

A – Z of Recycling and Waste at UoR


The University of Reading has a target to recycle 50% of its' waste - without the commitment of all those at the University this target will not be possible. We understand that recycling and waste management can be quite confusing at times so we have put together this A– Z guide that provides information and advice for both recycling whilst at the University of Reading, as well as some suggestions for staff and students living in the local community.

Please do not bring in items from home to dispose of at the University – this is not permitted.





If you have any further questions or comments please do not hesitate to contact the team at waste@reading.ac.uk.

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A	Waste type – definition/description/origin	Destination/comments/links
	<p>Aerosols</p> <p>Deodorant cans, cleaning sprays etc. Aerosols are high-pressure spray cans. They usually contain a liquefied gas which works to propel the product through the valve.</p>	<p>Ensure that your aerosol is completely empty before you decide to recycle it. Aerosols can be stored for a long time so hold on to a half full can if possible, and use it up later</p> <p>Do not pierce, crush or flatten the aerosol before recycling. Detach any loose or easily removable parts, such as the lid, and dispose of them with the rest of your rubbish.</p> <p><u>On Campus:</u> Aerosols can be categorised as hazardous waste. Please DO NOT put aerosols into the bins, contact waste@reading.ac.uk for recycling information. This service may be chargeable to the Department.</p> <p><u>At home (students/staff):</u> Check with your local council as some may permit empty household aerosols to be placed in the mixed recycling. Alternatively, take to your household waste recycling centre.</p>
	<p>Aluminium Cans/Foil</p> <p>Drinks cans, food cans, foil,</p>	<p>Recycled - Please wash out as best as you can before recycling and use the Mixed Recycling Bins. Or look out for these symbols:</p>


<p>and food containers. Milk bottle tops, barbeque and freezing trays, cigarette and tobacco foil, screw top lids from wine bottles.</p>	<div style="text-align: center;">  </div> <p>It's important to note that items such as crisp packets are not made of aluminium foil (which is a thin sheet of metal) but of metallised plastic film, which is a plastic film coated with a sort of metallic ink. Therefore you should not include these with your aluminium recycling.</p> <p>Do the scrunch test - scrunch an item you're not sure about in your hand and, if it springs back, it's not aluminium. (source:www.recyclenow.com)</p>
<p>Asbestos waste</p>	<p>Some buildings on the university estate have been constructed using asbestos containing materials (ACM). The University works hard to keep the risk of exposure to a minimum and holds a register containing all the locations of ACM. Check out the link for more information and to report any potential issues with asbestos on University property: http://www.reading.ac.uk/internal/health-and-safety/resources/hs-resources-asbestosawareness.aspx</p>
<p>Appliances</p>	<p>See Electrical Appliances</p>

<p>B Waste type – definition/description/origin</p>	<p>Destination/comments/links</p>
<p>Bins</p>	<div style="text-align: center;">  </div> <p>Click on the link to find out which bins are present across the University of Reading and what to look out for Guides and Posters</p>
<p>Batteries</p>	<p>Please DO NOT dispose of batteries in the general waste</p>

	<p>Dry-cell batteries such as NiMH, NiCaD (AA, AAA etc.) or Lithium cells can be recycled. Lead-acid batteries and other large capacity accumulators can be recycled.</p>	<p>bins.</p> <p><u>On Campus:</u></p> <p>⋮ Send Dry-cell (household type AA AAA etc) batteries to Battery Recycling - Post Room. All University departments can use this service free of charge for batteries owned by their department (please do not bring batteries in from home).</p> <p>For larger lead-acid batteries - contact us at waste@reading.ac.uk and the Clean & Green team will collect them and arrange for their disposal. This service may be chargeable to the Department.</p> <p><u>At home (students/staff):</u> You can recycle batteries at most larger shops, as if they sell batteries they should offer facilities for recycling old batteries.</p>
<p>Books</p>		<p>Books should be offered for re-use, sold or recycled. They can be placed in the Paper and Card Recycling bins.</p> <p>If there are too many books the cleaners can't empty the bins – contact waste@reading.ac.uk for bulk collections.</p> <p>Look out for bins with these symbols:</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p><i>Also see Paper and Card Recycling</i></p>
<p>Brochures</p>		<p>Brochures can be placed in the Paper and Card Recycling bins.</p> <p>Don't overfill the bins – contact waste@reading.ac.uk for bulk collections.</p> <p>Look out for bin with these symbols:</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p><i>Also see Paper and Card Recycling</i></p>

