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 Campus Services.

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, you require access into the Recycling Hub for waste disposal, or need 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 *do not* deposit batteries in plastic bags or other packaging. **Staff** — Collected by departments. Place in one of the grey-lidded battery collection bins in departmental reception areas or 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. Grey-lidded battery bins are emptied on a regular basis by Campus Services and taken to our Recycling Hub and stored ready for collection.	Dry-cell batteries are collected by MT Hazardous Waste for recycling.
Batteries - industrial / automotive (wet-cell) batteries	Recycling	These types of batteries must be collected by specialist contractors. Please *do not* place them in normal battery bins or general waste. Please email csefmcoordinator@kent.ac.uk for advice.	Wet-cell batteries are collected by MT Hazardous Waste for recycling.

Books	Reuse	We have a partnership with Books2Africa. Books are collected by Campus Services and placed in the recycling hub until a deliver slot is agreed. These are then delivered to Books2Africa in Canterbury. Please email csefmcoordinator@kent.ac.uk to arrange a collection We have also partnered with the British Heart Foundation who collect books on campus. Please make sure that books are bagged and put into a British Heart Foundation (BHF) collection point. You can get BHF bags from your reception, or by emailing csefmcoordinator@kent.ac.uk University of Kent - Waste and Recycling – Google My Maps	Books are sent to Africa for reuse. Collection points are emptied by the British Heart Foundation and contents are re-sold to raise money for charity.
Cardboard and paper	Recycling	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.	All cardboard is collected by Biffa and processed at the Mixed Recycling Facility in Hersden.
CDs and DVDs	Reuse	Bagged CDs and DVDs can be placed into one of the British Heart Foundation 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). University of Kent - Waste and Recycling – Google My Maps	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 while others undergo specialist treatment and incineration.
Chemicals and solvents (all other schools & PSDs)	Disposal	Please email csefmcoordinator@kent.ac.uk.	

Clothes, shoes and textiles	Reuse	We have partnered with the British Heart Foundation 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 University of Kent - Waste and Recycling – Google My Maps	Textiles are collected by the British Heart Foundation and re-sold to raise money for the charity.
Confidential waste	Recycling	Put all the waste in a hessian (blue or white) sack and tie it firmly with a cable tie. Contact cscustomerservices@kent.ac.uk for collection. NB think carefully about where to store it until collection.	Confidential waste is stored in special locked wheelie bins until Restore Datashred collect it (subcontracted through BIFFA). 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	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 should be accompanied by Duty of Care paperwork. All catering kitchens producing waste cooking oil must display the Cooking Oil Disposal Guidelines.	Waste cooking oil is collected by Olleco. Waste cooking oil is converted to biofuel for road transport and heat and power systems. Oil is classed as Hazardous Waste.
Cooking oil and fat (other locations)	Disposal	Leave to cool and place in a container and seal tightly and dispose of 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.	Cooking oil disposed of in general waste is sent to an Energy from Waste (EfW) facility.
Duvets, pillows, towels and bedding	Reuse	Duvets and pillows are donated to local Canterbury charity Catching Lives. Please contact csefmcoordinator@kent.ac.uk Towels, non-feathered duvets and sheets are donated to the Dogs Trust	Donated Duvets and pillows help support people who are homeless or insecurely housed in Canterbury and East Kent. Donated pre-loved items are used in rehoming centres.

		Please note that the British Heart Foundation *cannot* accept pillows or duvets; however, you can place any sheets, duvet covers and pillow covers into the British Heart Foundation clothing banks. University of Kent - Waste and Recycling – Google My Maps	Donated sheets, duvet covers and pillow cases are resold by the British Heart Foundation to raise money.
Electrical and IT equipment (staff)	Recycling	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. Link to disposal form.	All electrical and IT equipment is taken by Converge (previously Stone) to their sorting location where items are graded for reuse or recycling. All data-bearing items are safely wiped before processing to reuse or recycle them. 100% of these items will be either reused (if they meet the criteria), or recycled.
Electrical and IT equipment (students)	Recycling	Please contact your college reception for advice on how to dispose of electrical waste. *Do not* place electrical items into general waste bins.	All electrical and IT equipment is taken by Converge (previously Stone) to their sorting location where items are graded for reuse or recycling. All data-bearing items are safely wiped before processing to reuse or recycle them. 100% of these items will be either reused (if they meet the criteria), or recycled.
Fluorescent bulbs and tubes	Recycling	To arrange a collection please email cscustomerservices@kent.ac.uk	Tubes and lamps are collected by MT Hazardous Waste where they are recycled.
Food waste	Recycling	**Catering** — All catering outlets on campus have food waste bins in the kitchen areas. Regular (weekly) food waste collections are now scheduled from catering outlets in	All of this waste is being collected by Biffa for anaerobic digestion.

