



Swansea University
Prifysgol Abertawe



Swansea University


Waste Management Guidance Note

WMGN02:

- **Plastic and Cartons**

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Waste Management Guidance Note WMGN02 Plastics and Cartons	
Location Generated	Varied
EWC	20 01 39
Type	Absolute Non-Hazardous
Disposal Method	Segregated for recycling
Bin/ Bag Type	Quad bin / Clear Bag
Duty of Care Requirements	
<p>20 01 39 – Plastics</p> <p>Any business or public body that generates waste materials must correctly classify its waste, apply the principles of The Waste Hierarchy, and seek 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 streams.</p> <p>The University has committed, to segregating its waste at source, focusing on separating key recycling streams; cans, paper, plastics, food and glass. Segregation at source improves recyclate 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.</p> <p>Additionally, in April 2024 the Welsh Government implemented new Recycling at Work Regulations applicable to all Welsh Businesses. There is a Legal requirement to segregate under the following regulations: The Waste Separation Requirements (Wales) Regulations 2023.</p>	
Items	
Items that can be placed in the University 'Plastic Recycling' include:	
	<p>Empty</p> <p>Drinks bottles / Yogurt pots / Margarine tubs / Clear food trays</p>
	<p>Empty</p> <p>Milk Bottles / Detergent Bottles / Shampoo Bottles / Empty plastic cleaning product bottles</p>

<p>Tetra-Pak containers</p> 	<p>These can be disposed of in the Tetra-pak bank located behind Fulton House.</p> <p>These must not be placed into the general red plastic recycling bins.</p>
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Clean plastic should be deposited only in the defined plastic 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 as it contaminates the recycling stream, can cause problems down the supply chain and is not compliance with the waste separation regulations.
- (b) Plastic contaminated with other materials or substances such as food waste or chemicals be put into bins. These should be cleaned where possible before being placed into the plastic recycling bin
- (c) Tetra-pak containers be placed into red plastic recycling waste. These can be disposed via the Tetra-pak located behind Fulton House

Further guidance on what constitute recyclables can be found in [Separate collection of waste materials for recycling: code of practice for Wales – Annex 2](#)

Disposal Instructions

Internal Bins

Quad and duo bins are to be used for plastic disposal. All receptacles will be labelled as "Plastic & cartons" and have a clear bin bag. **No personal/ under-desk type containers should be in used in offices as it deters from recycling materials.**



Figure 1 – Swansea University indoor “duo” bins

External Storage

Quad and duo bins are to be used for plastic disposal. All receptacles will be labelled as “Plastic”.



Figure 2 – Swansea University external “quad” bin and external Euro 1100L 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.

External Waste Compound Locations & Information

Bay Campus:

- Service Yard
- Bay Library
- Y Twyni
- Engineering North

Singleton Campus:

- Kier Hardie*
- Library & Information Centre
- Faraday Tower*
- Talbot
- Grove*
- Union House
- Preseli*
- Langland*
- ILS1*
- Llyr

*External Euro 1100L bins for these compounds are now stored in locked covered units:



Figure 3 – Singleton Campus: External Euro 1100L bin covered compounds

If required, the access code for the compounds can be provided on request by emailing estates-waste@swansea.ac.uk

Please report any damage to the compounds or access issues as soon as possible via the [Estates Helpdesk](#)

Disposal Cost

The collection and recycling 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 to the University's target to achieve **75%** diversion rate away EfW or landfill by 2031, by ensuring all recyclable plastic and cartons are disposed of via the dedicated bins, reducing environmental impact and supporting the Circular Economy

Labelling

See template

For further guidance please contact estates-waste@swansea.ac.uk



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