

# Swansea University

## Waste Management Guidance Note WMGN12 Stationery

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<b>Waste Management Guidance Note WMGN12</b>	
<b>Stationery</b>	
Location Generated	Various
EWC	20-03-01
Type	Controlled Waste
Disposal Method	Segregated for recycling
Bin/ Bag Type	<b>Stationery Recycling Bin – Fulton &amp; Singleton Library</b>

### **Duty of Care Requirements**

Any business or public body that generates waste materials should apply the waste hierarchy to all streams in order to minimise the amount of waste sent for disposal. In practice, this means ensuring all wastes are segregated at source and disposed of via the correct stream. General municipal waste should therefore be the last option for waste.

The University has committed, to segregating its waste at source, focusing on separating key recycling streams; cans, paper, plastics, food and glass. Segregation at source improves recycle quality and also adheres to the Waste Regulations (England and Wales) 2011. The Regulations stipulate that materials such as paper, metal, plastic and glass must be collected separately if it is necessary to encourage high quality of the recycling of the material.

Stationery is often discarded into the non-recycling (black bags) bins, however the University has teamed up with [TerraCycle](#) to offer a writing implements recycling service. The University has also established itself as a local drop off point for writing implements, allowing the public and local businesses to bring writing implements to site for recycling. Any revenue made will be donated to a local charity.

The following writing implements can be recycled through the University's Terracycle Scheme;

- Bic and other baled point pens
- Highlighters
- White-out
- White-out mice
- Fountain pens

Other items such as lever arch files can also be collected in a clear bag in readiness for recycling.

## Disposal Instructions

Writing implements can be deposited into to a dedicated recycling bin, which is located in the front of Fulton House on the Singleton Campus, near to the Blas food outlet. For other locations please email [estates-waste@swansea.ac.uk](mailto:estates-waste@swansea.ac.uk) for details.



To organise a collection of lever arch files please place a works order via the [Help Desk](#) portal. Each works order should include a cost code as there is a 10p charge per file (minimum order collection of 10 files) in the works order as.



## Disposal Cost

There is a small charge for the collection and recycling of lever arch files. This service is provided by the University's appointed confidential waste provider.

For further guidance please contact [Estates-Waste@Swansea.ac.uk](mailto:Estates-Waste@Swansea.ac.uk)



## Gwastraff derbyniol Accepted waste

Pennau ysgrifennu, pinnau ffelt, aroleuwyr, marcwyr bwrdd gwyn  
Pens, felt tips, highlighters, markers



Offer cymro a phenalliau mecangddol (potiau hylif a thap), ysgrifbinnau, cetrils inc  
Mechanical pencils and correction instruments (tape and fluid pots), fountain pens, ink cartridges



## Gwastraff annerbyniol Waste not accepted

Noder, ni dderbynim  
ffyn giud  
Please note, glue  
sticks are not  
accepted



Ffyn giud  
Glue sticks



Rhwbyr  
Rubbers



Frennau mesur  
Rulers



Pensllau  
Pencils



Gwrthrychau minlog  
Sharp objects

