



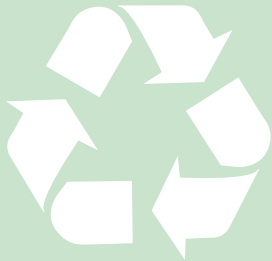
**Comune di  
Oriolo Romano**

**Municipal Sanitation Services**



**A PRACTICAL  
GUIDE TO  
RECYCLING**

# Sort Your Waste



Sorting and recycling waste is one of the simplest ways to **return materials to the environment, turning them into valuable resources.**

Sorting waste properly is essential – correct sorting allows us to **recycle materials** for new products, helping to **protect both the environment** and our natural **resources.**

**SORTING WASTE FOR RECYCLING IS MANDATED BY LAW AND BY LOCAL REGULATIONS. NON-COMPLIANCE OR DUMPING WASTE IN PUBLIC AREAS WILL RESULT IN FINES AND PENALTIES.**



**Check the symbol!**  
READ THE LABEL

**Look for the symbols** on the packaging – **it will be easier** to determine the material the item is made of!

# General Regulations

## GENERAL RULES FOR PROPER DOOR-TO-DOOR WASTE COLLECTION

- Put out the bins only on the **days** and **times** indicated on the calendar. Waste put out on **days other** than those scheduled or not in **accordance** with the collection type **will not be collected**.
- Dispose of waste only in **designated bins**.
- Take the container/tub back onto private property after emptying.
- Only dispose of waste using the **equipment provided free of charge** by the municipal administration and Gesenu Ambiente.

**INFRINGEMENTS MAY RESULT IN SANCTIONS.**

## WHEN YOU BUY

Choose items with **less packaging** and, if possible, opt for **bulk** or **refillable** products.

Avoid disposable and single-use **products** and take a reusable bag with you going shopping.

**Only buy what you need** without going overboard and always check expiry dates.

**Do not buy packaged products that don't provide details** about the material they are made of.

# Some Tips

## AFTER USE

**Reduce the bulk** of the packaging so it takes up as little space as possible.

Place tubs, containers and bags, always **tightly closed**, in front of your home or business on public land, in a location easily accessible to the collection vehicles.

When putting out the **tubs**, leave the handle up to prevent stray animals from opening the lid.



# Organic Waste

Use the **Brown** bins



## WHY SORT YOUR RUBBISH?

Organic residues can be transformed into biogas and compost, which is used to produce quality organic fertiliser.



## **CLOSE THE BAG TIGHTLY!**

Put your waste into **biodegradable and/or compostable bags.**

**DO NOT USE PLASTIC BAGS.**

## WHAT TO BIN

- Fruit and vegetable scraps and peels
- Meat and seafood scraps
- Dairy
- Eggshells and nutshells
- Coffee grounds and teabags
- Used or soiled paper napkins and tissues
- Kitchen paper towels
- Cork, sawdust and wood ash (*well extinguished and bagged*)
- Biodegradable kitty litter
- **Plates, cups and bags made of compostable bioplastic**



## WHAT NOT TO BIN

- **Nappies/diapers and sanitary napkins**
- **Cigarette butts**
- **Gauze and plasters**
- **Seafood shells**
- **Large bones**
- **Animal droppings**

# Compostable Bioplastic



**Check the symbol!  
READ THE LABEL**

Compostable bioplastic is an innovative material, as a sustainable alternative to traditional plastic.

Properly recycle this waste with organic waste so it can become compost, a valuable nutrient for our soil.



Check with your Municipality/Local Manager regarding the means of waste disposal and collection



Correctly identifying compostable bioplastic packaging is really easy – just read the label!

The presence of even just one of these symbols guarantees that you can toss compostable bioplastic products in with organic matter, since it certifies the biodegradability and compostability characteristics required by EN 13432.

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Biodegradable and compostable plastic

SEPARATED COLLECTION OF ORGANIC WASTE



## Domestic Composting

Composting is a practical and environmentally-friendly way to dispose of organic waste.

If you have a garden or vegetable patch, request a composter, for a good recycling practice that will allow you to produce a natural soil useful for fertilising plants and vegetables.



# Paper and Cardboard

Use the **Blue** bin

## WHY SEPARATE WASTE?

Paper waste is turned into recycled paper whilst cardboard waste is transformed into new cardboard, saving resources and energy.



