

A-Z OF WASTE & RECYCLING



Welcome

to the LSBU 'A-Z of Waste & Recycling'

▶ Some things can go in more than one bin. Look for the signs:  Recycling waste  General waste  Hazardous waste

We understand that recycling can be quite confusing at times with so many different systems and rules. To simplify things we have put together this A-Z guide that provides practical advice on using the campus recycling scheme.

The guide contains advice on the majority of waste produced at LSBU. Hopefully this will help to simplify how the system works but if you do have any further questions, comments or suggestions please do not hesitate to contact us.

There is a list of further contacts at the back of the guide: you can also keep up to date at www.lsbu.ac.uk/sustainability.

Thank you for helping us to make LSBU that little bit greener!

The Sustainability Team (2015)
Estates and Academic Environment (EAE)

If you need new or additional bags please call the EAE Service Desk on x6800.

Many thanks to LSBU Green Bean Anja Fischenich for taking the photographs of LSBU waste.

A-B

Aerosols (Deodorant cans, cleaning sprays etc.)



ON CAMPUS

PLEASE DO NOT PUT AEROSOLS INTO GENERAL WASTE BINS

Please place your empty aerosol cans into the new glass waste caddies in staff kitchens.

AT HALLS OF RESIDENCE

PLEASE DO NOT PUT AEROSOLS INTO GENERAL WASTE BINS

Please place your empty aerosol cans into the recycling bags.



Aluminium cans



Recycling bins

Please make sure your aluminium cans are dry and empty before recycling.



Recycling bins

Please make sure your aluminium cans are dry and empty before recycling.



Aluminium foil



Recycling bins

Please rinse if heavily soiled with food.

Crisp packets, chocolate wrappers and cigarette wrappers are not aluminium foil. Please put these into general waste bins.



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Crisp packets, chocolate wrappers and cigarette wrappers are not aluminium foil. Please put these into general waste bins.



Batteries



PLEASE DO NOT PUT BATTERIES INTO GENERAL WASTE BINS

Please dispose of your batteries in the battery disposal tubes in the reception of each building. Batteries are classed as hazardous waste and must be dealt with separately.

Even better, change to rechargeable batteries as they are better for both the environment and budgets in the long term!

Bicycles



If you're interested in buying a secondhand bicycle or recycling your own then check online for a list of local bike recycling shops.



Have you finished with your bicycle? Please arrange with reception to leave this at your Halls and the bicycle will be taken away and given a new life!

Alternatively check out www.recycleyourcycle.org.uk if you wish to recycle it during the year



B-C

Books, Hard Backed Directories, DVDs



ON CAMPUS

Can your book/DVD be reused by someone else?

Take any unwanted books/directories/DVDs to either the bookswap shelves in the ground floor of the Student Centre or the bookswap bin in the Perry Library entrance.



AT HALLS OF RESIDENCE

Can your book/DVD be reused by someone else?

Take any unwanted books/directories/DVDs to either the bookswap shelves in the ground floor of the Student Centre or the bookswap bin in the Perry Library entrance or leave them in your Hall at the end of the year for the Re-use Scheme.



Cables (electrical)



PLEASE DO NOT PUT CABLES INTO GENERAL BINS

Cables and other electrical waste must legally be reused or recycled and is treated as WEEE (Waste Electrical and Electronic Equipment) waste.

Please contact the IT Helpdesk on x6500 or helpdesk@lsbu.ac.uk to dispose of this waste.

PLEASE DO NOT PUT CABLES INTO GENERAL BINS

Cables and other electrical waste must legally be reused or recycled and is treated as WEEE (Waste Electrical and Electronic Equipment) waste.

Please leave your unwanted cables at reception and they will be recycled.

Cardboard boxes and Corrugated Cardboard



Recycling bins (if cardboard is small)

Please flatten bigger cardboard boxes and leave securely next to your nearest recycling bin.

Please do not leave in corridor areas as this constitutes a fire hazard.



Recycling bins (if cardboard is small)

Please flatten bigger cardboard boxes and leave securely next to your nearest recycling bin.

Please do not leave in corridor areas as this constitutes a fire hazard.



Card boxes & Packaging (cereal boxes, tissue boxes etc.)



Recycling bins

Please ensure they are free from food and as flat as possible.



Recycling bins

Please ensure they are free from food and as flat as possible.



