

A-Z of Waste and Recycling

Search the list below to find out how to dispose of your waste, where your nearest facility is and what happens to the waste once it leaves the University. Unless otherwise stated this applies to both the Canterbury and Medway campuses. Please note: all general waste skips on campus must be arranged through Commercial Services & Estates(CSE).

These disposal procedures have been prepared to ensure that the University complies with all relevant waste legislation and that materials are disposed of in a cost-effective manner and in the most environmentally sound way (in accordance with the waste hierarchy).

If your waste stream is not listed, or you are unsure about what to do, please email csefmcoordinator@kent.ac.uk.

- [Duty of care guidelines](#) (including hazardous waste guidelines), December 2024.
- [Hazardous waste procedure document](#).
- [Estates Department's Service Level Statement](#).
- [Estates Recycling Hub](#). Any student requiring access into the Recycling Hub for waste disposal, or needing assistance with waste, recycling, or re-use arrangements, please contact csefmcoordinator@kent.ac.uk.

Item	Recycling, Reuse, or Disposal?	Procedure	What happens to the waste?
Aerosols	Recycling	Remove nozzles and place empty cans into a green sack mixed recycling bin.	All aerosols are collected by Biffa and processed at the Mixed Recycling Facility in Hersden.
Batteries - household type (dry-cell) batteries	Recycling	Please <i>do not</i> deposit batteries in plastic bags or other packaging. Staff — Collected by departments. Contact csefmcoordinator@kent.ac.uk to arrange a collection. Students — Take to college receptions to be deposited into one of the grey-lidded battery collection bins. These are emptied on a regular basis and taken to our Recycling Hub and stored ready for collection.	Dry-cell batteries are collected by WasteCare (Batteryback) for recycling. Over 55% of the gross weight of batteries is recycled.
Batteries - industrial / automotive (wet-cell) batteries	Recycling	These types of batteries must be collected by specialist contractors. Please <i>do not</i> place them in normal battery bins or general waste. Please email estatescustomerservices@kent.ac.uk for advice.	Wet-cell batteries are collected by WasteCare for recycling.

Books	Reuse	<p>We have partnered with the British Heart Foundation (BHF) who collect books on campus. Please make sure that books are bagged and put into a BHF collection point. You can get BHF bags from your reception, or by emailing csefmcoordinator@kent.ac.uk.</p> <p>Map of BHF collection locations.</p>	Books are collected by the British Heart Foundation and re-sold to raise money for the charity.
Cardboard and paper	Recycling	<p>Flatten the cardboard and remove any tape, plastic wrapping or polystyrene inserts. Place in either your nearest green sack recycling bin or external recycling bins depending on size.</p>	All cardboard is collected by Biffa and processed at the Mixed Recycling Facility in Hersden.
CDs and DVDs	Reuse	<p>Bagged CDs and DVDs can be placed into one of the British Heart Foundation (BHF) donation points on campus. You can get BHF bags from your reception or by emailing csefmcoordinator@kent.ac.uk. If CDs contain corporate information, these should be recycled via the Confidential Waste procedure (see Confidential Waste section below).</p> <p>Map of BHF collection locations.</p>	Collection points are emptied by the British Heart Foundation and contents are re-sold to raise money for the charity.
Chemicals and solvents (Nat Sci)	Disposal	All waste chemicals and solvents should be disposed of accordance with local rules.	Some chemicals are recovered and reused, whilst others undergo specialist treatment and incineration.
Chemicals and solvents (all other schools and Professional Service Departments)	Disposal	Please email csefmcoordinator@kent.ac.uk .	
Clothes, shoes and textiles	Reuse	<p>We have partnered with the British Heart Foundation (BHF) who collect clothes, shoes, bags, accessories and textiles on campus. Please make sure that items are bagged before depositing. You can get BHF bags from your reception or by emailing csefmcoordinator@kent.ac.uk.</p> <p>Map of BHF collection locations.</p>	Textiles are collected by the British Heart Foundation and re-sold to raise money for the charity.

