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)

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

Aerosols (Deodorant cans,

cleaning sprays etc.)



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.



Recycling bins

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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





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

Books. Hard Backed

Directories, DVDs

ON CAMPUS

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

Can your book/DVD be reused by

someone else?

entrance.

AT HALLS OF RESIDENCE

Take any unwanted books/directories/

DVDs to either the bookswap shelves

Perry Library entrance or leave them in

your Hall at the end of the year for the

in the ground floor of the Student

Centre or the bookswap bin in the

Can your book/DVD be reused by

someone else?

Re-use Scheme.

CDs, DVDs, VCRs, Tapes and Minidisks

General waste Can your CD/DVD be reused by someone else?

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

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.





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



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**

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



Confidential waste

Cooking oil



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

WASTE FACT #1:

Waste oil from LSBU

catering outlets is

recycled by a local

company into fuel.

Recycling bins

Recycling bins

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



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.



Crisp packets and snack food wrappers





General waste

These cannot be recycled

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.



General waste

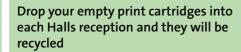
These cannot be recycled



Cartridges (ink, toner,



Please contact ICT Helpdesk to dispose of this waste



Electrical waste 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.





Envelopes (paper or plastic) (with or without



First Aid waste



Fluorescent Tubes



Folders (box files, ring



Food packaging



ON CAMPUS

Recycling bins

See padded envelopes.

AT HALLS OF RESIDENCE

Recycling bins

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



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).

PLEASE DO NOT PUT FLUORESCENT

TUBES INTO GENERAL BINS

containers (coffins).

General waste

can be recycled.

Fluorescent tubes are classified

as hazardous electrical waste. All

tubes must be stored in special lamp

If you have tubes/lamps to dispose

of then please contact EAE Helpdesk

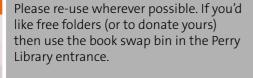
Do not put down toilets. Please bag this and put it into the nearest sanitary or general waste bin.

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.

General waste



Unless free from food particles. If rinsed

and without contamination then these

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

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



ON CAMPUS

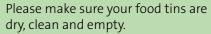
AT HALLS OF RESIDENCE

Food tins (EMPTY)



Recycling bins

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



Recycling bins



Food tins (FULL)

Food waste



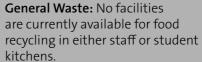
Leave your unwanted unopened food tins when you leave Halls and they will be taken by the Re-use Scheme

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











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

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

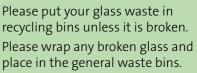
Glass bottles and Jars



Student Centre – all glass can be recycled via The Venue

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

Recycling bags



















H-J

Hand towels (white or green paper towels) Hazardous wastes

ON CAMPUS

General waste

AT HALLS OF RESIDENCE

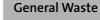
Laminated Paper &

AT HALLS OF RESIDENCE





General Waste





Light bulbs (filament or energy-saving)

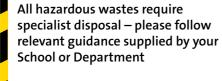




PLEASE DO NOT PUT LIGHT BULBS **INTO GENERAL BINS**

If you have tubes/lamps to dispose of then please contact your reception for advice.





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

You don't even have to take the plastic

You can even help to stop excessive junk

registering with the Mailing Preference

Service (www.mpsonline.org.uk/mpsr/).

mail reaching your home address by

cover off but it helps if you do!

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

Metal (paperclips, cans)

Recycling bins

Please reuse paperclips if possible.

Recycling bins

Please reuse paperclips if possible.



Milk bottles (plastic)

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.



Ink cartridges (pens)



Junk Mail & Magazine

inserts

General waste

Recycling bins



Recycling bins

General waste

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/).



