Sorting instructions for companies

**These instructions inform you how to sort the most common types of waste.
The possibilities for sorting and recycling vary by location.**

RECYCLABLE PAPER

YES
- newspapers and magazines
- leaflets
- coloured paper
- envelopes
- recycled paper

NO
- disposable paper plates etc.
- self copying paper
- copy paper wraps
- gift and wrapping paper
- confidential papers
- cardboard and carton
- plastic

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Recycled paper is processed in the paper industry. The printing inks are removed by washing. The washed mass is used to make raw materials for paper.

RECYCLABLE OFFICE PAPER

YES
- white copying paper and prints
- white cross-ruled paper
- computer lists

NO
- newspapers and magazines
- envelopes
- sticking notes
- self copying paper
- copy paper wraps
- coloured paper
- cardboard and carton
- disposable paper plates etc.
- plastics

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Recyclable office paper is taken for recycling as a raw material for soft paper.

CONFIDENTIAL PAPER

YES
- confidential papers e.g:
  - bills
  - memos, documents
  - receipts
  - contracts

NO
- computer disks
- micro films and photographs
- CDs
- transparencies
- memory sticks

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Paper materials destroyed as confidential are recycled as a raw material for soft paper. Other confidential materials are treated separately.

RECYCLABLE CARDBOARD

YES
- cardboard box
- brown carton
- craft paper
- corrugated cardboard
- brown paper bags
- labels, adhesive tape or staples need not be removed

NO
- wet or dirty cardboard
- foil or film carton
- polystyrene
- plastics
- liquid packages

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Different types of cardboard, first and foremost coreboard, are manufactured from recyclable board.

PLASTIC FILMS

04 PE-LD

YES
- empty plastic packagings and wrappings
- shrink wrap and stretch films
- platform cover
- bubble wrap
- empty inside sacks
- empty raw material bags
- other PE-plastic films

NO
- nets, large sacks
- packaging straps
- polystyrene, foam plastic, fiberglass
- sand, gravel, soil
- hazardous waste
- food stuffs

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The material is recycled as a raw material for new plastic products.

BIOWASTE

YES
- food stuffs
- coffee filters with grounds
- paper towels and paper napkins
- egg packagings
- plants and flower soil
- wooden cutlery and tooth picks
- other degradable waste

NO
- plastic bags and packagings
- metal packagings
- foils
- liquid waste
- cigarette stubs
- vacuum cleaner and dust bags
- ice

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Sorted biowaste is either composted in the property's own compostor or collected for treatment at a plant. The compost is utilised in green area building, among other things.

ENERGY WASTE

YES
- packaging plastics (not PVC)
- dirty paper and cardboard
- wooden packagings
- plastics (not PVC)
- polystyrene
- paper towels
- textiles and clothes

NO
- biowaste
- impregnated wood
- metals, glass, ceramics
- stone, sand, soil
- PVC-plastics
- hazardous waste
- hygiene products (sanitary towels, nappies, adhesive bandages)
- cleaning waste
- cigarette stubs and ash

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Energy waste (burnable waste) is used to make solid recovered fuel to substitute for fossil fuels in parallel burning plants. Carbon dioxide emissions are decreased by 50–90%. The sorting instructions vary slightly depending on the location and the receiving plant.

RECYCLABLE METAL

YES
- tin and metal waste
- tins and metal cans
- metal ware
- cables
- empty and brush-dry paint cans
- metal furniture

NO
- hazardous waste
- waste from electric and electronic equipment (WEEE)
- mixed materials
- paint-stained barrels and containers
- insulated ventilation pipes

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Recyclable metal is used in the manufacture of new metal. When metal packages are recycled, there is an energy saving of up to 75–95% compared to the use of virgin materials.

RECYCLABLE GLASS

Coloured and colourless

YES
- empty glass bottles
- empty glass jars

NO
- crystal
- porcelain
- ceramics
- window glass
- car windshields
- light bulbs
- bottle caps and jar lids
- glass ceramics (ovenware, coffee pots)
- mirror glass

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Fibreglass, glass packages and other products are made from recyclable glass.

BATTERY WASTE

FLUORESCENT LAMPS

ENERGY-SAVING LAMPS

PAINT AND GLUE WASTE

UN 1325

WASTE FROM ELECTRIC AND ELECTRONIC EQUIPMENT (WEEE)

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