



A–Z Guide for the Reduction, Reuse and Recycling of materials for Staff



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Introduction

This A-Z guide has been produced to help you dispose of your waste in the most sustainable way, ensure you are compliant with all relevant waste legislation and to help us meet our waste and recycling targets.

This guide also supports our Waste and Resource Management Strategy 2016 – 2022 by helping us to make the most of our resources and is aligned to Strategy 2030.

Our Policy Targets by 2025

95% reduction in single use plastic packaging

Pan-university 85% overall recycling rate

Segregate & divert all food waste to AD and composting

The Waste Hierarchy



The Waste Hierarchy is a Framework Directive (1975/442/EEC) designed for the European Union in 1975. It has since been embraced into UK Waste Policy with a meaningful concept of waste minimisation.... Reduce, Reuse, Recycle. The key principle of the Waste Hierarchy has become a cornerstone of modern sustainable waste management thought, clearly illustrating the order in which waste management measures should be prioritised based on environmental impact.

To achieve the best possible outcomes for our pan-university sustainability plan and for us make a considerable contribution to Carbon Net Zero some easy actions can affect huge change. We should consider waste as a resource and discover all opportunities to create a circular economy within the university. Our Parks team are leading the way by composting all

green garden waste on site with none leaving campus.

This section will help us to agree and embrace the reasoning behind the Waste Hierarchy, discover how to put theory into action, and gain an understanding of the consequences should it go wrong.



There is need for diligence and segregation is key to the success of a robust policy of recycling. We should therefore be mindful of the need for waste streams to remain uncontaminated.

Just 5% of the wrong waste is enough to render a bin contaminated and then not recyclable

An example... one small bag of leftover food put into a bin for tin can recycling will contaminate the entire contents of the bin. This will result in all the material being sent for incineration rather than being recycled. Great care should be taken to ensure of the non-contamination of recycling bins as the consequence is harsh.

How to move materials up the Waste Hierarchy

Reduce

As a priority waste should always be prevented and minimised. If waste can be avoided in the first instance, there is no need to look at recycling or disposal options for the materials.

Thinking of something new? Is the purchase necessary?

If not, don't buy it. If yes, consider reuse from elsewhere or sustainable procurement.

Reuse

Could you, or colleagues, or charity make use of the item?

If yes, list it on Warp-It or donate to the British Heart Foundation on Campus.

List a 'want it' request on Warp-It.

Repair

Consider repairing an item before classifying it as any form of waste.

Recycle

Check whether the material is currently covered within an existing recycling service.

If not, reach out to colleagues to find a suitable recycling route.

Recover

This waste disposal route will result in incineration. Although the waste will be processed at a Waste to Energy plant that ultimately produces electricity, this should only be considered when the higher levels of Reduce, Reuse or Recycle cannot be achieved.

