

Bin the Bin – Frequently asked questions (FAQ's)

1. What is the purpose of “bin the bin”?

“Bin the bin” is intended to get staff to maximise the amount of waste they recycle and by removing individual office waste bins the aim is to encourage people to think about how much waste they produce and take simple steps to reduce that.

2. Why do we need to recycle/reduce our waste?

The disposal of waste is becoming more expensive every year due to landfill tax and legislation requires treatment of waste before final disposal. Also, the University has a commitment in its [Environmental Sustainability Strategy](#) to reduce carbon emissions by 40% by 2020. The waste we produce has a carbon impact as well as a financial one so the University needs to reduce the amount of waste it produces and divert any it does dispose of away from landfill to more sustainable waste management options.

3. What recycling bins are installed?

There are separate bins for plastic bottles, cans, glass (where possible) and general (non-recyclable) waste. This is in addition to the paper recycling boxes which should already be in every office. Sometimes a paper recycling bin will also be included where the location is one frequented by students/members of the public.

4. Who empties all the waste/recycling bins?

Cleaning staff do all this and individual member of staff are not required to do anything apart from segregate their waste at their nearest recycling point

5. How often are waste/recycling bins emptied?

The general waste bins are emptied daily. Recycling bins are emptied as required to save on plastic bags/cleaners time.

6. Will the bins smell?

This should not be an issue as general waste bins are emptied on a daily basis. However, in locations such as kitchens etc where there may be food waste deposited in the general waste bin there is the option of using a bin with a lid – see below. In addition, staff should rinse bottles and cans, particularly milk bottles, to prevent odours.



7. What do the recycling bins look like?

We use several different bins depending on the space available and to address fire safety concerns, but in most cases we use the type of bins shown below- the ones on the left are plastic, the ones on the right are metal;



H = 66cm W= 3cm0 D = 52cm

H= 100cm W= 116cm D= 32cm

8. Can we have a recycling bin for mixed glass?

This is only possible in a few buildings where there are nearby external facilities where these can be emptied. In most instances, staff will have to use external glass recycling banks – see “glass” on the waste [A - Z](#) for locations on campus.

9. Where does the recycling go – is it actually recycled?

The University has well established collection arrangements to ensure recyclates are collected by various contractors for recycling. Each waste type is bulked up on the campus and collected on a regular basis, the best example being office paper – see [here](#). None of the recyclates we collect are disposed of unless cleaning staff find recycling bins have been heavily contaminated with the wrong waste types.

10. Is “bin the bin” unique to the University?

No. Lots of other Universities have similar schemes and some had schemes across their entire campuses some time ago. Many large companies/organisations also have these schemes as well as public bodies such as the Environment Agency.

11. Where are bins located around my work area?

This depends on the number of staff, the space available and the layout of the area concerned. Before a “bin the bin” scheme is implemented, the University’s Waste Co-ordinator will visit the area concerned and survey it with someone from that area who knows the area well to determine the location and number of recycling points that is required.

12. What types of wastes can go in the different bins?

Each time a scheme is implemented an information sheet is circulated to the staff involved (by e-mail). These have details of what can go in the different bins – see below. These info

sheets also have details of other recycling arrangements for items such as [I.T. Waste, toners and inkjet cartridges](#), [batteries](#), and CD's/DVDs.



Paper etc.

Most paper products including newspapers, magazines, leaflets etc but **not** paper cups or paper towels as these cannot be broken down in the recycling process – these items should be placed in the general waste bin. See also [paper recycling](#).



Plastic bottles

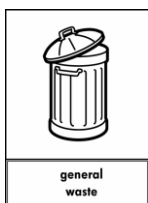
Most plastic bottles (and lids) are made of certain types of plastics which can be recycled more readily than other plastic items, including plastic cups, forks, stirrers & food trays which are made from other types of plastic - these items should be placed in the general waste bin at this time.



Cans

Drinks cans, food tins and clean aluminium foil

Aerosols can also be placed in these bins.