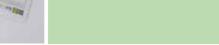


PLEASE DO NOT PUT MOBILE PHONES INTO GENERAL BINS

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













ON CAMPUS



Hand towels are not used in

the roller towels instead

residences anymore – please use



















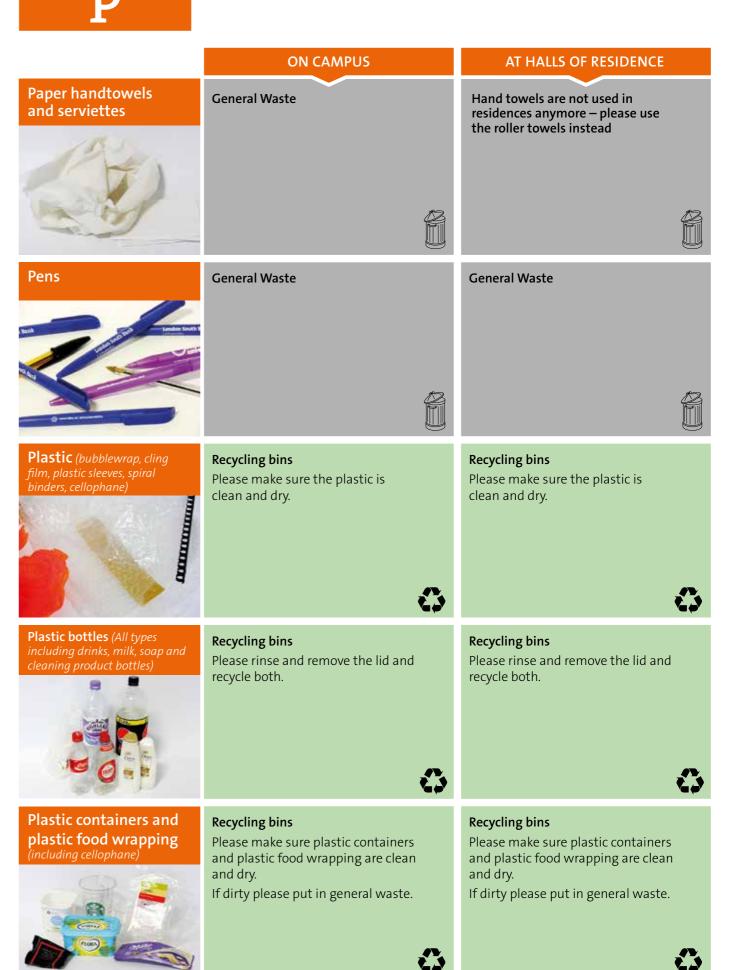






ON CAMPUS AT HALLS OF RESIDENCE Newspapers and **Recycling bins Recycling bins** magazines **Padded Envelopes** Please reuse for internal mail Please reuse The bubblewrap can be separated The bubblewrap can be separated from the paper and both can then be from the paper and both can then be recycled. recycled. Paper (printer, writing, Recycling bins **Recycling bins** notepaper) 3 Paper (waxy or coated) Recycling bins **Recycling bins** Paper bags **Recycling bins** Recycling bins Please re-use wherever possible Please re-use wherever possible

N-P











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

Polystyrene Packaging

(large)

ON CAMPUS

Leave this next to your nearest bin

but consider fire and trip risks before

General Waste

Leave this next to your nearest bin but consider fire and trip risks before

AT HALLS OF RESIDENCE





General Waste

leaving.

Sanitary waste



Sanitary waste bins in public toilets or bagged and binned into general waste

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.



paper



General waste

unrecyclable plastic.

Recycling bins





General waste

Some wrappers can have the foil separated for recycling but most sweet wrappers are made from an



unrecyclable plastic.





Sweet wrappers



Recycling bins

Please ensure they are clean, empty, dry and squashed down before recycled.

Some wrappers can have the foil

separated for recycling but most

sweet wrappers are made from an

Recycling bins

Please ensure they are clean, empty, dry and squashed down before recycled.

















T-W

ON CAMPUS AT HALLS OF RESIDENCE Textiles & Clothes Clothing bin at McLaren House Clothing bin at McLaren House Any textile waste can be disposed of at Any textile waste can be disposed of at the clothing bin at McLaren House. the clothing bin at McLaren House. Toys, Soft Toys & General waste General waste Games Please donate to a charity shop if in Please donate to a charity shop if in good condition or to a friend who good condition or to a friend who needs a hug. needs a hug. 6 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

Useful contacts

Sustainability Team

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

EAE Service Desk

estatesservicedesk@lsbu.ac.uk 020 7815 6800

ICT Service Desk

helpdesk@lsbu.ac.uk 020 7815 6500

the brighter choice