

The disposal method is different from household waste!

For Commercial Waste

Proper Disposal Methods

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Types of waste and Disposal process



- Under the Act on Waste Management and Public Cleansing (Waste Management Law), **business operators** are responsible for properly disposing of **waste generated through their business activities (commercial waste)**.
 - Commercial waste is classified into industrial waste and general commercial waste. To ensure proper disposal, business operator must separate their waste before disposal, and we kindly ask that recyclable items be recycled.
 - Commercial waste are not allowed to be disposed as household waste.
- Make sure to entrust disposal to a licensed waste collection and transportation company, or take the waste yourself to a Incineration plant, an industrial waste treatment facility, or a recycling facility depending on the type of waste.** p4・5



*Some recyclable materials, such as cans, bottles, and old paper, can be collected by companies other than licensed collection and transportation companies.

Waste separation table

The main types of waste generated at business sites are classified as follows.

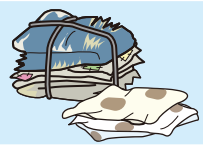
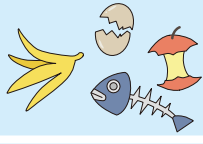
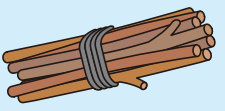
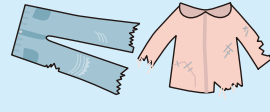

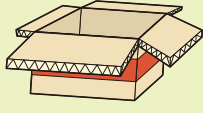

- Regarding general commercial waste
 - Please entrust the disposal to a general commercial waste collection and transportation company.
 - Depend on the type of waste, you can also deliver it yourself to a Incineration plant or a recycling facility.
- Regarding industrial waste
 - Please entrust the disposal to an industrial waste disposal company
 - Depend on the type of waste, you can also deliver it to the industrial waste treatment facility. (Cannot be taken to a Incineration plant)

- Regarding the ★ mark in chart below
 - Only waste generated by specific industries is classified as "industrial waste."
- Documents marked with ※ in the chart below can be downloaded from "Kyoto garbage collection Net"



Download link
← from here

※The linked site is in Japanese only.

Classification	Example	Disposal method
General commercial waste	★ Non-recyclable Paper Dirty paper, etc. 	Entrust to a general commercial waste collection and transportation company.
	★ Kitchen waste Unsold food items, leftovers, and food preparation scraps 	○Entrust to a general commercial waste collection and transportation company. ○ Please recycle any reycleable kitchen waste and wood waste. ○For recycling, please consult the general commercial waste collection and transportation company that has been entrusted. Furthermore, for wood waste, please consult the recycling facilities listed in the "Recycling Book for Pruned Branches, etc." ※
	★ Wood waste Wooden products and pruned branches 	
	★ Used fabric Unwanted or used clothing and similar items 	○It's possible to entrust it to a general commercial waste collection and transport company, but we encourage you to recycle as much as possible. ○For recycling, please consult the general commercial waste collection and transportation company that has been entrusted.
	★ Newspaper 	
	★ Cardboard 	○Entrust to a general commercial waste collection and transportation company or a recycling company. ○For confidential documents, please first consult with your business partners.
	★ Miscellaneous paper waste Magazines, office paper, shredded paper, confidential documents, note papers, envelopes, paper bags, empty boxes, flyers, catalogs, etc. 	○For recyclable paper items, please confirm it with the entrusted company or refer to "Miscellaneous paper waste guide" ※

Industrial waste

Categories / Items

- 1 Cinders
- 2 Sludge
- 3 Waste oil
- 4 Waste acid
- 5 Waste alkali
- 6 Waste Plastics
- 7 Rubber waste
- 8 Metal waste
- 9 Glass waste, concrete waste, and ceramic waste
- 10 Slag
- 11 Debris
- 12 Soot and dust
- 13★Waste paper
- 14★Wood waste
- 15★Waste fibers
- 16★Animal and plant residues
- 17★Solid animal waste
- 18★Animal excreta
- 19★Animal carcasses
- 20 Designated waste under Cabinet Order Article2 No.13

Cans

Beverage cans and similar items



Glass bottles

Beverage glass bottles, etc



PET bottles

Beverage pet bottles and similar items



Plastics

Bento boxes, cups, wraps, trays, plastic bags, styrofoam, synthetic fibers, etc.



