A to Z of Waste Types

A



Aerosols* can be deposited with food tins and drinks cans. These items can be placed in the “can” section of the internal and external bins around the main campus.

*Aerosols that have contained hazardous substances will need to disposed of as hazardous waste – please contact the University Waste Co-ordinator for further advice at simon.atkinson@manchester.ac.uk

Please remove plastic lids from aerosols.



These items can be placed in the “can” section of the internal and external bins around the main campus.

Aluminium Foil	Aluminium foil (clean/uncontaminated foil only please) can be deposited in any of the “can” recycling bins around campus.



The University has an Asbestos Management Policy. The Directorate of Estates and Facilities is responsible for the management of asbestos within buildings and building services. If you suspect asbestos please contact the Asbestos Team - see here for further details.

B



Batteries should **not be placed in the general waste**.
The University operates a campus-wide, battery recycling scheme for **domestic** type batteries. **Domestic** nickel cadmium batteries and button cell batteries can be placed in these containers - please ignore the labels on some of the older containers that states otherwise

Battery collection containers (see below) are located in every building and are available free of charge from the University Waste Co-ordinator at simon.atkinson@manchester.ac.uk

When the container is full, please contact House Services to arrange collection.

For **non-domestic** batteries, specialist disposal may be necessary, particularly for lithium batteries. Do not dispose of any such batteries in the battery containers, general waste or electrical waste but seek disposal advice from your local H&S/Compliance contact. There is also guidance on lithium batteries here.

Watch the video of the battery recycling process here.



Beer kegs	Where possible, beer kegs should be returned to the original supplier/brewery. Where this cannot be determined or where kegs have been abandoned or fly-tipped, there is an organisation that can arrange collection - Kegwatch. For abandoned beer kegs on the main campus, please contact the Waste Co-ordinator at simon.atkinson@manchester.ac.uk
Bicycles	If you have a bike you need to dispose of, please try and re-use/donate it rather than dispose of it. If you are able, please donate it to a local re-use organisation such as Biko bikes which is a student project based at the Students' Union that aims to recycle/refurbish bikes and rent them back to students at low cost.

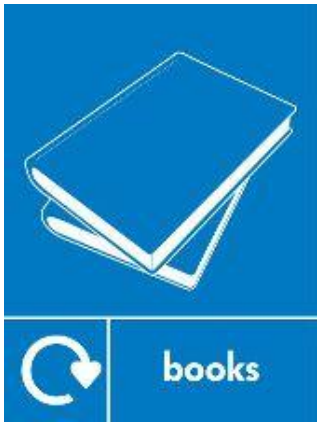
Butane/propane gas canisters/cartridges

These **cannot** be disposed of in the general waste as they are potentially explosive and therefore need to be disposed of as hazardous waste.



Specialist disposal arrangements are in place via the Stores in the John Garside Building.

To dispose of these in other buildings please contact the University Waste Co-ordinator at simon.atkinson@manchester.ac.uk for advice.



On occasions, staff may wish to dispose of large numbers of hard backed books or journals, particularly when vacating/moving buildings.

Please contact campuscleansing@manchester.ac.uk to arrange specific collections using book recycling eurobins.

Books are recycled through the University's waste contractors Veolia.

The disposal of books from the University's libraries is carefully managed by the JRUL, further details can be found under section 4.2.2 of the Collection Development & Management operating procedures doc.



Bras can be put in the clothing banks around campus which are emptied by the British Heart Foundation and taken to their local charity shops to be sold/recycled. There are clothing banks at three locations on the main campus:

* at George Kenyon Hall (Bdg. 93 on the campus plan)

* at the rear of the Humanities Bridgeford Street Building (Bdg. 35 on the campus plan) opposite Booth Street West multi-story car park (D).

* adjacent to the cycle shelter opposite the entrance to Booth Street East car park (B), to the rear of the Information Technology Building (Bdg. 40 on the campus map)

See "clothes" for details of other items which can be placed in the clothing banks.

C



These items can be placed in n the “can” section of the internal and external recycling bins.

Please wash food tins where necessary to prevent odours/pest issues.



Staff can recycle cardboard in every building on main campus. Watch the recycling videos here.

Please flatten any cardboard boxes/items and leave out for House Services (Cleaning) staff to collect. This is then collected by Campus Cleansing on a daily basis before being sent to Elsa Recycling where it is baled and sent to a local cardboard recycling plant.

Where possible, especially when buying from a regular supplier, request that they take packaging away with them so it can be re-used. This reduces the amount of waste the University produces, saving money. It will also encourage suppliers to reduce the amount of packaging they use.



