



Sorting info Guide

Making sorting simpler

New updated version: May 2019

CITEO

Eco-Emballages
and Ecofolio are now Citeo

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This guide gathers all the data you need to know in order to add a sorting guideline to your packaging allowing consumers to get the information they need in order to comply with new regulatory requirements, and in order to respond to changes in sorting and recycling.

It specifies the steps to follow if you want to develop an on-pack visual that fits into your brand universe. Because our shared goal is to make packaging sorting as easy as possible for consumers!



This document is an interactive PDF.
To access content,
click on this symbol
wherever it appears.



85%

of consumers state that Sorting info motivates them to sort their packaging waste.

83%

of consumers believe that it encourages people to sort their packaging more carefully.

82%

of consumers believe that the pictogram shows that brands care about the environment.

Source: Sorting info Green Dot labelling post-test, opinion way, January 2014.

Consumers expect simple and practical tools to help them sort their waste. They regard packaging as the first medium on which information, including full sorting guidelines, should be provided. Citeo has therefore developed the Sorting info, a solution offered to all its customers since 2012.

Sorting info is:

- **ready-to-use:** it can be adapted to different types of packaging based on a model available in various formats, sizes and color schemes.
- **pre-tested:** from its creation, then in 2014 and 2015, studies have confirmed its relevance.
- **harmonised:** in 2018, more than 40 billion packs carry a Sorting info, almost one out of two packages.
- **eligible for a bonus:** Citeo grants an awareness bonus on the total contribution of the Consumer Sales Unit as long as the Sorting info is present on the packaging and meets all the criteria for a relevant sorting guideline.

The Sorting info has evolved since its creation, it has integrated your different needs and regulatory evolutions.

Changes from the initial version include the following:

- Development of an **international version** in 2014.
- **Combination of the Triman** with the Sorting info charter in January 2015 following the decree related to the common signage of recyclable products that fall under a sorting instruction.
- **Harmonization of the Green Dot** in 2016 with the charter developed by Pro-Europe: modification of colors, integration of the ® symbol and new location of the Green Dot in the composition.
- Adaptation of the Sorting info for **graphic papers** in 2018.



Is it possible to add a Sorting info to your packaging?

You must first consider the following question:

**Is my packaging subject to a penalty
on its CITEO contribution? ***

YES



**You cannot add a Sorting info
to your packaging.**

Click on the arrow
for further information.

NO



**Click on the arrow
to move on to the next step.**

*if in doubt, check our declaration guide or contact us.

If your packaging is subject to a penalty, Sorting info cannot be added.

Penalties and Sorting info are incompatible!

Citeo created the Sorting info to meet consumers' need for information with a shared objective: to make sorting packaging as simple as possible.

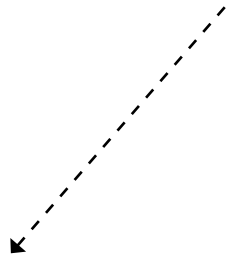
However, some packaging, included in the sorting instructions, **disrupt the recycling process or do not have a recycling stream**. They are then subject to a penalty which increases the amount of their annual financial contribution to the sorting and recycling system.

As long as a packaging is subject to a penalty, it cannot carry the Sorting info developed by Citeo because that would go against our commitments to simplify the gesture for the consumer while limiting the disruptive packaging or without stream.

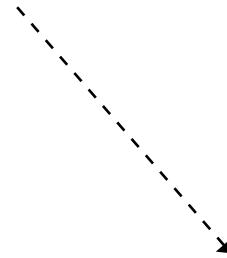


If your packaging is not subject to a penalty,
a **Sorting info** can be added.

In which case are you?



The packaging is
only intended for the
French market



The packaging will be
marketed in France
and other countries



Sorting info charter: France



01 Sorting info charter: France

Evolutions to improve your understanding

Citeo is a member of Pro-Europe (Packaging Recovery Organization Europe), the organization bringing together the 31 eco-organizations that use the Green Dot. Pro-Europe is the worldwide dealer of the Green Dot brand. Citeo is the brand's agent in France. Your contract with Citeo includes the license which authorizes you to affix the Green Dot, without additional cost, on all your packaging intended for the French market.

To ensure compliance with the Green Dot charter developed by Pro-Europe, Citeo developed a new version of the Sorting info charter in 2016.

The changes were the following: use of the original shape of the Green Dot with its Pantone 366 C and 343 C colors, integration of the ® symbol to remind that the mark is registered and exit of the Green Dot from the Sorting info block to ensure better visibility.

What should I do if I am using the previous version of the Sorting info?

This new Sorting info charter is in use since September 2016 for companies wishing to affix the sorting guideline to their packaging. Companies whose packaging already carries a previous version of the Sorting info can keep it. However, if their packaging is renewed, they will have to adopt the new charter.

BEFORE SEPTEMBER 2016



NOW



01 Sorting info charter: France

Construction principles of the Sorting info

The Green Dot

It is the symbol of your contribution to sorting and recycling. Known and recognized, the Green Dot is a guarantee that secures a reliable information.

The Green Dot is no longer mandatory since January 2017.



All the components of the packaging are listed.

This ensures that full details are provided. Materials are appointed to make it easier to understand the guideline.



CONSIGNE POUVANT VARIER LOCALEMENT
> WWW.CONSIGNESDETTRI.FR

An information notice

has been provided to respond to local disparities in collection systems.

Incitation

This incitation is an element that initiates the understanding of Sorting info. It functions as a headline that will serve as a reference point for consumers looking for information on sorting.

Rallying

Consumers seek a collective dimension to their individual efforts. By displaying this objective, you are part of this process.

The compact version of the Sorting info is limited to the incitation message.

Consumers can follow the guidelines regardless of the collection system in place in their area

The emphasis is on the purpose of the gesture and not on the container, which may vary from one municipality to another.

01 Sorting info charter: France

An adjustable construction

We suggest several possible layouts for Sorting info in France depending on the number of components that make up your packaging and your space constraint.

BLOCK

Standard
Minimum height
25 mm



CONSIGNE POUVANT VARIER LOCALEMENT
> WWW.CONSEIGNESDETTRI.FR

Compact
Minimum height
18 mm



CONSIGNE POUVANT VARIER LOCALEMENT
> WWW.CONSEIGNESDETTRI.FR



CONSIGNE POUVANT VARIER LOCALEMENT
> WWW.CONSEIGNESDETTRI.FR



CONSIGNE POUVANT VARIER LOCALEMENT
> WWW.CONSEIGNESDETTRI.FR

HORIZONTAL

Standard
Minimum height
14 mm



CONSIGNE POUVANT VARIER LOCALEMENT > WWW.CONSEIGNESDETTRI.FR



CONSIGNE POUVANT VARIER LOCALEMENT > WWW.CONSEIGNESDETTRI.FR

Compact
Minimum height
10 mm



CONSIGNE POUVANT VARIER LOCALEMENT > WWW.CONSEIGNESDETTRI.FR



CONSIGNE POUVANT VARIER LOCALEMENT > WWW.CONSEIGNESDETTRI.FR

VERTICAL

Standard
Minimum width
14 mm



CONSIGNE POUVANT VARIER LOCALEMENT > WWW.CONSEIGNESDETTRI.FR



CONSIGNE POUVANT VARIER LOCALEMENT > WWW.CONSEIGNESDETTRI.FR

Compact
Minimum width
10 mm



CONSIGNE POUVANT VARIER LOCALEMENT > WWW.CONSEIGNESDETTRI.FR



CONSIGNE POUVANT VARIER LOCALEMENT > WWW.CONSEIGNESDETTRI.FR



Sorting info size

Consumers must be able to read the Sorting info. Minimum sizes are therefore indicated for each version so it is not too difficult for consumers to understand the guidelines.

Download the various
Sorting info templates from
www.citeo.com/info-tri
or from your client portal.





