



Implementing our Workplace Recycling Program

Typically, at least 50% - 70% of the school's waste currently disposed of as general waste in our bins can be avoided, reused, or recycled. Setting up our recycling system here in the workplace will be easier than you think!

Paper, food, and personal waste is the most common waste we deal with here. But we also have cardboard, discarded toys / art materials, furniture, and other bulky waste that is difficult to store and dispose of. With careful planning when thinking about waste at work, we can save at least 1% of turnover with little or no cost.

Municipality recycling system

The first implementation measures to improve our resource utilization will benefit from more staff motivation and a better working environment.

It is key to know the service provider responsible for removing the waste on-site. Here in Vík, the Íslensk Gámafélag (IGF) provides waste collection services. Information about the IGF is available on the website <https://gamafelagid.is/fyrirtaekid> . If staff have any questions regarding services, contact IGF at igf@igf.is via telephone 577 5757.

Information on waste sorting and removal requirements is also available on the municipality's website here:

<https://www.vik.is/is/thjonusta/umhverfismal/flokkunarleidbeiningar>

The municipality is responsible for the removal and recycling of large items and waste that require special handling. If the necessity arises for the removal of such objects or waste, staff is obliged to notify the Preschool Director. The Director then sends a formal request to the Department Head of the municipality's maintenance and removal department.


If the Preschool Director is unavailable, staff should send a formal request by e-mail to: ahaldahus@vik.is and remember to include the Preschool Director in cc.

In the Workplace

Recycling bins are clearly marked to illustrate what can be recycled and where. It is important to check the contents of recycling bins regularly to ensure that recyclables are properly sorted and not contaminated.

Everyone working here needs to understand the costs and environmental benefits of recycling.

Efficient sorting system:

- Recycling stations are accessible with all bins in one location in each work area. (Classrooms, toilets, dining area, office, breakroom and changing area for children)
- Bins are color-coded to promote consistency and avoid confusion about which items go in which bins.
- Each bin is marked with a picture showing the category of waste that should be disposed of in the bin. Bins used for recycling are marked with the universal recycling symbol 
- Above bins, staff will post pictures of the range of items that belong to each category. The description images are also color-coded.
- Ensure packaging is compressed so containers are not filled with air or wasted space.
- Ensure cleaners understand which bin needs a bag and what type of bag to use for each type of waste.
- Images used for indoor waste sorting must match images on larger containers outside the school.
- Large items that do not fit in bins or, items that are not defined within the classification system are stored in a designated area and kept for removal by local authorities. (Storage area next to the staff toilet)
- Hazardous materials are removed from the building and stored in an area where children have zero access. Contact is made immediately with the municipal maintenance and removal department to remove the hazardous material.

Sorting categories and instructions:

Per instructions from Íslensk gámafélag (IGF) the following sorting categories are used here in our workplace. Images to be placed on the sorting bins and above them are displayed.

The employee handbook contains detailed instructions from IGF (in Icelandic) for further reading.

- **Plastic:** The plastic bin is only for clean plastic items and plastic packaging. The plastic packaging may not be mixed with non-plastic materials. Plastic needs to be clean to be recycled so all plastic packaging in the bin should be empty and free of chemicals and food leftovers. **No bags are used in the plastic waste bin.**

Here is an image of the instructions describing the items to be recycled in the plastic bin which is displayed above the plastic bin.



Printable instructions are accessible here: [Icelandic](#) [English](#) [Polish](#)

Here is an image of the label placed on the plastic bin.



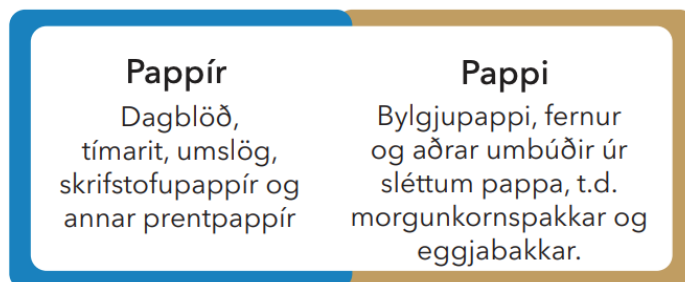
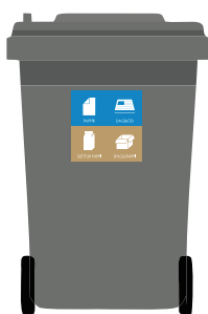
- **Paper:** The paper bin is for all paper products including; cardboard, newspapers, magazines, tetra packs, and carton board/cartons. Paper material needs to be clean to be recycled, meaning it is very important that all paper packaging is empty and free of food leftovers, otherwise they belong in the bin for general waste. **No bags are used in the paper bin.**

Here is an image of the instructions describing the items to be recycled in the paper bin which is displayed above the paper bin.



