A-Z WASTE GUIDE

Waste Management at Tübingen University

Date: July 2012
This A-Z Waste Guide contains information for all members of staff of the University on how to deal with waste at Eberhard-Karls-Universität.

We are going to outline the various ways of disposing of domestic-type waste in all areas of the University except for the hospitals.

The disposal of chemicals (special waste) is not included in this information booklet. All areas of responsibility are outlined on page 4.

Why do we separate waste?

- Because this is the first step for the recycling of valuable resources and contributes towards the protection of our environment (avoiding waste in the first place should have priority, however!)

- Because we are required to separate waste by the Recycling Management Law and by the Waste Regulations of the commune.

- Because separating waste reduces the cost of waste disposal.

Even though the rumour persists, it is certainly not true that everything is being thrown together again in the end. ZAV (Association for Waste Management in Reutlingen/Tübingen, Zweckverband Abfallverwertung Reutlingen/Tübingen) and ALBA in Metzingen who dispose of most of the waste of the University guarantee that our recyclable waste is being recycled and that non-recyclable waste is being dealt with in the appropriate manner.
How much waste is there?

The following figures on some of the separated waste collected at the University in 2011 help to demonstrate that the amount is sufficient to make recycling worthwhile.

- Paper (Morgenstelle): appr. 80 t
- Light packaging (Morgenstelle): appr. 11 t
- Polystyrene (Morgenstelle): appr. 23 m³
- Soil: appr. 13 t
- Metal: appr. 18 t
- CDs/disks/tapes: appr. 0.3 t

Although these waste materials can be recycled, avoiding them in the first place should be paramount!

How much does waste disposal cost?

Disposing of waste (excluding special waste) costs appr. € 300,000 a year. Non-recyclable waste accounts for the biggest proportion in this. Consistently separating waste therefore produces quick returns.

When you buy something you are already paying for the disposal of the packaging. If the packaging then ends up in the non-recyclable waste bin, you pay for its disposal twice.

The amendment of the Recycling Management Law of 01 June 2012 says that besides packaging other recyclable material made from plastic or metal may also be placed in the Yellow Bag. Paper/Cardboard or glass should still be disposed of in the paper collection or in the bottle bank.
Recycling Centre (Wertstoffhof):

There is a Recycling Centre for the University Departments at Morgenstelle close to Fernheizwerk II (Heating Station II).

It is used as a collection point for several types of waste, i.e. besides skips for glass, metal, paper etc. there is a room for the disposal of electronic goods, batteries, CDs etc. It is also possible to strip electronic goods for parts there.

The Recycling Centre is open for two hours a day: Mon, Tue, Thu and Fri from 9:30 hrs to 11:30 hrs and Wed from 13:00 hrs to 15:00 hrs. The Recycling Centre can be contacted by telephone at 77759 during the opening hours.

Private waste is not accepted! Delivery outside of these opening hours is also not possible!

How the A-Z Waste Guide is structured:

As regulations governing waste disposal change constantly, the information in this guide on the various disposal methods cannot be considered final.

The main section starts with a short overview on how to dispose of domestic-type waste at the University. All waste types marked with an asterisk * are subsequently dealt with in the appendix in alphabetical order and in greater detail.

Finally there is a section on the different containers that are used by most University departments. These are available from the Procurement Section (Beschaffungsabteilung) at the Central Administration of the University.
**Introduction**