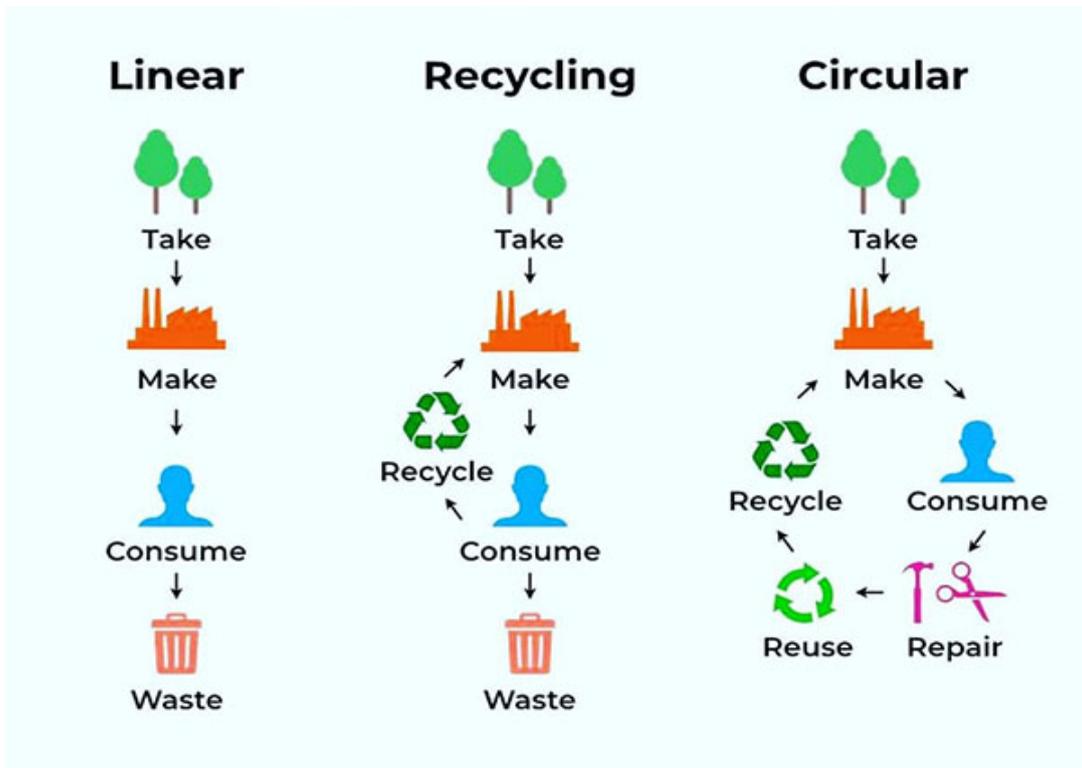
Dispose

The least favoured option where no other choice within the Waste Hierarchy is available. Waste within this category is sent to landfill.

Where our waste goes when it's properly segregated on campus

Reuse

Let's work together on the circular economy at the University of Exeter



Sign up to Warp-It, our reuse network, and get listing...

https://www.exeter.ac.uk/media/universityofexeter/campusservices/sustainability/WARPiT_Quick_Guide.pdf



Make use of the British Heart Foundation collection points on campus



Seek out suppliers that offer a Take Back Scheme for their products and/or packaging



Recycle

The daily collection of recyclables are processed locally by Exeter City Council, working in partnership with Binit to ensure that they are moved onwards to be remanufactured into recycled products and materials.

More here: [End Destination of Recycling Materials - Exeter City Council](#)

Glass is sent to specialist recycler Berryman for closed loop recycling.

More here: [URM Group UK](#)

Food waste is processed in anaerobic digestion creating green energy, fuel and compost by Andigestion.

More here: [The Home of UK Anaerobic Digestion | Andigestion](#)

Our contract with Leese's Skip Hire/Coastal Recycling ensures that 96% of material taken off campus by skip is recycled or recovered.

More here: [Coastal Recycling | Skip hire | RORO hire | Commercial waste solutions \(coastaluk.co.uk\)](#)

WEEE waste (Waste Electrical and Electronic Equipment) is collected and recycled by CDL.

More here: [IT Asset Management In Education | CDL \(computerdisposals.com\)](#)

Scrap metals are taken locally by our Estates team for recycling by Newbery Metals.

More here: [Newbery Metals](#)

Paper is collected, fully shredded in line with GDPR Regulations and then recycled locally by Restore Datashred.

More here: [Paper Shredding & Confidential Waste Disposal Exeter \(restore.co.uk\)](#)

Wood is recycled locally by EMS.

More here: [Skip Hire Exeter, Devon | EMS Waste Services Ltd Exeter Based](#)

Recover

The daily collection of general waste is carried out by Exeter City Council, working in partnership with Binit and is sent to a Waste to Energy plant for incineration.

More here: [Producing energy from waste plants in Devon](#)

Washroom hygiene is contracted to PHS Group.

