



Estates & Facilities Environmental and Energy Management System

Document Ref.

Operational Procedure: Waste Disposal Guide

WASTE STREAM	WHAT	WHERE – INTERNAL	WHERE - EXTERNAL	BIN/EXAMPLES
General Waste	General waste from buildings ONLY NO bulky items such as furniture nor recyclables or hazardous waste	 BLACK general waste bins	BLACK LIDDED 1100L containers Ensure each container filled to capacity before using next container	
Mixed Recycling	EMPTY plastic bottles, aluminium cans	 GREEN mixed recyclable bins	ORANGE LIDDED 1100L containers Ensure each container filled to capacity before using next container Cardboard ONLY if blue bins full.	
Paper and Cardboard Recycling	Office paper, newspapers & magazines (no confidential) Flattened cardboard	 BLUE paper bins For cardboard place next to paper bin or contact Building Manager	BLUE LIDDED 1100L containers (if large FEL container use this first) Ensure each container filled to capacity before using next container	



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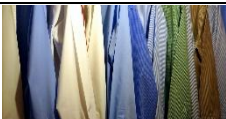
WASTE STREAM	WHAT	WHERE – INTERNAL	WHERE - EXTERNAL	BIN/EXAMPLES
Glass	Glass bottles and jars Broken glass should be wrapped securely in strong paper or a box, labelled, and placed alongside waste bins, so they can be removed without risk of injury to Estates staff.	Segregate securely and contact Building Management Team	Transfer to external 240L glass bins located at New Adelphi, University House or Allerton Building	
Food Waste	Any cooked or uncooked food waste, coffee grounds and tea bags <u>NO</u> packaging, liquids or oils/fats	Any food waste separately collected in kitchen areas in 30L lined caddies, canteen FOH bins, kitchen BOH bins 	Empty 30L kitchen bins into 240L wheeled food waste bins in waste compounds.	
Confidential Waste - paper	Confidential paper waste (documents with personal or sensitive information such as exam/assessment papers or any research, financial or contract information that could damage University reputation)	LOCKED confidential waste bins in offices (no plastic covers, binding combs, staples etc) For large clear outs organise collection via Building Manager	Internal bins will be emptied by TOPWOOD only and shredded onsite. **Please note there is a procedure in place for accessing items mistakenly placed in consoles – see EEMS OP Waste Management.	

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Confidential Waste - IT	IT equipment waste (data-bearing equipment such as laptops, PC towers, hard drives, USBs, servers)	Organise collection via Digital IT	N/A	
Waste Electrical and Electronic Equipment (WEEE) Hazardous/Non-Hazardous	IT equipment Other: Fridges, freezers, microwaves, other domestic appliances, cables, wiring etc	IT equipment: Store inside and contact Digital IT for collection (to Restore Technology) Other equipment: Fill out the disposal form and send to mailto:eps-waste@salford.ac.uk Estates Team will transport to cages inside Allerton, SEE or Maxwell buildings.	N/A Do not store any WEEE outside	
Non-Hazardous Sanitary Waste	Sanitary and Offensive waste Spillages from bodily fluids	Clinical waste in bathrooms Contact BUILDING MANAGER to arrange collection by contractor	N/A	
Books	Any books – literature or non-literature.	Send to Environmental Sustainability Team (Estates Crescent House ground floor) if in bulk contact EST	N/A	
Textiles	Any clothing etc (No UoS branded items)	N/A Bins in Peel costume department for textile scraps (dept use only)	Clothing recycling banks are situated at Allerton (TRAID) and Sports Centre (Salvation Army)	

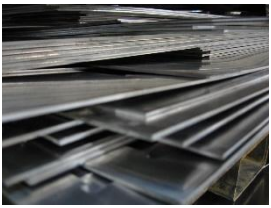
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Metal Waste	Any metal components	Store separately and safely Contact Building Manager to organise collection.	Store in WEEE compound area at Irwell Place prior to collection in line with EEMS OP Scrap Metal Procedure	
Furniture, stationery or usable equipment (not IT)	Any furniture items, stationery or other usable equipment (other than IT) 	List items on WARP-IT or contact Building Manager and/or EST , items can be stored in Newton building	Do not store externally	
Wood	Uncontaminated hardwood only	Store and contact Building Manager	Wood waste skip at Maxwell. Collected on request via Building Manager	
Printer cartridges	Any ink cartridges for printers	HP used cartridges: collection box or contact local Print Champion. Other printer cartridges: Contact Hazardous Waste Coordinator	N/A	