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<td><strong>Waste Management Officer – University</strong></td>
</tr>
<tr>
<td>Annette Eissler</td>
</tr>
<tr>
<td>☎ 77421</td>
</tr>
<tr>
<td><strong>Waste Adviser</strong></td>
</tr>
<tr>
<td>Anita Jenewein</td>
</tr>
<tr>
<td>☎ 77753</td>
</tr>
<tr>
<td><strong>Waste Management Officer – Hospitals</strong></td>
</tr>
<tr>
<td>Marco Stengel</td>
</tr>
<tr>
<td>☎ 80097</td>
</tr>
<tr>
<td>Lucia Haug</td>
</tr>
<tr>
<td>☎ 87530</td>
</tr>
<tr>
<td><strong>Special Waste Officer – University</strong></td>
</tr>
<tr>
<td>Dr. Stefan Drobnik</td>
</tr>
<tr>
<td>☎ 77386</td>
</tr>
<tr>
<td><strong>Drivers’ Service – University</strong></td>
</tr>
<tr>
<td>Petra Bartmann</td>
</tr>
<tr>
<td>☎ 74211</td>
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<tr>
<td><strong>Disposal of Used Fixing and Developing Baths</strong></td>
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<td><strong>Photo Chemicals – University and Hospitals</strong></td>
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<td>Dr. Stefan Drobnik</td>
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<td>☎ 77386</td>
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<td><strong>Disposal of Animal Carcasses</strong></td>
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<td><strong>Animal Protection Officer – University and Hospitals</strong></td>
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<tr>
<td>Dr. Franz Iglauer</td>
</tr>
<tr>
<td>☎ 80124</td>
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<tr>
<td><strong>Radioactive Waste</strong></td>
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<tr>
<td>Dr. Klaus-Dieter Keller</td>
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<tr>
<td>☎ 74185</td>
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<tr>
<td><strong>Chemical Exchange</strong></td>
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<tr>
<td><strong>Head:</strong></td>
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<tr>
<td>Dr. Stefan Drobnik</td>
</tr>
<tr>
<td>☎ 77386</td>
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<tr>
<td><strong>Drop-off &amp; Collection Point</strong></td>
</tr>
<tr>
<td>Björn Niederhöfer</td>
</tr>
<tr>
<td>☎ 77892</td>
</tr>
</tbody>
</table>
Introduction

Areas of Responsibility, Contacts, Information Collection Points

Electronic Goods Exchange

Goods Exchange of the Procurement Section (Beschaffungsabteilung)

Bernhard Maier  77741

Second-hand Furniture Store

Notification of furniture you want to dispose of

Heather Bowe  73522
Michael Strege  72637

Collection Points

Morgenstelle: Recycling Centre beside Fernheizwerk II (Heating Station II)

Opening Hours:  Mon, Tue, Thu, Fri.: 09:30 – 11:30 hrs

Wednesday:  13:00 – 15:00 hrs

Mr Riehle during opening hours:  77759

The Recycling Centre accepts all domestic-type waste from the University departments as well as batteries, tapes, disks, CDs, pens, expired respiration filters etc.

Talbereich (Town Area): Department of Occupational Health and Safety and Environmental Protection (Sachgebiet Arbeitssicherheit und Umweltschutz)

Hölderlinstr. 11,

Annette Eissler  77421
Anita Jenewein  77753

Batteries, CDs, disks, tapes, pens, used or expired respiration filters can be handed in here.
## Short overview of the disposal of domestic-type waste

<table>
<thead>
<tr>
<th>Type of waste</th>
<th>Notes</th>
<th>Where to put it</th>
</tr>
</thead>
</table>
| **Aluminium***                    | The production of aluminium is highly water polluting and uses up a lot of energy ⇒ 10 times as much as the production of tin and 27 times as much as the production of glass ⇒ therefore this highly polluting material should be avoided if possible! | – Yellow Bag* (Scrunch up small amounts of aluminium into a bigger ball)  
– Larger amounts can be handed in at the Recycling Centre (Wertstoffhof)                                                                 |
| **Animal litter**                 |                                                                                                                                                                                                       | – Talbereich (town area):  
Non-recyclable waste  
– Morgenstelle:  
Recycling Centre (Wertstoffhof)                                                                                                           |
| **Audio tapes**                   | Please comply with the data protection regulations! If disposing of large quantities please contact the University Waste Adviser.                                                                 | – Talbereich (town area):  
Hölderlinstr. 11  
– Morgenstelle:  
Recycling Centre (Wertstoffhof)                                                                                                           |
| **Batteries***                    | Batteries containing heavy metal are a danger to the environment and must therefore not be disposed of with other waste. Batteries must be collected separately.  
⇒ Please use mains adapters, rechargeable batteries or solar-powered equipment as an alternative.                      | – Talbereich (town area):  
Hölderlinstr. 11  
– Morgenstelle:  
Recycling Centre (Wertstoffhof) (cf. Info Sheet “Information on the disposal of batteries”) |
| **Bottle caps (on disposable bottles)** | Disposable bottles should only be put in bottle bank without bottle caps.                                                                                                                                   | Yellow Bag*                                                                                                                                   |
Short overview of the disposal of domestic-type waste

