



# Decision tree for single-use cups

\* See our Sustainability Ratings Chart and Standard Operating Procedure Booklet to make a more informed decision.

Single-use cups are used in guest rooms



Single-use cups are used in operational departments

Yes

No

This eliminates unnecessary waste completely.

No

Yes

Could single-use cups be removed altogether and replaced by reusable cups made of glass or reusable plastic that are cleaned/changed daily?

Could single-use cups be removed in **some areas** such as staff areas or pool areas by providing reusable cups?

No

Yes

This reduces the amount of single-use cups. Remember to avoid wrapping reusable cups in plastic.

Yes

No

Could single-use plastic cups be substituted with cups made from other materials?

No

Yes

Replace single-use plastic cups with better rated alternative.\*

Do facilities exist to recycle single-use cups and packaging used or left on your premises?

Continue to minimize waste by only providing single-use cups when absolutely necessary.

No

Yes

Create procedures to ensure empty recyclable products and packaging are separated for recycling.

**WASTE**

**HOW TO DISPOSE OF**

Paper cups with bio-based plastic lining	→ Separate for specialist collection at an industrial facility if facilities exist. If facilities do not exist, avoid these materials. If you must use them, dispose of with general waste. <b>Do NOT dispose of with paper or plastic recycling.</b>
Paper cups with traditional plastic lining	→ Dispose of with general waste.
Paper cups with aqueous lining	→ Preferably compost on site. Separate for composting collection. Dispose of with paper recycling.
Single use cups made from bio-based plastic	→ Separate for specialist collection at an industrial facility if facility exists. If facilities do not exist, avoid these materials. If you must use them, dispose of with general waste. <b>Do NOT home compost!</b>

**PLEASE NOTE:**

- Paper cups lined with plastic as they are not recyclable as the two materials are so tightly bound together that machinery at recycling facilities cannot separate them.
- Cups that are made from or lined with bio-based plastic need to be separated and collected to go to a special industrial composting facility. If these facilities are not available to you it is best to avoid these products.
- If traditional plastic cups are not disposed of properly, they can become pollution and break down into dangerous micro-plastic pieces.