More here: [Washroom Hygiene Services - Complete Washroom Solutions \(phs.co.uk\)](#)

Hazardous waste chemicals are collected by Labwaste/Tradebe and treated accordingly with regard to legislation linked to the particular waste stream either by recovery or landfill. More here: [Laboratory Waste Disposal Service | Lab Waste | Labwaste \(tradebe.co.uk\)](#)

Hazardous clinical waste is collected by Peake and treated accordingly with regard to legislation linked to the particular waste stream either by recovery or landfill.

More here: [Peake \(GB\) Limited - Clinical Waste \(peake-gb.co.uk\)](#)

How to use this guide

Waste streams are listed alphabetically.

We should be focused on Reduce and only producing waste that is either Reuse or Recycle.

Any contacts referred to in this guide can be found on the back page of this document.

Additional information is also available regarding Labwaste and skips at:

<http://www.exeter.ac.uk/campusservices/facilitiesoperations/wasteand recycling/>

All waste streams are listed alphabetically. and opportunities to reduce, reuse or recycle are outlined for each item where possible. This ensures we demonstrate the application of the waste hierarchy, which is a legal requirement under the Waste Regulations 2011.

And here's where to do it: [Campus map - Sustainability - University of Exeter](#)

Waste streams that are hazardous or have other special requirements are also denoted in the listing. For further information, please see the environmental compliance briefing notes which can be downloaded from the Sustainability Website (search "environmental compliance").

001 - Waste Electrical & Electronic Equipment Regulations (WEEE)

002 - Hazardous Waste Regulations

003 - Waste Disposal and Your Duty of Care

004 - Environmental Information Regulations

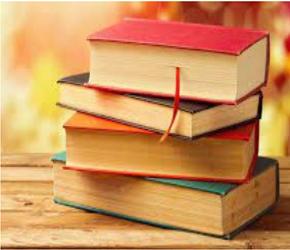
005 - Waste Regulations 2011

Staff must dispose of waste in accordance with the A-Z Waste Guide. If you wish to use an alternative solution or your waste stream is not listed, please contact the Environment and Climate Emergency team (climateemergency@exeter.ac.uk).

The following symbols are used throughout:

				
Reduce	Reuse	Recycle	Recover (Incineration)	Hazardous Waste

A-B

Material	Reduce/Reuse	Recycle/Disposal	Recover
Aerosols 	<p>Aerosols cannot be reused at this University.</p> <p>Please reduce use where possible by considering alternatives.</p> 	<p>Aerosols can be recycled in Exeter City Council / Binit cans bin.</p> 	
Batteries (Lithium-ion) 	<p>Rechargeable batteries should be used wherever possible to minimise waste.</p> 	<p>Lithium and Lithium-ion batteries should be placed in one of our battery collection boxes.</p> <p>Contact the Campus Services Helpdesk to request a box or a collection.</p>  	
Batteries (NiCd, Hg, Pb) 	<p>These batteries are considered hazardous waste and cannot be reused.</p> 	<p>Lead acid batteries should be disposed of via the Labwaste service.</p>  	
Books 	<p>Consider reading online.</p> <p>Books can be reused via a Book-Cycle shelf or Hospiscare collection box.</p> 	<p>Individual books can be placed in the Restore paper consoles.</p> <p>For larger quantities, please obtain Restore bags via the Campus Services Helpdesk and arrange a collection.</p> 	
Bulbs 	<p>Please remember to switch off lights when not in use.</p> 	<p>Please contact the Campus Services Helpdesk to arrange a collection.</p>  	

C

Material	Reduce/Reuse	Recycle/Disposal	Recover
<p>Cables</p> 	<p>Please reuse cables wherever possible.</p> 	<p>Please contact the Campus Services Helpdesk to arrange a collection.</p> 	
<p>Cans</p> 	<p>Please reduce or reuse cans wherever possible.</p> 	<p>Please place empty and clean cans in the internal 'Can Recycling' points.</p> <p>For large quantities, please use a clear plastic bag and place it in one of the external ECC/Binit can recycling bins.</p> 	
<p>Cardboard</p> 	<p>Please reduce the amount of cardboard that you use and reuse cardboard wherever possible.</p> 	<p>Cardboard should be flattened and placed in one of the external ECC/Binit cardboard bins.</p> <p>Any non-cardboard packaging (i.e. polystyrene inserts) must be removed first and disposed of accordingly.</p> 	
<p>Cartridges and Toners</p> 	<p>If you have surplus cartridges/ toners, please advertise for reuse via the Warp It platform.</p> 	<p>Cartridges and toners should be placed in one of our collection boxes. Contact the Campus Services Helpdesk to request a box or a collection.</p> 	