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<tr>
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<tbody>
<tr>
<td>Cans (metal)</td>
<td>Please squeeze the opening of cans shut (to prevent them filling up with other waste before they are being separated via a metal trap)</td>
<td>Yellow Bag*</td>
</tr>
<tr>
<td>Carbon paper</td>
<td>Non-recyclable waste</td>
<td></td>
</tr>
</tbody>
</table>
| Cardboard boxes | Use to collect paper waste, otherwise fold flat | Paper collection  
- Talbereich (town area): Call drivers’ service  
- Morgenstelle: Recycling Centre (Wertstoffhof) |
| Catalogues    | If unwanted: Return to sender and notify sender | Paper collection  
- Talbereich (town area): Call drivers’ service  
- Morgenstelle: Recycling Centre (Wertstoffhof) |
| CDs *         | CDs are being collected at a central point and then forwarded for recycling. | Talbereich (town area): Hölderlinstr. 11  
- Morgenstelle: Recycling Centre (Wertstoffhof) |
| Ceramics      | Do not put in bottle bank! | Lab glass  
- Non-recyclable waste |
<p>| Coffee filters| | Organic waste |</p>
<table>
<thead>
<tr>
<th>Type of waste</th>
<th>Notes</th>
<th>Where to put it</th>
</tr>
</thead>
</table>
| Computers* (not in working order) | It is possible to strip equipment for spare parts at the Recycling Centre (Wertstoffhof) | – Talbereich (town area): Call drivers’ service  
  – Morgenstelle: Recycling Centre (Wertstoffhof) |
| Computers* (in working order)     |                                                                       | Electronic exchange*                                                            |
| Culture dishes                    | If contaminated, autoclave first. If contaminated by chemicals, clean first – otherwise treat as special waste | – Yellow Bag*                                                                 |
| Disks                             | Please comply with the data protection regulations!                   | – Talbereich (town area):  
  Hölderlinstr. 11  
  – Morgenstelle: Recycling Centre (Wertstoffhof) |
| Disposable bottles                | Glass in non-standard colours (e.g. blue, red) should be disposed of as “green glass”. If possible, use returnable bottles made of glass | – Bottle bank  
  – Yellow Bag* for plastic bottles |
| Disposable cups                   | Disposable cups made of plastic can be placed in Yellow Bag. Cups made of paper composites must be placed in non-recyclable waste bin. | – Non-recyclable waste  
  – Yellow Bag* |
| Disposable gloves                 | **Do not place** in Yellow Bag                                        | Non-recyclable waste                                                             |
| Disposable towels                 | Small amounts can be put in organic bin                               | Non-recyclable waste                                                             |
## Short overview of the disposal of domestic-type waste

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</table>
| Documents containing protected data | Documents containing protected data (e.g. name, address, date of birth, marital status, personnel number, wage group, references, certificates) | – Recycling Centre (Wertstoffhof)  
– Shredder in Neue Aula (Mr Krause 77706) |
| Electronic waste* | It is possible to strip equipment for spare parts at the Recycling Centre (Wertstoffhof) | – Talbereich (town area): Call drivers’ service  
– Morgenstelle: Recycling Centre (Wertstoffhof) |
| Energy saving lamps | Please notify us by telephone before delivery.  
Energy saving lamps contain mercury – Therefore please do not break them and do not place them in the non-recyclable waste bin! | – Talbereich (town area):  
Neue Aula  
Mr Krause 77706/72520  
– Morgenstelle: TBA Elektrowerkstatt (Electricians’ Workshop) 74043 |
| Eppendorf tubes | If contaminated, autoclave first. If contaminated by chemicals, clean first – otherwise treat as special waste | – Yellow Bag*  
– otherwise special waste |
| Fax paper | Put thermo fax paper in non-recyclable waste bin, otherwise in paper bin. | |
**Short overview of the disposal of domestic-type waste**