<p>Box files</p>	<p><i>See Stationary</i></p>
<p>Bottles</p>	<p><i>See Plastic Bottles or Glass Bottles</i></p>
<p>Bulbs (lightbulbs) <i>See also Fluorescent Tubes and projector bulbs</i></p>	<p>Important: Please don't be tempted to recycle your old light bulbs in the glass recycling bins. They are made from a different type of glass and also contain metal parts.</p> <p>Old style incandescent bulbs (i.e. non-energy saving bulbs, non-halogen bulbs) are NOT recyclable Please dispose of in the general waste.</p> <p>Energy saving (or fluorescent) bulbs, bulbs from projectors – see Fluorescent Tubes and projector bulbs</p> <p><u>On Campus only:</u> If you have large quantities of these of any type please check with waste@reading.ac.uk first for any additional requirements.</p> <p>Halogen bulbs – contact waste@reading.ac.uk for advice.</p>
<p>Bin Bags</p>	<p><u>On Campus:</u></p> <p>Black plastic bags are used at the University for general waste which is mostly incinerated. A small proportion (approximately 2% or less) at the University goes to landfill.</p> <p>Clear plastic bags are used at the University for recycling – this is so that we can see what is being put in the recycling bins to ensure that the correct material is going into the correct bins to avoid contamination.</p> <p>If you require any black or clear bin bags (e.g. you are having an office clear out and will be generating large quantities of waste) please contact Cleaning Services to obtain these. For which there may be a charge.</p> <p><u>At home (students/staff):</u> Please check with your local council whether you need to use a particular colour bag for your general waste or recycling.</p>
<p>Biological Waste</p>	<p><u>On Campus:</u> Please contact the Technician or person responsible in your area, for disposal of biological waste.</p>
<p>Bicycles</p>	<p><u>On Campus:</u> Please contact travel@reading.ac.uk for advice on bicycles owned by the University.</p>

	<p><u>At home (students/staff):</u> Even if your bike is in bad condition, it could still be re-used. Some organisations (e.g. Re-Cycle) take old bikes and refurbish them for charity or community projects. Sell it! Try advertising on the University notice boards or in local papers. There are also many online marketplaces where you could find a buyer or try giving it away to your local community on Freecycle.</p>
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C	Waste type – definition/description/origin	Destination/comments/links
	<p>Cardboard</p> <p>Food containers, packaging, boxes, corrugated card, greetings cards.</p> <p><i>See Paper Cups</i></p>	<p>There are Paper and Card recycling bins inside and outside most University buildings. Some bins also take paper and card in the Mixed Recycling Bins – plastic/cans/paper Look out for these symbols.</p> <div style="text-align: center;">  </div> <p>Please flatten any boxes and remove any packaging materials, large quantities of tape or boxes coated in wax etc.</p>
	<p>CDs, DVDs, disks and tapes</p>	<p>CDs, DVDs, cassette tapes and floppy disks unfortunately cannot be recycled. Please place <u>non-confidential</u> items in to the general waste bins.</p> <p><u>On Campus only:</u> To dispose of other kinds of media e.g. cassettes, floppy disks or CDs and DVDs which contain <u>confidential</u> information, email waste@reading.ac.uk for collection details. This service is chargeable to the Department.</p>
	<p>Chemicals</p> <p>Common chemicals such as cleaning products, oils, solvents and paints, and other less common chemicals arising from lab work.</p>	<p>Chemical waste is deemed hazardous waste under waste legislation.</p> <p><u>On Campus:</u> A 6- monthly bulk collection of chemical waste is arranged around Easter and again during August, when departments can submit their collective waste products for disposal. Careful identification and listing is a requirement of this service. The cost of the service is charged back to departments according to the types and quantities of waste involved. Please contact the Technician or person responsible in your area, for disposal of chemicals. If you</p>

