

# RECYCLING GUIDE

In partnership with Leicestershire County Council



# WHAT'S INSIDE?

Here at Casepak we believe that recycling is everyone's responsibility. Householders, councils, the government and recycling companies all need to work together to get the best out of available materials.

This booklet provides a definitive list of the items that can be recycled at our Materials Recycling Facility (MRF). It also lists what CAN'T be recycled.



# ABOUT US

**Based in Leicester, Casepak has been delivering recycling excellence for more than 40 years.**

Founded by George Smith in 1973, the company has grown from a paper and cardboard recycling specialist into one of the UK's most dynamic recycling companies.

We collect, sort and trade a wide range of recovered materials from commercial, industrial and household collections.



We have two recycling facilities centrally located in Leicester (a Collections and Processing Facility and a Materials Recycling Facility).

Each facility processes approximately 150,000 tonnes of recyclable material per year. This makes Casepak perfectly placed to provide recycling services to commercial, industrial and local authority clients.



# OUR PROCESS

## STEP ONE – COLLECTION



Your recycling is collected by your local authority in a Refuse Collection Vehicle (RCV) where it is then either delivered to us or to a transfer station, before it is loaded onto a bulk vehicle.

## STEP TWO – INSPECTION

Once on site, the material will undergo a visual inspection by a dedicated 'Material Quality Supervisor', who will check for contamination and moisture.



## STEP THREE – PROCESSING



If the material has passed inspection it will be processed through our state-of-the-art MRF, where it will go through multiple machines and hand picking to separate the material into its different grades.

## STEP FOUR – SHIPPING

When the material is sorted, it goes into a bunker where it waits to be baled. Once baled the material is quality checked. When the inspection is passed it is loaded onto containers and curtain-sided vehicles, before it is shipped all over the world for the next stage of the recycling process.



# WHAT CAN I DO TO HELP?

**Your contribution has a knock-on effect on all the steps in the recycling process. It is highly important that the material you put in the bin is correct.**

Firstly, you need to check if what you are putting in the bin is recyclable. To do this check that the material's packaging features this symbol and read on to find out more.

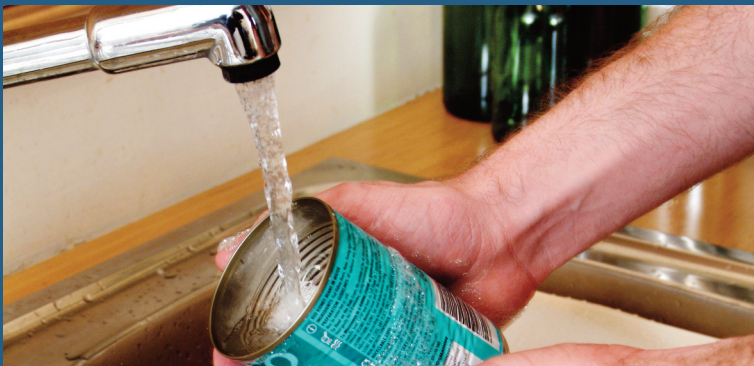


Once you have checked the item can be recycled, it's time to give it a quick clean. Scrape any large waste into your household bin, then give the item a quick rinse under the tap.

Then make sure the item is dry - wet or damp materials are harder to recycle and cause contamination issues. The Casepak MRF recovers dry, mixed material.

If you have a bottle, make sure it is empty and then place the cap back on.

You can then place the item into your recycling bin.



# WHAT CAN I RECYCLE?

## PAPER AND CARDBOARD

Although Paper and Cardboard are widely recycled, not all paper and card materials are suitable for recycling. Some paper (such as some wrapping paper) has a fine film coating, which means that it can't be separated into its different grades, and is unrecyclable.

You **CAN** recycle shredded paper, hardback books and envelopes with windows.

Please note, if the material is dirty it can't be recycled.

For example, a pizza box can't be recycled if it has absorbed grease.

Please help us by doing your part to check materials before they go in your recycling bin!



## TETRA PAK

Tetra Pak cartons are primarily made of paper, but also contain polythene and aluminium. Cartons are mostly used for milk and fruit juice. This material is recyclable as long as the contents have been removed and the item washed out.



## RECYCLABLE PLASTICS

All plastics must be clean, empty and washed out. We also recommend that, once empty, the lid goes back onto the bottle.



P.E.T. is usually a clear plastic but sometimes it has a blue or green tint. This plastic is most commonly used for water and fizzy drinks bottles.



HDPE is usually a cloudy white material with a textured finish. HDPE is mostly used for milk bottles.





## HDPE COLOURED

Coloured HDPE is one of the most commonly used plastics. This is used for bleach bottles, spray bottles and most home care products.



## METALS



## STEEL CANS

Steel is used in thousands of different ways, but only certain types can be processed through our MRF. We only process steel in canned or tin form.



## ALUMINIUM

Aluminium is mainly used in a canned form but we also take clean kitchen foil and clean food pouches.



