

A-Z of Recycling

We have two main streams of waste at both of our campuses; mixed recycling and non-recyclable waste.

In our buildings on both campuses, **green bins are generally used to collect the mixed recycling** and **black bins are generally used to collect non-recyclable (general) waste**. Signs are present on both types of bins clearly indicating the types of waste which can be placed in these bins. Outside of the buildings on both campuses we have split bins for recyclable and non-recyclable (labelled as general) waste. The same types of materials can be placed in these bins as the inside bins. It is important that the correct types of waste materials are placed in the bins as they are treated differently once they leave our campuses.

- Recyclable waste is sorted at a dedicated Materials Recycling Facility. The different waste materials such as bottles, paper and cans are then baled and sent off to be recycled into respective products.
- Non-recyclable waste is taken to an Energy Recovery Facility, where the waste is processed into energy.

A-Z	Waste	How to recycle, generate energy or dispose of:	
A	Aerosols	If these are empty they can be recycled along with drinks cans etc. Please place in the mixed recycling bins . Although aerosols in the UK no longer contain CFCs, they do contain other ozone depleting propellants, so where possible try to choose alternatives such as pump action sprays.	
	Aluminium cans	Please see cans.	
	Aluminium Foil	Please place clean foil in the mixed recycling bins , dirty foil should be placed in the non-recyclable (general) waste bins.	
B	Batteries	Battery boxes are located in most buildings on each campus, where students and staff can dispose of batteries. When full, please follow the instructions on the boxes for collection. Battery boxes can be found in the following locations:	
		BOC	BRC
		Academic building ground floor	St Michael's House first floor
		University House ground floor	The Dome first floor
		Outside Otters Restaurant	The Dome second floor
		Music ground floor	John Parry Foyer
		New Hall ground floor x 2	LRC ground floor
		LRC foyer	Tech Park ground floor
		If you have a battery that is too large to fit in the containers please use the "Support Me" link on the Staffnet or on Moodle and ask for it to be taken to be disposed of.	
	Books	Books and journals from your department or faculty should either be reused or recycled. Alternatively please use the British Heart Foundation Charity Donation banks on each campus. The bank at BRC is at the back of Longbrook, the bank at BOC is by the laundry.	

	Bulbs	If you have a bulb, fluorescent tube or lamp that needs changing, please use the “Support Me” link on the Staffnet or Moodle to report the problem. To dispose of a specialist bulb, i.e. from projectors, use the “Support Me” link on the Staffnet or Moodle and ask for this to be collected.
C	Cans	Please place drinks cans or tin cans in the mixed recycling bins .
	Cables	Do not place in the recycling or general waste bins. Use the “Support Me” link on the Staffnet or Moodle and request these to be collected.
	Cardboard	Please FLAT-PACK all boxes and take to a mixed recycling bin situated around campus.
	Carrier Bags	Carrier bags cannot be recycled unless they are made of paper. Please consider using a reusable carrier bag when you go shopping. Remember you will now be charged for each plastic bag. You are able to return unwanted carrier bags to your local supermarkets for recycling. If you need to dispose of plastic carrier bags on campus, please place in the non-recyclable (general waste) bins.
	Cartridges	Forward to either BOC or BRC Reprographics.
	CDs	Please forward to IT for shredding. Music and non-data CDs can be placed in the British Heart Foundation charity donation banks on each campus. The bank at BRC is at the back of Longbrook, the bank at BOC is by the laundry.
	Christmas Cards	Christmas cards generate a lot of waste, so please recycle them or consider sending them electronically. Many local shops and supermarkets provide recycling containers specifically for cards after the Christmas period. Alternatively, please place them in the mixed recycling bins .
	Cling Film	This cannot be recycled and should be placed in the non-recyclable (general waste) bins.
	Clinical Waste	Please see Hazardous Waste.
	Clothing	Please see textiles.
	Coffee cups	Empty coffee cups and their lids can be recycled and should be placed in the mixed recycling bins .
	Computer Equipment	Please see IT.
	Confidential Waste	Smaller quantities of confidential waste can be shredded. Larger quantities of confidential waste can be disposed of through the Confidential Waste Units located in most office areas. Use the “Support Me” link on the Staffnet or Moodle if you have large quantities of confidential waste requiring disposal.
	Crisp packets	Please place in the special crisp wrapper recycling bins in the LRCs, or if this is not feasible in the non-recyclable (general waste) bins.
D	Drinks cartons (cardboard based)	Please place in the mixed recycling bins .

E	Electronic and electrical equipment (WEEE)	Please DO NOT put electronic or electrical waste into the general waste bins. Some of this waste is classed as hazardous and all electronic and electrical equipment disposal is covered by legislation. Please use the “Support Me” link on the Staffnet or Moodle when you have any electronic or electrical waste for disposal. This includes: • Fridges & freezers • Telecoms & computer equipment • Small appliances • Large appliances • Cables, leads and plugs (Don’t forget that all electrical equipment still in use needs to be PAT tested annually. Contact the H&S Manager on extension 6488 for details).
	E-cigarettes and vapes	E-cigarettes and vapes contain a lithium battery. These can cause fires if disposed of incorrectly. Please take them to the ZEE Bar where bar staff will place them in the correct bin.
	Envelopes	Where possible reuse these internally; otherwise they can be recycled. Please place in the mixed recycling bins . If possible remove any plastic film or windows.
F	Fluorescent Lamps	See bulbs. Please DO NOT put fluorescent tubes in the non-recyclable (general waste) bins. Fluorescent tubes are classed as hazardous waste and must be disposed of via a specialist contractor. Please use the “Support Me” link on the Staffnet or Moodle when you have any to dispose of.
	Food Waste	In Otters restaurants please place uneaten food in the designated food waste bins. Food waste is also collected in the restaurant kitchens and from plate scrapings. In Fishbourne Halls (from September 2025) please put food waste in the caddies in the kitchens. Outside of the restaurants and Fishbourne, please place food waste in the non-recyclable “general waste” bins. Community fridges are available at both campuses to reduce food waste. Short-dated food is put in the fridges late afternoon from the Costa outlets, Otters restaurants and The SU Shop at BOC. During term time this food is available FOC to students. Outside of term time this food is available FOC to all of the university community.
	Food Tins	Please clean and place in the mixed recycling bins .
	Furniture	Where possible furniture is reused on campus. Otherwise it should be collected by the supplier of new furniture for onward recycling. Please use the “Support Me” link on the Staffnet or Moodle if you have unwanted University furniture for removal.
G	Glass	Glass can be placed in the mixed recycling bins . Most halls of residence have separate glass bins which can still be used.

H	Hazardous Waste	Please DO NOT put hazardous waste in ANY bins. It must be disposed of separately in accordance with hazardous waste legislation. Please use the “Support Me” link on the Staffnet or Moodle to arrange for disposal. This includes: • Chemicals • Laboratory waste • Clinical waste • Paints • Bulbs and fluorescent tubes • Batteries • Fridges and Freezers • Feminine hygiene.
I	IT & computer equipment	Please DO NOT put IT waste in any non-recyclable (general waste) or mixed recycling bins. Please contact the IT department for advice on extension 6222 or use the “Support Me” link on the Staffnet or Moodle.
J	Junk Mail	You can take your name off mailing lists by visiting the web page of the Mailing Preference Services(www.mpsonline.org.uk). Any junk mail received should be placed in the mixed recycling bins.
K		
L	Laboratory Waste	Please see Hazardous Waste.
	Laminated paper	Please place in the non-recyclable (general waste) bins.
	Lever arch files	Unwanted lever arch files can probably be used by other members of staff or students. If you can't find anyone who wants them, please place in the non- recyclable (general waste) bins.
	Light Bulbs	These are classed as WEEE. Please use the “Support Me” link on the Staffnet or Moodle and ask for the light bulb to be collected for recycling.
M	Magazines and Catalogues	Please place in the mixed recycling bins .
	Medicines	Medicines/drugs are classed as Hazardous waste and unused, out of date, or no longer required medicines need to be taken back to a pharmacy for safe disposal.
	Metal	Many metals have an economic value and where we recycle, we can potentially generate some income, which all goes to providing the service. Please break any metal objects down to the smallest unit possible and take to a metals skip. Contact the caretakers to ask them to open the skip.
	Mobile Phones	Return your phone to the shop of purchase or enquire at your local supermarket which may have a scheme for collecting mobile phones. Alternatively please use the British Heart Foundation donation banks. Please return work phones to your Manager.
N	Newspaper	Please place in the mixed recycling bins .

