already required to sort their manufacturing waste, but with the waste regulation of 2021, requirements were tightened such that that waste-producing companies must ensure that their sorted commercial waste, which is suitable for material recovery (i.e. reuse, recycling or other final material recovery) must respectively be reused, recycled or used for other final material utilization.

This guide focuses on sorting household-type waste. If you have other questions about your commercial waste, we can also help you with that.

## 1.2 IMPORTANT DEFINITIONS AND TERMS

### Reuse

The waste is used again for the same purpose for which it was designed. For example, what you buy at Den Blå Avis (DBA) or in thrift stores. But it can also be pallets and pallet tanks that are reused.

### Recycling

Waste materials are reprocessed for their original purpose or for other purposes. For example, newsprint and cardboard that are made into new paper and cardboard at paper mills. In other words, the materials have been refined and processed so that new products can be extracted again.

### Material recovery

Material recovery is a common term for reuse, recycling and e.g. filling that replaces other raw materials.

### Other types of material usage

A material recovery operation where suitable non-hazardous waste is used for the re-establishment of excavated areas or for engineering purposes in connection with landscape design. Waste used for filling must replace non-waste materials, be suitable for the above purposes and be limited to the amount strictly necessary to fulfill those purposes. For example, road filling and noise barriers.

### CONTACT US



# Sorting of your office and cafeteria waste

Starting January 1, 2023, companies must sort their household-type waste into the same types of waste categories as we know it from ordinary households, which began this sorting starting July 1, 2021. Specifically, you must sort your paper, cardboard, glass, metal, food waste, plastics, hazardous waste, food & beverage cartons, and textiles.



## 2.1 USE THE PICTOGRAMS

The waste containers for household-type waste must be equipped with the same pictograms as those used by households. The Danish Waste Association, the Danish National Association of Municipalities (KL) and the Danish Environmental Protection Agency are the forces behind the Common Pictogram System, which is used both at home, at work and at recycling stations. We are now familiar with the pictograms - and therefore it is also obvious to use them actively in the workplace.

HENT PIKTOGRAMMERNE HER



## 2.2 WHAT HAPPENS IF WE DON'T SORT?

As of January 1, 2023, it is a statutory requirement for all companies to sort waste in the same way as households do so today. It makes good sense that we should sort all waste. Waste is more than just waste - it consists of materials that are clearly suitable to reuse and recycle into new products.

The municipalities are responsible for checking whether you meet the sorting requirements from the waste regulation. You can contact your municipality to find out more about the consequences of not sorting according to the waste regulation.



## 2.3 IS THERE A LOWER LIMIT OF WHAT TO SORT?

Most companies are already used to sorting office paper and cardboard. Hazardous waste such as batteries, cleaning agents, hand sanitizer, etc. must be sorted in advance, and most companies also sort glass and metal from the cafeteria. But there are still a number of companies that need to sort out food waste, plastic and food & beverage cartons - and this is where the biggest adjustment is for many companies.

### **Smaller businesses with a cafeteria where food is prepared**

If you are a small company without a cafeteria, it may seem pointless to sort two apple skins and a banana each week. The same applies to offices where there may not be a coffee machine that also generates coffee grounds. Unfortunately, there is no de minimis (minor amount) limit in the legislation. Therefore, it is up to your own municipality's interpretation of the waste regulation for where the minor amount limit is situated for what you have to sort out. At Stena Recycling, our recommendation is that you use your common sense. If there are more garbage bags than waste, sorting is a pointless waste of resources. If you have any queries, don't hesitate to contact your municipality.

### **Businesses that have waste of a type and in a quantity that corresponds to a household**

Municipalities have the option of offering businesses that have waste of a type and in a quantity that correspond to a household to use the municipal collection scheme. Contact your municipality to find out what they offer.

### **Who makes sure you comply with the rules?**

It is the municipalities that have the supervisory duty. This means that there can be different decisions and interpretations of the rules from municipality to municipality, and this has been the case all along. What is new is that the municipalities also do not have experience with how the legislation should be interpreted in the field of household-type waste at companies and the absence of a minor amounts limit makes it difficult to know what to expect.

As a starting point, Stena Recycling recommends that you at least sort the largest types of waste such as paper, cardboard, plastic/food and beverage cartons. And if there is a basis for it, then also food waste. Find out more in our guide on sorting and placing waste containers, where we review the most common areas in companies, and what makes sense to sort where in the workplace.

### **Can the municipality pick up your waste?**

Yes and no. They are no longer allowed to pick up the recyclable waste. This is true unless your company is located on islands with no bridges to the mainland, or has waste of a type and in a quantity that corresponds to a household. Municipalities may continue to collect residual waste for incineration, but they cannot require companies to use the municipal program. For you, this means that you can freely choose to collect all your waste at one waste company. There can be many advantages in choosing a total solution, which makes it easy and efficient to sort and dispose of waste in the course of everyday life.

**READ MORE ABOUT THE TOTAL SOLUTION FOR WASTE DISPOSAL**



# Make sorting easy with sorting solutions at the workplace

In general, when we have to change our habits and introduce new methods, it is important that the physical arrangement at the workplace encourages us to do so.

Considerations such as the location of waste bins and the choice of sorting unit are important to the success of waste sorting. At Stena Recycling, we also offer a range of sorting unit in different sizes and designs, which makes it easy to sort waste, which make it easy to sort. The sorting unit is movable and has drop-in holes, which can easily be affixed with a pictogram to guide your employees.

## 3.1 SORTING UNIT FOR DIFFERENT ROOMS

### Kitchen

Here we recommend waste racks on wheels that can be easily moved around and cleaned.

### Cafeteria

Here, it can be a good idea to have buckets that are easy to clean if food is scraped into them.

### Areas with dry types of waste

Stena Recycling collaborates with Daarbak Design, who offers many different models and types of sorting stations and recycling modules like the Cube Design shown on the picture. We can help you find the right sorting furniture for you.

### Our recommendation

It is best to use clear bags. Preferably in colors. This makes it easier to detect sorting mistakes, both in the bags and when the bags are removed from the waste rack.

