



University of
Leicester

The Environment Team

A-Z Guide

to Waste & Recycling



www.le.ac.uk/environment

Welcome

...to the University of Leicester's 'A-Z Guide to Waste and Recycling'. Over the last 3 years, the Environment Team has introduced an award-winning recycling scheme across the campus that allows us to recycle paper, plastics and metals.

We understand that recycling can be quite confusing at times so to help simplify things we have put together this A-Z guide that provides practical advice on using the University's recycling scheme more efficiently.

It is also worth considering that it costs the University more to send rubbish to landfill than it does to recycle, so we need the full support of our staff, students and visitors to make this recycling scheme successful.

This guide contains advice on the majority of waste produced at the University. We hope our guide can simplify how the recycling scheme operates but if you do have any further questions; comments or suggestions please do not hesitate to contact us. A useful contacts page is at the back of this guide. Don't forget that we have an interactive website that allows you to keep up to date with any changes to the recycling scheme, visit it at www.le.ac.uk/environment

Many thanks,

The Environment Team



A-B

Aerosols

Deodorant cans,
cleaning sprays etc



- **PLEASE DO NOT PUT AEROSOLS INTO LANDFILL BINS.**
- At present, facilities for disposal of aerosols are being developed.
- Please send aerosols in the internal post to The Environment Team.

Aluminium Cans



- **Metal Recycling Bins.**
- Please make sure your aluminium cans are dry and empty.

Aluminium Foil



- **Metal Recycling Bins.**
- Please rinse.
- Crisp packets, chocolate wrappers and cigarette wrappers are not aluminium foil. Please put these into landfill bins.

Batteries



- **PLEASE DO NOT PUT BATTERIES IN THE LANDFILL BINS.**
- Please dispose of batteries in the battery disposal units in the following buildings: Charles Wilson, Adrian, Engineering and Fraser Noble.
- Alternatively, as a last resort, send batteries in a strong internal envelope marked to 'The Battery Container' at the Post Room.

A

B

B

Books and Hard Backed Directories



- Can the book be reused? Would Willingale's in the Percy Gee building accept it?
- **Paper Recycling Bins.**
- Please **DO NOT** overfill the bins.

C

Cables



- **PLEASE DO NOT PUT CABLES INTO LANDFILL BINS.**
- All electrical waste is to be stored until there is sufficient quantity to be transferred to the WEEE container. Please contact the Waste Officer (ext: 1434) when your electrical waste is ready to be transferred.

Cardboard Boxes & Corrugated Cardboard



- Please flat-pack all cardboard boxes and leave outside, securely, next to the recycling bin.

Card Boxes & Packaging

Cereal boxes, tissue boxes



- **Paper Recycling Bins.**
- Please ensure they are free from food and as **FLAT** as possible.

Cartridges

Ink, toner, printer



- If you do not already donate your cartridges to charity, please send them internally to the SU Rag Office or leave them outside the SU Rag Office in a suitable container.

CDs, DVDS, Tapes and Minidisks



- Landfill Bins.
- At present, no central facilities exist to recycle CDs on campus.

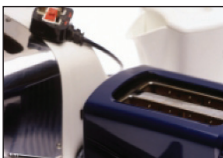
Crisp Packets & Snack Food Packets



- Landfill Bins.

Electrical Waste

Kitchen equipment,
torches, telephones



- **PLEASE DO NOT PUT ELECTRICAL WASTE INTO LANDFILL BINS.**
- All electrical waste is to be stored until there is sufficient quantity to be transferred to the WEEE container. Please contact the Waste Officer (ext: 1434) when your electrical waste is ready to be transferred.

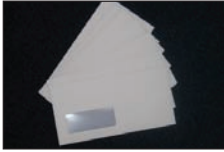
C

E

E

Envelopes

With or without windows



- Paper Recycling Bins.
- Envelopes can be reused internally.
- Please see padded envelopes.

Envelopes (Plastic)



- Plastic Recycling Bins.

F

Fluorescent Tubes



- **PLEASE DO NOT PUT FLUORESCENT TUBES INTO LANDFILL BINS.**
- Fluorescent Tubes are classed as hazardous electrical waste. All fluorescent tubes must be stored in the lamp containers. Please contact maintenance if you have fluorescent tubes to be disposed of.

Folders

Box files, ring binders



- Please re-use where possible.
- At present, facilities to recycle folders on campus are being investigated.
- Landfill Bins.
- Please remove metal ring binders and dispose into metal recycling bins.

Food Tins



- **Metal Recycling Bins.**
- Please make sure your food tins are dry, clean and empty.

Food Waste



- **Landfill Bins.**
- Food waste collections are currently being rolled out to areas where food preparation takes place.
- No facilities are currently available in staff kitchens.

Furniture



- Contact the Portering and Cleaning Services (PACS) complex supervisor Sharon Bassett (ext: 2813).
- A furniture re-use scheme is currently under development.

Glass Bottles and Jars



- Please take your glass bottles and jars to the glass banks located between the Charles Wilson Building and the Physics Building.
- Glass waste must **NOT** be put into black waste sacks.

H

Hand Towels

- Landfill Bins.



I

IT Waste

- **PLEASE DO NOT PUT IT WASTE INTO LANDFILL BINS.**
- The University recycles IT waste with Second Byte IT. Please fill in the online form in the waste and recycling pages of our website to arrange a collection.
- Alternatively, you can contact the Waste Officer (x1434).