Confidential waste	Recycling	<p>Put all the waste in a hessian (blue or white) sack and tie it firmly with a cable tie.</p> <p>Contact estatescustomerservices@kent.ac.uk for collection. NB think carefully about where to store it securely until collection.</p>	Confidential waste is stored in special locked wheelie bins until Biffa collect it. It's then taken in a secure lorry to their secure facility with restricted access where it is shredded and baled.
Cooking oil and fat (catering kitchens)	Recycling	<p>Waste cooking oil is collected from catering kitchens on an individual basis. Containers should be securely lidded and stored in a secure area. All collections must be accompanied by Duty of Care paperwork.</p> <p>All catering kitchens producing waste cooking oil must display the Cooking Oil Disposal Guidelines.</p>	<p>Waste cooking oil is collected by Biffa.</p> <p>Waste cooking oil is converted to biofuel for road transport and heat and power systems.</p> <p>Oil is classed as hazardous waste. For more information on hazardous waste disposal please read the Duty of Care Guidelines Including Hazardous Waste Guidelines.</p>
Cooking oil and fat (other locations)	Disposal	<p>Leave oil to cool and place in a container and seal it tightly. Dispose of it in a general waste (black sack) bin. Please do not dispose of cooking oil down the sink, this can lead to blockages in the sewage system.</p>	Cooking oil disposed of in general waste is sent to an Energy from Waste (EfW) facility.
Duvets, pillows and bedding	Disposal	<p>Unfortunately, we have not yet been able to coordinate collection of duvets and pillows but we have been in touch with a couple of charities and hope to have collections soon.</p> <p>Please note that the British Heart Foundation <i>cannot</i> accept pillows or duvets; however, you can place any sheets, duvet covers and pillow covers into the British Heart Foundation clothing banks.</p>	<p>Donated sheets, duvet covers and pillow cases are resold by the British Heart Foundation to raise money</p> <p>The duvets and pillows are currently sent to an Energy from Waste (EfW) facility.</p>

Electrical and IT equipment (staff)	Recycling	<p>Staff must download and complete the disposal form. Small and medium-sized items such as computers will be collected by Estates staff and stored in their Recycling Hub. Larger items may be collected directly by the waste contractor.</p> <p>Link to disposal form.</p>	All electrical and IT equipment is taken by Stone to their sorting location where items are graded for reuse or recycling. All data-bearing items are wiped before processing to reuse or recycle them. 100% of these items will be either reused (if they meet criteria), or recycled.
Electrical and IT equipment (students)	Recycling	<p>Please contact your college reception for advice on how to dispose of electrical waste. <i>Do not</i> place electrical items into general waste bins.</p>	All electrical and IT equipment is taken by Stone to their sorting location where items are graded for reuse or recycling. All data-bearing items are wiped before processing to reuse or recycle them. 100% of these items will be either reused (if they meet criteria), or recycled.
Fluorescent bulbs and tubes	Recycling	To arrange a collection please email estatescustomerservices@kent.ac.uk .	Tubes and lamps are collected by MT Hazardous Waste and are recycled.
Food waste	Recycling	<p>Catering — All catering outlets on campus have food waste bins in the kitchen areas.</p> <p>Student Accommodation — All student accommodation will have food waste caddies from March 2025 in the kitchen areas. Please see local guidance for where to empty your caddie and where to obtain liners.</p>	All of this waste is collected by Biffa for anaerobic digestion.

