

How to dispose of your Waste at Glasgow School of Art

We employ specialist waste contractors to handle our normal waste operations. Wherever possible steps should be taken to reduce or recycle waste onsite. Personal under desk bins if you have one, should be taken to the larger waste bins located within your department and the waste sorted into these for collection by janitors/cleaners.

Waste is broken down into the following categories:-

	<p>Paper -</p> <p>All Paper products can be recycled via our waste contractor. This waste must contain only paper, card and small sections of cardboard and be placed within our paper recycling bins which are generally blue with blue slotted lids, lined with clear bags and marked Recycle Paper.</p>
	<p>Plastic Cups/Bottles & Cans -</p> <p>All plastic Bottles and Metal Can products can be recycled via our waste contractor. These should be completely empty and cleaned out then placed in the Bottle / Can recycling bins which are generally blue base with green round hole tops, lined with clear bags and are marked Recycle Cans/Bottles. Also small items on non sharp metal and other plastics can be put into this bin.</p>
	<p>Cardboard -</p> <p>All cardboard products can be recycled via our waste contractor. It should be flat packed to minimise the size as much as possible, tied or taped and placed in the larger wheelie bins or uplift requested via the janitors or Facilities Manager - It should not be placed in black bags as it may then be regarded as general waste and may not be recycled.</p>
	<p>General Waste -</p> <p>This is a collective name for the non-recyclable waste that eventually goes to landfill. We look to minimise this type of waste as much as possible at G.S.A. as it contributes to the schools Carbon Footprint. Generally this would include some food waste, non-recyclable cartons and containers, plastic bags and film etc. This should be placed within general waste bins or black bags for disposal.</p>
	<p>Confidential Waste -</p> <p>All confidential paperwork disposed of via our confidential waste bins is shredded to ensure confidentiality and then recycled via our contractor. This type of waste must be placed within our locked confidential waste bins which are generally red and clearly marked Confidential Waste. If there is no Confidential bin in the area an uplift can be requested via the janitors or Facilities Manager. This waste must not contain ring or lever arch binders, metal, plastic or other fixings.</p>

	<p>Batteries -</p> <p>Batteries can be recycled in local shops including Sainsbury's and Tesco's</p>
	<p>Printer and Toner Cartridges -</p> <p>All ink and toner cartridges can be recycled and can be deposited in our Cartridge Recycling Banks located around the campus. These should be placed in the original packaging and placed neatly into the bank to maximise space.</p>
	<p>Wood / Metal / Larger Items -</p> <p>For larger or bulk uplifts please issue a request via the Estates Department - Items should <u>not</u> be placed in black bags or in the waste bins directly as it will damage the waste contractors vehicles.</p>
	<p>Food Waste -</p> <p>Small food waste bins are located in Kitchen areas around the campus, these are for disposal of raw food waste such as fruit peelings, dairy, meats & fish, bread and Pastries and tea bags.</p>
	<p>Other -</p> <p>Glass can be recycled via our waste contractor and should be placed in a box or suitable bag/container and placed into the large wheelie bins. If you have another type of waste not detailed or have a specific query please contact the Estates Department for further guidance.</p>



Please consider the environment – Do you really need to print this?