


# Recycling & Waste A-Z



# A

**Aerosols** - Empty aerosol cans are classed as hazardous waste. Contact [UK.UoC@tradebe.com](mailto:UK.UoC@tradebe.com) to arrange disposal.

**Air filters** - Most air filters are classed as hazardous waste. Contact [UK.UoC@tradebe.com](mailto:UK.UoC@tradebe.com) to arrange disposal.

**Aluminium cans** – Empty and place in Resource Recovery bin.

**Aluminium foil** – Empty any food in food bin, then place in Resource Recovery bin.

**Animal Carcass** – Disposal via Sharpsmart [bmartyn@sharpsmart.co.uk](mailto:bmartyn@sharpsmart.co.uk)

**Asbestos** - If you suspect that you have asbestos to dispose of, please contact the Estate Management Helpdesk (ext.37784).

# B

**Batteries** – On the Tradebe contract. Boxes placed on site, please contact UK.UoC@tradebe.com for more information.

**Bicycles** - Unwanted bikes can be donated to [OWL bikes](#), who accept donations and provide vocational training for disabled and disadvantaged people. It recycles and refurbishes unwanted bikes to sell to the public at reasonable prices. Another similar option is [Re-Cycle](#).

**Biohazardous** -

- [Procurement Services](#) for questions about the contract
- [Sharpsmart](#) for day-to-day queries about collections
- [Bio Safety team](#) for practical waste disposal queries

**Books** - Unwanted books (academic or not) can be collected by Simply Textbook <https://simplytextbook.co.uk/#page-content> and recirculated. Books can of course also be donated to local charity shops. As a last resort, books can be recycled in the Resource Recovery bins.

**Bottles (chemicals and solvent)** - If they are empty and free of contamination, then these can be recycled through the Resource Recovery bins.

**Bottles (plastic)** – Empty and place in Resource recovery bin.

**Brochures** – Place in Resource Recovery bin.

**Bubble wrap** – Place in Resource Recovery bin.

# C

**Cans** – Empty and place in Resource Recovery bin

**Cardboard** – Flatten and place in Resource Recovery bin.

**Carrier bags** – Place in Resource Recovery bin

**CDs** - Shredstation or Restore Technology can securely dispose of hard drives and data tapes which is chargeable to the dept, please contact Jamie Brittain in Facilities Management.

**Chemicals** - Please visit the Safety Office website for guidance -

<https://www.safety.admin.cam.ac.uk/> This is also applicable to all water treatment chemicals and drums, including all biocides and water conditioning chemicals used for the control of legionella and other bacteria and similar water and air conditioning residues. Contact [UK.UoC@tradebe.com](mailto:UK.UoC@tradebe.com) to arrange collections.


**Cleaning materials** - Cleaning materials can be a big source of waste. Reusable or refillable options can help to reduce the amount of waste generated, while sensible and restrained use of cleaning products can cut down on the volumes used. Empty bottles of cleaning materials can be placed in the Resource Recovery bins.

**Cling film** – Use Resource Recovery bin, empty any food into the food bin.

**Clinical waste** - Please visit the Safety Office website for guidance -

<https://www.safety.admin.cam.ac.uk/>

**Coffee capsules** - Many types of coffee machine now use 'capsules'. These can generate a lot of single use waste and are difficult to recycle. Please check with your supplier who may offer a dedicated collection or recycling service. As a last resort, place in the Resource Recovery Bin. The better option is to opt for a 'bean to cup' machine, which can be more expensive to buy, but generates less waste.



# C

**Coffee cups** – Empty and place in Resource Recovery.


**Cold packs/freezer packs** - The best option is to reuse these or to advertise on our internal reuse platform - [WarplIt](#), for other departments/users. Alternatively, engage with your supplier regarding a 'take back' scheme - many suppliers are beginning to offer these for different types of packaging.

