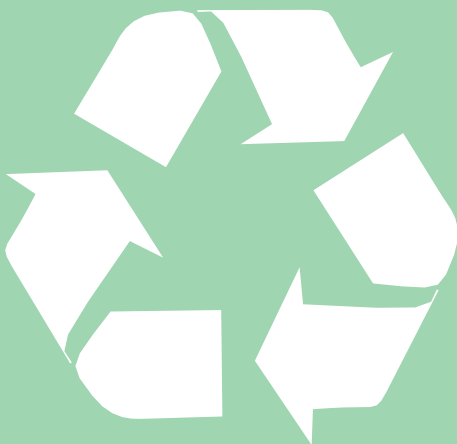




Comune
di Torgiano

A PRACTICAL GUIDE TO RECYCLING



Sort Your Waste



Waste sorting and recycling is the easiest way to return materials to the environment by transforming them into precious resources.

The activity carried out by each of us in separate collection is very important: by correctly separating waste, we recover materials useful for the production of new products, thus safeguarding the environment and resources.

WASTE SORTING AND RECYCLING IS AN OBLIGATION UNDER THE LAW AND THE REGULATIONS OF THE COMPETENT AUTHORITIES. FAILURE TO COMPLY WITH THE RULES AND THE ILLEGAL DUMPING OF WASTE ON PUBLIC LAND SHALL RESULT IN ADMINISTRATIVE SANCTIONS.



**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

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

- Put out the bins only on the days and times indicated in the calendar. Waste put out on days other than those scheduled or not in accordance with the collection type will not be picked up.
- Dispose of waste only in the dedicated bins/bags.
- Take the bin back inside the private property after the collection has been carried out.
- Only dispose of waste using the equipment provided free of charge by the Municipal Administration and Gesenu Ambiente.

INFRINGEMENTS MAY RESULT IN SANCTIONS.

Some Tips

WHEN YOU BUY

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

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

Buy as much as you need without exceeding and always check the expiration dates.

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

AFTER USE

Let's reduce the volume of the packaging, to avoid taking up too much space.

Place bins 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 bins, move the handle up in the close position to prevent stray animals from opening the lid.



Organic Waste

Use the brown bin assigned to your household

WHY WASTE SORTING?

Organic waste 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 compostable bags.

DO NOT USE PLASTIC BAGS



WHAT TO DISPOSE OF

- Fruit and vegetable scraps and peels
- Meat and fish waste in small pieces
- Dairy products
- 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 cat litters
- Bioplastic compostable plates, cups and bags



WHAT NOT TO DISPOSE OF

- 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.

Recycle it correctly with organic waste so it can become compost, a valuable nutrient for our soil.

7

Biodegradable and compostable plastic for

SEPARATE COLLECTION OF ORGANIC WASTE

Correctly identifying compostable bioplastic packaging is really easy – just read the label! Only the presence of one of these symbols guarantees that you can collect the compostable bioplastic products together with the organic one, because certifies the biodegradability and compostability characteristics required by EN 13432.



Composting at Home

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

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



Paper and Cardboard

Use the yellow bin/container assigned to your household

WHY WASTE SORTING?

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



Check the symbol!
READ THE LABEL



PAP

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



PAP

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



PAP

PAP 22
Plain paper. Paper used for newsprint and food sector.



CA Poly laminate cardboard. Product with the presence of other materials in addition to paper, e.g. tetrapak. **C/PAP, 81**



C/PAP

Polyacrylate/paper, plastic



WHAT TO DISPOSE OF

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

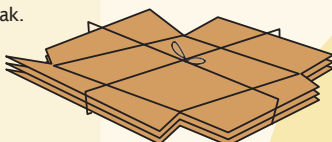
PLASTIC BAGS ARE NOT PAPER!

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



WHAT NOT TO DISPOSE OF

- Receipts (*chemical/carbon paper*)
- Deli paper, sticker backings
(*plastic-coated/waxed paper*)
- Paper towel
- Adhesive / packaging tape
- Baking



BREAK DOWN THE BOXES!

Press and fold cardboard boxes, so as to reduce the volume.

Glass Packaging



Use the
Green
Bank



WHAT TO DISPOSE OF

- Bottles, pots and jars
(remove the steel and aluminium caps)



WHAT NOT TO DISPOSE OF

- Glasses
- Neon & light bulbs
- Plexiglass
- Ceramic and porcelain
- Mirrors
- Crystals
- Pyrex and oven glass

WHY WASTE SORTING?

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



Check the symbol!
READ THE LABEL

THE 6 RULES TO REMEMBER

- Only dispose of bottles and jars
- Remove the caps 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
(Clear glass)
Used for bottles, jars
and pots. for example.



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



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



LARGE OBJECTS

such as the
demijohns, should
be brought to the
Household waste
recycling centre.



