

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

MATERIAL	DISPOSAL
<p>Aerosols (Deodorant cans, cleaning sprays etc.)</p> 	<p>PLEASE DO NOT PUT AEROSOLS INTO GENERAL WASTE BINS</p> <p>Please place your empty aerosol cans into the new glass waste caddies in staff kitchens.</p>
<p>Aluminium cans</p> 	<p>Recycling bins</p> <p>Please make sure your aluminium cans are dry and empty before recycling.</p> 
<p>Aluminium foil</p> 	<p>Recycling bins</p> <p>Please rinse if heavily soiled with food. <i>(Crisp packets, chocolate wrappers and cigarette wrappers are not aluminium foil. Please put these into general waste bins).</i></p> 
<p>Batteries</p> 	<p>PLEASE DO NOT PUT BATTERIES INTO GENERAL WASTE BINS</p> <p>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.</p> <p>Even better, change to rechargeable batteries as they are better for both the environment and your budgets in the long term!</p>
<p>Books, Hard Backed Directories, DVDs</p> 	<p>Can your book/DVD be reused by someone else?</p> <p>Take any unwanted books/directories/DVDs to either the bookswap shelves in the ground floor of the Student Centre or the book swap bin in the Perry Library entrance.</p> 









B-C

MATERIAL	DISPOSAL
Cables (electrical) 	<p>PLEASE DO NOT PUT CABLES INTO GENERAL BINS</p> <p>Cables and other electrical waste must legally be reused or recycled and treated as WEEE (Waste Electrical and Electronic Equipment) waste.</p> <p>Please contact the ICT Helpdesk for advice on how to dispose of this waste.</p>
Cardboard boxes and Corrugated Cardboard 	<p>Recycling bins (if cardboard is small)</p> <p>Please flatten bigger cardboard boxes and leave securely next to your nearest recycling bin.</p> <p>Please do not leave in corridors as this constitutes a fire hazard.</p>
Card boxes & Packaging (cereal boxes, tissue boxes etc.) 	<p>Recycling bins</p> <p>Please ensure they are free from food and as flat as possible.</p>
Cartridges (ink, toner, printer) 	<p>Please contact ICT Helpdesk to dispose of this waste once toner recycling bags are full.</p> <p>Don't have a toner bag? Call ICT on x6500 to order.</p>
CDs, DVDs, VCRs, Tapes and Minidisks 	<p>General waste</p> <p>Can your CD/DVD be reused by someone else?</p> <p>There are currently no recycling facilities for this type of waste on campus.</p> <p>If you have a large quantity of these to dispose of then please contact the EAE Helpdesk.</p>

C-E

MATERIAL	DISPOSAL
Confidential waste 	<p>Confidential waste bins</p> <p>Please place in the confidential waste bags provided which are periodically removed for recycling.</p>
Cooking oil 	<p>WASTE FACT #1: Waste oil from LSBU catering outlets is recycled by a local company into fuel.</p>
Crisp packets and snack food wrappers 	<p>General waste</p> <p>These cannot be recycled.</p>
Electrical waste (e.g. kitchen equipment, torches, telephones etc.) 	<p>PLEASE DO NOT PUT ELECTRICAL WASTE INTO GENERAL BINS</p> <p>Electrical waste must legally be reused or recycled and can be treated as WEEE (Waste Electrical and Electronic Equipment) waste.</p> <p>Please contact the ICT Helpdesk for advice as to how to dispose of this waste.</p>
Envelopes (paper or plastic) (with or without windows) 	<p>Recycling bins</p> <p>Envelopes could be reused for internal mail.</p> <p>Also see padded envelopes.</p>










E-F

MATERIAL	DISPOSAL
<p>First Aid waste</p> 	<p>Please bag this and put it into the nearest clinical or sanitary waste bin.</p> <p>For large volumes please bag and take to Room J205 (J Block) in the School of Applied Sciences (ext. 7665 for information).</p>
<p>Fluorescent Tubes</p> 	<p>PLEASE DO NOT PUT FLUORESCENT TUBES INTO GENERAL BINS</p> <p>Fluorescent tubes are classified as hazardous electrical waste. All tubes must be stored in special lamp containers (coffins).</p> <p>If you have tubes/lamps to dispose of then please contact Estates Helpdesk (x6800).</p>
<p>Folders (box files, ring binders)</p> 	<p>General waste or remove ring binders and recycle as metal</p> <p>Please reuse wherever possible or can you offer these to your students?</p> <p>Alternatively, please place them in the book swap bin in the Perry Library entrance.</p> 
<p>Food packaging (food trays, wax-coated cardboard etc.)</p> 	<p>General waste</p> <p>Unless free from food particles. If rinsed and without contamination then these can be recycled.</p> 
<p>Food tins (EMPTY)</p> 	<p>Recycling bins</p> <p>Please make sure your food tins are dry, clean and empty.</p> 

F-G

MATERIAL	DISPOSAL
<p>Food waste</p> 	<p>General waste</p> <p>No facilities are currently available for food recycling in either staff or student kitchens.</p>  <div style="border: 2px solid red; padding: 5px; transform: rotate(-2deg); color: red; font-weight: bold;"> <p>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.</p> </div>
<p>Furniture</p> 	<p>Can it be reused elsewhere in your department?</p> <p>If you have furniture to dispose of then please contact the EAE Service Desk.</p> 
<p>Glass bottles and jars</p> 	<p>Student Centre – all glass can be recycled via The Venue</p> <p>All other buildings – please leave in the glass caddies provided in kitchens and EAE will dispose of when full.</p> <p>Please wrap any broken glass and place in the general waste bins.</p> 
<p>Hand towels (white or green paper towels)</p> 	<p>General waste</p> 
<p>Hazardous wastes</p> 	<div style="border: 2px solid black; padding: 10px;"> <p>All hazardous wastes require specialist disposal – please follow relevant guidance supplied by your Dept/School.</p> </div>