C

Material	Reduce/Reuse	Recycle/Disposal	Recover
<p>CDs and DVDs</p> 	<p>Please send to Dr Alice Mills (see contacts) for use in science outreach projects in schools.</p> 	<p>CDs and DVDs containing confidential or sensitive information should be disposed of as confidential waste.</p> <p>To dispose of any unwanted CDs and DVDs, please contact the Campus Services Helpdesk to arrange a collection.</p> 	
<p>Chemicals</p> 	<p>Check to see if your chemicals can be reused by another department in the University.</p> 	<p>Chemicals should be disposed of via the Labwaste service.</p> 	
<p>Clinical Waste</p> 	<p>Be cautious to ensure that only what is needed is purchased.</p> 		<p>Clinical waste should only be disposed of via the external (yellow) clinical waste bins.</p> <p>Bins should be locked at all times when not in use.</p> 
<p>Clothes and Textiles</p> 	<p>Unbranded (does not contain a logo) and serviceable textiles can be placed in the British Heart Foundation collection points.</p> <p>Or consider reuse via an app or with friends and colleagues.</p> 	<p>Branded and non-serviceable textiles can be recycled.</p> <p>Please contact the Campus Services Helpdesk to arrange a collection.</p> 	

C-E

Material	Reduce/Reuse	Recycle/Disposal	Recover
Coffee Cups (Disposable) 	Please use a reusable coffee cup wherever possible. 		'Compostable' coffee cups cannot be recycled or composted using standard recycling facilities. Please dispose of coffee cups as non-recyclable waste. 
Confidential Waste (non-paper) 	Please reduce usage wherever possible. 	Please contact the Campus Services Helpdesk who will arrange a collection. Non-paper confidential waste MUST NOT be placed in the Restore bins, these are for paper ONLY. 	
Confidential Waste (paper) 	Confidential paper waste cannot be reused. 	Confidential paper waste should be placed in a Restore console. For large quantities, please order a Restore bag by completing a 'move it' form online. Prior to collection, please store in a secure location. 	
Cool Packs 	Cool packs should be reused wherever possible. 	Unwanted cool packs should be disposed of via the Labwaste service. 	
Electrical Equipment (WEEE) 	Please consider potential new equipment purchases carefully and ensure that there is genuine need. Investigate the potential for reuse prior to disposal. 	Please fill out a disposal form online to arrange a collection with the Campus Services Helpdesk. Prior to collection, please store safely, securely and indoors. 	

E-F

Material	Reduce/Reuse	Recycle/Disposal	Recover
Envelopes 	Envelopes should be reused wherever possible for internal mail. Surplus can be sent to the Mailroom team at the Old Library. 	Envelopes should be recycled as paper waste. Please separate envelopes with windows, both the plastic and paper can be recycled. 	
First Aid Box (out of date contents) 	Out of date first aid box contents can be disposed of via the Labwaste service for use by charities. If you don't have a regular collection, please contact the Health and Safety team for advice (safety@exeter.ac.uk). 		Any out of date first aid materials that have been opened or damaged should be disposed of as non-recyclable waste. Used first aid materials should be disposed of as clinical waste. 
Fluorescent Tubes 	Fluorescent tubes cannot be reused at this University. 	Please contact the Campus Services Helpdesk to arrange a collection. 	
Folders 	Please either return usable folders to the stationery cupboard or advertise them by using the intcomsec service or through the WarplT platform. 	Cardboard (lever arch) folders can be recycled as cardboard waste. Please ensure that all contents of folders have been removed prior to disposal. 	Plastic folders cannot be recycled and should be disposed of as non-recyclable waste. 
Food Packaging (mixed material) 		Clean, plastic food packaging such as punnets or yoghurt tubs should be recycled as part of the plastic waste stream. 	Packaging with a metallic film e.g. crisp packets cannot be recycled and should be disposed of as non-recyclable waste. 

