



A-Z Recycling and Waste Guide

This A-Z guide lists the most common waste types within the University of Huddersfield and how to recycle or dispose of them. It is designed to help our staff and students deal with waste in a manner that is legal, appropriate and meets our standards for reuse and recycling on campus.

Waste Type

Disposal Procedure

Aerosols

All aerosol containers should be treated as hazardous waste (even if empty). For example, those containing chemicals, paints, resins or adhesives. Please contact the Estates Helpdesk to arrange removal.

NOTE: Aerosols are now classed as hazardous waste and should not be placed in general waste bins

Aluminium Cans

Please use the dry mixed recycling bins. Make sure your cans are empty.

Aluminium Foil

Please use the dry mixed recycling bins. Ensure that the foil is clean and dry, if contaminated with food please use the general waste bins.

Batteries (domestic)

Please use the battery recycling bins for all portable batteries (e.g. AAA, AA, C, D, button cell, laptop, mobile phone, camera and portable power tool batteries).

Bins are located in:

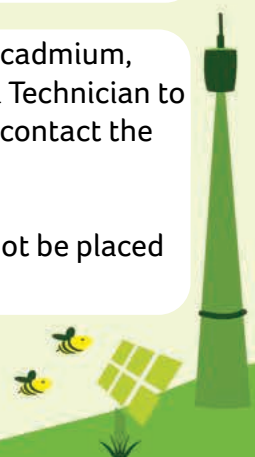
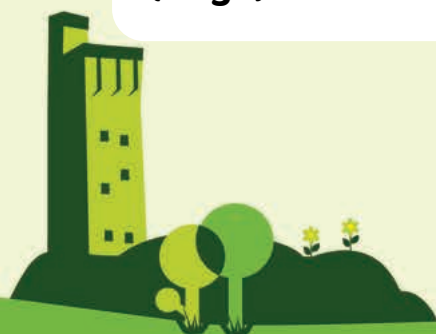
- Student Central, near i-Point
- Schwann Building, Library entrance
- Charles Sikes Building, reception
- Bronte Lecture Theatres, entrance foyer
- Sparck Jones Building, foyer

NOTE: Batteries are now classed as hazardous waste and should not be placed in general waste bins

Batteries (large)

This includes all large, industrial batteries containing lithium, cadmium, mercury and lead acid (e.g. car batteries). Contact your School Technician to check if you have a specific procedure in your area. Otherwise contact the Estates Helpdesk to arrange collection.

NOTE: Batteries are classed as hazardous waste and should not be placed in general waste bins





Waste Type

Disposal Procedure

Blue paper towels

Please use the general waste bins.

Books

Firstly, offer for reuse on the Staff Hub notice board. If this is unsuccessful, or for any out of date books or journals, please dispose of these in the Book Harvest boxes that can be found at the following locations:

- Charles Sikes Building- The Street Café
- Harold Wilson Building- atrium
- Ramsden Building- foyer
- Sparck Jones Building- Espresso and Deli@ Weavers

These boxes are placed for collections twice a year, please contact estates@hud.ac.uk to find out when the next collection is scheduled. Students can also utilise the book swap shelf outside of the Students' Union (level 5 Student Central), in exchange for a small donation to RAG.

Bottles (glass)

Please contact the Estates Helpdesk if you have any glass items for disposal. A collection will be organised and the glass disposed of in our glass recycling facility.

NOTE: Broken glass can be collected, but must be wrapped in paper and labelled clearly

Bottles (plastic)

Please use the mixed recycling bins. Make sure your bottles are empty, squashed and have the lid on.

Cardboard (large amounts)

Packaging should be returned with the supplier on request at point of purchase. Where this is not possible, contact the Estates Helpdesk to arrange a collection.

Cardboard (small amounts)

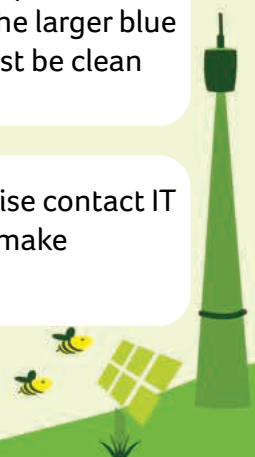
Please use the blue office paper and cardboard bins for small quantities of cardboard. Once full, office bins should be decanted into the larger blue paper wheelie bins in centralised locations. All cardboard must be clean and dry.

Catalogues and directories

Please use the blue office paper and cardboard bins for small quantities of cardboard. Once full, office bins should be decanted into the larger blue paper wheelie bins in centralised locations. All cardboard must be clean and dry.

CD's, DVD's, floppy disks and tapes

Contact your departmental IT Officer, if you have one. Otherwise contact IT Support, who will identify the appropriate disposal route and make arrangements for you.





Waste Type

Disposal Procedure

Chemicals

Contact your School Technician for advice.

Christmas cards

Please use the blue office paper and cardboard bins for small quantities of cardboard. Once full, office bins should be decanted into the larger blue paper wheelie bins in centralised locations. All cardboard must be clean and dry.

Clinical waste

Contact your School Technician for advice.

