This guide consists of an A-Z system to allow individuals to easily locate their waste type – however, in addition to this document, we also have the following procedures regarding specific waste types that need to be followed as appropriate:

- WEEE Waste Procedure
- Fluorescent Tubes and Lighting Disposal Procedure
- Construction and Maintenance, Reuse, Recycling & Waste Procedure – this includes our targets for capital works, guidance on office clearances and also for any skips that are ordered by the University.

Throughout the guide, references are made to various services for further advice – contact details for these can be found at the end of the document.

A number of additional documents may be useful when using this guide including:

- Reuse, Recycling and Waste Standard
- Toner cartridge bin locations on campus
- Card skip campus locations
- Confidential Waste Policy

It is important to note that internal reuse should always be considered, but under no circumstances should University property of any type be taken for domestic use and/or sold for personal profit.

This is a controlled document and works in parallel with a web-based document. Any changes made to this document must be made to the un-controlled web based document.
Aluminium Cans & Foil
Metal recycling bins

Aerosols
Legally, all aerosol containers should be treated as hazardous waste (even if empty). Please contact Sarah Burdall in Wellbeing, Safety & Health to arrange removal.

*NOTE: It is now illegal to dispose of aerosol containers in the main waste stream.*

Acetates
Please use the plastic recycling bins.

Aluminium Foil
Please use the metal recycling bins.

Batteries (domestic type)
All small AA-type and coin-type batteries can be sent in the internal post of Cleaning Services, Basement of Education Building, Hillary Place.

*NOTE: Please ensure these are well-packaged.*

Batteries (large)
For all lithium, cadmium, mercury, lead acid or rechargeable batteries, please contact Sarah Burdall in Wellbeing, Safety & Health to arrange collection.

Books
Firstly, offer on the reuse@leeds website. If this is unsuccessful, or for any out-of-date books or journals, please contact cleaning services to arrange a collection.

*Batteries (large)*
For all lithium, cadmium, mercury, lead acid or rechargeable batteries, please contact Sarah Burdall in Wellbeing, Safety & Health to arrange collection.

Catalogues and Directories
Use the office paper recycling bins. For large collections, contact cleaning services.

Christmas cards
Use paper recycling bins

CDs, Floppy Disks and Tapes
Box, label clearly and send in the internal post to cleaning services, Basement of Education Building, Hillary Place. Keep under lock and key until collection.

*NOTE: Please ensure these are well-packaged*

Chemicals
Contact Sarah Burdall in Wellbeing, Safety & Health.

Clothing
If of a reusable condition, offer onto the reuse@leeds service. Alternatively, take them to the M&S archive on campus and ‘shwop’ by donating them to charity.

Coffee Cups (including compostable)
Please use the general waste bins. Please ensure remaining liquid is drained before disposal.

*NOTE: We are currently looking into an alternative solution to this problem.*

Coffee Grounds
Please use the food waste bins.

Coffee Jars (glass)
If not reusable, please use the glass recycling bins

Computers
If in a reusable condition, ask IT if it is economical to wipe all data and reimage it with the standard University desktop image. If this is feasible once this has been done redeploy within the department or offer onto the reuse@leeds service to redistribute around campus. Under no circumstances should computers or associated peripherals be taken for domestic use and/or sold for personal profit.

Cardboard boxes (thick)
Packaging can be returned with the supplier on request at point of purchase. Alternatively, cardboard skips are located around campus. Contact cleaning services for further details on locations.

Card/Boxes (thin)
Use the office paper recycling bins. Alternatively, cardboard skips are located around campus.

Cardboard boxes (thick)
Packaging can be returned with the supplier on request at point of purchase. Alternatively, cardboard skips are located around campus. Contact cleaning services for further details on locations.

Card/Boxes (thin)
Use the office paper recycling bins. Alternatively, cardboard skips are located around campus.

Note: It is now illegal to dispose of aerosol containers in the main waste stream.
For re-upholstery, there are University-approved suppliers who provide a number of services including: re-upholstery of chairs, re-varnishing of tables, desks and cupboards. Contact sustainability for further information. Under no circumstances should furniture be taken for domestic use and/or sold for personal profit.

Folders
If reusable, set up a stationery box in your area or offer onto the reuse@leeds website. If unsuccessful or not possible, arrange for a collection by Estate Services.

