USER GUIDE

SORTING SIGNAGE FOR HOUSEHOLD PACKAGING AND GRAPHIC PAPER

SOMMAIRE

1. OBTAINING GRAPHIC ELEMENTS

The 4-step process for obtaining graphic elements

1 **Join Léko**

The files are licensed and accessible only to your eco-organization.

2 **Download documents in your documentary space**

The native files, sorting instructions guide and FAQ are available in your document area, the graphic charter and the procedure for affixing your instructions are explained.

3 **Create your own sorting signs**

Native files must be opened and modified in Illustrator, Acrobat or Canva. The sorting instructions can then be composed according to the packaging elements used for each of your products. Your eco-organization can neither create nor modify them for you.

4 **Apply sorting labels to your packaging**

The appropriate sorting labels can now be affixed to your packaging - you're in compliance!

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2. INTRODUCTION OF SIGNAGE

2.1. The principles

Modular signage offering a wide range of solutions depending on the nature, size and complexity of packaging and graphic paper.

Signage that facilitates the sorting gesture by promoting : The need to separate, if necessary, the various packaging components before placing them in the sorting bins.

- Color-coded identification of the right sorting bin: green for glass, yellow for other packaging elements.

- Simple explanations in text and/or pictograms

- Optional promotion of the benefits of extended sorting instructions

- Multi-country adaptation, without text

2. INTRODUCTION OF SIGNAGE

2.2. Legislative framework

Article 17 of the AGEC law and Decree 2021-835 of June 29, 2021 set out the conditions for implementing sorting labels. These texts specify in particular that any product marketed to households and subject to the principle of extended producer responsibility (EPR), with the exception of household glass beverage packaging, is subject to a sign informing consumers that this product is subject to sorting rules.

Article 2 of decree no. 2022 975 states that packaging manufactured in France or abroad before 09/09/2022 benefits from a stock clearance period until 09/03/2023. You therefore have the possibility of packaging and selling your products after 09/03/2023, provided that the packaging was manufactured before 09/09/2022 and that the person packaging your products has taken possession of the packaging before 09/03/2023, whether or not the packaging has been filled.
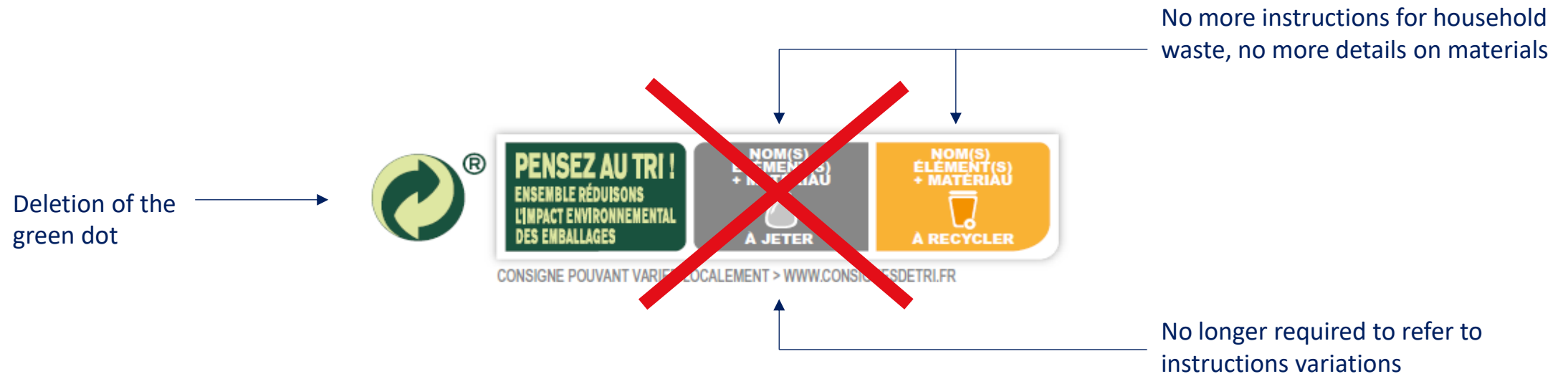
GOOD TO KNOW
It is possible to re-label packaging and paper bearing the old label with stickers displaying the new label, in order to avoid incurring a fine (see p. 28).

2. INTRODUCTION OF SIGNAGE
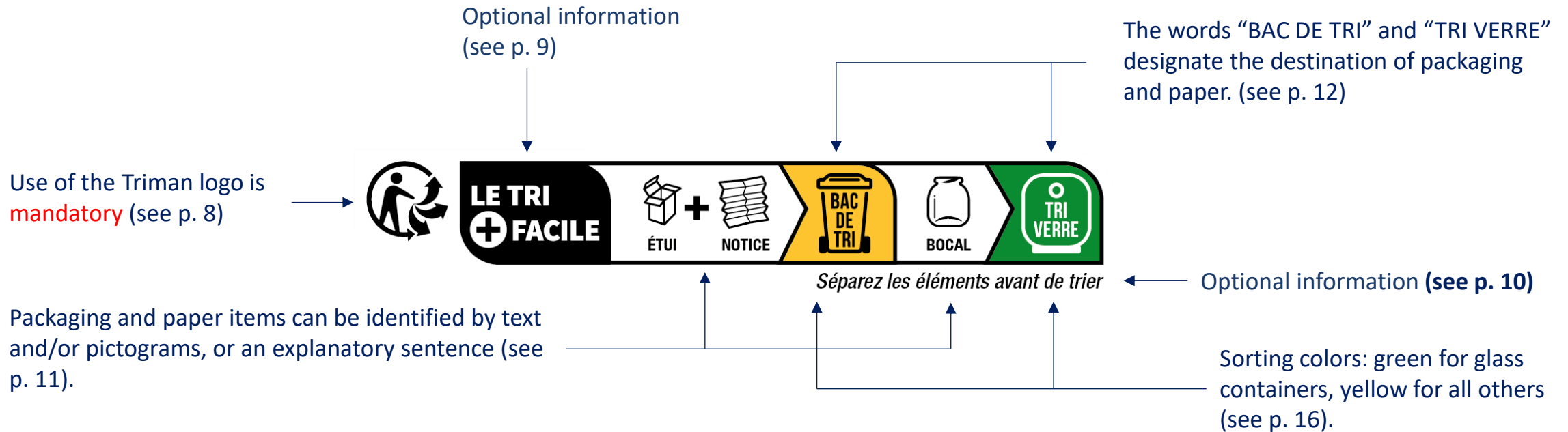
2.3. Simplification of the sorting signage

The following changes have been made to sorting signs:

No more instructions for household waste, no more details on materials

Deletion of the green dot

No longer required to refer to instructions variations

GOOD TO KNOW
These changes and the simplification of sorting instructions have been made possible by the gradual modernization of industrial facilities for sorting and processing household waste. All French territories are now covered.

