



Swansea University  
Prifysgol Abertawe

# Swansea University

## Waste Management Guidance Note WMGN06 Cardboard

<b>Author:</b>	Fiona Wheatley
<b>Approved by:</b>	Fiona Abbott
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<b>Waste Management Guidance Note WMGN06</b>	
<b>Cardboard</b>	
<b>Location Generated</b>	All areas
<b>EWC</b>	20-01-01
<b>Type</b>	Controlled Waste
<b>Disposal Method</b>	Segregated for recycling
<b>Bin/ Bag Type</b>	Quad bin / Clear Bag

### **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.

The University has committed to segregating its waste at source and focusing on separating key recycling streams; cans, paper, plastics, food and glass. Segregation at source improves recycling 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.

Though classified as non-hazardous it is a legal requirement under the Hazardous Waste Regulations to segregate hazardous wastes from non-hazardous wastes and to ensure that all wastes are correctly classified. Incorrectly disposing of hazardous waste via the general municipal waste stream can lead to legal and financial penalties dependent upon the severity of the noncompliance.

When purchasing a high number of goods, the University should seek to reduce the amount of cardboard packaging generated by ensuring that, where possible, the supplier(s) take away packing on delivery as many suppliers will be subject to Packaging Waste Regulations.

### **Items**

Cardboard be deposited only in the defined 'Paper and Cardboard' recycling bins (typically part of the University's standard "waste quads/duos")

Under **no** circumstances should

- (a) any food or liquids be placed into the 'Paper and Cardboard' recycling bin
- (b) no coffee cups should be placed into the 'Paper and Cardboard' bin. See WMGN10 for guidance on coffee cup disposal

## Disposal Instructions

### Internal

Only metal, top-opening quads/duos are to be used for paper/card disposal. All receptacles will be labelled as “Card” and have a clear bin bag. No personal/under-desk containers should be in used in offices as it deters from recycling materials.

Under no circumstance should coffee cups or any liquid be placed into the ‘cardboard’ segment of the quad/duo bins.



Figure 1 – Swansea University indoor “quad” bins

For **large quantities** of cardboard waste for recycling please place a works order via the University’s [Help Desk](#) portal. Please do not leave large amounts of cardboard waste in corridors or place large quantities of loose cardboard waste into the external recycling bins.

### External Bins



Figure 2 – Swansea University external contractor bin

Collected clear bin bags cardboard will be deposited into the larger-dedicated bins (provided by the waste management contractor), which are located in compounds across the University’s estates.

Please do not place loose cardboard into the external recycling wheelie bins as this will limit the capacity of the bin. Place next to the bins, unless the weather is wet.

### **Disposal Cost**

The disposal cost is factored into the University's waste management service provision; therefore there is no direct cost to individuals/Faculties/PSUs. However individuals can minimise cost and contribute the University's target to achieve 63% diversion rate away EFW or landfill by ensuring all recyclable paper and card are disposed of via the dedicated bins.

### **Labelling**

See template

For further guidance please contact [estates-waste@swansea.ac.uk](mailto:estates-waste@swansea.ac.uk)

