



# WASTE SORTING

GUIDELINES FOR OFFICES

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# **WASTE SORTING**

## **GUIDELINES FOR OFFICES**

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# 10 REASONS TO SORT WASTE

Waste recycling has a significant impact on the environment, society and the economy

## 1. REDUCES LANDFILLS

When we recycle, less amount of waste is sent to landfills, and the area of existing landfills can be reduced by 10-20%. Our efforts will further prevent air, soil, and water pollution caused by emissions and infiltration from landfills.



## 2. REDUCES CARBON FOOTPRINT

Recycling reduces greenhouse gas emissions as the use of secondary raw materials prevents the extraction, refinery and processing of primary raw materials that generate a significant amount of greenhouse gas emissions.



## 3. CONSERVES ENERGY AND NATURAL RESOURCES AND REDUCES BUSINESS COST

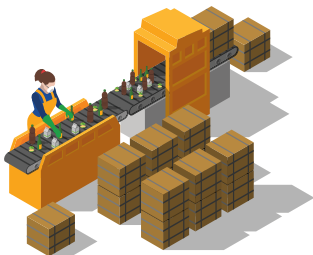
Recycling one kilogram of plastic bottles can conserve enough energy to light a 10W light bulb for up to 20 days.



## 4. CONSERVES NATURAL RESOURCES

Recycling prevents the extraction of minerals, use of forest and water resources and natural habitats. By using recycled materials to make new products, we help to conserve natural resources for the future.

## 5. CREATES JOBS



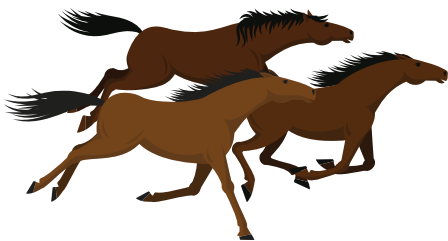
It creates new jobs in the recycling sector and in places where recycled products and recycling-related materials are produced and sold.

## 7. REDUCES HEALTH RISKS



Recycling will reduce the risk of respiratory, cardiovascular, gastrointestinal, immunological, chronic and psychological diseases that can be caused by toxic substances emitted from waste.

## 9. PRESERVES NOMADIC CULTURE



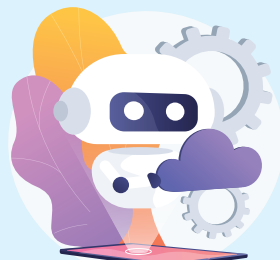
Mongolian nomadic culture is deeply engrained in preserving nature and a lifestyle with the less ecological footprint. Sorting waste and recycling will awaken this culture and help to pass it on to the next generation.

## 6. PREVENTS GROUNDWATER CONTAMINATION



Reducing waste generation prevents soil contamination and potential leakage into the groundwater. Mongolia is considered to be significantly dependent on groundwater resources in the future.

## 8. ACCELERATES TECHNOLOGICAL PROGRESS AND INNOVATION



Waste sorting and recycling accelerate technological progress to create a sustainable future.

## 10. SUPPORTS SOCIAL AND ENVIRONMENTAL RESPONSIBILITY



Businesses with high social and environmental responsibility attract more customers and investors.

# HOW TO SORT WASTE?

Although the recycling companies require waste to be segregated into several categories and grades, recyclable waste can be sorted into four main categories (plastics, paper, glass, cans) at the workplace. To involve as many individuals and organizations as possible, it is best to first start with simple actions.



- BEVERAGE BOTTLES,
  - BEAUTY PRODUCT PACKAGING,
  - MEDICINE PACKAGING
- Labeled **PET** (HARD)

- CLEANING PRODUCT PACKAGING
  - BEAUTY PRODUCT PACKAGING LABELED
- HDPE** (HARD)

- THICK SOFT PLASTIC BAGS
  - BEAUTY PRODUCT PACKAGING LABELED
- LDPE**

- PRINTING PAPER,
- CARDBOARD,
- TOILET ROLLS,
- EBARIMT RECEIPTS

- SODA CANS,
- BEER CANS

- ALL SORT OF GLASSES AND MIRROR (EXCEPT CAR GLASSES)



## THINGS TO KNOW

CLEANED OUT THOROUGHLY, LABELS AND GLUE REMOVED, CAPS REMOVED, COMPRESSED

CLEANED OUT THOROUGHLY, LABELS AND GLUE REMOVED

MUST BE CLEANED WELL, NOT CRUNCHY SOUNDING

NOT GREASY OR OILY, NO COATED PAPER

ALUMINIUM CANS ONLY

LABELS AND STICKERS REMOVED, THOROUGHLY CLEANED

## HOW TO GET RECYCLABLES TRANSPORTED SEPARATELY?

Follow the next steps for the transportation of recyclables.