Metal items

Sharp objects, spray cans, one-to [18 liters] cans, metal fittings, and other metal items (e.g., office desks, chairs, lockers, etc)



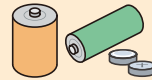
Glass and ceramic items

Glassware such as cups, ceramic items, etc.



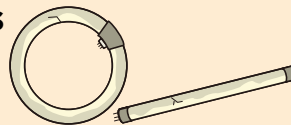
Batteries

Dry-cell batteries, rechargeable batteries, etc.



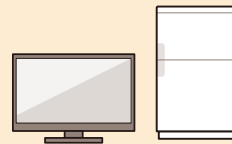
Mercury-containing products

Fluorescent tubes, mercury thermometers, Button batteries, etc.



Products subject to the Home Appliance Recycling Law

Air conditioners, televisions, refrigerators (including freezers), washing machines, clothes dryers



Other mixed items

Home appliances not covered by the Home Appliance Recycling Law, Personal computers, etc.



- Entrust to an industrial waste disposal company or a recycling company
- Since cans and glass bottles are recycleables, please separate and recycle it.

- Entrust to an industrial waste disposal company
- Please recycle plastics and metals as much as possible.

Entrust to an industrial waste disposal company that handles mercury-containing industrial waste (mercury-containing products have become industrial waste).

Entrust to an industrial waste disposal company, or contact the retailer or manufacturer.

Entrust to an industrial waste disposal company

Methods for separate disposal

We will introduce examples of waste separation, collection bin placement, and waste storage methods.



POINT1 Secure the collection routes for each type of waste

- When entrusting a waste collection and transportation company, a separate contract must be concluded for each type of waste. p5



POINT2 Waste storage areas maintenance

- Separated commercial waste is stored by type.
- Ensure that enclosure is installed surrounding the storage area to prevent access by unauthorized person.
- To prevent scattering, leakage, and the emission of foul odors, use containers if necessary.
- Please install a notice board as shown on the right at the industrial waste storage area.

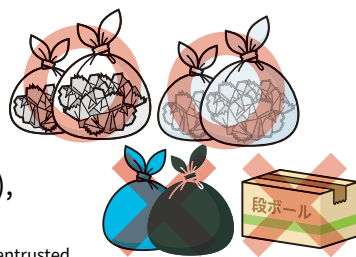
Example of notice board for waste storage area

Industrial waste storage area	
Waste type	Waste Plastics Fluorescent lamps waste (mercury-containing industrial waste)
Person In Charge	General Affair Dept ○○○○ Co. Ltd.
PIC contact	075-000-0000
Warning	Authorized personnel only

(Article 8 of the Waste Management and Public Cleansing Act Enforcement Regulations)

POINT3 Use transparent bags for burnable waste collected by an entrusted company.*

- Please use a sturdy transparent bag, that allow the contents to be visible, with a maximum size of 90 litres.
- Transparent bags must be either colorless or white transparent. Colored bags, paper bags (such as rice bags), and cardboard boxes cannot be used.



*Please consult the collection and transportation company to which you have entrusted the service regarding the bags used for disposing of industrial waste.

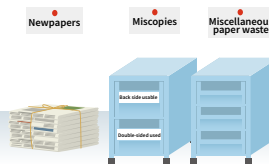
POINT4 Placement of sorting and collection bins

- Identify the locations, types, and amounts of waste generated, and place sorting and collection bins suitable for the type of waste and your business site. Waste separation labels can be downloaded from the website. p6
- For other items such as home appliances or large waste that is not usually generated, please consult the collection and transportation company.

Example of sorting and collection bin placement

Recyclable paper types

Sort the recyclable paper into each type.



Waste separation table

A chart showing how to separate waste will be provided. P2-3

Sorting bin

Install rubbish bins or shelves according to the type of waste to be sorted.



