



FREE RECYCLING SCHEME

HOW TO GUIDE



DAILY RECYCLING SCHEME



In association with First Mile, the Kingston First recycling scheme runs seven days a week to help save you time and money. Here's a quick guide on what to do.

First Mile will provide you with the following to help label up your recycling:

- Rolls of cream plastic sacks for your dry mixed recycling
- Rolls of stickers for cardboard

These branded sacks and stickers are to identify your recycling for the First Mile team to collect.

FREE FOR ALL OUR MEMBERS

CARDBOARD STICKERS

You only need to use **one** sticker per 5kg of card – that's about 10 large cardboard boxes. Simply flatten down your cardboard boxes and bundle them together, securing them with any brown or clear tape. Then just add **one** sticker to the front of the bundle and place the bundle(s) outside each day at your designated time.

There are two types of sticker currently available, rolls of perforated tape and the new, peelable stickers which are now coming into circulation. Please continue to use up the old tape until your stocks run out.



DRY MIXED RECYCLING (DMR) SACKS



Your DMR sacks are cream and printed with red First Mile and Kingston First branding. You can use these to recycle all your other dry items (see list below).

Please ensure your DMR sacks are at least $\frac{3}{4}$ full before they are placed outside for collection.



DRY MIXED RECYCLING

What's included:

- Office paper
- Newspaper
- Magazines
- Directories
- Leaflets
- Plastic milk containers
- Cardboard
- Junk mail and envelopes
- Plastic bottles
- Glass jars and bottles (up to 5% per bag)
- Drink cans
- Food tins

Please ensure any food or drink packaging has been rinsed.

What's NOT included:

- Electrical appliances and computers*
- Inkjet and toner cartridges*
- Batteries*
- CDs and DVDs*
- Tetrapak milk and juice cartons
- Window glass
- Oils and pesticides*
- Sand and building materials
- Wood
- Textiles*
- Fire extinguishers*
- Fluorescent tubes*
- Lightbulbs*
- Paint*
- Engine oil*
- Cooking oil*

* These items can be recycled but will be charged. Please enquire for details.

PPE COLLECTION SERVICES



First Mile are able to dispose of your Personal Protective Equipment (PPE) waste with a safe and straightforward service.

PPE includes items like face masks and disposable gloves. To keep your staff and customers protected, PPE should be handled separately to other waste streams.

Customers and staff simply drop any used masks or gloves into one of First Mile's self-contained PPE boxes, which you can request via the **First Mile online portal**, or by calling their customer services on **0800 612 9894**. Once it's full, the box is easily fastened - without the need to touch or remove the sack after filling. Then book a free collection with First Mile, either online or by phone.

- Each box has a volume of 50L / maximum weight limit of 15kg
- First Mile offer free delivery of your box, collection and disposal
- Once full, the bag and outer box is sealed for safe transport and collection, booked with First Mile
- Boxes are collected on First Mile's offensive waste round
- Boxes will be branded First Mile - PPE WASTE

If you have any questions or queries, just call Robyn Smith on **020 8547 1221** or email info@kingstonfirst.co.uk

USEFUL INFORMATION



ORDERING NEW SACKS AND STICKERS

To order new stock, simply call First Mile on **0800 612 9894**.

Your monthly allocation is fixed to **100 units of stickers (2 rolls)** and **100 units of DMR sacks (4 rolls)**.

If you go over this and need some more, just call the Kingston First Office and speak to Robyn Smith on **020 8547 1221** who will arrange an extra delivery for you.

COLLECTIONS

When signing up to the scheme, **First Mile will have advised you when** and where to place your bags and cardboard.

Simply place your bags and cardboard on the kerbside outside your business according to your collection schedule and it will be collected by **First Mile within 2 hours of that designated time**.

MISSED COLLECTION

If your recycling hasn't been collected, please call First Mile on **0800 612 9894**

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