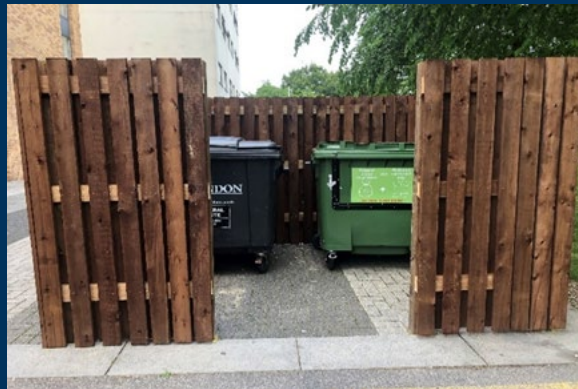




**Brunel**  
University  
London

# Recycling and Waste Disposal Guidelines for BUL campus



## SITE SERVICES

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## Introduction to Waste Management and what you can expect

Site Services are able to remove and dispose of your waste items or assist you in doing so. There are however some procedures to follow which have been implemented for reasons of personal safety, environmental awareness, data protection and government legislation.

- Please be aware that when waste leaves your department there are other members of staff that will have to handle it. Think about the hazards associated with your colleagues handling your waste i.e. broken glass, weight, unstable contents, sharp edges, liquid contents etc. Whether it is inside a black bag, a skip or removed separately, please do not place any hazardous items in your bins or skips as these hazards become hidden.
- There are environmental considerations to keep in mind when you dispose of items, i.e. batteries, paint, electrical items etc. Do not place these items in your bin. For more information on how to correctly dispose of these items and more, please read below

### Confidential and non-confidential Paper Waste



You may dispose of many paper type items including confidential and non-confidential papers, post-it notes, newspapers, printer paper, books, magazines, journals, fax paper, glossy paper, window envelopes etc. using either options 1 or 2 below. All papers are shredded and then recycled into tissue products.

You do not have to worry about the occasional paper clip, staple or binder.

1. There are approximately 150 confidential waste cabinets around the site for your everyday confidential paper waste (not major clear-outs or archive material), these are emptied and the contents shredded on site twice a month, typically on a Thursday. **Caution: When the cabinets are full it may be possible to remove papers through the slot, if this is the case use a different bin.**
2. Confidential waste sacks can be requested via the [Operations Job Request Form](#) . Once you have filled and sealed your sacks, place another request for them to be collected. **For data protection reasons, please do not leave your confidential waste sacks unattended in a communal area whilst they await collection.**
3. If you have a large amount of paper waste, you can request a 240L bin or sacks which will be delivered to you, please do not over fill the silver bins as this prevents other people from being able to use them. All you need to do is make a request via [Cleaning Operations Service Request](#) and select 'confidential waste'.

**Storage device destruction:** You can also dispose of your old flash drives and hard drives safely using the storage device destruction bin located in the Bannerman Ground Floor Library. This bin is emptied every 2 weeks and the contents destroyed on site prior to removal.

## Furniture

Please place your unwanted furniture on Sales and Wants [Brunel Marketplace](#). If unclaimed you can arrange removal of the item/s by the Distribution Centre by using the [Operations Job Request Form](#). Your furniture will either be re-used on campus or sent to our partnering charities. At present we only have a small container to hold furniture items but we will do our best to offer up items for campus use initially.

## Waste Electrical and Electronic Equipment (WEEE)

These can be removed by the Distribution Centre by completing the [Operations Job Request Form](#). When logging a request please gather as many items as possible as its not productive for the team to collect a single item only.

Some of the items will be passed to a charity or Computer Aid for re-use and others will be recycled.

**When logging a request please note on the form whether the item works or is broken.**

## Photocopier and printer cartridges:

Toner/ink cartridges and packaging (PC or photocopier) can be recycled. The University encourages departments to contact the Distribution Centre via the [Operations Job Request Form](#) for collection or you can deliver them to the Distribution Centre within the Joseph Lowe Building.

## General Waste

For general waste you are able to use any of the external 1100L wheelie bins on campus. For larger office clear outs you can request a skip to be delivered via [Cleaning Operations Service Request](#) or arrange a collection of the waste from its location using the [Operations Booking System](#). Smaller items of general waste can be placed in the black general waste bins provided around campus and within office locations. You are able to leave additional full sacks next to the bins for the cleaners to collect, however please do not leave any more than 1 or 2. You can request waste sacks by logging a request on [Cleaning Operations Service Request](#).



## Mixed Recyclables – Plastic, Cans, Tins and Cardboard



Please use any of the green recycling bins you find across campus for your mixed recyclables. If you have a large amount to be collected, please leave in clear bags beside your office bins for the cleaning team to collect. **Cardboard must be flattened.** Please be careful not to cause a hazard. You can request waste sacks by logging a request on [Cleaning Operations Service Request](#).

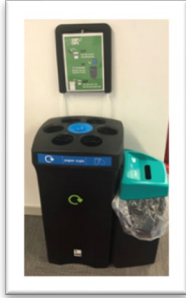
Larger recycling collections can be requested via [cleaning-operations@brunel.ac.uk](mailto:cleaning-operations@brunel.ac.uk)

**Please do not place liquid or food in the recycling bin as this contaminates the rest of the bin.**

## Skips for Recycling use

We have dedicated recycling skips within the Joseph Lowe Yard for wood, metal, WEEE (Waste Electrical and Electronic Equipment) and aggregate. Access to the skips is only granted via the Distribution Centre or Site Services so please log a request via [Operations Booking System](#) or [Cleaning Operations Service Request](#) to utilise these skips.

## Paper Coffee Cups and Lids



Did you know that coffee cups cannot be recycled using the regular mixed recycling bins? This is because disposable paper cups are also made with a thin layer of plastic to protect them from going soggy. Please use the dedicated coffee cup recycling bins provided across campus. Just pour any remaining liquid in the centre of the bin. Cups go in the holes provided and the lids go in the green side bin.

Disposable coffee cups are recycled into a range of different products, from pencils to benches.

## Batteries



There are pink battery bins located all around campus for your personal use too. The batteries are then recycled into new batteries or the materials re-manufactured into other products.

## Glass

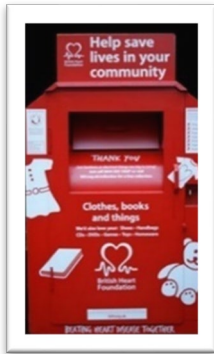
Glass can be placed in clear bags and left next to your office bins area. Please be careful to leave without potential hazard to the cleaning team who will collect. For large collections, please email [cleaning-operations@brunel.ac.uk](mailto:cleaning-operations@brunel.ac.uk)

## Food



Food waste can be put into the food waste bins in your nearest kitchen. The University's food waste is taken to an anaerobic digester where biogas is produced, which is a form of renewable energy, and nutrient rich fertiliser which can be used on farms.

## Clothing, Shoes and Other Items.



Take these to one of the clothes banks which are located close to our campus accommodation blocks and the north loop road, operated by the British Heart Foundation. They will accept a range of different items, if you think it could be sold in a charity shop then deposit it here.

## Residential Waste and Waste Streams



Wheelie bin stores are being erected outside student halls not only to make disposing of waste easier for students but also to improve the look and safety of the campus by providing contained areas for waste and recycling.

A variety of bins are provided within residential kitchen areas in order that students can segregate waste and as much of the waste as possible can then be recycled.

Additional waste bins, complete with ashtrays are also outside halls of residence thereby reducing litter

# Guide to WASTE STREAMS

## Mixed recycling

✓

Paper	Plastic	Tins & cans	Cardboard
	Bottles, tubs and containers: milk, water, juice, detergent and soda bottles and yoghurt pots	Soup cans, drink cans, tuna cans, baked beans tins	Cereal boxes, toilet and kitchen rolls, cardboard packaging



contaminated food packaging  
liquids and food  
foil and cling film  
paper towels

## Food waste recycling

✓

Meat, fish & bones	Fruit & vegetables	Leftovers & scraps	Dairy	Coffee grounds & teabags



food packaging  
plastic  
liquids  
put liquids (except oils) down the sink  
liquid oil or fat  
put in a container until solid, then empty into food waste

## Glass recycling

✓

Bottles	Jars



drinking glasses  
wrap broken glasses and put in general waste  
plastic bags

## General waste

✓

Food packaging	Tissues	Contaminated recyclables	Polystyrene
Crisp packets, pizza boxes, bread bags, sandwich packets	Tissues and paper towels	Contaminated recyclables, foil, cling film, cotton buds, cotton wool	



food waste  
recyclables  
\*electrical items