F-G

Material	Reduce/Reuse	Recycle/Disposal	Recover
Food Waste 	Consider the amount that is purchased if there are regular quantities of food waste after events. 	Only food waste from catering kitchens can be recycled and where possible, servery disposal should be used. 	Otherwise, it should be disposed of as non-recyclable waste. 
Fridges and Freezers 	Please consider the option of a repair prior to disposal. 	Please contact the Campus Services Helpdesk to arrange a collection. Prior to collection, please store safely, securely and indoors.  	
Furniture 	Please advertise redundant furniture internally through the Warp It platform.  	If no longer serviceable, please fill out a disposal form online to arrange a collection. Prior to collection, please store safely, securely and indoors. 	
Gas Regulators 	Gas regulators cannot be reused. 	Please fill in a disposal form online to arrange a collection for used / redundant gas regulators.  	
Glass (Non-Pyrex) 	Please consider the reuse/re-purpose of plain glass bottles and jars.  	Please place clean glass into the external, ECC/Binit glass recycling bins. Do not place Pyrex in the external ECC/Binit glass bins. 	
Glass (Pyrex) 	Cascade surplus glassware to other users in your College/Service.  	Pyrex glass is collected by Labwaste. Pyrex must not be disposed of in the ECC/Binit glass bins. 	

H-M

Material	Reduce/Reuse	Recycle/Disposal	Recover
<p>Hard Hats (Safety)</p> 		<p>Out of date or damaged safety hard hats should be marked with "Do not use". Please collate in a clear plastic bag and request a collection via the Campus Services Helpdesk.</p> <p>Please remove the inner lining and no visors or safety glasses may be included. There must be no contamination with oil or tar.</p> 	
<p>IT Equipment</p> 	<p>Cascade the equipment to other users in your College/Service while considering GDPR or return to Exeter IT for reuse within the wider University.</p> 	<p>Please fill out a disposal form online to arrange a collection with the Campus Services team. Prior to collection, please store safely, securely and indoors.</p> 	
<p>Laminated Paper</p> 	<p>Reuse laminated documents wherever possible.</p> 		<p>Please dispose of laminated paper as non-recyclable waste.</p> 
<p>Lamps and Tubes</p> 	<p>Please consider the reuse of lamps and tubes that have not blown.</p> 	<p>Please contact the Campus Services Helpdesk to arrange a collection.</p> 	
<p>Metal</p> 	<p>Please consider any opportunities for reuse/re-purpose prior to disposal.</p> 	<p>Please contact the Campus Services Helpdesk to arrange a collection.</p> <p>Please do not take metal to 'Scrap Metal' disposal. Metal is recycled at Newberry Metals.</p> 	

M-O

Material	Reduce/Reuse	Recycle/Disposal	Recover
Milk Containers (plastic) 	<p>Could you reuse a container rather than dispose of it?</p> 	<p>All used milk containers should be rinsed and placed into the internal plastic recycling bins. All plastic milk bottles are recycled in a closed-loop meaning they become milk bottles again.</p> 	
Mobile Phones 	<p>All handsets are owned by the University and should be returned to the university Account Manager (see rear page for contact). These will be reused within the university where possible.</p> 	<p>All broken / damaged handsets should be returned to the University Account Manager (see rear page for contact) who will arrange for disposal.</p> 	
New England Biolabs Box 	<p>These are included in the supplier's 'Take Back' scheme for reuse. Please label them with post return sticker and leave with your department's daily mail for our mailroom team to collect and post back.</p> 		
Oil (cooking) 	<p>Please ensure that the volume of oil purchased matches the amount needed.</p> 	<p>Waste oil should be disposed of via the approved contact within the Catering Team for recycling. Cooking oil MUST NOT be disposed of down drains.</p> 	
Oil (non-cooking) 	<p>Please ensure that the volume of oil purchased matches the amount needed.</p> 	<p>Non-edible oil should be disposed of via the Labwaste service.</p> 	

