

A-Z recycling and waste guide




Key:  Hazardous  Recycle  Re-usable  General waste

A Adhesive and glues 
This is hazardous waste and **MUST** be disposed of correctly – please see the Hazardous Waste Procedure to deal with this.


Aerosols 
This should be treated as hazardous waste across the University.

Aluminium foil
This must be put into the general waste bins.


Asbestos 
See BCU's Asbestos Policy.


Audio equipment   
This falls under the Waste Electrical and Electronic Equipment (WEEE) regulations. **DO NOT** put WEEE in general waste. Return BCU audio back to the IT department or contact Facilities Services for the correct disposal route.


Personal equipment:
Why not sell or get your unwanted audio equipment fixed in the city centre to save throwing it away?



B Batteries 
Household batteries can be placed in the battery recycling points around the campuses, located in the building reception areas.

All industrial or nickel cadmium batteries should be treated as hazardous waste and contact the Help Desk for support.


Bicycles 
Broken bikes can be repaired at various bike shops in the city centre, or you could get in touch with The Bike Project, a charity who take old/unwanted bikes.



Body fluids 
Contact the Help Desk for support to remove this hazard.



Books 
There is a second-hand book swap located at University Locks accommodation, and in Curzon and Seacole library.


Box files  
Unless broken, these can be re-used. Staff can leave these in their designated stationery cupboard. If they must be disposed of, they must go into general waste.


Bubble wrap 
This must be put in the general waste bins.

Builders waste 
This waste should be removed by the contractor. Report any waste found discarded to the Help Desk to effect recovery.


C Cables  
This falls under the Waste Electrical and Electronic Equipment (WEEE) regulations. **DO NOT** put WEEE waste in general waste. Return BCU cables back to the IT department or contact the Help Desk for the correct disposal route.


Calculators  
This falls under the Waste Electrical and Electronic Equipment (WEEE) regulations. **DO NOT** put WEEE in general waste. Return BCU equipment back to the IT department or contact Facilities Services for the correct disposal route.


Cans 
Empty cans can be recycled in the relevant bins at any recycling point around the campuses.

Cardboard 
Corrugated cardboard can be recycled. Please flatten boxes where possible, and store these by the recycling bins for collection by Facilities Services.


Cardboard packaging (such as cereal boxes and tissue boxes) cannot be recycled and must be put into the general waste bins (or paper recycling bins).


Carrier bags 
These can be re-used. Consider purchasing a Bag for Life or tote bag rather than single use plastic. As a last resort, carrier bags can be put into the general waste bins.


Ceramics waste 
This is hazardous waste and **MUST** be stored and disposed of correctly. Please contact the Help Desk for a collection to be arranged.

Chemicals (including cleaning agents) 
This is hazardous waste and **MUST** be stored and disposed of correctly. Please contact the Help Desk for a collection to be arranged.

Chewing gum 
This must be put into the general waste bins.

Clinical waste 
This is hazardous waste and **MUST** be stored and disposed of correctly. Please contact the Help Desk for a collection to be arranged.

C Clothing (including shoes) 
University Locks accommodation have various British Heart Foundation donation boxes for unwanted clothing.


Coffee cups 
These must be put into the general waste bins.

Confidential paper 
This can be recycled in the confidential paper bins for recycling.


Crisp packets/snack food wrappers 
For recycling of empty crisp packets, chocolate wrappers and plastic lids, there are collection boxes at the reception desk in Millennium Point.



For empty biscuit wrapper recycling, the drop off point in is Joseph Priestley, Level 3 kitchen.



Any other food wrappers must be put into the general waste bins.

D Dead vermin/animals 
Contact the Help Desk for support. This is removed by our Pest Control Supplier.

Drink cartons 
These must be put into the general waste bins.


Drug paraphernalia 
Under no circumstance, touch the item(s).
Contact the Help Desk for support.


E Electrical equipment  
This falls under the Waste Electrical and Electronic Equipment (WEEE) regulations. DO NOT put WEEE waste in general waste. Return all BCU equipment back to the IT department or contact Facilities Services for the correct disposal route.


Envelopes  
These can be re-used for internal post, or disposed of in the paper bin for recycling.

F Fabrics or textile waste  
This can be recycled within the Faculty of Arts, Design and Media or you can donate to the British Heart Foundation.


Folders 
These can be re-used.


Food waste 
This can be recycled in the food waste recycling bins (you can also put tea bags here). Please ensure that ONLY food waste goes into these bins. DO NOT include packaging. This will be sent for anaerobic digestion and will produce energy.


Fluorescent tubes 
Please contact the Help Desk for fluorescent tubes to be stored and disposed of correctly.


Fridges and freezers 
This falls under the Waste Electrical and Electronic Equipment (WEEE) regulations. Please contact the Help Desk for a collection to be arranged.

NOTE: All food stuff must be removed and lab fridges must be decontaminated prior to collection.


Furniture and furnishings 
For large projects, furniture will be redistributed and reused. Where possible, broken furniture is stripped and the metal and wood is sent for recycling. Carpets will go into general waste. If there is unwanted furniture across the campuses that can be re-used, please contact the Help Desk.

G Garden/green waste 
This is recycled in the designated green waste bins.

Gas bottles, canisters and cylinders 
Re-usable containers must be sent back to the waste provider. Please contact Support Desk to arrange a collection.

Glass bottles and jars 
Glass recycling points are available for areas of the university with regular glass waste.

