















Cloth	Yellow
PPE	• Safety gloves 
Chemicals	• Sanitiser
Reference	• Safety policies • COSHH manual • Risk assessment manual • SOP K0020 - Maintaining oil quality • SOP K0066 - Food waste recycling • SOP OF0022 - Manual handling - general • SOP OF0030 - Recycling procedures • Energy, Environment and Recycling Guide
Equipment	• Clear plastic bags • Roll cage • Coloured plastic bins • Recycling bin stickers (POS-Exel)
VideoSOP	To be used together with this written SOP. Tap here to play 

Step 1		<ul style="list-style-type: none"> • All recycling returns awaiting collection must be checked prior to the DHL delivery arriving on site. • Recycling must be presented in the cages as detailed below and in SOP OF0030 - Recycling procedures. • The employee assigned to the delivery must correct any recycling issues. • If food waste recycling is in place, this must not be returned to the National Distribution Centre (NDC). Refer to SOP K0066 - Food waste recycling, and ensure this is correctly prepared prior to the collection.
Step 2		<ul style="list-style-type: none"> • Recycling bins must be set up for the kitchen and stored in a suitable location. • Do not obstruct a handwash basin with any recycling or waste bin. • Clearly label each bin using the relevant sticker for each recycling bin. • Replacement stickers can be ordered via the POS order. • Replacement bins can be ordered via the non consumables order.
Step 3		<p>The following items must be recycled in the kitchen:</p> <ul style="list-style-type: none"> • Metal cans, eg baked beans and mushy peas cans. Refer to step 4. • Plastic milk bottles. Refer to step 4. • Plastic condiment and sauce bottles. Refer to step 4. • Cardboard boxes. Refer to step 5. • All waste oil from the fryers. Ensure containers are full and lidded securely. Refer to step 6. • Tote boxes and plastic trays. Refer to step 7. • Empty, lidded chemical containers. Refer to step 8. • Plastic wrapping (excluding raw meat and sausage packaging). • Plastic tubs (excluding bacon packaging and butter portions). • Mushroom trays. <p>• A comprehensive list of all recyclable items can be found at the end of this SOP.</p>

Step 4	 	<ul style="list-style-type: none"> • Metal cans and plastic milk, condiment and sauce bottles must be rinsed out using the spray hose on the pot wash sink. • The edge of the cans will be sharp. Do not place hands inside the cans to clean them out. • Note - there is no need to remove the labels. • If the lids of the metal cans have been fully removed, carefully rinse them clean and then place them back inside the cans. • Place the clean cans in a clear recycling bag. Do not place any other items in this bag. • Place the clean plastic milk, condiment and sauce bottles in a clear recycling bag. Do not place any other items in this bag.
Step 5		<ul style="list-style-type: none"> • Cardboard must be broken down and stacked neatly in the cages. • Remove any plastic wrapping from the boxes before breaking down for stacking. • Cardboard must be segregated from all other recycling.
Step 6	 	<ul style="list-style-type: none"> • The fryer oil only needs changing when the Ebro food oil monitor gives a reading of 25% or over and the beacon is flashing red. Refer to SOP K0020 - Maintaining oil quality. • Place the cold waste oil in an empty oil container and replace the lid securely. • All waste oil from fryers must be returned in multiples of four and placed at the base of the cage on 1 layer of cardboard. Subsequent layers of oil containers must be neatly stacked onto the lid of the lower container. Refer to SOP OF0022 - Manual handling - general.
Step 7		<ul style="list-style-type: none"> • Ensure all tote boxes and plastic trays are returned to the NDC. • Tote boxes must be stored nested in a clean, dry area with the top lid closed. • Tote boxes must not be used for waste oil.

<p>Step 8</p>		<ul style="list-style-type: none"> • Lidded, empty chemical containers must be placed into a clear recycling bag. Do not place any other items in this bag. • Do not return chemical containers for recycling if they do not have a lid securely in place.
<p>Step 9</p>		<ul style="list-style-type: none"> • All roll cages must be loaded correctly before being returned. • With the exception of cardboard, different types of recycling are permitted in the same cage as long as they are grouped by type. • Cardboard must be segregated from all other recycling. • Recycling must be condensed into as few cages as possible, but do not overfill the cages. • Food waste, general waste, mixed bags, open tubs of oil, sharps, knives and glass must not be returned to the NDC.
<p>Step 10</p>		<ul style="list-style-type: none"> • Agree the quantity of recycling being returned with the DHL driver and ensure that this is recorded on the delivery paperwork or electronic device. • Using a yellow cloth and sanitiser, clean the inside and outside of all kitchen bins after emptying. • Do not send any food waste back to the NDC. • For any other items that can be recycled, eg equipment, furniture, raise a call out via the property maintenance system, the NDC Helpdesk or the Waste Management Team.