01 Sorting info charter: France

Colored version

COLOR




THE GREEN DOT

	
C 88 %	C 18 %
M 43 %	M 0 %
J 76 %	J 47 %
N 40 %	N 0 %





The arrow pointing right must be darker than the arrow pointing left.


TITLE BLOCKS

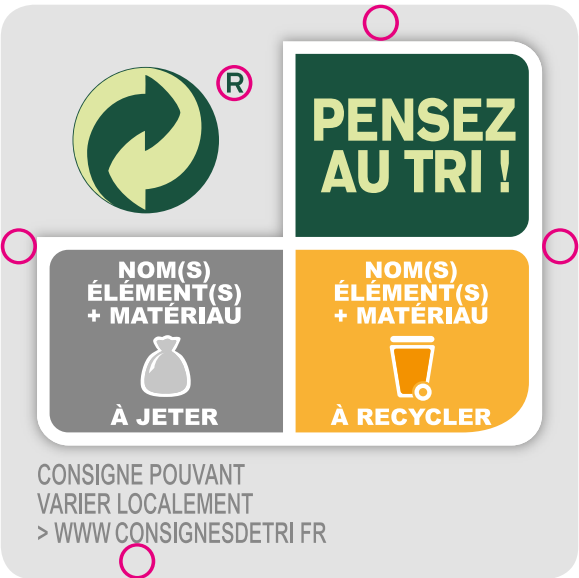
		
C 88 %	C 0 %	C 0 %
M 43 %	M 35 %	M 0 %
J 76 %	J 85 %	J 0 %
N 40 %	N 0 %	N 60 %

PICTOGRAMS

	
C 0 %	C 0 %
M 50 %	M 0 %
J 100 %	J 0 %
N 0 %	N 30 %

BORDER

The "®" next to the Green Dot is the reference unit for calculating border width. The border surrounding the block must be greater than or equal in size to .



FONTS

FOR GUIDELINES

Arial MT Black

ABCDEFGHIJKLMNOPQRSTUVWXYZ

FOR THE INFORMATION NOTICE

Arial MT Medium 70 %

ABCDEFGHIJKLMNOPQRSTUVWXYZ

01 Sorting info charter: France

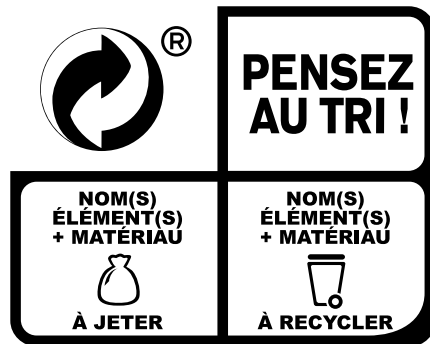
Monochrome version

Color management in the monochrome version

If technical constraints impose a limited number of colors, it is recommended to use the monochrome version.
The monochrome version can be produced with the color of your choice.

POSITIVE MONOCHROME VERSION

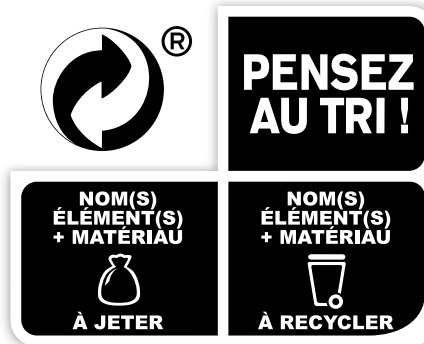
E.g. Black



CONSIGNE POUVANT
VARIER LOCALEMENT
> WWW.CONSIGNESDETTRI.FR

NEGATIVE MONOCHROME VERSION

E.g. Black



CONSIGNE POUVANT
VARIER LOCALEMENT
> WWW.CONSIGNESDETTRI.FR

What should I do if my packaging is too small to keep to the minimum sizes for the Sorting info?

If the communication area on the packaging is very small, you can add ultra-compact monochrome Sorting info.

In this case the minimum dimensions are as follows:

- Block Sorting info: minimum width 10.5 mm
- Horizontal Sorting info: minimum height 5.5 mm
- Vertical Sorting info: minimum width 7 mm

Text can be written in lower case if this makes it easier for consumers to read.

01

Sorting info charter: France

Combining the Triman with the Sorting info



The commitment 255 of the Grenelle Environment Forum is: "to harmonise sorting labelling and guidelines at national level, for instance when renewing contracts, to facilitate national information campaigns and promote clear information on labels".

The details of this harmonisation for products are specified in Article L. 541-10-5 of the French Environmental Code (...): "(...) any recyclable product marketed with effect from 1 January 2015 and covered by an extended producer responsibility scheme must be supplied with standard labelling informing consumers that a sorting guideline is applicable to the product".*



From January 2019, sorting guidelines for packaging with an allocated recycling stream must be combined with a Triman recycling mark for companies to **gain the bonus** in relation to their Citeo contribution. It is the reason why all the versions of the Sorting info that we propose to you later in this document include the Triman, when required.



Good to know: an exception exists for glass packaging. According to the Environmental Code, companies are not required to affix the Triman to their glass packaging. In this particular case, the absence of the Triman doesn't affect the achievement of the bonus.

SUGGESTED LAYOUTS

Block format



Vertical format



Horizontal format



* Standard sorting labelling with the TRIMAN recycling mark - User Guide - Updated December 2015

01

Sorting info charter: France

Combining the Triman with the Sorting info

When must I add the Triman mark to my packaging?

Can at least one component
of the packaging be recycled?

NO



**You must not add
the Triman mark**
to packaging for which none of the components
have a recycling stream

YES



**You must add
the Triman mark**
if at least one component of the packaging
has a recycling stream

The Triman mark may be computerised. However, from 2019 it must be used with your Sorting info to gain the bonus in relation to your Citeo contribution.

Good to know:
an exception exists for glass packaging. According to the Environmental Code, companies are not required to affix the Triman to their glass packaging. In this particular case, the absence of the Triman doesn't affect the achievement of the bonus.

01 Sorting info charter: France

Building a sorting guideline

A "component" denotes any part of a package that can be separated from the product when it is consumed or used. All components must be mentioned in the guidelines.





The guidelines must mention

① each packaging component.

And for each component:

② the material from which it is made.

③ the sorting instruction.

① Packaging components		② Material		③ Action
Sleeve		Cardboard		Recycled
Tray		Plastic		Not recycled



Sorting info scope

Sorting guidelines provided in Sorting info relate solely to the packaging and not the products it contains.



Sorting info FRANCE: exemption for packaging with more than three components per box

If all the components are made of the same material, use the generic term "COMPONENTS" to cover the various items (1). For example: "PLASTIC COMPONENTS – NOT RECYCLED"

If the components are made of different materials, refer to them using the generic term "OTHER COMPONENTS" without specifying the material. For example: "OTHER COMPONENTS – NOT RECYCLED"



Use the table of packaging components to help you devise your sorting guidelines

01

Sorting info charter: France

Multi-material packaging

The term "multi-material packaging"* denotes single packaging items made of several different materials. The sorting instruction will depend on the presence or not of a dominant material in the composition of the packaging.

If one of the materials accounts for more than 50% of the weight of the packaging: this material is dominant and therefore determines which guideline to apply.

FOR EXAMPLE:

70% paper and 30% plastic bag



If none of the materials account for more than 50% of the packaging weight: there is no dominant material. This packaging does not have a recycling stream and therefore cannot be recycled. No material is specified in the guidelines.

FOR EXAMPLE:

40% paper, 30% aluminium and 30% plastic bag



Not to be confused with a packaging composed of several single-material components, for which the sorting guideline will be given for each components (for example: a pack of cakes composed of a cardboard case to be recycled and a plastic tray to be thrown away).

Plastic, whether composed of one or several resins, is considered as one single material.