Inspection of incoming goods at the Incineration plant

Waste discharged from business establishments and brought into the Incineration plant will be inspected. Municipal staff will check garbage bags, and if industrial waste or recyclable paper waste and other inappropriate waste are found mixed in, the business that discharged the waste will be instructed to thoroughly separate and properly dispose of it. Treating industrial waste as general commercial waste is considered an illegal act. Additionally, bringing in recyclable paper waste is a violation of city ordinances. Please ensure thorough separation and do not bring inappropriate waste into the Incineration plant.



We ask for your cooperation to prevent the waste from being scattered by crows.



Please use anti-crow net or similar items when disposing waste.



The Process of the Waste Disposal Contract

This explains how to sign contracts with waste collection and transportation companies and disposal companies, as well as important points to note when entrusting them.

Understand the types and amounts of waste

Select a collection and transportation company (Select a disposal company for industrial waste as well)

Confirm the type and amount of commercial waste.

- Refer to sources such as Kyoto City (Kyoto city official website) and Kyoto Prefecture websites to select companies which have a permit for collection and transportation services.
- For general commercial waste, consult Kyoto Environmental Business Cooperative, and for industrial waste, consult the Kyoto Industrial Waste Association (public corporation) or the Kyoto Industrial Waste 3R Support Center (General Incorporated Association). p8

Consult with a collection and transportation company (For industrial waste, consult with a disposal company as well)

Provide the following 3 points.

- The type and amount of general commercial waste
- Business location
- Business details
- Decide on the collection, frequency, method, and price.
- Sign the contract

Sign the contract with collection and transportation company (Sign the contract with disposal company for industrial waste as well)

Important notes when entrusting industrial waste disposal

Make sure to put the contract into writing.

When entrusting the collection, transportation, or disposal of industrial waste, it is necessary to enter into a written contract with a licensed company according to the type of waste.

Verify the company's license

Obtain copies of the permits from each collection and transportation company and disposal company, and verify for each type of waste whether proper disposal is possible.

Enter contract with both companies

It is not appropriate to make a three-party contract between the business operator, the collection/transportation company, and the disposal company. Always enter into contracts between two parties: the business operator and the collection/transportation company, or the business operator and the disposal company. However, if the collection/transportation company and the disposal company are the same company, a single contract is acceptable.

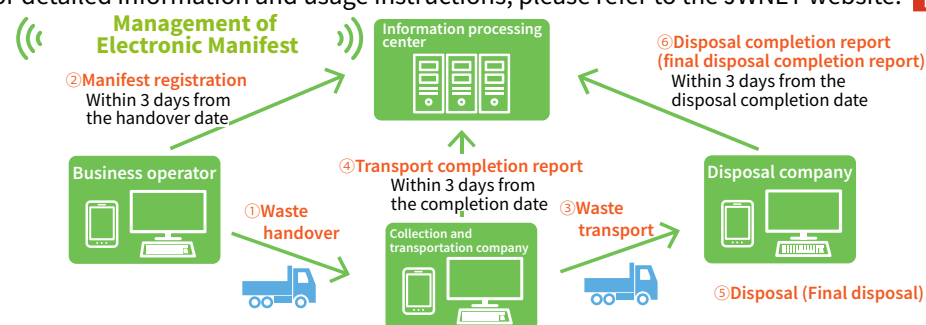
Issuance of Manifest (Industrial Waste Management Sheet)

When a business operator entrusts the disposal of industrial waste, it is required to issue a manifest (industrial waste management sheet) at the time of handover. There are two types of manifests: electronic and paper. In either type, you must fill in details such as "to whom," "what type of waste," and "how it will be processed."

Electronic manifest

The electronic manifest is a system where the business operator, the collection/transportation company, and the disposal company report and manage the status of industrial waste processing through a network via the Information Processing Center. When using the electronic manifest, all three parties—the business operator, the collection/transportation company, and the disposal company—must join the Information Processing Center.