If the packs need to be disposed of, check what they are made of. The most common reusable cold packs have a blue gel contained in a sealed bag. Ingredients are primarily water (60 to 70 per cent), propylene glycol (20 to 35 per cent) and sodium carboxymethyl cellulose (less than 5 per cent), with a polypropylene cover.

These substances are all relatively harmless, however be sure to check with the manufacturer about contents and check with the Safety Office before pouring these down drains. Once these are empty, plastic covers can be placed in Resource Recovery Bins. Of course, if it is contaminated with hazardous, biological or chemical substances, be sure to dispose of it using the appropriate disposal route.

**Compostable Packaging (e.g. Vegware)** - Empty contents into food bin and place packaging into Resource Recovery.

**Computer equipment** - Usable but unwanted electronic devices can be advertised to others at the University via [WARPlt](#), the University's internal reuse platform. All **waste** electrical and electronic equipment must be arranged through the University's recognised contractor, Restore Technology. This service is free for all departments. Please fill out 'IT WEE Collection form' here: ['IT WEE Collection form'](#).



# C

**Confidential waste** - Facilities Management ([Facilities.Management@admin.cam.ac.uk](mailto:Facilities.Management@admin.cam.ac.uk)) offer a recycling route for confidential paper, however some departments opt to use their own suppliers - if your department does so, you must ensure that you are complying with the waste [duty of care](#).

**Construction waste** - Materials in this category would include hardcore, soil, stone and glass. All contractors are required to remove their own waste from sites. Recyclable inert waste produced by a department should be taken to reclamation yards, builders' merchants or architectural salvage companies, for example [Solopark Plc](#) in Pampisford. Should this not be possible, the waste should be removed by a licensed contractor. Your EM Project Manager should have more information on conforming to regulations (such as around Site Waste Management Plans).

**Crisp packets** – Empty any leftovers into food bin, place crisp packet into resource recovery.


**Crockery** - If it is still in reusable condition, why not put it on Warplt, or donate to a local charity shop. Otherwise, this goes in the resource recovery bins.



**Discs** - Shredstation or Restore Technology can securely dispose of hard drives and data tapes which is chargeable to the dept, please contact Jamie Brittain in Facilities Management.

**Drink cans** – Empty and use the resource recovery bins

D



# E

**Electrical appliances** - Usable but unwanted electronic devices can be advertised to others at the University via [WARPit](#), the University's internal reuse platform. All **waste** electrical and electronic equipment must be arranged through the University's recognised contractors. This service is free for all departments. Please fill out the correct form(s) on the waste and recycling webpage, under 'Useful and Relevant links here: <https://www.em.admin.cam.ac.uk/what-we-do/recycling-and-waste>.

**Envelopes** – Use the resource recovery bins.



# F


**First Aid equipment** - A charity called [intercare](#) can accept healthcare goods, however if dated these must have six months to expiry date. A simple registration form needs to be filled out before sending goods onto the organisation by post – more information at [intercare](#).

**Fluorescent tubes** - fluorescent tubes and spent UV, mercury and sodium lamps are classified as hazardous waste. Redundant lamps should only be disposed of via the University's official route. Collection coffins and points are available on most sites. Please contact [uk.uoc@tradebe.com](mailto:uk.uoc@tradebe.com) for details or to arrange collection, specifying the approximate quantity.

**Foil** – Empty contents into the food bin if applicable and use the resource recovery bin.

**Food (including tea bags)** – Place in the food bin.

**Fridges/Freezers** – Collections can be made via [uk.uoc@tradebe.com](mailto:uk.uoc@tradebe.com). Please ensure any decontamination procedures for non-domestic use items have been carried out and the appropriate Health and Safety Officer form attached directly to the appliance.



**Furniture** - Advertise any items on our internal reuse platform, WARPit.

Alternatively, here are some companies who will collect your furniture:

- Collecteco <https://www.collecteco.co.uk/>
- Crown Workspace <https://crownworkspace.com/>
- Reyooz: <https://www.reyooz.com/>
- Rype: <https://www.rypeoffice.com/furniture/>
- Workscape : [www.workscape.co.uk](http://www.workscape.co.uk)

Furniture that is beyond repair should not be put into trade bins, it should be disposed of by skip - Facilities Management are also able to help arrange skip hire and offer a Persistent Organic Pollutant skip at Laundry Farm to minimise disposal costs. Please note that waste produced by University departments is designated 'trade waste' and therefore can't be disposed of at household waste and recycling centres.