O	Organic Waste	Please see food waste.
P	Paper	Please reuse paper first by using both sides. Place in the mixed recycling bins .
	Paint	Metal empty paint tins can be placed in the metal skips. Please contact the carpenters to ask them to open a skip. Plastic empty paint tins go in the non-recyclable (general waste). Paint tins with any paint residue please use the “Support Me” link on the Staffnet or Moodle and ask for the tin and paint to be collected for processing.
	Pens	Please put them in designated pen recycling boxes as below; BOC • LRC lobby BRC • LRC
	Plastic	Some plastics can be recycled and should be placed in the mixed recycling bins. These include: drinks bottles (fizzy drinks and water), yoghurt pots, tubs, trays, milk bottles, cleaning product bottles, shampoo and washing up bottles. Other plastics such as: plastic toys, plastic bags, some bottle lids, cling film or bubble wrap and video cassettes cannot be recycled and should be placed in the non-recyclable (general waste) bins. Alternatively, plastic bags and films can be recycled in most supermarkets including the Co-op, Sainsbury’s and Tesco’s.
	Plasterboard	Plasterboard (and other items containing Gypsum) has been banned from landfill and must be recycled separately. Normally this waste would only be produced by Estate Management staff but there may be a requirement from staff and students, for example set building and art work, who must contact the Facilities Manager for advice (extension 6131) .
	Polystyrene Cups and Food Trays	Currently these cannot be recycled so need to be disposed of in the non- recyclable (general waste).
	Printer Cartridges	Please see cartridges.
Q		
R		
S	Sanitary/feminine hygiene waste	Sanitary waste is classified as hazardous and must be disposed of in the dedicated bins provided. If bins are full, please use the “Support Me” link on the Staffnet or Moodle.
	Sharps	Students and staff who need sharp bins for medical reasons must contact Student Services who will arrange for the provision of a sharps bin.
	Shoes	Shoes in good condition that you no longer want can be collected for charity.

		Please place in the British Heart Foundation bins on campus. The bank at BRC is at the back of Longbrook, the bank at BOC is by the laundry.
	Snack packets biscuits chocolate etc.	These cannot currently be recycled and must be disposed of in the non-recyclable bins.
	Televisions	Consider donating unwanted televisions that are in good working order to a charity or selling them to resale and second hand shops, or dispose of broken televisions at Recycling Centres for Household Waste. It is ultimately your responsibility to dispose of a broken television, either via the above method or you should take it with you when you leave university accommodation. If discarded and left in university accommodation a charge will be traced back to you.
	Tetrapak Cartons	Please place in the mixed recycling bins .
	Textiles/Clothing	Please place in the British Heart Foundation Bins located on the campuses. The bank at BRC is at the back of Longbrook, the bank at BOC is by the laundry.
T	Telephone Directories	Please place in the mixed recycling bins .
	Toner Cartridges	Please see cartridges.
U		
V	Videos	Please place in the non-recyclable (general waste) bins.
W	Wood	Wood is collected in dedicated skips for recycling. Please break any wooden objects down to the smallest unit possible and take to a wood skip. Contact the caretakers to ask them to open the skip. There is a bin containing offcuts of wood outside the Carpenters' Workshop at BOC, for staff to take home for personal use.
	Window envelopes	Detach the plastic film and place the paper in the mixed recycling bins and the plastic in the non-recyclable (general waste). Note: some windows are now made from recyclable material, so please check the envelope before disposal.
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