	<p>require an urgent collection, or have items which cannot wait until the next bulk collection please email waste@reading.ac.uk.</p> <p><u>At home (students/staff):</u> Check if disposal instructions are provided on the container. Most items will need to be taken to your local household waste recycling centre.</p>
<p>Cling film (cellophane)</p> <p>Plastic Recycling Code 3 – PVC.</p>	<p>Cling film is non-recyclable please place in the General Waste bins.</p>
<p>Clothes and textiles</p>	<p><u>On Campus:</u> It is not anticipated that the University will produce many clothes or textiles. Donations (e.g. to charities) may be possible subject to permission being granted from the Procurement Department.</p> <p><u>At home (students/staff):</u> For students living in halls of residence, there may be textile and clothing recycling bins provided for your use.</p> <p>Otherwise, recycling points are commonly found at large supermarkets. Clothes and textiles can be deposited in any condition and you can also drop off good quality shoes if you no longer need them. The clothing can be sorted, clothing in good condition will be sold in charity shops and damaged items are shredded and made into cloths or used for furniture stuffing.</p> <p>Local charity shops also welcome clean, dry, good quality items.</p>
<p>Computer equipment</p>	<p><i>See IT Equipment</i></p>
<p>Confidential Waste Papers</p>	<p><u>On Campus:</u></p> <p>Confidential waste is shredded and recycled. All confidential waste should be placed in Select sacks (or a datasafe console if you have one), available on request from waste@reading.ac.uk. (Staff in Whiteknights House please email postroom@reading.ac.uk)</p> <p>Only fill the sacks with paper up to the line. Plastic covers, comb bindings, lever arch/ring binders and metal bindings (staples and paperclips are acceptable) must be removed as the waste will be shredded.</p>

	<p>When the sacks are ready for collection or when the datasafe console is nearly full, fill in the online form to request collection (preferred method) or email waste@reading.ac.uk and state the number of bags, project code and location. (Staff in Whiteknights House please do not use the form and email postroom@reading.ac.uk). This service is chargeable to the Department.</p>
<p>Catalogues</p>	<p>Catalogues (and brochures) can be placed in the Paper and Card Recycling bins.</p> <p>If there are too many in the bin the cleaners can't empty them – contact waste@reading.ac.uk for bulk collections.</p> <p><i>See Paper and Card Recycling</i></p>
<p>Cables (Electrical)</p>	<p><u>On Campus:</u></p> <p>Please DO NOT put cables into general waste bins. Please submit a disposal request via Warp-it to arrange disposal (information about this can be found here). This service may be chargeable to the Department. All electrical waste is to be stored for collection by an approved contractor under the WEEE Regulations.</p> <p><u>At home (students/staff):</u> Please take these to your local household waste recycling centre.</p>
<p>Clinical Waste</p> <p>Clinical waste is any waste which poses a threat of infection to humans. The term also includes drugs or other pharmaceutical products.</p> <p>Examples of clinical waste include:</p> <ul style="list-style-type: none"> • Human or animal tissue • Blood or other bodily fluids • Excretions • Drugs or other pharmaceutical products • Swabs or dressings (including nappies) • Syringes, needles or other sharp instruments 	<p><u>On Campus only:</u></p> <p>Clinical waste should be placed into the yellow containers designed especially for the containment and disposal of waste that is hazardous to health in order to minimise risks. This service is chargeable to the Department.</p> <p>Please DO NOT put any clinical waste into your recycling or general waste bin.</p> <p>Contact waste@reading.ac.uk for the provision of additional clinical waste containers.</p>

Compost	<i>See Green Waste</i>
Cartridges	<i>See Printer/Photocopier Consumables</i>
Cans (Tin)	<i>See Drinks Cans or Tin Cans</i>
Cooking Oil	<p><u>On Campus only:</u> Waste cooking oil should be stored in drums with a securable lid to prevent spills. These are then collected and disposed of by university approved waste contractors. Contact waste@reading.ac.uk for more details, this service may be chargeable to the Department.</p>
Coffee Grounds and tea bags	<p><u>On Campus:</u> Coffee grounds from the main catering outlets (Park Eat, Eat@Square and Eat@London Road) are collected for anaerobic digestion (re-cycled) to make electricity and fertiliser. In all other areas where food recycling facilities do not exist, they should be put in the General Waste bins.</p> <p><u>At home (students/staff):</u> Coffee grounds and tea bags can be recycled in your food waste caddy, if your council provides this service. Otherwise, try composting them, using the coffee grounds as mulch in the garden or dispose of in the general waste.</p>
Crisp Packets	Crisp packets are non-recyclable please place in the General Waste bins .