Recycling table on next page

Waste disposal – quick guide

Item		Group	Disposal route	Added detail
Bar and front of house	Beer bottle caps	General waste	Veolia general waste (in clear plastic bag)	
	Beer mats	Paper	DHL (in clear plastic bag)	
	Cans	Metal, aluminium	DHL (in clear plastic bag)	
	Cigarette ash/butts	General waste	Veolia general waste (in clear plastic bag)	No hot ash in the bin
	Condiment bottles	Hard plastic	DHL (in clear plastic bag)	Rinse out: apply lids before disposal
	Condiment sachets	General waste	Veolia general waste (in clear plastic bag)	
	Crisp packets	General waste	Veolia general waste (in clear plastic bag)	
	Customer waste	General waste	Veolia general waste (in clear plastic bag)	Check whether any items can be recycled
	Fruit	Food	Veolia – red food bin (in clear plastic bag)	
	Gift cards (expired/old)	Hard plastic	DHL (in clear plastic bag)	Cardboard backing in paper/card
	Glass bottles	Glass	Veolia glass bin	
	Juice cartons (Tetra Pak)	Tetra Pak	DHL (in clear plastic bag)	Remove plastic lid and return it as hard plastic
	Menus	Paper	DHL (in original box or clear plastic bag)	
	Orange juice bottles	Hard plastic	DHL (in clear plastic bag)	Apply lids before disposal (prevents any leaks)
	Newspapers	Paper	DHL (in clear plastic bag)	
	Water bottles	Hard plastic	DHL (in clear plastic bag)	Apply lids before disposal (prevents any leaks)
	POS	Paper	DHL (in original box or clear plastic bag)	
	Receipts	General waste	Veolia general waste (in clear plastic bag)	
	Straws	General waste	Veolia general waste (in clear plastic bag)	
	Vinegar bottles	Glass	Veolia glass bin	Must be empty
	Wetherspoon News	Paper	DHL (in original box or clear plastic bag)	

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Hot drinks station	Coffee cup (take-away cups)	General waste	Veolia general waste (in clear plastic bag)	
	Coffee cup branded wrap (take-away cups)	Paper	DHL (in clear plastic bag)	
	Coffee grounds	Food	Veolia – red food bin (in clear plastic bag)	
	Coffee lid (take-away cups)	Hard plastic	DHL (in clear plastic bag)	
	Coffee packaging (foil bag)	General waste	Veolia general waste (in clear plastic bag)	
	Milk bottles	Hard plastic	DHL (in clear plastic bag)	Rinse out: apply lids before disposal (prevents any leaks)
	Stirrers	General waste	Veolia general waste (in clear plastic bag)	
	Sugar; sweetener sachets	General waste	Veolia general waste (in clear plastic bag)	Leftover sugar to be put in food bin
	Tea bags	General waste	Veolia general waste (in clear plastic bag)	

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Cleaning, maintenance	Bins (old)	Hard plastic	DHL – in separate cage	
	Batteries	Hazardous waste	Veolia EcoBox	Call Veolia 0370 606 0686
	Blue roll	General waste	Veolia general waste (in clear plastic bag)	
	Blue roll (outer plastic wrapping)	Soft plastic	DHL (in clear plastic bag)	
	Chemical bottles	Hard plastic	DHL (in separate clear plastic bag)	Apply lid before disposal (prevents any leaks)
	Cloths	General waste	Veolia general waste (in clear plastic bag)	
	Florescent tubes	Hazardous waste	Veolia – separate collection to be arranged	Call Veolia 0370 606 0686
	Furniture (broken)	Wood	Contact Veolia	Call Veolia 0370 606 0686
	Hand soap innards (plastic)	General waste	Veolia general waste (in clear plastic bag)	
	Lightbulbs (not florescent tubes)	Hazardous waste	Veolia EcoBox	Call Veolia 0370 606 0686
	Mop heads	General waste	Veolia general waste (in clear plastic bag)	
	Paint cans (empty or full)	Hazardous waste	Veolia EcoBox	Call Veolia 0370 606 0686
	Peek metal tin	Hazardous waste	Veolia EcoBox	Ensure lid secure
	Rational cleaning tablet plastic tubs	Hard plastic	DHL (in clear plastic bag)	Ensure lid secure
	Aluminium foil sheets	General waste	Veolia general waste (in clear plastic bag)	