Cartridges (ink, toner, printer)



Please contact ICT Helpdesk to dispose of this waste



Drop your empty print cartridges into each Halls reception and they will be recycled



C-E

CDs, DVDs, VCRs, Tapes and Minidisks



ON CAMPUS

General waste

Can your CD/DVD be reused by someone else?

There are currently no recycling facilities for this type of waste on campus.

If you have a large quantity of these to dispose of then please contact EAE Helpdesk.



AT HALLS OF RESIDENCE

General waste

Can your CD/DVD be reused by someone else?

If you leave your CDs/DVDs in Halls at the end of the year they will be taken and given a new life by the Re-use scheme.



Confidential waste



Recycling bins

Please tear up any confidential information and add it to a recycling bin.



Recycling bins

Please tear up any confidential information and add it to a recycling bin.



Cooking oil



WASTE FACT #1:
Waste oil from LSBU catering outlets is recycled by a local company into fuel.



PLEASE DO NOT POUR WASTE COOKING OIL DOWN THE DRAIN

General Waste

If you produce a lot of waste cooking oil in Halls then please pour this into a glass jar, seal it up and put it into the general waste when it has cooled down.



Crisp packets and snack food wrappers



General waste

These cannot be recycled



General waste

These cannot be recycled



Electrical waste

(e.g. kitchen equipment, torches, telephones etc.)



PLEASE DO NOT PUT ELECTRICAL WASTE INTO GENERAL BINS

Electrical waste must legally be reused or recycled and can be treated as WEEE (Waste Electrical and Electronic Equipment) waste.

Please contact the IT Helpdesk on x6500 or helpdesk@lsbu.ac.uk for advice on how to dispose of this waste.

PLEASE DO NOT PUT ELECTRICAL WASTE INTO GENERAL BINS

Electrical waste must legally be reused or recycled and can be treated as WEEE (Waste Electrical and Electronic Equipment) waste.

Take your electrical waste to each Halls reception and it will be recycled.

E–F

ON CAMPUS

AT HALLS OF RESIDENCE

Envelopes (paper or plastic) *(with or without windows)*



Recycling bins

See padded envelopes.



Recycling bins

Can you reuse the envelope first?
Please recycle your waste envelopes into the recycling bin nearest the post room pigeon holes.



First Aid waste



Please bag this and put it into the nearest clinical or sanitary waste bin

For large volumes please bag and take to Room J205 (J Block) to the School of Applied Sciences (ext. 7665 for information).

Do not put down toilets. Please bag this and put it into the nearest sanitary or general waste bin.

Fluorescent Tubes



PLEASE DO NOT PUT FLUORESCENT TUBES INTO GENERAL BINS

Fluorescent tubes are classified as hazardous electrical waste. All tubes must be stored in special lamp containers (coffins).

If you have tubes/lamps to dispose of then please contact EAE Helpdesk (x6800).

PLEASE DO NOT PUT FLUORESCENT TUBES INTO GENERAL BINS

Fluorescent tubes are classified as hazardous electrical waste. All tubes must be stored in special lamp containers (coffins).

If you have tubes/lamps to dispose of then please contact Reception.

Folders *(box files, ring binders)*



General waste

Please re-use wherever possible. If you'd like free folders (or to donate yours) then use the book swap bin in the Perry Library entrance.



General waste

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Food packaging *(food trays, wax-coated cardboard etc.)*



General waste

Unless free from food particles. If rinsed and without contamination then these can be recycled.



General waste

Unless free from food particles. If rinsed and without contamination then these can be recycled.



F–G

ON CAMPUS

AT HALLS OF RESIDENCE

Food tins (EMPTY)



Recycling bins

Please make sure your food tins are dry, clean and empty.



Recycling bins

Please make sure your food tins are dry, clean and empty.



Food tins (FULL)



Leave your unwanted unopened food tins when you leave Halls and they will be taken by the Re-use Scheme



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Food waste



General Waste: No facilities are currently available for food recycling in either staff or student kitchens.



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WASTE FACT #2:

Food waste is segregated and collected from all commercial kitchens and outlets at LSBU main campus (this includes plate and counter waste) and is turned into compost.

Furniture



Leave your unwanted furniture when you leave Halls and it will be taken by the Re-use Scheme



Glass bottles and Jars



Student Centre – all glass can be recycled via The Venue

Please wrap any broken glass and place in the general waste bins.