Gas canisters
Try to organise take-back with suppliers prior to purchase. If this is not possible, contact Sarah Burdall in Wellbeing, Safety & Health.

Glass containers (e.g. coffee jars – Non-lab)
Please use the glass recycling bins

Glass containers (lab-type)
There are a number of bins on campus you can use to dispose. Speak with your local lab manager for more information, or contact cleaning services.

*NOTE: Not to be recycled with normal glass.*

Electricals (Non-IT)
If reusable, offer on to the reuse@leeds website. If unsuccessful, contact cleaning services to arrange collection. Under no circumstances should computers or associated peripherals be taken for domestic use and/or sold for personal profit.

"NOTE: It is illegal to dispose of WEEE waste in the main waste stream."

Electricals (contaminated)
Contact Sarah Burdall in Wellbeing, Safety & Health. Under no circumstances should computers or associated peripherals be taken for domestic use and/or sold for personal profit.

"NOTE: It is illegal to dispose of WEEE waste in the main waste stream."

Envelopes (non-padded)
Set a box up in your stationery area for reusable envelopes. Alternatively, offer on to the reuse@leeds website. For any envelopes that are not of a reusable condition, put into the office paper recycling bins.

Envelopes (padded)
If not of a reusable condition, please use the general waste bins.

Food waste
Use food waste bins in kitchens and recycling areas. Contact cleaning services if you need a food bin.

Furniture
If reusable, offer on the reuse@leeds website. If unsuccessful (for large amounts of furniture) contact Over2Hills or an equivalent University approved contractor who offer a collection and reuse service.

For smaller amounts of furniture, contact the estates helpdesk to arrange a collection.

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Hand towels
Please use the general waste bins

Hazardous waste
Waste is considered ‘hazardous’ under environmental legislation when it contains substances or has properties that might make it harmful to human health or the environment. This does not necessarily mean it is an immediate risk to human health, although some waste can be.

Contact Sarah Burdall in Wellbeing, Safety & Health to arrange for safe collection of this type of waste.

Healthcare Waste
Healthcare waste is defined in the ‘HTM07-01 – Safe Management of Healthcare Waste’, publication by the Department of Health as Waste from natal care, diagnosis, treatment or prevention of disease in humans or animals. Examples include:

- Infectious waste
- Laboratory cultures
- Anatomical waste
- Sharps waste
- Medicinal waste
- Laboratory chemicals
- Offensive/hygiene wastes from wards or other healthcare areas.
This definition also covers wastes produced in non-healthcare environments such as university research and teaching laboratories.

Contact Sarah Burdall in Wellbeing, Safety & Health to arrange for safe collection of this type of waste.

Ink Cartridges
Take these to your nearest collection point. A list of collection points can be obtained from the Sustainability website, or by contacting Cleaning Services.

IT Waste
For computers, see ‘computers’.
If reusable, please make sure all information is wiped from the machine and offer onto the reuse@leeds website. If unsuccessful, or if you are disposing of servers or specialist equipment, contact Cleaning Services to arrange for a collection.

Under no circumstances should computers or associated peripherals be taken for domestic use and/or sold for personal profit.

"NOTE: It is illegal to dispose of WEEE waste in the main waste stream."

Junk mail and Glossy magazines
Please use the paper recycling bins

Light bulbs
This includes filament, LED or energy saving bulbs. These must be treated as hazardous waste. Contact the estates helpdesk to arrange collection.

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Laminated paper and posters
Please use the general waste bins

Metals (i.e. stationery)
If in a reusable condition, offer onto the reuse@leeds website. If unsuccessful, use the office metal bins.

Metals (large items)
If this is a complete item and in a reusable condition, offer onto the reuse@leeds website. If not, contact the estates helpdesk to arrange collection.

Milk bottles (plastic)
Please use the plastic recycling bins

Paint
This includes old paint tins (including empty). This should be treated as hazardous waste. Please contact the estates helpdesk to arrange a collection.

"NOTE: It is illegal to dispose of paint or the containers (even if empty) in the main waste stream."

Pallets
When ordering new items ensure that the supplier removes all pallets on delivery or if this is not practical, when they are next delivering. This should be agreed with the supplier at point of purchase. If you have any problems with this service please contact the sustainability service.

Paper (normal, waxy or glossy)
All printouts on campus should be duplex printed where possible. If not, set up a scrap paper box in your stationery area. If duplex printed, use the office paper recycling bins. If you have a large amount of paper contact cleaning services to arrange a collection.