Therefore, plastic packaging made of different resins will be considered as single-material packaging.



Use the table of packaging components to help you devise your sorting guidelines

* or packaging component

01 Sorting info charter: France

Construction of the Sorting info

You will find in the following pages all the versions of the Sorting info for packaging marking for the French market.

For each declination, the text NAME(S) ELEMENT(S) + MATERIAL presented as an example is to be customized according to the packaging to be marked. For a list of elements, materials and associated sorting instructions, see page [51](#).

You can download the Sorting info models [here](#).



01

Sorting info charter: France

Sorting info with Green Dot - Block Format

STANDARD

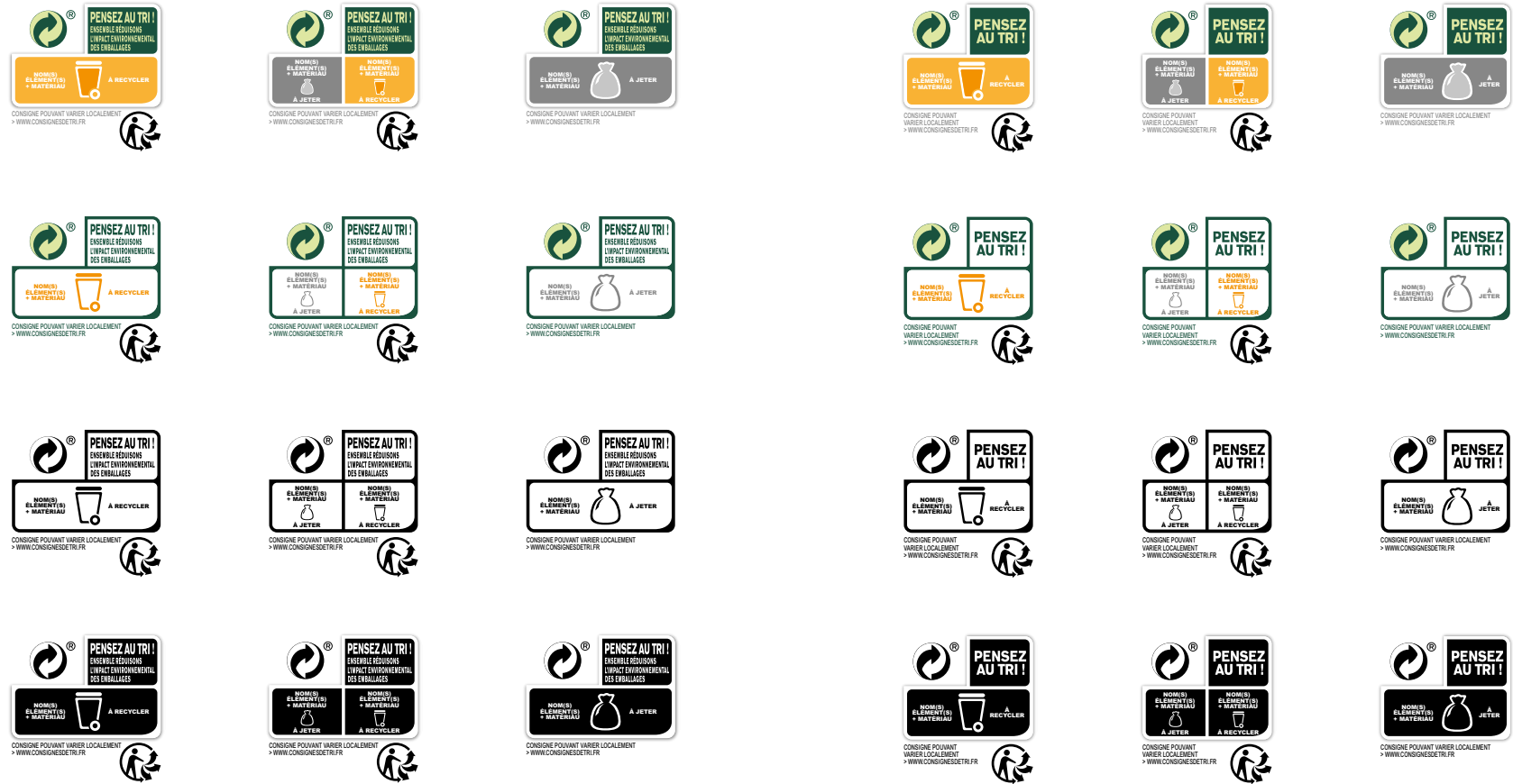
COMPACT

CMYK

ECO-INKING

POSITIVE
MONOCHROME

NEGATIVE
MONOCHROME



01 Sorting info charter: France

Sorting info without Green Dot - Block Format

STANDARD

COMPACT

CMYK



ECO-INKING



POSITIVE
MONOCHROME



NEGATIVE
MONOCHROME



01 Sorting info charter: France

Sorting info with Green Dot - Horizontal Format

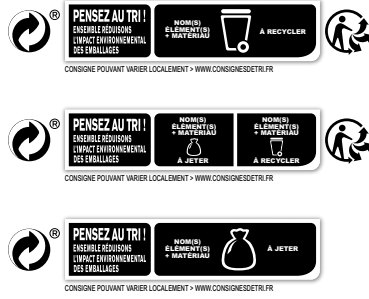
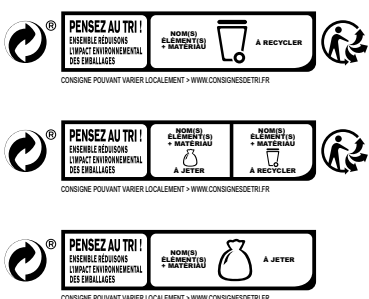
STANDARD



COMPACT



STANDARD



COMPACT



01 Sorting info charter: France

Sorting info without Green Dot - Horizontal Format

STANDARD



COMPACT



STANDARD



COMPACT



CMYK

ECO-INKING

POSITIVE
MONOCHROME

NEGATIVE
MONOCHROME

01 Sorting info charter: France

Sorting info with Green Dot - Vertical Format

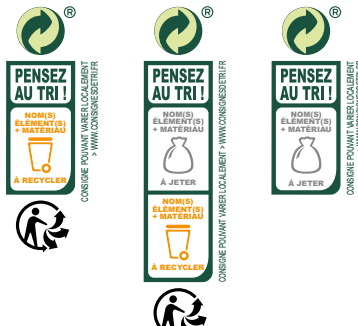
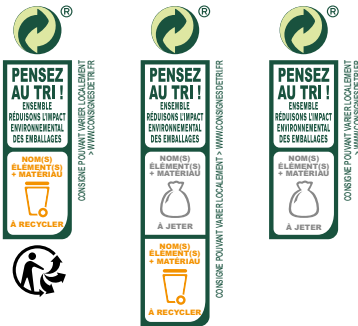
STANDARD

COMPACT

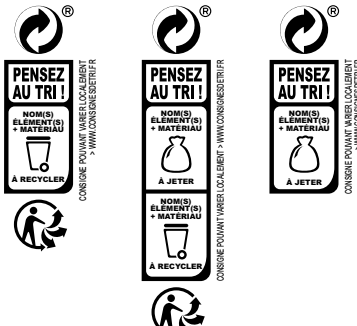
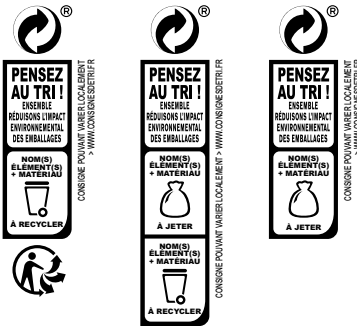
STANDARD

COMPACT

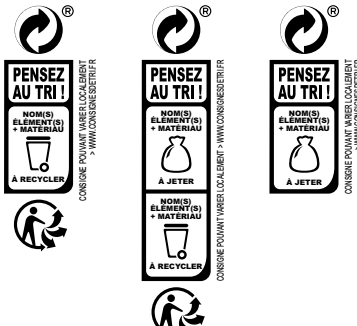
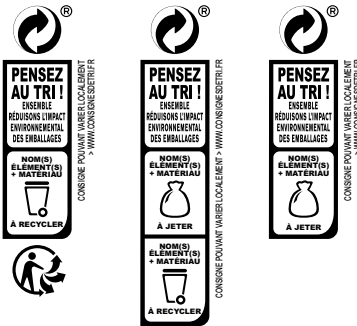
CMYK



POSITIVE
MONOCHROME



NEGATIVE
MONOCHROME



01 Sorting info charter: France

Sorting info without Green Dot - Vertical Format

STANDARD

COMPACT

STANDARD

COMPACT

CMYK



POSITIVE
MONOCHROME



ECO-INKING



NEGATIVE
MONOCHROME



Sorting info charter: international

02

02 Sorting info charter: international

Construction principles of the Sorting info

Sorting info for products sold in France and third countries with multilingual packaging has been developed so that no translation is required.