3. COMPOSITION OF THE SORTING SIGNAGE

Optional information (see p. 9)

The words "BAC DE TRI" and "TRI VERRE" designate the destination of packaging and paper. (see p. 12)

Use of the Triman logo is mandatory (see p. 8)

LE TRI + FACILE

ÉTUI + NOTICE

BAC DE TRI

BOCAL

TRI VERRE

Séparez les éléments avant de trier

Optional information (see p. 10)

Packaging and paper items can be identified by text and/or pictograms, or an explanatory sentence (see p. 11).

Sorting colors: green for glass containers, yellow for all others (see p. 16).

GOOD TO KNOW
- All packaging must bear the sorting label, whether or not it can be recycled.
- Sorting labels must be affixed to every item of packaging, except in special cases (see p. 23).
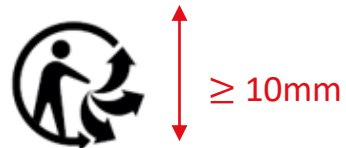- The sorting label can be affixed to a product or packaging using a sticker.

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3. COMPOSITION OF THE SORTING SIGNAGE
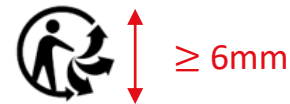
3.1. The Triman logo

The Triman logo is a sign informing consumers that a product or packaging is subject to sorting or collection rules. In accordance with article 17 of the AGEC law, this sign is accompanied by information specifying the sorting or collection procedures (see "Destination of packaging" p.13).

The logo must respect minimum sizes:

<div align="center">

Standard format   **Compact format**

 ≥ 10mm   ≥ 6mm

</div>

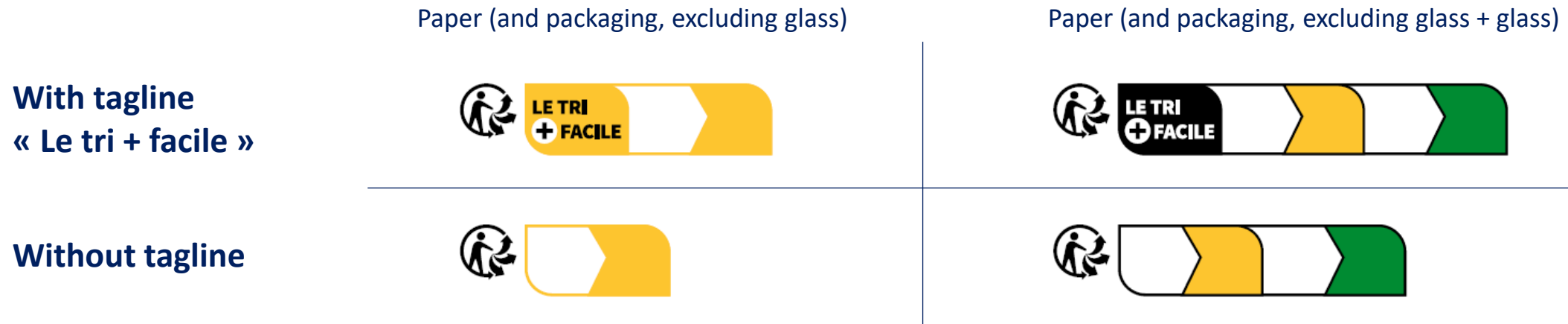Adapting the Triman logo to the color of signage (p. 16)

GOOD TO KNOW
The use of white for the Triman logo is prohibited.
All the formats proposed in this user guide have been designed in compliance with the requirements of the ADEME signage charter.

3. COMPOSITION OF THE SORTING SIGNAGE

3.2. The sorting signage cartridge

The optional incentive slogan: « Le tri + facile »

	Paper (and packaging, excluding glass)	Paper (and packaging, excluding glass + glass)
With tagline « Le tri + facile »		
Without tagline		

This optional incentive signals the change and the benefit to the consumer of the extension of sorting instructions to all packaging and paper.

The "no hook" version is also possible.

3. COMPOSITION OF THE SORTING SIGNAGE

3.2. Sorting signage cartridge

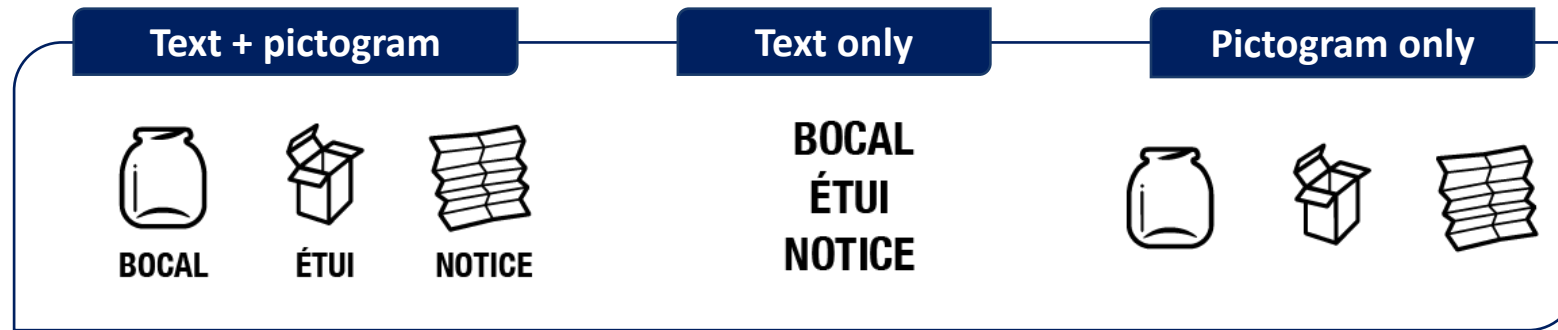**Optional separation information "Séparez les éléments avant de trier ".**

It is highly recommended to emphasize the importance of separating the various packaging elements to facilitate recycling. This message is reinforced by the wording written in full below the cartridge.

