

# Specialist Waste Streams Guide 2017

## REUSE

- Staff for sale/wanted message board

A great way to sell or give away your unwanted items. Staff members can post advertisements which any other staff member can access from their Outlook inbox. To find the inbox click on Folders at the bottom of the Outlook left-hand navigation menu, go into All Public Folders, General Staff Information, Staff Bulletin Board.

- Stationary    

Used envelopes are perfect for use as internal mail. Just cross out or cover over the original address and send it on. Create a departmental stationary cupboard to reuse any unwanted items instead of buying new ones.

- Furniture  

Where possible surplus furniture is reused at NTU, if no internal home can be found Estates will endeavour to donate this to Charity. If you have furniture that you need to get rid of then please log an Estates Helpdesk request for it to be removed.

- If the furniture is damaged then it will go into a skip and be broken down into different elements for recycling at [Wastecycle's facilities](#).
- If the items are not damaged and they are in keeping with NTUs branding/corporate design specification then they will be stored for future use.
- If the items are not in keeping with this specification then they may be refurbished by constellations or where possible Estates will try to find a new home for them by contacting local charities.

If you need a new piece of furniture, why don't you check the furniture store before buying new? Please contact [david.brooks@ntu.ac.uk](mailto:david.brooks@ntu.ac.uk)

Do you know of any local Charities which might benefit from donations? Please let us know [environment.team@ntu.ac.uk](mailto:environment.team@ntu.ac.uk)

# RECYCLE



We have specialist waste streams for some items that must be recycled responsibly.

- Waste Electronic and Electrical Equipment (WEEE)



Any electrical items must be disposed of in the correct bins. All IT related waste should be collected by Information Systems. Any large items can be collected by the Facilities Team. Please log your request using the [Estates Helpdesk](#). Small items can be disposed of in WEEE bins located in Maudslay yard (City), Main Hall waste compound (Brackenhurst), or the Maintenance Yard (Clifton)

- Confidential Waste



Wastecycle provide this service through an NTU approved sub-contract with Shredall. Professional Services and Colleges are required to arrange for their own confidential waste disposal as stated in the [NTU Confidential Waste Procedure](#).

- Cooking Oil



Cooking oil from NTU's kitchens is supplied and collected by R-Oil who reuse the product as bio-diesel. This is then used to fuel their fleet of delivery vehicles.

- Printer/toner cartridges



Printer/toner cartridges are managed by Information Systems. See the [Printer Cartridge Procedure](#) for more information.

- Florescent Tubes



Florescent Tubes are disposed of via a supplier take back scheme. This is managed by the maintenance team. If you have a florescent tube to get rid of, please put in a request for removal via the Estates Helpdesk.

# DISPOSAL



**Any waste that cannot be reused or recycled must be disposed of in a responsible manner. All general waste is collected by Cleaning Services and removed by Wastecycle.**

Other waste streams at NTU include:



- **Chemical or Hazardous Waste**

Chemical or hazardous waste can be damaging to human health or the environment and so needs to be disposed of in a responsible and legally compliant way. Chemical or Hazardous waste can often be identified by hazard symbols on the packaging. If you have waste that has any of these symbols then it should be disposed of via the NTU approved contractor, Biffa. There may already be a route for disposal in your department. You can find out by checking the [NTU Hazardous waste procedure](#).

If there is not a current route for your waste then please consult the Environment Team for advice on arranging a collection.



- **Clinical Waste - PHS**

Clinical waste is any waste consisting of:

- Human or animal tissue, blood or other body fluids such as excretions
- Drugs or other pharmaceutical products,
- Swabs or dressings, syringes, needles etc.

NTU produces clinical waste from animal/vet unit and also labs/research units. There are special bins and disposal routes for this waste. Please see the [NTU hazardous waste procedure](#) for more information.



- **Sanitary/Hygienic Waste**

NTU provides sanitary waste disposal in bathrooms across the university. Cleaning Services manage this contract with PHS. For more information please see the [NTU Hazardous Waste Procedure](#).



- **Dog Waste**

NTU provide dog waste bins along the Clifton nature trail and popular routes around Brackenhurst campus. The bins are emptied by the landscape team and ultimately disposed of via SRCL at their incineration plant.



- Construction Waste

NTU use Wastecycle for the provision of skips for construction projects and maintenance / refurbishment works. NTU aims to divert as much waste as possible from landfill, wastecycle segregate waste from skips and have an average diversion from landfill rate of 98%. NTU aim to segregate at point of production where space allows.

If you need to order a skip for construction / bulky waste please contact wastecycle:

[Phil.ball@wastecycle.co.uk](mailto:Phil.ball@wastecycle.co.uk) 07760551346

[Charlie.abbott@wastecycle.co.uk](mailto:Charlie.abbott@wastecycle.co.uk) 07958042465



- Sharps

Sharps (knives / blades or anything that could pierce a bag) should not be disposed of into regular office bins due to health and safety implications. Most departments such as Art and Design or Architecture, Design and the Built Environment already have sharps containers for these items. If you are in either of these schools and have sharps to get rid of, please contact your technician.

If you have are outside of these schools and have sharps to dispose of then maintenance and cleaning teams also have sharps containers. Please contact [Mandy.sims@ntu.ac.uk](mailto:Mandy.sims@ntu.ac.uk) for further information.



- Waste Water

NTU has small volumes letters from Severn Trent Water giving permission to discharge some chemicals to drain in Art and Design, Architecture, Design and the Built Environment and the School of Science and technology buildings.

The main items which cannot be put down drains fall into two main categories:

1. Items on the 'prescribed processes and substances list'
2. Anything flammable i.e. with a flash point above 23°C or 73°F (such as solvents)

Technicians in these buildings will be aware of the small volumes letters requirements. If you have any queries then get in touch with the [environment.team@ntu.ac.uk](mailto:environment.team@ntu.ac.uk) for further information.