The Green Dot:

It is the symbol of your contribution to the sorting and recycling system. The Green Dot license granted in the general conditions of use is valid only for France. Therefore, you must verify, for each country where you ship or export your products, if the use of the Green Dot is subject to the authorization of an entity holding rights on the Green Dot. If this is the case, you must comply with the Green Dot conditions of use in each market.

Pictograms

used instead of text to make the guidelines easier to understand in any country



F FRANCE ONLY

Always ensure ...

- **You provide comprehensive information:** listing all packaging components
- **The information is easy to apply** regardless of the collection system in place, with emphasis on the purpose of sorting and not on the container; as this may vary among local authorities.



As of January 2017, the Green Dot is no longer compulsory on packaging in France. However, in 2019, it is still compulsory in 3 countries: the Republic of Cyprus, Greece and Spain. For details of conditions of use for the Green Dot in other Pro-Europe member countries, visit www.pro-e.org ("Members" section).

An information notice

indicates the relevant system and prevents potential sorting errors in other countries.

02 Sorting info charter: international

A modulable construction

We suggest several possible layouts for international Sorting info depending on the number of components that make up your packaging and your space constraints.

BLOCK

Minimum height
25 mm



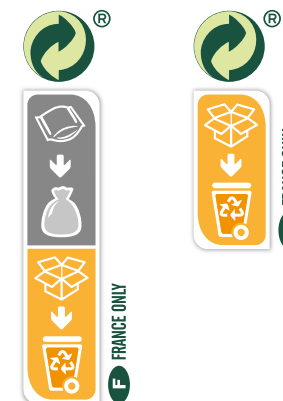
HORIZONTAL

Minimum height
14 mm



VERTICAL

Minimum width
14 mm



Sorting info size

Consumers must be able to read the Sorting info. Minimum sizes are therefore indicated for each version so it is not too difficult for consumers to understand guidelines.

Download the various Sorting info templates and packaging symbols from www.citeo.com/info-tri or from your client portal.

02 Sorting info charter: international

Color version

COLOR

THE GREEN DOT



C 88 %
M 43 %
J 76 %
N 40 %



C 18 %
M 0 %
J 47 %
N 0 %



The arrow pointing right must be darker than the arrow pointing left.

TITLE BLOCKS



C 88 %
M 43 %
J 76 %
N 40 %



C 0 %
M 35 %
J 85 %
N 0 %



C 0 %
M 0 %
J 0 %
N 30 %

PICTOGRAMS




C 0 %
M 50 %
J 100 %
N 0 %



C 0 %
M 0 %
J 0 %
N 60 %

BORDER

The "®" next to the Green Dot is the reference unit for calculating border width. The border surrounding the block must be greater than or equal in size to .



02 Sorting info charter: international

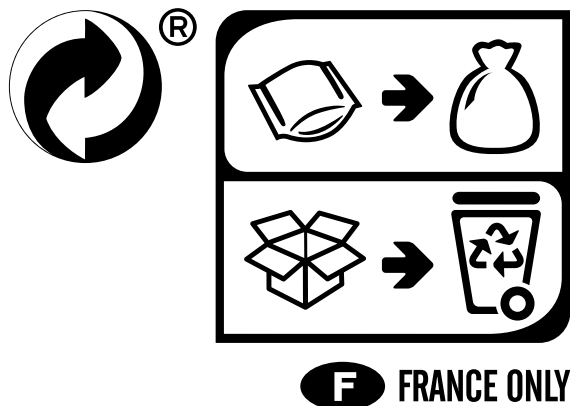
Monochrome version

Color management in the monochrome version

If the technical constraints impose a limited number of colors, it is recommended to use the monochrome version. The monochrome version can be produced with the color of your choice.

POSITIVE MONOCHROME VERSION

E.g. Black



NEGATIVE MONOCHROME VERSION

E.g. Black



What should I do if my packaging is too small to keep up with the minimum sizes for the Sorting info?

If the communication area on the packaging is very small, you can add **ultra-compact monochrome Sorting info**.

In this case the minimum dimensions are as follows:

- Block Sorting info: minimum width 10.5mm
- Horizontal Sorting info: minimum height 5.5 mm
- Vertical Sorting info: minimum width 7 mm.

02 Sorting info charter: international

Combining the Triman with Sorting info



Commitment 255 of the Grenelle Environment Forum is: "to harmonise sorting labelling and guidelines at national level, for instance when renewing contracts, to facilitate national information campaigns and promote clear information on labels".

The details of this harmonisation for products are specified in Article L. 541-10-5 of the French Environmental Code (...): "(...) any recyclable product marketed with effect from 1 January 2015 and covered by an extended producer responsibility scheme must be supplied with standard labelling informing consumers that a sorting guideline is applicable to the product".*



From January 2019, sorting guidelines for packaging with an allocated recycling stream must be combined with a Triman recycling mark for companies to **gain the bonus** in relation to their Citeo contribution. It is the reason why all the versions of the Sorting info that we propose to you later in this document include the Triman, when required.



Good to know: an exception exists for glass packaging. According to the Environmental Code, companies are not required to affix the Triman to their glass packaging. In this particular case, the absence of the Triman doesn't affect the achievement of the bonus.

* Standard sorting labelling with the TRIMAN recycling mark - User Guide - Updated December 2015

