

Business recycling checklist

A practical checklist for your workplace coffee point.

01 Collection Setup

- ☐ Store used pods in approved collection bags.
- ☐ Keep bags in a dry, labelled area.
- ☐ Track volume by site weekly.

02 Collection Booking

- ☐ Request pickup through your account manager or support route.
- ☐ Provide postcode, site contact, and expected bag count.

03 Documentation

- ☐ Request compliance support including Waste Transfer Note guidance.
- ☐ Archive confirmation documents by site and date.

04 Continuous Improvement

- ☐ Review return rates monthly.
- ☐ Share updates with sustainability and facilities teams.

For compliance documents and reporting support, contact your account team.

[View recycling guidance and request support](#)