Recycling bags

Please put your glass waste in recycling bins unless it is broken. Please wrap any broken glass and place in the general waste bins.



Hazardous waste



General waste



Recycling waste




H-J

K-M
















	ON CAMPUS	AT HALLS OF RESIDENCE
Hand towels (<i>white or green paper towels</i>) 	General waste 	Hand towels are not used in residences anymore – please use the roller towels instead 
Hazardous wastes 	All hazardous wastes require specialist disposal – please follow relevant guidance supplied by your School or Department	If you think you have generated some hazardous waste (including electrical goods) then please ask Reception for advice on disposal
ICT waste 	PLEASE DO NOT PUT ICT WASTE INTO GENERAL BINS If you have ICT waste to dispose of please contact the ICT Helpdesk. helpdesk@lsbu.ac.uk	PLEASE DO NOT PUT ICT WASTE INTO GENERAL BINS If you have ICT waste to dispose of please contact the ICT Helpdesk. helpdesk@lsbu.ac.uk
Ink cartridges (<i>pens</i>) 	General waste 	General waste 
Junk Mail & Magazine inserts 	Recycling bins You don't even have to take the plastic cover off but it helps if you do! You can even help to stop excessive junk mail reaching your home address by registering with the Mailing Preference Service (www.mpsonline.org.uk/mpsr/). 	Recycling bins You don't even have to take the plastic cover off but it helps if you do! You can even help to stop excessive junk mail reaching your home address by registering with the Mailing Preference Service (www.mpsonline.org.uk/mpsr/). 

	ON CAMPUS	AT HALLS OF RESIDENCE
Laminated Paper & Posters 	General Waste 	General Waste 
Light bulbs (<i>filament or energy-saving</i>) 		PLEASE DO NOT PUT LIGHT BULBS INTO GENERAL BINS If you have tubes/lamps to dispose of then please contact your reception for advice. 
Metal (<i>paperclips, cans</i>) 	Recycling bins Please reuse paperclips if possible. 	Recycling bins Please reuse paperclips if possible. 
Milk bottles (<i>plastic</i>) 	Recycling bins Please rinse and remove the lid and recycle both. Glass milk bottles should be returned to place of purchase or put into glass caddies in kitchens. 	Recycling bins Please rinse and remove the lid and recycle both. Glass milk bottles should be returned to place of purchase or put into glass caddies in kitchens. 
Mobile phones 	PLEASE DO NOT PUT MOBILE PHONES INTO GENERAL BINS If you have a mobile phone to dispose of please send them or drop them into the ICT Helpdesk in Borough Road (Room G70) ext. 6500, or donate to a charity mobile recycling scheme. helpdesk@lsbu.ac.uk	PLEASE DO NOT PUT MOBILE PHONES INTO GENERAL BINS If you have a mobile phone to dispose of please send them or drop them into the ICT Helpdesk in Borough Road (Room G70) ext. 6500, or donate to a charity mobile recycling scheme. helpdesk@lsbu.ac.uk

N-P

	ON CAMPUS	AT HALLS OF RESIDENCE
Newspapers and magazines 	Recycling bins 	Recycling bins 
Padded Envelopes 	Please reuse for internal mail The bubblewrap can be separated from the paper and both can then be recycled. 	Please reuse The bubblewrap can be separated from the paper and both can then be recycled. 
Paper (printer, writing, notepaper) 	Recycling bins 	Recycling bins 
Paper (waxy or coated) 	Recycling bins 	Recycling bins 
Paper bags 	Recycling bins Please re-use wherever possible 	Recycling bins Please re-use wherever possible 

P













	ON CAMPUS	AT HALLS OF RESIDENCE
Paper handtowels and serviettes 	General Waste 	Hand towels are not used in residences anymore – please use the roller towels instead 
Pens 	General Waste 	General Waste 
Plastic (bubblewrap, cling film, plastic sleeves, spiral binders, cellophane) 	Recycling bins Please make sure the plastic is clean and dry. 	Recycling bins Please make sure the plastic is clean and dry. 
Plastic bottles (All types including drinks, milk, soap and cleaning product bottles) 	Recycling bins Please rinse and remove the lid and recycle both. 	Recycling bins Please rinse and remove the lid and recycle both. 
Plastic containers and plastic food wrapping (including cellophane) 	Recycling bins Please make sure plastic containers and plastic food wrapping are clean and dry. If dirty please put in general waste. 	Recycling bins Please make sure plastic containers and plastic food wrapping are clean and dry. If dirty please put in general waste. 