We recommend bins for various types of dry waste such as glass, metal, cardboard and paper, in order to avoid plastic bags in the containers. Alternatively, you can empty the bag of glass, metal, cardboard or paper into the container. For food waste and plastic/food & beverage cartons, the bag can be included in the container.



DAARBAK DESIGN/ MODEL: CUBE DESIGN

### Sorting units from Daarbak Design

With Daarbak Design sorting units, you get a furniture in great quality and modern design that fits your office perfectly. Choose the design that fits you and your company best.

### Get help and advice for successful waste sorting

Rome was not built in a day - and the task of waste sorting is not always easy in a workplace.

Where is it obvious to sort office paper? Should we remove the small trash can by the desks? What missorts do we tend to make?

Fortunately, there is help and guidance available. To be successful with source sorting, the location of sorting furnitures and the choice of waste types are of great importance. The behavior of your employees is what we must focus on and try to change - and therefore it is important that the physical framework is in place and helps us sorting the right way. At the same time, we should avoid the classic "mistakes", such as to throw away the cardboard plate in cardboard and drink cartons in residual waste.

**DO YOU WANT HELP AND GUIDANCE? CALL US ON +45 56 67 50 22**

### 3.2 A WASTE DISPOSAL SOLUTION THAT FITS YOUR NEEDS

When you have decided which sorting you want for your household-type waste, it is important that you have the right containers and that you have made an agreement about when they must be emptied. There is nothing worse than overflowing waste bins or containers, so find a waste company that can meet your business needs.

You can always contact Stena Recycling for more information about waste disposal solutions, containers and sorting units.

#### CONTACT US



Containers, receptacles and packaging for all your types of waste ensure trouble-free handling without affecting your daily operations.



#### DAARBAK DESIGN / MODEL: CUBE DESIGN



# Get waste sorting on your To Do List

When the physical arrangement with sorting unit and an optimal waste sorting solution is in place, you are well on your way. However, motivation is often what drives the work - and success depends on a change in behavior and the formation of new habits among the employees. Targeted and clear communication and activities associated with the sorting are the last step in meeting the requirements correctly. Consider how your employees can best be motivated to sort waste.

## 4.1 INSPIRATION TO GET YOUR EMPLOYEES STARTED WITH SORTING

- Tell your employees why sorting is important and what consequences there are for the company if you do not meet the new requirements from the waste disposal regulation.
  - Carry out a regular check of the waste sorting racks during the initial period and celebrate your small successes.
  - Use the carrot-on-a-stick method and set up a competition with a great prize. If you have several departments, it can be an internal competition among the departments.
  - You make a difference with correct waste sorting. Make sure to remind your employees what waste sorting means for the environment and that it is an important part of our goal setting in Denmark.
  - Waste sorting is part of taking responsibility as a company and an excellent signal value to the company's stakeholders and other interested parties.
- If you have information displays or monthly/quarterly status meetings, it is ideal to put it on the agenda and, for example, use data to highlight your waste quantities for the most recent period, as a motivation to keep doing well.
  - Most companies have one employee who is perhaps a little extra passionate about recycling, sorting and the environment. Find an obvious ambassador among your employees to be part of the driving force behind your waste sorting project.

There are many sources of motivation - and more than the above, so find the ones that work for you and make use of them. They are important for the success you will achieve with waste sorting.

”

We find that there are always one or more committed employees who go the extra mile in waste sorting. Give them the mandate and time to motivate their colleagues and celebrate when they succeed.

These waste ambassadors can, for example, spot which sorting mistakes occur most frequently, create curious dialogue with any hold-outs, and hand out cake when the sorting is taking place.

They can also provide a brief status of waste sorting at departmental meetings. That way you can create a positive community and focus until you are champions.

**REBECCA ASHA SKJØDT**

Project Manager for Internal Sustainability,  
Stena Recycling A/S

# 10 tips for successful sorting of office and cafeteria waste

## HOW TO GET OFF TO A GOOD START

We have brought together a number of points of advice and tips on how to get started with waste sorting of office and cafeteria waste.

Correct sorting does not happen by itself. It requires motivation and guidance, because we can often get confused about where to throw the various types of waste.

Use the sorting instructions that you can post in the areas where you sort, so that you are never in doubt. You can make your own with inspiration from [www.affald.dk](http://www.affald.dk) or you can use our free versions.

**GET THE SORTING INSTRUCTIONS  
IN THE BACK OF THE DOCUMENT**

- 1 What types of waste do you have? Start by walking around the office, the kitchen, the cafeteria and the coffee nook and the kitchenette. Look in trash cans and refrigerators. What kind of waste is there and what kind of packaging is in the refrigerator? Ask your colleagues what types of waste they generate. Then you can get a good overview of which types of waste you have and what you have the most of.
- 2 Consider whether there is enough waste within “coffee machine distance” for it to make sense to sort.
- 3 It may be a good idea to remove individual bins at each employee’s desk and place central sorting units. If there is push-back, you can start by testing it for a week. Most people find they don’t need it. It is also cheaper to clean.
- 4 Find a waste ambassador in each office who knows a little more about sorting or is interested in learning more and taking the lead, who can help colleagues get going.
- 5 Communication, communication, communication. Most people have gotten used to sorting waste at home and want to sort their waste. When there are sorting mistakes, it is most often a matter of lack of knowledge. For example, it is reasonable to think that paper coffee cups must go in with cardboard, while in reality they must go in residual waste.
- 6 Motivate your employees! It is difficult to be successful with internal sorting in the office and cafeteria areas if your employees are not on board. Make sure to give a clear and distinct message about why it is necessary to sort, what significance it has for your business and show them the results!
- 7 Guide your employees. Place visible pictograms on sorting units and containers.
- 8 If possible, post sorting instructions noticeably until employees have learned.
- 9 Management must be involved all the way. Get the project implemented across the entire organization so that everyone understands the necessity of the project and its prioritization.
- 10 Talk about the new sorting procedures at morning meetings, in newsletters, etc.

