

# Recycling Operating Procedure

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### 1. Scope

This policy applies to the following recycling streams at The University of Queensland campuses:

- Paper;
- Cardboard;
- Polystyrene
- Toner and Ink Jet Printer Cartridges;
- Mobile Phones;
- E-Waste (computers and other electronic equipment);
- Florescent tubes and other lamps; and
- Co-mingled (aluminium, glass, and plastics).

### 2. Objectives

The University of Queensland seeks to minimise the waste going to landfill through recycling initiatives.

The University of Queensland's policy is to promote recycling of materials by having in place a comprehensive recycling scheme to:

- Reduce the output of the general waste stream;
- Minimise contamination in the recycling stream;
- Reduce the need for landfill space;
- Take advantage of the economic benefits arising from recycling;
- Promote resource conservation of non-renewable and renewable resources; and
- Reduce CO<sub>2e</sub> emissions associated with waste to landfill.

### 3. Procedure

Please sort and dispose of your **recyclables** thoughtfully. University Schools, Centres and Administrative sections should also consider the use of alternative means of disposal, e.g. agreement with computer manufacturers for disposal service during procurement of new computers.

Appropriate receptacles for select recycling categories are placed throughout the University's buildings and grounds.

### 3.1 Paper Recycling

#### 3.1.1 Paper Recycling Boxes at your desk

- Paper recycling boxes at your desk are available at most campuses and sites. Items you can and cannot recycle are listed on the side of the box.
- Once filled, please empty your box into the 120 litre paper recycling wheelie bins located within your building.
- To obtain a paper recycling box for your office, contact your Cleaning Auditor or email: [recycle@pf.uq.edu.au](mailto:recycle@pf.uq.edu.au)



#### 3.1.2 Paper Recycling Bins

##### Secure Paper Destruction Service

- Secure 240litre wheelie bins with a lockable lid will be supplied for all confidential documents.
- To arrange secure paper recycling service Ph: 1300 747 339. If required, the area can request a Certificate of Destruction.
- In situations where it is determined necessary, Shreddex will provide an additional service where documents will be destroyed on site. An extra cost will be charged.



##### Paper Recycling – not confidential

- Unlocked 120 litre wheelie bins are supplied **free of charge** by Property and Facilities Division. The material is not shredded, but it is ultimately reprocessed.
- To arrange paper recycling bins, email: [recycle@pf.uq.edu.au](mailto:recycle@pf.uq.edu.au)

##### Additional bins for Office Clean-outs

- If you are moving office or cleaning up, email [recycle@pf.uq.edu.au](mailto:recycle@pf.uq.edu.au) for additional bins.

### 3.2 Cardboard Recycling

- All types of cardboard except waxed, or glossy can be disposed of through this system.
- Flatten cardboard and leave at designated collection points in buildings or in containers located around campus.
- Discard ancillary waste (eg. polystyrene packaging) appropriately, not with cardboard.



### 3.3 Polystyrene recycling

- Separate polystyrene from all other waste.
- To arrange collection on an adhoc or regular basis, email [recycle@pf.uq.edu.au](mailto:recycle@pf.uq.edu.au)

### 3.4 Toner and Ink Jet Printer Cartridges

- Send empty toner and ink jet printer cartridges to P&F's central store who arrange for the cartridges to be sent to a recycling facility.
- **Place empty cartridges in SEALED** plastic bags or boxes and send by internal mail to:  
P&F Central Store, Glasshouse Road, St Lucia campus

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### 3.5 Mobile Phones

- Schools, Centres and Administrative sections can return mobile phones with batteries and accessories to suppliers.
- Mobile Phone satchels are available at Australia Post outlets.
- Mobile phone handsets, batteries and accessories can be sent by internal mail to the P&F Mail Room. They are collected free of charge by the Mobile Phone Industry Recycling Program. For further information, go to: <http://www.mobilemuster.com.au/?Page=691>

### 3.6 E-Waste

Property & Facilities collects and arranges for the disposal of office equipment (computers, monitors, photocopiers, etc.) and uncontaminated laboratory equipment. This equipment is sent to companies who recycle the raw material.

#### To arrange collection of office equipment:

- Email [recycle@pf.uq.edu.au](mailto:recycle@pf.uq.edu.au) with a request for collection and advise location.
- P&F staff will arrange to have the equipment collected from the School/Centre's nominated location.
- It is the responsibility of Schools, Centres and Administrative Units to remove data from obsolete computers that are to be disposed of. These computers should also be delisted and taken off the asset register.
- Note: Please remove toner cartridges from printers prior to collection and recycle separately.

#### To arrange collection of laboratory equipment:

- Requests to recycle items of laboratory equipment will be considered and if feasible will be actioned.
- Laboratory managers who have had responsibility for the equipment should make the requests and must provide all relevant details so that potential hazards can be identified.
- If an item of equipment requires it, decontamination should be arranged and completed by the laboratory manager prior to equipment being presented for collection.
- No equipment containing radioactive material will be accepted for recycling.