You are responsible of ensuring that the business removing waste from your premises provide appropriate paperwork, as the University has a duty of care to ensure our waste is not fly tipped. Please also ensure that when assets are disposed of, your department's procedures for asset disposal are followed, particularly for items of a high value.

F



# G

**Glass** – Use the resource recovery bin or contact [uk.uoc@tradebe.com](mailto:uk.uoc@tradebe.com) regarding contaminated glass.

**Gloves** - Some suppliers will offer a recycling option for disposable gloves, such as those used in laboratories. One example is the [Kimberley-Clark](#) recycling scheme. Another is Terracycle's [Spontex](#) recycling scheme.

These are available at select departments within the University. If setting up a recycling glove scheme, be sure to carefully consider and review the activities where gloves are in use, and to only collect gloves from those work areas where there is absolutely no risk of glove contamination occurring.



## **Hazardous chemical waste - Who to contact:**

[Procurement Services](#) for questions about the contract

[Tradebe](#) for day-to-day queries about the service

[Chemical Safety team](#) for technical questions or safety concerns about the disposal of hazardous chemical waste or hazardous WEEE.


# H



**Ice packs - See Cold Packs**

**Ink cartridges - See Printer cartridges**

**IT equipment - See Computer equipment**




**Lab equipment** (misc.) - Equipment that is no longer of use to a department that has not been classified as hazardous by the nature of its use, and does not contravene current fire regulations, should be offered to other University departments via our internal reuse platform, Warp It. Alternatively, the [University's Equipment Sharing Project](#) provides a way to share under-used equipment.

For unused, obsolete or even broken equipment taking up valuable lab space, [UniGreenScheme](#) offers a removal and resale service. They work directly with you to collect, store and sell your unwanted equipment and return a share of the profits. It's a flexible service, ranging from one or two pieces of equipment through to full lab clearances.

To **Dispose** of old, broken electrical equipment you will need to go down the WEEE (Waste Electrical & Electronic Equipment) route using the forms available on the website: <https://www.em.admin.cam.ac.uk/what-we-do/recycling-and-waste>.

**Lightbulbs** - There are different types of lighting, and each should be disposed of differently. Fluorescent lighting (glass tubes and compact fluorescent lamps) contain mercury and should be disposed of as hazardous waste via [uk.uoc@tradebe.com](mailto:uk.uoc@tradebe.com).

Most University sites have a coffin box for these bulbs, which University departments and institutes can dispose of these bulbs in. Filament bulbs (old-fashioned glass bulbs) should be disposed of to the Resource Recovery bins, ideally wrapped in something that will prevent cuts to waste operatives in the event of breakage. LED lights are electronic waste and should be disposed of using the relevant form on the waste webpage: <https://www.em.admin.cam.ac.uk/what-we-do/recycling-and-waste>.



# M

**Magazines and catalogues** - Use the resource recovery bins.

**Media** - Shred Station or Restore Technology can securely dispose of hard drives and data tapes which is chargeable to the dept, please contact Jamie Brittain in Facilities Management.

**Metal** – Contact Facilities Management to organise a metal skip if required. Please be cautious of businesses collecting your scrap metal for free, you can check documentation here <https://environment.data.gov.uk/public-register/view/search-scrap-metal-dealers>

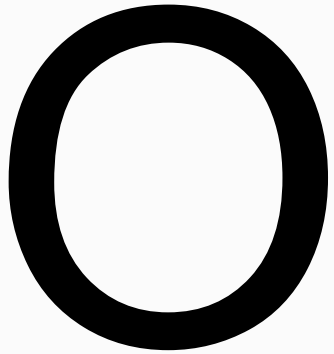
**Mobile phones** - The University's IT waste contractor can accept mobile phones for recycling – the required form can be found here <https://www.em.admin.cam.ac.uk/what-we-do/recycling-and-waste>. A number of charity operators will also collect defunct mobile phones, one example being Littlelives children's charity.