Mobile Phones
Contact cleaning services to arrange a collection to ensure that any data is securely wiped so the phone can be reused.

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Magazines and glossy paper
Paper recycling bins

Newspaper
Use the office paper recycling bins. For large quantities contact the estates helpdesk to arrange a collection.

Padded envelopes
(plastic bubble-wrap or paper padding)
Set a box up in your stationery area for reusable envelopes or reuse on the reuse@leeds website. For envelopes not in a reusable condition, put into the office general waste bin.

Plastics (soft – i.e. cling film, etc.)
Please use the plastic recycling bins.

"NOTE: Composite materials such as crisp and sweet wrappers are not recyclable and for this the general waste bins should be used."

Plastics (flexible – i.e. yoghurt pots, etc.)
Reuse wherever possible. If not possible, clean and use the plastic recycling bins.

Plastics (hard – i.e. CD containers, etc.)
Reuse wherever possible. If not possible, use the plastic recycling bins.

*NOTE: Composite materials such as tetra pak are not recyclable and for this the general waste bins should be use.

Paper (confidential or shredded)
The University have a confidential waste policy. All confidential waste should be placed in blue plastic bags from cleaning services. Do not overfill bags. Contact cleaning services to arrange collection.

For shredded waste, use the office paper recycling bins. For large collections, contact cleaning services.

Pens
If in a reusable condition, put onto the reuse@leeds service for redistribution around campus. If this is unsuccessful, or if pens are broken or empty we can donate them to charity. Contact the sustainability service for a postage label.

*NOTE: Composite materials such as crisp and sweet wrappers are not recyclable and for this the general waste bins should be used."

Efficient and innovative use of resources
Sharing resources and facilities
Regulators (from gas bottles)
Contact cleaning services to arrange for a collection.

Rubber
Reuse where possible. Otherwise, use the general waste bins.

Stationery (general)
Reuse where possible, or offer onto the reuse@leeds service. If unsuccessful, or if items are broken, use the office recycling bins. See also pens and folders.

Stamps
Set up a box in your stationery area and donate to charity. If you would like more information on how to donate, contact the sustainability service.

Tea Bags
Please use the food waste bins.

Tetra pak cartons
Please use the general waste bins

Textiles and clothes
If of a reusable condition, offer onto the reuse@leeds service. Alternatively, take them to the M&S archive on campus and ‘shwop’ by donating them to charity.

Toner cartridges
Take these to your nearest collection point. A list of collection points can be obtained from the sustainability website, or by contacting cleaning services.

Toys
If of a reusable condition, offer onto the reuse@leeds website. Alternatively, donate the items to a local charity.

Wires
Contact cleaning services to arrange collection.

White goods
If of a reusable condition, offer onto the reuse@leeds website. If broken, contact cleaning services to arrange a collection. Under no circumstances should computers or associated peripherals be taken for domestic use and/or sold for personal profit.

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Wood (small items – i.e. spoons, etc.)
If not reusable, use the office food waste bins.

Wood (large items)
If not reusable, contact the estates helpdesk to arrange a collection.

"THIS STRATEGY IS NOT AN END IN ITSELF: IT IS JUST THE BEGINNING OF THE NEXT PHASE OF PROMOTING SUSTAINABILITY AT THE UNIVERSITY. WE WILL CONSTANTLY CHALLENGE OURSELVES TO BE BOLD, AMBITIOUS AND ACTION-ORIENTED. . . . THERE ARE OVER FORTY THOUSAND PEOPLE AT THE UNIVERSITY OF LEEDS AND EVERY ONE OF US HAS A PART TO PLAY IN BUILDING A SUSTAINABLE FUTURE."

Alan Langlands
Vice Chancellor, University of Leeds
Useful Contacts

Cleaning Services – 0113 3433432
Sustainability Service – Sustainability@leeds.ac.uk
Estates Helpdesk – 0113 3435555 or eshelp@leeds.ac.uk
Sarah Burdall - 0113 3438042 or s.e.burdall@leeds.ac.uk
Reuse@Leeds website: http://reuse.leeds.ac.uk or email reuse@leeds.ac.uk

Also, for any students living in the city, Leeds City Council also have an A-Z Guide that may be of use: www.leeds.gov.uk/residents/Pages/AtoZRecycle.aspx?index=A