

How recycling and waste should work at UCL

		
non-recyclable waste food contaminated items chewing gum 	mixed recycling paper glass plastic cartons cans cups 	food only bread fruit and veg tea bags fish meat 
No uncontaminated paper, glass or cans. Non-recyclable waste is incinerated. Where possible, clean items and put them into the mixed recycling bin.	All materials free from food and liquids. Mixed recycling is sorted off-site. Food and liquids will spoil these materials, reducing the amount we can recycle.	No packaging or containers. Food waste is composted. Use for both cooked and uncooked food.

The majority of UCL sites operate with three main waste streams. These are for mixed recycling, food and non-recyclable waste.

Most spaces should have bins for recyclable and non-recyclable materials. Many spaces should also have provision for food materials too (like kitchens and common areas).

Using these bins is simple.
Almost everything can go in
bins marked 'mixed recycling'.

90%

If materials are dry and largely food-free, they can go in mixed recycling. These materials are sorted off-site and over 90% go on to be recycled.

What should go in each bin

non-recyclable waste

This stream is for non-recyclable items like food packaging contaminated with liquids or food.

These materials are incinerated and the heat they produce is used to generate energy.

Suitable materials include:

- Packaging or containers contaminated with food or liquids
- Chewing gum
- Polystyrene
- Crisp packets

mixed recycling

This stream is for all dry, food-free, non-hazardous materials. All these materials go in the same bin and are sorted off-site, to ensure that the highest possible amount of recyclable material is retained.

Suitable materials include:

- glass
- paper (all types)
- card
- cans
- cups
- cartons
- plastic bags
- straws, lids, yoghurt pots
- plastic containers of any size or colour

Basically, almost all dry, food-free materials!

food only

This stream is for all food products, cooked and uncooked. These materials are taken off-site and broken down using an anaerobic digester.

Suitable materials include:

- fruit and vegetables
- meat and fish
- tea bags and coffee grounds
- bread and pastries
- dairy products
- rice, pasta and beans
- eggs and eggshells
- cooked and leftover food

Batteries, toner cartridges, electrical items, hazardous, confidential waste, and unwanted furniture, stationery and resources should be disposed of by other means.

If you're unsure about where to put an item, just contact the UCL Customer Services Centre:

**Visit: www.ucl.ac.uk/estates/maintenance/customer-services
Or phone: extension 30000 (020 7679 0000 externally)**

Bin signage

UCL has a standard set of signage that must be used for the three main waste streams.

This can be downloaded from the Green UCL website to suit a variety of different bins and applications.

Departments are encouraged to print and laminate these signs for longevity.

**Download them here:
www.ucl.ac.uk/greenucl**



Disposal of other items

Use WARPit

All unwanted but useable furniture, stationery and equipment should be listed on UCL's WARPit platform. WARPit is a website that allows all staff to list and share items that they no longer need. Using WARPit will save you money, time and resources.



WARPIT
Waste Action Reuse Portal

Sign up at www.warp-it.org/ucl

Batteries and toner cartridges should be disposed of in dedicated bins.

If you do not have battery or toner cartridge recycling bins and would like to request them, please contact the Customer Services Centre.

Make a service request at:

www.ucl.ac.uk/estates/maintenance/customer-services

Or Telephone ext: 30000 (020 7679 0000 externally)



For electrical items and other non-standard waste disposals that cannot be shared through WARPit, please contact the Customer Services Centre.

Make a service request at:

www.ucl.ac.uk/estates/maintenance/customer-services

Or Telephone ext: 30000 (020 7679 0000 externally)

How bins should be used by cleaning staff

Bins should be lined with bags of the correct colour, to allow materials to be better separated later.

Non-recyclable: blue / black bags

Mixed recycling: clear bags

Food: red bags



Find out more

For help promoting recycling, contact the UCL Sustainability Team. Email: green-ucl@ucl.ac.uk

For more help with bins and facilities, please contact the Customer Services Centre by placing a service request at:

www.ucl.ac.uk/estates/maintenance/customer-services

Or phoning: extension 30000 (020 7679 0000 externally)

Please note: this best practice guide refers to the majority of UCL sites. If you work at a site that does not follow these procedures and would like help or support, please contact the Customer Services Centre.