



Sustainability's Guide to Waste



Sustainability
managing our impact





HOW CAN I RECYCLE IT?

- You can deposit your used batteries in our battery bins pictured below
- These bins are most often located in porters lodges.
- You can check where your nearest bin is by looking at our location list:
<http://www.bristol.ac.uk/environment/safe/location-of-battery-collection-facilities.pdf>
- To recycle lead acid batteries please contact Sustainability sustainability-estates@bristol.ac.uk



WHAT HAPPENS TO THE WASTE WHEN IT IS RECYCLED?

- Battery bins are emptied by Sustainability staff
- They are bulked and then collected by Electrical Waste Recycling Group (EWRG)
- The batteries are sorted and sent for reprocessing.
- There are a variety of different battery types, each of which goes through a different re-processing system.



HOW CAN I RECYCLE IT?

- **Currently the University can not recycle food waste.**
- **We are however currently working with Bristol City Council to introduce food waste recycling into the Halls of Residence.**
- **Once this is complete we will start to work on introducing it across the whole University and hope to have a system in place for the new academic year.**



Books



HOW CAN I RECYCLE IT?

- Books usually require a special collection by May Gurney
- We can organise this for you. Please email sustainability-estates@bristol.ac.uk for further guidance.

WHAT HAPPENS TO THE WASTE WHEN IT IS RECYCLED?

- Books go to the same depot that deals with our paper.
- Hardback covers are removed and recycled with other cardboard, and the paper goes through the normal paper recycling process (see “Paper”).





food tins & drink cans



HOW CAN I RECYCLE IT?

- Food Tins, Drink Cans, Empty Aerosols and Tin Foil can be placed with plastic bottles in the designated can and plastic bottle bins.
- These are located usually in communal areas such as cafeterias and staff kitchens. If you would like to have a can and plastic bin please contact: Sustainability-estates@bristol.ac.uk

WHAT HAPPENS TO THE WASTE WHEN IT IS RECYCLED?

- Our cans and plastic bottles are collected by May Gurney.
- The plastic and cans (aluminium and steel) are separated at a Materials Recovery Facility (MRF)
- They are then sent to be reprocessed into new materials. Steel and aluminium are 100% recyclable and can be recycled repeatedly.

Clinical Waste



- Clinical Waste is either collected by the University or by SRCL.
- The University has a Hazardous Waste Management System (HWMS) to ensure waste is managed in the correct manner.
- For further information see the website
<http://www.bristol.ac.uk/environment/waste/hazardous/>





HOW CAN I RECYCLE IT?

- Please flat pack cardboard and card and place it at the agreed point for your cleaner to collect it.
- They will then put it in the external cardboard recycling bin.
- We have developed two posters which may help when setting up an internal collection point. They are available at:

<http://www.bristol.ac.uk/environment/documents/cardboard-recycling.pdf> and

<http://www.bristol.ac.uk/environment/documents/cardboard-collection-point.pdf>



WHAT HAPPENS TO THE WASTE WHEN IT IS RECYCLED?

- Cardboard is collected by May Gurney.
- The cardboard is reprocessed by soaking it in water, pulping, cleaning, pressing and drying.
- Recycled cardboard is used to make more boxes and packaging, stationery and animal bedding.



How can I recycle them

- If you have any CD's that are not confidential send them through the internal post to Sustainability at 1-9 Old Park Hill
- Sustainability will bulk them up and send them to be recycled
- If your CD's contain **CONFIDENTIAL** information please refer [Disposal of confidential media](#)



Confidential Media

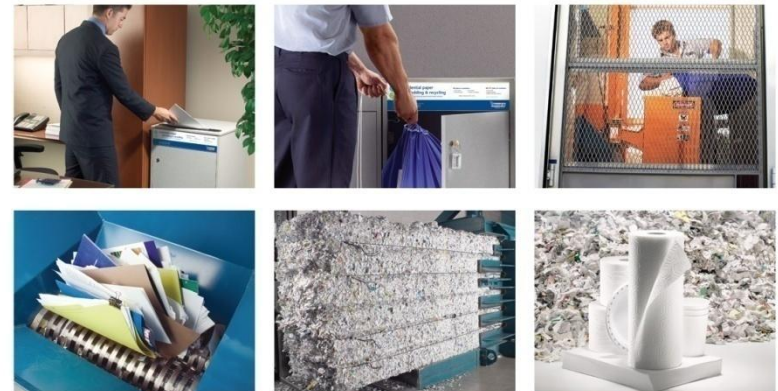


HOW CAN I RECYCLE IT?