Plastic and Metal Packaging

Use the
Blue **bin**
assigned to your
household



WHAT TO DISPOSE OF

- Disposable plastic plates and cups (free of food residues, not if in compostable bioplastic)
- Plastic packaging: empty drink bottles, food trays
- Rigid plastic or polystyrene confectionery packaging, transparent food boxes
- Plastic snack packages
- Soap and detergent refill bottles and sachets
- Containers for yogurt, cream cheese, desserts or beverages
- Fruit and vegetable mesh bags
- Plant pots (*maximum diameter 15 to 20 cm*)
- Bags and films for foodstuff in general, including aluminium (*pasta, rice, crisps, sweets, snacks, etc.*)
- Sacks, bags, shopping bags (**not compostable bioplastic**)
- Polystyrene (*if bulky, break down into smaller pieces*)
- Metal food jars and cans (*tuna, meat, vegetables, pet food*)
- Aluminium cans
- Plastic, steel or aluminium caps or lids
- Aluminium food trays (*not too dirty*)
- Aluminium tubes (*mayonnaise, creams, etc...*)
- Empty paint tubs
- Nails, screws, wire and small metal materials from household maintenance

WHY WASTE SORTING?

Used packaging material is sent to facilities where it is sorted based on the product type and according to the material it is made of, to then be processed in order to create new products.



REMOVE FOOD RESIDUES!

Plastic does not need to be washed, but in the case of very dirty packaging/containers, it is a good idea to simply rinse them to avoid bad smells.



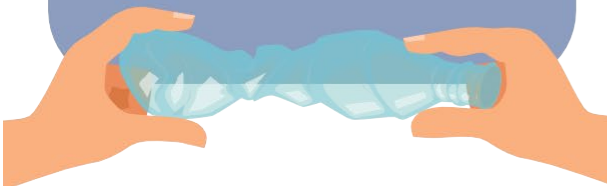
WHAT NOT TO DISPOSE OF

- Any plastic or metal items that are not packaging
- Toys, durable plastic goods (chairs, tables, colanders, etc.)
- Plastic furniture and artefacts
- Electrical and electronic equipment
- CDs, DVDs, cassettes and VHS
- Plastic slippers
- Tetra Pak beverage cartons
- Photographs and photographic films,
- Pens, markers, umbrellas, disposable razors
- Nappies/diapers
- Disposable cutlery
- Containers labelled as hazardous



Squash the bottles!

to reduce the volume, squash the bottles horizontally and screw on the cap



Check the symbol! READ THE LABEL

Plastic



PET (Polyethylene Terephthalate)
Used in beverage containers, food packaging and textiles.



HDPE (high-density polyethylene) Present in plastic bags, containers of various types and kitchen utensils.



PVC (vinyl or polyvinyl chloride) Very resistant plastic. Used for windows, construction pipes, electrical cables and vinyl flooring.



LDPE (low density polyethylene) Used for various containers, disposable bottles, detergent containers and thin packaging coatings



PP (Polypropylene)
Used in medical or laboratory tools, caps and labels



PS (Polystyrene) Specifically used as an insulator in construction and as protection in packaging for goods and products.



OTHER (e.g., BPA, polycarbonate, LEXAN, PLA)
These types of plastics do not fall into the previous categories but can still be disposed of in with plastics. Among these we also find Bioplastics, in this case the number 7 is accompanied by the wording "Compostable/Ok Compost", and the waste must be disposed of in the organic waste.

Metals



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.



Unsorted Waste

Use the bag or

dark Grey or Black bin assigned to your household



WHAT TO DISPOSE OF

- 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 rubbish
- X-rays, photo rolls 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, dirty paper, and wet wipes
- Tights & Stockings
- Cigarette butts (well extinguished)
- Rugs, rags, cloths and worn clothing
- Garden hoses
- Mirrors and crystals
- Drinking glasses



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

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

CLOSE THE BAG TIGHTLY!

Dispose of the waste after having bagged it correctly in a transparent or semi-transparent bag



Garden Waste



With the growing season, plants and lawns grow rapidly.

What is the proper way to dispose of garden waste?

Citizens must take their "green" waste to the Household Waste **Recycling Centre**.

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

Micro WEEE



Electronic objects, once thrown away, they become waste called **WEEE (Waste from Electrical and Electronic Equipment)**. WEEE is the category of municipal waste that, by weight and volume, contains the **most pollutants**. These waste items are among the most dangerous for the environment.

Electronic waste **smaller than 24x16 cm** is called **Micro WEEE** and can be disposed of correctly and free of charge in the **containers used exclusively for its collection**.

To find out the location of these containers and for more information, always consult the Gesenu.it website in the section of your municipality on the dedicated page.

What are Micro WEEE and where are they disposed of?

Examples of Micro WEEE: electronic cigarettes, smartphones, chargers, USB keys, hard drives, power banks, tablets, hair clippers, electric toothbrushes, electric razors, alarm clocks, wrist or pocket watches, scales, pc mouse, calculators, phones, cameras, video games, digital thermometers, small appliances, etc...

WARNING!
Batteries should not be thrown into WEEE containers



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 bulky waste is **easy and free of charge**, thanks to a pick-up service available by appointment.

How?

The service can be booked by contacting the Gest/ Gesenu Customer Office.

How and when does the collection take place?

The Customer Office will communicate the date of collection and the evening before the user must put the bulky item next to their house number outside the property.

What can you dispose of?