Unfortunately, it is no longer economical to collect cartons separately. As a result the carton recycling bin that was located to the rear of the Humanities Bridgeford Street Building (Bdg. 35 on the campus plan) was removed several years ago.



CDs and DVDs can be placed in the recycling bin that is situated in University Place, Ground Floor (adjacent to the entrance to the side of Williamson)

Please do not include any CD/DVD cases as we can no longer get these recycled.

If you work in an office that frequently disposes of CDs and DVDs, you can request a small (5 litre) collection container by contacting the Waste Co-ordinator at simon.atkinson@manchester.ac.uk

CDs containing confidential information **should not** be put in the CD Recycling bins. Anyone wishing to dispose of such information should contact their local IT Support for further advice.



Chaffing Fuel

Chaffing fuel is a flammable product that is used to heat catering equipment and usually comes in tins. The tins can be recycled along with food tins and drinks cans but they must be emptied of all flammable liquid beforehand and vented to ensure they are safe to dispose of (and are not classified as hazardous waste).



Many waste chemicals and solvents are classified as hazardous waste and must be disposed of by a licensed hazardous waste contractor.

Appropriate disposal arrangements are usually described in the Health and Safety local arrangements document (sometimes called the Health and Safety manual) and the procedures are also described in the local safety inductions. If the relevant information is not available, or you require additional information, please contact your local Technical Services Manager or Health and Safety advisor

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Chewing gum

The "GumDrop" bins for chewing gum recycling that were in the Main Library and Students' Union have now been removed.



Clothing is collected from a number of clothing banks on site by the British Heart Foundation and taken to their local shops to be sold/recycled.

Clothing banks are located at the following points:
* at the front of George Kenyon Hall (Bdg. 93 on the campus plan)

* rear of Humanities Bridgeford Street Building (Bdg. 35 on the campus plan) opposite the Booth Street West multi-storey car park (D)

* adjacent to the cycle shelter opposite the entrance to Booth Street East car park (B), to the rear of the Information Technology Building (Bdg. 40 on the campus map)

Items which can be placed in the clothing banks include:
* Any items of wearable clothing.
* Bras (see "bras" for details).
* Textiles such as torn, unwearable clothes, curtains and soft furnishings, and odd socks.
* DVD's/CD's.
* Kitchenware.
* Handbags and accessories.
* Toys and games.

Please ensure that all items are clean and dry. Please report **any issues with the clothing banks via** campuscleansing@manchester.ac.uk

Compact fluorescent lightbulbs/lamps	These can be recycled via the Want not Waste shop adjacent to the Students' Union/Academy
Computers/equipment	See "I.T. equipment" for details



See the here for further information.

Staff should ensure that documents containing confidential information are disposed of securely by using the Restore Datashred consoles across campus. Do not put any confidential paper records in the office paper/blue bag recycling arrangements as these **do not** provide a sufficiently secure disposal route.

Guidelines are available to all staff on the secure disposal of confidential information here.

D

Dead Animals Please report any dead animals you find around the campus to campuscleansing@manchester.ac.uk and they will arrange safe collection and disposal.

E



The University has obligations under the Waste Electrical and Electronic Equipment (WEEE) Regulations to segregate any electrical waste in order to treat it separately from general waste and enable it to be recovered and recycled.

It is a criminal offence to put certain electrical items such as old style (cathode ray tube) televisions and monitors and fridges into the general waste stream as these are classed as hazardous waste and need to be disposed of appropriately - see the various links for details. If in doubt about how to dispose of these, or any other items, please contact the Waste Co-ordinator, Simon Atkinson at simon.atkinson@manchester.ac.uk.

Electrical waste is collected by the Campus Cleansing Unit and returned to a central location and subsequently recycled - see here to watch the recycling process.

For any I.T. waste please contact the I.T. Services Helpdesk to arrange collection – see here.

F

Watch the video of the recycling process.



Traditional (gas-discharge) fluorescent tubes and sodium lamps are used throughout the University for lighting and are both classified as hazardous waste due to the fact they contain substances that could harm the environment.

Used fluorescent tubes/sodium lamps are replaced by Estates & Facilities staff and are stored in a number of storage facilities across the University before being collected and treated by Mercury Recycling Ltd in Trafford Park.

Please contact the Estates Helpdesk should you need a tube/lamp replacing.

Staff can recycle compact fluorescent light bulbs at the Want not Waste shop adjacent to the Students' Union/Academy.

