

NTU WASTE GUIDE 2017

Introduction

NTU have set targets to increase the onsite segregation of waste to 50%, to recycle over 95% of our waste and to increase the amount of waste that is reused within the University. Last year we recycled over **900 tonnes** of waste, the equivalent of **two Airbus A380s!** There is plenty of room for improvement and the real challenge is to cut the amount of waste we create.

This guide will help you to find the best ways to reduce, reuse and recycle different types of waste. If you have waste that is not covered in this guide please refer to the Specialist Waste Guide.



Here at NTU we aim to manage our waste by following the principles of the Waste Hierarchy. This guide will help you find the best way to manage your waste, from reduction through to disposal as the last resort. Posters are included so you can help inform others.

Know your Waste

By applying the waste hierarchy and segregating your waste correctly you will be playing your part in helping NTU to become a more sustainable university.

Did you know that up to 30% of the waste that is put into NTU general waste bins can actually be recycled?



GENERAL WASTE

(non-recyclable waste)



Polystyrene trays

Crisp packets

Coffee Cup Bases

*Lids are recyclable

Tetrapak cartons

Soiled pizza boxes

Plastic bags

*That can't be reused (damaged)



Electronic items / Batteries

Fluorescent light bulbs

Textiles

*Pillows/duvets/clothes

DIY / Bulky waste

Liquids or Food

Garden waste

Hazardous/Chemical Waste



DRY MIXED RECYCLING



Cardboard boxes/packaging

*Remember to remove any polystyrene

Clean Plastic packaging

*Margarine containers/ yogurt pots / coffee cup lids

Mixed glass bottles and jars

*When glass bags are not available in kitchens

Clean food and drink cans

Plastic bottles and Lids

Mixed Papers



Food/Kitchen waste

Cling Film / cellophane

Aerosols

Crisp packets

Polystyrene

Liquids

Sweet wrappers

Glass

*Broken glass

*Window glass

*Light bulbs

FOOD WASTE



All types of food waste accepted, for example:

Fruit/Veg

Nuts and seeds

Coffee granules

Tea leaves/bags

Egg shells

Stale bread

Plate Waste

Dairy and Bones



Anaerobic Digester - breaks down biodegradable material into biogas and fertiliser.

Visit the sustainable development webpages to find out more about waste management at NTU and to access the waste guide & other resources.

www.ntu.ac.uk/sustainability



Twitter: NTUEnvironment



Facebook: NTUSustainability



Insta: NTU_Sustainability

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NOTTINGHAM
TRENT UNIVERSITY



KNOW YOUR BINS

BATTERY BINS



- ✓ AA batteries
- ✓ Watch batteries
- ✓ Phone batteries (all standard and rechargeable batteries)

- ✗ Ni-Cad batteries
- ✗ Mercury batteries
- ✗ Lead acid batteries

📍 **City:** Boots library (behind the security control room)
Clifton: Erasmus Darwin reception
Brackenhurst: Bramley reception

WEEE



- ✓ Waste Electrical and Electronic Equipment
- ✓ Small electrical items
- ✓ Calculators
- ✓ Telephones
- ✓ Battery operated equipment

- ✗ Printers
- ✗ Fans
- ✗ AV equipment
- ✗ Laptops
- ✗ Printers

📍 **City:** Maudslay yard
Clifton: Pavilion Cafe bin store
Brackenhurst: Behind the IT department

CADDIES



- ✓ Fruit/vegetables
- ✓ Meat & fish
- ✓ Bones
- ✓ Egg shells
- ✓ Bread/pasta
- ✓ Tea bags

- ✗ Liquids

📍 Multiple stations across Brackenhurst, Clifton and City campus

GLASS



- ✓ Glass jars
- ✓ Glass bottles (Clean)

- ✗ Broken glass
 - ✗ Mirror glass
 - ✗ Lightbulbs
- **Broken glass should be wrapped up securely and clearly labelled ready to be collected by cleaning staff.

📍 **City:** Dryden Street (Bonnington building).
Shakespeare villas (Back of Dryden centre).