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<tr>
<th>Type of waste</th>
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<th>Where to put it</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flowers and Plants</td>
<td></td>
<td>Organic waste</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If your organic bin is not sufficient, organic waste can be taken to the Recycling Centre (Wertstoffhof).</td>
</tr>
</tbody>
</table>
| Fluorescent tubes                                 | Please call before delivering tubes. Fluorescent tubes contain mercury – therefore do not break them and do not place them in non-recyclable waste bin! | − Talbereich (town area):
  − Neue Aula
  − Mr Krause
  − 77706/72520
  − Morgenstelle:
  − TBA
  − Electricians' Workshop
  − 74043 |
| Food leftovers                                     |                                                                       | Organic waste                                                                   |
| Fridges and Freezers (household size)*            |                                                                       | − Talbereich (town area):
  − Call drivers’ service
  − Morgenstelle:
  − Recycling Centre (Wertstoffhof) |
| Fridges and Freezers (industrial size)*            |                                                                       | Call University Waste Adviser                                                 |
## Short overview of the disposal of domestic-type waste

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</tr>
</thead>
</table>
| Furniture     | Disassemble and separate (Dispose of wood with wood waste and metal with scrap metal) | – Second-hand furniture store  
– Talbereich (town area):  
  - Call drivers’ service  
– Morgenstelle: Recycling Centre (Wertstoffhof) |
| Glass*        | If possible use returnable bottles. Glass in different colours (e.g. blue, red) is treated as green glass. Only put hollow glass (no lab glass or plate glass) in bottle bank! | – Returnable bottles should be returned to shop.  
– Bottle bank  
– Lab glass is disposed of separately |
| Inkjet cartridges* | cf. Waste Info Sheet “How to dispose of toner cartridges“ | Empty cartridges can be given to the Lyreco driver for disposal. |
| Lab glass*    | Lab glass has a higher melting point than normal glass, therefore it must not be put in bottle bank. | – Talbereich (town area):  
  - Call drivers’ service  
– Morgenstelle: Recycling Centre (Wertstoffhof)  
  (Lab glass skip) |
| Lids of disposable bottles, jars etc. | All lids should be removed before bottles are placed in bottle bank! | Yellow Bag* |
| Light bulbs   | If possible use energy saving light bulbs | Non-recyclable waste  
**Do not** put in bottle bank!! |
<table>
<thead>
<tr>
<th>Type of waste</th>
<th>Notes</th>
<th>Where to put it</th>
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</thead>
<tbody>
<tr>
<td>Magazines</td>
<td>Please cancel unwanted and excess magazines.</td>
<td>Waste paper collection</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Talbereich (town area):</td>
</tr>
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<td></td>
<td></td>
<td>- Call drivers' service</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Morgenstelle: Recycling Centre (Wertstoffhof)</td>
</tr>
<tr>
<td>Magnetic tapes</td>
<td>Please comply with the data protection regulations. If disposing of large amounts, please notify University Waste Adviser.</td>
<td>- Talbereich (town area):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Hölderlinstr. 11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Morgenstelle: Recycling Centre (Wertstoffhof)</td>
</tr>
<tr>
<td>Overhead transparencies</td>
<td></td>
<td>Yellow Bag*</td>
</tr>
<tr>
<td>Packaging</td>
<td>Packaging made of glass or paper should be disposed of at relevant collection points!</td>
<td>Yellow Bag*</td>
</tr>
<tr>
<td>Paint buckets</td>
<td>Without liquid contents, dry</td>
<td>- Yellow Bag*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- otherwise non-recyclable waste</td>
</tr>
<tr>
<td>Paper* (see* under waste paper)</td>
<td>Use paper sparingly, make double-sided photocopies, use recycling paper. Unlike recycling paper, the production of virgin fibre paper leads to deforestation, uses up a lot of energy and pollutes our water and the atmosphere.</td>
<td>Waste paper collection</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Talbereich (town area):</td>
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<tr>
<td></td>
<td></td>
<td>- Call drivers' service</td>
</tr>
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<td></td>
<td></td>
<td>- Morgenstelle: Recycling Centre (Wertstoffhof)</td>
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<tr>
<td></td>
<td></td>
<td>Please comply with the data protection regulations* (documents might need to be shredded first).</td>
</tr>
</tbody>
</table>
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<th>Type of waste</th>
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</thead>