SUGGESTED LAYOUTS

Block format



Vertical format



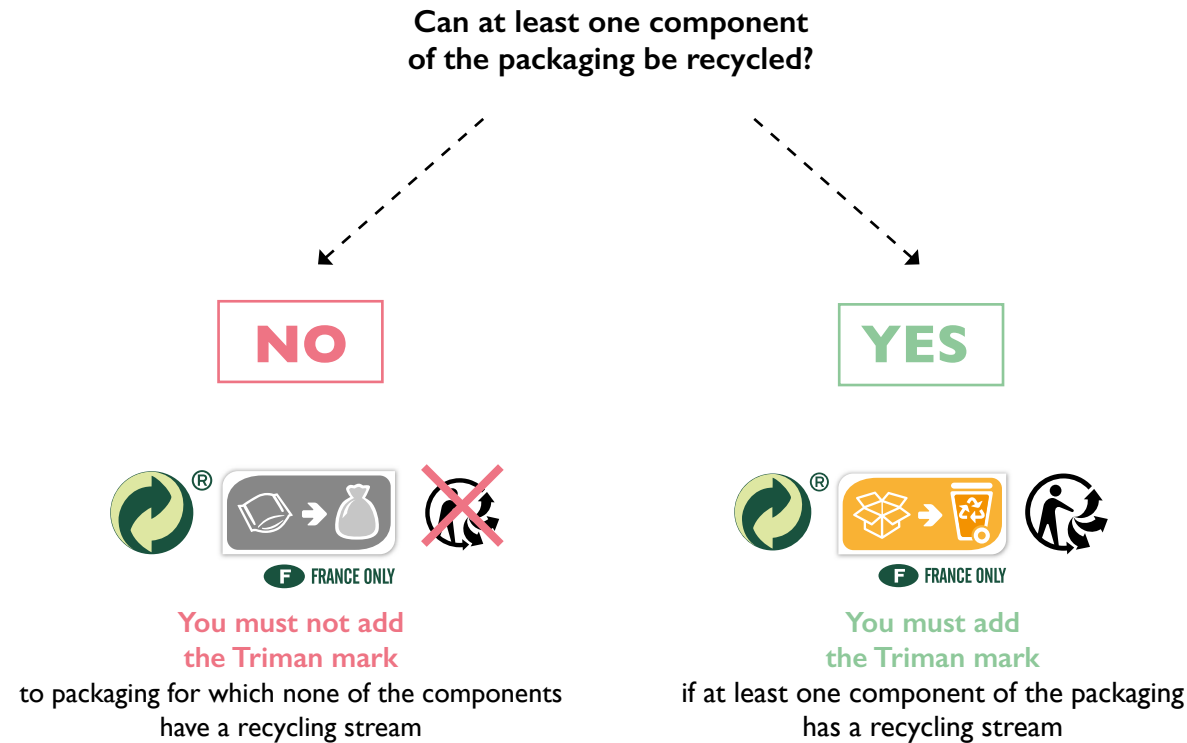
Horizontal format



02 Sorting info charter: international

Combining the Triman with Sorting info info

When must I add the Triman mark to my packaging?



The Triman mark may be computerised. However, from 2019 it must be used with your Sorting info to gain the bonus in relation to your Citeo contribution.

Good to know: an exception exists for glass packaging. According to the Environmental Code, companies are not required to affix the Triman to their glass packaging. In this particular case, the absence of the Triman doesn't affect the achievement of the bonus.

02 Sorting info charter: international

Building the sorting guideline

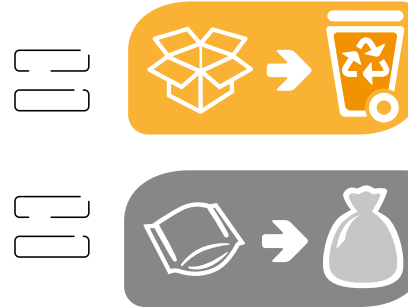
A "component" denotes any part of a package that can be separated from the product when it is consumed or used. All components must be indicated in the guidelines.

The guidelines must mention

① ② each packaging component represented by its symbol.

③ and the sorting instruction for each component.

① Packaging components	② Material	③ Action
Box	Cardboard	Recycled
Bag	Plastic	Not recycled



Sorting info scope

Sorting guidelines provided in Sorting info relate solely to the packaging and not the products it contains.



Use the table of packaging components and symbols to help you devise your sorting guidelines

02 Sorting info charter: international

Multi-material packaging

Multi-material packaging* is a single packaging composed of several different materials. The sorting instruction will depend on the presence or not of a dominant material in the composition of the packaging.

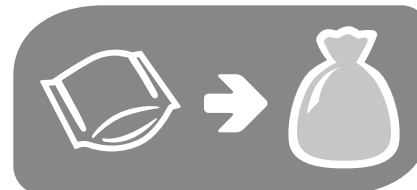
If any of the materials accounts for more than 50% weight of the packaging: this material is dominant and therefore determines which guideline to apply.

FOR EXAMPLE:
70% paper and 30% plastic bag



If none of the materials accounts for more than 50% of the overall weight: there is no dominant material. This packaging has no recycling stream and therefore cannot be recycled.

FOR EXAMPLE:
40% paper, 30% aluminium and 30% plastic bag



Not to be confused with a packaging composed of several single-material elements, for which the sorting guideline will be given for each element (for example: a pack of cakes composed of a cardboard case to be recycled and a plastic tray to be thrown away).



Plastic, whether composed of one or several resins, is considered as one single material. Therefore, plastic packaging made of different resins will be considered as single-material packaging.



Use the table of packaging components and symbols to help you devise your sorting guidelines

* or packaging component

02 Sorting info charter: international

Construction of the Sorting info

You will find in the following pages all the versions of the Sorting info for packaging marking for the French market and other countries.

For each declination, the silhouettes representing each packaging element presented in the example are to be customized according to the packaging to be marked. To consult the list of silhouettes and associated sorting instructions, see page [51](#). You can download the Sorting info models [here](#).

You can download the Sorting info models [here](#).



For the list of elements, materials and associated sorting instructions, see page 51 of the Guide.

02 Sorting info charter: international

Sorting info with Green Dot - Block Format

TO BE RECYCLED

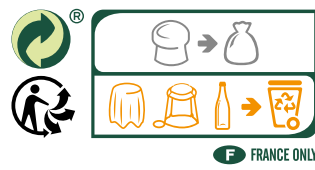
TO BE DISCARDED AND RECYCLED

TO BE DISCARDED

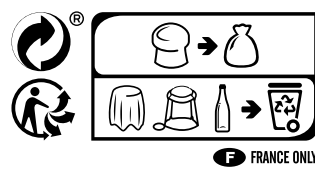
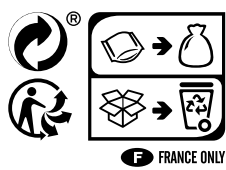
CMYK



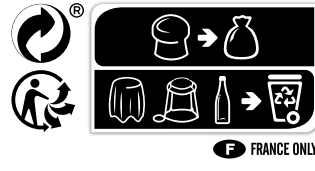
ECO-INKING



POSITIVE
MONOCHROME



NEGATIVE
MONOCHROME



02 Sorting info charter: international

Sorting info without Green Dot - Block Format

TO BE RECYCLED

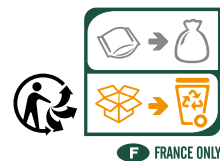
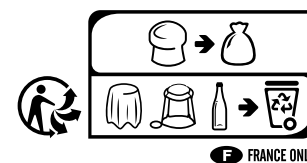
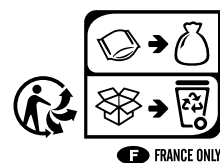
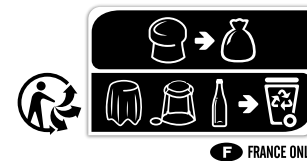
TO BE DISCARDED AND RECYCLED

TO BE DISCARDED

CMYK



ECO-INKING

POSITIVE
MONOCHROMENEGATIVE
MONOCHROME

02 Sorting info charter: international

Sorting info with Green Dot - Horizontal Format

CMYK

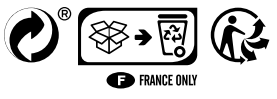
TO BE RECYCLED



ECO-INKING



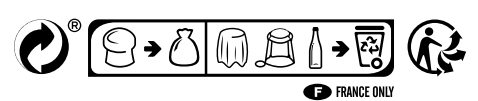
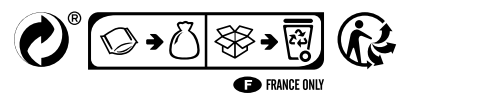
POSITIVE
MONOCHROME



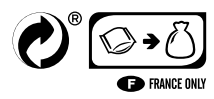
NEGATIVE
MONOCHROME



TO BE DISCARDED AND RECYCLED



TO BE DISCARDED



02 Sorting info charter: international

Sorting info without Green Dot - Horizontal Format

TO BE RECYCLED

TO BE DISCARDED AND RECYCLED

TO BE DISCARDED

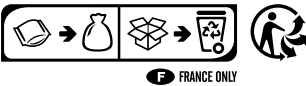
CMYK



ECO-INKING



POSITIVE
MONOCHROME



NEGATIVE
MONOCHROME



02 Sorting info charter: international

Sorting info without Green Dot - Horizontal Format

	TO BE RECYCLED	TO BE DISCARDED AND RECYCLED	TO BE DISCARDED	TO BE RECYCLED	TO BE DISCARDED AND RECYCLED	TO BE DISCARDED
CMYK						
ECO-INKING						
	TO BE RECYCLED	TO BE DISCARDED AND RECYCLED	TO BE DISCARDED	TO BE RECYCLED	TO BE DISCARDED AND RECYCLED	TO BE DISCARDED
POSITIVE MONOCHROME						
NEGATIVE MONOCHROME						

For the list of elements, materials and associated sorting instructions, see page 51 of the Guide.