LED tubes are not hazardous waste and can be disposed of with other electrical waste.





Aluminium foil (clean/uncontaminated foil only please) can be deposited in any of the "can" section of the internal and external recycling bins around campus.



These items can be placed in the "can" section of internal and external recycling bins around campus. Please wash food tins where necessary to prevent odours/pest issues.



The University has food waste collections at a number of its catering outlets as well as facilities for the public to use in The Market in University Place and in the Students' Union.

Food waste is collected by the University's waste contactors Veolia and sent to an Anaerobic Digestion Plant for treatment – see here.

Food waste caddies are now in place in all staff kitchens on Main Campus – please see here for more information.

Please do what you can to reduce the amount of food waste you produce in the workplace – see here. There is also the Love food, hate waste website.

Most waste fridges and freezers will be classified as hazardous waste due to their CFC content. It is therefore essential that these are disposed of correctly in order to comply with the Hazardous Waste Regulations 2005

Please see here for the latest collection arrangements and charges.



If you require a fridge/freezer to be collected, please contact janet.shippen@manchester.ac.uk who will provide a fridge collection note, advise on any costs and arrange subsequent disposal.

In most instances, items will be collected by the Campus Cleansing Unit. However, very large fridges/freezers or any other items such as centrifuges may need to be collected directly by external contractors – in such instances please contact the University Waste-Co-ordinator at simon.atkinson@manchester.ac.uk to make arrangements.

Fridges/freezers from lab areas or which may have contained any hazardous (chemical/biological etc) materials, need to be cleaned/decontaminated and accompanied with a decontamination certificate before they can be collected.

Fridges/freezers are securely stored at the ESU depot prior to collection by external contractors. See here for a video of the recycling process.

All discarded furniture across the Main Campus is collected for re-use/recycling via the University's Furniture Store

Wherever possible, please re-use any furniture you need to dispose of using the following hierarchy:

1. Ask colleagues or your Head of School Admin to



see if anyone else can use your unwanted furniture locally

2. Speak to your Faculty Estates Team to see if they know of anyone else who might want to re-use it

3. If you are unable to re-use unwanted furniture please contact House Services to arrange its removal. All unwanted furniture is returned to the Furniture Store and items suitable for re-use are re-used across the university or donated to local charities**.**

4. Where possible, items that are not suitable for re-use are disposed of via a local furniture re-use company upmcr.com rather than sent for disposal

For the opening times of the University Furniture store and for further information on how it operates, please see here

*some charges apply to chairs/desks that have had to be refurbished by external contractors, but these will be recharged at cost price.

G



Green waste is produced on the campus and at Halls of Residence by the Landscape Services Unit which is part of the Directorate of Estates and Facilities.

Landscape staff return as much green waste as possible to the ground at the site from where it is produced. If this is not possible, waste is returned to a number of dedicated “green waste” skips across the campus from where it is collected by the University’s waste contractors and taken to a local waste facility where it is shredded and composted - see here for a video of the process.

Similar arrangements are in place for green waste produced on the residential campus.



It is difficult to dispose of gas bottles/cylinders so they should be returned to the company that manufactured them wherever possible. See the following WISH Guidance for help in identifying a manufacturer or distributor.

Wastecare operates the Cylindercare scheme that provides a free nationwide service for the collection and recovery of most makes of UK LPG bottles and gas cylinders. Please contact the Waste Co-ordinator at simon.atkinson@manchester.ac.uk if you have gas bottles/cylinders that need to be disposed of, that may be covered by this scheme.

Where a manufacture or distributor cannot be identified, such items have to be disposed of via a specialist contractor and there will be a charge. Please contact the Waste Co-ordinator at simon.atkinson@manchester.ac.uk should you need to dispose of gas bottles/cylinders.



All colours of glass bottles/jars can be recycled in the glass recycling wheelie bins located around campus as well as the recycling station located at the rear of the Stopford Building (Bdg. No.79)

Glass recycling wheelie bins are available in most buildings across campus and for large events – please contact campuscleansing@manchester.ac.uk to request one of these. Uncontaminated pyrex can also be put in the glass recycling bins.

Gum (chewing gum) See “Chewing gum”.

H

Hypodermic Needles Please report any needles you find around the campus to the Campus Cleansing Unit on 0161 275 2246 (24hr answerphone) or at campuscleansing@manchester.ac.uk and they will arrange safe collection and disposal via the University’s clinical waste contractors Stericycle

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Helium Bottles

Helium bottles **cannot** be disposed of in the general waste but can be disposed of as scrap metal and can be collected by the Campus Cleansing Unit provided they are empty of all contents. Please contact the University Waste Co-ordinator at simon.atkinson@manchester.ac.uk should you wish to dispose of any such items.