# Total Waste Management

## ONE SOLUTION FOR ALL YOUR WASTE

Stena Recycling works to make a difference to the environment by transforming waste materials into valuable resources – **We care for resources.**

Every day we help companies with the handling and disposal of office and cafeteria waste, as well as manufacturing waste such as iron, metal, plastic, paper, cardboard, batteries, electronics and hazardous waste from all industries. We collect the waste based on the company's needs and then sort and refine the materials at our branches and production facilities for recycling. We improve the quality of the waste and help to give the materials new life as new raw materials and products.

### 6.1 SOLID WASTE DISPOSAL SOLUTION WITH MANY ADVANTAGES

We create long-term solutions every day for both customers and society. Our solutions can be

documented and they ensure that you comply with legislation. At the same time, we help to strengthen your sustainability profile and market position.

With the right setup and prioritization of waste sorting, your waste disposal solution can contribute to an economic advantage, because the value of disposed waste increases. The purer the quality, the better the recycling possibilities and thus the value of the waste is improved.

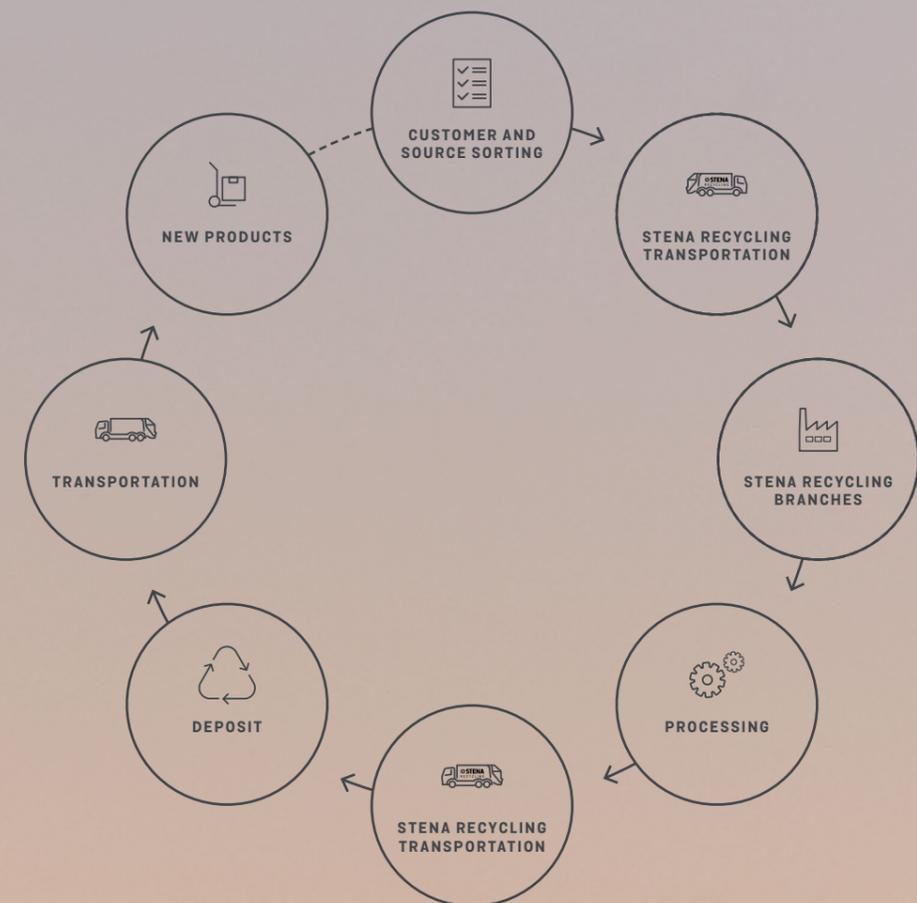
With a total solution, you can safely leave ALL your waste to us, create good business with your waste and make a difference to the environment.

[READ MORE ABOUT WASTE MANAGEMENT HERE](#)



## PROCESS FOR RECYCLING

Let your waste be converted into new products



# Documentation and traceability

With the new requirements, there is also a need for documentation, so that you can prove that you meet the new requirements for sorting.

That's why it's a good idea to have a waste disposal solution where you can access your waste data - this applies to all types of waste, quantities and flows. It is important that access to data is easily within reach, so that you can smoothly and quickly collect statistics and create reports.

## 7.1 CUSTOMER PORTAL WITH FREE ACCESS TO WASTE DATA 24/7

At Stena Recycling, we listen to the customers' needs and continuously develop our customer portal so that it meets new trends and documentation requirements.

### The portal provides access to data on:

CO <sub>2</sub> -reduction	Degrees of recycling	The location of each individual type of waste in the waste hierarchy	Amounts of waste	Collections/ empties
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The customer portal is your strategic tool that can support and document your company's efforts, market position and business development.

### READ MORE ABOUT THE CUSTOMER PORTAL



## 7.2 USE YOUR WASTE DISPOSAL DATA STRATEGICALLY

Get the most out of your data. This creates a great foundation for many business benefits:

### Legally required documentation:

Your data is your documentation against stricter regulations and legal requirements.

### Incentive for competition and advice:

What can we do differently? What does it take for us to move up the waste hierarchy? How can we further optimize this type of waste?

### Motivation for behavioral change:

Use your results in your internal employee motivation work – combine it with the tasks that are solved in everyday life with sorting and waste prevention.

### Your data strengthens your competitiveness:

Highlight your positive results and show the world that you have a sustainable agenda that is important for customers, partners, supplier collaborations, etc.



# A little bit about Stena Recycling A/S

Stena Recycling is Scandinavia's largest recycling company with locations in 7 countries: Denmark, Sweden, Norway, Finland, Poland, Germany and Italy.

We welcome all types of waste and help ensure a cyclical and sustainable footprint for a wide range of Danish and international companies within waste management on a daily basis. With more than 400 committed employees and 18 branches in Denmark, we are well equipped to create the best framework for our customers throughout the country.

## 8.1 PART OF THE STENA METALL GROUP

Stena Recycling is a subsidiary of the Stena Metall group with locations in 9 countries and more than

3,500 employees, all of whom work closely with our customers to create new value for the benefit of companies, the environment and society as a whole.

