

Frequently Asked Questions: Waste Management & Recycling

This FAQ is part of GCU's training resources for its EcoCampus environmental management system and explains what can and cannot be recycled at GCU.

What can I recycle?

The following materials can be recycled at GCU: paper, card, plastic, cans, food, glass containers, furniture, electronic equipment, books, clothes and textiles, printer toners and batteries. More details about how you can recycle each of these materials are provided below.

We're also improving the signage used to identify recycling bins throughout campus: if you're unclear about what to place in a bin, please look out for the sign or email sustainability@gcu.ac.uk.

What if it's not listed on this FAQ?

If you cannot find information about recycling a specific material, it's likely that we are currently unable to recycle it at GCU. Please email sustainability@gcu.ac.uk if you'd like to discuss any recycling options not detailed in this FAQ.

Paper & Card - Mixed

With the exception of food packaging, you can recycle all paper and card in the paper or mixed recycling bins. Paper bins are available in some locations with student printers, whilst mixed recycling bins are located throughout campus. Food packaging should be placed in general waste bins (i.e. bins lined with black plastic bags).

Paper – Confidential Information

If the paper you'd like to recycle contains confidential information, you should use the University's shredding contractor: [Shred-It](#). Contact the [FMD Helpdesk](#) to request confidential waste bags (available from Central Stores) and once you've provided [Shred-It](#) with a purchase order they will confirm collection arrangements. All confidential waste bags are shredded whilst their vehicle is on-campus and then taken off campus for recycling.

Paper – Junk/Unsolicited Mail

Whilst junk/unsolicited mail can be recycled (as mixed paper and card – see above) it's better not to receive it at all. GCU's Junk Mail Aware campaign has practical tips with practical steps you can take to reduce the amount of junk mail you receive (both at GCU and home). Find out what you can do by visiting: <http://www.gcu.ac.uk/sustainability/wasterecycling/junkmail/>

Plastic Bottles

You can recycle all *empty* plastic bottles in plastic bottle or mixed recycling bins. Plastic bottle recycling bins are available in catering outlets, whilst mixed recycling bins are located throughout campus.

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Cans & Tins

You can recycle all *empty* drinks cans and *clean* food tins in cans recycling or mixed recycling bins. Cans recycling bins are available in catering outlets, whilst mixed recycling bins are located throughout campus.

Food

Staff can recycle any unwanted food or food preparation wastes (e.g. peels, tea bags) in bins located in staff kitchens throughout campus. Where food waste bins are unavailable, unwanted food and food preparation wastes should be placed in general waste bins or any bin lined with a black plastic bag.

Glass Bottles & Jars

Staff can recycle any empty glass bottles or jars in bins located in staff kitchens throughout campus. Glass should not be placed in any other containers or recycling bins.

Office Furniture

Unwanted furniture should be listed on Warp-It, the University's furniture sharing portal. You can specify when the item will become available for collection and to maximise the chance of it being claimed, you're encouraged to list items as soon as possible. More information about Warp-It is available from this link: <http://www.gcu.ac.uk/sustainability/wasterecycling/furniturereuse/>

If you the items you list aren't claimed within the University or its wider sharing network, please contact the [FMD Helpdesk](#) to arrange for it to be removed and recycled.

Electric & Electronic Equipment

All unwanted electric and electronic equipment is collected and recycled using specialist contractors. Please contact the [IT Helpdesk](#) to arrange for the collection of ITC equipment and t the [FMD Helpdesk](#) for everything else. Please note that you will need to specific what you need collected (including quantities).

Books

Unwanted books can be recycled in a book recycling box located in the reception areas of the Govan Mbeki building. For large quantities of books, please request book recycling boxes from the [FMD Helpdesk](#).

Books can also be recycled in the [British Heart Foundation's](#) red recycling points located in the Student Union building and in Caledonian Court's car park.

Clothes & Textiles

You can recycle clothes and textiles in the [British Heart Foundation's](#) red recycling points located in the Student Union building and in Caledonian Court's car park.

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Printer & Photocopier Toner

Staff can recycle all used printer and photocopier toners in dedicated boxes available throughout Campus. If you're unsure where the nearest one is, please speak to your School/Department's administration team.

Please contact the [FMD Helpdesk](#) to arrange for the collection (and replacement) of boxes full of used printer or photocopier toner.

Batteries

Dedicated battery collection boxes are available from the reception areas for most buildings throughout campus

Office Clearances & Moves

Office clearances and moves represent a great opportunity to recycle all those items you no longer use but have been hanging onto. To recycle these, please speak to your Domestic Assistant or contact the [FMD Helpdesk](#) and ask for extra recycling bags.

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FAQ Updates & Change Log

If you've downloaded this FAQ as a PDF, please ensure that you have the latest version from:

<http://www.gcu.ac.uk/sustainability/wasterecycling/>

This document has undergone the following changes:

Date	Change
04/07/2013	FAQ created.
27/11/2014	Updated recycling locations.
04/08/2016	General update and refresh.