- **CONFIDENTIAL PAPER** can be placed in the grey Shred-It boxes
- To check the location and collection schedule of your nearest console, please see <http://www.bris.ac.uk/environment/safe/shred-it-collection-schedule.pdf>
- If you fill the console before your scheduled collection, please email Sustainability-estates@bristol.ac.uk, we will provide you with extra Shred-it bags
- Please ensure the extra waste sacks are kept in a secure location
- If you have other confidential media contact Sustainability Sustainability-estates@bristol.ac.uk

WHAT HAPPENS TO THE WASTE WHEN IT IS RECYCLED?

- The boxes are emptied and the contents shredded on-site in Shred-It's specially-designed lorry.
- The shredded paper is recycled into items such as packaging, household tissue, and writing and copier paper.



What is confidential?

- Research Notes, Plans or Designs
- Exam Papers
- Contracts
- Personnel information i.e. Names, Addresses and Financial details



fluorescent tubes



HOW CAN I RECYCLE IT?

- FLUORESCENTS TUBES ARE HAZARDOUS
- Fluorescent tubes are normally changed by members of Estates Services, who take the old tubes to one of the Electrical Waste Recycling Group (EWRG) storage boxes.
- If you generate any fluorescent tubes which are not changed by Estate Services please contact sustainability-estates@bristol.ac.uk for advice on how to dispose of them appropriately.



WHAT HAPPENS TO THE WASTE WHEN IT IS RECYCLED?

- Lamps are crushed and separated, without allowing the mercury in the fluorescents to escape.
- Once this process is complete, the components (glass, metal and mercury) are separated out for recycling.



furniture



HOW CAN I RECYCLE IT?

- **Re-use** is the best option for old unwanted furniture
- If you have surplus furniture we will help you find the best available disposal option for it.
- Please give us as much notice as possible; ideally one month before the items need to be disposed of.
- The University is in the process of developing a new re-use website, so for now, please contact sustainability-estates@bristol.ac.uk if you have surplus furniture.
- If the item can not be reused it could be recycled, to do this you can use Any Junk our contractor www.anyjunk.co.uk

WHAT HAPPENS TO THE WASTE WHEN IT IS RECYCLED?

- For furniture we can not reuse component parts are broken down i.e. Metal, wood and plastic are broken down and recycled
- For further information and disposal advice contact sustainability at sustainability-estates@bristol.ac.uk





HOW CAN I RECYCLE IT?

- Mixed Glass Recycling Bins are located at a variety of sites around the University, usually at large departments.
- Smaller departments can also use these bins. Please see the following link for details of all the locations: <http://www.bristol.ac.uk/environment/documents/glass-recycling-locations.pdf>
- If you would like to have a glass bin, please email Sustainability at Sustainability-estates@bristol.ac.uk.



WHAT HAPPENS TO THE WASTE WHEN IT IS RECYCLED?

- May Gurney collect the glass from our external bins, then send it to Recresco for reprocessing.
- Glass is sorted and cleaned, then crushed. Any non-glass objects are removed.
- The crushed and cleaned glass can then be melted down in a furnace and used to manufacture new glass



HOW CAN I RECYCLE IT?

- You can put metal items (e.g. old filing cabinets) in the metal skip, which is located in the yard behind Medical School.
- Please call Sustainability on 17070 for further guidance on how to access this skip.
- If you have a large quantity of metal we can arrange for a metal skip to be temporarily located at the your department.



WHAT HAPPENS TO THE WASTE WHEN IT IS RECYCLED?

- The metal skip is removed by Sims Metal, who then put the contents through a fragmentiser.
- The metals are separated out and other materials, such as plastic are removed, the metal is then recycled.



HOW CAN I RECYCLE IT?

- Please reuse the paper first by using both sides before disposing of it.
- You can then put waste paper in the blue bins, which are located in offices there should be at least 1 bin per every 5 desks.
- Please see <https://www.bris.ac.uk/environment/waste/paper%20recycling%20guide> to find out what types of paper you can put in your blue bin.
- Your cleaner empties the waste paper from the bin into the recycling bins outside
- If you require more bins, please contact sustainability at Sustainability-estates@bristol.ac.uk

WHAT HAPPENS TO THE WASTE WHEN IT IS RECYCLED?

