Regulations in Scotland require businesses to separate the following materials for recycling:

- **Glass**
  - Including rinsed drinks bottles and food jars
- **Metal**
  - Including rinsed cans and tins
- **Plastic**
  - Including rinsed drinks bottles and food containers
- **Cardboard**
  - Preferably flattened
- **Paper**
  - Clean paper only
- **Food waste**
  - From food preparation and leftovers

1. **Look at what you’re producing and get the right service from your waste contractor.**
2. **Train your staff and label bins.**
3. **Think before you throw.**
   - Don’t mix food waste, recyclables or non-recyclables.
   - Only use black bin bags for non-recyclable waste.
4. **Put the right waste in the right place or face enforcement action from SEPA including a £300 fixed monetary penalty.**
   - You are exempt from separating food waste **only** if you:
     - Don’t prepare or sell food;
     - Qualify as a rural location;
     - Produce less than 5kg of food waste per week.