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Kitchen	Apple bags	General waste	Veolia general waste (in clear plastic bag)	
	Plastic bacon packaging – not raw meat	General waste	Veolia general waste (in clear plastic bag)	
	Beyond Burger™ plastic	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Blueberries plastic film	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Bread bags	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Burger cheese packets (American/Cheddar/vegan)	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Burger skewer	General waste	Segregated into a separate container	Follow SOP K0035 general waste management (step 1)
	Burrito mix packet	General waste	Veolia general waste (in clear plastic bag)	
	Buttermilk burger bag	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Butter packets	General waste	Veolia general waste (in clear plastic bag)	Leftover butter in the food bin
	Brie tub	Hard plastic	DHL (in clear plastic bag)	Must be rinsed out
	Cheddar cheese packet	Hard plastic	DHL (in clear plastic bag)	Must be empty
	Chicken nugget bag	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Chicken breast bag	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Chicken strips bag	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Chicken wings bag	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Children's ice cream pot	General waste	Veolia general waste (in clear plastic bag)	
	Chip bag	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Cod fillet plastic	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Coleslaw plastic tub	Hard plastic	DHL (in clear plastic bag)	Must be rinsed out
	Cooking oil – empty drum (5 litres and 15 litres)	Hard plastic	DHL (in clear plastic bag)	Must be rinsed out
	Cooking oil (used oil)	Oil	DHL – stacked at the bottom of a cage – either four or two with a tote box	
	Crockery (broken)	General waste	Must not be placed into bin liners. Dispose directly into the refuse wheelie bin	Follow SOP K0035 general waste management (step 1)
	Cucumber plastic wrap	General waste	Veolia general waste (in clear plastic bag)	
	Curry packaging (tikka/jalfrezi etc)	General waste	Veolia general waste (in clear plastic bag)	
	Cutlery (broken/damaged)	General waste	Veolia general waste (in clear plastic bag)	For knives follow SOP K0052 – Handling and storage of knives
	Cutlery-polisher grains	General waste	Veolia general waste (in clear plastic bag)	
	Egg trays and boxes	Cardboard	DHL – in a cage (card neatly flattened/stacked)	

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	Five-bean packaging	General waste		
	Flour packets and batter mix packets	Paper	DHL (in clear plastic bag)	Must be empty
	Food	Food	Veolia – red food bin (in clear plastic bag)	
	Garden pea bag	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Gherkin tub	Hard plastic	DHL (in clear plastic bag)	Rinse out: apply lids before disposal
	Grated Cheddar bag	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Guacamole tubs	Hard plastic	DHL (in clear plastic bag)	Rinse out: apply lids before disposal
	Haggis packaging	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Halloumi packaging	General waste	Veolia general waste (in clear plastic bag)	
	Ham packaging	General waste	Veolia general waste (in clear plastic bag)	
	Hash brown bags	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Ice cream tubs	Hard plastic	DHL (in clear plastic bag)	Rinse out: apply lids before disposal
	Jacket potato packaging	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Jam jar lids	Metal, aluminium	DHL (in clear plastic bag)	
	Jam jars	Glass	Veolia glass bin	Must be rinsed out
	Kids' spaghetti tub	General waste	Veolia general waste (in clear plastic bag)	
	Knives	General waste	Wrapped in cardboard and securely taped up	SOP K0052 – Handling and storage of knives
	Lemons/lime box	Cardboard	DHL – in a cage (card neatly flattened/stacked)	
	Lemon & herb chicken bag	General waste	Veolia general waste (in clear plastic bag)	
	Margarine tubs	Hard plastic	DHL (in clear plastic bag)	Must be rinsed out
	Mashed potato packaging	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Mozzarella cheese bags	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Mushroom trays	Hard plastic	DHL (stack at top of cage)	
	Naan bread packets	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Onion bhaji/samosa packaging	Soft plastic	DHL (in clear plastic bag)	Must be empty

	Sour cream tub	Hard plastic	DHL (in clear plastic bag)	Rinse out: apply lids before disposal
	Steak & kidney pudding packaging	Hard plastic	DHL (in clear plastic bag)	Must be empty
	Steel cans (beans, mushy peas)	Metal, steel	DHL (in clear plastic bag)	Must be rinsed out
	Strawberry/blueberry plastic trays	Hard plastic	DHL (in clear plastic bag)	Must be empty
	Tortilla wrap packaging	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Tuna pouch	General waste	Veolia general waste (in clear plastic bag)	
	Veg samosa bags	Soft plastic	DHL (in clear plastic bag)	Must be empty
	Wetherspoon-branded paper	General waste	Veolia general waste (in clear plastic bag)	
	Yoghurt pots	Hard plastic	DHL (in clear plastic bag)	Rinse out: apply lids before disposal

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Hotel	Hotel bedding (duvets/pillows)	Specialist removal	Veolia – separate collection to be arranged	Call Veolia 0370 606 0686
	Mattresses	Specialist removal	Veolia – separate collection to be arranged	Call Veolia 0370 606 0686

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Back of house (cellar/office)	Pegs (keg pegs)	General waste	Veolia general waste (in clear plastic bag)	
	Pepsi innards	General waste	Veolia general waste (in clear plastic bag)	
	Keg cap	Hard plastic	DHL (in clear plastic bag)	
	Cardboard	Cardboard	DHL – in a cage (card neatly flattened/stacked)	
	Electric fly killer – style with light bulbs	Waste Electrical and Electronic Equipment (WEEE)	Veolia EcoBox	Call Veolia 0370 606 0686
	Electric fly killer – LED style	Waste Electrical and Electronic Equipment (WEEE)	DHL – via the cages (call helpdesk to arrange before placing on cage)	Condemned equipment only (microwave size or smaller)
	Gas cylinders	BOC	Contact BOC to remove	SOP OF0111 – Ordering and receipting a BOC delivery
	Plastic wrappers from wine/cider	Soft plastic	DHL (in clear plastic bag)	Must be rinsed out
	Pump clips	Hard plastic	DHL (in clear plastic bag)	
	Coin bags	Soft plastic	DHL (in clear plastic bag)	
	Delivery notes	Confidential waste	Confidential waste bag	SOP OF0102 – Confidential data management and disposal
	Sharps/needles	Sharps	PHS	SOP OF0028 – Disposal of needles & sharps
	Shrink wrap	Soft plastic	DHL (in clear plastic bag)	
	Staff uniforms	General waste	Veolia general waste (in clear plastic bag)	
	Toners/ink cartridges	Hazardous waste	Via toner supplier	SOP OF0266 – Printer toner cartridge recycling
	Small electrical equipment	Waste Electrical and Electronic Equipment (WEEE)	DHL – via the cages (call helpdesk to arrange before placing on cage)	Condemned equipment only (microwave size or smaller)
	Large electrical equipment	Waste Electrical and Electronic Equipment (WEEE)	Contact Veolia to arrange collection	Condemned equipment only (bigger than a microwave) Call Veolia 0370 606 0686
	Vacuum cleaners	Waste Electrical and Electronic Equipment (WEEE)	DHL – via the cages (call helpdesk to arrange before placing on cage)	Condemned equipment only (microwave size or smaller). Must be empty
	Wine BIBs – inner bag	General waste	Veolia general waste (in clear plastic bag)	Must be empty
	Pallets	Wood	Collection by the supplier	Call Veolia as last resort 0370 606 0686

Onion ring bag	Soft plastic	DHL (in clear plastic bag)	Must be empty
Onion netting	General waste	Veolia general waste (in clear plastic bag)	
Orange fruit netting	General waste	Veolia general waste (in clear plastic bag)	
Pancake packaging	Soft plastic	DHL (in clear plastic bag)	Must be empty
Pasta packaging (lasagne/alfredo etc)	General waste	Veolia general waste (in clear plastic bag)	
Pasta tub	Hard plastic	DHL (in clear plastic bag)	Must be rinsed out
Poached eggs (plastic wrap)	General waste	Veolia general waste (in clear plastic bag)	
Poppadum plastic	General waste	Veolia general waste (in clear plastic bag)	
Porridge pot outer wrap	Paper	DHL (in clear plastic bag)	
Porridge pot tub	Hard plastic	DHL (in clear plastic bag)	Must be rinsed out
Portion pots	Hard plastic	DHL (in clear plastic bag)	Must be rinsed out
Potato scone bag	Soft plastic	DHL (in clear plastic bag)	Must be empty
Quorn sausage bag	Soft plastic	DHL (in clear plastic bag)	Must be empty
Quorn nugget bag	Soft plastic	DHL (in clear plastic bag)	Must be empty
Raw meat packaging (black pudding, sirloin, gammon, mixed grill, burgers, sausages)	General waste	Veolia general waste (in clear plastic bag)	
Red chilli bag	Soft plastic	DHL (in clear plastic bag)	Must be empty
Rice bag	Soft plastic	DHL (in clear plastic bag)	Must be empty
Roasted veg packet	Soft plastic	DHL (in clear plastic bag)	Must be empty
Salad bags (iceberg, rocket, basil)	Soft plastic	DHL (in clear plastic bag)	Must be empty
Sauce bottles (salad dressing etc)	Hard plastic	DHL (in clear plastic bag)	Rinse out: apply lids before disposal
Sauce packets (JD Honey glaze, sticky soy, peppercorn etc)	General waste	Veolia general waste (in clear plastic bag)	
Scampi bag	Soft plastic	DHL (in clear plastic bag)	Must be empty
Shawarma chicken packets	Soft plastic	DHL (in clear plastic bag)	Must be empty
Strawberries plastic film lid	Soft plastic	DHL (in clear plastic bag)	Must be empty
Tomato soup packet	General waste	Veolia general waste (in clear plastic bag)	