General Waste

Please put all non-recyclable waste in the general waste bin.

This includes paper cups, paper towels and plastics apart from bottles.

13. Is “bin the bin” compulsory?

At the moment, schemes are being implemented in areas where the majority of staff are in agreement. However, “bin the bin” is effectively University policy as reduction of waste at source and increasing the amount of waste recycled are priorities within the University's [Sustainable Resources Plan](#)

14. Can I keep my desk/office bin and empty it myself?

No. All office/desk bins are removed, although there are a few exceptions. In lab areas, or patient consultation areas, individual waste bins may be required, or where staff have mobility issues, but in most cases, staff are required to give up their waste bin a week or so after recycling points are installed. In some of the early schemes staff kept their own waste bins but we found that people abused this and tended to fill their bin up as normal and empty it at the end of the week. They were then unwilling to separate recyclable material, defeating the main objectives of the scheme. The solution is for staff to have a small receptacle on their desk to deposit any waste in during the day and that they empty that on a regular basis.

15. Do I have to go to a recycling point each time I want to dispose of something?

Not necessarily. Individuals can have a small container on their desk so they don't have to visit a recycling point each time they produce some waste, but it is up to them to empty that receptacle as required as this is not the responsibility of cleaning staff.

16. What do I do with items that can't be recycled?

These should be deposited in the general waste bin. This includes paper and plastic drinks cups and paper hand towels as none of these items can be recycled with our current arrangements?

17. Do I have to give up my paper recycling bin/box?

No. Individuals can keep these and we would encourage everyone to have a paper recycling box in their office as a significant percentage of office waste will be paper items. Additional paper recycling boxes are available from cleaning staff within your building or by contacting the Waste Co-ordinator on x65963.

18. How do I implement a "bin the bin" scheme?

In the first instance please contact the University Waste co-ordinator, Simon Atkinson on x65963 or at simon.atkinson@manchester.ac.uk to discuss how to get a scheme implemented but this FAQ document should answer most questions.

19. Do I need to be involved in getting a scheme implemented?

Individuals wanting to implement schemes in their area are useful in getting colleagues interested and willing to take part. Once it has been agreed that a scheme can be implemented all the other arrangements are managed by the university Waste co-ordinator, including installation of bins, removal of office bins and liaison with cleaning staff over emptying of bins/collection of waste/recycling.

20. Who pays for the recycling bins?

At the current time, the Directorate of Estates and Facilities will fund the bins that are installed as part of "bin the bin" schemes. However, this is subject to availability of funds in any financial year.

21. What happens to the waste bins that are removed?

Both metal and plastic bins are sent for recycling although individuals may use their bins for other purposes if they wish.

22. Is there anything I can do to recycle/compost food waste?

The University has been collecting food waste from catered Halls of Residence for some time now and in the first year alone (2016/17) sent 173 tonnes of food waste for anaerobic

digestion rather than disposing of it. You can find more information on the process by visiting the [ReFood](#) web pages.

We now have food waste bins that staff/students can use in the following locations on campus:

- *Eats restaurant in University Place*
- *Students Union*
- *Small World cafe, International Society William Kay House*

23. What happens if a scheme is implemented and we need more recycling locations/additional bins?

If there is a genuine need, then additional bins/recycling locations can be added any time after the initial scheme has been implemented.

24. What happens if the location of the recycling bins needs to be changed?

Again, changes to the location of recycling points/bins are fine as we want to ensure they are in the most convenient location for staff to use.

25. Do we need to keep the waste/recycling bins located together/in the same place?

Wherever possible, sets of different bins need to be kept together as we have found that if bins are separated, this can significantly increase contamination by unsuitable wastes.

26. Does “bin the bin” mean that cleaning staff will lose their jobs?

No. No permanent cleaning staff are affected as the purpose of “bin the bin” is to improve recycling/reduce waste as part of the University’s commitment to sustainability through the [Carbon Management Plan](#) and not as a cost saving exercise.