Conversely, for beverage bottles under 3L, we strongly recommend adding the words: "**Laisser le bouchon sur la bouteille** ", despite the fact that it is now compulsory for caps to be attached to the bottle in this format.
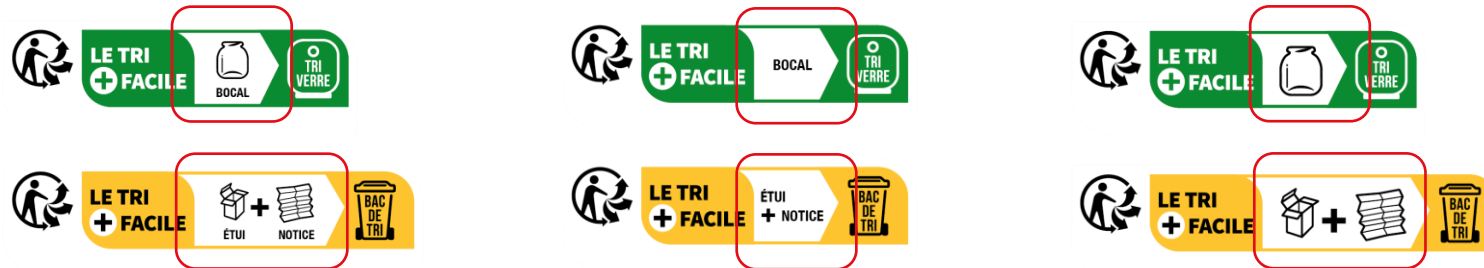
3. COMPOSITION OF THE SORTING SIGNAGE

3.3. Packaging and paper

Packaging and paper elements can be represented in a choice of 3 forms:

Examples :

GOOD TO KNOW :
A library of pictograms representing most existing packaging and graphic papers (food and non-food) is available for download in your document area.

3. COMPOSITION OF THE SORTING SIGNAGE

3.4. Packaging and paper destination

Packaging and paper destinations can be represented in 2 different ways:

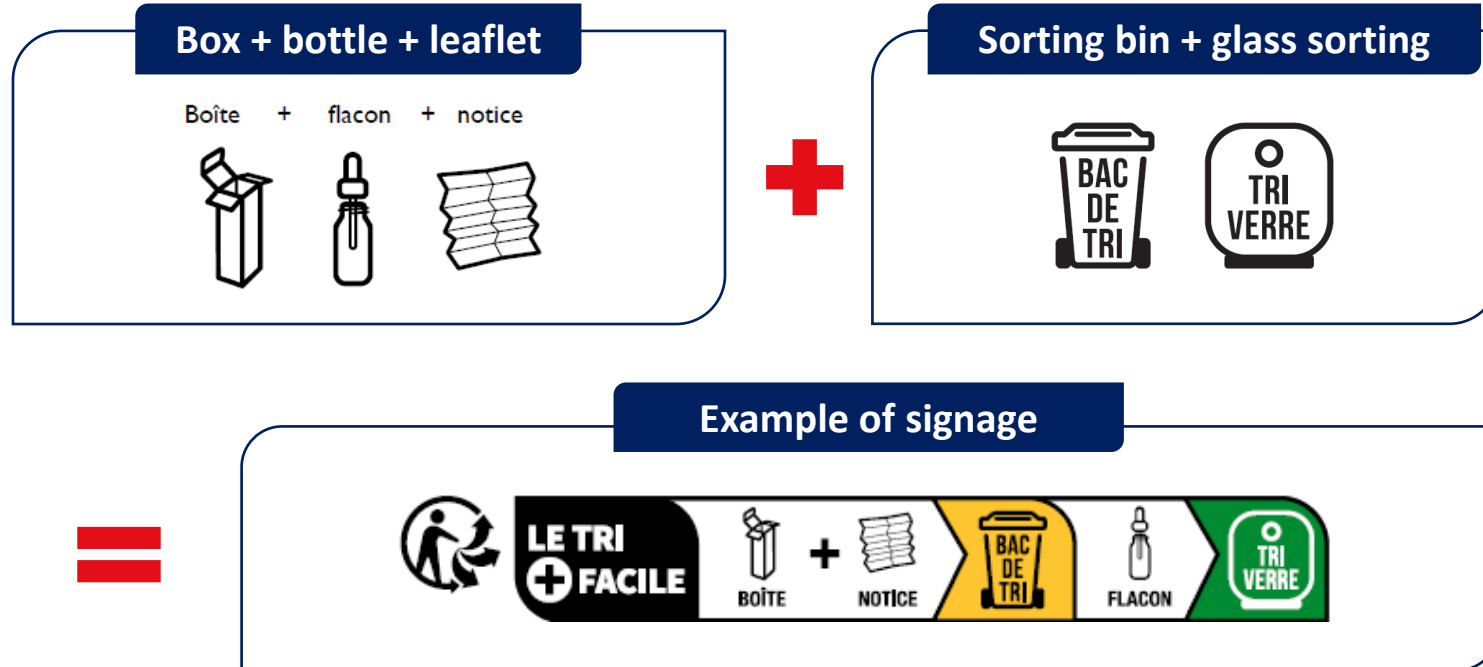| Text + pictogram	Pictogram only

Examples :

GOOD TO KNOW :
A library of pictograms representing most existing packaging and graphic papers (food and non-food) is available for download in your document area.

3. COMPOSITION OF THE SORTING SIGNAGE

3.5. Example

Box + bottle + leaflet

Boîte + flacon + notice

+

Sorting bin + glass sorting

BAC DE TRI   TRI VERRE

=

Example of signage

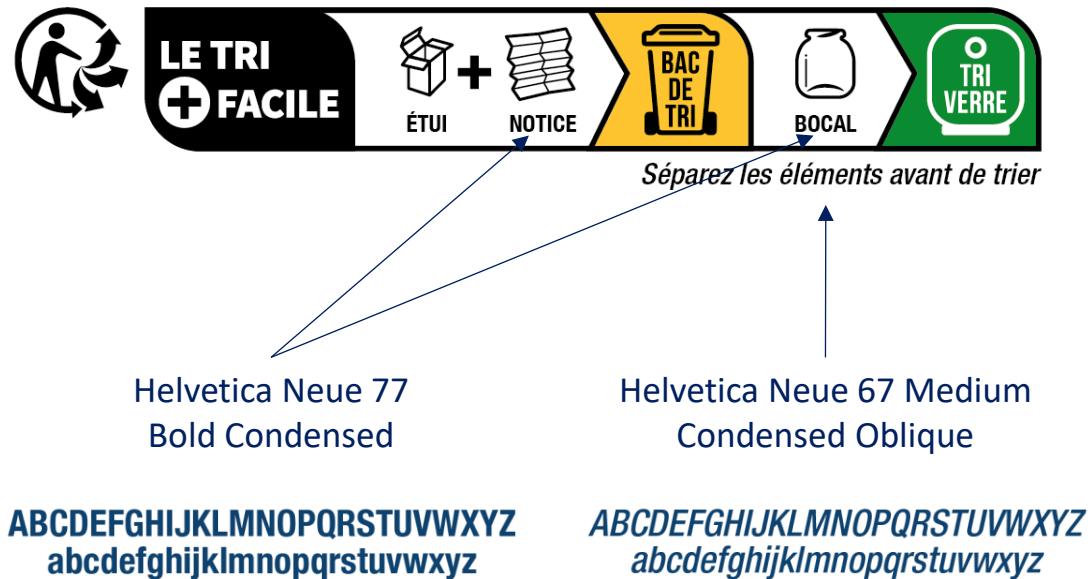LE TRI + FACILE | BOÎTE + NOTICE | BAC DE TRI | FLACON | TRI VERRE

The sorting signage can be adapted according to the different options available:

- **With/without the "Le tri + facile" tagline** (see p. 9)
- **With / without separation information "**Séparez les éléments avant de trier **"** (see p. 10)
- **Packaging elements :** text + pictogram / text only / pictogram only (see p. 11)
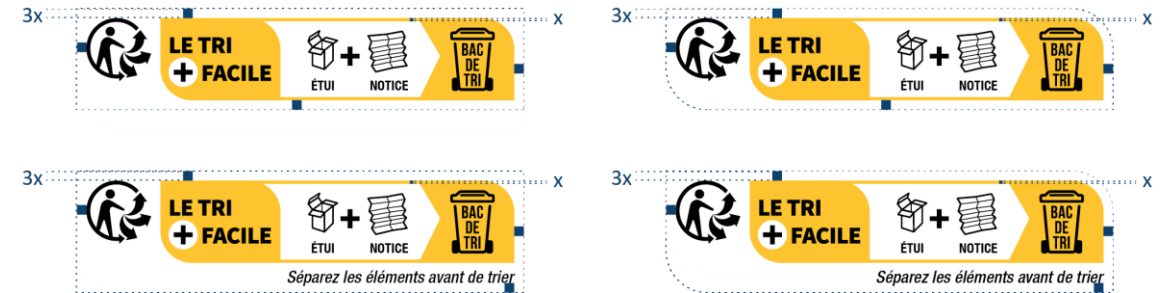- **Packaging destination :** text + pictogram / pictogram only (see p. 12)

3. COMPOSITION OF THE SORTING SIGNAGE

3.6. Charter elements to respect

3.6.1. Typography and protection zone

Helvetica Neue 77
Bold Condensed

Helvetica Neue 67 Medium
Condensed Oblique

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

- The protection zone is indexed to the thickness of the filet, multiplied by 3.
- Make sure that the thickness of the letter barrels is never less than 0.2 mm.
- Whatever the configuration and format used, make sure that the text size is always greater than or equal **to 5 pts**.

The space must always remain free of any element that could interfere with legibility.

When the background is disturbed, this zone is used as a white cartridge.
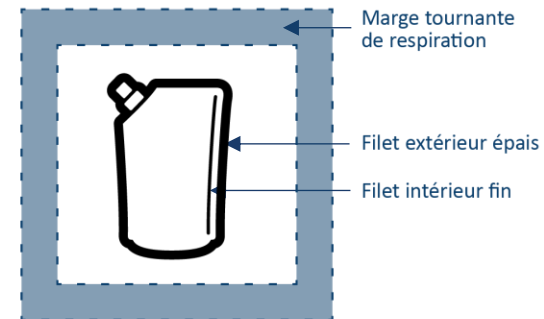
3. COMPOSITION OF THE SORTING SIGNAGE

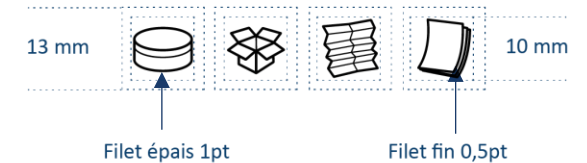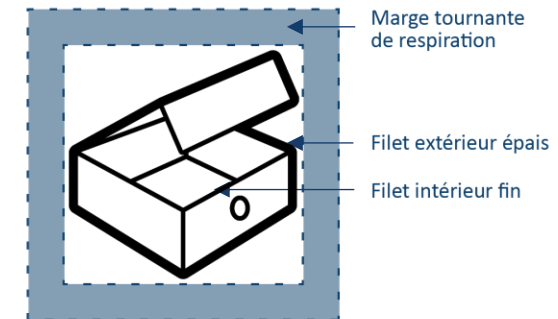## 3.6. Charter elements to respect

3.6.2. Pictogram design

If you haven't found what you're looking for in our pictogram library, you can design your own packaging silhouettes.
In this case, the following rules apply:

- The silhouette must be drawn with thread, preferably using a maximum of 2 thicknesses of thread (a thick thread for the main outer contours and a thin thread for the inner details).

- The silhouette must be drawn either in full profile or in isometric 3D.

- The drawing must be designed to fit into a 10 x 10 mm square, and the whole must fit into a 13 x 13 mm square (default height of the standard Info-tri cartridge), with a rotating breathing margin of 1.5 mm.

Profile

Marge tournante de respiration
Filet extérieur épais
Filet intérieur fin

13 mm   10 mm

Filet épais 1pt   Filet fin 0,5pt

Isometric 3D

Marge tournante de respiration
Filet extérieur épais
Filet intérieur fin

13 mm   10 mm

Filet épais 1pt   Filet fin 0,5pt
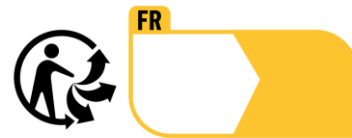
3. COMPOSITION OF THE SORTING SIGNAGE

3.6. Charter elements to respect

3.6.3. Color selection

Sorting signs can be represented in a choice of :

- **In CMYK or defined pantones**: green for glass packaging, yellow for other packaging and paper.

Papers (and packaging, excep glass)

Papers (and packaging + glass)

> **ATTENTION :** the use of white for signage is prohibited; all other colors are permitted.

Pantone 2258C
C85 M0 J100 N20

Pantone 123C
C0 M25 J86 N0

Pantone Black C
C0 M0 J0 N100

- **In monochrome:** the pantone of your choice can be used, although it is not recommended to use green for non-glass packaging, or yellow for glass packaging.

3. COMPOSITION OF THE SORTING SIGNAGE

3.6. Eléments de charte à respecter

3.6.3. Color selection

The logotype must be reproduced :

- **Pantone® direct tone** when the printing process allows,
- **CMYK four-color** process when direct tone printing is not possible
- **RGB colors** for on-screen use (web, video, apps, office applications, etc.). When color printing is not technically feasible, the logotype must be applied in the monochrome color of your choice.

Signage should always be applied in a version that guarantees good visibility against the background:

When the background does not allow good visibility of the Triman, the white cartridge supplied in the files should be used.