### STEP 1

First of all, prepare the waste containers for the temporary storage of the recyclables. If your organization does not have such containers/bins and need detailed information on the types of bins that need to be prepared, please refer to the "Waste Sorting Campaign" organized by the City Municipality at +976 7008444 (<https://www.facebook.com/hogooangilya>).

### STEP 2

After accumulating sorted recyclables, please check if transportation of the sorted waste can be organized with your regular waste service provider (TUK).





## STEP 3

If step 2 is not possible, please contact the following entities and individuals for transportation. For transportation of specific types of recyclables:

The service fee is MNT 30'000-40'000 per transportation, and it can come for transportation without any requirement on the minimum amount of recyclables. It is recommended to encourage neighbouring organizations to sort their waste so that transportation can be arranged together, and the service fee can be divided amongst the organizations.

The following collection points can transport waste in specific districts without getting fees if enough recyclables are accumulated (more than 1 ton of sacks):

Collection point №1

+976 8870-4841 in Bayanzurkh and Sukhbaatar districts

Collection point №9

+976 99991712 in Songinokhairkhan district

Collection point №82

+976 88709002 in Chingeltei district

Collection point №10

+976 88165252 in Khan-Uul district

Collection point №59

+976 88080373 in Nalaikh district

### GLASS, CANS AND PLASTICS

Mog Plastic LLC

fb.com/mogplastic

+976 88773223, +976 80076550

*(The transportation service fee will be negotiated with each company depending on the amount of waste.)*

### PAPER

Eco City Selection LLC

fb.com/profile.php?id=100072659794415

+976 98112689, +976 86818123

*(The transportation service fee will be negotiated with each company depending on the amount of waste.)*

### ALL TYPES OF RECYCLABLES

Tuvshin Saikhan Center

fb.com/tuvshinsaikhancenter

+976 9668 5858

## STEP 4

Another way to dispose of sorted waste is to transport recyclables to nearby collection points out of the above-mentioned points with your vehicle. If you bring recyclables to the collection points, you will get compensation for the recyclables based on their weight.



# ALTERNATIVES FOR REDUCING WASTE

Implementing the 5R concept at your workplace is an important action in reducing waste that will end up in landfills and saving resources for individuals and offices.



## REFUSE

The refusal method is the most effective way to prevent materials and products from entering your workplace in the first place as it eliminates waste. For example, consider refusing unwanted free products at trade shows and conferences, single-use disposables in the offices such as cutlery, plastic bottles, lunch boxes, etc.

## REDUCE

If you can't refuse, reducing is the next priority. By lowering the consumption of waste-producing goods, you'll help reduce the number of items that end up in the trash or recycling bin. Note the following suggestions to reduce office waste:

- Reduce the use of paper;
- Buy office supplies in bulk and purchase products that have little or no packaging;
- Stock the office cleaning supply closet with non-toxic and biodegradable cleaning products;
- Turn on energy-saving settings on office computers;
- Encourage employees to use responsible transportation means (carpooling, biking, walking, etc.) to work.



## REUSE

Reusing items that you already have at the office rather than buying new versions. When purchasing products, focus on reusable products instead of disposable or single-use ones. Follow the tips below for encouraging sustainability at the office using the reuse principle:

- Use reusable water cups or bottles instead of plastic bottles;
- Stock the break room with reusable plates and silverware instead of disposable paper plates and plastic cutlery;
- Refill your printer cartridges instead of buying new ones;
- Reuse boxes and packaging material from the mail for future packages;
- Purchase hand towels for the office kitchen instead of using paper towels;
- Repair broken or faulty office equipment and other items;
- Donate unnecessary office items to someone who can reuse them.



## REPURPOSE

Repurposing is another way to extend the lifecycle of materials by using them for a different purpose. Here are a few tips for practicing this sustainability tip in the workplace:

- Take office cardboard, paper towels, or toilet paper tubes home to use them as crafts for kids;
- Repurpose trash-bound office paper for scrap paper or games like Pictionary;
- Use paper or Styrofoam to-go cups as a plant watering can.

You can also repurpose office/household items at work. Many home products end up as waste, but with a little ingenuity, they can make for handy office supplies. Getting creative with items you'd usually toss in the trash can help make your office more sustainable.



## RECYCLE

Recycling is the last option of the 5R hierarchy of sustainability because it should be the last resort in a green-minded office.