P

<p>Padded Envelopes</p> 	<p>Please reuse padded envelopes for internal mail. Surplus can be sent to the Old Library Central Mailroom team.</p> 		<p>Waste padded envelopes such as jiffy and poly-envelopes cannot be recycled and must be disposed of as non-recyclable waste.</p> 
<p>Paints and Solvents</p> 	<p>If paint is of a sufficient quality and quantity for use, please contact the Campus Services Helpdesk to discuss reuse options.</p> 		<p>Water based paint/empty containers can be disposed of as non-recyclable waste. Other types should be disposed of via Labwaste. Please ensure that containers are sealed to eliminate the risk of spillage.</p> 
<p>Paper</p> 	<p>Reduce paper wherever possible by using digital formats. Reuse wherever possible.</p> 	<p>Paper (including newspapers, magazines and books) should be disposed of via Restore bins. For large quantities, please fill out a Move It form online to order Restore bags from Facilities Operations.</p> 	
<p>Plastics</p>   	<p>Reduce single use plastic by ordering reusable alternatives Please reuse plastic wherever possible.</p> 	<p>Please place clean plastics in the plastic recycling bins.</p> <p>Acceptable: Drinks bottles Milk containers Cleaning fluids containers Food tubs and trays Polythene wrap Packaging films Bubble wrap Carrier bags</p> 	<p>All other plastics that are not mentioned in the Recycle column to the left should be disposed of as non-recyclable waste.</p> <p>Some rigid plastics can be recycled if they exist in large amounts and are segregated by type. Please refer any opportunities to the waste team.</p> 

P-W

Material	Reduce/Reuse	Recycle/Disposal	Recover
Polystyrene (expanded) 	Please reduce the amount of expanded polystyrene you use wherever possible. 		Please dispose of expanded polystyrene as non-recyclable waste. 
Skips 	Please consider all material prior to it going in a skip – could someone else reuse it? 	All skips should be ordered from Leese's/Coastal Recycling directly. Please segregate recyclable waste streams to avoid landfill. 	All skips should be ordered from Leese's/Coastal Recycling directly. Please remember that non-segregated waste will be recovered and <u>possibly</u> landfilled. 
Telephone 	Please advertise any surplus telephones via the Warp It platform. 	Please contact the Campus Services Helpdesk to arrange a collection. Prior to collection, please store safely, securely and indoors. 	
Vehicles 	Options for sale and reuse should always be considered prior to end disposal. 	Please contact Rob Pitchford (see contacts) for advice if you have a university-owned vehicle which is no longer required. 	
Wood 	Please consider any options for reuse/re-purpose prior to disposal. 	Please contact the Campus Services Helpdesk to arrange a collection. This is then taken to EMS to be recycled. 	



For further information, please visit
www.exeter.ac.uk/sustainability/wasteandrecycling

Contacts

Campus Services Helpdesk

01392 (72) 4552

www.exeter.ac.uk/campushelp Select “Request Disposal”

Anthony Partridge

Assistant Facilities Operations Manager Campus Services

01392 (72) 3919

A.Partridge@exeter.ac.uk

Dr Alice Mills

(for CDs and DVDs)

01392 (72) 4478

A.Mills@exeter.ac.uk

Rob Pitchford

Transport Manager, Campus Services

01392 (72) 4575

R.Pitchford@exeter.ac.uk

Rob Hatswell

Desktop Support

If you notice any errors or omissions in his guide, please email the Environment and Climate Emergency team at climateemergency@exeter.ac.uk

This guide will be reviewed and updated on an annual basis or sooner if required by Nigel Morris, Strategic Waste & Resources Manager, E & CE Team. N.R.M.Morris@exeter.ac.uk

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