4. FORMAT TYPES: STANDARD AND COMPACT

2 formats to choose from: standard or compact
- Depending on the number of element
- According to size constraints
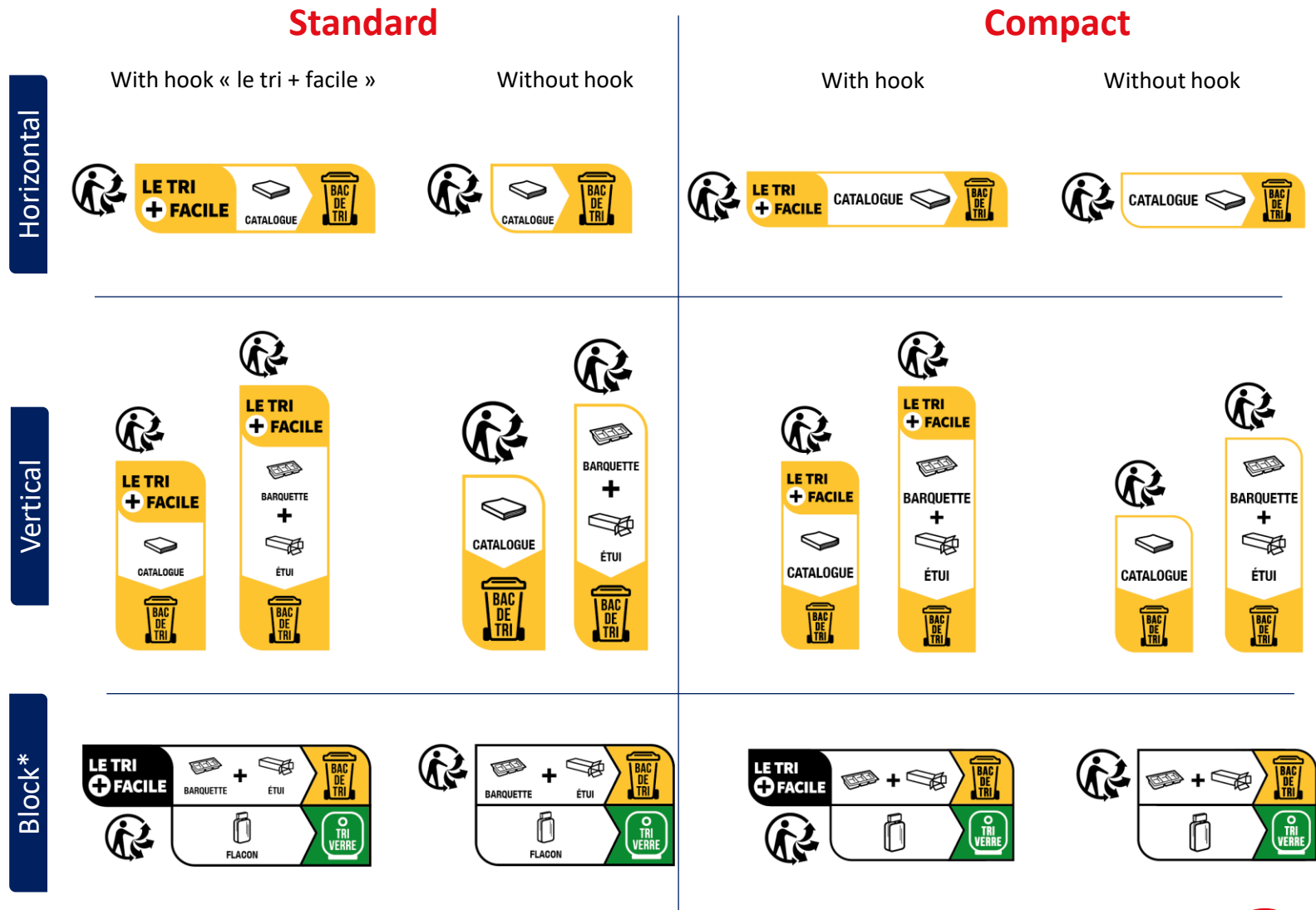- According to shape constraints

The choice of standard or compact format is free, depending on the space available on the packaging:

Standard: This is the reference format. It should be used as **a priority**, if packaging space permits. It can be enlarged.

Compact: This is the format to use when space is limited.
It cannot be reduced in size , as it is made from 6 mm Triman, which is the minimum size authorized by ADEME.

Special cases apply to certain product categories, see p. 23.

Standard

Compact

* The block version is only available for multi-destination products.