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Vapes	Any disposable vapes	Collected from across campus by the Grounds Team.	Stored safely internally awaiting collection by Mulberry.	
Hazardous Waste – Chemicals	Chemical waste from stores, maintenance, projects, labs etc Can also include empty hazardous chemical containers, used rags and other consumables	STORE securely to avoid spill and contamination. Fill out the disposal form and send to mailto:eps-waste@salford.ac.uk or Hazardous Waste Coordinator	N/A Do not store outside.	Ensure any hazardous waste chemicals from other departments/schools have a completed Hazardous Waste Disposal Form.
Hazardous Waste - Light Tubes	Fluorescent light tubes	Place carefully into light-tube coffins in your nearest area, contact Building Manager if full.	When full they should be transferred to a larger container at Allerton car park.	
Hazardous Waste - Batteries	Alkaline batteries. Damaged and leaking lithium batteries (any Lithium Ion, Lithium Cells, Ni-Cd, Ni-MH, Button Cell) Industrial or larger batteries	Battery bins available in most HP offices. Must be placed in 'damaged lithium battery kits (Crescent, Maxwell, Newton, SEE, New Adelphi & MCUK HP offices) then transported to fire cupboard in SEE. Contact Hazardous Waste Coordinator	N/A Do not store batteries outside	

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Hazardous Waste – Pressurised gas bottles	Any pressurised gas bottles. E.g. Calor gas bottles, BOC gas bottles, Used fire extinguishers, helium gas bottles	Make a note of the bottle owner (e.g. calor, BOC) if available and notify your Building Manager . Hazardous or unknown gas bottles should be notified to the Hazardous Waste Coordinator . Used fire extinguishers should be transferred to storage at Crescent House before collection by contractors. Empty helium gas bottles should be notified to the Building Manager for recycling.		
Landscape/Green Waste	Any bulky green or landscaping waste from grounds maintenance activities that cannot be used on site, i.e. mulching	N/A	Contact Grounds Maintenance Team for transfer to composting area within David Lewis grounds compound; for re-use on site.	
Chewing Gum	Used chewing gum	N/A	Pink gumdrop bins around campus for recycling by Gumdrop Ltd for recycling. Monitored by Grounds Maintenance team.	

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Waste Upholstered Domestic Seating	Upholstered domestic seating that may contain POPs e.g. sofas, office chairs, cushions etc. This includes any part made of or containing leather, synthetic leather, other fabric, or foam.	Stored INTERNALLY to prevent damage and ensure kept in good condition. Consider for furniture reuse.	Dedicated skip in Irwell Place Car Park.	
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- All waste compounds and/or bins should be remain locked/otherwise secured when not in use
- For efficiency, waste containers should be filled to capacity before using the next container
- Report any waste issues via CA-FM marked 'waste issue' FAO relevant Building Manager

Useful Contacts

Contact	Areas
eps-waste@salford.ac.uk	• General waste enquiries
Environmental Sustainability Team Emma Goodchild - Environmental Sustainability Manager e.j.goodchild@salford.ac.uk	• General waste management advice • Waste Management Legislation advice • Waste Management Contracts/authorised contractors • Waste Management Objectives • Waste Data and Reporting



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Building Management Team

Waste Management Area	Buildings	Name/role	Email	Telephone
General advice	New Adelphi	Marcus Young Senior Building Manager	m.young1@salford.ac.uk	Mobile: 07747 006356
- General advice - Fluorescent tube storage	Allerton Mary Seacole Brian Blatchford Jack Goldberg (Nursery) Energy House 2	Paula Spring Building Manager	p.m.spring@salford.ac.uk	Mobile: 07799 071561
General advice	Maxwell/ Maxwell Hall Gilbert Rooms Cockcroft	Jonathan Mann Building Manager	j.r.mann@salford.ac.uk	Mobile: 07974 857 583
- Reuse of furniture etc - Bulky waste disposal - Access to WEEE container	Adelphi House Crescent House Faraday The Old Fire Station Alumni House Joule House Newton Peel Building	Jane Goodwin Building Manager	e.j.goodwin@salford.ac.uk	Mobile: 07919 625 812
- Hazardous waste disposal - Battery storage and disposal	SEE Building NERIC Building	Paul Britton Building Manager	p.l.britton@salford.ac.uk	Mobile: 07919 625 824
General advice	University House Sports Centre Clifford Whitworth (Library) Chapman Lady Hale Faith Centre David Lewis Changing Rooms	John Barber Building Manager	j.barber@salford.ac.uk	Mobile: 07977 381 201

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• MediaCity Campus waste management	MediaCity	Suzanne Kinghorne Facilities Manager MCUK	S.Kinghorn2@salford.ac.uk	Mobile: 07483 500440
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Useful Links

[EEMS OP Waste Management](#)

[EEMS OP Reuse Procedure](#)

[EEMS OP Scrap Metal Procedure](#)

<https://www.salford.ac.uk/environmental-sustainability/waste>

[Hazardous Waste Disposal Form](#)

[Waste A-Z](#)

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