



Swansea University
Prifysgol Abertawe

Swansea University

Waste Management Guidance Note WMGN03 – Paper and Cardboard

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Waste Management Guidance Note WMGN03 Paper and Cardboard	
Location Generated	Varied
EWC	20 01 01
Type	Absolute Non-Hazardous
Disposal Method	Segregated for recycling
Bin/ Bag Type	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. General municipal waste should therefore be the last option for waste.

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.

In April 2024 the Welsh Government implemented new Recycling at Work Regulations applicable to all Welsh Businesses. This regulation set out greater recycling separation requirements, and include additional items for recycling.

Items

Paper and cardboard items suitable for recycling include;

- Scrap paper
- Flat packed cardboard boxes
- Old magazines, brochures and newspapers

Paper and card should be deposited only in the defined paper/card waste bins (typically part of the University's standard "waste quads/duos"). For any material that has an unknown composition and/or contamination, then please contact the Sustainability team (estates-waste@swansea.ac.uk) for guidance and further details.

Under **no** circumstances should;

- (a) any general waste deposited in the recyclable bin – it contaminates the recycling stream and can cause problems down the supply chain

(b) unshredded confidential waste by deposited in the recyclable bin – see WGN05 for further information on the options available

Disposal Instructions

Internal Bins

Only metal, top-opening quads/duos are to be used for paper/card disposal. All receptacles will be labelled as “Mixed Paper” 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 ‘paper’ segment of the quad/duo bins.

Large volumes of cardboard boxes can be collected by placing a Works Request on the Estates Help Desk.



Figure 1 – Swansea University indoor “quad” bins

External Storage

Only metal, front-opening quads/duos are to be used for paper and card disposal. All receptacles will be labelled as “Mixed Paper”. No other bins are to be used for loose items.



Figure 2 – Swansea University external “quad” bins and external contractor bin

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

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