**Newspaper** – Use the resource recovery bins.

N





**Oil** - This should be taken off site by the oil supplier. Waste engine and machinery oil, or waste fuel oil, produced by the University is hazardous waste, and should be stored carefully in accordance with relevant legislation, and disposed of by contacting [UK.UoC@tradebe.com](mailto:UK.UoC@tradebe.com)

**Oily rags, oil drums and other oil-contaminated items:** These are also classed as hazardous and should be treated as above.

# P

**Packaging** – All non-hazardous packaging can be placed into the resource recovery bins. Please empty any food into the food bins.

**Paint** - Community RePaint <https://communityrepaint.org.uk/> is an award-winning national initiative to prevent usable paints being needlessly landfilled and instead redistributed to those who need it most. Our nearest scheme is in March. They do not accept paint thinners or strippers, varnishes, woodstains or specialist paints. [Paint 360](#) are another option to consider.

Due to the flammability of some oil-based paints if in liquid form, they may be hazardous waste and so should be disposed of as **chemical waste** via [uk.uoc@tradebe.com](mailto:uk.uoc@tradebe.com). Please ensure that containers are tightly sealed.

For ease of disposal, please ensure water-based and oil-based paint wastes are kept separate from each other. Unless otherwise labelled, water-based paints are unlikely to be hazardous, and should be reused wherever possible. If in doubt, always check the paint's label for hazard information. All empty containers or containers with dried water-based paint inside should be disposed of in the Resource Recovery bins.

**Paint tins** - If packaging has previously contained hazardous material, such as a paint tin or oil drum, they should always be disposed of as a hazardous material via [uk.uoc@tradebe.com](mailto:uk.uoc@tradebe.com). If they are cleaned thoroughly then they can be disposed of as non-hazardous via the Resource Recovery bins, but the wash-water must be disposed of as hazardous.

**Pallets** - Pallet skips are located at Island site Addenbrookes, Old Addenbrookes site, Downing Site, Sidgwick Site and West Cambridge site. You will need a code for these please contact Facilities Management [facilities.management@admin.cam.ac.uk](mailto:facilities.management@admin.cam.ac.uk)

# P

**Paper** - Use the resource recovery bin.


**Paper towels** – Dry/damp paper towels which have not been in contact with hazardous substances can be placed in the resource recovery bin.

**Pens** - Pens can be placed in the Resource Recovery bins for recycling.

**Pesticides** - All unused pesticides, diluted pesticides, sprayer washings and empty containers are classed as hazardous chemical waste and should be disposed of by contacting [uk.uoc@tradebe.com](mailto:uk.uoc@tradebe.com). Minimise the amount of waste pesticide produced by prior estimation of the quantities of pesticide required. Contact the supplier to see if they will take back empty containers, otherwise thoroughly rinse out the containers and dispose of them as hazardous **chemical waste via Tradebe**.

**Photographic material** - Photographic processing involves the generation of a range of chemical wastes. These should be disposed of as **chemical waste via** [uk.uoc@tradebe.com](mailto:uk.uoc@tradebe.com)

**Pipette racks, refill wafers, and shells** - See **Plastic** (below)



# P

**Plastic** - The best option is to minimise your plastic use at source, switch to reusable alternatives, or enquire with your supplier to minimise the amount of plastic associated with deliveries or packaging. Some suppliers will offer 'take back' schemes, examples include:


**Pipette tip wafers and racks** - Departments who use disposable pipette tips have the opportunity to recycle the plastic wafers and racks that come with the packaging, if not doing so already. The tip and wafers are ground down into polypropylene pellets and used again. For details of one recycling option, please see [STARLAB UK](#), which can provide collection containers and arrange free collections. A [poster detailing the scheme](#), along with [a label to be used on bins](#) is also available.