I

IT Equipment

Anyone wanting to dispose of any IT related equipment should see here for collection arrangements. IT Services now collect all redundant IT equipment and assess it for potential re-use across the University. Any equipment that cannot be re-used is subsequently collected by the University's contractors Stone Group.

All such equipment must be kept in a secure location until collected.

Below is a list of items that IT Services will collect:

* Desktop systems
* Monitors
* Laptops
* Docking stations
* Printers
* Servers
* Data cabinets
* Ups's/plotters

Inkjet Printer Cartridges

Inkjet cartridges can be recycled at one of the printer cartridge recycling bins situated in the following locations:

* University Place, Ground Floor
* Main reception Fallowfield Campus

K

Keys

These can be recycled with scrap metal. Please put any surplus keys in the internal post FAO the University's Waste Co-ordinator, Rm. 4.71 Simon Building or contact campuscleansing@manchester.ac.uk for collection.

L

LED tubes/LED lightbulbs

These are not classed as hazardous waste. Used tubes/bulbs are replaced by Estates & Facilities staff. Please contact the Estates Helpdesk on 0161 275 2424 should you need a tube/bulb replacing.

These will be dealt with along with the University's other "electrical waste".

Leaflets See "Newspapers and Magazines"



Low energy/compact fluorescent lightbulbs can be recycled via the Want not Waste shop adjacent to the Students' Union/Academy.

M

Mercury Containing Items

Most items containing mercury will be classed as hazardous waste and therefore require specialist disposal. Please contact the University Waste Co-ordinator at simon.atkinson@manchester.ac.uk for more information.

Such items include:

*Thermometers
*Mercury switches
*Mercury burners
*Sphygmomanometers
*Projector bulbs/lamps

Micro-fiches See "photographic film/negatives" for details.

Metal See "Scrap metal" for details.

Staff land-line telephones can be disposed of/recycled via House Services/Campus Cleansing. In the first instance please contact House Services to arrange collection.



Mobile phones should be returned to the IT Services Support Centre on the ground floor of the Kilburn Building. Please clearly mark these items “for recycling” and for the attention of the ITS Directorate Support Team.



Students can recycle mobile phones by placing them in one of the printer cartridge recycling bins that are at the following locations:

*University Place, Ground Floor
*Main reception Fallowfield Campus

N

Newspapers and magazines can be recycled alongside office paper.





If you need to dispose of large numbers of paper/publications/leaflets/magazines, please do not place them in the office paper recycling boxes. In these instances, please contact the Campus Cleansing Unit on 0161 275 2246 (24hr answerphone) or at campuscleansing@manchester.ac.uk who will arrange for a large wheeled eurobin (see right) to be provided to ensure such material is collected and recycled.

Please see here for further details about what items can be put in these bins and to watch the video.

Nitrous oxide canisters

These canisters (approx. 580g size) **cannot** be disposed of in the general waste as they pose a risk of explosion and therefore require specialist disposal.



Smaller nitrous oxide canisters (approx. 8g) shouldn't be disposed of in the general waste either.



If you come across either of these types of canister on campus please report this to Campus Cleansing who will arrange collection – please contact 0161 275 2246 (24hr answerphone) or at campuscleansing@manchester.ac.uk

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O

Oils See "waste oils"

P



Paint tins/plastic containers can be disposed of in the general waste if they are empty. Do not place any tins containing paint in the general waste bins as they may end up leaking and paint being spread across campus.

Also, if they still contain paint they may be classed as hazardous waste depending on the contents/type of paint. Therefore, wherever possible, please ensure that contractors take back any used paint/containers.

If you do have waste paint/containers to dispose of, an assessment needs to be made of the contents and specialist advice should be sought – contact the University's Waste Co-ordinator for advice at simon.atkinson@manchester.ac.uk .

There may also be the possibility of donating unwanted paint rather than disposing of it, through the Community Repaint Scheme.

Pallets

Wherever possible, please discuss delivery arrangements with your supplier to minimise the amount of packaging that the goods come in, and ask suppliers to allow return/re-use of packaging.

Where goods are delivered on pallets, where possible remove the goods from the pallet on delivery and return the pallets to the supplier.

Most pallets that are not returned will need to be disposed of alongside other wooden items – see "wood". Please contact campuscleansing@manchester.ac.uk to arrange any collections.