- High-grade paper is collected by our recycling contractor, May Gurney who bale it.
- They sell the paper on to Evergreen, who send it to a paper mill in Kent called M-Real.
- M-Real make a brand of paper called Evolve – this brand is used in many of the departments across the University.





WHAT HAPPENS TO THE WASTE WHEN IT IS RECYCLED?

- Plastic bottles are collected by May Gurney along with the tins and cans
- The different materials are separated at a Materials Recovery Facility (MRF) and baled
- The bales are then reprocessed into more materials.

HOW CAN I RECYCLE IT?

- Plastic bottles are collected along with the cans in the designated bins.
- The bins are located throughout the University, usually in communal areas such as cafeterias and staff kitchens.
- If you would like to have a can and plastic bottle bin please contact Sustainability-estates@bristol.ac.uk

- Only certain types of plastic can be recycled, look for the symbols below as we can only recycle these types



- It is not possible to recycle expanded Polystyrene, flexible films or PVC



printer cartridges



HOW CAN I RECYCLE IT?

- Toners and Printer Cartridges should be re-packaged in their original box and sent through the internal post to the porters at Senate House.
- All brands and types of toner and printer cartridges can be recycled in this way.



WHAT HAPPENS TO THE WASTE WHEN IT IS RECYCLED?

- May Gurney collect them from Senate House, and pass them on to Greensource Solutions, a small Bristol-based company that uses “waste” to raise money for a variety of charities.
- Printer cartridges are refilled and rebranded, then sold to raise money – for every cartridge sold, £2 is raised for Action Aid, an international anti-poverty agency.
- Toners and Cartridges can only be re-used once, because of the poor quality plastic they are made from. This plastic isn't recyclable, so after the second use these items go to landfill.



- The children's scrap store will be happy to take any reusable paint.
www.childrensscrapstore.co.uk
- Sustainability and H&S have a paint storage facility at 1-9 Old park Hill. Please contact Sustainability for more information.



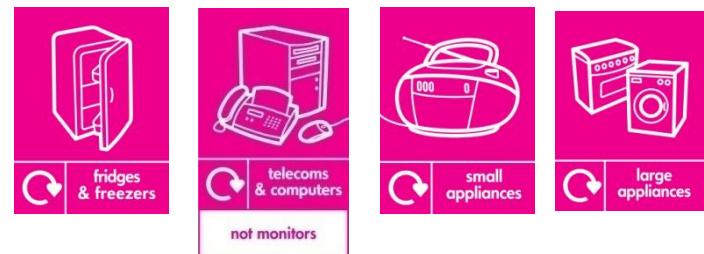
HOW CAN I RECYCLE IT?

- Some of this equipment is classed as **hazardous** and all Waste Electrical and Electronic Equipment (WEEE) disposals are covered by the WEEE directive.
- Therefore all WEEE should be disposed of through the Universities disposal procedure – please see <http://www.bristol.ac.uk/environment/waste/recycling/it.html> .
- If you have more than 20 items for disposal, our contractors collect directly from you. Otherwise, we currently store IT equipment at 1-9 Old Park Hill – please contact Sustainability at sustainability-estates@bristol.ac.uk for access details.

WHAT HAPPENS TO THE WASTE WHEN IT IS RECYCLED?

- Our Waste Electrical and Electronic Equipment is collected by Sims.
- All of the equipment is recycled.

WEEE covers the following electrical and electronic items



non-recyclables



- Our general waste is collected by either Bristol City Council or Hills Waste Solutions
- It is taken to land fill sites in Somerset and Wiltshire,
- The University is committed to reducing waste to landfill as part of its sustainability policy/strategy

Clearances and Skips

- If you have a large amount of waste that needs to be cleared then there are several options you can use:
 - ✓ Building Services
 - ✓ www.AnyJunk.co.uk
 - ✓ Or Sita for skips





wood & timber



Wooden Pallets and Packaging

- If possible you should ask suppliers to take back any wooden pallets that come as part of a delivery.
- Pallets can also easily be reused.

Other Wood

- Other wooden items can be disposed of by using one of the below contractors
- www.AnyJunk.co.uk
- www.Sita.co.uk
- www.bwrp.org.uk



Sawdust

- Sawdust can be hazardous please refer to the Hazardous Waste Management System to ensure this waste is disposed of appropriately.