18

5. CARTRIDGE TYPES: HORIZONTAL, VERTICAL AND BLOCK

5.1. Horizontal

Standard

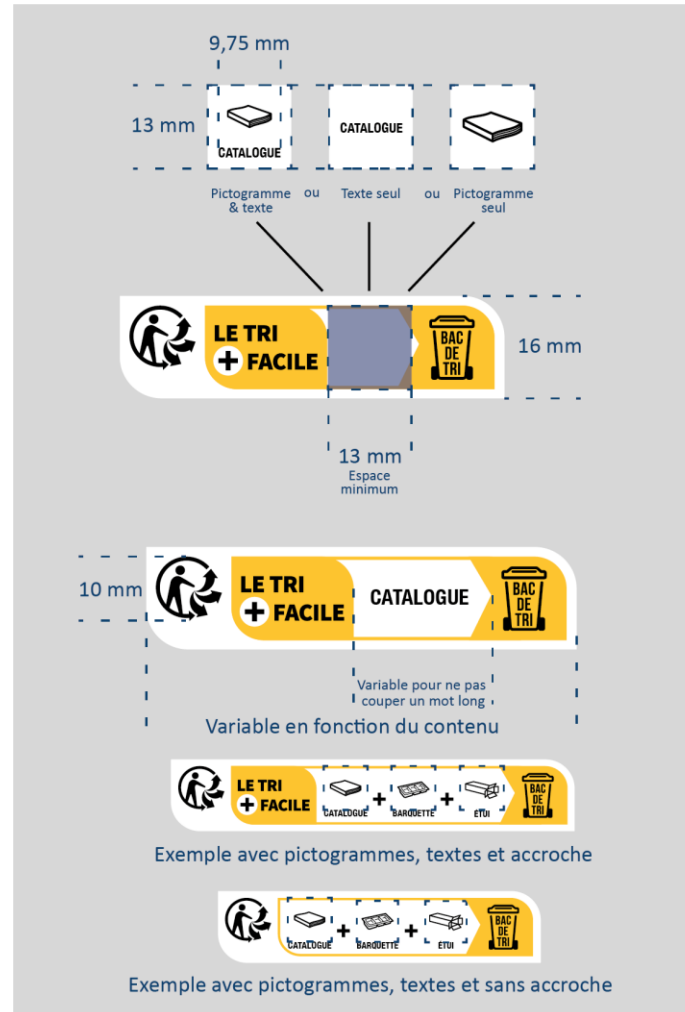**Compact**

Standard (for priority use)
- -Legibility block height: <u>16 mm</u>
- Elements (pictograms and/or text) : <u>13 mm square</u> (can be enlarged in the case of very long words to avoid hyphenation).
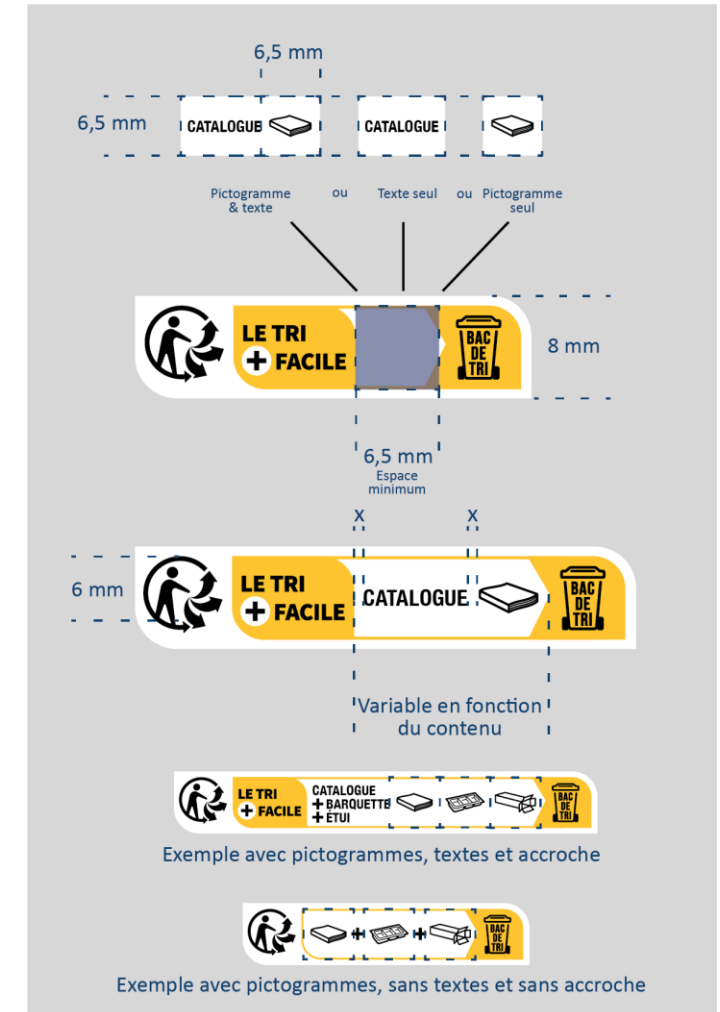
Compact (limited space available)
- Legibility block height: 8 mm
- Elements (pictograms and/or text): 6.5 mm high rectangle.

- Ratios must be respected when enlarging.
- All elements are then optically centered in the white space of the title block.

9,75 mm
13 mm
Pictogramme & texte   ou   Texte seul   ou   Pictogramme seul
16 mm
13 mm
Espace minimum

10 mm
Variable pour ne pas couper un mot long
Variable en fonction du contenu

Exemple avec pictogrammes, textes et accroche

Exemple avec pictogrammes, textes et sans accroche

6,5 mm
6,5 mm
Pictogramme & texte   ou   Texte seul   ou   Pictogramme seul
8 mm
6,5 mm
Espace minimum
X   X

6 mm
Variable en fonction du contenu

Exemple avec pictogrammes, textes et accroche

Exemple avec pictogrammes, sans textes et sans accroche

5. CARTRIDGE TYPES: HORIZONTAL, VERTICAL AND BLOCK

5.2. Vertical

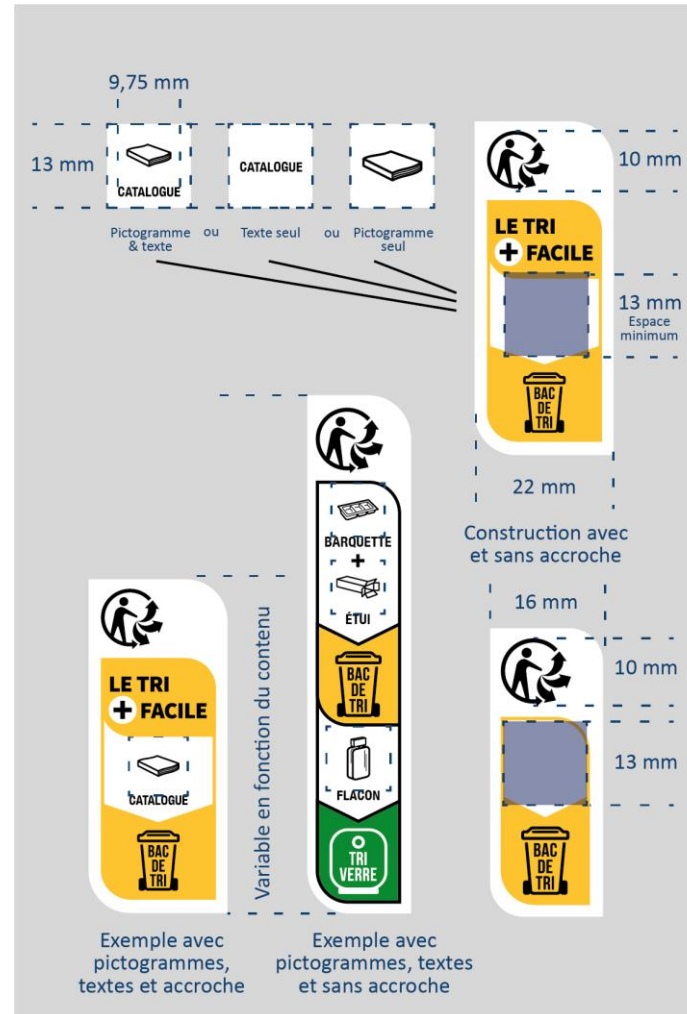**Standard** (to be used in priority)
- Readability block width : **16 mm** or 22 mm with optional wording. With optional wording: 19 mm or 25 mm with incentive.
- Elements (pictograms and/or text) : square of **13 mm**.
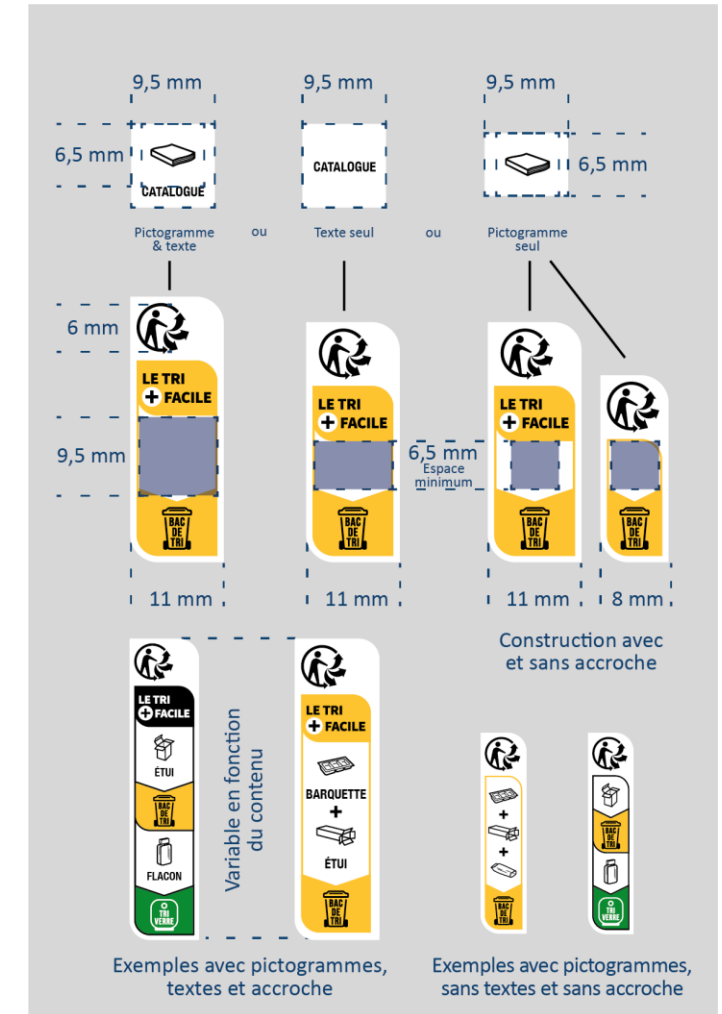
Compact (limited space available)
- Readability block width: **8 mm** or 11 mm with optional prompting. With optional wording: 10.8 to 15.7 mm or 13.8 to 15.7 mm with prompting.
- Elements (pictograms and/or text): rectangle, **6.5 mm** high.