Clothing and textiles

Clothes that are in good condition can be offered for reuse on student and staff networks such as the Staff Hub notice board. Alternatively donate them to local charity shops or textile banks. There is a British Heart Foundation donation bank located in the Students' Union, Level 5 Student Central.

Coffee cups

Please use the general waste bins for all coffee cups, including those marked as recyclable or compostable. Make sure your cups are empty before disposal.

Please note reusable mugs are available from all campus food outlets.

Crisp packets

Please use the general waste bins.

Electricals (excluding IT equipment)

If equipment is in working order, offer on the Staff Hub notice board for reuse within the University. Under no circumstances should electrical items be taken for domestic use and/or sold for personal profit. If you are a department receiving a used electrical item, the equipment must be electrically tested for safety e.g PAT test. If reuse is not possible, contact IT Support who will identify the appropriate disposal route.

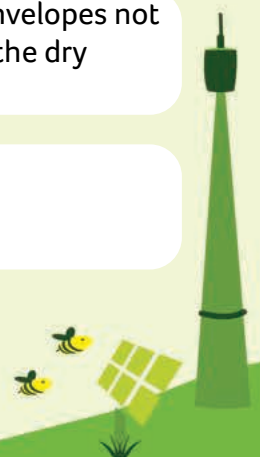
NOTE: it is illegal to dispose of WEEE waste in the general waste stream

Envelopes

Set up a box in your stationery area for reusable envelopes. For envelopes not in a reusable condition, including window envelopes, please use the dry mixed recycling bins.

Envelopes (padded)

If not of a reusable condition, please use the general waste bins.





Waste Type

Disposal Procedure

Fluorescent tubes

Redundant fluorescent lamps are collected by Estates for specialist disposal.

NOTE: fluorescent lamps are classed as hazardous waste and must not be placed in general waste bins

Folders

If reusable, set up a stationery box in your area or offer on the Staff Hub notice board for reuse within the University. If unsuccessful or not possible, put plastic or lever arch components of the folder in the general waste bins, and dispose of the cardboard body of the folder in the blue office paper and cardboard bins. For large quantities contact the Estates Helpdesk to arrange collection.

Food Waste

Please use the general waste bins. Please note that food waste also includes used coffee grounds and tea bags.

Furniture

If reusable, offer on the Staff Hub notice board for reuse within the University. Under no circumstances should furniture items be taken for domestic use and/or sold for personal profit.

If unsuccessful contact Allan Butters at A.C.Butters@hud.ac.uk to organise a collection by an approved reuse and renovation contractor. The University's in-house team may be able to undertake repairs. If waste disposal is required, contact the Estates Helpdesk to arrange a collection.

Please allow adequate lead time to make arrangements and ensure waste is stored within the building prior to collection. Items should not be stored outside.

Glass containers (eg coffee jars)

Please contact the Estates Helpdesk if you have any glass items for disposal. A collection will be organised and the glass disposed of in our glass recycling facility.

NOTE: Broken glass can be collected, but must be wrapped in paper and labelled clearly

Glass containers (from laboratories)

Contact your School Technician for advice.





Waste Type

Disposal Procedure

Gum

Please dispose of gum in the pink GumDrop receptacles located across campus.

Ink cartridges (from desktop printers)

The University stationery supplier Lyreco offers a take-back scheme and supplies collection boxes for used cartridges to be taken away for recycling. Contact the person responsible for ordering cartridges in your department to find out the arrangements in your area.

To set up a new collection scheme for your department - when you place an order with Lyreco select the product code for collections from their catalogue.

Contact Joe Byrne in Procurement Services for further information.

IT equipment

This includes all computers, associated peripherals and cables. Contact your departmental IT Officer (if you have one) or otherwise contact the IT Support Helpline, who will identify the appropriate disposal route and make arrangements for you. For full details follow this link:
<https://staff.hud.ac.uk/it/policy/disposalofitequipment/>

NOTE: it is illegal to dispose of WEEE waste in the general waste stream

Junk mail and glossy magazines

Please use the blue office paper and cardboard bins for small quantities of paper. Once full, office bins should be decanted into the larger blue paper wheelie bins in centralised locations. All cardboard must be clean and dry.

Laminated paper and posters

Please use the general waste bins.

Metals (small items)

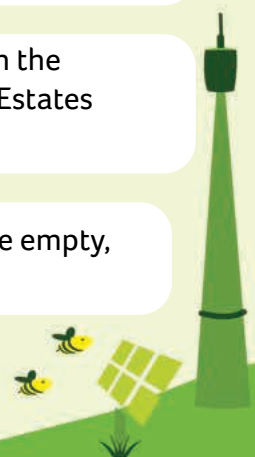
Please use the dry mixed recycling bins for small items (e.g. aluminium and steel cans, staples).

Metals (large items)

If reusable, offer on the Staff Hub notice board for reuse within the University. If not possible or unsuccessful, please contact the Estates Helpdesk to arrange collection.

Milk bottles (plastic)

Please use the mixed recycling bins. Make sure your bottles are empty, squashed and have the lid on.