# CONTACT INFORMATION OF ENTITIES AND COMMUNITIES IN THE WASTE MANAGEMENT SECTOR

## I. RECYCLING COMPANIES

Nº	Company name	Type of secondary raw materials	Products	Phone number
1	Od Plastic LLC	HDPE, PE, LDPE	HDPE pellet and bin bag	99028866
2	Khev Khashmal Khuvantsar LLC	HDPE, PP, PE	PP, PE pellet, different types of molded plastic products including construction spacer moldings, chair, household goods, souvenirs	99823222
3	Ansekhe LLC	HDPE, PE, PP	Electrical conduit, (HDPE)	99111964
4	Serten Khangai LLC	HDPE, PE, LDPE	HDPE pellet and bin bag	91913358
5	Metroplast LLC	HDPE, PP	Vacuum window frame, water pipeline	99110360
6	San-Orgiu LLC	PE, LDPE	Chairs, fences, trash bins, trench covers and speed bumps etc.	99093849
7	Ider Iveelt LLC	HDPE, LDPE	HDPE pellet and bin bag	88940094
8	Plastic Center LLC	LDPE, PE	Latrine lining, outdoor chair, well equipment, trench cover, plastic floor, different types of molded plastic products	88104308
9	Ter Ikh Nuur LLC	PVC	Water pipeline	91917077, 98087077
10	TML LLC	PET, LDPE, HDPE, cans, cardboard, aluminium alloy	PET container, test tube	88881399
11	Multipack LLC	LDPE, PE	Plastic shrink wrap	99119078
12	Sod Tum LLC	HDPE, PE, PP	Electrical conduit, (HDPE)	99137896

Nº	Company name	Type of secondary raw materials	Products	Phone number
13	Tumen Egshig LLC	LDPE, HDPE, PP sacks	Pellet	99110428
14	OB plastic LLC	LDPE, PE	Plastic bags and packaging, printed and shrink wrap	99114200
15	Tsetsookh Trade Co. LTD	HDPE, HDPE, PP, PE	Pellet	99112108
16	Green plastic UB LLC	LDPE, PE	Bin bag, plastic packaging	91039003
17	JBS LLC	LDPE, PE	Plastic shrink wrap	88680033
18	Inahis LLC	Waste tire	Rubber tiles	99115097
19	Peace Steel Group LLC	Aluminum alloy	Boat weight balancer	9958808
20	MSRT LLC	Scrap wood	Skewer fuel	99115011
21	HBOil JSC	Used motor oil	Engine oil, M-100 fuel oil	88119740
22	MonPT Oil LLC	Used motor oil	M-100 fuel oil	99054755
23	Altayn Khargia LLC	Scrap skin of livestock	Gelatine, glue	99116508
24	Eco Taikhi LLC	Sludge of waste water treatment plant	Compost fertilizer	80102022
25	Nogoon Gazar Trading LLC	Polystyrene foam	Polystyrene board, block	99118514
26	TJN Recycling LLC	Organic waste	Compost fertilizer	88880150
27	Ulemj Khuder LLC	Used lead acid batteries	Ingot of lead	99089969
28	Altan Orshikhui LLC	Used motor oil	Diesel fuel, M-100 fuel oil	99774277

## II. CONTACT INFORMATION OF NGOS AND COMMUNITIES IN THE WASTE MANAGEMENT SECTOR



**Mongolian Sustainable  
Development Bridge**

 8000 3489  
 /MongolianSustainableDevelopmentBridge



**Caritas Czech Republic**

 7013 5899  
 /CaritasCzechRepublicInMongolia

**Ecosoum**

 8014 2043  
 /Ecosoum

**Mongolian National  
Recycling Association**

 8911 6570  
 /MongolianNationalRecyclingAssociation



**Mongolian Plastic  
Recycling Association**

 9982 3222



**Mongolian Hazardous Waste  
Management Association**

 7017 0399  /monhazardous  
 Аюултай Хог Хаягдлын Холбоо



**Be Colorful NGO**

 9900 2058  
 /UnguNem

**No Plastic Mongolia NGO**

 9510 4373  
 /NoPlasticMongolia

**Think Green Club**

 8088 1308  
 /ThinkGreenMongolia

**Let's Reduce Waste Community:**

 /groups/2127875217449095



**Let's Sort Waste Community**

 /groups/HogooAngiljUnguNem

**Zero Waste Mongolia  
Community**

 80003489  
 /Zero-Waste-Mongolia-1840169412869327

**Zero Waste Club**

 99833629  
 /ZerowasteClubMn




**Let's Sort Waste at  
Source Community**

 70002444  
 /groups/1651914868202992


**3R4UB Project**

 /3R4UB

**UB Solid Waste  
Management Project  
UB Food Waste Project**

 7011 1220,  Эерэг давалгаа – UB Waste  
 www.unfoodwaste.mn



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