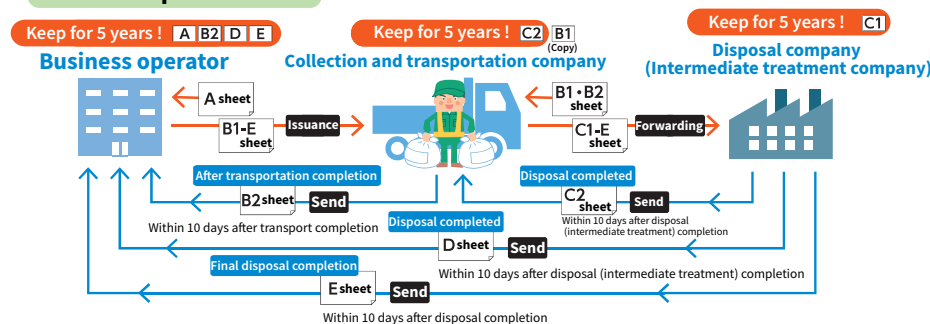
For detailed information and usage instructions, please refer to the JWNET website. p8



Paper manifest

The paper manifest consists of seven carbon-copy sheets: A, B1, B2, C1, C2, D, and E. The business operator must fill in the required information and issue the manifest to the waste disposal company at the same time as handing over the industrial waste.

Flow of Paper Manifest



※ It is required to report to the Mayor of Kyoto if the manifest is not returned.

Please watch the "Ichi, ni, sanpai!" (One, two, three, bye waste!) video which explain the industrial waste in an easy to understand way.

URL: <https://youtu.be/X0Ouyi1owGI>



※ The linked site is in Japanese only.

What Business Operators Should Know

Here is information and tools that business operator should know.



Handling fee for general commercial waste delivery

The **waste disposal fee** paid by business operators to general commercial waste collection and transportation companies includes not only the **collection and transportation fee** charged by the company, but also the **waste delivery handling fee** for Kyoto City to process the waste (incineration to landfill). This **waste delivery handling fee** is indirectly paid to Kyoto City through the general commercial waste collection and transportation company.



Kyoto City's waste handling fee

Thanks to the cooperation of citizens and businesses, the total amount of household waste and general commercial waste in Kyoto City has been reduced by about 53% from its peak. Meanwhile, Kyoto City has made efforts to reduce the disposal costs during this period, it still requires more than 20 billion yen annually. As a result, the disposal cost of general commercial waste is approximately 2,000 yen per 100 kg

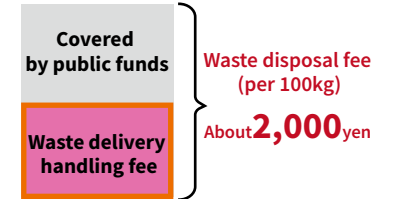


In order to ensure the long-term use of Ecoland Otowa no Mori, Kyoto City's only final disposal site, we kindly ask for your continued cooperation in reducing the amount of waste.



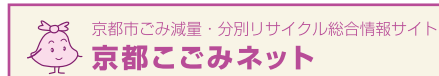
Handling costs for general commercial waste and responsibilities of waste-generating businesses

In principle, the cost of processing general commercial waste should be borne by the waste-generating businesses as a waste delivery handling fee under their responsibility. However, there is a discrepancy between the handling fee currently being paid and the actual processing cost, and the difference is being covered by public funds.



Sorting tools for use in businesses

Waste reduction and sorting tools useful for separation can be downloaded from the website. ※These tools are available only in Japanese.



Download link
←Here

※The linked site is in Japanese only.



- 1 Explain processing methods in an easy-to-understand way for beginners.
Guidebook for proper waste disposal



- 2 Introduce recyclable paper in an easy-to-understand way.
Miscellaneous Paper Waste Guide



- 3 For separation labels on rubbish bin
Waste separation label



- 4 Introducing resource recycling facilities in the city
Pruned branches and grass clippings recycling book

Quick reference table for commercial waste classification

GCM General commercial waste **IW** Industrial waste **RI** Recyclable items

※Regarding paper waste among general commercial waste, it is mandatory to separate recyclable paper.

※Waste plastics is labelled as "waste plastics."

※Mercury-containing industrial waste is labelled as "mercury waste."

