# Recycle on the Go How to guide

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# What is Recycle on the Go?

Recycle on the Go (RotG) facilities enable people to recycle materials like bottles, cans and newspapers in public places such as shopping centres, high streets, hospitals and sports facilities.



# Why Recycle on the Go?

As household recycling continues to increase, it is important that recycling behaviour can be replicated when people are out and about.

Littered materials could be worth at least £1.2million to the Scottish economy if recycled.

Increasing the number of facilities for people to recycle in public places is required to ensure recyclable materials can be recovered from the waste stream.

There are a number of reasons to implement RotG facilities, such as:

- Comply with the Waste (Scotland) Regulations
- Achieve high quantities of recycling and minimise non-recyclable waste;
- Improve organisational corporate social responsibility;
- Reduce environmental impact;
- Encourage positive change in public behaviours towards litter and recycling in public places.

# Planning and Installation

- **Type of Collection**

- **Unit Type and Design**

- **Location and Siting**

- **Other considerations**



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# Type of Collection



- Where possible align collections with the Waste (Scotland) Regulations and the Household Recycling Charter and Code of Practice

- Carry out a waste compositional analysis on existing bins and litter hotspots to find out which materials to target.

- Consider the collection, treatment and disposal options available along with your current contractual obligations.

- The most common materials to collect 'on the go' are paper and card, drinks cans and plastic bottles.

- Dependent on the location glass bottles and food waste should also be considered.

- If disposable cups make up a high volume of the waste stream, a separate collection slot is recommended to avoid contamination. Where available the option to drain liquids is also advantageous

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# Type of Collection

What materials are being discarded?

What materials are sold on/near the site or what can visitors bring to the site?

What materials do you want to collect?

What materials will your waste contractor accept?

Does the site have space to separate multiple materials for recycling?

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# Unit type and design

**Location**
- Will the unit be placed internally/externally?
- Are weather conditions likely to cause wind blown litter, rusting or other issues?
- Is the bin type accessible for both the public and collection

**Capacity**
- Does the capacity match the planned frequency of collection?
- Is a larger capacity for some items needed dependent on the site/land use?
- Is the capacity suitable for the footfall/usage of the site?

**Range of Materials**
- Are separate compartments required for each material stream?
- Which aperture size and shape will be required for the materials and to discourage contamination?
- Is the signage clear, advising what items can be placed in each bin(see Communication)?

**Make and Model**
- Does the style/colour fit in with the surroundings/planning requirements?
- Is the unit easy to maintain, service or replace parts/locks etc.?
- Does the colour coding and signage of the unit meet the Recycle for Scotland requirements?

**Special Requirements**
- Bomb proofing, infection control, anti-graffiti, wildlife control/proofing, fire proofing
- Add-ons such as cigarette plates, liquid dispenser, cup stackersp

# Location and Siting

| | |
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| Access | • Units must not block access for disabled people or those with visual impairment on the public highway.<br>• Units should not cover any inspection chambers or electricity boxes.<br>• Units should be accessible for the public and collection staff.<br>• Members of the public, including children, should not be able to open or get into the units. |
| Footfall/Usage | • Units should be placed at points footfall is expected to be highest for maximum impact and use.<br>• Monitor usage of current on-site RotG units or litter bins are used. (Link to bin sensor)<br>• Identify litter hotspots/problem areas where a bin may be required |
| Health and Safety | • A risk assessment of each site should be carried out to identify and minimise the risk to employees or the public<br>• Ensure containers are fit for purpose, accessible and can be serviced safely<br>• Containers should be secured to prevent the unit being moved or for items to spill from the container |
| Planning and Permitting | • Ensure that units fit with the visual amenity and corporate image/identity of the area.<br>• You might need to obtain planning permission to install some units along a public pathway, factor into your planning timescales for installation.<br>• Semi-fixed sites, although they don't require planning permission, will need to go through operational approval as they may require a fixing plate.<br>• Where appropriate ensure an agreement with the Local Authority or other organisation to empty bins is in place and that they are happy with the chosen placement |
| Non-recyclable waste and other bins | • If you are not using a dual litter and recycling unit, it would be advisable to locate a litter unit next to, or within the vicinity of, the recycling unit, to help prevent high contamination levels.<br>• Units should be sited at least 100m apart. |
| Space | • Ensure bins are visible and have enough space for people to use them freely |

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# Other Considerations

## Collection

- Consider how units will be serviced –
  - frequency
  - maintenance
  - resources
- Engage contractors to ensure any additional demands can be met

## Costs

- Carefully evaluate the best option for your organisation
- Ensure bins are fit for purpose and easy to maintain
- Consider options for management of the material once collected
- Consider how best to get value for money and quality through the procurement process

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# Other Considerations

## Events and leisure attractions

- Clear signage
- Large/bright bins
- Focus on the main materials being sold
- Consider deposits on drinks containers to encourage reuse/recycling
- Encourage on-site vendors to use recyclable or reduced packaging
- Locate units:
  - Near entrances and exits
  - In carparks
  - Near food and drink outlets
  - Picnic/play areas or meeting points





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# Monitoring

In order to ensure that the RoTG service is operating effectively you may wish to carry out periodic monitoring of the service, some examples of monitoring options are provided below. You should choose the monitoring option that will provide you with the most valuable information for your site.

| What to monitor | How to monitor | What will this enable you to do? |
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| The quantity of target material collected (tonnage) | • Tonnage data provided by your waste contractor or local authority service Using an internal resource to weigh bags<br>• Waste composition analysis | • Allows scheme performance to be monitored<br>• Provides the weight of recycling collected per event or over time<br>• Calculate your recycling rate against all waste collected |
| The quality of target material collected | • Waste composition analysis<br>• Visual inspection<br>• Reports from collection crew or contractors/partners | • Improve the performance of the scheme, e.g. are incorrect materials present or is product residues (food and drink) causing contamination issues<br>• Inform a targeted communication campaign or the design of new signage<br>• Justify adding new materials to the scheme |
| Fill rate of units | • Visual inspection<br>• Digital bin sensors | • Identify 'hot spots' and opportunities for changing unit locations<br>• Identify if the volume of the unit is sufficient for each material<br>• Identify if contamination is a result of other compartments filling more quickly |
| Cleanliness and condition of units | • Routine inspection of units<br>• Monitor levels of litter around the unit | • Identify damage to the unit or signage<br>• Identify where higher levels of servicing and maintenance are required<br>Units in poor condition may:<br>• Increase contamination as users are not able to readily identify target materials<br>• Discourage users accessing the RotG unit and increase litter levels |
| User feedback | • Short survey on the day/period of visit or follow-up survey if email addresses are provided<br>• Include a question in existing household survey carried out by the Local Authority | • Provide feedback into the effectiveness of the service with users<br>• Provide insight into the awareness of the availability of recycling services in the local area |

# Communications

To ensure the most effective RotG scheme, two sets of templates have been created for you to adapt to your own needs:

1.  Promotional templates to help you signpost facilities, reinforce recycling behaviour, and ensure the public know what materials they can recycle and where.
2.  Point of recycling templates designed to appear on the recycling units themselves and show the target audience which materials can be disposed of in your recycling units.

The full Recycle on the Go communications toolkit can downloaded here http://partners.zerowastescotland.org.uk/collections/135/



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