P

	ON CAMPUS	AT HALLS OF RESIDENCE
Plastic cutlery 	Recycling bins Please rinse. Can you reuse them? If dirty please put in general waste. 	Recycling bins Please rinse. Can you reuse them? If dirty please put in general waste. 
Plastic (hard) (CD & DVD cases, pen barrels, lids etc.) 	General waste If the item contains a recycling triangle, please recycle (clean and dry) in the plastic recycling bins. Otherwise, most hard plastics are non-recyclable. 	General waste If the item contains a recycling triangle, please recycle (clean and dry) in the plastic recycling bins. Otherwise, most hard plastics are non-recyclable. 
Plastic Carrier Bags 	Recycling bins Please reuse if possible. Please make sure all bags are empty before recycling. 	Recycling bins Please reuse if possible. Please make sure all bags are empty before recycling. 
Polystyrene Cups & Food Trays 	<div> WASTE FACT #3: LSBU has banned the use of polystyrene in all of its events catering in 2015. </div> <div>   </div>	
Polystyrene Packaging (small) 	General waste Re-use if clean. 	General waste Re-use if clean. 

P-T

	ON CAMPUS	AT HALLS OF RESIDENCE
Polystyrene Packaging (large) 	General Waste Leave this next to your nearest bin but consider fire and trip risks before leaving. 	General Waste Leave this next to your nearest bin but consider fire and trip risks before leaving. 
Sanitary waste 	<div> Sanitary waste bins in public toilets or bagged and binned into general waste elsewhere. Please do not put sanitary waste down the toilet – this can create blockages. Have you considered a reusable and safer alternative that saves money and the planet? Check out www.mooncup.co.uk or details. </div>	
Shredded paper and confidential shredded paper 	Recycling bins 	Recycling bins 
Sweet wrappers 	General waste Some wrappers can have the foil separated for recycling but most sweet wrappers are made from an unrecyclable plastic. 	General waste Some wrappers can have the foil separated for recycling but most sweet wrappers are made from an unrecyclable plastic. 
Tetrapak cartons 	Recycling bins Please ensure they are clean, empty, dry and squashed down before recycled. 	Recycling bins Please ensure they are clean, empty, dry and squashed down before recycled. 

	ON CAMPUS	AT HALLS OF RESIDENCE
Textiles & Clothes 	Clothing bin at McLaren House Any textile waste can be disposed of at the clothing bin at McLaren House. 	Clothing bin at McLaren House Any textile waste can be disposed of at the clothing bin at McLaren House. 
Toys, Soft Toys & Games 	General waste Please donate to a charity shop if in good condition or to a friend who needs a hug. 	General waste Please donate to a charity shop if in good condition or to a friend who needs a hug. 
Transparencies/OHPs 	Recycling bins 	Recycling bins 
Wooden stirrers 	General waste 	General waste 



Details of the residential recycling services provided by local borough councils can be found here:

- **City:** www.cityoflondon.gov.uk/services/environment-and-planning/waste-and-recycling/household-waste-and-recycling/Pages/default.aspx
- **Lambeth:** <http://lambeth.gov.uk/rubbish-and-recycling>
- **Lewisham:** www.lewisham.gov.uk/myservices/wasterecycle/Pages/default.aspx
- **Southwark Borough:** www.southwark.gov.uk/info/200084/recycling_and_waste
- **Tower Hamlets:** www.towerhamlets.gov.uk/lgnl/environment_and_planning.aspx
- **Westminster:** www.westminster.gov.uk/recycling-and-rubbish

If you live outside these boroughs, please go to your local council website for more information. Please don't bring any materials from home for recycling.



Green Beans

Have fun • Meet people • Learn new skills • Eat chocolate • Create change

Join the Green Beans Society



Find us on FB at [/LSBUGreenBeans](https://www.facebook.com/LSBUGreenBeans)

Useful contacts

Sustainability Team

Estates & Academic Experience
Technopark
London South Bank University
sustainability@lsbu.ac.uk

EAE Service Desk

estates servicedesk@lsbu.ac.uk
020 7815 6800

ICT Service Desk

helpdesk@lsbu.ac.uk
020 7815 6500

the brighter choice