



A to Z of Waste & Recycling at University of Salford

<p>A</p>	<p>Aerosols Aerosols cannot be recycled in the green mixed recycling bins and are classed as hazardous waste. Contact your Building Manager* to arrange collection.</p> <p>Aluminium foil Foil cannot be recycled on campus and should be disposed of in a general waste bin.</p>
<p>B</p>	<p>Batteries Batteries must not be disposed of in the general waste; instead, they must be separated from the general waste stream and sent for recycling. There are various collection points around the campus including Maxwell Building Stores in Maxwell Well and the Library. You can also set up a collection point in your office – contact your Building Manager* to request a bin and when your bin is full.</p> <p>Books Books should not be disposed of in the general waste. Contact the Environmental Sustainability Team if you have any books you no longer want, and they will be donated to Better World Books.</p> <p>Box files, A4 folders and ring binders Please add to our university reuse system on WARP-it. Ensure any confidential paperwork within folders is placed in locked confidential waste bins.</p> <p>Broken glass Broken glass should be wrapped securely in strong paper or a box, labelled and placed alongside an indoor recycling station, so they can be removed without risk of injury to Estates & Facilities staff.</p>
<p>C</p>	<p>Cans Both steel and aluminium food and drinks cans can be recycled in the green mixed recycling bins. Please empty them before disposal.</p> <p>Card Thin card, for example food packets and cereal boxes, can be recycled in the blue paper recycling bins.</p> <p>Cardboard Cardboard boxes should be flattened and placed next to the indoor recycling stations. For large amounts, contact your Building Manager*.</p> <p>Carrier bags Keep them to reuse or take them to a supermarket to be recycled (most supermarkets have a collection point for used carrier bags).</p> <p>CDs & DVDs CDs and DVDs cannot be recycled and should be disposed of as general waste. If they contain confidential information, please contact the Environmental Sustainability Team.</p> <p>Chemicals We have monthly scheduled collections; please ensure all containers are appropriately labelled and stored (as per your laboratory standard operating procedures and safe systems of work), then contact your Building Manager*. Please do not stockpile chemical waste.</p>

	<p>Chewing gum Place in the pink Gumdrop bins around campus. These will be collected and recycled.</p> <p>Cling film Cling film cannot be recycled and should be disposed of in a general waste bin.</p> <p>Clinical waste Please refer to your laboratory standard operating procedures and safe systems of work or contact your Building Manager*.</p> <p>Clothing We have charity collection points at Frederick Road campus (TRAID) and Peel Park Quarter (Salvation Army).</p> <p>Coffee cups Coffee cups should be disposed of in a general waste bin as they cannot be recycled. Please consider using a reusable cup as an alternative.</p> <p>Computers Due to the risk of compromise of University information, IT equipment must be returned to Digital IT for secure erasure and appropriate disposal. Old computing equipment cannot be kept by staff or donated for reuse. Contact Digital IT if you have computer equipment that needs to be disposed here or by ringing 52444.</p> <p>Confidential waste paperwork Any confidential wastepaper should be placed in the locked confidential waste bins that are located in all buildings. Please remove plastic covers, binding combs, staples, etc. For large clear outs, contact your Building Manager* to organise collection.</p>
D	<p>Drink cartons These should be disposed of in a general waste bin.</p>
E	<p>Electrical equipment Waste electrical and electronic equipment (WEEE) cannot be disposed of with the general waste. Legislation requires the University to separate WEEE from other waste and ensure that it is reused, recycled or recovered where possible. Follow the IT Equipment section for secure disposal of any computing equipment. For non-IT equipment, contact your Building Manager*. For specialist lab equipment, please contact your lab technician for advice.</p> <p>Envelopes These can be recycled in the blue paper recycling bins. If there is a plastic lining and/or window on the envelope, please remove these and place them in general waste before recycling the envelope.</p>
F	<p>Furniture Please it to our University reuse system on WARP-it. Check all cabinets for paperwork first and dispose as per confidential waste paperwork (see above).</p> <p>Food waste Use a composting caddy, which will then be taken to the Rocket composter at Allerton and turned into compost on site. You can request a composting caddy for your area by contacting your Building Manager*. If a caddy is not available, food waste should go in a general waste bin.</p> <p>Fridges and freezers Fridges and freezers fall under the waste electrical and electronic equipment (WEEE) regulations so cannot be disposed of with the general waste. Lab fridges and freezers must be decontaminated (as per your laboratory standard operating procedures and safe</p>

