



**National  
Oceanography Centre**  
NATURAL ENVIRONMENT RESEARCH COUNCIL

## **NOCS Simple Waste Guide**



**Guidance for staff and students  
at NOC Southampton**



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## Introduction

Recycling, sustainability, ethical, greening – all words commonly dropped into conversation every day. But what do these words actually mean?

Effective waste management and recycling is good for NOCS. It helps to minimise our carbon emissions and conserves natural resources while reducing costs.

There are over 250 general waste and recycling bins across the building. These bins are emptied by the in-house cleaning team. All waste collected from these bins is stored in the NOCS waste management area for collection by external contractors.

This little guide to waste management has been produced to provide guidance on how to use the waste regime at NOCS. Further information can also be found on the intranet pages.

On average, you will throw your own body weight away in waste every 7 weeks – how much and can you save and divert from final disposal?

## Why we manage waste

Each day, huge amounts of waste are thrown away – in our homes and at work. The U.K. deposits around 100 million tonnes of waste in landfill per year.

Our world and the resources it provides are vital to us and our way of life, this is something we can all help to preserve. Reducing the amount of waste we generate and recycling are simple ways we can help to conserve natural resources, greenhouse gas emissions and cost.



Waste cannot always be eliminated, but its environmental impact can be reduced by adopting the waste hierarchy (page 5).

## The key drivers for NOCS:

NOCS has a well established reputation for world leading environmental research and teaching. The way we manage our waste onsite compliments this reputation.

Effective waste management helps to reduce our running costs. The Centre is now paid for many waste streams including paper and metal. Funds we don't spend on waste are funds we have to support our scientific core aims.

Since 2010, NOCS (through the Natural Environment Research Council) has held the Carbon Trust Standard. This commits us to year on year carbon reductions. This includes through the waste that we generate.

Since 2008, NOCS has maintained ISO 14001 certification; the international standard for environmental management. This commits us to: continual environmental improvement, prevention of pollution & full compliance with environmental legislation and other requirements.

*'NOCS is committed to achieving best practice throughout its activities by promoting the prudent use of natural resources and the minimisation of waste' - Ed Hill, Director.*

# Waste Hierarchy

The waste hierarchy sets out 5 steps to deal with waste, starting with the one that will have the most positive impact on the environment and ending with the least effective method if all other avenues have been exhausted. This is a tried and tested process to eliminate as much waste as possible in the most effective and least damaging way.

NOCS is now in a position where none of its building waste is sent to landfill, all waste is reused, recycled or recovered. With the continuous efforts of staff and students using the bins and recycling centres efficiently, it becomes easier for NOCS to achieve and maintain its ISO14001 status and reduce our negative impact on the environment.

## Eliminate

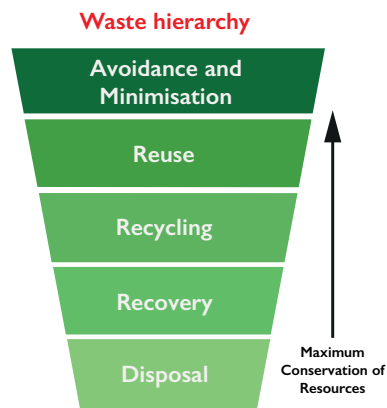
Consider avoiding waste in the first place. Here are some suggestions: avoid excess packaging, avoid over-ordering.

## Reduce

Minimise the amount of waste you produce, e.g. where you can; send information electronically instead of on paper.

## Re-Use

Use items as many times as possible. Repair broken items rather than buying new ones; re-use misprints as scrap office paper; use excess materials in future projects. We try to re-use all our furniture at the Centre, excess furniture is held within the waste management area for people to re-use.



## Recycle

Recycle what you can after you have re-used it. Most common office items can be recycled – see the A-Z on pages 13 - 15 for your exhaustive list.

## Dispose

Dispose of any other items that cannot be re-used or recycled in a responsible way. All general waste collected from NOC is sent to the Marchwood Incinerator which heats many local homes.



## Recycling Facts

- One recycled tin can save enough energy to power a television for 3 hours.
- One recycled glass bottle saves enough energy to power a computer for 25 minutes.
- One recycled plastic bottle saves enough energy to power a 60-watt light bulb for 3 hours.
- 70% less energy is required to recycle paper compared with making it from raw materials.
- 5.3 million tonnes, or the equivalent of 4,700 Olympic sized swimming pools worth of food and drink, are thrown away each year. Try to purchase the amount necessary, not too much.
- If all the aluminium cans sold in the UK were recycled, there would be 14 million fewer full dustbins each year.

Facts from - <http://www.recycling-guide.org.uk/facts.html> June 2014

## Waste Management - Common Waste Streams at NOC

A wide range of waste streams are recycled at NOCS. The bins for each waste type are clearly identifiable by their colour and labelling. Here are the main ones:



### General Waste for Heat Recovery

Material from this bin is sent to the Marchwood Incinerator. Heat from the incinerator is utilised by local homes.

#### What can go in this bin?

Anything that cannot be recycled at present (see signs). This includes blue paper towels, lab gloves, tissues, and items made of a mix of materials.



### Mixed Paper and Cardboard

Card and paper has a commercial value helping to lower total waste cost. Materials collected from this bin is bailed and sold on the recycling market as a resource.

#### What can go in this bin?

Any paper or card including office paper, books, envelopes and magazines. Please remember to remove any plastic packaging from magazines. Please put disposable coffee cups in the new mixed recyclables bin (below).



### Mixed Recyclables

Some dry recyclables are collected in mixed bins. This includes plastic and can. The materials collected from this bin are sent to the Materials Recycling Facility in Portsmouth.

#### What can go in this bin?

All plastics including plastic sandwich containers and bottles. Cans, foil and disposable coffee cups can also go in this bin. Please take extra care to not put any liquids or food in this bin.



### Mixed Glass

Glass from around the Centre is collected and bulked up. This is then sold on the recycling market as a resource.

#### What can go in this bin?

All glass bottles and jars. Please remove tops and rinse.



### Food Waste for Anaerobic Digestion (canteen only)

Food waste is sent to an anaerobic digester in Dorchester. The digester generates bio gas, used to generate electricity, and digestate which is further processed into a soil improver.

#### What can go in this bin?

All food (including meat and bones), tea bags, white tissue napkins, egg shells and blue paper towel.



### Aerosols and Batteries

Batteries and aerosols require separate collection from general waste. Split bins for these items can be found in the recycling centres.

#### What can go in this bin?

Any aerosols. Batteries including button batteries and battery packs from old electrical items.

As well as the general waste streams, we also have the facilities to recycle the following:

- CDs / Disks / Tapes
- Toner cartridges
- Mobile Phones
- Electricals



Please contact estates on ext. 26666 or email [estates@noc.ac.uk](mailto:estates@noc.ac.uk) to arrange collection for any of the following items:

- Confidential / Shredded Paper
- Electricals
- Furniture (reused where possible or donated to charity)
- General Metal
- Hazardous
- Lamps and Tubes
- Oil and Oily Rags

## Recycling Centres

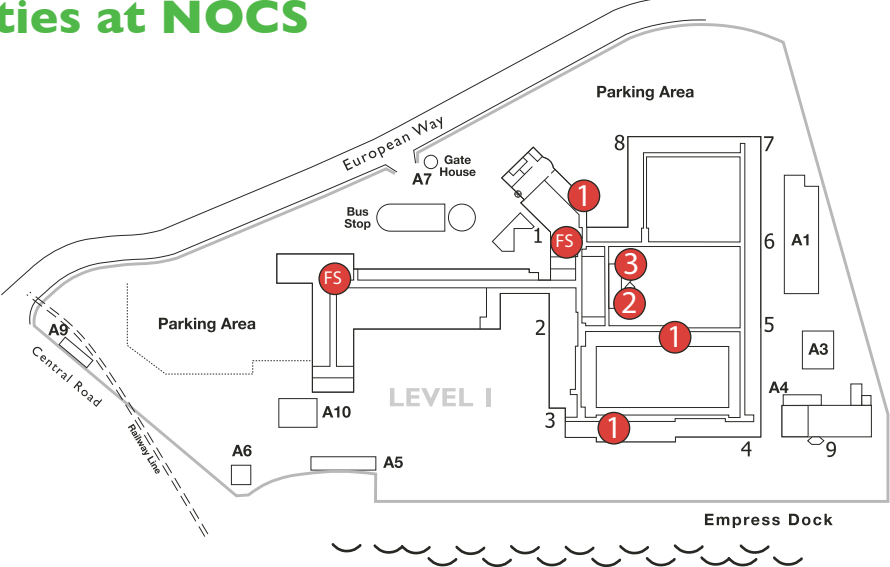
Recycling facilities are found across the site. There are over 250 recycling bins across NOCS. The recycling centres contain additional bins not found in the smaller banks around the building. This includes 'locker' bins for phones, CDs & tapes, ink cartridges and small electrical goods. If you have large electrical goods for disposal please contact the Estates Helpdesk, [estates@noc.ac.uk](mailto:estates@noc.ac.uk). Bins are also available for glass, aerosols and batteries in these areas.

Larger recycling centres can also be found:

- Level 1 – Node 1
- Level 4 – Node 4
- Level 6 – 186 Corridor
- Workshop Corridor – Stores End

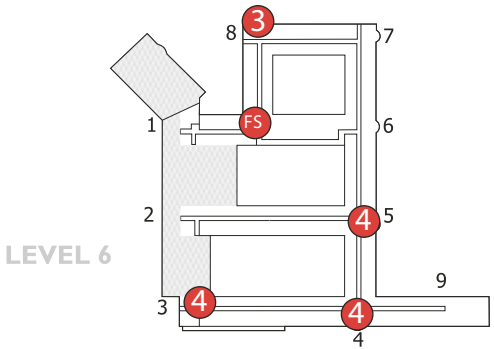
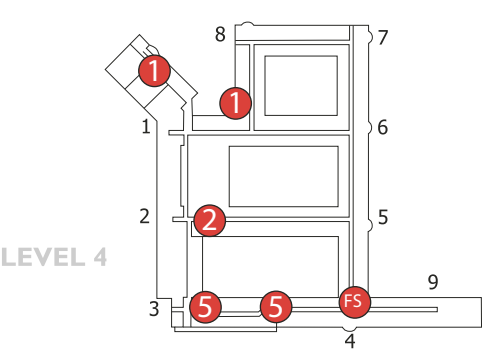


# Location of main recycling facilities at NOCS



Recycling Bin Key (Level 1)	
FS	
1	
2	
3	

Recycling Bin Key (Levels 4&6)	
FS	
1	
2	
3	
4	
5	



## Waste A-Z

Aerosols	Yellow bins in the main recycling area on each floor
Animal Waste	Please contact the helpdesk: estates@noc.ac.uk
Batteries	Dark blue bins in the main recycling area on each floor
Blue Towel	White general waste bins for heat recovery
Bubble Wrap	White general waste bins for heat recovery
Cables	Please contact the helpdesk: estates@noc.ac.uk
Catalogues	Orange mixed paper and cardboard bins, please remove from film
Cardboard	Orange mixed paper and cardboard bins
CDs/Disks/Tapes	Yellow tapes and discs bin in the main recycling area on each floor. Please remove all covers and cases
Cellophane Wrap	Light green mixed recycle bins
Computers	Please contact the helpdesk: estates@noc.ac.uk
Confidential Paper	Please contact the helpdesk: estates@noc.ac.uk