	Name	Classification	Industrial waste item	Notes	
A	Acrylic boards	IW	Waste plastics		
	Adhesive tape	GCM		If it is made of chemical fibers, it is classified as waste plastic (industrial waste).	
	Air conditioners	IW	Waste plastics Metal scraps	Subject to the Home Appliance Recycling Act p3	
	Aluminum sashes	IW	Metal scraps		
	Ash	IW	Ash		
B	Ballpoint pens	IW	Waste plastics		
	Batteries	IW	Waste acid Waste alkali Waste plastics Metal scraps	Some mercury-containing waste	
	Bento containers	IW	Waste plastics		
	Bicycles	IW	Waste plastics Metal scraps		
	Bricks	IW	Ceramic scraps		
	Box cutters	IW	Waste plastics Metal scraps		
	C	Cable ties	IW	Waste plastics	
		Cardboard	RI		
		Carts	IW	Waste plastics Metal scraps	
		Cash Registers	IW	Waste plastics Metal scraps	
Cassette fuel canisters		IW	Metal scraps	Ensure that the gas inside is empty	
Cassette Tapes		IW	Waste plastics		
Cells		IW	Waste plastics Sludge Metal scraps	Some mercury-containing waste	
Ceramics		IW	Ceramic scraps		
Chair		IW	Waste plastics Metal scraps	If made of wood, it is classified as general waste (however, for wood product manufacturing industries, it is classified as industrial waste)	
Charcoal (unused)		GCM			
Chargers		IW	Waste plastics Metal scraps		
Chemical fiber products		IW	Waste plastics		
Chopsticks		GCM			
Cigarette butts		GCM			
Clothes dryers		IW	Waste plastics Metal scraps	Subject to the Home Appliance Recycling Act p3	
Clothing storage cases		IW	Waste plastics		
D		Desks	IW	Waste plastics Metal scraps	If it is made of wood, it is considered general waste (however, for wood product manufacturing industries, it is classified as industrial waste)
		Digital Thermometers	IW	Waste plastics Metal scraps	
E		Electric cords	IW	Waste plastics Metal scraps	
		Empty cans	IW	Metal scraps	
	Empty Bottles	IW	Glass scraps		
	Engine oil	IW	Waste oil		

F	Fans (frame made of plastic)	IW	Waste plastics	It's advisable to remove the paper part when disposing it	
	Film	IW	Waste plastics		
	Fire Extinguishers	IW	Waste plastics Metal scraps	Recycling system available	
	Fluorescent lamps	IW	Waste plastics Metal scraps Glass scraps	Mercury waste	
	Fresh flowers	GCM			
Flower vases	IW	Glass scraps			
G	Galvanized iron sheet	IW	Metal scraps		
	Glass products	IW	Glass scraps		
H	Hangers	IW	Waste plastics Metal scraps		
	Heating stoves	IW	Waste plastics Metal scraps		
	Helmets	IW	Waste plastics		
I	Ice Packs / Gel Packs	IW	Waste plastics		
	Ink cartridges	IW	Waste plastics		
K	Kitchen garbage (kitchen waste)	GCM RI		For food manufacturing industries, it falls under industrial waste classification.	
	L	LED lamps	IW	Waste plastics Metal scraps Glass scraps	
Light Bulbs		IW	Metal scraps Glass scraps		
Lighters		IW	Waste plastics Metal scraps	Ensure that the gas inside is empty	
Lockers		IW	Metal scraps		
Long boots		IW	Waste plastics		
M		Magnet	IW	Metal scraps	
		Magnetic cards	IW	Waste plastics	Depending on the material, it may be classified as general waste.
	Matches	GCM			
	Measuring Tapes	IW	Waste plastics		
	Mechanical pencils	IW	Waste plastics	Pencil lead is classified as general waste	
	Media cases (CD, DVD, etc.)	IW	Waste plastics		
	Miscellaneous paper waste	RI			
	Mops	IW	Waste plastics	Depending on the material of the handle, it may be classified as a mixture waste.	
	Mouse Pads	IW	Waste plastics		
	N	Nets / Mesh	IW	Waste plastics	
Newspapers and magazines		RI			
O		Office Automation (OA) paper	RI		
	One-to [18 liters] cans	IW	Metal scraps		
	Old clothes (clothing, blankets, futons, etc.)	GCM RI		Fibers, it is classified as waste plastic (industrial waste).	
	P	Padlocks	IW	Metal scraps	
		Paint	IW	Waste acid Waste alkali Waste oil Waste plastics	For solid paint, classified it as waste plastic. For water-based/liquid, classified it as waste acid or waste alkali. For oil-based/liquid, classified it as waste oil or waste plastic.
Pallets		IW	Wood scraps Waste plastics	For wooden items, classify them as wood scraps. For plastic items, classify them as waste plastics.	
Paper bags		GCM RI		If the inside is plastic-coated, it's nonrecyclable. The disposal will be according to the category with the larger proportion: paper (general waste) or plastic (industrial waste)	
Paper boxes		RI			
Paper cartons		RI			
Paper scraps		RI			
Pencil		GCM			

R	Personal computers (laptop)	IW	Waste plastics Metal scraps	Recycling system available
	PET bottles	IW RI	Waste plastics	
	Plastic buckets	IW	Waste plastics	
	Plastic file folders	IW	Waste plastics	
	Plastic Shopping Bags	IW	Waste plastics	
	Plastic wraps	IW	Waste plastics	
	Point cards	IW	Waste plastics	Depending on the material, it may be classified as general waste.
	Pruned branches and cut grass (branches, leaves, bamboo)	GCM RI		
	PVC pipes	IW	Waste plastics	
	R	Raincoats	IW	Waste plastics
Recording media (CD, DVD, etc)		IW	Waste plastics	
Refrigerators (freezers)		IW	Waste plastics Metal scraps	Subject to the Home Appliance Recycling Act p3
Roof tiles		IW	Ceramic scraps	
S	Rubber products	IW	Rubber scraps Waste plastics	If it is made of natural rubber, it is classified as rubber scraps. If it is made of synthetic rubber, it is classified as waste plastic.
	Safes	IW	Metal scraps	Depending on its composition, it can be considered a composite material.
	Sandpapers	GCM		
	Sharp objects	IW	Metal scraps	Depending on the material of the handle, it may be classified as a composite items.
	Shoes	GCM		If it is made of chemical fibers, it is classified as waste plastic (industrial waste).
	Shovels	IW	Metal scraps	Depending on the material of the handle, it may be classified as a composite items.
	Shredded paper scraps	RI		
	Silica gel desiccant	IW	Sludge	Granular type is considered as general waste
	Slippers	IW	Waste plastics	
	Small home appliances (telephone, printer, etc)	IW	Waste plastics Metal scraps Glass scraps	
T	Soap	IW	Waste oil	
	Sponges	IW	Waste plastics	
	Staplers	IW	Waste plastics Metal scraps	
	Sticker (seal) mounting papers	GCM		
	Straws	IW	Waste plastics	
	Styrofoam	IW	Waste plastics	
	Television	IW	Waste plastics Metal scraps Glass scraps	Subject to the Home Appliance Recycling Act p3
	Thermometers	IW	Metal scraps Glass scraps	Mercury thermometer is classified as mercury waste
	Tires	IW	Waste plastics	Tire wheel is classified as metal scraps
	U	Umbrellas	IW	Waste plastics Metal scraps
V		Video Tapes	IW	Waste plastics
	Vinyl Hoses	IW	Waste plastics	
W	Wallpaper	IW	Waste plastics	
	Washers	IW	Waste plastics Metal scraps	Subject to the Home Appliance Recycling Act p3
	Waste cooking oil	IW	Waste oil	
	Wrapping papers	GCM RI		If the inside is plastic-coated, it's nonrecyclable. The disposal will be according to the category with the larger proportion: paper (general waste) or plastic (industrial waste)

FAQ



Q1 What is business activities?

A1 This includes all activities conducted by businesses, including not only profit-making businesses such as shops, companies, restaurants, accommodation facilities, and factories, but also public services provided by hospitals, schools, government offices, etc.

Q2 Why is commercial waste not collected by the city?