	systems of work). All food stuff must be removed from kitchen fridges and freezers prior to collection. Contact your Building Manager* for pick up.
G	<p>Glass Glass bottle and jars can no longer go in the green mixed recycling bins. Segregate them securely and contact your Building Manager*.</p> <p>Greeting cards These can be recycled in the blue paper recycling bins.</p> <p>Gas bottles, canisters and cylinders Gas bottles, canisters and cylinders are very difficult to dispose of and must not be disposed of with the general waste. Reusable containers must be returned to the supplier for reuse. Estates will collect single use and orphaned gas bottles, canisters and cylinders for recycling. Contact your Building Manager* to arrange collections. The purchase of single use gas bottles, canisters and cylinders should be avoided where possible.</p>
H	<p>Hazardous waste We have monthly scheduled collections; please ensure all containers are appropriately labelled and stored (as per your laboratory standard operating procedures and safe systems of work), then contact your Building Manager*. Please do not stockpile hazardous waste. See the government guidance on hazardous waste for more information on what is classed as hazardous waste. Please remember that empty containers may also be counted as hazardous waste due to residual contents.</p>
I	<p>IT equipment Waste electrical and electronic equipment (WEEE) cannot be disposed of with the general waste. Due to the risk of compromise of University information, IT equipment must be returned to Digital IT for secure erasure and appropriate disposal. This includes hard drives, portable storage and USB memory sticks. Old computing equipment cannot be kept by staff or donated for reuse. Contact Digital IT if you have computer equipment that needs to be disposed here or by ringing 52444.</p>
J	<p>Journals Can be recycled in the blue paper recycling bins.</p>
K	<p>Kitchen appliances Small kitchen appliances, such as kettles, coffee machines and toasters fall under the waste electrical and electronic equipment (WEEE) regulations. They cannot be disposed of with the general waste. Contact your Building Manager* to arrange pick up.</p>
L	<p>Light bulbs Light bulbs cannot be disposed of as general waste. Contact your Building Manager* to arrange pick up.</p> <p>Lab glassware Decontaminated lab glassware should be separately collected. Every lab must have a dedicated glass bin and then transferred to an external glass recycling bin available in Peel, University Road or Allerton waste compounds. Contact your Building Manager* for more information.</p> <p>Leaflets and junk mail Can be recycled in the blue paper recycling bins.</p>
M	<p>Metal Contact your Building Manager* to arrange pick up.</p> <p>Mobiles phones Waste electrical and electronic equipment (WEEE) cannot be disposed of with the general waste. Due to the risk of compromise of University information, mobile phones</p>

