



**Comune
di Todi**

Assessorato Ambiente

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

Throw this waste inside the container with the Brown lid



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

Throw this waste inside the container with the Yellow lid

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 20
Corrugated cardboard. Mainly used for boxes and packaging.



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



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



CA Polylaminate cardboard. Product with the presence of other materials in addition to paper, e.g. tetrapak.



C/PAP, 81

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

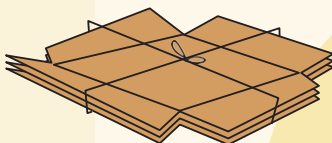
PLASTIC BAGS ARE NOT PAPER!

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 paper



BREAK DOWN THE BOXES!

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

Glass Packaging



WHAT TO DISPOSE OF

- Glass bottles 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

Use the Green Coloured **street** bank or the **Green** container assigned to your household

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

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



GL

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



GL



LARGE OBJECTS, such as the demijohns, should be taken to the Household Waste Recycling Centre.



Plastic and Metal Packaging

Throw this waste inside the container with the **Blue** lid



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 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

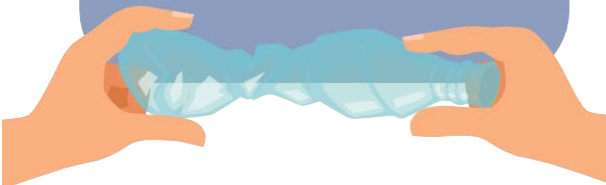


WHAT NOT TO DISPOSE OF

- 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

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



HDPE

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



PVC

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



LDPE

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



PP

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



PS

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



OTHER

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

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



FE

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



Unsorted Waste

Throw this waste inside the container with the **Dark Grey** lid



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



All waste resulting from mowing and pruning can be delivered to the Household **Waste Recycling Centre**.

IMPORTANT!

The following is strictly prohibited:

- Introduce such waste into any household or road container;
- Leave bags full of mowing and pruning on the side of the roads.

What is the proper way to dispose of garden waste?

Used Cooking Oil



How do you recover used vegetable oil?

- 1 - Cool the oil
- 2 - Once cooled, pour the oil into an airtight container (For example, the same original container, a bottle or any plastic container with hermetic closure, jerrycans...)
- 3 - Take the container to the Household **Waste Recycling Centre of the Municipality of Todi**, where you can pour the contents into a special cistern. All Citizen can dispose of their waste free of charge, only and exclusively, at the Household Waste Recycling Centres of the municipality of residence.

HOW IT IS RECYCLED:

In Italy, CONOE (National Compulsory Consortium for the collection and treatment of animal and vegetable fats and oils) is responsible for the transport, storage, treatment and recovery of waste oils and fats. The vegetable oil from the collection centre of your municipality is collected by CONOE and sent to the various types of recycling. The exhausted oil is used for the processing of: Mineral lubricating oils, asphalts and bitumen, biodiesel, mastics, glues and industrial soaps.



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

Users who wish to dispose of bulky ferrous and non-ferrous materials (bedsprings, mattresses, sofas, furniture, etc.) can contact the Customer Office and agree by appointment the home collection of a maximum of **3 medium-sized pieces**, specifying the type and size of the material.

What happens to this waste?

The materials collected are selected at the Ponte Rio plant and the ferrous materials and wood are recovered for reuse. Specific treatment methods are reserved for durable goods such as refrigerators, air conditioners, computers and other out-of-use electrical and computer equipment.



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.

Users who need to dispose of baby nappies or adult diapers and bed pads for the elderly can take advantage of an additional collection service dedicated exclusively to these types of waste. The service is on request and there are no additional costs for the user.

How does it work?

The service provides for the delivery to all citizens of a kit of beige bags to be used exclusively for the collection of nappies and diapers, which must be then left on public land according to the calendar assigned to the household by the Managing Body.

How to get the service?