Every year, we recycle six million tons of waste and used up products, and supply our customers with the raw materials they need, such as steel products, plastic granules and fuel for ships. Through research and development, we aim to meet future challenges with new, sustainable solutions.

# 18

BRANCHES

# 460

EMPLOYEES

# 1.985

MILLION DKK  
IN TURNOVER

# 337

MILLION DKK IN  
EQUITY CAPITAL



## VISION

Together we create a sustainable future

## MISSION

We take care of the earth's resources by being a leader in circular solutions

TOWARDS 100% CIRCULARITY

CREATE RECYCLABLE RAW MATERIALS

LEADER IN CLIENT INTERACTION

### 8.2 WE WANT TO MAKE A DIFFERENCE TOGETHER WITH YOU

Close to 50% of the world's CO2 emissions are due to manufacturing and consumption – and is therefore one of the primary sources of climate problems\*. At Stena Recycling, we work to make a difference with your waste - we find the right recycling processes, connect with innovative partners and constantly seek development to be able to recycle more and more waste. The earth's materials are too valuable to simply throw away when we no longer want a product - and we collect that value together.

Together we create a sustainable future

VISIT US AT:



SOURCES

<https://www.retsinformation.dk/eli/lta/2021/2512>

<https://www.dn.dk/vi-arbejder-for/baeredygtighed/affald/>



## TOOLS FOR THE WORKPLACE

[Guide - What types of waste do you need to sort where?](#)

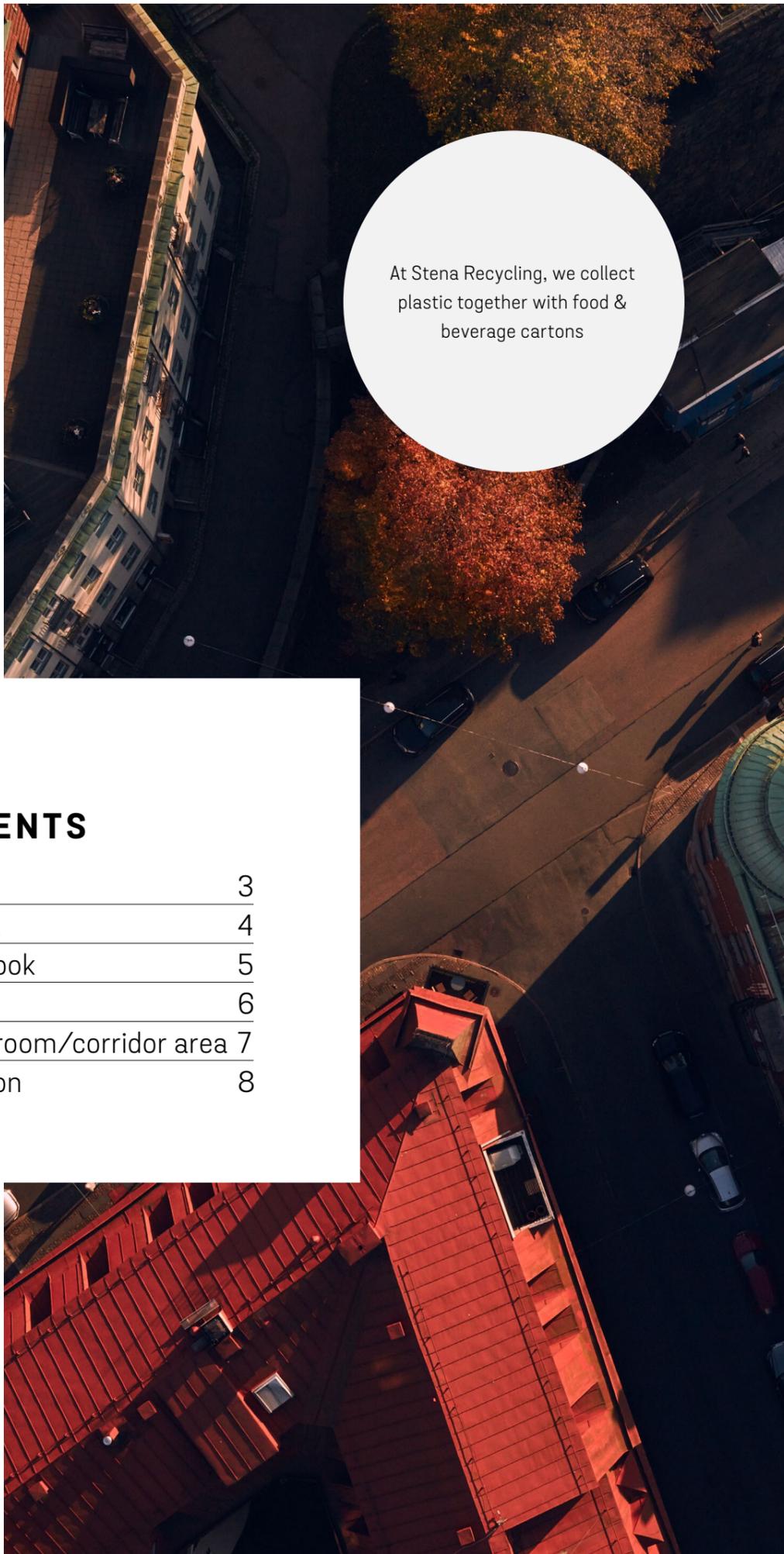
[Q&A on sorting household-type waste](#)

[Poster - Waste sorting at the workplace](#)

[Sorting guidelines](#)

## SORTING GUIDE

What types of waste do you need to sort where?