02 Sorting info charter: international

Sorting info without Green Dot - Vertical Format

CMYK

ECO-INKING

TO BE RECYCLED



TO BE DISCARDED AND RECYCLED



TO BE DISCARDED



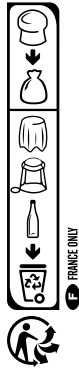
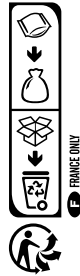
TO BE RECYCLED



POSITIVE MONOCHROME

NEGATIVE MONOCHROME

TO BE DISCARDED AND RECYCLED



TO BE DISCARDED



02 Sorting info charter: international

List of available silhouettes



Aérosol



Aérosol 2



Ailettes



Ampoule



Applicateur-plastique



Applicateur-plastique 2



Bac-plastique



Bac-plastique 2



Bag in box complet

Bag in box
poche plastique

Bag in box carton



Bandelette papier



Bandelette métal



Bandelette plastique



Bandelette autres



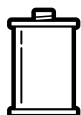
Barquette métal



Barquette papier



Bâtonnet

Bidon Cubitainer
plastiqueBidon Cubitainer
métalBidon Cubitainer
métal 2

Blister coque 1



Blister coque 2



Blister coque 3

Blister coque
avec chevalet 1Blister coque
avec chevalet 2

Bobine rouleau 1



Bobine rouleau 2



Bocal verre



Boîte boîtier 1



Boîte boîtier 2



Boîte boîtier 3



Boîte boîtier 4



Boîte boîtier 5



Boîte boîtier 6



Boîte boîtier 7



Boîte boîtier 8



Boîte boîtier 9



Bol coupe coupelle 1



Bol coupe coupelle 2

02 Sorting info charter: international

List of available silhouettes



Bonbonne plastique



Bonbonne verre



Bouchon 1



Bouchon 2



Bouchon 3



Bouteille 1



Bouteille 2



Bouteille 3



Bouteille 4



Bouteille 5



Bouteille 6



Bouteille 7



Bouteille 8



Bouteille 9



Brique 1



Brique 2



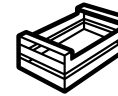
Brique 3



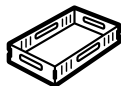
Canette



Cageot cagette carton



Cageot cagette autres 1



Cageot cagette autres 2



Caisse carton



Caisse métal



Caisse papier



Caisse autre



Cale coin cornière 1



Cale coin cornière 2



Capsule métal



Capsule autre



Cartouche



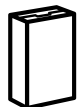
Cavalier étui fourreau 1



Cavalier étui fourreau 2



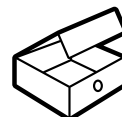
Cavalier étui fourreau 3



Cavalier étui fourreau 4



Cintre



Coffre coffret



Coiffe collerette



Muselet & plaque



Collier plastique



Couvercle 1

02 Sorting info charter: international

List of available silhouettes



Couvercle 2



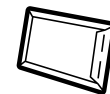
Couvercle 3

Dose individuelle
papierDose individuelle
autre

Enveloppage



Enveloppe papier



Enveloppe carton



Etiquette



Feuille emballage 1



Feuille emballage 2



Feuille emballage 3



Feuille emballage 4



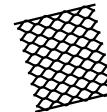
Ficelle ruban bande 1



Ficelle ruban bande 2



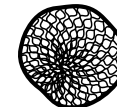
Ficelle ruban bande 3



Filet métal



Filet autre 1



Filet autre 2



Film film à bulle



Flacon & son bouchon 1



Flacon & son bouchon 2



Flacon & son bouchon 3



Flacon & son bouchon 4



Flacon & son bouchon 5



Flacon & son bouchon 6

Flacon pompe pistolet
spray 1Flacon pompe pistolet
spray 2

Flacon bille roll



Gobelet 1



Gobelet 2



Gourde plastique 1



Gourde plastique 2



Gourde plastique 3



Housse



Lien 1



Lien 2



Malette



Moule carton



Moule métal



Moule autre

02 Sorting info charter: international

List of available silhouettes



Opércule



Panier osier



Panier plastique

Plat plateau barquette
blister 1Plat plateau barquette
blister 2

Pot 1



Pot 2



Pot 3



Pot 4



Pot 5



Présentoir socle 1



Présentoir socle 2



Sac sachet poche 1



Sac sachet poche 2



Sac sachet poche 3



Sac sachet poche 4



Sac sachet poche 5



Sac sachet poche 6



Sac sachet poche 7



Sac sachet poche 8



Sac sachet poche 9



Sac sachet poche 10



Sac sachet poche 11



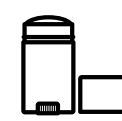
Sac sachet poche 12



Seau plastique



Seau métal



Stick 1



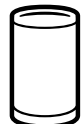
Stick 2



Terrine avec couvercle



Terrine

Tonneau tonnelet
plastiqueTonneau tonnelet
carton

Tube 1



Tube 2



Seringue



Boîte boîtier 10



Jeter



Recycler



Flèche

Sorting info for graphic paper

03

03 Sorting info for graphic paper

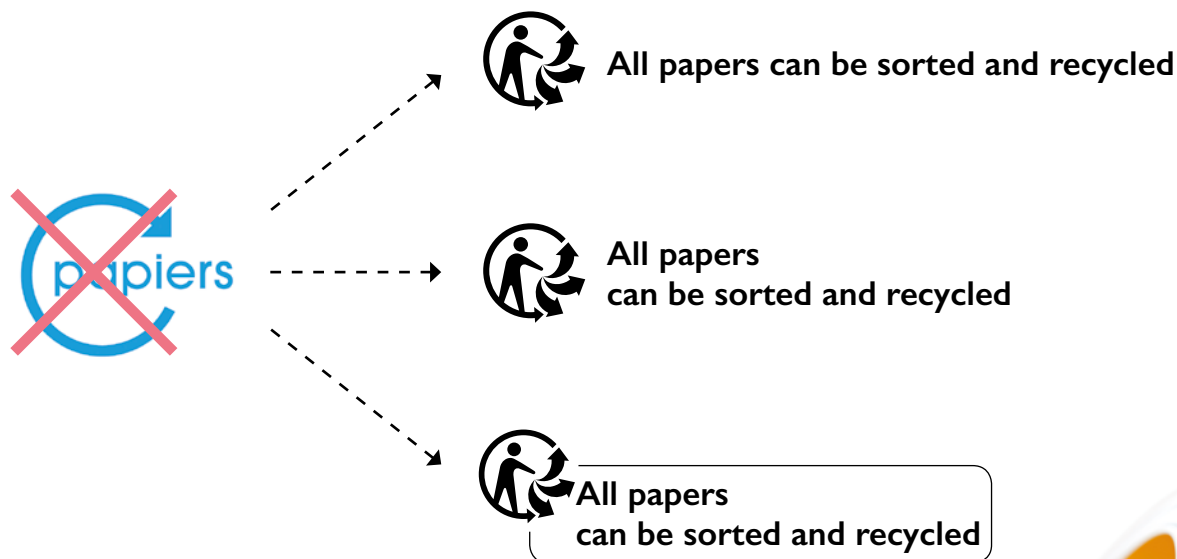
Until 2016, the paper loop was a mandatory mark, symbol of the contribution to paper sorting and recycling. Since 2017, this marking no longer exists. The Triman, in effect since January 2015, remains mandatory to indicate to consumers that all papers are recyclable.

