




























A2Z4 Recycling
How to recycle at Staffordshire University, and what happens to the waste you recycle

Waste	How to recycle it	What happens to the waste	Waste status
<p style="text-align: center;">Batteries</p> 	<p>There are a number of different types of batteries, all of which contain differing levels of hazardous chemicals that need careful disposal. The University currently collects the following types of portable household-style batteries for recycling through the Battery Back scheme:</p> <ul style="list-style-type: none"> ♻️ AAA, AA, C and D batteries ♻️ 4.5-volt and 9 volt batteries ♻️ Button cell batteries ♻️ Laptop batteries ♻️ Mobile phone batteries ♻️ Camera batteries ♻️ Portable power tool batteries <p>Please ensure all batteries are discharged and are not leaking. The above batteries can be sent to the Stoke and Stafford post rooms via internal mail (small quantities at a time placed in a envelope/jiffy bag) marked up as Post Room - battery recycling.</p> <p>The scheme does not take the following batteries:</p> <ul style="list-style-type: none"> ⚠️ Industrial wet cell batteries – lead acid, lithium and nickel cadmium ⚠️ Automotive batteries – lead acid <p>Please note – All lead acid, Nicad and mercury containing batteries are classified as Hazardous. Under no circumstance should this waste be discarded to the general waste skips / bins.</p> <p>Further information available at www.staffs.ac.uk/wasteandrecycling or www.batteryback.org. Please contact HSEU@staffs.ac.uk if you have any specific enquires.</p>	<p>Battery Back sends the batteries collected to one of two sites in Belgium where the company REVATECH S.A. recycles them. Revatech as a company recovers and disposes of some 155,000 tonnes of dangerous and non-dangerous industrial waste annually, by mechanical, biological and physico-chemical processes.</p>	 
<p style="text-align: center;">Cans</p> 	<p>If you have brought drinks cans in from home / for your own use at lunchtime etc, please use the recycling points available around the University. Further details are available at: www.staffs.ac.uk/wasteandrecycling</p>	<p>Cans segregated onsite are collected by H Brown & Sons who offer specialist can recycling and reprocessing services in the UK including ferrous and non ferrous metal recycling.</p>	

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<p>Cardboard</p> 	<p>Cardboard can be flattened, placed within a larger box (to reduce volume within the skip) and left with general waste for collection and recycling.</p> <p>The University also collects cardboard separately onsite for recycling with H Brown & Sons. If you have a large quantity of cardboard waste, a dedicated skip can be ordered through the campus waste disposal coordinator.</p>	<p>Cardboard disposed is segregated and sorted by H Brown & Sons through their materials reclamation facility.</p> <p>Cardboard is separated, baled and sent overseas for reprocessing.</p>	
<p>Confidential waste paper</p> 	<p>If you have a large quantity of highly sensitive confidential waste, please contact the campus waste disposal coordinator to arrange for a separate collection and disposal</p> <p>Please note – refer to the general paper waste for non-sensitive paper recycling</p>	<p>Highly confidential waste is collected separately and incinerated at the Stoke incinerator operated by Martin Engineering Systems.</p> <p>MES offer a waste management solution using waste incineration with heat recovery, commonly known as Waste to Energy (WtE).</p>	
<p>Fluorescent tubes</p> 	<p>All lighting should only be changed by authorised personnel including Campus Services, Maintenance and external contractors and as such will be taken care of during routine procedures.</p> <p>If you have problems with lighting, please email: repairline@staffs.ac.uk</p> <p>Please note – under no circumstance should this waste be discarded to the general waste skips / bins.</p>	<p>Fluorescent tubes and compact fluorescent lights are classified as hazardous waste. Lights are segregated and stored in metal coffins prior to recycling/disposal by Newey & Eyre.</p>	