D	Waste type – definition/description/origin	Destination/comments/links
	<p>Directories Such as phone directories.</p>	<p>Directories can be placed in the Paper and Card Recycling bins</p> <p>If there are too many the cleaners won't be able to empty the bins – contact waste@reading.ac.uk for bulk collections.</p> <p><i>Also see Paper and Card Recycling</i></p>
	Drinks Bottles	<i>See Plastic Bottles or Glass Bottles</i>
	Drinks Cans	Recycled – Please rinse as best you can and dispose of tin drinks cans in the Mixed recycling bin .


	DVDs	See CDs, DVDs, disks and tapes

E	Waste type – definition/description/origin	Destination/comments/links
	<p>Electrical Equipment and Appliances</p> <p>All electrical items which are powered by the mains or by batteries to carry out their primary function should not be disposed of in the general waste. They are Waste Electrical and Electronic Equipment (WEEE) and are covered by UK law.</p> <p><i>See also WEEE</i></p>	<p>Electrical appliances can be recycled.</p> <p><u>On Campus:</u></p> <p>For University owned items please submit a disposal request via Warp-it to arrange disposal (information about this can be found here). The Clean and Green team will collect and recycle these items. This service may be chargeable to the Department.</p> <p><u>At home (students/staff):</u></p> <p>If you are a student living in Halls of residence, collection points may be provided for your use.</p> <p>Otherwise, items should be recycled at your local Household waste recycling centre.</p>
	<p>Envelopes</p>	<p><u>On Campus:</u></p> <p>Reuse envelopes wherever possible especially for internal mail. Or place them in the Paper and Cardboard bins.</p> <p><u>At home:</u></p> <p>Remove the stamps and collect them for charities who sell them on to raise money for their cause.</p>

F	Waste type – definition/description/origin	Destination/comments/links
	<p>Fluorescent Tubes and projector bulbs</p>	<p><u>On Campus:</u></p> <p>Fluorescent light tubes and Compact fluorescent lamps (CFL) or low-energy bulbs, as well as bulbs from projectors, are classified as hazardous waste. Do not place these in the recycling or general waste bins. They should be collected by the Clean & Green team ready for disposal, these are then taken to a special facility which removes and recycles the hazardous substances. Please email waste@reading.ac.uk for collection. This service may be chargeable to the Department.</p> <p><u>At home (students/staff):</u></p>

	Some larger supermarkets offer recycling points for household fluorescent (energy saving) bulbs. Otherwise take them to your local household waste recycling centre.
Foil	<i>See Aluminium Foil</i>
Fridges & Freezers	<p><u>On Campus:</u> These are classed as a type of hazardous waste and must be disposed of in an environmentally responsible manner. Fridges and freezers <u>must</u> be cleaned and decontaminated before collection in such a way as to remove or render harmless any:</p> <ul style="list-style-type: none"> • microbiological agents • chemical compounds • biochemical compounds • radio-active compounds • hazardous substances. <p>Collection and disposal of fridges & freezers is a chargeable service. Please submit a disposal request via Warp-it to arrange disposal (information about this can be found here).</p> <p><u>At home (students/staff):</u> Your local council may be able to arrange a bulky waste collection from your doorstep, or alternatively take to your local household waste recycling centre.</p>
Furniture	<p><u>On Campus:</u> The UoR Furniture Reuse Store is going strong – if you have any unwanted furniture that is in good working order please offer it for re-use via Warp-it (information about this can be found here). Charges may apply for items which cannot be re-homed, please refer to the Warp-it guide on the Clean and Green webpage for further information.</p> <p>If your furniture is not in good working order and requires disposal, a disposal request can also be made using the Warp-it site. The Porters will then collect and recycle. This service is chargeable to the Department.</p> <p><u>At home (students/staff):</u> Some charities run charity furniture shops which welcome donations of furniture in good condition. Otherwise, furniture could be offered for re-use on community groups such as freecycle. If it cannot be re-homed, it should be taken to the local amenity tip – your local council may provide a bulky items disposal collection but this is not usually free of charge.</p>
Fly-tipping	It is illegal to fly-tip any waste, and fines can be as high as

