

In your office you now have a small, black rubbish container as well as your paper recycling tray. There is a central bin stack located nearby where you can deposit food and other compostable waste, glass and plastic bottles, metals, plus residual rubbish.

The new bin system works in the following way:

1. **Cleaners** will now empty your paper recycling tray whenever full or once a week.
2. **You** are responsible for emptying your small rubbish container at the nearest central recycle/rubbish bin stack, which will be emptied by cleaning staff as necessary.
3. Please put any food or other compostable scraps, glass and plastic bottles, metals, plus residual rubbish into the appropriate bins at your nearest central bin stack – see over the page for details of what goes in which bin.
4. In addition to the central bin stacks, you can recycle:
 - All batteries: a batteries-collection box is now located in your department's resource room, tearoom, or other common area in the building.
 - All toner/print cartridges: deposit all cartridges in the labelled collection box (usually located in your department's resource room).
 - Used parcel and courier bags: put in your department's out-going mail box for collection by mail staff.
 - Computer and electrical equipment: check with your desktop support person or www.sustain.canterbury.ac.nz/waste/recycling.
 - Polystyrene packaging: leave next to your nearest central bin stack or recycle wheelie bin.
 - Corrugated cardboard boxes: remove any inside packaging, flatten boxes, and leave them next to your nearest central bin stack or paper-recycle wheelie bin.

Successful recycling and composting requires you to put items in the correct bin, to avoid contamination by other waste. If you're still not sure where it goes, put it in the rubbish bin.

For more information on what you can and can't recycle, what happens to the items you recycle, and UC waste disposal and recycling stats, visit www.sustain.canterbury.ac.nz/waste



If you have any questions contact:

Dr. Kate Hewson, ext. 6017
UC Sustainability Advocate
Facilities Management
kate.hewson@canterbury.ac.nz

Recycling and Rubbish

Collection guide

As part of the University's environmental commitments, a new waste collection system is being introduced campus wide. The new system addresses a major portion of the University's solid waste stream and allows considerably higher diversion from landfill than was previously possible. Please read about these changes and how they affect you.

Recycling is easy...

Is it clean paper?



Paper
All clean
paper

All clean paper, including paper scraps, glossy magazines, stapled papers, window envelopes, sticky notes, books, and thin cardboard. **NO PLASTIC, NO FOOD**

Is it a bottle, can, container or takeaway cup?



Recycling
Glass / Cans
Plastic containers

All takeaway cups, all plastic containers, all glass bottles and jars, aluminium and tin/steel cans. **NO FOOD**

Is it food or other organics?



Organics
Food scraps

All food scraps, plus tea bags, coffee grounds, flowers, and other plant material. **NO PLASTIC**

Is it a cardboard box?

Flatten the box and leave beside any central bin station. **NO PLASTIC, NO FOOD**

Is it something else that could be reused or recycled?

See the website for how to recycle items like batteries, toner/print cartridges, some plastic office-related packaging, and computers.

Is it anything else?



Rubbish
Waste to
Landfill

Anything that can't currently be recycled eg: plastic and foil food wrappers.