If you distribute graphic paper (letters, catalogues, etc.), Citeo can provide you with special Sorting info. It takes the form of a message added next to the Triman symbol: **"All papers can be sorted and recycled"**.

It can be presented with or without a border, take up one or two lines, and any font can be used.

The Triman symbol can be added to the product packaging (e.g. a paper ream), the label, or any other medium including computerized media.

SUGGESTED LAYOUTS



If you include the Triman mark on graphic paper, you are entitled to a bonus in relation to your contribution, whether or not you also add Sorting info.



Further information

04



04 Further information

Q&A

What guidelines should be used for HDPE or PP* boxes and pots?

Some types of HDPE or PP boxes and pots are recycled since 2015. If your packaging is an **HDPE or PP box (or pot) that contains dry food or products**, you should add a sorting guideline stating "plastic box (or pot) recycled".

Examples of eligible HDPE or PP packaging:

- boxes of powdered cocoa, sugar or sweeteners,
- boxes of washing capsules,
- boxes of lozenges, sweets or chewing-gum,
- boxes of medicine capsules, etc.

Examples of not eligible HDPE or PP packaging (contents not dry):

- pots or tubs of ice cream,
- pots of potted meat or pâté,
- pots of cream, cottage cheese, cream cheese, etc.

What guidelines should be used for compostable packaging?

Some packaging or packaging components are currently compostable. However, not all French people have access to a personal or collective compost bin or an organic waste collection service. To provide the most appropriate guideline for the majority, you should add:

"NAME OF PACKAGING OR PACKAGING COMPONENT"

COMPOSTABLE OU À JETER

I have particular packaging constraints. Can I create my customized Sorting info?

Yes – if you observe the following rules:

- Provide consumers with comprehensive guidelines. This means specifying the material and sorting instruction for all packaging components.
- Keep to the min. sizes indicated on p.11 (Sorting info: France) and p.20 (Sorting Info: international) of this document.
- Ensure that your customized guidelines are approved by Citeo.

We recommend to also add the following notice to ensure consumers have all the information they need:

"Consigne pouvant varier localement
www.consignesdetri.fr"



* HDPE: high density polyethylene / PP: polypropylene

04 Further information

What is the impact of the extended guidelines on Sorting info?

In 2018, 15 million people in France in 185 local authorities can sort all packaging without exception. This extension of sorting instructions is gradual because it involves modernizing sorting facilities and finding outlets for recycled material.

Although we estimate that by 2022, 100% of French people will be able to sort all their packaging waste, only 25% are covered by these new guidelines at this stage of the project.

Our aim is to ensure that people continue to sort their waste appropriately and avoid sorting errors in most of France, since such errors would mean a less effective recycling system.

Therefore, guidelines have not yet been changed, with bottles marked "recycled" and other plastic packaging marked "not recycled".

To ensure that consumers have access to the best possible information, we have included a notice in the Sorting info directing them to the website **www.consignesdetri.fr**.

This provides them with the appropriate sorting guidelines for their area.

Consumers can also access this free service using the **Sorting Guide** app that we have developed.

If this notice is not appropriate for some companies, they can replace it on their plastic packaging with the following mentions:

- "Plastic recycling is being developed.
Some local authorities already sort this plastic packaging.
For more details: www.consignesdetri.fr".

- "Plastic packaging recycling is being developed.
In some local authorities, you can dispose of your [packaging name] using the recycling bin. Check whether this applies to your area at www.consignesdetri.fr".

Please note: This mention must accompany the Sorting info and not replace the guidelines provided for each component.

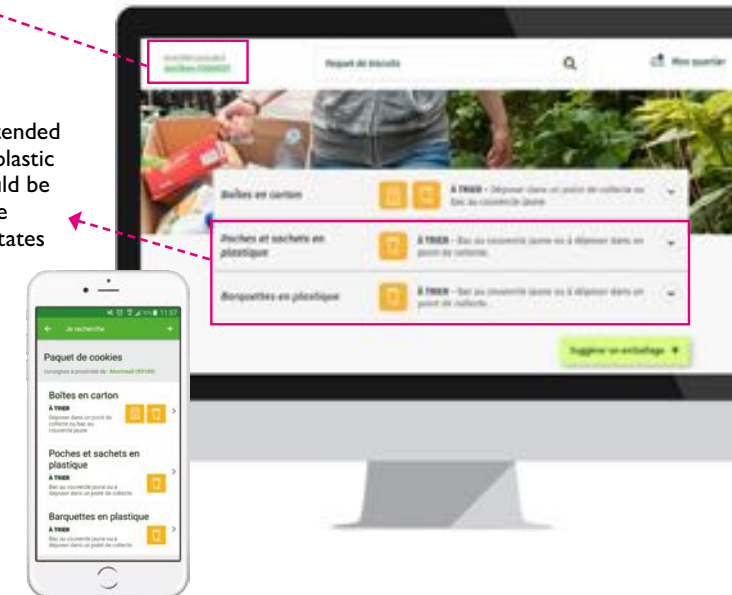


PLASTIC RECYCLING IS BEING DEVELOPED. SOME LOCAL AUTHORITIES ALREADY SORT THIS PLASTIC PACKAGING. FOR MORE DETAILS: WWW.CONSIGNESDETRI.FR

WEBSITE WWW.CONSIGNESDETRI.FR

Location:
Antibes 06600
City with extended
sorting guidelines.

In this city with extended
sorting guidelines, plastic
bags and trays should be
sorted, whereas the
national guideline states
that they cannot
be recycled.



SORTING GUIDE APP

* and HDPE or PP boxes or pots that contained food or dry products (see previous page)

04 Further information

Restrictions

The text positioning must not be changed



If 4-colour printing is used, the colors in the graphic standard cannot be changed



The font must not be changed



The width/height ratio of blocks must not be changed



Packaging components and associated guidelines

05

05 Packaging components and associated guideline

You can use the "find" function in the "edit" menu to find your component.





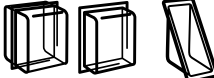



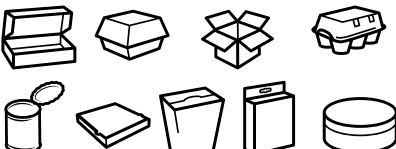









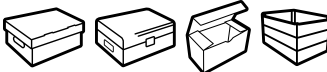

Packaging names and symbols

Only the packaging names and symbols featured in this guide may be used. No new items may be added without prior approval from Citeo.

