



IMS LUXEMBOURG  
Inspiring More Sustainability

# WASTE MANAGEMENT

# IN THE WORKPLACE

## REDUCE QUANTITY AND IMPROVE WASTE SORTING

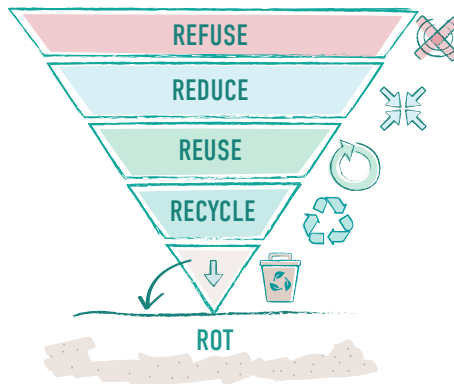
### THE 5 R's: Habits to develop at work

#### 1. Refuse

Not using by refusing packaging.

#### 2. Reduce

Consuming less for less waste.



#### 3. Reuse

Use again and again, think circularity.

#### 4. Recycle

Turning trash into new objects.

#### 5. Rot

Composting to recycle waste.

## Good practices in companies



### REDUCING WASTE

#### To the printer



- ✓ Set up a system for printing using a badge.
- ✓ Print on both sides by default.
- ✓ Use ink-saving fonts.
- ✓ Set up bins for collecting draft sheets.
- ✓ Do not crumple paper as it takes up too much space, and small pieces, which tend to scatter, are difficult for manufacturers to handle. Furthermore, cutting paper into small pieces reduces the length of its fibres, making them more difficult to recycle. (source : recygo.fr)



Paper accounts for 75% of office waste. 25% of documents are thrown away within 5 minutes of printing, 16% are never read.

(source : ADEME)

## In the office

- ✓ Remove individual bin to encourage sorting of all waste.
- ✓ Replace them with collective sorting stations in corridors or other strategic locations.

## In the kitchenette

- ✓ Remove individual capsule coffee machines and replace with a bean-to-cup machine.
- ✓ Offer tea or sugar in bulk.
- ✓ Set up a shared fridge to offer colleagues food that is close to its use-by date.



## SORTING WASTE

- ✓ Find out about the rules in force from your local waste disposal service or waste management association.



- ✓ Provide **clear signage at sorting stations** that complies with current regulations: for example, display photos of the types of waste accepted and explain the classic errors that are always found in the wrong bins.

- ✓ Set up a bio-waste sorting system so that some of the waste can be recycled into compost, for example.

- Put collection containers in kitchenettes.
- Choose containers that are easy to clean: no corners, round or oval containers.

## At the restaurant



120g of food thrown away on average per plate in the catering industry (source : ADEME)

- ✓ Encourage people to help themselves according to their appetite.
- ✓ Offer “anti-gaspi” baskets with leftover catering product, which can be offered in reusable containers.
- ✓ Extending the use of reusable containers for food products.



For example, containers such as Ecobox: <https://ecobox.lu/en/>



Bio-waste represents around 1/3 of the waste found in residual waste, although it could be recovered in the form of biogas or compost.

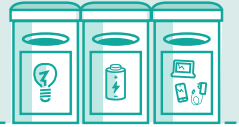
(source : Administration de l'Environnement)



- ✓ Set up collection points for special waste (light bulbs, batteries, etc.). Electronic waste can be reconditioned by specialist organisations.

## Some contact points

- Special Collect by SDK  
<https://sdk.lu/en/>
- Collection of batteries by Ecobatterien  
<https://www.ecobatterien.lu/fr/qui-est-ecobatterien>
- Collection of electronic parts and computers by Ecotrel  
<https://www.ecotrel.lu/>
- Mobile Bag by POST  
<https://www.post.lu/particuliers/mobile/caritas-mobile-bag>
- Reconditioning of computers and telephones  
<https://digital-inclusion.lu>



## EDUCATING AND RAISING AWARENESS

- ✓ Training ambassadors on each floor or in each department /team. This person will be trained in sorting instructions and will be responsible for training all new people joining the team.
- ✓ Train cleaning staff to ensure that waste is properly sorted right up to the bin room. Facilitate this by having suitable trolleys and easy-to-clean containers, particularly for bio-waste.
- ✓ Incorporate regular awareness-raising activities. Start a meeting, for example, with a few minutes' inclusion in the form of a game on the subject (e.g. ask the team which bin this waste goes in, showing the waste in question to make the exercise as concrete as possible).
- ✓ Raising awareness through internal communications during **European Waste Reduction Week**.
- ✓ Encourage everyone in the organisation to give feedback to ensure buy-in and suggest improvements.

THE PRINTER'S  
EMPTY CARTRIDGE ...  
...  
WHICH BIN ?





## MEASURING AND MONITORING

- ✓ Start measuring your waste now: quantity produced by type of waste, frequency of collection, etc.
- ✓ Keep track of progress as you go along and communicate your achievements to celebrate your commitment!
- ✓ Use smart, interactive measurement systems (e.g. food waste analysis cameras in company restaurants, real-time waste weight monitoring, etc.).



### Useful contacts and information:

**Green Business Events:** for your company, contact the Oekozerter Paffendal to get the Green Business Event certification: <https://greenbusinessevents.lu/>



**Read the waste and resource management guide for events:**  
<https://environnement.public.lu/dam-assets/fr/dechets/publications/22447-12-fiches-brochures-fr-def.pdf>



**Transition kit Zero Single Use** from IMS Luxembourg:  
[https://imslux.lu/assets/publication/119/Transition\\_kit\\_online.pdf](https://imslux.lu/assets/publication/119/Transition_kit_online.pdf)



### Luxembourg's best sources to support you:

- Sanitation department of your municipality
- SDK: <https://sdk.lu/>
- Valorlux: <https://www.valorlux.lu/fr>

In partnership with :

RESSOURCEN  
RINNOVATEURIN  
MICHALTEGHEET  
CIRCULAR ECONOMY  
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