H-J

MATERIAL	DISPOSAL
ICT waste 	<p>PLEASE DO NOT PUT ICT WASTE INTO GENERAL BINS</p> <p>If you have ICT waste to dispose of please contact the ICT Helpdesk. helpdesk@lsbu.ac.uk x6500</p>
Ink cartridges (pens) 	<p>General waste</p> 
Junk Mail & Magazine inserts 	<p>Recycling bins</p> <p>You don't even have to take the plastic cover off but it helps if you do!</p> <p>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/).</p> 
Laminated Paper & Posters 	<p>General Waste - for large quantities</p> <p>For small quantities (less than 5% of a bag) you can add these into the confidential waste paper bags. They are accepted by our contractor in small quantities if mixed with paper.</p> 
Light bulbs (filament or energy-saving) 	<p>PLEASE DO NOT PUT LIGHT BULBS INTO GENERAL BINS</p> <p>If you have lamps to dispose of then please contact EAE Helpdesk on x6800 or estatesservices@lsbu.ac.uk.</p> 

K-M

MATERIAL	DISPOSAL
Metal (paperclips, cans) 	<p>Recycling bins</p> <p>Please reuse paperclips wherever possible.</p> <div style="border: 1px solid red; padding: 5px; transform: rotate(-2deg);"> <p>WASTE FACT #3: Crisp packets/sweet wrappers are non-recyclable and are usually not made of metal – please put into general waste.</p> </div> 
Milk bottles (plastic) 	<p>Recycling bins</p> <p>Please rinse bottles and remove the lid and recycle both.</p> <p>Glass milk bottles should be returned to place of purchase or put into glass caddies in kitchens.</p> 
Mobile phones 	<p>PLEASE DO NOT PUT MOBILE PHONES INTO GENERAL BINS</p> <p>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. helpdesk@lsbu.ac.uk</p>
Magazines and newspapers 	<p>Recycling bins</p> 
Padded envelopes 	<p>Recycling bins</p> 









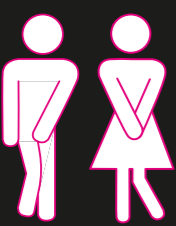
N-P

MATERIAL	DISPOSAL
<p>Paper (printer, writing, notepaper)</p> 	<p>Recycling bins</p> 
<p>Paper (waxy or coated)</p> 	<p>Recycling bins</p> 
<p>Paper bags</p> 	<p>Recycling bins Please reuse wherever possible.</p> 
<p>Paper handtowels and serviettes</p> 	<p>General waste</p> 
<p>Pens</p> 	<p>General waste</p> 











P

MATERIAL	DISPOSAL
<p>Plastic (bubblewrap, cling film, plastic sleeves, spiral binders, cellophane)</p> 	<p>Recycling bins Please make sure the plastic is clean and dry.</p> 
<p>Plastic bottles (All types including drinks, milk, soap and cleaning product bottles)</p> 	<p>Recycling bins Please rinse bottles and remove the lid and recycle both.</p> 
<p>Plastic containers and plastic food wrapping (including cellophane)</p> 	<p>Recycling bins Please make sure plastic containers and plastic food wrapping are clean (and dry). If dirty please put in general waste.</p> 
<p>Plastic cutlery</p> 	<p>Recycling bins Please rinse If dirty please put in general waste</p> 
<p>Plastic (hard) (CD & DVD cases, pen barrels, lids etc.)</p> 	<p>General waste If the item contains a recycling triangle, please recycle (clean and dry) in the plastic recycling bins.</p> 






P

MATERIAL	DISPOSAL
Plastic Carrier Bags 	Recycling bins Please reuse if possible. Please make sure all bags are empty before recycling. 
Polystyrene Cups & Food Trays 	General waste <div style="border: 2px solid red; padding: 5px; transform: rotate(-2deg); color: red; text-align: center;"> WASTE FACT #4: LSBU has banned the use of polystyrene in all of its events catering in 2015. </div> 
Polystyrene Packaging (small) 	General waste Collect and reuse if clean. 
Polystyrene Packaging (large) 	General waste Leave this next to your nearest bin but consider fire and trip risks before leaving. 
Sanitary waste 	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 for details.

P-T

MATERIAL	DISPOSAL
Shredded paper and confidential shredded paper 	Recycling bins 
Sweet wrappers 	General waste Some wrappers can have the foil separated for recycling but most sweet wrappers are made of an unrecyclable plastic. 
Tetrapak cartons 	Recycling bins Please ensure they are clean, empty, dry and squashed down before recycled. 
Textiles & Clothes 	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 a friend who needs a hug. 

T-W

MATERIAL	DISPOSAL
<p>Transparencies/OHPs</p> 	<p>Recycling bins</p> 
<p>White goods (fridges, freezers)</p> 	<p>If you have white goods to dispose of then please contact EAE Helpdesk</p> <p>White goods and other electrical waste must legally be reused or recycled and can be treated as WEEE (Waste Electrical and Electronic Equipment) waste.</p> <p>Please contact EAE Helpdesk to dispose of white goods (x6800).</p>
<p>Wooden stirrers</p> 	<p>General waste</p> 



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.

Useful contacts

Sustainability Team

Estates & Academic Experience (EAE)
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