

Sorting handbook



It starts here.





GLASS

CORRECT SORTING

Glass fragments from wine and drinking glasses/jugs

Glasses without lids

Glass bottles without deposit

INCORRECT SORTING

Mirrors

Fireproof vessels

Laboratory glassware

Porcelain

Flat glass from windows

WHY SORT?

Did you know that glass can be recycled endlessly, without any loss of quality or clarity?

Recycling glass reduces greenhouse gas emissions and reduces the consumption of raw materials (sand, soda ash and lime).

By recycling glass products from waste glass, we use 40% less energy than making glass from raw materials, as waste glass melts at a much lower temperature.

Source: Glass Packaging Institute (2022)
Source: Danish Environmental Protection Agency (2022)

HOW TO SORT?

The glass packaging must be emptied and scraped clean of contents.

If glass is collected in bags, the bags must not go into the glass container.



FOOD WASTE

CORRECT SORTING

Food residues

Peel and offcuts

Coffee grounds, coffee filters and teabags

Herbs without pots / stripped of soil

INCORRECT SORTING

Biodegradable and compostable packaging e.g. cups and wooden tableware, as these do not break down in the biogas process.

Larger quantities of napkins

Cigarette butt

WHY SORT?

Did you know that on average every Dane throws away 47 kg of food a year? This results in a huge loss in economic and resource terms. At Stena, food waste is converted into biogas. In Sweden, for example, buses run on biogas made from potato peelings.

Source: Agriculture and Food (2015)
Source: Danish Environmental Protection Agency (2013)

HOW TO SORT?

Preferably use thin, transparent bags so that we can catch any mistakes.

The bags are sorted for incineration, so bio-bags make no difference. On the other hand, they often break and cost more.

To be collected in bags and emptied into food waste container.



METAL

CORRECT SORTING

Tin foil

Aluminium trays

Cans

Cans without deposit

Other small iron and metal items

Caps and lids (e.g. from jam jars)

WHY SORT?

Did you know that mining often involves cutting down large areas of rainforest, for example? It damages biodiversity and emits CO₂. Instead, we can melt scrap metal into new raw materials. In 333 pate trays, for example, there is enough aluminium to make a new bicycle.

And by using aluminium scrap instead of virgin aluminium, CO₂ emissions can be reduced by 92%.

Source: Danish Environmental Protection Agency (2022)
Source: Danish Environmental Protection Agency (2013)
Source: Stenarecycling.dk (2022)

INCORRECT SORTING

Iron and metal with electronics

Spray cans

Food residues

Chips and coffee bags where the inside looks like aluminium

HOW TO SORT?

Metal packaging should be scraped or preferably rinsed clean.

If there are small pieces of plastic or other material on the metal, you can leave them on.

If metal is collected in bags, do not put these in the metals container.

To be collected in bins and emptied into scrap metal/shredder format material.



CARDBOARD

CORRECT SORTING

Cardboard (e.g. corrugated cardboard or boxes)

Cardboard packaging without food

Tubes from kitchen roll and toilet roll

INCORRECT SORTING

Coated cardboard from e.g. food packaging

Biodegradable/compostable packaging

Expanded polystyrene

Wet cardboard

WHY SORT?

Did you know that by recycling cardboard, we save important resources such as wood for production and energy by not planting, felling and transporting trees, while reducing water consumption?

For every ton of cardboard recycled, 17 trees are saved and around 26,000 liters of water are saved.

Source: Western incineration (2022)
Source: Recover (2022)

HOW TO SORT?

Must be clean and dry. It can have tape or stickers on it.

Collection depends on facilities. To be emptied into a cardboard container.



PAPER

CORRECT SORTING

Photocopying paper

Adverts, newspapers and magazines

Printed window envelopes

INCORRECT SORTING

Carton, Cardboard

Wet and dirty paper

Gift wrapping

Books

Ring binders

Napkins

WHY SORT?

Did you know that every time you return 1 kg of paper for recycling, 840 grams of new wood is saved that would otherwise be used in paper production?

Paper is made from wood from both tree farms and forests, and this damages biodiversity. By recycling, we help to protect those who depend on the forest as their home and food source.

Source: Danish Environmental Protection Agency

HOW TO SORT?

The paper must be clean and dry. It can have paperclips attached to it or , tape or a little plastic on it.

To start off with, we recommend limiting paper sorting to the "classic" cardboard box under the desk, combined with an office paper container, maybe a shredding container in the printer room.



PLASTICS / FOOD & BEVERAGE CARTONS

CORRECT SORTING

Hard and soft plastic packaging, plastic cutlery, plastic cups, lids from plastic cups

Plastic bags

Packaging from hand sanitiser

Food and drink cartons that have contained food, such as milk, juice, peeled tomatoes, etc.

WHY SORT?

Did you know that plastic is made from oil and that plastic production accounts for 6% of the world's oil consumption? It takes about 2 kg of oil to produce 1 kg of plastic, and each Dane uses about 100 kg of plastic per year.

For every kg of plastic waste that is recycled instead of being sent for incineration, we save the energy equivalent of an average household's standby consumption for all electrical appliances for 14 days.

Source: Ministry of Environment and Food (2018)
Source: Danish Environmental Protection Agency (2015)
Source: Danish Environmental Protection Agency (2022)

INCORRECT SORTING

Bubble wrap

Biodegradable or compostable packaging

Plastic with electronics or batteries

Bags with several layers, e.g. chips bags or coffee bags with foil on the inside

Packaging with hazard symbols that has not been cleaned

Rubber gloves

HOW TO SORT?

Cleaning and hand sanitiser containers must be empty, rinsed and uncapped.

Other plastic can be wet, but must be scraped or rinsed clean of food residue/content. Collected in plastic bags and placed in a container with household plastic.

The bags should not be emptied into the container.



RESIDUAL WASTE

CORRECT SORTING

Dirty paper (e.g. napkins and paper towels)

Disposable packaging (e.g. paper cups)

Cardboard with food remains (e.g. pizza boxes)

Coffee bags with lamination

Food paper

Plastic packaging with large amounts of food waste (e.g. a full yoghurt drink)

INCORRECT SORTING

Electronics

Batteries

Plastics containing electronics e.g. Christmas decorations, office supplies etc.

Drink cartons

Light bulbs

Spray cans

WHY SORT?

Did you know that it's better to put things in with the residual waste than to sort it if you have any doubts?

To ensure the high quality of the raw materials coming out of the sorted waste, it is important that the fractions are kept clean.

For example, if there are dirty pizza trays in with the cardboard, it ruins the cardboard recycling.

HOW TO SORT?

It is important that electronics, batteries, hazardous waste and packaging with hazard symbols that has not been rinsed are sorted into their own fractions.