Sorting checklist

There are a series of simple tips & tricks to improve the results of your sorting project. Analyse your situation through a self-diagnosis based on the 5 pillars for out-of-home sorting: **Commitment - Infrastructure - Involvement - Logistics - Monitoring.**

Commitment

- ☐ Does management support the sorting project and has it expressed (or even published) its commitment to a better environment and the sorting of waste in particular?
- ☐ Has management made human (appointment of a manager) and financial (budget) resources available?

Infrastructures

- ☐ Is the choice of waste types to be sorted relevant for your organisation?
- ☐ Are the waste bins adapted to the waste materials you want to sort? Do they appear uniformly and are they in the right place?
- ☐ Does the lay-out of the sorting zones make it appealing to sort (clean, tidy, clearly visible, ...)?
- ☐ Are you using the correct colour codes (for the waste bin, the PMD bag, the sorting instructions)?
  - o PMD = blue (analogous with the blue bag)
  - o paper/cardboard = yellow
  - o « residual waste » = black or grey
- ☐ Are the sorting instructions clear and correct, on and/or above the waste bins (pictograms or drawings + name of the fraction in the language of the employees/visitors)? See sorting rules page
- ☐ Are the different waste bins grouped in "sorting islands" (= next to each other)?
- ☐ Are the sorting islands present at strategic locations?
  - o where people eat/drink (cafeteria, vending machines, bar, ...)
  - o where they wait (reception area, entrances, queues...)
  - o where they pass regularly (corridors)
- ☐ Do the bags in the bins hide the sorting instructions?
- ☐ For PMD: have the official bags been used and adapted to your situation (sufficient volume, blue PMD bags – supplied by the private waste collector or bags from the municipality)?

Involvement

- ☐ Was the introduction of the separate waste collection accompanied by sufficient information for employees (during a staff meeting, by email, …) explaining the changes (for example, that certain waste materials must be returned to the sorting islands)?
- ☐ Have employees received training on how to sort waste correctly? See e-learning.
- ☐ Do employees receive regular feedback on the project (results, positive points, areas for improvement, congratulations), in order to "motivate the troops"?
- ☐ Is it clear to visitors that they have to sort their waste from now on? Are the sorting islands clearly visible for them?

Logistics

- ☐ Have the people responsible for emptying the bins (maintenance personnel) been informed of the separate collection and the presence of different waste bins?
- ☐ Have they received training?
    - o put the right bags (especially for PMD) in the right bins
    - o avoid covering the sorting instructions with the bags
    - o collect all bags with the same type of waste in one place (do not mix the waste flows)
    - o follow the e-learning
- ☐ Have you installed separate containers or marked out clearly separated zones (one per type of waste) in the spaces where waste is collected? Is the waste deposited in the correct containers?
- ☐ Is the procedure for waste collection well established?
    - o through a contract with an <u>accredited private waste partner</u>
    - o via the household (door-to-door) collection of the municipality

Monitoring

- ☐ Is there an internal responsible for the project who carries out the general follow-up of the sorting project (regular monitoring of the above points, quality control of the sorting, consultation of the maintenance staff about problems they have noticed, ...)?
- ☐ Does the person responsible for the project collect information about the quantity and quality of the waste, either from the private collector (feedback from the private collector is required) or through a weekly analysis and counting of the bags collected?
- ☐ Does this person provide staff with information on the sorting results (% of waste sorted/recycled) and take the opportunity to remind them of the sorting rules, point out possible areas for improvement and congratulate them on the correct sorting and positive points (see Involvement)?