Bulky as: wardrobes, sofas, mattresses, armchairs, chairs, desks... or WEEE (Waste Electrical and Electronic Equipment) such as: refrigerators, monitors, televisions, washing machines, water heaters...



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

Nappies/ diapers Collection



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

Families who find themselves in difficulty, needing to dispose of a significant number of nappies/diapers and/or bed pads, can benefit from a dedicated collection service using bags.

How to get the service:

The activation of this service can be done on behalf of the TARI holder, at the specific **TARI desk** of the **Municipality of Torgiano**, where in addition to filling in the form, will also receive a kit, which consists of an **annual supply of beige bags**.

The bags must be used **exclusively for the collection of nappies and diapers**.

The collection service will be valid annually from the date of activation of the service, at the end of this period it will be tacitly terminated. The user who intends to renew the request must submit the application again the following year.

Free collection service for nappies/diapers of newborns, 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

How to activate the service?

Town Hall **TARI desk** of the **Municipality of Torgiano C.so V.Emanuele II, 25**

Tuesday
3:00 pm -
5:00 pm

Thursday
8:30 am -
1:30 pm



Household Waste Recycling Centres

What can you take?

Iron, plastic, wood, paper, cardboard and tetrapak, WEEE (all electrical and electronic materials), bulky, spent batteries and car batteries, mowing and pruning, expired drugs, used clothing, vegetable oil and mineral oil, paints, acids, inks, pesticides and spray cans.

Opening hours:

- **Via dell'Artigianato**
Zona Industriale
Tuesday and Thursday:
3:00 pm - 6:00 pm
Saturday and Sunday
9:00 am - 12:00 pm

The collection centre is the natural completion of the waste sorting service, providing citizens with a **solution to dispose of all those wastes** that, by size or type, **cannot be disposed of in the household assigned bins or the big bank containers.**

How to use it

To go to the Household Waste Recycling Centre of the Municipality of Torgiano, you need to have the magnetic card **"RICICARD"**, which can be requested free of charge at the Collection Centre, by filling out a simple form.

How does the Financial Incentive work?

All citizens who are registered with the TARI of the Municipality of Torgiano and who take their waste to the Household Waste Recycling Centre are entitled to a **financial incentive, calculated based on the amount of waste delivered. For more information, please ask for the regulations at the Household Waste Recycling Centre.**



Ecobox Historic Town Centre

In the Historic Centre of Torgiano there is a separate collection system in place, with the use of 7 Eco-box containers for the separate collection of the following waste:

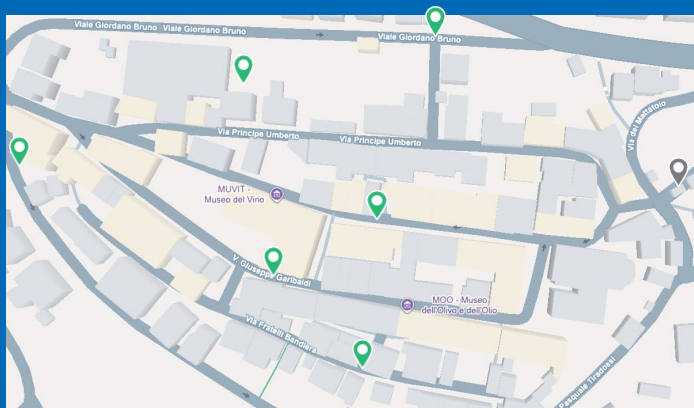
- Paper, Cardboard and Tetra Pak
- Plastic and Metal
- Organic

Access to these stations is reserved for **domestic and non-domestic users only in the Historic Centre of Torgiano**, through a special key given to authorised citizens.

Only the Ecobox in Piazza Matteotti, however, can be used by presenting the health card of the Tari holder.

Each household has been assigned a specific location, see the map below.

New users who do not have the keys to use the assigned containers and the bags dedicated to the collection of the Unsorted Waste can request them at the **Municipal URP office** located in **Corso Vittorio Emanuele**, Tel +39 075.9886.072.



 Ecobox Historic Town Centre  Ecobox Piazza Matteotti



Customer office Gest/Gesenu



TOLL FREE NUMBER
800.66.70.36



WHATSAPP (Chat only)
+39 333.95.53.215

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

For information, activation and reservation of services, bag and container kit collection, the replacement of containers in the event of theft or loss, reports or complaints, dedicated to all the Households of the Municipality of Torgiano.

Territorial URP of Torgiano

C.so V. Emanuele II, 25 - Municipality of Torgiano Tuesday
3:00 pm - 5:00 pm | Thursday 8:30 am - 1:30 pm

Gest/Gesenu Customer Office:

Via del Rame, 30, Zona Industriale of Ponte
Felcino from Monday to Friday 8:30 am - 1:00 pm
and 3:00 pm - 5:00 pm
Saturday 8:30 am - 1:00 pm



**We're also on
Facebook!**

Follow us to stay informed about
Torgiano's collection service!

On the page you will find:

- New services
- Request Information
- Reporting
- Educational Videos
- News and curiosities



WEBSITE
www.gesenu.it



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