



RECYCLING & MUNICIPAL WASTE

Non-hazardous

A Guide for all LJMU staff
Version 1 – July 2018

www.ljmu.ac.uk/Sustainability

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What is Estate Management's role in waste resource management?

What Estate Management do:

- ✓ Operate the University's recycling and general waste resource contract and arrangements
- ✓ Empty all LJMU general and mixed recycling bins, and replace waste sacks
- ✓ Order skips on behalf of and for use by Schools, Faculties and Professional Service Teams*
- ✓ Arrange for additional Eurocart collections
- ✓ Provide advice on compliant recycling and municipal waste disposal
- ✓ Report annually on recycling and municipal waste generation and recycling rates

What Estate Management doesn't do:

- ✗ Operate/supervise any departmental contracts relating to confidential waste

What can you currently recycle on campus?

<p style="text-align: center;">✓</p> <p style="text-align: center;">Put in the recycling bin</p>	<p style="text-align: center;">✗</p> <p style="text-align: center;">Put in the general waste</p>
<p>Books</p> <p>Cardboard (hard and corrugated)</p> <p>Confidential waste (including papers, CD-Rs, USBs)</p> <p>Food tins and drinks cans</p> <p>Foil – tin foil and foil trays</p> <p>Furniture</p> <p>Hospitality kitchen food waste</p> <p>Household glass jars/bottles</p> <p>Paper – including white and coloured paper, newspapers and magazines, thin card, stapled documents, envelopes (including the windows)</p> <p>Plastic bottles</p> <p>Wood</p>	<p>Binding on documents</p> <p>Disposable coffee cups</p> <p>Food purchased by staff or students</p> <p>Laminated paper and card</p> <p>Plastic bags</p> <p>Plastic cups</p> <p>Plastic sandwich boxes and other plastic food packaging</p> <p>Tetra pak cartons</p> <p>Tissues and paper towels</p>

Storing recyclable & general waste

Waste should be stored responsibly to prevent trip hazards, leaks into the surrounding environment, unauthorised tipping, and any harm to staff or students who may unknowingly come into contact with the waste. Please note the following:

- Keep written instructions on where and how to store waste before it is collected
- All waste and containers should be clearly labelled
- Make sure that the waste goes into the correct container
- Use covers or lids when waste is stored outdoors to stop it being exposed, rained on or blown away
- Make sure to check for leaks, deteriorating containers or other potential risks.

Storing confidential waste

- Please note that Estate Management staff are not responsible for providing confidential waste sacks, or for transporting confidential waste to any secure area prior to its collection. For instances of bulk shredding, please contact your local Data Protection Advisor for guidance.
- **Confidential paper documents** should be kept in the correct confidential waste sacks, which must be sealed and clearly identified. These are opaque to further maintain the confidentiality of the contents. The sacks must not be kept in an accessible area, to maintain security of the confidential information prior to its collection from the premises
- **Confidential electronic documents or equipment**, which may contain confidential or sensitive information, must not be stored in an accessible area. This includes items such as computers and portable media such as USB sticks. Guidance on how to prepare electronic equipment, prior to its collection from the premises, can be found in Appendix 1 of Environmental Code of Practice for Hazardous and Offensive Waste (ECP5)
- Please view the University's guidance on the confidential destruction of documents, and how to comply with the new General Data Protection Regulations:
<https://www2.ljmu.ac.uk/secretariat/96882.htm>
- If a member of staff discovers confidential documents or confidential waste sacks in an unsecured area, they must report it to their supervisor/manager.

Waste sacks

For waste which is contained in a waste sack, prior to its collection from the premises, University policy is to no longer use black bin bags (Environmental Code of Practice for Recycling and Municipal Waste Resource Management - ECP4).

To comply with waste legislation and health and safety requirements, the following colour waste sacks are used in order to ensure that the contents of recycling and general waste are clearly identified and stored in the correct Eurocarts.

Waste type	Bag/sack type
General	Clear
Recycling	Translucent green

How do I order more waste sacks?

Colleagues requiring waste sacks (additional to those that Estate Management provide in the waste bins) should log the request with the Estate Management Helpdesk (ext. 5555 option 3).

No charge is made for providing LJMU waste sacks to Faculties/Divisions.

Waste bins

Teaching and communal spaces

There are different sorts of bins across the campus, designed to encourage on-site recycling. The current strategy is to adopt a dry mixed recycling approach, where practical.

Office spaces

LJMU are seeking to introduce a phased roll-out of desktop recyclers combined with centralised points for recycling and general waste disposal. All refurbished areas will include provision of desktop recycler and bins as part of the project.

Laboratory spaces

Laboratory users have their own waste disposal arrangements in place; bins are not provided by Estate Management.

How do I request more waste bins?

If a School or Department requests new or additional waste bins, this should be logged onto the Estate Management Helpdesk.

Disposal instructions

Not sure what classification of waste it is? If you cannot identify what the waste type is as per the list below, make the area safe and contact your Supervisor. For all hazardous and offensive wastes, please see the *Guide for hazardous waste*.