<tbody>
<tr>
<td>Paper towels</td>
<td>Paper towels can be composted and absorb moisture in organic bins. Do not discard as waste paper.</td>
<td>Non-recyclable waste</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Organic waste</td>
</tr>
<tr>
<td>Petri dishes</td>
<td>If contaminated, autoclave first. If contaminated by chemicals, clean first – otherwise treat as special waste</td>
<td>– Yellow Bag*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>– otherwise special waste</td>
</tr>
<tr>
<td>Pipette tips</td>
<td>as above</td>
<td>Yellow Bag*</td>
</tr>
<tr>
<td>Plastic canisters (without contents and</td>
<td>If canisters contained toxic contents, they have to be disposed of as special waste (Contact Dr. Drobnik)</td>
<td>Yellow Bag*</td>
</tr>
<tr>
<td>without toxic residues)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plastic film</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plastic tubes</td>
<td>If contaminated, autoclave first. If contaminated by chemicals, clean first – otherwise treat as special waste</td>
<td>Yellow Bag*</td>
</tr>
<tr>
<td>Plastic waste (in general)*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plate glass</td>
<td>Do not put plate glass in bins for normal glass. For larger amounts contact University Waste Adviser.</td>
<td>Lab glass</td>
</tr>
<tr>
<td>Polystyrene*</td>
<td>Clean polystyrene can be taken to the Recycling Centre (Wertstoffhof) for recycling. Dirty polystyrene must be disposed of in non-recyclable waste bin.</td>
<td>Please return to supplier if possible</td>
</tr>
<tr>
<td></td>
<td></td>
<td>– Recycling Centre (Wertstoffhof)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>– Non-recyclable waste</td>
</tr>
<tr>
<td></td>
<td></td>
<td>– Yellow Bag*</td>
</tr>
<tr>
<td>Type of waste</td>
<td>Notes</td>
<td>Where to put it</td>
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</tr>
<tr>
<td>Polystyrene chips*</td>
<td>Can be collected at the Recycling Centre (Wertstoffhof).</td>
<td>Recycling Centre (Wertstoffhof) Non-recyclable waste</td>
</tr>
<tr>
<td>Print ribbons</td>
<td></td>
<td>Non-recyclable waste</td>
</tr>
<tr>
<td>Printers (in working order)</td>
<td></td>
<td>Electronic exchange*</td>
</tr>
</tbody>
</table>
| Printers (not in working order) | It is possible to strip equipment for spare parts at the Recycling Centre (Wertstoffhof) | – Talbereich (town area): Call drivers’ service  
  – Morgenstelle: Recycling Centre (Wertstoffhof) |
| Rechargeable batteries     | In comparison to normal batteries, rechargeable batteries can be recharged up to 1,000 times ⇒ This reduces the amount of waste. Due to their high metal content, recycling is worthwhile. | – Talbereich (town area): Hölderlinstr. 11  
  – Morgenstelle: Recycling Centre (Wertstoffhof) |
| Respiration filters (expired) |                                                                      | – Talbereich (town area): Hölderlinstr. 11  
  – Morgenstelle: Recycling Centre (Wertstoffhof) |
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<th>Type of waste</th>
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</thead>
<tbody>
<tr>
<td>Scrap metal</td>
<td></td>
<td>– Talbereich (town area):</td>
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<tr>
<td></td>
<td></td>
<td>- Scrap metal skip at “Alte Physik”</td>
</tr>
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<td></td>
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<td>- Call drivers’ service</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Morgenstelle: Recycling Centre (Wertstoffhof)</td>
</tr>
<tr>
<td>Tea bags</td>
<td></td>
<td>Organic waste</td>
</tr>
<tr>
<td>Tins and tin canisters (uncontaminated)</td>
<td>Please squeeze the opening of cans shut before putting them in the Yellow Bag to prevent other material from getting into the can.</td>
<td>– Yellow Bag*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Scrap metal skip (Wertstoffhof (Recycling Centre), Alte Physik - TBA)</td>
</tr>
<tr>
<td>Toner cartridges*</td>
<td>cf. Waste Info Sheet “How to dispose of toner cartridges”.</td>
<td>Empty cartridges can be given to the Lyreco driver for disposal.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Caretakers’ Office Morgenstelle</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Recycling Centre (Wertstoffhof)</td>
</tr>
<tr>
<td>Transparencies</td>
<td></td>
<td>Yellow Bag*</td>
</tr>
<tr>
<td>Transport packaging</td>
<td>cf. general information on packaging*</td>
<td>– Return to distributor or shop</td>
</tr>
<tr>
<td>Video tapes and cassettes</td>
<td>Please comply with the data protection regulations! If disposing of large quantities please contact the University Waste Adviser</td>
<td>– Talbereich (town area):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Hölderlinstr. 11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Morgenstelle: Recycling Centre (Wertstoffhof)</td>
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</tbody>
</table>
**Short overview of the disposal of domestic-type waste**