To obtain the service dedicated to the collection of nappies and diapers, you must fill in the application form in the name of the user who is the holder of the TARI bill, with an attached copy of the identity document and/or any delegation if the applicant is not the TARI holder.

Free collection service for nappies/diapers for newborns, the elderly and hospital patients.

For information and updates, always consult the [Gesenu.it website](http://Gesenu.it) in the section of your municipality on the dedicated page or contact the Gest Customer Office

Drop-off form:

At the Territorial URP of Todi in Piazza Marte
Tuesday and Thursday
9:00 am - 2:00 pm
3:00 pm - 5:00 pm
Friday
9:00 am - 1:00 pm



Household Waste Recycling Centres

What can you take?

Iron, plastic, wood, paper, cardboard and tetrapak, WEEE (all electrical and electronic materials), bulky and large plastic items, 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

Tuesday to Saturday:
8:00 am - 12:00 pm
and
2:00 pm - 6:00 pm
Sunday: 8:00 am -
12:00 pm Monday:
CLOSED

The Household Waste Recycling Centre, located in the **Zona Industriale Ponte Rio of Todi - Ex Galibia**, is an area equipped for the collection of waste sorting from domestic users.

Waste collection is **free of charge** and can be accessed by all citizens residing in the **Municipality of Todi**.

How?

To deliver the waste, it is mandatory to have the magnetic "**Green Card**", which can be requested **free of charge** at the Household Waste Recycling Centre and which will be used to record the types and weight of the materials delivered.

How does the Financial Incentive work?

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



Computerised Ecoisole

The Municipality of Todi, aiming to facilitate waste disposal by residents while maintaining high levels of separate collection, has installed three computerised Eco-Islands, for the disposal of Unsorted Waste, Plastic/Metals, Paper/Cardboard and Organic.

HOW TO USE THE ECO-ISLANDS AND WHERE TO ACTIVATE THE CARD

Users will be able to use the Eco-Islands, every day of the week without any time constraint, identifying themselves with the "Ecolsole Card" that can be activated at the TODI URP, located in PIAZZA DI MARTE:

Public opening hours:

Tuesday from 9:00 am to 2:00 pm and from 3:00 pm to 5:00 pm

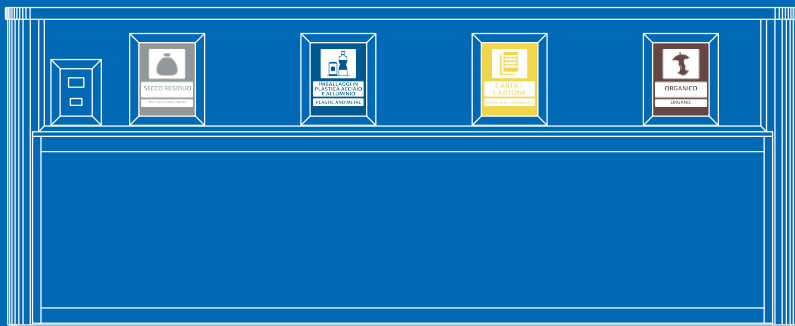
Thursday from 9:00 am to 2:00 pm and from 3:00 pm to 5:00 pm

Friday from 9:00 am to 1:00 pm

WHERE THE ECO-ISLANDS ARE LOCATED

Eco-islands are located at:

- Piazzale Fabrizio degli Acti c/o Scuola Media Cocchi Aosta
- Via del Brogolino (at the intersection with Via Tiberina) near the Casetta di Umbria Acque.
- Screen - at the parking lot of the water fountain of Umbra Acque





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

For information, activation and booking of services, bag and sack kit collection, bin replacement in case of theft or loss, reports, complaints, dedicated to all the Users of the Municipality of Todi.

Todi URP Office

P.zza di Marte

Tuesday and Thursday 09:00 am - 2:00 pm and 3:00 pm - 5:00 pm
Friday 9:00 am - 1:00 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
Todi'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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