**Expanded polystyrene boxes** - New England Biolabs are one supplier who offer free return labels for these.

**Coffee pods** - Nespresso are one company who offer 'take back' collections for coffee machine pods.

**Nitrile gloves** - Kimberley Clark and Terracycle offer a take-back recycling scheme.

Use the Resource Recovery bins for other waste plastics.



# P

**Plastic bags / wrapping** - Use the resource recovery bins.


**Plastic bottles** – Empty and use resource recovery bins.

**Polystyrene** – Place in Resource Recovery bins.

**Post-it (adhesive) notes** - Can be placed in the Resource Recovery bins.

**Printer cartridges** - Integrated printer cartridges can be collected with printers via the University's approved IT items only collection service with Restore Technology. The form can be found on this page:

<https://www.em.admin.cam.ac.uk/what-we-do/recycling-and-waste>.



# R

**Refurbishment waste** - If you have a building clearance, decant, refurbishment or decommissioning project coming up, [Warpl](#) can come in catalogue and add the assets to the University's Warp It system.

If required, they can also then manage the redistribution of the surplus assets internally (if appropriate) and then externally on your behalf. Please see **Furniture** for further options.

**Rubber bands** - These should go into the Resource Recovery bins.

# S

**Sandwich boxes (windowed)** - These can be placed into the Resource Recovery bins; place any leftover food in Food bin.

**Sharps** – Returnable sharps are collected via Sharpsmart – contact [bmartyn@sharpsmart.co.uk](mailto:bmartyn@sharpsmart.co.uk) to arrange collection.

**Shredded paper** - See **Paper**

**Stamps** - A number of charities will accept used postage stamps, which can be used to help raise funds for charity activities. Two examples of charities who run stamp collections are the [Bone Cancer Research Trust](#), [Kidney Care](#) and [Canine Partners](#).

**Stamp pads** - Ideally, stamp pads should be re-inked or refilled. If this isn't possible, put these into the Resource Recovery bins.

**Stationery** - If stationery is still usable but unwanted, try advertising it on [WarplIt](#). The best way to minimise stationery waste is to minimise the amounts that are produced in the first place. Careful stock control and ordering will help reduce waste, while 'stationery amnesties' can encourage staff to return unused stationery that may have accumulated in desk-drawers back to a central point.

**Syringe Bodies** – Disposal via [bmartyn@sharpsmart.co.uk](mailto:bmartyn@sharpsmart.co.uk)



# T

**Tea Bags** – Use the food/soiled packaging bins.

**Tetrapack** – Empty and place in resource recovery bins.

**Textiles** - Where these are usable, donate them to charity, for instance via your nearest [BHF](#) collection bin. For anything beyond repair, this should go into general waste skips only.

**Tissue paper** - See **Paper towels**

**Toner cartridges** - See **Printer cartridges**





Vapes – [Information pending.](#)

Vegware - See **Compostable Packaging.**

V



# W

**WEEE** - See **Electrical appliances**

**White goods** - See **Electrical appliances**

**Wipes** - Must not be disposed of in toilets, as they cause blockages. Please use the Resource Recovery bins. The best option is to provide reusable options - one University department has set up self-cleaning stations. They provide spray bottles of C2 and microfibre cloths for staff/students. They provide a bag for used cloths and change them regularly, with the cloths getting washed overnight.

**Wood** - A skip can be arranged to dispose of large amounts of wood. Please contact Facilities Management ([Facilities.Management@admin.cam.ac.uk](mailto:Facilities.Management@admin.cam.ac.uk)). Small amounts of wood (including things like pencil sharpener shavings) go in the resource recovery bins.

**Wooden stirrers** – Use resource recovery bins.

**Wrapping** - See **Plastic bags / wrapping**.

**Writing instruments** - See **Pens**



**X-ray film** - X-ray film tends to be mostly plastic; they can be placed in the Resource Recovery bins.

X

# Thank you