Under no circumstances must waste materials be left on means of escape, while awaiting collection.

Books



Unless another arrangement is in place, requests to dispose of books should be placed directly with the confidential waste contractor. These contracts are currently managed by individual Departments and Schools. This service is not facilitated by Estate Management.

Non-book media items such as video cassettes may also be disposed of via the confidential waste contractor.

Cardboard



Heavy and corrugated card should be disposed of by flattening and folding it neatly next to the mixed recycling or paper recycling bins, where it will then be taken away. For particularly large quantities of cardboard, it is advised that advance notice is given to the Estate Management Helpdesk (ext. 5555 option 3) to arrange sensible collection of this.

Cans, tins and foil



Food tins and drinks cans should be emptied of food/liquid and disposed of in the mixed recycling (or cans recycling) bins provided. Tin foil and foil trays may be disposed of in the mixed recyclables.

Confidential waste paper



Confidential waste contracts are currently managed by individual Departments and Schools. This service is not facilitated by Estates Management.

Confidential waste must not be placed in the general or recycling waste streams. Confidential bins can be located in most buildings and office areas. These are normally emptied every two weeks by the contractor, but requests for extra collections should be made directly with the confidential waste contractor.

If a team or Department needs to undertake purge shredding, please contact the Estate Management Helpdesk to arrange this (ext. 5555 option 3). This service is chargeable.

Please see the section on Storing Confidential Waste for guidance on information security and link to the University's Secretariat pages.

Food waste

All food waste goes into the general waste bins.

The only exception is food waste produced in the University Hospitality kitchens which is separately collected and reused via anaerobic digestion.

Furniture and bulky items



Procurement Services can advertise redundant furniture via email amongst the Network of Buyers. This can be arranged by emailing PurchaseOrderQueries@ljam.ac.uk. If a Department wants an item, they can arrange transportation of this by contacting the Estate Management Helpdesk (ext. 5555 option 3).

Furniture which was not originally procured through Procurement Services can be donated to local charities or organisations, but an indemnity form from Procurement Services must be completed before removal of the furniture from University premises.

It is the responsibility of the School/Department to remove the contents of any waste furniture (with particular attention paid to confidential and sensitive documents) prior to its collection and disposal. Estate Management will not be able to move the furniture otherwise.

For disposal of **broken furniture** and other bulky items, contact the Estate Management Helpdesk to arrange collection and recycling arrangements (ext. 5555 option 3).

Glass (domestic)



Undamaged domestic use glass jars and bottles can be placed in the mixed recycling bins.

Broken glass must be made safe by wrapping securely in paper/card. It may then be carefully placed in the recycling or municipal waste. In case of larger amounts of broken glass, Please contact the Estate

Management Helpdesk (ext. 5555 option 3).

For disposal of sharps or laboratory glassware, please see the *Guide for Hazardous and Offensive Waste*

Paper



Small quantities of paper should be disposed of in the mixed recycling or paper recycling bins provided.

In the case of a large paper clearout, Estate Management can facilitate collections. Please contact the Estate Management Helpdesk to log the request (ext. 5555 option 3).

Plastic bottles



Plastic bottles should be disposed of in the mixed recycling (or plastic bottles recycling) bins provided.

Plastic packaging waste

Plastic packaging waste (such as wrap, ties, etc.) should be disposed of in the general waste bins.

Polystyrene

Small quantities of polystyrene can be deposited in the general waste bins. For large amounts of polystyrene, please contact the Estate Management Helpdesk (ext. 5555 op 3).

NB. IT Services has its own waste containers for polystyrene arising from PC packaging waste.

Printed media – booklets, leaflets, and other printed material (excluding books)

Large volumes of printed media should not be disposed of in the normal bins, as this poses a manual handling risk.

To dispose of batches of printed media, arrangements should be made for the printer to collect (this arrangement is in place for some printing contracts), or to arrange skip hire via the Estate Management Helpdesk (ext. 5555 option 3).

Printed media, which may contain confidential information or falls within the GDPR scope (e.g. graduation booklets and business cards) must be disposed of as confidential waste. **Please see the section on storing confidential waste for guidance** on information security and link to the University's Secretariat pages. Please check queries with your local Data Protection Advisor.

Skip waste – wood and scrap metal

For disposal of larger amounts of mixed materials, please contact the Estate Management Helpdesk to arrange skip hire (ext. 5555 option 3). Please do not place any hazardous or offensive waste in the skips.



Where to get further advice

Contacts:

Estate Management Helpdesk - ext. 5555 option 3

Policies:

LJMU Recycling & Waste Resource Management Policy
The University's policy on recycling and municipal waste can be viewed in the [LJMU Policy Centre](#). It includes the commitment to aim for 50% recycling rate across LJMU's campus.

ECP 4 Municipal Recycling & Resource Management
The University's Environmental Code of Practice on recycling and municipal waste provides greater detail on these disposal arrangements and can be viewed in the [LJMU Policy Centre](#).

General advice:

Recycling and waste management webpages:
www.ljmu.ac.uk/about-us/about-liverpool-john-moores-university/sustainability/recycling-and-waste-management

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