		£20,000 and even imprisonment. If you see fly-tipping anywhere at the University, please report it to waste@reading.ac.uk .
	Folders	Reuse! <i>See Stationary</i>
	Food Waste	<p><u>On Campus:</u> Food waste is collected from all major food outlets at the University is recycled by the University's approved contractor at an Anaerobic Digestion Plant.</p> <p><u>At home (students/staff):</u> Your local council may offer a kerbside food waste collection.</p>



G	Waste type – definition/description/origin	Destination/comments/links
	Garden waste	Reused - <i>See Green Waste</i>
	Green Waste	The University composts most of its green waste for reuse across the grounds of the estate.
	<p>Glass</p> <p>Bottles and jars are accepted.</p> <p>Do not put broken sheets of glass in to the recycling bins.</p> <p>Laboratory ware, Pyrex cookware and non-container glass (e.g. flat glass) cannot be placed in bottle banks.</p>	<p><u>On Campus:</u> Widely recycled - Glass bottles and jars should be rinsed and any tops or corks removed before recycling. The locations of glass bin can be found http://www.reading.ac.uk/cleanandgreen/recyclingandwaste/wastedisposalguide/cag-glass.aspx</p> <p>Please do not litter the area around the bottle bank with your empty bags and boxes and please do not bring in glass from home</p> <p>Contact waste@reading.ac.uk for the disposal of large amounts of non-recyclable glass or broken glass.</p> <p>Look out for these recycling bins:</p> <div style="text-align: center;">  </div> <p><u>At home (students/staff):</u> Some councils will collect glass bottles and jars as a kerbside service. Bottle banks are also frequently located at large supermarkets or public spaces.</p>

H	Waste type – definition/description/origin	Destination/comments/links
	<p>Hazardous Waste</p> <p>Includes but is not restricted to the following; fluorescent tubes/light bulbs, electrical equipment, fridges, freezers and refrigeration units, pressurised containers including aerosols or fire extinguishers, oils of various types, heavy metals (mercury, cadmium etc.), various chemicals (e.g. cleaning chemicals or laboratory chemicals), drugs, batteries, IT equipment and WEEE (waste electric and electrical equipment).</p>	<p><u>On Campus:</u> As well as correctly identifying and handling hazardous waste, it is also essential that we record and retain detailed information about wastes that are going for disposal. It is equally vital that the University only work with properly licensed waste operatives and carriers. Contact waste@reading.ac.uk for disposal information, or for safety guidance on handling hazardous waste contact Health and Safety on 8888.</p>

I	Waste type – definition/description/origin	Destination/comments/links
	<p>IT Waste</p>	<p><u>On Campus:</u> All IT equipment, mobile phones and other data bearing devices are recycled through a contractor who strips down each item to recycle the individual parts. Any data holding components are securely destroyed in line with University data protection policies.</p> <p>To dispose of your IT equipment, please submit a disposal request via Warp-it to arrange disposal (information about this can be found here).</p> <p><u>At home (students/staff):</u> The University does offer a specific service for staff and students to securely dispose of personally owned IT equipment and mobile phones – for more information see the University shop here.</p>
	<p>Ink Cartridges</p>	<p>Recycled - See Printer/Photocopier Consumables</p>

L	Waste type – definition/description/origin	Destination/comments/links
	Landfill	<p>Landfilling waste is harmful to the environment as it represents a waste of valuable resources, generates greenhouse gases and can degrade the surrounding environment (e.g. pollution of water, land or air). Wherever possible, the University diverts waste from landfill (ideally through reducing waste, re-using items, recycling items). Most of the general waste at the University is sent for energy recovery (incineration with energy generation) as this is a step up on the waste hierarchy and is better than sending it to landfill.</p> <p>Under the European Landfill Directive we have to significantly reduce the amount of waste we send to landfill or face large fines.</p>
	Light bulbs	<p><i>For incandescent and halogen bulbs, see Bulbs (lightbulbs)</i></p> <p><i>For energy saving and projector bulbs, see Fluorescent Tubes and projector bulbs</i></p>


