



# A-Z of Recycling for staff



cartons



electrical



food tins &  
drink cans



mixed  
paper & card



mixed glass  
bottles & jars



mixed textiles  
& clothes



kitchen  
waste



plastics

## Did you know...

Waste from office premises is included in commercial waste, which forms 6% of the 434 million tonnes of total solid waste produced annually in the country. It is estimated that waste typically costs companies 4.5% of their turnover (Source: Envirowise). Waste therefore has both environmental and economic implications for companies. Recycling just two plastic bottles can save enough energy to boil water for 5 cups of tea! (Source: [wasteonline.org.uk](http://wasteonline.org.uk))

We are committed to reducing the amount of waste we send to landfill by reusing, recycling or converting waste to a fuel that generates energy. Recycling reduces demand on raw materials, energy, and landfill sites. It reduces the amount of methane released into the atmosphere, a potent greenhouse gas. If you want to contribute further, the best option is to pre-cycle, not recycle. We can all create less waste in the first place!

This guide is to help you dispose of your waste correctly, please use it to find if an item can be recycled and what the relevant bin for recycling is. Please note that an incorrect item in the recycling bins may result in the whole collection being sent to landfill.

If you cannot find what you are looking for or you need more bins then please ring our Estates & Facilities Helpdesk on Ext 6464 or use [www.anglia.ac.uk/estatesonline](http://www.anglia.ac.uk/estatesonline).



recycling point

## Aerosols

Empty aerosol cans are to be recycled in the can recycling bins.

### CAN RECYCLING BINS



## Aluminium Cans

You can recycle aluminium cans at our restaurants and at various recycling points at our main campuses as follows:

Chelmsford; Outside Tindal and Michael Ashcroft Building

Cambridge; Outside the Library, Coslett, Helmore & Ruskin Building

### CAN RECYCLING BINS



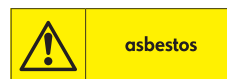
## Asbestos

Asbestos falls under the Control of Asbestos at Work Regulations 2004. Staff and students **should not deal with its disposal.**

If you have material/lab equipment that contains asbestos requiring disposal **please contact your senior technician in the first instance.**

If you do not have a technician then please contact the helpdesk on ext 6464.

### CONTACT SENIOR TECHNICIAN



## Batteries

There are various different types of battery and some contain hazardous materials. It is **important** that these are disposed of correctly and not placed in the general landfill waste bins as we have a preferred licensed waste carrier who is legally authorised to take our hazardous items.

The batteries directive defines three different types of batteries;

1. Portable consumer batteries (rechargeable and non-rechargeable)
2. Industrial batteries

### HELPDESK / POSTROOM



### 3. Automotive batteries

1. Portable non-rechargeable batteries include general household batteries, such as AA batteries. These can be alkaline, manganese or zinc and are not deemed as hazardous and can be sent in an envelope to the post room for recycling. If you are a large user of batteries please call the helpdesk on 6464 to request a container.

All other types of portable non-rechargeable batteries, such as lithium and button cell batteries are deemed as hazardous and you must contact the helpdesk for their disposal on 6464.

2. All industrial batteries which contain lead acid, nickel cadmium and lithium are deemed as hazardous and you must contact the helpdesk for their disposal on 6464.

3. All automotive batteries which contain lead acid are deemed as hazardous and you must contact the helpdesk for their disposal on 6464.

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### Brochures

These can be recycled using the blue paper recycling bins.

### PAPER RECYCLING BINS



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### Building Materials

Building materials should be separated into metals, wood, cardboard and recycled by arranging skips as required.

### SKIPS



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**Cables** \* see electrical goods

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**Cans** \* see Aluminium Cans

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## Cardboard

Please flat pack cardboard and place safely next to your paper bin where it doesn't present a trip hazard or blocks any fire exits. If you have space you can request a bin for cardboard.

**Chelmsford;** Please note that small volumes of cardboard (one or two small boxes flat packed) can be placed in your paper recycling bins.

**Cambridge;** Large volumes of cardboard can be collected for recycling by contacting the helpdesk on 6464.

NEXT TO PAPER RECYCLING  
BINS



## Carrier bags

We currently do not recycle carrier bags and they have to be placed in the general waste bins. Please consider using a reusable carrier bag when you go shopping.

For personal carrier bags you could save them up and take them to your local supermarket for recycling or keep reusing them. Sainsbury's, Tesco and Somerfield at most major stores have facilities for carrier bag recycling.

LANDFILL BINS



## CDs

To dispose of CDs please log a request using [www.anglia.ac.uk/estatesonline](http://www.anglia.ac.uk/estatesonline) and check as 'confidential shredding'.

If the data is confidential the CD's need to be shredded first, this can be done in some office shredders. Please make sure you change the bag in your shredder so you do not contaminate the shredded paper. Please check your shredder has the facility to do this before you shred your CD. If you do not have the facility to shred your CD it can be taken by our confidential waste disposers PHS, please contact the helpdesk.

