

Recycle, Re-use, & Repair Guide

This guide tells you how to recycle, re-use, re-distribute or repair materials at the University of Worcester.

12 RESPONSIBLE
CONSUMPTION
AND PRODUCTION



Content

- > [Batteries](#)
- > [Books](#)
- > [Cans](#) **GREEN**
- > [Cardboard](#) **GREEN**
- > [Clothes, Textiles & Shoes](#)
- > [Confidential Waste](#)
- > [Electrical and IT Waste](#)
- > [Food](#) **CADDY**
- > [Foodbank Donations](#)
- > [Furniture](#)
- > [General Waste](#) **BLACK**
- > [Glass bottles and jars](#) **GREEN**
- > [Inkjet and toner cartridges](#)
- > [Light Bulbs](#)
- > [Metal](#)
- > [Mobile Phones](#)
- > [Office Clear-outs](#)
- > [Paper & light card](#) **GREEN**
- > [Plastic](#) **GREEN**
- > [Wood](#)

> Batteries

Most batteries contain heavy metals and when disposed to landfill these heavy metals have the potential to leak into the ground causing soil and water pollution and endangering wildlife.

Cadmium, for example, can be toxic to aquatic invertebrates and can bio-accumulate in fish, which makes them unfit for human consumption.

All types and sizes of household batteries can be recycled in distinctive BatteryBack collection tubes located in:

- Edward Elgar, Digital Art Centre foyer
- Bredon main corridor
- Woodbury main corridor
- City Campus main reception

> Books

All our unwanted books and journals are collected by British Heart Foundation (BHF). BHF collection banks are located on St John Campus outside the Students Union and in the Recycling Area near Teme Halls of Residence. A BHF bank is located at City Campus outside the Chancellors Halls of Residence. Also there is one outside the Students Union

Also consider re-using unwanted books via the Book

Rescue Programme organised by [Library Services](#) at the Hive. Please email Debbie Offen on d.offen@worc.ac.uk

> Light Bulbs

All light bulbs contain various substances such as mercury, lead, cadmium and sodium which are potentially damaging to the environment and should be disposed of responsibly by a certified waste contractor.

Fluorescent tubes are classified as hazardous waste and are disposed of in accordance with the Waste Electrical and Electronic Directive (WEEE). All such lighting is stored in a special container in the Woodbury Waste and Recycling Compound and removed by our registered contractor.

For details on recycling conventional filament or LED bulbs log a job on the Archibus Portal using this link <https://uwsso.asc-hs.com/archibus/>

> Cans GREEN

Our waste contractors provide a weekly mixed recyclables collection service that includes, take way cups, all drinks (aluminium) and food (steel) cans, tetra pacs and plastic containers. If possible, these should be rinsed out before being placed in the Green recycling bins or bags provided.

Students are responsible for emptying the Green recycling bags/bins into the colour-coded Green euro bins.

> Cardboard GREEN

Containers are used for storing cardboard; one is located at the rear of the Woodbury, another outside the Hines Building. Small amounts can go in the usual mixed recycling bags/bins.

All cardboard containers can be used for disposing of your unwanted cardboard. Alternatively contact the Campus Services for collection; log a job on the Archibus Portal using this link <https://uwsso.asc-hs.com/archibus/>

> Clothes, textiles, and shoes

Any unwanted clothes, textiles, bedding, towels and shoes can be deposited in the British Heart Foundation Clothing and Shoe Bank.

BHF collection banks are located on St John Campus outside the Students Union and in the Recycling Area near Teme Halls of Residence. A BHF bank is located at City Campus outside the Chancellors Halls of Residence.

Donations are sold and re-used through the British Heart Foundation charity shop network. Money raised fund BHF Nurses who provide

care and advice to heart failure patients in their own home, helping to keep them out of hospital and improving their quality of life.

Special arrangements are made for students at the end of the year for on and off campus collections. British Heart Foundation donation bags can be ordered from Campus Services; via the Archibus Portal using this link <https://uwssso.asc-hs.com/archibus/>

All our confidential waste should be placed in designated consoles. These are located throughout the university and are emptied on a regular basis. For any clear-outs of confidential waste white sacks can be ordered and disposed of via the Campus Services Team. using the Archibus Portal via this link <https://uwssso.asc-hs.com/archibus/> Please be aware of the weight when filling the sacks and do not overfill as they have to be lifted.

Only send 'confidential' material for shredding as this is an expensive service. If you have put your confidential paper waste through an electronic shredder already it does not need to be disposed of in the confidential waste sacks and can be placed in the recycling bags/bins.

What is confidential and non-confidential waste?

Confidential material will normally include any material that contains personal information on an individual. This can include staff and student personnel records, health and medical records, wages and salary records, private correspondence and purchasing, maintenance and accounting contracts and personal documents. All non-confidential paper waste can be recycled in the Green bags/bins across the campus.

> Electrical and IT Waste

Since January 2007, all electrical and electronic equipment has had to be disposed of in accordance with the Waste Electrical and Electronic Equipment (WEEE) Directive. Electrical and electronic items contain toxic substances such as arsenic, bromine, cadmium, hydrochlorofluorocarbons (HCFCs), lead and mercury, and must now be disposed of safely.