Waste Type

Disposal Procedure

Mobile phones

For redundant mobile phones contact your departmental IT Officer (if you have one), otherwise contact the IT Support Helpline, who will identify the appropriate disposal route and make arrangements for you. Follow this link for further details: <https://staff.hud.ac.uk/it/policy/disposaloftequipment/>

NOTE: it is illegal to dispose of WEEE waste in the general waste stream

Newspaper

Please use the blue office paper and cardboard bins for small quantities of paper. Once full, office bins should be decanted into the larger blue paper wheelie bins in centralised locations. All cardboard must be clean and dry.

For large quantities contact the Estates Helpdesk to arrange collection.

Pallets

Pallets should be returned with the supplier on delivery. If this is not possible, a collection should be organised for when the supplier is next delivering. This should be organised at point of purchase. Where it is not possible to return the pallets to the supplier, contact the Estates Helpdesk to arrange collection.

Paper (standard, waxy or glossy)

All printouts on campus should be duplex printed where possible. Set up a scrap paper box in your stationery area for paper that can be reused and use this as opposed to post-it notes.

Please use the blue office paper and cardboard bins for small quantities of paper. Once full, office bins should be decanted into the larger blue paper wheelie bins in centralised locations. All cardboard must be clean and dry.

NOTE: if you cannot tear paper it may have a plastic film coating and should be put in the general waste bin

Paper (confidential)

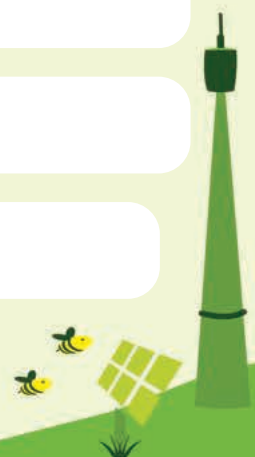
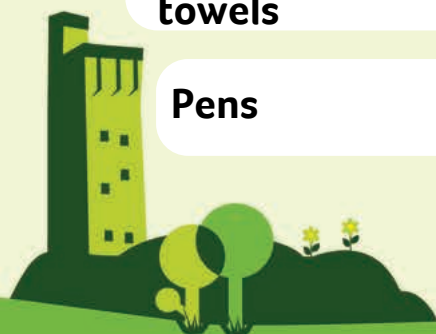
The University has a confidential waste policy. All confidential waste should be placed in designated collection consoles or sacks. To obtain collection sacks or to make arrangements for large collections, contact Joe Byrne in Procurement Services.

Paper hand towels

Please use the general waste bins.

Pens

Please use the general waste bins.





Waste Type

Disposal Procedure

Pizza boxes

Please use the pizza box recycling point in International Kitchen (Level 4 Student Central) for your empty pizza boxes. If not possible, please use the general waste bins. Please separate any food waste and dispose of this in the general waste bins.

Plastics (soft)

Please use the general waste bins. (e.g. cling film, crisp packets).

Plastics (flexible)

Please use the general waste bins. (e.g. yoghurt pots).

Plastics (hard)

Please use the general waste bins. (e.g. CD containers).

Plastics (bottles)

Please use the mixed recycling bins. Make sure your bottles are empty, squashed and have the lid on.

Polystyrene

Packaging should be returned with the supplier on request at point of purchase. For large quantities contact the Estates Helpdesk to arrange collection. For small quantities use the general waste bins.

Telephones

Redundant desk phones are collected by Telephone Services for reuse or recycling of usable parts before disposal.

NOTE: it is illegal to dispose of WEEE waste in the general waste stream

Tetra Pak cartons

Please use the general waste bins.

Toner cartridges (from photocopiers)

Take these to your local collection point within your department, contact your School or Office manager to find out where this is.

A company called EOS collects on behalf of our photocopier supplier Konica Minolta. Collections should be organised at point of purchase. To arrange collections for your department contact:
- Sue Clarke – sue@eos-it.co.uk Telephone: 01306 631070
- General enquiries – info@eossolutionsltd.com

Tissues

Please use the general waste bins.

Wood (small)

For small items, such as coffee stirrers, please use the general waste bins.

Wood (large)

If not reusable, contact the Estates Helpdesk to arrange a collection.





Departmental schemes

Schools and Services may operate their own schemes for the specialist waste streams they produce (e.g. lab, clinical and engineering waste). Please contact your School Technician or Office Manager for further advice.

Clear outs and office moves

If purchasing new furniture or planning large-scale clear outs of redundant furniture, please inform Procurement Services as soon as possible. They will advise on take-back schemes and disposal routes, working with furniture suppliers wherever possible.

For general office clear outs, please contact the Estates Helpdesk to discuss your needs. You can request clear sacks for recyclables, direct collection of bulk wastes and skips for recyclable and non-recyclable materials should you need them.

Useful contacts

- Estates Helpdesk – 01484 472550 or Estates@hud.ac.uk
 - IT Support Helpline - 01484 473737 or it.support@hud.ac.uk
 - Procurement Services – 01484 472113 or finance@hud.ac.uk
 - Sustainability Team – 01484 472351 or sustainability@hud.ac.uk
 - Telephone services – 01484 472627 or telephoneservices@hud.ac.uk
- To update this guide please contact sustainability@hud.ac.uk