At Stena Recycling, we collect plastic together with food & beverage cartons

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## KITCHEN

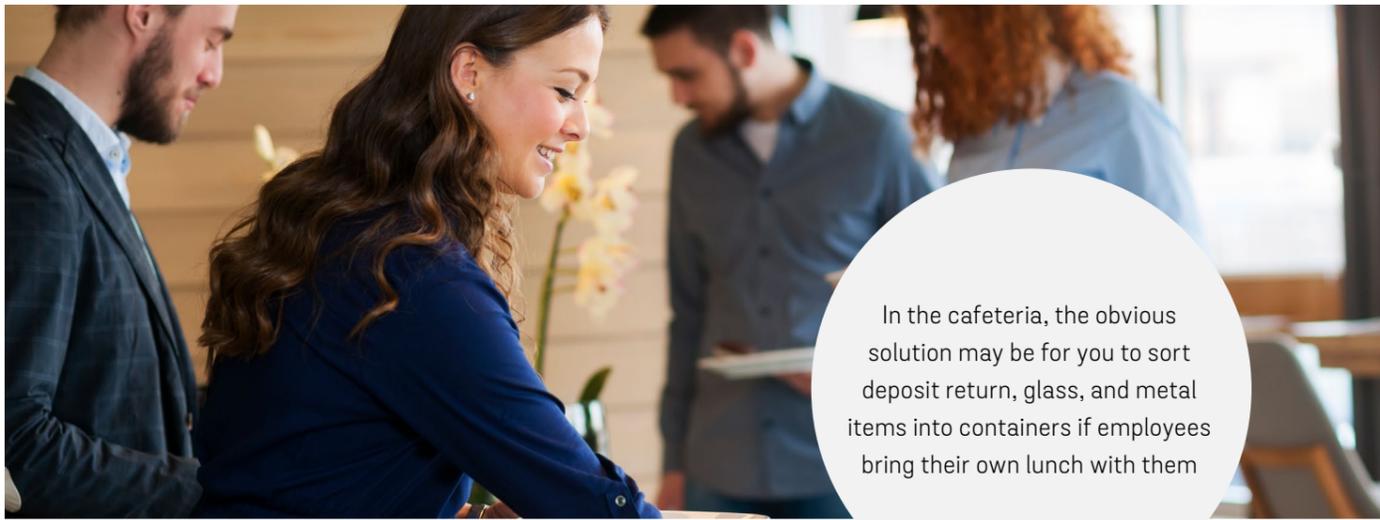


### Be aware that:

- Do you have cans of spray oil for hazardous waste?
- Do you have options for reducing food waste?
- Is there room for sorting?
- Is the packaging returnable?

### Be aware that:

- Rubber gloves must not be added to the recycle bin
- Small packaging with a hazard label must be emptied and rinsed and the lid removed
- Large packaging with hazard labels must be sorted separately, rinsed and the hazard label crossed out
- Other packaging must be emptied, scraped clean or rinsed



In the cafeteria, the obvious solution may be for you to sort deposit return, glass, and metal items into containers if employees bring their own lunch with them

## CAFETERIA

Glass and metal are most applicable where employees also bring their own lunches.

### Sorting in the break room that has just a few employees

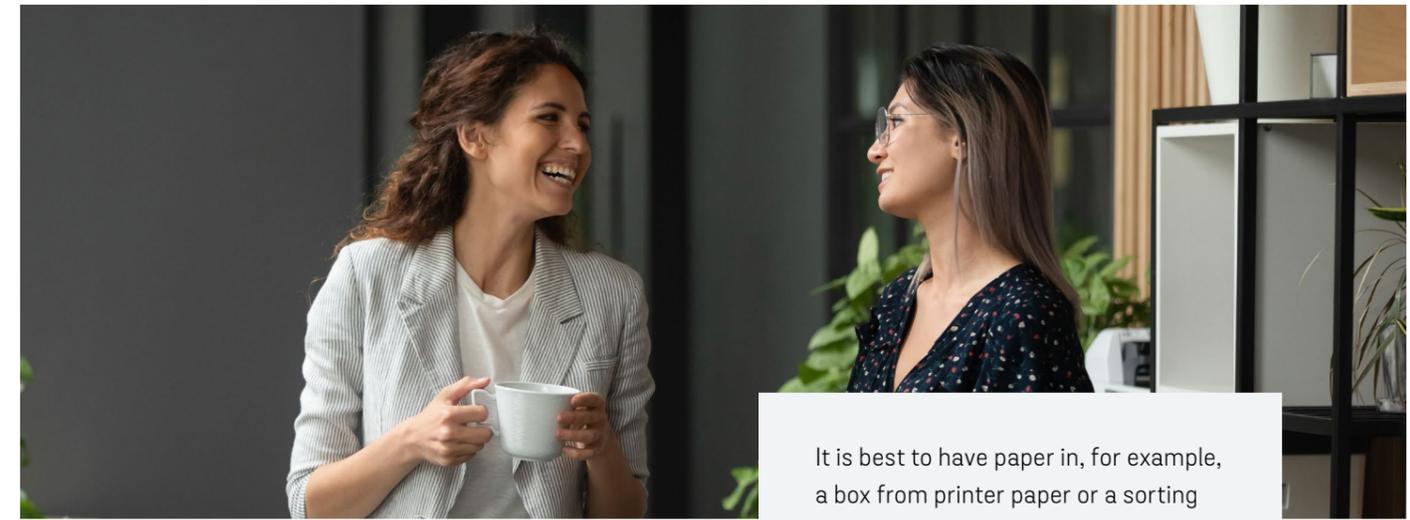
If the amount of waste is less than the number of garbage bags that you collect the waste in, it may be better not to sort food waste. Sorting glass and metal makes sense when, for example, there are cold cuts and jam jars in the refrigerator. In some places, employees take glass and metal home in small quantities.

#### Be aware that:

- Do your employees bring lunches or do you only have cafeteria food?
- Important logistics to think about. Everyone must have easy access to food waste and residual waste disposal. Other types of waste can be put elsewhere.

#### Be aware that:

- Biodegradable bags are not necessary for food waste, as the bags are sorted anyway for incineration at the biogas plant.
- Disposable packaging (paper cups, wooden stirring sticks, biodegradable/compostable packaging) must be disposed of as residual waste.



It is best to have paper in, for example, a box from printer paper or a sorting unit next to the printer. This reduces the risk of dirty napkins and paper cups ending up in the good office paper.

If there are no plastic/drink cartons in the coffee nook, it may make sense to have sorting for plastic/drink cartons in a central location.