HELPDESK



**Chemicals** \* see hazardous material

## Christmas Cards

Christmas cards generate a lot of waste so please recycle them in the correct bins. If you do send Christmas cards at work please consider sending ones containing recycled material or that donate money to a charity, alternatively you could send your seasons greetings via email as this eliminates paper and cardboard waste, having to recycle, time and money!

**Chelmsford;** Christmas cards should be placed in the paper recycling bins.

**Cambridge;** Christmas cards should be collected and sent in the internal post marked for recycling where they will be put into the card recycling bins.

## PAPER/CARD RECYCLING

### BINS



## Cling Film

This cannot be recycled and has to be disposed of in the general waste bins, please try using plastic containers to hold food.

## LANDFILL BIN



## Computers and IT equipment

All IT and electrical equipment such as monitors, hard drives and printers are recycled, reused or resold and is classed as hazardous waste. We have a legal responsibility to dispose of this equipment correctly and its disposal must meet the WEEE regulations (Waste Electrical and Electronic Equipment), hazardous waste regulations and Duty of care.

Once a collection is made by our authorised waste disposal company data is wiped and any working items are reused. Any equipment and materials with no further use or that are damaged beyond repair are recycled. This ensures that there is no residual waste sent to landfill.

**Chelmsford;** Please log a request using [www.anglia.ac.uk/estatesonline](http://www.anglia.ac.uk/estatesonline) and check 'IT disposal'.

## HELPDESK



**Cambridge;** Please log a request using [www.anglia.ac.uk/estatesonline](http://www.anglia.ac.uk/estatesonline) and check 'IT disposal'.

### Important Notes;

- Please review the guidance notes below on asset disposal. Finance – See Financial Regulations Section 23 (Disposal of Equipment) <http://web.anglia.ac.uk/finance/FinRegsword15112007.pdf>
- Equipment should not be left lying around and should be collected by our Janitors for safe storage until our nominated contractor collects the equipment.
- Departments should not choose their own charities or Organisations to donate equipment to as we will be in risk of breaching Duty of Care legislation, Data Protection regulations and the electrical equipment safety regulations.

### Confidential waste

Please note that small volumes can be shredded internally, which is cheaper for us. You can place bags of shredded waste in clear sacks next to your paper recycling bin. If you do not have a shredder and would like one please contact procurement who will assist you.

If you have no access to a shredder or you have a large volume of material to shred then please contact the helpdesk on 6464 and sacks can be sent to you for the paper to be collected and shredded. Please note that if you can remove all the paper from ring binders, plastic sleeves and folders it will result in a lower cost for us!

### PAPER RECYCLE BINS



### Crisp Packets & Snack Food Packets

These currently cannot be recycled and have to be disposed of in the landfill bins.

### LANDFILL BINS



## Directories

These can be recycled using the paper recycling bins.

### PAPER RECYCLING BINS



## Drinks Bottles

Please note that no other plastics can go into the bin such as yoghurt pots, plastic cups or wrappers. Putting these items into the bin will contaminate the bin and if the level of contamination is too high this may be rejected by our recycling contractor and would be sent to landfill!

### PLASTIC BOTTLE RECYCLE BINS



## Electrical/White Goods

Many of these items contain hazardous material and their disposal must meet the WEEE regulations, hazardous waste regulations and Duty of Care.

For their disposal please log a request using [www.anglia.ac.uk/estatesonline](http://www.anglia.ac.uk/estatesonline) and check 'Electrical Waste (excluding IT)'.

### HELPDESK



### Please note;

- Equipment should not be left lying around and should be collected by our Janitors for safe storage until our nominated contractor collects the equipment.
- The department requesting the disposal of the item will bear the cost of this.

## Envelopes

Both plain and windowed envelopes can be recycled in the paper recycling bins. Please note that padded envelopes can not be recycled, please try and reuse them as much as possible for disposing of them in the general waste bins.

### PAPER RECYCLE BINS



## Folders

Please reuse all folders/ring binders as much as possible or keep for someone else to use. If they are broken they have to be put in the landfill bins.

### LANDFILL BINS



## Food waste

In some of our offices we are trialling food only waste bins; please look out for these in your office! In the absence of them food waste has to go in landfill bins. If you compost at home please consider taking your banana peel etc back with you in your lunch box. We are looking at industrial composters for our catering waste.

### FOOD ONLY BINS / LANDFILL BINS



## Furniture

All redundant furniture requiring disposal should be logged with the Helpdesk on ext 6464. If is practical to do so we may be able to use good quality furniture in other areas of our University or donate to local charities.

### HELPDESK



## Glass

Use the glass recycling bins for glass bottles.

**Important:** Glass from laboratories and broken windows etc should not be placed in our general bins or in any glass recycling bins. Please contact the Facilities Helpdesk on ext 6464 to arrange collection.

### GLASS RECYCLING BIN / HELPDESK



## Green waste

All of our landscaping waste is either composted off site where possible or mulched.