## WHAT TO BIN

- Newspapers, books and magazines
- Brochures and flyers
- Old notebooks and catalogues
- Paper bags
- Cartons
- Cardboard boxes and wrappers
- Pizza boxes (*if not too dirty*)
- Paper tablecloths



**Check the symbol!  
READ THE LABEL**



**PAP 20**  
Corrugated cardboard.  
Mainly used for boxes and packaging.



**PAP 21**  
Non-corrugated cardboard.  
Often used for food packaging.



**PAP 22**  
Plain paper.  
Paper for newsprint and food.



**CA**  
Polycarbonate cardboard.  
Produced with other materials besides paper, as you see in cartons.

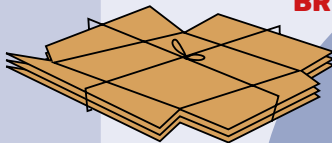


**C/PAP, 81**  
Polyacrylate/paper, plastic.



## WHAT NOT TO BIN

- Receipts (*chemical/carbon paper*)
- Deli paper, sticker backings (*plastic-coated/paraffined paper*)
- Paper towel
- Packaging tape
- Baking paper



## BREAK DOWN YOUR BOXES!

**Crush and fold** cardboard boxes to reduce the ir volume.

## PLASTIC BAGS ARE NOT PAPER!

If you collect your paper waste in plastic bags at home, empty only the paper into the bin.

# Glass Containers



## WHAT TO BIN

- Glass bottles and jars  
*(remove the steel or aluminium caps)*



## WHAT NOT TO BIN

- Drinking glasses
- Neon and light bulbs
- Plexiglass
- Ceramics and porcelain
- Mirrors
- Crystal
- Pyrex and oven glass

Use the **Green** bin

## WHY SEPARATE WASTE?

Glass is a valuable material and, if handled correctly, is 100% recyclable countless times over.



**Check the symbol!**  
**READ THE LABEL**

## 6 RULES TO REMEMBER

- **Only** bin bottles and jars
- **Remove the lids** and collars
- **Do not mistake** crystal for glass
- **Remove food** residues
- Borosilicate glass is **not** glass
- **There is no need to** remove labels

**GL 70**  
(Transparent glass)  
Used for jars and bottles, for example.



**GL 71**  
(Green glass)  
Used for bottles, for example.



**GL 72**  
(Brown glass)  
Used for bottles, for example.



**LARGE OBJECTS**, such as demijohns, should be taken to the **Household waste recycling centre**.



# Plastic Packaging

Use the **Yellow** bag/bin



## WHAT TO BIN

- Disposable plates and cups (*no food residues, no bioplastic*)
- Plastic packaging like drink bottles, food trays
- Rigid confectionery packaging, transparent boxes, snack packets
- Bottles and sachets of soaps and detergents
- Containers for yoghurt, cheese, dessert or beverages
- Fruit and vegetable mesh bags
- Plant pots (*maximum 15 to 20 cm*)
- Food bags, pouches and films
- Shopping bags (**no bioplastic**)
- Styrofoam (to be broken up into smaller pieces)

**Check the symbol!**  
**READ THE LABEL**



**PET** (Polyethylene Terephthalate)  
Used in beverage, food and textile containers.



**HDPE** (High Density Polyethylene)  
Present in plastic bags and kitchen utensils.



**PVC** (Polyvinyl Chloride)  
Durable plastic used for windows, building pipes, electrical cables and vinyl flooring.



**LDPE** (Low-Density Polyethylene) Used for bottle containers for detergents and thin packaging coatings.



**PP** (Polypropylene)  
Used in medical or laboratory tools, lids and labels.



**PS** (Polystyrene or Polystyrene)  
It has a specific use as protection in the packaging of goods and products.



**OTHER** (e.g., BPA, polycarbonate, LEXAN, PLA)  
These are plastics not included in the previous groups but disposable in with plastics, including bioplastics, bearing the number 7 and marked as "compostable/ok compost".



## WHAT NOT TO BIN

- **Toys, durable plastic goods**
- **Plastic furniture and products**
- **CDs, DVDs, cassettes and VHS**
- **Beverage cartons**
- **Pens, markers, umbrellas, razors**
- **Nappies/diapers**
- **Disposable cutlery** (*per COREPLA regulations*)

## CRUSH YOUR BOTTLES!

To reduce bulk, crush bottles horizontally and screw the cap on.