M	Waste type – definition/description/origin	Destination/comments/links
	Medicines	<i>See Clinical Waste</i>
	Metal Food Cans, Drinks Cans Large Metal Items	<p>Smaller items can be placed in the Mixed Recycling Bins.</p> <p>At the University only: Larger items can be taken away for recycling - please submit a disposal request via Warp-it to arrange disposal (information about this can be found here).</p>
	Microwaves	Classed as hazardous waste under the Hazardous Waste Directive <i>See WEEE</i> for more details.
	Mobile Phones	<i>See IT Waste</i>
	Magazines	Recycled – See Paper and Cardboard
	Monitors and TVs CRT (Cathode Ray Tube) is the first type of TV that was	<p>Recycled – but classed as hazardous waste under the Hazardous Waste Directive.</p> <p>Due to the large amount of lead and phosphorus tubes in CRT</p>

	<p>manufactured.</p>  <p>LCD and TFT (Liquid Crystal Display - Thin film transistor) TV's and monitors are more energy efficient and offer safer disposal than CRTs.</p> 	<p>monitors they are classified as hazardous waste and are therefore recycled in the different way to LCD and TFT monitors. With the exception of the phosphors in the tube, every single part can be reused or recycled.</p> <p>With the exception of the Liquid Crystal Substrate, all other elements of the LCD Monitors and Televisions can be recycled. However these items are also considered hazardous wastes due to the backlighting fluorescent tubes which contain mercury.</p> <p><i>See IT Waste</i></p>
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N	Waste type – definition/description/origin	Destination/comments/links
	Nappies	<p><u>On Campus:</u> Small amounts of nappies can be placed in the General Waste bins however for frequent disposals please contact waste@reading.ac.uk</p> <p><u>At home (students/staff):</u> To help to reduce the total amount of waste going to landfill why not try reusable nappies - http://www.goreal.org.uk/</p>
	Needles	<p><u>On Campus:</u> These should be placed in yellow sharps boxes for clinical waste disposal. Contact waste@reading.ac.uk for more information.</p> <p><i>Also see Clinical Waste</i></p>
	Newspapers	Recycled – see Paper and Cardboard

O	Waste type – definition/description/origin	Destination/comments/links
	<p>Oil – including engine oil.</p> <p><i>See also Cooking oil</i></p>	<p>The storage of large amounts of oil is required to comply with legislation to prevent pollution. Small amounts of oil can also cause harm to the environment if spilt or poured down the drains.</p>

	<p>On Campus: All waste oils except edible oil are deemed Hazardous under the Hazardous Waste Regulations. To dispose of any type and quantity of oil please contact waste@reading.co.uk</p> <p>Waste oil containers should be sealed and stored securely. Large amounts oil should be contained in double skinned containers with a big enough bund to contain 110% of the tanks maximum capacity.</p> <p>At home (students/staff): Waste oil can be taken to your local household waste recycling centre.</p>
Ovens	Ovens are classed as hazardous waste under the Hazardous Waste Directive. <i>See WEEE</i> for more details.

P	Waste type – definition/description/origin	Destination/comments/links
	<p>Plastic bottles and containers – with these codes</p>  <p>e.g. plastic bottles, yoghurt pots, salad pots and some plastic cups.</p>	<p>Recycled – place in the Mixed Recycling Bins.</p> <p>Please empty and rinse before placing in the recycling bins.</p>
	Paper Cups	<p>‘Paper’ drink cups are sadly not recycled anymore because there is usually too much contamination associated with them (e.g. drink residues, tea-bags etc).</p> <p>Please put your used paper cups in a General Waste bin.</p>
	<p>Paints</p> <p>Paints are deemed hazardous waste under the Hazardous Waste Regs.</p>	<p>On Campus only: Empty tins containing residues only should be left open to completely dry, then they may be disposed of in the general waste bins. Contact waste@reading.ac.uk to arrange collection of full or partly full tins.</p>
	Paper and Card Recycling	There are Paper and Card recycling bins inside and outside

