



# Recycling Reminders



## PAPER - what can and can't be put in the recycling box:

Yes		No
General office paper		Paper cups - not yet
Newspapers		Undergraduate prospectus'
One or two magazines		Jiffy bags with plastic filling
Jiffy bags with paper filling		Non-shredded confidential waste
Shredded confidential waste		Yellow pages
Envelopes (those with windows too)		Paper towels
Paper with staples		Books with hard or glossy covers
Post-it notes		
White phone directories		

## CANS (must be empty)

Yes	No
Steel drink cans	
Aluminium drink cans	
Clean food tins	



## PLASTIC (please empty and remove lids)

Yes	No
Plastic fizzy drink bottles	Plastic bags
Plastic milk containers	Other plastic materials
Plastic diluting juice bottles	

Please flatpack all cardboard!

**GLASS BOTTLES:**  
See map on website for recycling points

**COMPUTER EQUIPMENT:**  
See website for recycling procedures

**LAMPS:**  
(bulbs & tube lighting)  
See website for recycling procedures

## FURNITURE & APPLIANCES

- Please contact the Environment Team ([environment@st-andrews.ac.uk](mailto:environment@st-andrews.ac.uk)) if you have any furniture to dispose of that is in good enough condition to be reused.
- To dispose of **fridges**, please submit a maintenance request (<http://www.st-andrews.ac.uk/staff/tech/Maintenanceandrepairs/Worksrequisitionform/>)
- For any other bulky items (including broken furniture), you will need to contact Fife Council for a Special Uplift: 08451 555555 + Ext 450864.

## Having a clear out? Remember: save money by separating out waste for recycling.

- Contact your Senior Janitor in advance of a clear out to request additional sacks for paper recycling and any confidential sacks required.
- For unwanted books try donating to Oxfam (01334 472080) or Barnados (01334 479624) or contact Jenny Evetts (x2308), Library, to discuss selling to secondhand dealers.
- For large amounts of general waste, you may need to arrange for a special uplift / skip hire from Fife Council. Contact Jim Drummond (x3982), Grounds, to discuss.

**For further recycling information, please contact the Environment Team, Estates (x3986)**

[www.st-andrews.ac.uk/environment](http://www.st-andrews.ac.uk/environment)