## COFFEE NOOK

#### Be aware that:

- What products do you use and how are they packaged?
- For example, how do you get your coffee? Is it in containers made of hard plastic, or soft plastic which can be recycled or is it multi-layer foil which cannot be recycled?
- How do you get your milk? In cartons? Or in hard plastic containers?

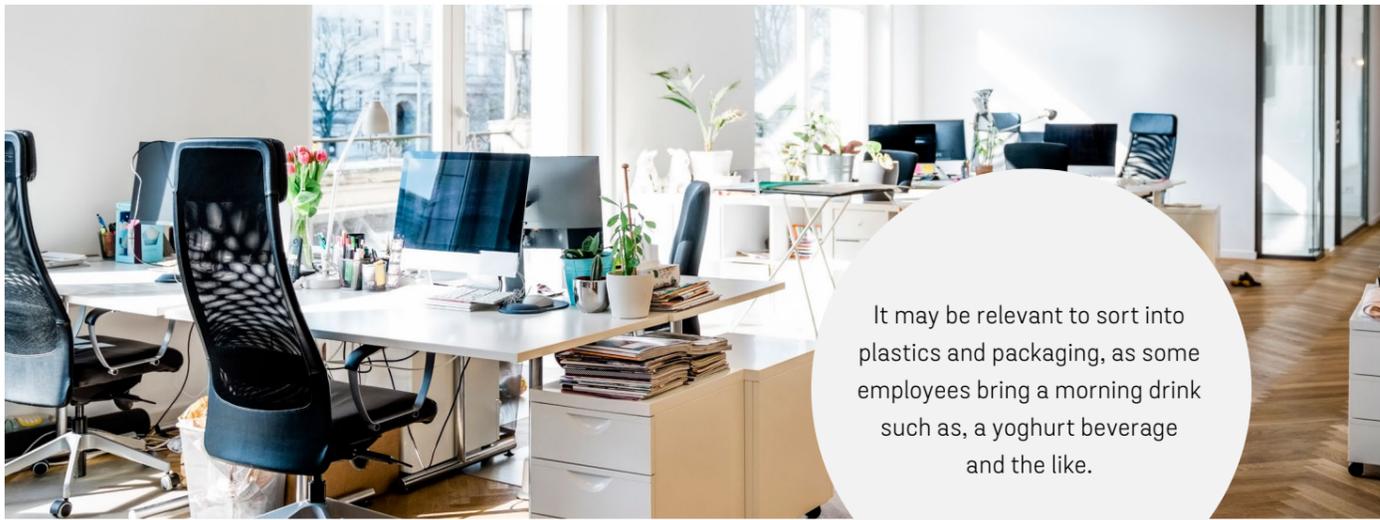
- Are the used coffee grounds emptied at the coffee machine or does someone else collect it?

#### Be aware that:

- Wooden stirring sticks should be sorted as residual waste
- Milk bag-in-box plastic dispensers must be emptied completely and sorted as plastic or residual waste if there is a lot of milk in them.

Disposable cups in biodegradable or compostable material cannot be broken down in the biogasification process and must therefore be disposed of as residual waste. If disposable packaging is necessary, choose ordinary white plastic cups, which can be recycled as plastic.





It may be relevant to sort into plastics and packaging, as some employees bring a morning drink such as, a yoghurt beverage and the like.

## OFFICE



RESIDUAL WASTE



PAPER



PLASTIC PACKAGING



PAPER PACKAGING

### Be aware that:

- Remove waste bins at tables - collect sorting in the hallway or other central location
- What's in the waste bins now?
- If paper sorting works – keep doing it
- Do not put paper sorting next to residual waste. This would result in many sorting errors, for example, napkins and single use items. Unused office paper is better to be placed off by itself.



It is a good idea to have a sorting solution for several types of waste close to a meeting room, such as food waste, food and drink containers made of plastic, and residual waste. This makes it easy for your employees to clean up after a meeting and for your guests who are visiting your company.

## MEETING ROOM / CORRIDOR AREA



RESIDUAL WASTE

### Be aware that:

- How are the meeting and conference rooms used? Is food eaten in there, does food/drink come in packaging?
- Are the rooms close to a waste recycling spot where you can sort several types of waste? If not, you can consider adding containers for food waste and plastic/drink cartons
- Avoid sorting paper here. It is all too easily contaminated with other waste

## TIPS!

1. Look in the fridge and in the trash bins. This will give a good idea of what kind of waste needs to be sorted.
2. Ask your colleagues on site. There is always someone who has an opinion (and is usually right).
3. If you are in doubt about where and how much to sort, start with a few large fractions. Then you can always add more. It is expensive to have containers standing that are not filled. Remove all single trash cans at the tables.
4. Involve the cleaning service. Without that, it won't work.
5. Use transparent bags - preferably in the pictogram colors - this makes it easier to detect sorting mistakes.
6. Use buckets for dry items such as paper, glass and metal, so that plastic bags are not mistakenly ending up in the containers outside.

## Q&A ON SORTING HOUSEHOLD-TYPE WASTE

In the autumn of 2022, we held three webinars on the new requirements in the waste regulation for sorting household-type waste.

Many questions were asked and answered along the way - and we have collected the most frequently asked questions for you here.

## QUESTIONS ABOUT RULES AND ARRANGEMENTS

### 1. When is a company considered a waste producer?

The definition of waste producing companies is all companies that produce waste regardless of quantity.

### 2. How do you know if the municipality is ready to collect our waste according to the new sorting regulations? Is it something that the municipalities announce themselves?

The municipalities can, but are not obliged to, offer to collect waste from companies that have waste that corresponds in type and quantity to a household. If this is the case, you must contact the municipality. If you have larger quantities, you must find a waste disposal solution yourself.

### 3. To whom do we have to document the waste sorting?

According to the Waste Regulation it is the responsibility of the municipality, as demanded.

## QUESTIONS ABOUT SORTING

### 1. Packaging that looks like thin aluminum foil on the inside such as bags for chips – Are these metal?

Typically these are a PET laminate, which is a type of plastic. Check whether there are instructions for sorting on the packaging. Otherwise, it must go in the residual waste.

