

17 7 Appendix H Recycling Procedures

Background

A compulsory recycling scheme is in operation throughout the main College and at Swirles Court to minimise waste sent to landfill/incineration. The details set out below outline the procedures for recycling and rubbish removal. Do please try and co-operate, the scheme is as simple as we can make it and does not require anyone to do any more than you might do at home - and in most instances much less.

The system comprises of a number of grey bins with colour coded lids. These are located throughout the gyp rooms/kitchens, Porters' Lodge, JCR, Wolfson Court MCR etc. The lid colours are consistent across the two sites to make the process of recycling as easy as possible. These bins are emptied by College staff.

Bedroom Bins

An important part of the success of the scheme is the recycling of rubbish generated within bedrooms. Students must dispose of the recyclable rubbish generated within their own rooms into the appropriate bins in the corridor Gyp rooms/kitchens.

To assist with this there are two bins in each bedroom. One bin, of generally 12 litre size, is for you to temporarily dispose of and store recyclable material before taking it to the gyp rooms/kitchens and sorting into the appropriate colour coded bins.

The second room bin, which is smaller, is for non-recyclable material only and this bin (and this bin only) will be emptied by the cleaners and can be left outside your room. If this bin is seen to contain clearly recyclable material it will not be emptied to give you the opportunity to dispose of the items.

Sanitary waste is not recyclable and must be put in the sanitary bins in the toilets/en-suites.

Collection Bins at Recycling points in Gyp Rooms/Kitchens etc

The bins are coded as follows:-

Grey Lids: Dry Mixed Recyclable material (DMR)

This comprises:

- Paper (including shredded), magazines, window envelopes and cardboard of all types except used tissues.
- Plastics of all types – including bottles, pots, metalized films, clean cling film, bags, sweet wrappers, packets etc - this will be sorted by the waste carrier and unrecyclable grade plastics removed accordingly. Please try and crush plastic bottles.
- Steel and aluminium cans including deodorant cans.
- Bubble wrap envelopes.
- Tetrapak type cartons.
- Do not put any wet or food waste in these bins. All tins, bottles, yoghurt pots etc are to be rinsed and dry prior to placing in the bin.

Brown Lids: Non Recyclable material only.

All non-recyclable waste, including:

- Contaminated material.
- Polystyrene.
- Tissues etc.
- Do not put any food waste in these bins except where permitted (see below)

Yellow Lids: Glass

All colours of glass, but please drain and remove tops. Please place the glass in the bins rather than throw it to minimise breakages.

Green Caddy: Food Waste

All caddies to be lined with compostable starch bags, not plastic bags. These liners will be replaced by the cleaner.

Note

Please note that the colour coded recycling bins in the Gyms etc. will not be sorted by the College staff. If it is evident that inappropriate material has been placed in a Dry Mixed Recyclable bin, this will result in the waste being placed in the General Rubbish wheelie bin in the waste compound. This is bad for both our level of recycling and adds cost to the removal of the waste from site.

Please remember that recyclable waste takes up considerable volume within the internal bins and the wheelie bins in the external waste compound. It is therefore requested that you crush all boxes, plastic bottles, tins etc as much as possible so that we can maximise the space within the bins, thus reducing the frequency of emptying and reducing costs in the removal of the waste from the site.

Other facilities

There is a dedicated bin located in the Post Room at College for the deposit of toner cartridges. This is administered by the JCR.

Most supermarkets and some other battery retailers have recycling points for dead batteries. Please use the Sharps boxes or contact the College Nurse concerning the disposal of clinical waste. Do not, in any circumstances, place medical needles in any bins other than the yellow Sharps boxes. In College Sharps boxes are located in the middle gyp room on each corridor and in the disabled toilet by the Lodge.

Please enquire at the Porters' Lodge should you have significant quantities of cardboard to dispose of and they will make contact with the appropriate Department. On both sites there are Dry Mix bins in the external waste compounds where larger crushed cardboard items can be deposited. In addition, on the main site there is a cardboard baler for use by trained operatives.

If you have electrical items to dispose of, please contact the Maintenance Department as these are generally classed as controlled waste.

Additional black bins may be provide at busy times such as the beginning and end of term to temporarily cater for the larger quantities of waste generated at these times.

There is a British Heart Foundation collection bin on both sites located by the main external bin stores. These can be used to recycle still usable items such as books, CD's small electrical items, clothing etc. Please collect a BHF bag from the Lodge, put your items inside and place in one of the bins. If the bin appears to be full please report it to the Lodge.

Outside Properties and Graduate Housing

With the exception of the Grange, all of the College houses are serviced by the Local Authority for their rubbish collection. Please follow the requirements of the Local Authority, which may be Cambridge City Council, or South Cambridgeshire District Council depending on the location of the house. These require the residents to be punctilious in their segregation of recyclable waste since any contamination may result in refusal to remove the waste. Information is provided in the houses of the particular requirements and collection timetables.

Please use the bins provided and put out for collection on the appropriate days.

Finally ...

Whatever the waste, recyclable or not, please try and keep it to the minimum, and don't negate the efforts of your fellow students by contaminating the separated waste.

Thank you