For one off/irregular glass waste, please contact the Help Desk and Facilities Services will remove this and put it into the designated recycling points. If you feel your department generates a large amount of glass waste, please contact the Help Desk and this will be investigated.

H Hazardous waste  (including bio and clinical waste)
This includes a range of item such as chemicals, x-rays, paints, oils, biomass waste, WEEE, mixed fuels, clinical waste, and toxic liquids. This MUST be stored and disposed of correctly. Please contact the Help Desk for a collection to be arranged.

I Ink cartridges and toner

Designated boxes are in place around the campuses to collect empty toners and cartridges. These will be sent back to the supplier for re-filling. Please contact Facilities Services if these need collecting.

IT equipment

This falls under the Waste Electrical and Electronic Equipment (WEEE) regulations. DO NOT put WEEE in general waste. Return BCU audio back to the IT department or contact Facilities Services for the correct disposal route.

K Kitchen appliances

This falls under the Waste Electrical and Electronic Equipment (WEEE) regulations. DO NOT put WEEE waste in general waste. Please contact the Help Desk for a collection to be arranged.

L Lab equipment

At BCU, we re-use lab equipment where possible. This must be individually assessed prior to disposal to analyse whether there is contamination.

Lab glassware

Glass recycling points are available for areas of the university with regular glass waste.

Laminated paper

This must be put into the general waste bins.

Leaflets and junk mail

If this is in bulk, contact the Help Desk. For one-off and small quantities, these can be put into the confidential waste recycling bin.

Light bulbs, tubes or fixtures

This is hazardous waste and MUST be stored and disposed of correctly. Please contact the Help Desk for a collection to be arranged.

M Magazines and newspapers

These can be recycled in the confidential waste recycling bins around campus.

Medication

This should be returned to a pharmacy for disposal.

Mercury thermometers

This is hazardous waste and MUST be stored and disposed of correctly. Please contact the Help Desk for a collection to be arranged.

Metals (bulk)

Metal is recycled. Please contact the Help Desk for a collection to be arranged. For all laboratory metal waste discuss with technicians.

Milk bottles (plastic)

Milk bottles can be recycled. Please rinse and crush empty bottles to save space and put these in the plastic bottle recycling bins.

Remove the tops from the bottles and add to the plastic bottle recycling bin. They can be recycled but via a different process.

Miscellaneous

For any item that you are unsure about where to recycle or dispose of (or for arranging one off collections), for:

Lab waste: Discuss with Technicians prior to disposal.

General queries: Contact the Help Desk

Mobile phones

Staff mobile phones should be returned to IT when they are no longer required. Personal mobile phones can be sold in numerous second-hand shops across the city centre. Remember to erase all personal data before selling the mobile.

N Napkins and serviettes

These must be put into the general waste bins.

Note pads

If there is confidential content in these, please put the paper in the confidential waste bins to be recycled. If there is no confidential information, these can go in the standard paper recycling.

O Oil

DO NOT put oil down the sink or in the general waste. This is hazardous waste and MUST be stored and disposed of correctly. Please contact the Help Desk for a collection to be arranged.

P Packaging waste (shrink wrap, polystyrene) 
This must be put into the general waste bins.

Paints and varnish 

DO NOT put paint or varnish down the sink or in the general waste bins. This is hazardous waste and MUST be disposed of correctly. Please see the Hazardous Waste Procedure within your department to deal with this.

Paper 

All paper can be recycled in paper shredding bins (this will be turned into toilet roll). There will also be bulk collections for areas that process large amounts.

Paper towels 

These must be put into the general waste bins.

Pens 

These must be put into the general waste bins.

Plaster 

This is hazardous waste and MUST be stored and disposed of correctly. Please contact the Help Desk for a collection to be arranged.

Plastic bottles 


Empty plastic bottles can be put in the designated recycling bins across the campuses.

Plastic containers 

These must be put into the general waste bins.

Polystyrene 

These must be put into the general waste bins.

S Sanitary waste 

These must be put in the sanitary waste bins located in all the toilets.

Sharps waste 

This includes needles, scalpels, scissors, knives, other blades and other sharp laboratory equipment. These items MUST be disposed of in sharps bins to avoid harm to others. If sharps bins are full, contact the Help Desk to arrange disposal.

Solvents 

DO NOT put paint or varnish down the sink or in the general waste. This is hazardous waste and MUST be disposed of correctly. Please see the Hazardous Waste Procedure within your department to deal with this.

Spillages 

This is classified as a hazardous waste stream and MUST be dealt with correctly. Please see the Accidents and Spillages Procedure.

Sweet wrappers 

These must be put into the general waste bins.

T Telephones 

Telephones can be returned to IT when they are no longer required.

Tetrapak cartons 

These must be put into the general waste bins.

Tins 



Empty tins can be recycled in the designated tin/can recycling bins. Please ensure they are clean before putting in the bin.

Tissues 

These must be put into the general waste bins.

Tyres 

This is hazardous waste and MUST be stored and disposed of correctly. Please contact the Help Desk for a collection to be arranged.

U Uniforms  

Uniforms that have not been used can be kept within your department for re-use. For items that are no longer required, all logos MUST be removed first and can be collected by the British Heart Foundation. Call 0121 212 1192 to arrange a collection.

W Wood 

Wood can be recycled. Please put this in the designated skips. For other one off/irregular wood recycling needs, skips can be ordered. Please contact the Help Desk.

Is there something missing from this list? Please let us know.