### OFF SITE



## Hazardous waste

**Please do not place hazardous materials or electrical items into the general waste bins.**

Hazardous wastes can be solid, liquid or gaseous and include; Computer, IT and electrical equipment, Batteries, Chemicals, Oils, Asbestos and Clinical waste. For more information and to see which properties of waste render them hazardous please visit [www.anglia.ac.uk/waste](http://www.anglia.ac.uk/waste) and see our waste management document.

Departments and Faculties that use chemicals, oils, biological, clinical and radioactive wastes in their laboratories are presently responsible for the handling, safe use and cost of disposal of these wastes. They should also read Risk Management's Hazardous Agents Policy: AR-RMD-HSMS26. The senior technicians for these faculties and departments are the first point of contact. Anglia Ruskin University has a licensed hazardous waste contractor in place and provision of service form can be raised with the Facilities Helpdesk on 6464. If you are without a technician or are unsure what to do with your hazardous waste then please contact the Facilities Helpdesk on 6464.

HELPPDESK



## Junk Mail & Magazine Inserts

These can be recycled using the paper recycle bins.

PAPER RECYCLE BINS



## Laminated Paper & Posters

Laminated items cannot be recycled, please think twice if an item needs to be laminated.

LANDFILL BINS



## Light bulbs

Faulty lights or redundant lights should be reported to the Facilities Helpdesk on 6464. Fluorescent tubes are stored safely for collection by our appointed recycler. We have a preferred licensed waste carrier who is legally authorised to take our hazardous items.

HELPDESK



## Magazines

These can be recycled using the paper recycle bins.

PAPER RECYCLE BINS



## Milk bottles

Milk bottles are classed as plastic bottles and can be recycled in the plastic bottle recycle bins.

PLASTIC BOTTLE RECYCLE BINS



## Mobile phones

If mobile phones on University contracts are no longer needed they should be returned to ISMS.

POSTROOM



## Newspapers

Newspapers can be recycled in the paper recycling bins.

PAPER RECYCLING BINS



## Other

If you cannot find what you are looking for then please ring our Estates & Facilities Helpdesk on Ext 6464.

HELPDESK



## Padded envelopes \*See Envelopes

### Paint

Some paints are hazardous; we have a preferred licensed waste carrier who is legally authorised to take our hazardous items. Please contact the helpdesk on 6464.

**Important:** Please do not put any paints in our general landfill bins. A collection can be arranged with the helpdesk.

#### HELPDESK



### Paper

Items that can be put in the paper recycling bins are; Office paper, Computer prints outs, Envelopes (window and non window), Pamphlets, Brochures, Magazines, Newspapers and Catalogues. Please note you do not need to remove staples.

#### PAPER RECYCLING BINS



### Paper cups

Paper cups have to be disposed of in the general waste bins, where possible please use glass or reusable bottles.

#### LANDFILL BINS



### Paper Towels & Serviettes

Paper towels and serviettes have to be disposed of in the general waste bins. We are currently phasing these out in favour of hygienic high efficiency hand dryers.

#### LANDFILLS BINS



### Pens

Pens cannot be recycled and have to be disposed of in the landfill bins.

#### LANDFILL BINS



### Plastics

All types of plastic excluding bottles (see plastic bottles) cannot be recycled and has to go into the landfill bin.

#### LANDFILL BINS



## Polystyrene Cups & Food Trays

These cannot be recycled and have to be disposed of in the landfill bins. Where practical please avoid using them.

LANDFILL BINS



## Stamps

The Students Union collects and recycles stamps by donating them to the RSPB as part of their save the albatross campaign. All stamps can be collected by staff and sent internally to the Students Union office, please cut around the stamps and leave a 5mm border.

STUDENTS UNION



## Tetrapak Cartons

These currently cannot be recycled and have to be disposed of in the general waste bins.

LANDFILLS BINS



## Textiles & Clothes

If any items of clothing have the university logo on please contact the helpdesk on 6464 as they may need to be shredded before disposed of.

HELPDESK



Chelmsford; There is a clothing and shoe bank located in the Rivermead Gate shop car park entrance, which is behind the shops opposite student village. Any unwanted good-quality clothes and shoes can be donated to help raise money for the Helen Rollason Cancer Charity.

## Toner cartridges

If you have general toner cartridges they can be sent to the post room for recycling, please use the box of your new toner cartridge to post them in and label the box 'For toner cartridge recycling'.

POSTROOM



## White/Electrical Goods

Many of these items contain hazardous material and their disposal must meet the WEEE regulations, hazardous waste regulations and Duty of Care.

For their disposal please log a request at [www.anglia.ac.uk/estatesonline](http://www.anglia.ac.uk/estatesonline) and check 'Electrical Waste (excluding IT)'.

### Please note;

- Equipment should not be left lying around and should be collected by our Janitors for safe storage until our nominated contractor collects the equipment.
- The department requesting the disposal of the item will bear the cost of this.

HELPDESK







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electrical



food tins &  
drink cans



mixed  
paper & card



mixed glass  
bottles & jars



mixed textiles  
& clothes



kitchen  
waste



plastics

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