



# TIPS FOR BINS & SIGNAGE

<b>The purpose of this document</b>	To provide advice for how to design your bin set-up and signage with your waste management company for best results.
<b>Who it is for</b>	Waste Lead.
<b>How to use it</b>	Read through the tips and make plans accordingly.

## Bin tips

- Speak with your waste management supplier on how many individual waste 'streams' they can manage. This will determine the number of individual bin types you will need, so check with them first!
- Where possible, have separate bins for each waste type to improve recycling rates. If space is limited, having a separate bin for food and serveware at least will reduce the amount of 'contamination' of recyclable materials.
- Communication with your audience is crucial to ensure they understand the separate bins for each waste type. You can do this through pre-event communications, as well as clear signage (see tips below).
- Bins with 'toppers' (covers or lids) on bins, rather than entirely open bins or skips, reduce the levels of contamination as they help stop people just chucking anything in.
- Locate bins together as a 'set', so people won't need to go looking for the bin they need to use. Often they won't search far and will use the bin closest to hand.
- Consider 'bin fairies' (or similar) stationed near to bins in high footfall areas or at key times to 'guide' people on where to put things / normalise expectations.
- Language: Use direct, clear terms and as few words as possible; extra words distract from the main message. Name the materials you want in the bin!



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## Signage tips

- Signage is better viewed closer to eye level rather than at waist height. This means people see the bin they need to use from a distance rather than having to make a split decision when they reach the bin.
- Try to use clear pictures and icons on the bins showing its waste stream (see examples below). Icons and pictures are processed 60,000 times faster than words!
- Images and icons should reflect the items people are holding in their hands, not symbols from household recycling that don't reflect the reality of festivals.
- Colours can also help people to easily and quickly understand separate waste streams. Consider using this standard colour scheme created by waste charity **WRAP**.
- Make sure it is clear where food packaging should go to avoid food residue contaminating recycling (often people think they should recycle cardboard serveware, but this can ruin recyclable material streams).

# EXAMPLES OF HOW TO DO IT

## Clear bin 'toppers' and signage



# EXAMPLES OF HOW NOT TO DO IT!