The University donates most used pallets to local scout groups and other charities where these can't be returned to suppliers.

Paper



Watch the office paper recycling video.

Paper items can be placed in the paper recycling bins situated around campus. These facilities should not be used for the disposal of any confidential waste paper - for advice on the disposal of **confidential waste paper** see here.

Within offices/buildings, please put all your waste paper into one of the many office paper recycling boxes with the blue bags in them (see below) or a paper recycling bin.



Additional paper recycling boxes are available free of charge from Campus Cleansing – please contact campuscleansing@manchester.ac.uk.

Photographic film / negatives

Where large volumes of photographic material such as microfiches and x-rays are involved the University may be able to generate an income from this material via a specialist silver recovery company. Please contact the University Waste Co-ordinator at simon.atkinson@manchester.ac.uk for further details.



Plastic bottles can be placed in the internal recycling bins across campus as well as in the external recycling bins situated in public areas of the campus. It is not necessary to remove the lids from plastic bottles.

Plastic bottles are collected by the University's waste contractors, and sent for recycling – see here.

See the WRAP website for more information on plastics recycling.



Polystyrene packaging (EPS) can now be recycled on the main campus. Wherever possible, please engage with suppliers to reduce the amount of packaging that comes with goods/products or ask for suppliers to set up take-back schemes. If this is not possible, polystyrene can be recycled via collections by House Services – please leave any items next to your nearest set of recycling bins or for larger amounts contact House Services to arrange collection.

See here for more information.

Postage Stamps See "stamps" for details.



Inkjet printer cartridges can be recycled at one of the printer cartridge recycling bins situated in the following locations:

* University Place, Ground Floor
* Main reception Fallowfield Campus

For the disposal of toner cartridges see "toner cartridges".



Projector Lamps Most projector lamps will be classed as hazardous waste as they contain mercury and therefore require specialist disposal. Please contact the University Waste Co-ordinator at simon.atkinson@manchester.ac.uk for more information.

Pyrex Clean, uncontaminated pyrex can be placed in the mixed glass recycling wheelie bins around campus.

R

Radioactive Waste Click here for details.

S



Please contact the Campus Cleansing Unit (0161 275 2246 - 24hr answer phone) or at campuscleansing@manchester.ac.uk for the collection of any scrap metal.

In some instances, scrap metal is taken directly to European Metal Recycling in Salford for recycling, otherwise it is returned to a scrap metal skip in the Environmental Services Depot which is serviced by the University's waste Contractors Veolia who take it to S Norton in Trafford Park.



The shoe recycling bank on the main campus that was situated to the rear of the Humanities Bridgeford Street Building (Bdg. 35) opposite Booth Street West car park (D) has now been removed. Please place any shoes in the British Heart foundation banks across campus – see details under "clothes"

Smoke Detectors

Ionisation chamber smoke detectors (ICSDs) contain a small radioactive source (americium-241). ICSDs are constructed to an international safety standard that ensures that detectors do not represent a significant risk to users, both during normal use and following accidental damage. This also minimises the radiation doses to persons arising from uncontrolled disposal.

Therefore, the Environment Agency permits the disposal of modern ICSDs in the normal general waste stream in the following circumstances:

(i) the smoke detector must be contained within refuse which is not radioactive, and

(ii) no more than one smoke detector should be disposed of within a 0.1m3 volume of refuse.

Individual smoke detectors can therefore be disposed of with general waste but **please remove and recycle any batteries first**. If you have large amounts of smoke detectors please contact the University's Waste Co-ordinator at simon.atkinson@manchester.ac.uk for further advice.

Sodium Lamps See "fluorescent tubes" for details.



Spectacles can no longer be recycled through the School of Optometry in the Carys Bannister Building as Vision Aid ended its recycling scheme in September 2020. However, large companies like Specsavers do have recycling/re-use schemes for these items.

Stamps	Sorry, we no longer able to collect stamps as the RSPB are no longer running their re-use/recycling scheme which was supporting their save the Albatross campaign. However there are other schemes available here

	These can be placed in “can” section of the internal and external recycling bins across main campus.

	Arrangements are in place for certain engineering groups for the collection and recycling of swarf (waste metal turnings) and other metal off-cuts using a local waste contractor licensed by the Environment Agency. Please contact the Waste Co-ordinator at simon.atkinson@manchester.ac.uk if you wish to set up similar arrangements.

