# A to Z of Waste and Recycling at University of Salford

## A

**Aerosols**

Aerosols cannot be recycled in the green mixed recycling bins and are classed as hazardous waste. Contact your Building Manager to arrange collection.

**Aluminium Foil**

Foil cannot be recycled on campus and should be disposed of in a general waste bin.

## B

**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.

**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](#).

**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.

**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.

## C

**Cans**

Both steel and aluminium food and drinks cans can be recycled in the green mixed recycling bins. Please empty them before disposal.

**Card**

Thin card, for example food packets and cereal boxes can be recycled in the blue paper recycling bins.

**Cardboard**

Cardboard boxes should be flattened and placed next to the indoor recycling stations. For large amounts, contact your Building Manager.

**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).
<table>
<thead>
<tr>
<th><strong>CDs</strong></th>
<th>CDs cannot be recycled and should be disposed of as general waste. If they contain confidential information please contact the Environmental Sustainability Team.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chemicals</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Chewing gum</strong></td>
<td>Place in the pink Gumdrop bins around campus. These will be collected and recycled.</td>
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<tr>
<td><strong>Cling film</strong></td>
<td>Cling film cannot be recycled and should be disposed of in a general waste bin.</td>
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<tr>
<td><strong>Clinical waste</strong></td>
<td>Please refer to your laboratory standard operating procedures and safe systems of work or contact your Building Manager.</td>
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<tr>
<td><strong>Clothing</strong></td>
<td>We have charity collection points at Frederick Road campus (TRAID) and Peel Park Quarter (Salvation Army).</td>
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<tr>
<td><strong>Coffee cups</strong></td>
<td>Coffee cups should be disposed of in a general waste bin; they cannot be recycled. Please consider using a reusable cup as an alternative.</td>
</tr>
<tr>
<td><strong>Computers</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Confidential waste paperwork</strong></td>
<td>Any confidential waste paper 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.</td>
</tr>
</tbody>
</table>
| **D** Drink cartons  
These should be disposed of in a general waste bin.  
**DVDs**  
See CDs advice above. |
| **E** 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.  
**Envelopes**  
These can be recycled in the blue paper recycling bins. |
| **F** Furniture  
Please add to our University reuse system on [WARP-it](#). Check all cabinets for paperwork first and dispose as per confidential waste paperwork (see above).  
**Food waste**  
If there is a composting caddy, recycle food waste in this; it 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.  
**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 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** Glass  
Glass bottle and jars can no longer go in the green mixed recycling bins. Segregate them securely and contact your Building Manager.  
**Greeting cards**  
These can be recycled in the blue paper recycling bins.  
**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. |
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<tr>
<th><strong>H</strong></th>
<th>Hazardous waste</th>
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<tbody>
<tr>
<td>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 <a href="#">hazardous waste</a> section on our website 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.</td>
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<tr>
<th><strong>I</strong></th>
<th>IT equipment</th>
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<tr>
<td>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.</td>
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<tr>
<th><strong>J</strong></th>
<th>Journals</th>
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<td>Can be recycled in the blue paper recycling bins.</td>
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<tr>
<th><strong>K</strong></th>
<th>Kitchen appliances</th>
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<tr>
<td>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.</td>
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<tr>
<th><strong>L</strong></th>
<th>Light bulbs</th>
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<tr>
<td>Light bulbs cannot be disposed of as general waste. Contact your Building Manager to arrange pick up.</td>
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### 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.

### Leaflets and junk mail

Can be recycled in the blue paper recycling bins.

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<th><strong>M</strong></th>
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<tr>
<td>Contact your Building Manager to arrange pick up.</td>
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### 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 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.

**Magazines**
Can be recycled in the blue paper recycling bins.

**Medical waste**
Please refer to your laboratory standard operating procedures and safe systems of work or contact your Building Manager.

**Newspapers**
Can be recycled in the blue paper recycling bins.

**Napkins and serviettes**
Napkins and serviettes cannot be recycled and should be disposed of in the general waste bins.

**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.

**Paper**
Can be recycled in the blue paper recycling bins.

**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.

**Plastic bottles**
Plastic bottles should be recycled in the green mixed recycling bins. No other plastics can go in our recycling bins.

**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.

**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.

**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.

**Paints and varnish**

Paints and varnishes must not 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.

**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.

**Printers**

All University printers are leased by the University. Contact the Library with any print issues.

**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.

**Shoes**

We have charity collection points at Frederick Road campus (TRAID) and Peel Park Quarter (Salvation Army).

**Stamps**

Various charities collect used stamps; you could set up a collection in your area and send bulk collections.

**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.

**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.

**Textiles**

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<tr>
<th>Q</th>
<th>Rags</th>
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<tr>
<td>S</td>
<td>Shoes</td>
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<tr>
<td>T</td>
<td>Textiles</td>
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</tbody>
</table>
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**Tetra Packs**
These should be disposed of in a general waste bin.

**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.

**Tin foil**
Foil cannot be recycled on campus and should be disposed of in a general waste bin.

**Tins**
Both steel and aluminium food tins can be recycled in the green mixed recycling bins. Please rinse them out first.

**Tissues**
Tissues cannot be recycled and should be disposed of in the general waste bins.

**USB sticks**
Any data storing equipment must be disposed of as per IT Equipment instructions.

**Vehicles**
Must be disposed of in line with end-of-life vehicles legislation. Please contact eps-sustainability@salford.ac.uk for more information.

**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.

**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: