



Swansea University
Prifysgol Abertawe

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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	Duo, or quad bin / Clear Bag

Duty of Care Requirements

20 01 01 – Paper & Cardboard

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 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.

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.

Items

Paper and cardboard items suitable for recycling include:

- Scrap paper & card
- 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 quad andduo bins"). 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 compliant with the waste separation regulations.
- (b) unshredded confidential waste be deposited in the recyclable bin – see WGN05 for further information on the options available

Further guidance on what constitutes recyclables can be found in [Separate collection of waste materials for recycling: code of practice for Wales – Annex 3](#)

Disposal Instructions

Internal Bins

Quad and duobins are to be used for paper/card disposal. All receptacles will be labelled as “paper & cardboard” 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 for recycling by placing a Works Request on the Estates Help Desk or by taking them to the external bin compounds.



Figure 1 – Swansea University indoor “duo” bins

External Storage

Quads and duos are to be used for paper and card disposal. All receptacles will be labelled as “paper and cardboard”. No other bins are to be used for loose items.



Figure 2 – Swansea University external “quad” bins 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 the University's sustainability target to achieve **75%** diversion rate away EFW or landfill by 2031, by ensuring all recyclable paper and card 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