Food Waste	Reuse	<p>As Part of Kent Union's Campus Pantry Scheme, you can donate all year round at donation points across campus and during our end of term donation drives. Permanent donation points are located at the Kent Union Reception in the Mandela Student Centre, Keynes Atrium, Plaza Co-op and Parkwood Co-op.</p> <p>We also collaborate with Canterbury Food Bank at end-of-year student departures, donating unwanted items left in Student Accommodation.</p>	Kent Union's Campus Pantry scheme's website.
Furniture	Reuse	<p>Staff can register with the Warp-It system to browse for available furniture stock and to list unwanted furniture for others to use on campus.</p> <p>Sign up to Warp-It here!</p>	<p>Primarily furniture should be reused on campus amongst staff, however if it is in an unusable condition, it will be donated to charity or recycled.</p> <p>If you have any questions or queries please contact the Warp-It team on warpit@kent.ac.uk.</p>
Glass jars and bottles	Recycling	<p>Glass bottles and jars can be placed in external glass bins located across the University.</p> <p>Schools and Professional Service Departments should make their own arrangements to collect bottles and deposit them in the external glass bins.</p> <p>Those living in student flats and houses should use the boxes provided to collect bottles and deposit them in the external glass bins.</p> <p>Glass must not be placed in the general waste or mixed recycling bins.</p>	All glass is collected by Biffa and processed at the Mixed Recycling Facility in Hersden.
Sheet glass	Recycling	<p>Contact csefmcoordinator@kent.ac.uk who can advise on how to dispose of sheet glass safely. Do not attempt to deal with laminated glass yourself.</p>	Sheet glass is collected by East Kent Recycling and processed.

Green Waste	Recycling	Arranged by Grounds Maintenance team in Estates.	Collected by JB Landscapes (Medway campus) and Biffa (Canterbury campus).
Mattresses	Recycling	Housekeeping arrange for unwanted mattresses to be recycled via The Furniture Recycling Group (TFR).	The Furniture Recycling Group (TFR) recycle mattresses.
Metal	Recycling	Metals are collected in a skip in the Estates' Recycling Hub. Please email estatescustomerservices@kent.ac.uk to arrange a collection.	Metals are collected by Lings (specialist contractor) and recycled.
Mobile phones	Reuse or recycling	Staff — Old mobile phones can be recycled alongside printer cartridges. Please email estatescustomerservices@kent.ac.uk to arrange a collection. Students — please take old mobile phones to college receptions.	Mobile phones are collected by Stone and sent away to charities for reuse or recycling.
Oil	Recycling	Waste oil and items contaminated with oil should be stored in sealed containers in a secure area and collected by specialist licensed waste contractors. Please contact csefmcoordinator@kent.ac.uk for advice.	Waste oils are processed and recycled as fuel oils. Oil is classed as hazardous waste. For more information on hazardous waste disposal, please read the Duty of Care Guidelines Including Hazardous Waste Guidelines.
Paint	Disposal	Water-based paint and empty containers can be disposed of in general waste bins. Please ensure containers are sealed to eliminate the risk of spillage. Any other type of paint is classed as hazardous waste and must be disposed of via a specialist contractor. These types of materials cannot be disposed of in the general waste bins or metal recycling. Please email csefmcoordinator@kent.ac.uk for advice.	Waste paint is classed as Hazardous Waste and disposed of in accordance with hazardous waste regulations. For more information on hazardous waste disposal please read the Duty of Care Guidelines Including Hazardous Waste Guidelines.

Printer and toner cartridges	Reuse	Used printer and toner cartridges should be placed in your local cartridge recycling box or collected by Commercial Services & Estates (CSE). Please email estatescustomerservices@kent.ac.uk to arrange a collection.	Used cartridges are collected by Stone. Printer and toner cartridges are classed as Hazardous Waste. For more information on hazardous waste disposal, please read the Duty of Care Guidelines Including Hazardous Waste Guidelines.
Skips	Disposal	All general waste skips on campus must be arranged through Commercial Services & Estates (CSE). Please email estatescustomerservices@kent.ac.uk to arrange a collection.	
Sharps	Disposal	<p>Staff sharps should be taken to Campus Security where they are collected in a container ready for removal.</p> <p>Student sharps should be taken to any accommodation reception or Campus Security where they are collected in a container ready for removal.</p>	Sharps are classed as hazardous waste. and are removed from campus by Sharps, a registered hazardous waste contractor, who then disposes of them by incineration. For more information on hazardous waste disposal, please read the Duty of Care Guidelines Including Hazardous Waste Guidelines.
Please email csefmcoordinator@kent.ac.uk for anything not listed.			