- Ratios must be respected when enlarging.
- All elements are then optically centered in the white space of the title block.

Standard

Compact

5. CARTRIDGE TYPES: HORIZONTAL, VERTICAL AND BLOCK

5.3. Block

Standard

Compact

Only for multi-destination :
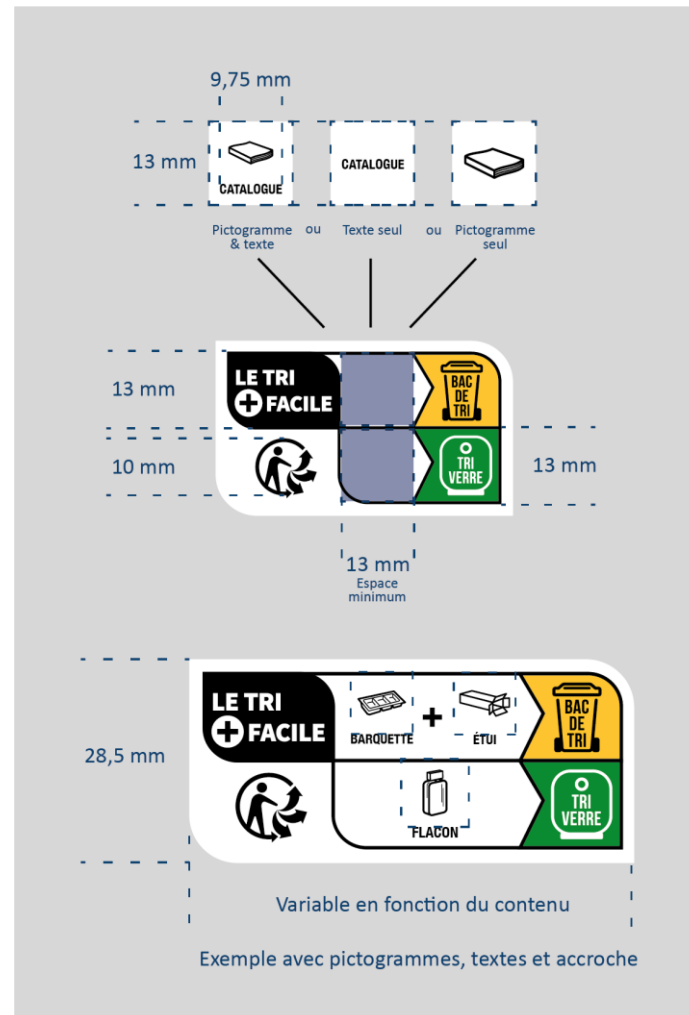**Standard** (to be used in priority)
- Readability block height : **28.5 mm** or 31.5 mm with the optional wording.
- Elements (pictograms and/or text) : square of **13 mm** (can be enlarged in the case of very long words to avoid hyphenation).

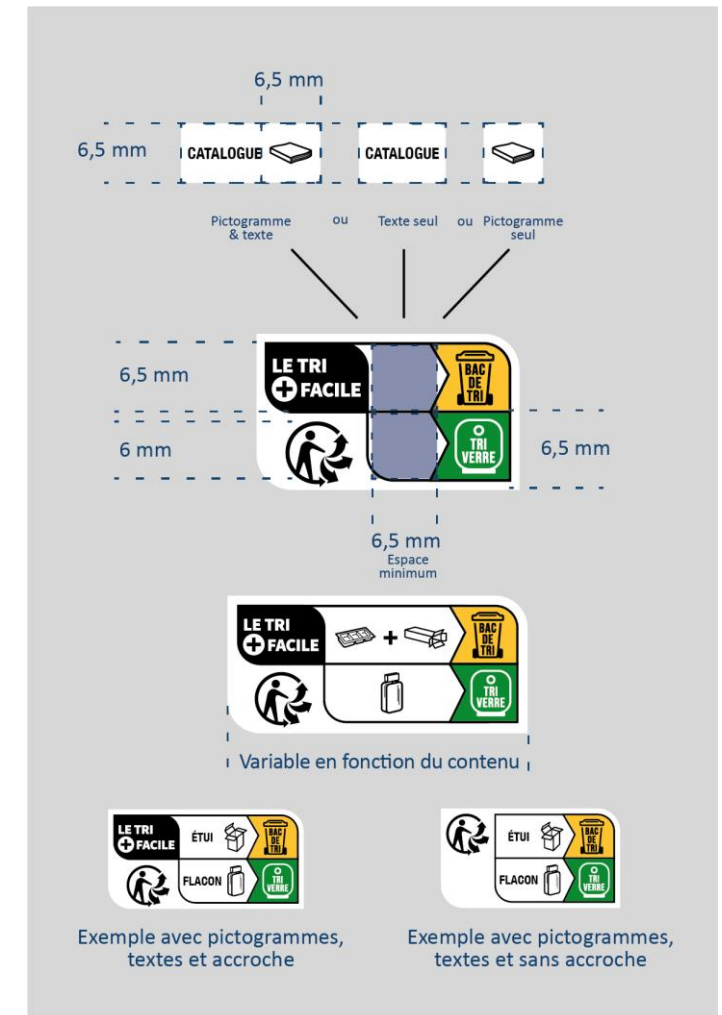**Compact** (limited space available)
- Readability block height: **14.25 mm** or 19.25 mm with optional wording.
- Elements (pictograms and/or text): **6.5 mm** high rectangle.

