



## **Welcome to Bradford Waste Chasers Paper Recycling Service.**

You are now a valued Waste Chasers customer. This introductory guide is designed to help you make the most of your Waste Chasers service. If there are questions it doesn't answer please ring our office on 01274 720740.

**Booking a collection:** To book a collection phone our office on 01274 720740. You may be asked to leave a message on our answer machine if so please leave your name, your company name and how many sacks or bins you require collecting. If you like, you can arrange a regular collection so you don't need to phone us each time. To arrange a regular collection i.e. weekly, fortnightly up to 6 weekly, please phone our office.

**The Collection Point:** Once you have booked a collection, the materials to be recycled need to be at the arranged collection point (usually on the ground floor and within easy access for a 7.5 tonne vehicle) ready for our driver. If you are not sure where your collection point is please phone our office.

**Paper segregation:** To keep your recycling bill to a minimum you need your paper to be segregated. For tips on how to do this, see the second sheet. Remember – Office grade paper is included in the collection charge, but mixed or low-grade paper has an extra charge.

**Paper Grades: Office Grade:** White or pastel coloured general office, photocopy, laser or computer listings paper. (Most things you would normally type, print or write on)

**Mixed or Low Grade:** Envelopes, glossy or laminated paper, paper with glued spines, carbon paper, wrapping paper, waxed outers from reams of paper, newspapers and magazines (this may also be segregated) junk mail, flyers, brochures.

**We do not accept plastics, drinks cups, tissues, sandwich wrappers or any type of polystyrene or food containers.**

**Confidential Paper:** Confidential paper for shredding must be in our own confidential sacks (with RED writing on them) and **MUST** be secured with the ties provided. If you need extra sacks or ties ring our office and when we next collect from you we will deliver some.

**About:** For a full list of the materials you can recycle, and other services Bradford Waste Chasers offers, please visit our website at [www.wastechasers.co.uk](http://www.wastechasers.co.uk) or contact our office on 01274 720740 and we will email or fax or post any information you require.

**PLEASE KEEP THIS GUIDE FOR WHOEVER COVERS FOR YOUR HOLIDAYS OR FOR YOUR SUCCESSOR. THANK YOU.**



## **Welcome to Bradford Waste Chasers Paper Recycling Service. Tips on running an effective office recycling system**

To help you run your office recycling system, Waste Chasers can provide you with cardboard office bins (£3.00) desktop tidies (50p) and either sacks or wheeled bins (free rental - minimum of at least one collection every 6 weeks.)

- For an office recycling system to work it is important that it is simple, labelled clearly and that all members of staff, both office workers and cleaners are aware of the new procedures.
- Put someone in charge of your scheme, and involve departmental managers and representatives to work with them.
- Make recycling easy: set up collection points in places that are convenient – people are less likely to recycle if they have to go out of their way to do it.
- Make use of desk tidies. When these are full transfer them to a central collection point. Keep the paper flat as this makes it easier to handle.
- Keep the collection areas tidy and make sure that the bins are emptied regularly.
- Have clear, uniform labelling for all paper recycling bins to make them quicker and easier to use.
- Include a list of what should and should not be placed in the bins.
- Make sure that there are ample waste bins for other rubbish.
- Include everyone and motivate everyone to take part.
- Keep a check on which departments are producing the most waste.
- Keep people informed of how they are doing, set recovery targets and set incentives.
- Waste Chasers can tell you the approx. weight of paper recycled over a given period, on request.