

# Indoor Bin Guide



## SETTING UP WASTE SORTING STATIONS IN THREE EASY STEPS

The Fraser Valley Regional District (FVRD) has adopted a waste sorting bylaw, No. 1495, 2018 whereby all businesses operating in the Fraser Valley are to keep recyclable and compostable materials out of landfills.

This hands-on guide will walk you through the steps to set-up well planned waste sorting stations.

### Step 1: Assess Your Needs

Review your workflow to determine where waste is generated, including both kitchen and customer areas. For each area, note the number of bins you have, or need, in the table below. You'll want a set of at least three bins at each station - recycling, compost, landfill and possibly bins for collecting refundable containers. No "solo" bins! You'll also want a sign and a sticker for each bin. When finished, total up the number of bins, signs, and stickers needed.

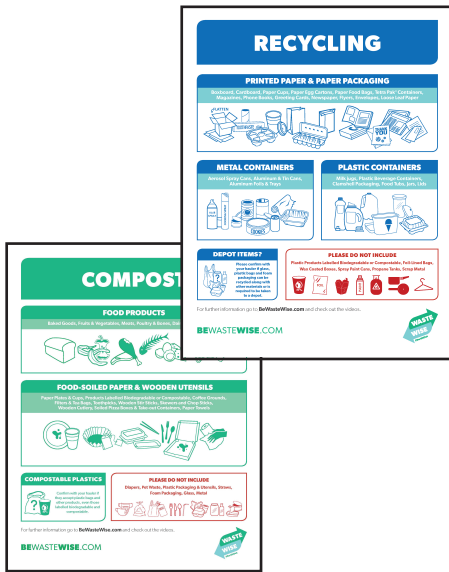
Location (e.g. kitchen areas, break rooms, offices, restrooms, etc.)	Recycling Bins		Compost Bins		Landfill Bins	
	Have	Need	Have	Need	Have	Need
	0	1	0	1	1	0
<b>Total Bins</b>						
<b>Total Signs and Stickers</b>						

## Step 2: Gather Your Materials



### Indoor Bins (minimum of three per station)

Review the bins you noted as “needed” in step 1 and determine what sizes and types of bins to purchase for each waste sorting station.



### Wall/Bin Signs

For waste sorting stations in front of a wall, be sure to post signs at eye level above each bin.

Download pre-made signs at **BeWasteWise.com** or create your own. Customizing your signs to show common waste materials at your property will make it easier for deciding the right bin to place them in.



### Wall/Bin Signs

Make sure all bins are clearly labeled using stickers. A 3.5 x 7.5 inch bin sticker template can be found at **BeWasteWise.com**.

## Step 3: Set Up Your Recycling Stations

Using your notes from step 1, place bins together to create waste sorting stations at each of the disposal locations you had identified. A list of bin suppliers can be found at **BeWasteWise.com**.