## A – Z Guide for Office Waste Disposal

Acids and alkalis	Hazardous waste – please contact UNE Work Health and Safety	<b>10</b>
Aerosol cans (empty)	Yellow Recycling Bin	E CY2
Aluminium cans	Yellow Recycling Bin	E CY
Aluminium foil	If clean, Yellow Recycling Bin, if soiled Red Waste Bin	
Batteries (household, rechargeable, phone)	Battery Bin (located in Dixon Library, TC Lamble, Arts, IT and at all college reception desks)	<u>+</u>
Biscuit packets	Trays in yellow lid bin; Foil packets in Red Waste Bin	
Books	Donate to charity or Blue Lid Recycling Bin	62
Bottle tops	Red Waste Bin	
Bubble wrap (clean)	Yellow Recycling Bin	<b>E</b> 23
Building materials	Please contact Facilities Management Services	FMS
Cardboard (small)	Blue Recycling Bin	649 649
Cardboard (large)	Cardboard Cages	E 23
CD (discs)	Red Waste Bin	
CD (covers)	Yellow Recycling Bin	<b>E</b> 23
Chemicals	Hazardous waste – please contact UNE Work Health and Safety	<b>(3)</b>
Cling Wrap	Red Waste Bin	
Coffee Cups (single-use)	Green Bin if from Café Life; Red Bin if purchased from off site	
Coffee tins/cans	Yellow Recycling Bin	CZP CZP
Computers	Please contact Facilities Management Services	FMS
Disposable nappies	Red Waste Bin	闡
DVDs (discs)	Red Waste Bin	
DVDs (covers)	Yellow Recycling Bin	C.S.
Electronics	Please contact Facilities Management Services	FMS
Fluorescent tubes	Please contact Facilities Management Services	FMS
Fire extinguishers	Please contact Facilities Management Services	FMS
Food Waste	Green Waste Bin	\$ \$ \$ \$
Fuels	Hazardous waste – please contact UNE Work Health and Safety	<b>,0</b> (
Garden waste	Green Waste Bin	\$ \$ \$ \$
Gas bottles	Hazardous waste – please contact UNE Work Health and Safety	<b>,8</b> (
Glass bottles and jars	Yellow Recycling Bin	E STORY

Household cleaners	Please contact Facilities Management Services	FMS
Ice cream containers and lids	Yellow Recycling Bin	<b>E</b> 29
Ink cartridges	Cartridge Disposal Bin (located in print rooms)	
Juice cartons	Yellow Recycling Bin	(A)
Junk mail	Blue Recycling Bin	E 43
Light bulbs	Please contact Facilities Management Services	FMS
Magazines	Blue Recycling Bin	64.2)
Milk bottles and cartons	Yellow Recycling Bin	15 Jan 19 19 19 19 19 19 19 19 19 19 19 19 19
Mobile phones	Please contact Facilities Management Services	FMS
Newspapers	Blue Recycling Bin	649 (2)
Office paper	Blue Recycling Bin	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\
Paper	Blue Recycling Bin	E 23
Paper towel	Green Waste Bin	(2) A
Pens and pencils	Red Waste Bin	
Pesticides	Hazardous waste – please contact UNE Work Health and Safety	
Pizza boxes (empty)	Green Waste Bin	<b>8</b> 83 83
Pizza boxes (with food)	Green Waste Bin	E-2)
Plastic disposable containers	Yellow Recycling Bin	R R R R R R R R R R R R R R R R R R R
Plastic drink containers	Yellow Recycling Bin	CZQ CZQ
Plastic plates, cutlery	Red Waste Bin	
Plastic bags (soft and clean)	Yellow Recycling Bin	100 A
Plastic wrapping/packaging	Yellow Recycling Bin if clean, Red Waste Bin if soiled	
Plastic strapping	Red Waste Bin	
Polystyrene	Red Waste Bin	
Steel cans	Yellow lid recycling bin	(Z)
Styrofoam	Red Waste Bin	
Take away food containers	If made from non-waxed cardboard, Green Waste Bin. If packaging is waxed, polystyrene or contains plastic use the Red Waste Bin	
Tea bags	Green Waste Bin	E 27
Tin cans	Yellow Recycling Bin	E A
Tissues	Green Waste Bin	64