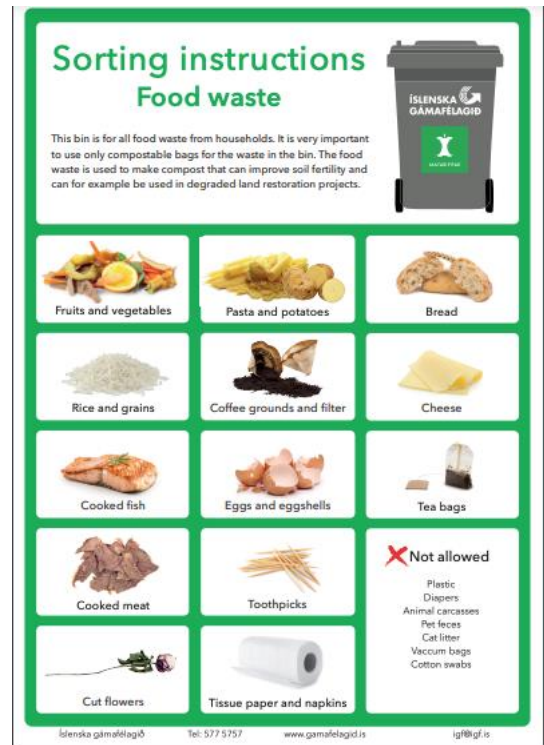
Printable instructions are accessible here: [Icelandic](#) [English](#) [Polish](#)

Here is an image of the label placed on the paper bin.



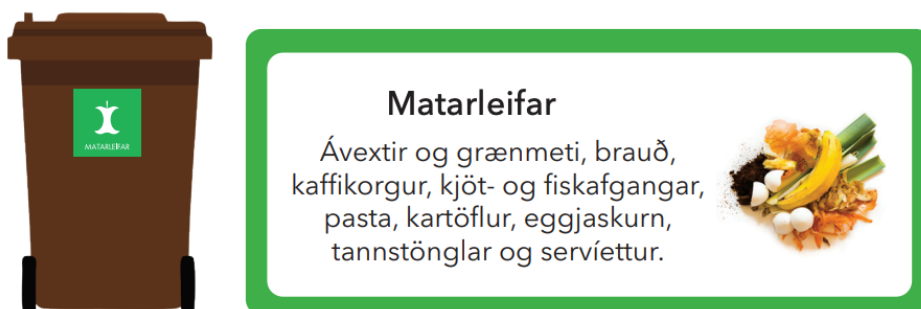
- **Food waste:** This bin is for all food waste from the school. The food waste is used to make compost that can improve soil fertility and can for example be used in degraded land restoration projects. ***It is very important to use only compostable bags for the waste in the bin.***

Here is an image of the instructions describing the items to be recycled in the food waste bin which is displayed above the food waste bin.



Printable instructions are accessible here: [Icelandic](#) [English](#) [Polish](#)

Here is an image of the label placed on the food waste bin.



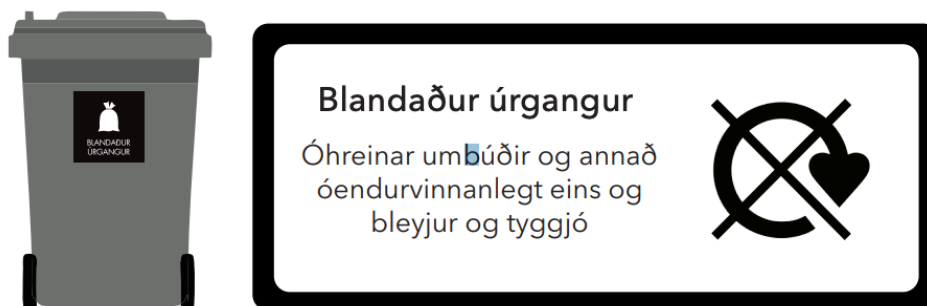
- **Residual mixed waste**: In the bin for mixed waste goes all non-recyclable waste, dirty materials or waste composed of different / multiple materials. IGF collects mixed waste from customers in the south and transports it to Europe, where it is burned in high-tech incinerators and the energy is used for electricity production and home heating.

Here is an image of the instructions describing the items to be recycled in the residual mixed bin which is displayed above the residual mixed bin



Printable instructions are accessible here: [Icelandic](#) [English](#)

Here is an image of the label placed on the residual mixed bin.



Bins and bags for sorting:

Bin and biodegradable bag for food waste.
Bags are stored in storage shelves.



Bins for non-food waste/recyclables

Yellow: residual/mixed waste

Blue: paper recyclables

Green: plastic recyclables

Note: Yellow bin is the only bin with a plastic bag used. Bags are stored in storage shelves.



Promote our recycling scheme

Once our recycling schemes are up and running, staff must encourage and teach children, parents, and visitors what they can recycle and how to. Research shows that people respond better to easily accessible, clearly labeled recycling bins, and supportive messages. Motivating co-workers and children to take ownership of improvement in their own roles will be key to the success of our recycling campaign. To achieve the outcome of increasing recycling and waste diversion, staff need to be engaged to become enthusiastic recyclers. Consider an incentive plan in classrooms or appoint environment 'champions' to help staff and children do the right thing.