		Gulbenkian, Darwin, Rutherford, Turing, Eliot & Keynes. **Student Accommodation** — Food waste bins are provided in all student accommodation kitchens and regular (weekly) food waste collections are scheduled from all bin compounds across campus. **Staff Kitchens –** Food waste bins are provided in all staff kitchens and regular (weekly) food waste collections are scheduled from all bin compounds across campus. University of Kent - Waste and Recycling – Google My Maps	
Food Waste	Reuse	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. We also collaborate with Canterbury Food Bank at end of year student departures, donating unwanted items left in Student Accommodation.	Please visit Kent Union's Campus Pantry website https://ksu.co.uk/campus-pantry
Furniture	Reuse	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. Sign up to Warp-It here!	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. If you have any questions or queries please contact the Warp-It team on mailto:warpit@kent.ac.uk.

Glass jars and bottles	Recycling	Glass bottles and jars can be placed in external glass bins located across the University. Schools and Professional Service Departments should make their own arrangements to collect bottles and deposit them in the external glass bins. Those living in student flats and houses should use the boxes provided to collect bottles and deposit them in the external glass bins. Glass must not be placed in the general waste or mixed recycling bins. University of Kent - Waste and Recycling – Google My Maps	All glass is collected by Biffa and processed at the Mixed Recycling Facility in Hersden.
Sheet glass	Recycling	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.	Sheet glass is collected by BIFFA and processed accordingly.
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 TFR.	The Furniture Recycling Group (TFR)
Metal	Recycling	Metals are collected in a skip in the Estates' Recycling Hub. Please email cscustomerservices@kent.ac.uk to arrange a collection.	Metals are collected by Lings and recycled.
Mobile phones	Reuse or recycling	**Staff –** Old mobile phones can be recycled alongside printer cartridges and other WEEE items. Please email cscustomerservices@kent.ac.uk to arrange a collection. **Students** — please take old mobile phones to college receptions. An electrical disposal form should be completed. Link to disposal form.	Mobile phones are collected by Converge (previously Stone) 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.	Oil is classed as Hazardous Waste
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.
Printer and toner cartridges	Reuse	Used printer and toner cartridges should be either placed in your local cartridge recycling box or collected by Campus Services. Please email cscustomerservices@kent.ac.uk to arrange a collection.	Used cartridges are collected by Stone. Printer and toner cartridges are classed as Hazardous Waste.
Sanitary Waste	Disposal	Place sanitary items in sanitary bins provided in toilet areas.	Regular collections organised through specialist waste contractor, Initial.
Skips	Disposal	All general waste skips on campus must be arranged through Campus Services. Please email csefmcoordinator@kent.ac.uk	

Sharps	Disposal	**Staff** sharps should be taken to Campus Security where they are collected in a container ready for removal. **Student** sharps should be taken to any accommodation reception or Campus Security where they are collected in a container ready for removal.	Sharps are classed as Hazardous Waste and are removed by Initial, a registered hazardous waste contractor who then disposes of them by incineration.
Wood	Recycling	Wood is collected in a skip in the Estates Recycling Hub. Please email cscustomerservices@kent.ac.uk to arrange a collection.	Wood collected by BIFFA and processed at the Mixed Recycling Facility in Hersden.
Wooden pallets	Reuse	Pallets are stored in the Estates Recycling Hub. Please email cscustomerservices@kent.ac.uk to arrange a collection.	Collected by Mountfield pallets for reuse.
Please email csefmcoordinator@kent.ac.uk for anything not listed.			