IT Electrical Waste

Information and Learning Services arranges for the collection and safe disposal of all electronic equipment. CDL provides the University with a comprehensive asset report for every collection carried out. For more information on this recycling service, please contact Nigel

Parkes, Senior IT and Media Technician on 01905 855523 or email n.parkes@worc.ac.uk

Electrical Waste

All other items of electrical waste are disposed of by the Facilities and includes kettles, microwaves, cookers, fridges and freezers, toasters, fans, lamps – any office or household electric items other than IT waste. If you have an item that has reached its end-of-life and cannot be repaired or re-used by anyone else, please contact Campus Services; via the Archibus Portal using this link <https://uwssso.asc-hs.com/archibus/>

> Food CADDY

Students in halls of residence are issued with green food caddies located in shared kitchens. Staff can request these for their staff kitchens or offices. All types of food can be recycled in these caddies including cooked leftovers. Students and staff are responsible for emptying their food caddies in red wheelie bins located in halls of residence bin stores. The main kitchen has a food waste cycling facility where food is digested by an enzyme process.

Red wheelie bins are emptied and washed out weekly, food is transported to a local anaerobic digestion for energy recovery.

Food caddies are available on request, contact Campus Services; via the Archibus Portal using this link

<https://uwsso.asc-hs.com/archibus/>

> Foodbank Donations

Students or staff wishing to make donations to Worcester Foodbank can leave their donations at Reception within the Hines Building.

> Furniture

Staff or students can report any furniture in need of repair via the Archibus Portal using this link <https://uwsso.asc-hs.com/archibus/>. If possible the Estates team will repair the item for re-use or for donation to the British heart Foundation.

> General Waste

BLACK Waste for landfill should be placed in bins/bags which are then collected by the cleaners for disposal.

Students should drop general waste in Black wheel bins located in halls of residence bin stores.

Most items can now be recycled in the mixed Green Recycling bins/bags. With the exception of the following items;

- Crisp packets
- Sweet wrappers
- Foil trays
- Polystyrene takeaway boxes

> Glass bottles and jars GREEN

Unbroken glass bottles and jars can go in the Green recycling bags/bins found in offices and the halls of residence. Rinse out bottles and jars if there is food or liquid residue before recycling.

> Inkjet and toner cartridge re-use

Used toner and printer cartridges are collected and recycled by Banner Ltd. At least 20 collection boxes can be found across St John's Campus, usually located adjacent to photocopiers. Two collection boxes are located at City Campus, in Charles Hasting building and Mulberry House.

> Metal

We sell all scrap metal to a local scrap merchant for re-use and/or recycling. Please do not throw unwanted metal into the general waste eurobins or skip as there is a market for scrap metal. If you have any scrap metal for disposal, please contact the Campus Services; via the Archibus Portal using this link <https://uwsso.asc-hs.com/archibus/> who will collect and remove it to the Woodbury Waste and Recycling Compound.

> Mobile phones

Mobile phones should never

be put in the general waste to landfill because they contain several toxic substances such as lead, cadmium, beryllium and brominated flame retardants. These all need to be disposed of in a safe and efficient manner. Work smart phones need to be wiped of data and should be sent to n.parkes@worc.ac.uk prior for disposal.

You can recycle personal mobiles on campus by placing it in the [British Heart Foundation Clothing and Shoe Collection Bank](#). The parts are recycled and re-used.

> Office Clear-outs

If you want to have an office de-clutter and have books and journals or large amounts of paper, files or stationery items that you wish to get rid of, you can book a trolley by contacting Campus Services; via the Archibus Portal using this link <https://uwsso.asc-hs.com/archibus/>

The trolley will be delivered to your office at a pre-arranged time and collected when you are finished with it. Although most office clear-outs tend to take place during the summer months, this facility is available all year. If you have large amounts of unused pamphlets or leaflets, please leave them in the boxes and put in the trolley. All items collected will be sorted and

either recycled or passed on to staff and students.

> Paper & light card

GREEN

Paper & light card can be disposed in Green bins.

Used paper? Why not donate to Unitots?

The University's nursery is always pleased to receive paper that has only been used on one side and has a clean side that can be used by the children for drawing. Please remember not to send them confidential material.

Contact Hazel Rutherford on h.rutherford@worc.ac.uk or phone extension 5277.

> Plastic GREEN

All the following plastic items can be recycled, please rinse first:

- Milk bottles
- Fruit juice cartons
- Household cleaning fluid bottles
- Shampoo and other toiletry bottles
- All plastic drinks bottles
- Margarine and ice cream tubs, yoghurt pots,
- Plastic meat, fish and vegetable trays

Before depositing in the Green recycling bags, please remove any tops and rinse out the bottles and cans.

> Wood

Wood is a valuable natural resource and we always try to recycle or re-use as much as possible and not send it to landfill. Wherever feasible, we pass on unwanted wood to the Worcestershire Resource Exchange scrapstore for resale to the public. Any wood suitable for wood burners or home DIY projects is offered to staff.

If you have any wood that you wish to dispose of or are interested in making use of any unwanted wood, the Campus Services Team are responsible for this Compound. Contact them via the Archibus Portal using this link <https://uwsso.asc-hs.com/archibus/>