# NON-DESIRABLES

These are items that we do process but want to reduce where possible as they can cause issues with material end quality.

## LIQUID-FILLED BOTTLES

We do not accept bottles with liquid inside, so please ensure that they are emptied and dried.

This is because plastic bottles are taken out of the waste stream by machines that measure the light reflection off of the material to decide its grade.

If a bottle contains any liquid, the machine struggles to register it as plastic.

Any bottles that contain a hazardous liquid will be taken out of the waste stream, so they do not cause harm to the staff at the MRF.





# WHAT CAN'T I RECYCLE?

We understand that recycling can be confusing with so many different materials on the shelves of supermarkets and different councils taking different approaches.

The following pages highlight items that we **cannot** process at our plant.

The list doesn't mean these materials can't be recycled but they might need to be taken to a specialist to be recycled separately, e.g. at your Recycling & Household Waste Site. Check with your council if you are unsure.



## NON-RECYCLABLE ITEMS

### Food Waste

All food waste or anything contaminated with food matter

### Organic Waste

Any garden waste such as grass clippings

### Electrical items

### Used sanitary products

Nappies/sanitary towels/incontinence pants/puppy training pads

### Medical waste

Any medical waste should be discarded of via proper disposal methods

### Crisp packets

### Large, bulky metals

### Gas canisters

### Wet or damp items

Please ensure all materials are clean and dry

### Hose pipes



### Textiles

**Building materials** such as concrete and bricks

### Polystyrene

**Black plastics** such as ready meal packaging

### Any hazardous items

### Rope and String

**Ceramics** such as plates and mugs

### Ornaments

### Videos and DVDs

### Black film

**Tubes** such as toothpaste, creams, silicone and grease

### Batteries

### Wood

## MOST COMMON ISSUES

Every load that enters the MRF usually contains some form of contamination. Contaminated items that mix with clean recyclables disrupt the recycling process and stop the MRF from operating efficiently.

This list details some of the commonly-found contaminants at the MRF.



### NAPPIES

Unfortunately nappies are a common sight at the MRF, with an estimated 4,000 nappies passing through the facility in a 12-hour period.

If a single dirty nappy is found in our loads being shipped for further processing, the whole load would be rejected and returned, resulting in our operations being disrupted and extra costs incurred.



### TEXTILES

Although textiles can be recycled, once they are mixed with other materials (such as glass) they are classed as contaminated. Glass shards destroy the machinery used to wash textiles, resulting in the textiles being unrecyclable.

In addition, textiles cause issues with MRF machinery and we've had instances where material has wrapped around shafts and motors which cause breakdowns and stops the MRF from running smoothly.

Your council may provide separate collection, please check. Alternatively, you can take them to your local charity for reuse, or recycle them at textile banks or your Recycling & Household Waste Site.





## BLACK BAG WASTE

We often encounter black bags containing general household waste in the recycling stream. It's likely that if a black wheelie bin is full, householders will put general waste in with the recycling.

Food waste within these bags contaminates everything it comes into contact with and causes clean, recyclable material to become unusable. Like nappies, if food waste is present in a shipment sent for reprocessing, the shipment would be rejected.



### SEASONAL ISSUES

#### SPRING

Plastic plant pots  
Green/organic waste



#### AUTUMN

Dead plants  
Leaves



#### SUMMER

Black plastics  
Winter clothes  
Grass cuttings  
Disposable BBQs  
Liquid-filled bottles



#### WINTER

Christmas lights  
Tinsel  
Film-covered wrapping paper  
Glitter-covered wrapping paper  
Batteries



**Top Tip: Remember the scrunch test!**

Simply scrunch the piece of paper or foil in your hand – if it remains 'scrunched' it can be recycled. If it unfolds, it is most likely covered in plastic film, meaning it can't be recycled.

# FAQ

**Do I leave the bottle cap on and do I crush the bottle?**



Keep the bottle uncrushed and leave the cap on. Our MRF deals with plastics more efficiently when they stay in a 3D format.

**What about glass?**



Our MRF does process glass but some councils operate a separate collection service, so please check with your council. The glass that we can process must be clean.

**What do I do if my recycling bin is full?**



If your bin is full, please check with your local council.

**What happens to any non-recyclable material?**



This material is sent to an Energy from Waste (EfW) facility, where the material is burnt. The heat produces energy that is sent to the national grid and the by-product can be made into products such as recycled aggregates for roads.



# DOING YOUR BIT

By taking the time to read this booklet, and by sorting your recyclables, you will help improve material quality and contribute towards a sustainable future for the UK.



# WITH YOU EVERY STEP OF THE WAY



Please get in touch to find out more about Casepak's services

T 0116 286 7772 E [info@casepak.co.uk](mailto:info@casepak.co.uk) Follow us:  CasepakLtd W [www.casepak.co.uk](http://www.casepak.co.uk)