# Packaging in aluminium and steel



## WHAT TO BIN

- Metal cans and jars for food (*tuna, meat, vegetables, pet food*)
- Aluminium cans and trays
- Aluminium tubes (*for mayonnaise, creams, etc.*)
- Empty spray cans (*deodorant, hairspray, etc.*)
- Tin foil



## WHAT NOT TO BIN

- **Any metal items that are not packaging**
- **Electrical and electronic equipment**
- **Beverage cartons**
- **Non-empty containers labelled as hazardous**



Use the  
reusable  
**Turquoise** bin

## WHY SEPARATE WASTE?

Post-consumer packaging is sent to plants where it is divided up by type and according to the material it is made of then processed to become new objects.



**Check the symbol!**  
**READ THE LABEL**



**ALU 41** (Aluminium)  
Used in cans and in kitchen packaging, for example.



**FE 40** (Steel)  
Mainly used for food cans and tins such as canned tuna.



## REMOVE FOOD RESIDUES!

In the event of heavily-soiled packaging, it is good to rinse out the item to avoid unpleasant odours.



# UNSORTED waste

Use the **Grey**  
bag/bin



## WHAT TO BIN

- Nappies/diapers and bed pads
- Sanitary napkins
- Plastic cutlery
- Rubber and plastic toys
- Coffee capsules in hard plastic
- CDs, DVDs, cassettes and VHS
- Ceramic, porcelain, Pyrex and glass-ceramic objects
- Household vacuum cleaner or broom dust
- Plates, X-rays, roll film and slides
- Incandescent light bulbs
- Pens, markers and stationery in general
- Toothbrushes and sponges
- Greaseproof, plastic-coated and thermal paper (receipts, faxes, etc.)
- Baking paper, dirtied paper and wet wipes
- Pantyhose and stockings
- Cigarette butts (well extinguished)
- Rugs, rags, cloths and worn clothing
- Garden hoses
- Mirrors and glass
- Drinking glasses



**UNSORTED WASTE  
DOES NOT MEAN  
YOU CAN MIX YOUR  
REFUSE TO AVOID  
SORTING IT!**

This bin is for waste that can't be sorted – not just for anything you don't want to sort.



**TIE THE BAG UP TIGHTLY!**

Throw the rubbish away after proper bagging.

# Garden Waste



Citizens have two options for the disposal of greenery:

1. Collect grass clippings and prunings in sacks or bundles then contact the **Customer Office** to book a **free home pick-up** (service available from 1<sup>st</sup> April to 30<sup>th</sup> November).
2. Take your green waste to the local **Household Waste Recycling Centre** for the area.

For information and updates, please consult the **Gesenu.it** website under the section for your municipality on the dedicated page.

What is the proper way to dispose of pruning waste and grass cuttings?

# Used cooking oil



Spent cooking oil can be disposed of at the **Collection Point** located at the **Municipal Garage on Via della Fonderia** or at the **Household Waste Recycling Centre**, stored inside plastic bottles or flasks, closed with a lid:

1. Pour the cooled oil into a plastic bottle.
2. Close the bottle tightly.
3. Take the plastic bottle to the collection point at the Municipal Garage or the Municipal Collection Centre.

For information and updates, please consult the **Gesenu.it** website under the section for your municipality on the dedicated page.

What is the proper way to dispose of used cooking oil?



# Bulky Waste Collection

How to dispose of bulky waste correctly?

*Just pick up the phone!*  
**Free call, free pick-up.**

For information and updates, please consult the **Gesenu.it** website under the section for your municipality on the dedicated page.

Disposing of large-scale refuse is **easy and free of charge**, thanks to a pick-up service available by appointment.

Users wishing to dispose of **bulky materials** (wardrobes, sofas, mattresses, metal bed frames, furniture, armchairs, chairs, desks, fridges, monitors, televisions, washing machines, water heaters, etc.) may contact the Gesenu Customer Office and arrange an appointment for the **home pick-up of up to 3 medium-sized items**.

## **How?**

Contact the Gesenu Customer Office (see the contact details in this guide) to book this service.

## **How and when does collection take place?**

The Customer Office will communicate the date of collection. The evening prior to this date, the user must put the bulky item(s) outside the property alongside their house number.



Those who want to dispose of bulky waste immediately can avail of the **Household Waste Recycling Centre** for direct disposal of both reusable goods and bulky waste.

