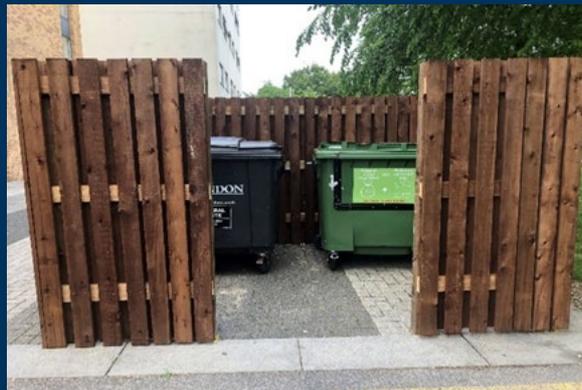




Brunel
University
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Waste and Recycling Guidelines for BUL campus



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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



There are 150 silver cabinets located across the University in communal spaces where you can place both confidential and non-confidential paper waste. These are emptied every 2 weeks. 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 Planon or by clicking [Cleaning Operations Service Request](#) and select 'confidential waste'.

Furniture

Please post your unwanted furniture on our Sales and Wants Noticeboard on [Yammer](#) – mark as free. If unclaimed you can arrange removal of the item/s by the Distribution Centre by using the [Operations Booking System](#). 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.

For computers and other data storing devices, you must contact the Computer Centre Help Desk first who will send someone over to remove the hard drive, it is then your responsibility to complete an [Operations Job Request Form](#) for the Distribution Centre to collect.

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

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

Food



Food waste can be put into the food waste bins in your nearest kitchen. The Universities 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



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.