T

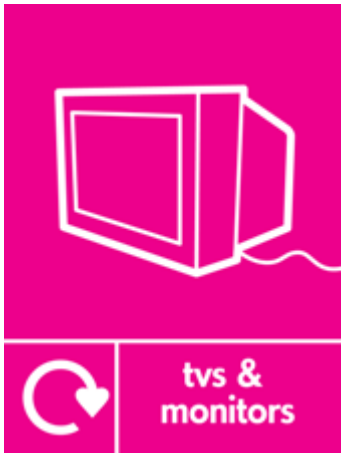
Telephones	Staff land-line telephones can be collected by House Services. These are sent for re-processing/recovery with the University’s other “electrical waste”. For mobile phones, see “mobile phones”.



Ideally these items should be placed in the recycling bins specifically for newspapers and magazines (see below). However, small volumes of these items can be placed in any of the paper recycling bins situated in public areas around campus, or the office paper recycling boxes.



Please see here for further details about what items can be put in these bins and to watch the video.



Please note that some older style monitors containing cathode ray tubes as well as most flat screen TV's are classed as hazardous waste and need to be disposed of appropriately. It is a criminal offence to dispose of these in the general waste.

There is currently no charge for the collection/ disposal of these items. In the first instance please contact House Services to arrange collection.

TVs are taken back to a central point before being collected by external contractors, and sent for treatment/recycling.

Monitors – see "I.T. Equipment" & here for disposal.



The University operates a campus-wide recycling scheme for toner cartridges. Watch the recycling video here.

Toners are returned to the Environmental Services Depot from where they are collected by OfficeGreen.

Where possible please return toner cartridges in their original/equivalent packaging (this increases the potential for reuse and the packaging will be recycled). Cartridges should be packed in clear plastic bags and left at your local recycling point/internal recycling bins where they will be collected by House Services. Fill to a maximum of 5 boxes per bag and tie up the bags.

Inkjet cartridges and mobile phones can also be placed in the clear bags for recycling.

Clear plastic bags are available from House Services.

Unused toner cartridges can be returned to the university's Furniture Store for re-use. See here for further details.

U

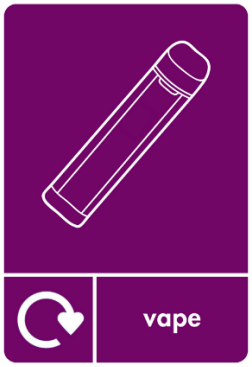
UV Lamps

These are classified as hazardous waste and require specialist disposal. Please contact the University Waste Co-ordinator at simon.atkinson@manchester.ac.uk for more information.

V



The University is not aware of any company that can recycle VHS video tapes so unfortunately these should be disposed of as general waste, unless they contain confidential information in which case they should be disposed of via the University's approved contractors – see here.



Disposable vapes/e-cigarettes can be recycled via the recycling containers located that are located on the reception desks of University Place and the Main Library. Please see here for more info.

W

Waste Oils

The disposal of waste oils is the responsibility of the individual school/faculty as all waste oils are classed as hazardous waste.
The disposal of waste oils produced by operations within the Directorate of Estates and Facilities is overseen by the University Waste Co-ordinator simon.atkinson@manchester.ac.uk.

Waste oils produced from the maintenance of landscaping and other machinery is stored at the Environmental Services Depot prior to collection/treatment by specialist waste contractors.

Waste oils produced by the maintenance of the electrical transformers and high voltage (HV) switchgear around the University are removed by United Utilities and sent to a local waste oil treatment facility operated by Grosvenor Power Services which is licensed by the Environment Agency.



Large items of wood such as pallets etc. can be collected by Campus Cleansing - please contact 0161 275 2246 (24hr answerphone) or at campuscleansing@manchester.ac.uk. Waste wood is sent to Shotton Paper Mill in Flintshire where it is burnt as a fuel. Most pallets that can't be returned to suppliers are donated to local scout groups and other charities.

X

Xenon short-arc lamps	These are classified as hazardous waste due to them containing mercury, and therefore require specialist disposal. Please contact the University Waste Co-ordinator at simon.atkinson@manchester.ac.uk for more information and to arrange disposal.
X-rays	See "photographic film/negatives" for details.
Xmas cards	These can be placed in the paper recycling bins around campus.
Xmas trees	These can be recycled with our other green waste (this applies to real xmas trees only). Please leave a message for the Campus Cleansing Unit 0161 275 2246 (24hr answerphone) or at campuscleansing@manchester.ac.uk to arrange collection.

Y

Yellow Pages	Small numbers of these can be placed in office paper recycling (blue bags) bins.