# Nappy/diaper collection



Firstly, it is important to remember that nappies/diapers should normally be disposed of in the dedicated **Non-Recycling Waste** bin.

In addition to the normal collection service, families in difficulty, needing to dispose of many nappies/diapers, can benefit from two additional free collections per week dedicated to this type of waste.

## **How to avail of the service:**

To upgrade to this service, it is first necessary to contact the **Gesenu Customer Office** to verify if you are **eligible for activation** of the service. If this is confirmed, the holder of the garbage tax bill, with a copy of their identity document and/or any proxy if the applicant is not the actual taxpayer, can go to the **Eco-help desk** to activate the service and collect the appropriate bags.

Free nappy/  
diaper  
collection  
service for  
babies, the  
elderly and  
hospital  
patients.

For information and updates, please consult the **Gesenu.it** website under the section for your municipality on the dedicated page.



# Household Waste Recycling Centre

## What can you take?

Iron, plastic, steel and aluminium, paper and cardboard, glass, WEEE (any electrical and electronic materials), car batteries, spent batteries, mineral and vegetable oil, worn clothing, bulky items, wood, paints, acids, pesticides, spray cans, expired pharmaceuticals, rubble and DIY waste (in small quantities), mowing and pruning waste and large-size plastic items.

For information, updates and to download the Collection Centre regulations, please consult the **Gesenu.it** website under the section for your municipality on the dedicated page.

The **Collection Centre** is a fully-equipped area that allows households to freely dispose of all waste that, due to size or type, cannot be disposed of in domestic or street bins.

### **Centre opening hours: LOCALITÀ SAN BACCANO**

The hours are:

From April to September

- Tuesday from 3:00 pm to 6:00 pm
- Thursday from 3:00 pm to 6:00 pm
- Saturday from 9:00 am to 1:00 pm and 3:00 pm to 6:00 pm

From October to March

- Tuesday from 2:00 pm to 5:00 pm
- Thursday from 2:00 pm to 5:00 pm
- Saturday from 9:00 am to 1:00 pm and 2:00 pm to 5:00 pm



# Smart Recycling Centre

Smart Recycling Centres (or “Ecolsole”) are lightweight, fully removable metal equipped with hatches for the separated sorting of waste. Thanks to these Ecolsole, citizens having to dispose of an additional quantities of waste will be able to use this service, **without any constraints regarding the day or time.**

The types of waste that can be disposed of are: **non-recyclable waste, plastic, paper and cardboard, organic waste and glass.**

## How to use to the Ecolsole

Users can dump their waste at the Ecolsole **every day** of the week, without any time constraints, simply by swiping the **health insurance card of the garbage tax account holder.**

## Who can use the Ecolsole

The Ecolsole can be used **by all domestic and non-domestic users** in the municipality of Oriolo Romano.

## How to activate the service for new users

To activate access using a **health insurance card**, please contact the **Gesenu Customer Office** or go to the **Eco-help desk.**

## Where the Ecolsole are located

In addition to the Ecolsole **in front of the Municipal Garage on Via della Fonderia**, a new Ecolsole is being installed. Its location will be announced shortly in the section of the **Gesenu.it** website dedicated to the **Municipality of Oriolo Romano** and in the **Gesenu channels.**

For information and updates, please consult the **Gesenu.it** website under the section for your municipality on the dedicated page.



# Gesenu Customer Office



**TOLL-FREE NUMBER  
(FROM LANDLINES AND MOBILE PHONES  
IN ITALY)**

**800.66.70.36**



**WHATSAPP (CHAT ONLY)**

**333.95.53215**

Monday to Friday from 8:30 am to 1:00 pm and 3:00 pm to 5:00 pm

Saturday from 8:30 am to 1:00 pm

## **ECO-HELP DESK**

at the Municipal Garage  
Via della Fonderia

Operating Hours: Monday, Wednesday and Friday from 9:00 am to 12:00 pm

For information, activation and reservation of services, bag and container kit collection, the replacement of containers or electronic tags in the event of theft or loss, reports or complaints, dedicated to all users of the Municipality of Oriolo Romano.



**WEBSITE**  
[www.gesenu.it](http://www.gesenu.it)



**EMAIL**  
[ufficioclienti@gesenu.it](mailto:ufficioclienti@gesenu.it)



**FACEBOOK**  
Gesenu