A2 Commercial waste must be properly disposed of by the business operator themselves. **p1**
Even if the amount is small, the operator must either entrust it to a licensed collection and transportation company or bring it by themselves to a facility appropriate for the type of waste. **p4&5**

Q3 What is the difference in the separation methods for unnecessary plastic waste from business establishments and household waste?

A3 For households, plastics are classified as general commercial waste and are separated as recyclable waste or burnable waste according to the disposal plans set by each municipality. **※**

However, for business establishments, all plastics are classified as industrial waste, so please separate them as industrial waste rather than burnable waste (general commercial waste).

※In Kyoto City, starting from April 2023, plastic products disposed from households in Kyoto City will be collected separately as recyclable materials.



Q4 How should plastic containers, such as snack wrappers or lunch boxes purchased by employees during lunch at a business establishment, be sorted?

A4 Plastic waste generated from business establishments must be disposed of as industrial waste. **p3**

Q5 How should waste be handled when a residence and a store are in the same building?

A5 Even if a residence and a store are integrated, commercial waste cannot be disposed of as household waste. Even when a residence and a store are in the same building, waste generated from residential living should be treated as household waste, while waste generated from business activities in the store should be treated as commercial waste and disposed of separately.



Q6 Is it permissible to dispose commercial waste to household waste collection sites?

A6 Disposing of commercial waste at household waste collection sites constitutes illegal dumping, and under Article 25 of the Waste Management Law, it is punishable by imprisonment of up to 5 years or a fine of up to 10 million yen (up to 300 million yen for corporations).



Inquiry/ Contact Us (We speak only in Japanese)

Introduction to general commercial waste collection and transportation companies

Kyoto Environmental Business Cooperative

TEL:075-691-5516

〒601-8317

65 Ninodan-cho, Kisshoin-Shinden,

Minami-ku, Kyoto

<http://www.k-kankyoe.ne.jp/>



※The linked site is in Japanese only.

Consultation regarding general commercial waste

Sound Material-Cycle Society Promotion Department,
Kyoto City Environment Policy Bureau
Resource Circulation Section

TEL:075-222-3946

〒604-8571

488 Kamihonnojimae-cho, Oike-agaru, Teramachi-dori,
Nakagyo-ku, Kyoto

Introduction to industrial waste disposal companies

Kyoto Industrial Waste Association (public corporation)

TEL:075-694-3402

〒601-8027

Johnson Bldg. 2nd floor, 53-4 Higashikujo
Nakagoryo-cho, Minami-ku, Kyoto

<http://www.kyoto-sanpai.or.jp/>



※The linked site is in Japanese only.

Inquiries about industrial waste

Sound Material-Cycle Society Promotion Department,
Kyoto City Environment Policy Bureau
Waste Guidance Section

TEL:075-222-3957

〒604-8571

488 Kamihonnojimae-cho, Oike-agaru, Teramachi-dori,
Nakagyo-ku, Kyoto

Introduction to Recycling Service Companies

Kyoto Industrial Waste 3R Support Center (General Incorporated Association)

TEL:075-352-0530

〒600-8009

4F, Kyoto Keizai Center, 78, Kankoboko-cho,
Shijo-dori, Muromachi Higashi-iru,
Shimogyo-ku, Kyoto City

<http://www.kyoto-3rbiz.org/>



※The linked site is in Japanese only.

Consultation regarding the submission of waste reduction plans for large-scale business buildings

Each of the following wards: Kita, Kamigyo,
Sakyo, Nakagyo, and Ukyo.

Kyoto City Environmental Bureau
North Environmental Symbiosis Center

TEL:075-701-9800

〒606-8511

2nd Floor, Sakyo Ward General Government Building,
7-2 Dōnoe-cho, Matsugasaki, Sakyo-ku, Kyoto City

Each of the following wards: Higashiyama,
Yamashina, Shimogyo, Minami, Nishikyo,
and Fushimi.

Kyoto City Environmental Bureau
South Environmental Symbiosis Center

TEL:075-671-0511

〒601-8444

62-1 Morimoto-cho, Nishikujo, Minami-ku, Kyoto City



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