Coffee Cups	Light green mixed recycle bins
Crisp Packets	White general waste bins for heat recovery
Electricals (sm)	Small light blue bins in recycling centres
Electricals (lge)	Please contact the helpdesk: estates@noc.ac.uk
Envelopes	Orange mixed paper and cardboard bins
Folders	Orange mixed paper and cardboard bins (if cardboard) or light green mixed recyclables bin (if plastic). Please remove metal parts if possible and dispose in the white general waste bins
Folders	White general waste bins for heat recovery
Food	Dark green food waste for AD
Furniture	Please contact the helpdesk: estates@noc.ac.uk
Glass	Mixed glass bins, please rinse and remove lids
Gloves	White general waste bins for heat recovery
Hazardous Chemicals	Please contact the helpdesk: estates@noc.ac.uk
Jiffy Bags	White general waste bins for heat recovery
Lamps & Tubes	Please contact the helpdesk: estates@noc.ac.uk
Magazines	Orange mixed paper and cardboard bins, please remove any plastic sleeves
Metals	If working in workshops, use grey metal bins. If working elsewhere in the Centre please contact the helpdesk: estates@noc.ac.uk
Mobile Phones	Brown bins in main recycling area on each floor
Mud Cores	White general waste bins for heat recovery

Oils & Oil Rags	If working in workshops, use grey metal bins. If working elsewhere in the Centre please contact the helpdesk: <a href="mailto:estates@noc.ac.uk">estates@noc.ac.uk</a>
Paper	Orange mixed paper and cardboard bins, staples are acceptable
Pipette Tips	Light green mixed recycle bins (please clean)
Plastic Aprons	Light green mixed recycle bins
Plastic Bottles	Light green mixed recycle bins, please rinse and remove tops
Polystyrene	White general waste bins for heat recovery
Printer cartridges	Light green printer cartridges bins in main recycling facility on each floor
Radiation	Please contact: Phil Warwick, Radiation Prevention Supervisor: <a href="mailto:phil.warwick@noc.soton.ac.uk">phil.warwick@noc.soton.ac.uk</a>
Rags	Please contact the helpdesk: <a href="mailto:estates@noc.ac.uk">estates@noc.ac.uk</a>
Sharps	Please contact the helpdesk: <a href="mailto:estates@noc.ac.uk">estates@noc.ac.uk</a>
Shredded Paper	Please contact the helpdesk: <a href="mailto:estates@noc.ac.uk">estates@noc.ac.uk</a>
Swarf	Metal
Tin Cans	Any mixed recycling bin, please rinse
Tin Foil	Light green mixed recycle bins
Wire	Please contact the helpdesk: <a href="mailto:estates@noc.ac.uk">estates@noc.ac.uk</a>
Wood	Please contact the helpdesk: <a href="mailto:estates@noc.ac.uk">estates@noc.ac.uk</a>

## Further Information

### Can I use the recycling or general waste bins at NOCS for domestic waste?



It is illegal to mix domestic and commercial waste. Please do not use any of the recycling or general waste bins at NOCS to dispose of waste from home. There are a number of local amenity centres where you can recycle domestic waste. For information on domestic recycling and amenity centres in Southampton please visit: [www.southampton.gov.uk](http://www.southampton.gov.uk)

For information about recycling and amenity centres elsewhere in Hampshire please use the Hampshire County Council web portal: <http://www.hants.gov.uk>



### Having an office clear out?

Recycling is actively encouraged at NOC but overloaded paper recycling bins are very difficult to empty. If you are having an office clear out please email [estates@noc.ac.uk](mailto:estates@noc.ac.uk) and we can make recycling easier for you. Bags will be collected direct from your office.

RecycleNow  
<http://www.recyclenow.com>

DirectGov: Environment and greener living information  
<http://www.direct.gov.uk/en/Environmentandgreenerliving>

Recycling in Hampshire: Hantswebb – information on recycling and services within Hampshire.  
<http://www.hants.gov.uk/>

Southampton City Council: Recycling centre information within Southampton.  
<http://www.southampton.gov.uk/s-environment/householdwaste/>

If you require further information or guidance on waste management facilities, take a look at NOCnet, and click on 'Environmental Management':  
[http://intranet.noc.ac.uk/intra\\_home.php](http://intranet.noc.ac.uk/intra_home.php)

**Email:** [environ@noc.ac.uk](mailto:environ@noc.ac.uk) or contact

The Energy and Environment Manager on 02380 596125 or ext 26125





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