NB – if your packaging is subject to a penalty, Sorting info must not be displayed




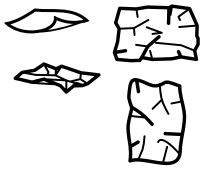
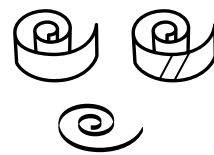



COMPONENT	MATERIAL(S)	SORTING GUIDELINE	COMMENT	SYMBOL International Sorting info only
Aerosol (and its cap/top)	metal plastic	Recycled Recycled	If cap or top on aerosol.	
Hygiene wings	paper plastic	Recycled Not recycled		
Vial	glass	Recycled	Concerns packaging (e.g. vials of liquid), and not light bulbs	
Applicator	cardboard plastic	Recycled Not recycled		
Tub	cardboard metal other	Recycled Recycled Not recycled	E.g. ice cream tub	
Bag In Box (BIB)	If separable components: cardboard box recycled, plastic bag not recycled If components not separable: cardboard box and plastic bag not recycled			
Chopstick	plastic wood	Not recycled Not recycled		






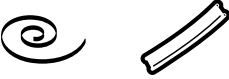
COMPONENT	MATERIAL(S)	SORTING GUIDELINE	COMMENT	SYMBOL International Sorting info only
Band	paper metal cardboard other	Recycled Recycled Recycled Not recycled	EXCEPTION: band in contact with products (e.g. around fromage frais) > "Paper band - Not recycled"	
Tray	cardboard metal other	Recycled Recycled Not recycled	EXCEPTION: trays that may contain food waste (e.g. ready meals) > specify "Empty cardboard (or metal) tray – Recycled"	
Stick	cardboard metal other	Recycled Recycled Not recycled	E.g. wooden ice lolly stick	
Tin, bag-in-box	plastic metal	Recycled Recycled		
Blister pack, shell	plastic cardboard metal	Not recycled Recycled Recycled	E.g. packaging for plate warmer candles	
Blister pack, shell with cardboard backing		*If components easy to separate: plastic shell not recycled/cardboard backing recycled *If components not easy to separate: plastic shell and cardboard backing not recycled		
Roll, mandrel	metal paper cardboard other	Recycled Recycled Recycled Not recycled		
Jar	glass	Recycled		
Box, container	cardboard metal glass plastic, other	Recycled Recycled Recycled Not recycled	E.g. case, salt shaker EXCEPTION: PP or PE box that contained food or dry products > guideline: "plastic box and lid recycled"	




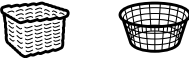




COMPONENT	MATERIAL(S)	SORTING GUIDELINE	COMMENT	SYMBOL International Sorting info only
Bowl, tumbler	cardboard metal glass plastic	Recycled Recycled Recycled Not recycled		
Canister	plastic metal glass	Recycled Recycled Recycled		
Cap	all materials		Apply the guideline for the main packaging	
Bottle (and its cap)	plastic metal glass	Recycled Recycled * If screw cap: "Glass bottle and cap recycled" * If stopper: "Glass bottle recycled/Cork or plastic stopper not recycled"	If cap on bottle	
Carton (and cap)	cardboard	Recycled	If cap on the carton	
Can	metal	Recycled		
Fruit and veg crate, tray	cardboard other	Recycled Not recycled		
Transport box	cardboard metal other paper	Recycled Recycled Not recycled Recycled	* If the packaging may contain food waste, guideline = "not recycled" * If the packaging can be fully emptied, guideline = "Empty paper box - recycled"	
Wedge, corner piece, components for packing, shaping or holding products	cardboard metal plastic, other	Recycled Recycled Not recycled	E.g. packing chips, wood wool, padding	

COMPONENT	MATERIAL(S)	SORTING GUIDELINE	COMMENT	SYMBOL International Sorting info only
Cap	metal other	Recycled Not recycled		
Cartridge	plastic	Not recycled		
Sleeve, sheath, outer open-end box, cone	metal paper cardboard other	Recycled Recycled Recycled Not recycled	E.g. cone-shaped ice cream wrapper	
Hanger	metal cardboard other	Recycled Recycled Not recycled		
Box, case	cardboard metal other	Recycled Recycled Not recycled		
Top cap, neck seal	metal plastic	Recycled Not recycled		
Wire cage and cap	metal	Recycled		
Clamping ring	plastic	Not recycled		
Lid	metal cardboard glass other	Recycled Recycled Recycled Not recycled	EXCEPTION: lid ON PP or PE box that contained food or dry products: plastic box and lid recycled	
Individual capsule	paper cardboard other	Recycled Recycled Not recycled		









COMPONENT	MATERIAL(S)	SORTING GUIDELINE	COMMENT	SYMBOL International Sorting info only
Wrapping	paper metal other	Recycled Recycled Not recycled	E.g. wrapping for portions of cheese E.g. sweet wrapper	
Envelope	paper, cardboard	Recycled		
Label	paper, cardboard other	Recycled Not recycled		
Clasp	*If the main component is recycled: clasp recycled *If the main component is not recycled: clasp not recycled			
Packaging paper (brown paper, greaseproof paper, wrapping paper, etc.), fibreboard (corrugated cardboard, fibre)	cardboard metal paper other	Recycled Recycled Recycled Not recycled	E.g. metal foil for chocolate bars EXCEPTION: greasy or treated paper: paper sheet = Not recycled	
String, ribbon, adhesive tape, gift ribbon, band	cardboard paper metal other	Recycled Recycled Recycled Not recycled	E.g. clamping ring, packing ribbon, lattice	
Net	metal other	Recycled Not recycled		
Film, bubble wrap	plastic	Not recycled		
Bottle (and cap)	plastic metal glass	Recycled Recycled Recycled	If cap on the bottle	

COMPONENT	MATERIAL(S)	SORTING GUIDELINE	COMMENT	SYMBOL International Sorting info only
Applicator bottle, pump bottle, spray bottle	plastic metal glass	Recycled Recycled Recycled		
Roll-on bottle (and its cap)	plastic glass	Recycled Recycled	If cap on the bottle	
Cup	cardboard metal paper glass other	Recycled Recycled Recycled Recycled Not recycled	Concerns cups as packaging (e.g. cups filled with food) and not as objects (e.g. cups sold in packs)	
Pouch flask (and cap), doypack, pouch	plastic	Not recycled		
Cover	metal paper cardboard other	Recycled Recycled Recycled Not recycled		
Interlayer	paper, cardboard plastic	Recycled Not recycled		
Tab	metal plastic, other	Recycled Not recycled		
Tie	*If the main component is recycled: tie recycled *If the main component is not recycled: tie not recycled			

COMPONENT	MATERIAL(S)	SORTING GUIDELINE	COMMENT	SYMBOL International Sorting info only
Carry case, case, carrier	cardboard metal plastic	Recycled Recycled Not recycled		
Mould	cardboard metal other	Recycled Recycled Not recycled		
Seal, tray film, blister shell	metal, paper, cardboard, plastic, other	Recycled Recycled Not recycled		
Basket	wicker plastic	Not recycled Not recycled		
Plate, tray, tray with indents, card, blister	paper, cardboard metal other	Recycled Recycled Not recycled	EXCEPTION: very greasy cardboard trays such as those in contact with smoked fish are not recycled. E.g. medicine blister pack	
Pot	cardboard glass metal plastic, other	Recycled Recycled Recycled Not recycled	EXCEPTION: if cardboard pots may contain food waste, specify "Empty cardboard pot – Recycled" EXCEPTION: PP or PE pot that contained food or dry products > guideline: "Plastic pot and lid recycled"	
Display pack, base, crate, backing	cardboard, metal other	Recycled Not recycled		
Bag, sachet, pouch	paper, metal other	Recycled Not recycled	EXCEPTION: if bags may contain food waste, specify "Empty paper bag - Recycled"	



COMPONENT	MATERIAL(S)	SORTING GUIDELINE	COMMENT	SYMBOL International Sorting info only
Bucket	plastic metal	Not recycled Recycled		
Cosmetic stick	metal other	Recycled Not recycled	E.g. lipstick E.g. deodorant sticks, single-use stick	
Pot	stoneware ceramic	Not recycled Not recycled	Mention the lid if it has one: "Stoneware pot and lid – not recycled" Mention the lid if it has one: "Ceramic pot and lid – not recycled"	
Barrel, drum, keg	cardboard plastic metal other	Recycled Recycled Recycled Not recycled		
Rigid tube, flexible tube, stick tube	cardboard metal glass plastic or other	Recycled Recycled Recycled Not recycled	E.g. metal tube for cream E.g. toothpaste tube	
Pre-filled syringe	plastic	Not recycled		

ANY QUESTIONS?

Contact our advisers on

+33 808 80 00 50 Free service
+ call price

or your usual contact person



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