



UNIVERSITY OF
WEST LONDON
The Career University

A – Z RECYCLING GUIDE

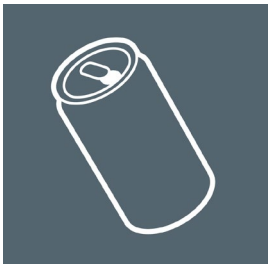
**The complete
guide to
waste
disposal and
recycling**



A



Aerosol: this is classified as hazardous waste and therefore please contact Facilities Helpdesk to dispose them.



Aluminium cans: this should be placed in the green Mixed Recycling bin.

B

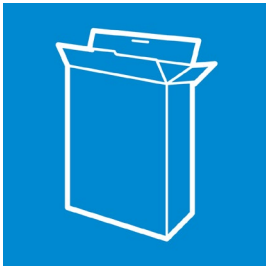


Batteries: this should be placed in the battery bins located in the Main Building Reception and Park Reception at St. Mary's Road campus and the PH.G.06 Post Room at Paragon House.



Books: any unwanted books can be given to the Library Help Zone or a local charity. These books will be re-used by another person.

C



Cardboard: this can be recycled with paper. Small quantities should be put in the green Mixed Recycling bin. Please contact Facilities Helpdesk to dispose large quantities.



Cartons and paper cups: these are not recyclable and should be put in the grey General Waste bin. UWL branded re-usable cups/bottles can be purchased from Student Union or Elior.



Chemicals: please refer to the Safety Data Sheet for guidance on storage and disposal. Notify Facilities Helpdesk to dispose hazardous chemicals.



Cooking oil: this should be transferred to the oil drums located in the Waste Compound. Please ensure the drum remains on the double-banded tray and that the lid is tightly closed.

E



Electrical and IT equipment: these are classified as hazardous waste and therefore please contact Facilities Helpdesk to dispose.

F



Fluorescent tubes and bulbs: these are managed by the Facilities Management team. Please contact Facilities Helpdesk if you have any to dispose.



Food: this should be placed in the grey General Waste bin, unless there is a specific bin for food waste e.g. in Heart Space.



Furniture: this should be re-used on campus between staff, however please contact Facilities Helpdesk to dispose any furniture in that is in unusable condition.

G

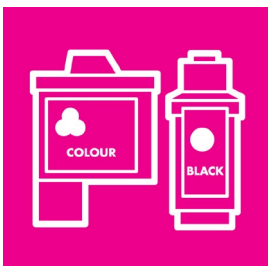


Gas: this is classified as hazardous waste and therefore please contact Facilities Helpdesk to dispose them.



Glass bottles and jars: external glass bins are located across the campus. There is also dedicated containers for glass waste at Freddie's Bar.

I



Ink cartridges / toners: this should be placed in the dedicated box located in the Postal Hubs – PH.G.06 at Paragon House and WK.GF.002 for St. Mary's Road.

L



Large appliances: this is classified as hazardous waste and therefore please contact Facilities Helpdesk to dispose.

M



Magazine: this is recyclable and can be placed in either the green Mixed Recycling bin or the blue Paper bin.

P



Paint: water based paint can be placed in the grey General Waste bin. All other paint is hazardous and therefore please contact Facilities Helpdesk to arrange for disposal.



Paper: all paper free from food/drink can be placed in either the green Mixed Recycling bin or the blue Paper bin. Put spoiled paper in the grey General Waste bin.



Plastics: all plastic bottles, containers, packaging and bags should be empty and clean before placing in the green Mixed Recycling bin.

S



Steel cans: this should be placed in the green Mixed Recycling bin. Empty and clean the can before placing in the bin.

T



Tapes and discs: these can be donated to a charity or you can notify Helpdesk if you have any old tapes and discs to dispose.



Tins: this is recyclable and should be placed in the green Mixed Recycling bin. Empty and clean the tin before placing in the bin.

W



Wood and timber: these can be recycled and therefore please contact Helpdesk who will assist.

To find out more about waste management:

 uwl.ac.uk/about-us/how-university-works-/sustainability

 0800 036 8888

 environment.sustainability@uwl.ac.uk