### 2. Should food-contaminated tinfoil be rinsed and sorted as metal or should it be disposed of in the residual waste?

Silver colored paper can be put into the metal sorting if it is scraped or rinsed clean.

### 3. Is it correct that hand sanitizer dispensers must be treated as hazardous waste?

It is a type of waste about which there is a lot of confusion. At Stena Recycling, alcohol dispensers must be sorted in plastic/food & beverage cartons if they have been emptied, rinsed and the lid has been removed.

### 4. What is the definition of small versus large packaging?

Plastic packaging that must be delivered in plastic/food & beverage cartons is packaging that resembles those we have in the household. That is, not large cans from production. The milk container for filling the coffee machine, may also be included and, for example, trays from packaged meats. The reason is that the sorting facility is set up for this type of plastic and not for large canisters.

### 5. How should paper cups be sorted?

Paper cups and other disposable packaging that is not pure plastic must be disposed of as residual waste.

### 6. Should canned fish cans be rinsed?

For the sake of our employees' working environment, we recommend that they be rinsed first, but in principle it is ok that they are only scraped clean.

### 7. We have coffee in plastic capsules, what do we do?

If the capsules contain residues of coffee, they must be disposed of. If they are empty, they must be in plastic.

### 8. We have a container for small combustibles - Both hard and soft plastics end up here. Do they need to be sorted?

Yes, as a rule, they should. If there is production waste, the recycling options may depend on the type and quantity.

### 9. Single use cardboard?

Packaging cardboard that is not coated can be sorted in the cardboard container. Paper cups and paper plates must be sorted as residual waste.

### 10. In the case of small amounts of paper waste, must this also be sorted or go into cardboard waste?

If you have a container for mixed cardboard and paper, then yes. But it may be a good idea to separate the two and therefore change your waste disposal setup.

### 11. Old binders that are both cardboard and metal?

Residual waste

### 12. Are paper towels / napkins, from, for example, restrooms the toilets, considered waste paper?

No, it goes in the residual waste. However, Stena Recycling has a collaboration with Tork on a take-back scheme where Tork paper towels are collected and recycled.

### 13. Can there be meat juice in plastic packaging?

Yes, but we recommend that you rinse them.

### 14. If we have small amounts of plastic or glass, does it also have to be sorted?

As a starting point, recyclable waste must be sorted for recycling. Unfortunately, there is no minimal amount limit. Some types of waste such as glass, can stay in the container for a long time until it is full, while food and drink cartons made of plastic should preferably not be left for several months.

### 15. Can paper waste, such as posters, catalogues, advertisements and other paper-like items also be included?

Yes.

# WASTE SORTING AT YOUR WORKPLACE

Let us help you with sorting your waste. See what goes in the different bins with the help of the pictograms.



## FOOD WASTE

Leftovers, peels, and cuts. Coffee grounds, coffee filters and tea bags. Herbs without pots/stripped from soil.

**Please remember to tie a knot on the bag.**



## CARDBOARD

Cardboard (e.g., corrugated cardboard or carton). Cardboard packaging without food residues. Kitchen- and toilet roll tubes.

**Must be clean and dry. Tape or stickers may be attached.**



## GLASS

Shards from drinking glasses/jugs/bottles. Glass jars without lids. Glass bottles without deposit.

**Please empty and scrape the glass – wash if you like.**



## HAZARDOUS WASTE

Chemicals, leftover paint, and toxic waste. Low-energy light bulbs, fluorescent tubes, and printer cartridges.



## PAPER

Printer paper, advertisements, newspapers, and magazines. Window envelopes.

**Must be clean and dry. Paper waste may include metal clips, tape, and small quantities of plastic.**



## DEPOSIT

All types of packaging with deposit marks.

**Please empty and wash.**



## METAL

Tin foil. Tin cans. Aluminum foil trays. Metal lids from e.g., jam jars. Beverage cans without deposit. All small metal items.

**Please empty and scrape packaging – wash if you like. Small pieces of plastic or other material on the metal are allowed.**



## RESIDUAL WASTE

Disposable packaging (e.g., paper cups). Plastic packaging containing larger quantities of food waste (e.g., a full yoghurt drink). Contaminated paper (e.g., napkins and kitchen roll). Cardboard with food residues (e.g., pizza trays). Laminated coffee bags. Food paper.

**Any waste that you cannot sort into the above-mentioned waste types.**



## PLASTICS / FOOD & BEVERAGE CARTONS

Hard and soft plastic packaging, plastic cutlery, plastic containers (emptied and without lids), lids from plastic containers. Plastic bags. Packaging from hand sanitizers (emptied, rinsed and without lids). Food and beverage cartons that have contained foods such as milk, juice, peeled tomatoes, etc.

**Please empty and scrape packaging – wash if you like.**

If in doubt, put it in the residual waste. That way we keep the fractions clean!

STENA RECYCLING A/S

# Sorting Guidelines





## FOOD WASTE

### CORRECT SORTING

Food residues  
Peel and offcuts  
Coffee grounds, coffee filters and teabags  
Herbs without pots / stripped of soil

### INCORRECT SORTING

Biodegradable and compostable packaging e.g., cups and wooden tableware, as these do not break down in the biogas process.  
Larger quantities of napkins  
Cigarette butts

### WHY SORT?

Did you know that on average every Dane throws away 47 kg of food a year? This results in a huge loss in economic and resource terms  
In Sweden, for example, buses run on biogas made from potato peelings  
At Stena, food waste is converted into biogas

### HOW TO SORT

Preferably use thin, transparent bags so that we can catch any mistakes  
The bags are sorted for incineration, so bio bags make no difference. On the other hand, they often break and cost more  
To be collected in bags and emptied into food waste container



## METAL

### CORRECT SORTING

Tin foil  
Aluminium trays  
Cans  
Cans without deposit  
Other small iron and metal items  
Caps and lids (e.g., from jam jars)