	<p>owned/leased by the University must be returned to Digital IT for secure erasure and appropriate disposal. Contact Digital IT here or by ringing 52444. You can send your personally owned mobile phone for recycling, but make sure you delete all attachments and any personal or University data. Phone recycling companies may not securely erase all content.</p> <p>Magazines Can be recycled in the blue paper recycling bins.</p> <p>Medical waste Please refer to your laboratory standard operating procedures and safe systems of work or contact your Building Manager*.</p>
N	<p>Newspapers Can be recycled in the blue paper recycling bins.</p> <p>Napkins and serviettes Napkins and serviettes cannot be recycled and should be disposed of in the general waste bins.</p>
O	<p>Oil, oily wipes and rags Oils and anything contaminated with mineral oil, for example wipes, rags and packaging must not be disposed of in the general waste stream or via the drain; instead, they must be segregated and treated as Hazardous Waste. Contact your Building Manager* so they can be included in Hazardous Waste collections. Please ensure all items are appropriately labelled and stored. Contact your Health and Safety Coordinator** for advice.</p>
P	<p>Paper Can be recycled in the blue paper recycling bins.</p> <p>Paper towels Paper towels cannot be recycled and should be disposed of in the general waste bins. If they are contaminated with oil/chemicals, see the instructions for Oil, oily wipes and rags.</p> <p>Plastic bottles Plastic bottles should be recycled in the green mixed recycling bins. No other plastics can go in our recycling bins.</p> <p>Plastics (other) Other plastics, such as yoghurt pots, margarine tubs and sandwich packets cannot be recycled and should be disposed of in a general waste bin. The purchase of single use plastics should be avoided where possible.</p> <p>Printer/MFD Cartridges Cartridges from Ricoh multi-functional devices should be placed in the brown collection boxes, which can be found in most buildings. If you require a box or it is full and needs collecting, please contact your print champion or print-management@salford.ac.uk. If you have other printer cartridges, contact your Building Manager* or send to the Environmental Sustainability Team in Crescent House ground floor Estates office.</p> <p>Pens and other stationery Reuse where possible or have a shared stationary area within your office. Dispose at end of life in a general waste bin.</p> <p>Paints and varnish Paints and varnishes must <u>not</u> be disposed of in the general waste stream or via the drain and are treated as Hazardous Waste. We have monthly scheduled collections; please ensure all containers are appropriately labelled and stored, then contact your Building Manager*.</p>

	<p>Polystyrene and polystyrene chips Polystyrene and polystyrene chips are not collected separately for recycling and should be disposed of in the general waste bins. You could engage with suppliers to reduce the amount of packaging they use or setup a take-back scheme.</p> <p>Printers All University printers are leased by the University. Contact the Library with any print issues.</p>
R	<p>Rags If clean, they should be disposed of in a general waste bin. If contaminated with oil, see the instructions for Oil, oily wipes and rags.</p>
S	<p>Shoes We have charity collection points at Frederick Road campus (TRAID) and Peel Park Quarter (Salvation Army).</p> <p>Stamps Various charities collect used stamps; you could set up a collection in your area and send bulk collections.</p> <p>Sharps Sharps are items that could cause cuts or puncture wounds. They include needles, hypodermic needles, scalpels, other blades, knives, scissors, glass Pasteur pipettes and other sharp laboratory instruments. Sharps must only be disposed of in sharps bins. Disposing of them in any other waste stream puts colleagues and waste operatives at risk of injury. If you find any sharps elsewhere, please contact Security.</p> <p>Solvents Solvents must not be disposed of in the general waste stream or via the drain and should be treated as Hazardous Waste. We have monthly scheduled collections; please ensure all containers are appropriately labelled and stored, then contact your Building Manager*.</p>
T	<p>Textiles We have charity collection points at Frederick Road campus (TRAID) and Peel Park Quarter (Salvation Army).</p> <p>Tetra packs These should be disposed of in a general waste bin.</p> <p>Televisions and monitors Waste electrical and electronic equipment (WEEE) cannot be disposed of with the general waste. Legislation requires the University to separate WEEE from other waste and ensure that it is reused, recycled or recovered where possible. Contact your Building Manager*. If monitors are used with a computer, follow the IT equipment instructions.</p> <p>Tin foil Foil cannot be recycled on campus and should be disposed of in a general waste bin.</p> <p>Tins Both steel and aluminium food tins can be recycled in the green mixed recycling bins. Please rinse them out first.</p> <p>Tissues Tissues cannot be recycled and should be disposed of in the general waste bins.</p>
U	<p>USB sticks Any data storing equipment must be disposed of as per IT Equipment instructions.</p>
V	<p>Vehicles Must be disposed of in line with end-of-life vehicles legislation. Please contact the Environmental Sustainability Team for more information.</p>

W	White goods Waste electrical and electronic equipment (WEEE) cannot be disposed of with the general waste. Legislation requires the University to separate WEEE from other waste and ensure that it is reused, recycled or recovered where possible. Contact your Building Manager*. Wood Wood is collected separately by our contractors and should not be disposed of in general waste bins. Contact your Building Manager*.
Y	Yogurt pots Yoghurt pots cannot be recycled and should be disposed of in a general waste bin.

* You can find out who your Building Manager is [here](#).

** You can find out who your Health and Safety Coordinator is [here](#).