- Ratios must be respected when enlarging.
- All elements are then optically centered in the white space of the title block.

Variable en fonction du contenu

Exemple avec pictogrammes, textes et accroche

Variable en fonction du contenu

Exemple avec pictogrammes, textes et accroche

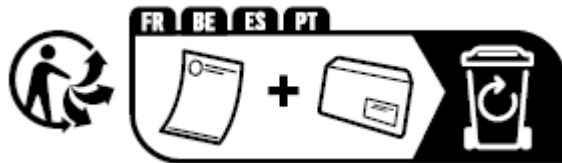Exemple avec pictogrammes, textes et sans accroche

6. SIGNAGE ADAPTED FOR EXPORT

It is possible to integrate sorting instructions from other countries thanks to "multi-country" versions.
Please note :
- Versions without text are preferable
- The sorting signage cartridge must be in monochrome.
- If the sorting instructions are identical in France and other countries: the "FR" tab must always appear first.
- If the product is sold only in France : the "FR" tab is not mandatory.

Example of identical sorting instructions between several countries:

Example of different sorting instructions in different countries:

Good to know :
If you have any questions about sorting instructions outside France, the RecycleMe team is at your disposal!
contact.fr@recycleme.eco

7. SPECIFIC CASES FOR PACKAGING

Surfaces < 10 cm² - AGEC Law, Art 17

Signage is not compulsory, but must be available in dematerialized if :

- The largest side or overall surface of the packaging is **less than 10 cm².**
- There is no associated documentation.

Surfaces between 10 and 20 cm² - AGEC Law, Art 17

Packages must carry the Triman but are exempt from the overall signage, provided the latter is dematerialized, if :
- The largest face or overall surface is **between 10 and 20 cm².**
- There is no associated documentation

For small cylindrical or spherical packaging - Decree N° 2022-975, Art 2

Surfaces < 20 cm²

The Triman and sorting signage cartridge can appear on a dematerialized support if :
- The surface area of the largest side of a product or its packaging is less than 20 cm².
- There is no associated documentation.

Surfaces between 20 cm² and 40 cm².

The Triman must appear on the packaging, but it is possible to dematerialize the sorting signage cartridge if the surface area of the largest side of a product or its packaging is between 20 cm² and 40 cm².

7. SPECIFIC CASES FOR PACKAGING

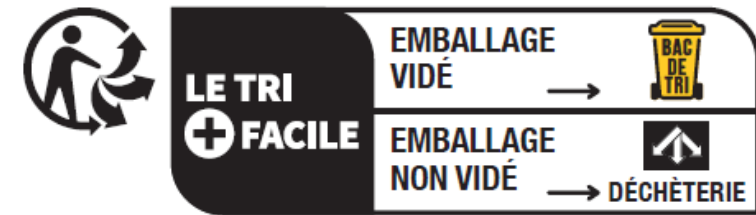**Glass beverage containers** - AGEC Law Art 17

It is recommended, but **mandatory**, to affix the new sign to glass beverage bottles .

The old sorting sign can no longer be used after March 9, 2023. It is now replaced by this new sign.
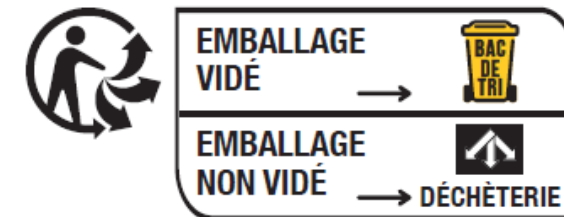

Packaging for potentially hazardous, non-flammable products (but not Specific diffuse waste)

With hook « Le tri + facile »

Without hook

7. SPECIFIC CASES FOR PACKAGING

For products with 3 or more packaging elements

For packages composed of 3 or more elements, it is possible not to list the elements separately by indicating "emballages à séparer et à déposer dans le bac de tri ".

Compostable packaging - AGEC Law Art 13

Whether packaging is compostable at home or in an industrial unit, it must always bear the sorting signage.

However, only packaging that can be composted at home can be marked "compostable".

For this type of packaging, the additional words "Également compostable à domicile, ne pas jeter dans la nature " can be added to indicate this possibility:

If only part of the packaging is compostable, the additional wording must specify this:

7. SPECIFIC CASES FOR PACKAGING

Household economat packaging and on-demand packaging at the point of sale (bakery, cheese shop, delicatessen, etc.)

For these specific types of packaging, it is possible to use the generic term "Packaging elements", regardless of the number of elements.

It is also recommended to associate the optional separation information "Séparez les éléments avant de trier".

8. SPECIAL CASES FOR PAPER
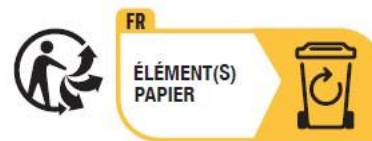
Small papers - AGEC Act Art 17

There are two special provisions:

- Papers whose largest side measures **less than 10 cm²** are exempt from the signage and information requirements, provided they are available in dematerialized format.

- Papers whose largest side measures **between 10 and 20 cm²** must carry the Triman logo but are exempt from the cartridge, provided this is available in dematerialized format.

What should be done about mail whose content cannot be known in advance (promotional mail, etc.)?

The public authorities have granted producers of economat and custom-packed packaging the option of **using the generic term "élément(s) d'emballage ", regardless of the number of elements.**

Where possible, it is recommended that the optional statement **"Séparez les éléments avant de trier "** be added. This option was validated by the Ministry of the Environment in July 2022 with the industry federations. **Now that this decision has been confirmed, it also applies to graphic papers. The generic term to be used will then be "éléments papier ".**

9. NON-COMPLIANCE AND RELATED RISKS

Would you like to comply?

Join Léko quickly and easily here:

<div align="center">

ADHÉRER

</div>

What risk do you run as a producer if your packaging doesn't bear the sorting label?

Administrative fines are imposed by DGCCRF inspectors for each violation observed. They may not exceed €3,000 for an individual and €15,000 for a legal entity, and can be applied to each product not displaying the Triman logo and information on sorting procedures.

Any questions?

Don't hesitate to contact us:
adherent@leko-organisme.fr