<p>Magazines Catalogues Brochures Newspapers Envelopes Books</p>	<p>most University buildings. Where a paper and card bin is not available, paper and card may be placed in the Mixed Recycling Bins Look out for these symbols and bins:</p> <div data-bbox="753 452 1257 591" style="text-align: center;"> </div> <p>On Campus only: Don't put too many heavy items in these bins – contact waste@reading.ac.uk for bulk collections.</p>
<p>Paper Towels & Serviettes</p>	<p>Cannot be recycled – please place these in the general waste bins.</p>
<p>Phones – Desk phones Desk phones that have a cable and/or plug</p> <p><i>See also IT Waste</i></p>	<p>On Campus only: Desk phones are deemed WEEE – please submit a disposal request via Warp-it to arrange disposal (information about this can be found here).</p> <p>Mobile phones are classed as IT waste due to their data storing capacity.</p>
<p>Phone Books</p>	<p>Recycled – Phone Books can be placed in the Paper and Card Recycling bins.</p> <p>On Campus only: If this makes the bin bag too heavy the cleaners won't be able to empty the bins – contact waste@reading.ac.uk for bulk collections.</p> <p><i>See Paper and Card Recycling</i></p>

<p>Printer/Photocopier cartridges and consumables</p> <p>Ink cartridges, toner cartridges, imaging units transfer units etc.</p>	<p><u>On Campus only:</u> Photocopier Consumables: The University has negotiated with Konica Minolta a recycling scheme for all the consumable components in their printers and photocopiers. This includes all toner bottles and imaging drums. This services is free of charge.</p> <p>When replacing the consumable, the old item should be placed inside the packaging that the new one came in. This should then be placed in the Konica Minolta recycling box which are in most foyers, Porters Lodges and departments. Email waste@reading.ac.uk if the box needs exchanging for an empty one, or if you would like a box in your area.</p> <p>All other printer cartridges can also be recycled free of charge. Please place the old component into the plastic bag and cardboard box that the new one came in. Secure the outer box, label it print cartridge recycling, and send it to the Postroom in Whiteknights House.</p> <p><u>At home (students/staff):</u> Some charities collect empty ink cartridges for recycling.</p>
<p>Packaging waste</p> <p>Bubble wrap, polystyrene, tape, cardboard.</p>	<p>Bubble Wrap and Expanded Polystyrene cannot be recycled at the University please place in the General Waste bins.</p> <p>Cardboard can recycled in the Paper and Card Recycling bins. Please remove excessive tape and plastic wrapping before recycling. See Paper and Cardboard.</p>
<p>Printers</p>	<p>See IT Waste</p>

R	Waste type – definition/description/origin	Destination/comments/links
	<p>Recycling Collections</p>	<p>Waste doesn't hang around long! Collections are carried out daily across the university estate. Mixed recycling, paper and cardboard, food waste and general waste have fixed regular collection times, glass, wood, metal, WEEE and hazardous waste are all collected as and when required.</p>
	<p>Radioactive Waste</p>	<p><u>On Campus only:</u> You may only dispose of radioactive waste within the terms of the authorisation from the Environment Agency - please contact the Radiation Safety Officer on extension 8887.</p>
	<p>Rubber Bands</p>	<p>Rubber bands are used to keep post together when it is</p>

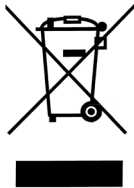

		delivered to departments, but most are left in a pile in the entrances. You can reduce the number of bands we need to purchase each year by simply returning your bands in an envelope marked Rubber Bands - Post Room .
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S	Waste type – definition/description/origin	Destination/comments/links
	Shoes	See Clothes and Textiles.
	Stationary	Please reuse stationary where ever possible. <u>On Campus only:</u> Check with others in your area to see if they need stationary. It can also be advertised for re-use to the rest of the University on the Re-use Portal known as Warp-it (information about this can be found here).
	Skips	<u>On Campus only:</u> If your department is clearing redundant equipment, furniture etc you may want to hire a skip. Charges for this service can change quickly, but we will give you a current estimate when you apply. Note that certain items are not permitted in skips, and some items will require their own dedicated skips. Please contact waste@reading.ac.uk for advice.
	Symbols - recycling	Recycling symbols can be confusing! Check out this like to shed some light on the subject: http://www.recyclenow.com/why_recycling_matters/recycling_symbols.html
	Sharps	See Clinical Waste