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<p>Fridges, freezers (and other refrigerant equipment)</p> 	<p>Waste disposal regulations ban fridge and freezer disposal to landfill before removal of CFC gases from refrigerant and foam insulation.</p> <p>If your fridge / freezer is still in good working order, clean and not physically damaged in any way, consider cascading it to another Faculty / Service for reuse via the Furniture Warehouse: www.staffs.ac.uk/furniturewarehouse.</p> <p>If the equipment is no longer working and you are replacing it with a new fridge / freezer, you should dispose of it through the Manufacturer / Reseller of your new item. They now have a "Producer Responsibility" to take it back and to recycle it under the WEEE Directive. There may be a "Hazardous Waste" disposal cost which you will have to negotiate / pay.</p> <p>If this is not possible, please contact the campus waste disposal coordinator who will arrange for the appliance to be removed to a central compound prior to disposal.</p>	<p>Refrigerated appliances are bulked up and stored centrally prior to disposal.</p>	  
<p>Furniture</p> 	<p>Re-use of furniture is the best option and if you have surplus furniture, this should be advertised for re-use via the University's Furniture Warehouse: www.staffs.ac.uk/furniturewarehouse.</p> <p>If furniture is not suitable for reuse, then this should be placed in the general waste skips. If you have a large quantity of furniture waste, a dedicated skip can be ordered through the campus waste disposal coordinator.</p>	<p>Furniture disposed via general waste will be segregated and sorted by H Brown & Sons.</p> <p>Metals components such as legs are processed as scrap metal whilst wooden based furniture is chipped by Browns and sent wood recycling processor in Lancashire. The old discarded University table is reprocessed for the chipboard market or even used for animal bedding!</p>	





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<p>IT & Office / electrical equipment</p> 	<p>Some of this is classified as hazardous and is also governed by the Waste Electronic & Electrical Equipment (WEEE) Directive. Items include monitors, LCD screens, PC towers and desk top processors, laptops as well as ancillary equipment such as keyboards and mice.</p> <p>Please note – under no circumstance should this waste be discarded to the general waste skips / bins.</p> <p>The University's IT Asset Management policy aims to achieve better utilisation of IT resources by cascading IT equipment. When equipment becomes too old to be useful or is beyond economical repair Phoenix Computing engineers will collect and ensure safe disposal in accordance with the WEEE directive.</p> <p>If you have a piece of IT equipment which you want to move to another location or which you no longer require, contact ext. 3800 and provide the necessary details.</p> <p>Further information is available at: www.staffs.ac.uk/uniservices/infoservices/it/staff/buying/index.php</p>	<p>Our IT & office equipment is transferred by Phoenix to KMD Recycling Ltd, who are one of the largest high volume, fully licensed, computer recycling companies in the UK, handling thousands of tonnes per annum.</p> <p>Their Computer Recycling solution ensures all equipment is stripped down and maximum recovery is achieved. All shipments are weighed in and separated into different material types for recycling.</p>	  
<p>Paper</p> 	<p>Collection bins are available for all general paper items including office/copier paper, junk mail, post it notes and magazines.</p> <p>Items not accepted include envelopes, books, plasticised paper, whole files with plastic dividers, rigid files, jiffy or poly envelopes, laminated card, plastic covers and plastic binding.</p> <p>Please note – unless pre-shredded, confidential waste paper should not be put in the collection bins.</p> <p>To request a paper recycling bin, please contact the campus waste disposal coordinator.</p>	<p>When you have a full bag (the bag should not be too heavy to cause manual handling difficulties) please contact the campus waste disposal coordinator.</p> <p>Full bags are bulked stored in a lockable skip prior to collection by H Brown & Sons (waste contractor). The waste paper is then shredded and bailed and sent for reprocessing.</p>	
<p>Plastics</p> 	<p>Plastics including drinks bottles, yoghurt pots, sandwich boxes, etc. can be placed in the designated bins at the recycling points around the University. Further details are available at: www.staffs.ac.uk/wasteandrecycling</p>	<p>Plastics segregated onsite are collected by H Brown & Sons who offer specialist recycling and reprocessing services.</p>	

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<p>Printer toner & Cartridges</p> 	<p>The introduction of the University's new Multi Function Printers (MFPs) will see a gradual removal of stand-alone photocopiers, printers and their associated consumables. As a result, there is no University designated recycling stream.</p> <p>However, these items can still be recycled either through local charities or often returned free of charge to the manufacturer, examples to the right.</p>	<p>Faculties and Services are encouraged to check with their supplier or manufacturer of print consumables what services they offer, examples below:</p> <p>The HP Planet Partners programme provide a free, responsible way to return your empty HP inkjet and LaserJet print cartridges for recycling; further information is available at: http://tinyurl.com/2z34cg</p> <p>Lyreco, the University's stationery and office equipment supplier, offer a free cartridge recycling collection service. Please refer to the Lyreco 2008 catalogue.</p>	

Campus Waste Disposal Coordinators:

Stoke – Michael Knapper (ext. 4837; email: M.Knapper@staffs.ac.uk)

Stafford – John Bruus (ext. 3388; email: j.f.bruus@staffs.ac.uk)

Waste Status Key	
Symbol	Description
	Part available
	Fully available
	Recharge
	Do not dispose of in general waste