### WHY SORT?

Did you know that mining often involves cutting down large areas of rainforest, for example? It damages biodiversity and emits CO<sub>2</sub>  
Instead, we can melt scrap metal into new raw materials. In 333 pate trays, for example, there is enough aluminium to make a new bicycle

### INCORRECT SORTING

Iron and metal with electronics  
Spray cans  
Food residues  
Chips and coffee bags where the inside looks like aluminium

### HOW TO SORT

Metal packaging should be scraped or preferably rinsed clean  
If there are small pieces of plastic or other material on the metal, you can leave them on  
If metal is collected in bags, do not put these in the metal container  
To be collected in bins and emptied into scrap metal/shredder format material



## CARDBOARD

### CORRECT SORTING

Cardboard (e.g., corrugated cardboard or boxes)

Cardboard packaging without food

Tubes from kitchen roll and toilet roll

### INCORRECT SORTING

Coated cardboard from e.g., food packaging

Biodegradable/compostable packaging

Expanded polystyrene

Wet cardboard

### WHY SORT?

Did you know that by recycling cardboard, we save important resources such as wood for production and energy by not planting, felling and transporting trees, while reducing water consumption?

For every ton of cardboard recycled, 17 trees are saved and around 26,000 liters of water are saved

### HOW TO SORT

Must be clean and dry. It can have tape or stickers on it

Collection depends on facilities. To be emptied into a cardboard container



## GLASS

### CORRECT SORTING

Glass fragments from wine and drinking glasses/jugs

Glasses without lids

Glass bottles without deposit

### INCORRECT SORTING

Mirrors

Fireproof vessels

Laboratory glassware

Porcelain

Flat glass from windows

### WHY SORT?

Did you know that glass can be recycled endlessly, without any loss of quality or clarity?

By recycling glass products from waste glass, we use 40% less energy than making glass from raw materials, as waste glass melts at a much lower temperature

### HOW TO SORT

The glass packaging must be emptied and scraped clean of contents

If glass is collected in bags, the bags must not go into the glass container



## PAPER

### CORRECT SORTING

Photocopying paper  
Adverts, newspapers and magazines  
Printed window envelopes

### INCORRECT SORTING

Carton, Cardboard  
Wet and dirty paper  
Gift wrapping  
Books  
Ring binders  
Napkins

### WHY SORT?

Did you know that every time you return 1 kg of paper for recycling, 840 grams of new wood is saved that would otherwise be used in paper production?

Paper is made from wood from both tree farms and forests, and this damages biodiversity. By recycling, we help to protect those who depend on the forest as their home and food source

### HOW TO SORT

The paper must be clean and dry. It can have paperclips attached to it or , tape or a little plastic on it

To start off with, we recommend limiting paper sorting to the "classic" cardboard box under the desk, combined with an office paper container, maybe a shredding container in the printer room



## PLASTICS/ FOOD & BEVERAGE CARTONS

### CORRECT SORTING

Hard and soft plastic packaging, plastic cutlery, plastic cups, lids from plastic cups  
Plastic bags  
Packaging from hand sanitizer  
Food and drink cartons that have contained food, such as milk, juice, peeled tomatoes, etc

### WHY SORT?

Did you know that plastic is made from oil and that plastic production accounts for 6% of the world's oil consumption?

It takes about 2 kg of oil to produce 1 kg of plastic, and each Dane uses about 100 kg of plastic per year

### INCORRECT SORTING

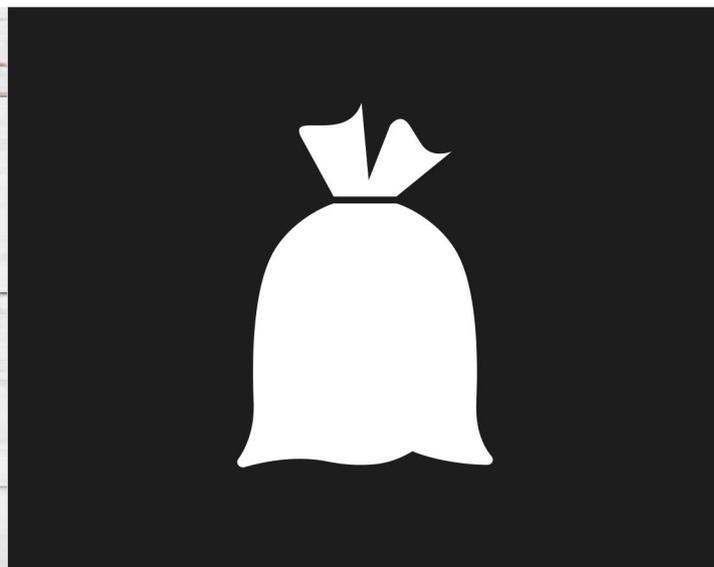
Biodegradable or compostable packaging  
Plastic with electronics or batteries  
Bags with several layers, e.g., chips bags with foil on the inside  
Packaging with hazard symbols that has not been cleaned  
Rubber gloves

### HOW TO SORT

Cleaning and hand sanitizer containers must be empty, rinsed and uncapped

Other plastic can be wet but must be scraped or rinsed clean of food residue/content

Collected in plastic bags and placed in a container with household plastics. The bags should not be emptied into the container



# RESIDUAL WASTE

## CORRECT SORTING

- Dirty paper (e.g., napkins)
- Disposable packaging (e.g., paper cups)
- Cardboard with food remains (e.g., pizza boxes)
- Coffee bags with lamination
- Food paper
- Plastic packaging with large amounts of food waste (e.g., a full yoghurt drink)

## WHY SORT?

Did you know that it's better to put things in with the residual waste than to sort it if you have any doubts?

To ensure the high quality of the raw materials coming out of the sorted waste, it is important that the fractions are kept clean

For example, if there are dirty pizza trays in with the cardboard, it ruins the cardboard recycling

## INCORRECT SORTING

- Electronics
- Batteries
- Plastics containing electronics e.g., Christmas decorations, office supplies etc.
- Drink cartons
- Light bulbs
- Spray cans

## HOW TO SORT

It is important that electronics, batteries, hazardous waste and packaging with hazard symbols that has not been rinsed are sorted into their own fractions