T	Waste type – definition/description/origin	Destination/comments/links
	Textiles	See Clothing and Textiles

	Televisions	<i>See Monitors and TVs</i>
	Tetra Pak Food and drinks cartons.	Tetra Paks and food cartons sadly cannot be recycled as they are a composite material consisting of card, plastic and aluminium foil, which the recycling centres cannot split apart at the moment. Please place these in the general waste bins .
	Tyres Tyres are among the largest and most problematic sources of waste, due to the large volume produced and their durability. These characteristics also make them the most re-used waste material.	EU Landfill Directive introduced a ban on whole tyres being landfilled in July 2003* and a ban on shredded tyres to landfill came into force in 2006. Illegal tyre dumping and stockpiling is also a significant environmental threat (source: EA Website). <u>On Campus:</u> Tyres from personal vehicles should not be disposed of at the University or Halls of Residences. Please contact waste@reading.ac.uk for disposal advice for tyres from University activities. <u>At home (students/staff):</u> For disposal advice on tyres from personal vehicles, consult your local council. * This does not include bicycle tyres
	Toner Cartridges	<i>See Printer/Photocopier cartridges and consumables</i>
	Tin Cans	Tin is a product of steel which is 100% recyclable and can be reprocessed again and again without loss of quality. Please dispose of rinsed out tin cans in the Mixed recycling bin .

W	Waste type – definition/description/origin	Destination/comments/links
	Washing machines	<i>See WEEE</i> <i>See also White Goods</i>
	WEEE Equipment covered by the WEEE Regulations and include: LINK	The Waste Electrical and Electronic Equipment (WEEE) Regulations came into force in January 2007 and aim to reduce the amount of this waste going to landfill and improve recovery and recycling rates. Electrical and electronic waste is the fastest growing waste stream in the UK. Around 1 million tonnes are generated every year. Items such as kitchen appliances, mobile phones, computers, TVs, electrical and electronic tools can all be either recycled or reused. (Source:

	 <p>Every piece of electrical or electronic equipment that was made on or after the 13th August 2005 is required to have the crossed out wheellie bin symbol and date mark clearly displayed either on the product itself or the packaging. This product should not be disposed of in the general waste bin.</p>  <p>This symbol indicates that a product contains batteries and should not be disposed of with general waste.</p>	<p>www.recyclenow.com).</p> <p>All WEEE items i.e. are powered by the mains or by batteries to carry out their primary function should not be disposed of in the general waste.</p> <p><u>On Campus:</u> Please submit a disposal request via Warp-it to arrange disposal (information about this can be found here).</p> <p>WEEE waste can also be deemed as hazardous waste i.e. fridges and freezers, CRT screens and batteries. These items need to be stored safely and securely to prevent pollution in line with the Hazardous Waste Regulations and to prevent risk to health.</p> <p><u>At home (students/staff):</u> Electrical items can usually be disposed of at your local household waste recycling centre. Your local council may also provide a bulky waste collection (e.g. for white goods).</p>
	<p>White Goods</p> <p>Include fridges, freezers, cookers, washing machines and dishwashers.</p>	<p><i>See WEEE</i></p>
	<p>Wood</p> <ul style="list-style-type: none"> ✓ Solid Wood – recyclable! ✗ MDF or Laminate – non-recyclable. 	<p><u>On Campus:</u> If your department has any solid wood to be disposed of: - pallets or broken furniture – this will be recycled by the Porters. Please submit a disposal request via Warp-it to arrange disposal (information about this can be found here).</p> <p>Chipboard, MDF or laminate, is not recycled. Please submit a disposal request via Warp-it to arrange disposal (information about this can be found here).</p> <p><u>At home (students/staff):</u> Wood can usually be recycled at your local household waste recycling centre. However some charities accept donations of wood for social enterprise projects (e.g</p>

		www.oxfordwoodrecycling.org.uk), or broken wooden furniture to repair.
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If you have any queries about the content of this document or require any further information about how to deal with waste please contact waste@reading.ac.uk.