J

Junk Mail & Magazine Inserts

- Paper Recycling Bins.
- You can take your name off mailing lists by visiting the web pages of Mailing Preference Services - www.mpsonline.org.uk



L

Laminated Paper & Posters

- Landfill Bins.
- If the laminated paper needs to be shredded first, please contact the Waste Officer (x1434).



Light Bulbs (Filament)



- Landfill Bins.

Light Bulbs (Energy Saving)



- **PLEASE DO NOT PUT ENERGY SAVING LIGHT BULBS INTO LANDFILL BINS.**
- See Fluorescent Tubes.

Metal

Paper clips, cans



- **Metal Recycling Bins.**
- **DO NOT** put crisp packets or sweet wrappers into metal recycling bins.
- **DO NOT** put hard metal (taps, exhaust pipes, cutlery) into metal recycling bins.

Milk Bottles



- **Plastic Recycling Bins.**
- Please rinse and remove the lid.
- Glass milk bottles are to be returned to place of purchase.

M

Mobile Phones



- Mobile phone recycling bins can be found in the Charles Wilson Building and the Student Union.
- To recycle work phones please contact Ian Saker (communications officer) on ext: 5697.

Magazines & Newspapers



- Paper Recycling Bins.

P

Padded Envelopes



- Please re-use for internal mail.
- The bubble wrap can be separated from the paper and recycled separately into plastic recycling bins.

Paper

Printer, writing and note paper etc



- Paper Recycling Bins.

Paper (waxy or coated)



- Paper Recycling Bins.

Paper Bags



- Paper Recycling Bins.
- Please re-use.

Pens



- Landfill Bins.
- If separable, please separate the plastic and recycle in a plastic recycling bin.

Pipette-tip Box



- Plastic Recycling Bins.

P

Plastic

Bubble wrap, cling film, plastic sleeves, spiral binders



- **Plastic Recycling Bins.**
- Please make sure the plastic is clean and dry.

Plastic Bottles

All types including drinks, milk, soap and cleaning product bottles



- **Plastic Recycling Bins.**
- Please remove lids.
- Please rinse.

Plastic Containers and Plastic Food Wrapping



- **Plastic Recycling Bins.**
- Please make sure plastic containers and plastic food wrapping are clean and dry.
- If dirty, please put in landfill bins.

Plastic Cutlery



- **Plastic Recycling Bins.**
- Please rinse.
- If dirty, please put into the landfill bins.

Plastic (Hard)

CD & DVD cases,
pen barrels, lids etc.



- Landfill Bins.
- If the item contains a recycling triangle, please recycle (clean and dry) in the plastic recycling bins.

Plastic Carrier Bags



- Plastic Recycling Bins.
- Please make sure all bags are empty.
- Please re-use.

Polystyrene Cups & Food Trays



- Landfill Bins.

Polystyrene Packaging (small)



- Landfill Bins.
- Collect and re-use if clean or offer to a departmental goods-in/stores.

P

Polystyrene Packaging (large)



- **Landfill Bins.**
- There are different collection schemes for large polystyrene packaging throughout the university.
- Please contact the Environmental Coordinator of your building (especially in Science Buildings) for further information.

S

Sample Tubes



- **Plastic Recycling Bins.**
- Please make sure sample tubes are clean and free from contamination and any hazard warning labels are removed.
- Please make sure that any hazard labels are removed after decontamination.

Shredded Paper and confidential shredded paper



- **Paper Recycling Bins.**
- Ask the porters and cleaners to provide you with clear bags for your shredding machine so that the paper can be recycled. Please **DO NOT** use black bags!
- A contract is in place with ShredPro for a confidential on-site shredding service. This also includes small volumes of laminated paper and VHS/Cassette tape. Please visit www.le.ac.uk/environment for more information on the confidential shredding service.

T

Tetrapak Cartons



- **Landfill Bins.**
- At present, no facilities exist on campus to recycle Tetrapak cartons. The nearest Tetrapak recycling facility is at Oadby Village.

Textiles & Clothes



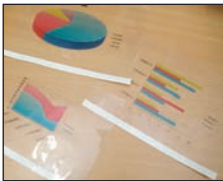
- **Landfill Bins.**
- At present, facilities to recycle textiles and clothes on campus are being investigated.
- The closest textile recycling unit to the main campus is located in Victoria Park.
- Visit www.leicester.gov.uk for more information.

Toys, Soft Toys & Games



- **Landfill Bins.**
- At present, no facilities exist on campus to recycle toys and games. If they are in good condition please consider donating to charity, or to a friend who needs a hug.

Transparencies



- **Plastic Recycling Bins.**

White Goods



- Please fill in the online form at www.le.ac.uk/environment to request a collection.
- White goods awaiting disposal must be kept in internal storage areas. They are classed as hazardous waste and must not be left in an unsecure area under any circumstances.

T

W

Some useful contacts:

The Environment Team

Room 17
Fielding Johnson Building
University of Leicester
University Road
Leicester
LE1 7RH

t: 0116 223 1434 (Waste Officer)

e: waste@le.ac.uk

w: www.le.ac.uk/environment

Details of the residential recycling services provided by Leicester City Council can be found at: www.leicester.gov.uk/your-council--services/cl/waste-and-cleansing

For information about Community Recycling Centres in Leicester, go to: www.biffaleicester.co.uk

If you live outside Leicester, please go to your local council website for more information.

Please don't bring any materials from home for recycling.



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