Clifton: Student Union compound.
Brackenhurst: Brackenhurst Halls of residence and main bin compound

MIXED RECYCLING



- ✓ Mixed glass bottles and jars
- ✓ Cardboard boxes/packaging
- ✓ Cartons (Clean)
- ✓ Household plastic packaging
- ✓ Food and drink cans (Clean)
- ✓ Plastic bottles (remove lids)

- ✗ Food/Kitchen waste
- ✗ Films (clingfilm)
- ✗ Crisp packets
- ✗ Polystyrene

📍 Multiple stations across Brackenhurst, Clifton and City campus

BHF



- ✓ British Heart Foundation
- ✓ Clothing
- ✓ Sheets/blankets
- ✓ Toys
- ✓ Books
- ✓ Games

- ✗ Items in disrepair
- ✗ Ripped or soiled items
- ✗ Items that are missing pieces

📍 **City:** Burns road
Tennyson street
Shakespeare street

Reduce

Responsible waste management starts before you have even bought a product. Before any school or department makes a purchase, they should consider the following questions:

- Do you really need to buy this product? Certain items can be over-ordered and stored across the University. Check with your department or school purchase officer (ntupurchaserequests@ntu.ac.uk) whether there is a genuine need for the item. They can also ask officers in other areas if they have the item in stock.
- Can you find a more sustainable alternative? Does the product or service have an [eco label](#) to certify environmental credentials?
- Is the product reusable, recyclable, or made from recycled materials?
- Do you need to print that?
- Can the information be shared through electronic methods? Can you futureproof your printing by avoiding using dates? Can you learn from previous print orders where too many copies have been ordered?
- Can you return unwanted items? Many suppliers offer take-back services for used products especially electronic items and waste packaging. Speak to your purchase agents to find out more.



Freecycle event — an example of a simple way to ensure unused stock get reused.

Reuse

Free cycle

Eco Champions at NTUs School or Art and Design have set up an internal freecycle system to encourage reuse a waste minimisation in the Bonington Building. If you would like to find out more please contact Fred Perkins.



Upcycle

Why don't you turn your waste into something more desirable? There are plenty of websites full of ideas to turn unwanted items into something useful, or even works of art, such as www.upcyclethat.com.

Donate to charity

British Heart Foundation or charity schemes e.g. stamps. If you have items that are unwanted, but still in good condition, all sorts of things can be donated to charities. NTU works with the BHF encouraging students to donate clothes, shoes, accessories, books and CDs in their banks that can be found around Nottingham and on all campuses. BHF will also take furniture and electrical items for their store in the Old Market Square.

In 2016/17 staff and students in Nottingham donated more than 140 tonnes of items to BHF, this equated to a monetary value of over £250,000 to BHF.

Other charities collect various items that they can sell on to raise money. One of the easiest to support is donating used stamps. Set up a collection in your workplace to cut out and send any used stamps to charities such as RNLI, Headway, or the RNIB. [See a full list of charities you can support here.](#)



Book Swap

Before purchasing something new, why not take a look at our Book Swap units located across the University to see if someone has donated a suitable or similar book.



Reusable cups

You can buy an NTU reusable coffee cup from any of the University's main catering outlets on all three campuses. Cups cost just £3.50 and you get a discount on every drink you purchase at a Taste outlet.



Recycle

Our main waste streams can be found across the University:

Mixed recyclables (paper, card, plastics, metals)

Wastecycle will take most types of paper, plastic and metal as long as it is not contaminated with food. This includes plastic bags, disposable cutlery, and foil.



Food waste

Food waste collection points can be found in most catering outlet and many staff kitchens. Wastecycle are able to treat any food waste in their anaerobic digesters including raw and cooked, meat and vegetables, tea bags and coffee grounds. Please avoid putting liquid into the caddies as the bags struggle to contain it. If you would like a food waste caddy in your place of work or study, please contact the [Environment Team](#).



Non-recyclable

Some items are still not recyclable and need to be sent to landfill or for incineration. Common items that cannot be recycled include paper towels and serviettes, contaminated food packaging, polystyrene, mixed materials e.g. crisp packets and disposable coffee cups.



These waste streams are managed by our waste contractor Wastecycle. They work closely with us to help us maximise the amount of waste that is recycled at their facility in Colwick.

Other recycling streams in limited locations include:

- Glass should be stored separately to other waste to prevent any accidents and should be collected by Cleaning Services, or the Catering Team for water bottles ordered via Hospitality. There should be green glass bag in all staff kitchens to store used glass bottles and jars safely. If you do not have a glass bag please contact the Environment Team and we can send one to you. Any broken glass should be wrapped up in newspaper and clearly labelled.
- Batteries – Battery bins can be found in Boots Library, Erasmus Darwin reception, and Brackenhurst Reception. Drop off your used batteries to be recycled by our partner [BatteryBack](#). All standard 'portable' batteries (e.g. AA and AAA batteries, watch and mobile phone batteries) can be placed in the battery bins and will be fully recycled by BatteryBack.