### 3.7 Fluorescent tubes and other lamps

- Fluorescent tubes are replaced by Property and Facilities' electricians as required.
- Old fluorescent tubes are stored in cardboard containers which are then placed in a skip located in the P&F Workshop.
- Once the skip is full, the fluorescent tubes and lamps are collected by a contractor for recycling.
- Schools, Centres and Administrative sections can email [recycle@pf.uq.edu.au](mailto:recycle@pf.uq.edu.au) to request collection. Please accumulate a quantity prior to requesting collection.

### 3.8 Co-mingled recycling

- Co-mingled recycling bins for glass, plastics and aluminium cans are located across campuses and sites.
- Small recycling bins are also supplied in kitchens.



### 3.9 Bins for events

- For additional co-mingled recycling bins (and general waste bins) email: [recycle@pf.uq.edu.au](mailto:recycle@pf.uq.edu.au) approximately 1 week in advance depending on the size of the activity.
- In cases of a major event, 2 weeks' notice is preferred.

## 4. Collection Frequency

Campus/Site	Stream	Collection Frequency
St Lucia Gatton Ipswich Herston site Dental School	Paper	<ul style="list-style-type: none"> <li>• Twice weekly</li> </ul>
	Cardboard	<ul style="list-style-type: none"> <li>• Twice weekly</li> </ul>
	Toner and Ink Jet Cartridges	<ul style="list-style-type: none"> <li>• As organised by individual areas.</li> </ul>
	Computers	<ul style="list-style-type: none"> <li>• As required.</li> </ul>
	Polystyrene	<ul style="list-style-type: none"> <li>• As required.</li> </ul>
	Mobile Phones	<ul style="list-style-type: none"> <li>• As organised by individual areas.</li> </ul>
	Co-mingled: Aluminium, plastics and glass	<ul style="list-style-type: none"> <li>• Kitchens - daily</li> <li>• Co-mingled recycling bins in public areas - emptied on week days as required.</li> </ul>

## 5. Contacts

Category	Contact	Telephone
Secure Paper Recycling bins	Paper recycling facility	(07) 3879 4276
Non secure Paper Recycling boxes and bins Cardboard and Polystyrene, Glass, Plastics and Aluminium Cans E-Waste (computers and other electronic equipment) Toner and Ink Jet Cartridges Mobile Phones	Campus Services Property and Facilities Division	Email: <a href="mailto:recycle@pf.uq.edu.au">recycle@pf.uq.edu.au</a>

## 6. Recycling Data

Records of materials collected in the recycling streams are maintained where possible and audits are carried out from time to time. For details contact the Sustainability Office.

## 7. Waste Process Responsibilities

Responsibility	Action
Students, Staff	<ul style="list-style-type: none"> <li>• Segregate the recycling material from other wastes to avoid contamination;</li> <li>• Organise recycling services as required.</li> <li>• Flatten cardboard for collection;</li> <li>• Remove data from obsolete computers and delist and remove from asset register;</li> <li>• Dispose of the wastes in the appropriate recycling waste bins/receptacles.</li> <li>• Consider use of alternative means of disposal, eg agreement with manufacturers for disposal service during procurement of new computers and other equipment.</li> </ul>
Managers and Supervisors	<ul style="list-style-type: none"> <li>• Ensure that students and staff are trained in the Recycling Waste Operating Procedure.</li> </ul>
Property and Facilities	<ul style="list-style-type: none"> <li>• Provide/arrange for recycling collection service;</li> <li>• Liaise with Heads of Schools and Centres, and Executive Officers to ensure that recycling is effectively carried out at University campuses; and</li> <li>• Review the recycling procedure as required.</li> </ul>

## **8. Definitions**

### **8.1 Waste**

Under Section 13 of the *Environmental Protection Act, 1994* **waste** is defined as “any gas, liquid, solid or energy (or a combination of wastes) that is surplus to, or unwanted from, any industrial, commercial, domestic or other activity, whether or not of value.”

### **8.2 Recycling**

**Recycling** refers to capturing materials from the post-consumer waste stream to be used as secondary source material.

### **8.3 Contamination of Recycling Streams**

Contamination of recycling streams occurs when unwanted material is disposed of with the recyclable material. Contaminated material is not suitable for reprocessing and must be separated from the recyclable stream.

### **8.4 Cardboard**

Thin, stiff pasteboard generally used as packaging material.

### **8.5 E-Waste**

Electronic equipment that is no longer useful as originally intended, but can be reused or recycled.

### **8.6 Toner and Ink Jet Cartridges**

Toner and ink jet printer and photocopier cartridges.

### **8.7 Computer Equipment**

Obsolete computers and associated equipment including monitors, pc cases, apples/macintosh, mice, keyboards, printers, scanners, component parts.

### **8.8 Co-mingled Recycling Stream**

It is a stream that contains several recycling waste materials such as: Aluminium (tins and cans); Glass; and Plastics (Identification Codes 1-7) - includes PET milk bottles and HDPE soft drink bottles.

## **9. References**

- Environmental Protection Act, 1994
- Environmental Protection (Waste Management) Regulation 2000

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