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<thead>
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<th>Type of waste</th>
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</thead>
</table>
| Waste paper*                | Use recycling paper if possible. The production of "white"paper leads to deforestation, water pollution and uses up a lot of energy. Please be aware of how much paper you use ⇒ e.g. make double-sided photocopies and only print out what you really need. | – Paper collection  
– Call drivers’ service  
– Recycling Centre (Wertstoffhof) Morgenstelle  
Please comply with the data protection regulations*  
Documents might need to be shredded before disposal. |
| Waste paper (coated or dirty) | e.g. Disposable coffee cups ⇒ Please use re-useable cups, i.e. KeepCups | Non-recyclable waste |
| Waste wood*                 | Disassemble as much as possible.                                       | – Talbereich (town area): Call drivers’ service  
– Morgenstelle: Recycling Centre (Wertstoffhof) |
| Wired glass                 |                                                                       | see plate glass |
| Writing instruments         | Use refillable materials if possible                                   | – Yellow Bag*  
– Morgenstelle: Recycling Centre (Wertstoffhof)  
– Talbereich (town area): Hölderlinstr. 11 |
**Waste Paper**

Paper consumption in Germany causes large scale damage to the environment, for example it has a negative impact on the greenhouse effect and on the acidification of the soil. “White” paper, for instance, contributes as much to the greenhouse effect per year as 900,000 people do. Furthermore it contributes a similar amount to the acidification of the soil (mainly through sulphur dioxide and nitrogen oxide emissions) as an average of 450,000 people.

Using recycling paper, however, saves fossil energy sources, reduces the greenhouse effect and summer smog and cuts down on the acidification of the soil and the over-fertilisation of our soil and our water!!!

**Furthermore, 12 – 15 million hectares of forest disappear every year – an area three times the size of Switzerland.**

**😊 RECYCLING TIPS:**

Reducing your paper consumption is even better than recycling, therefore:

- Please make double-sided copies if possible.
- Only print out documents if really necessary.
- Use circulars or notice-boards instead of making photocopies for everyone.
- Paper with print only on one side can be re-used as draft paper.

When using paper, please make a conscious decision to use recycling paper. Nowadays, recycling paper is of the same quality as “white” paper!

**WHERE TO PUT IT**

In the town areas (Talbereich) waste paper is usually disposed of at the general waste paper collections. If you have to dispose of large quantities, our drivers from the drivers’ service will take it directly to the refuse contractor. At the Recycling Centre at Morgenstelle there is a waste compactor where waste paper can be disposed of.
Aluminium

Compared to other materials, aluminium significantly pollutes water and uses up energy resources. It takes four times as much energy to produce a ton of aluminium as to produce a ton of paper and ten times as much as to produce a ton of tin and 27 times as much as to produce a ton of glass.

Although both the raw production and the recycling of aluminium use up a lot of energy and cause water and air pollution, recycling is still significantly better. Melting down aluminium only uses up 5-10% of the energy required for the raw production of aluminium. Therefore recycling makes sense, especially because aluminium is usually uncontaminated.

Avoiding it altogether should be paramount, however!

RECYCLING TIPS:

- Avoid aluminium in the first place if possible.
- Do not use aluminium for packaging at all, there are other packaging materials available that do not have such a negative impact on the environment.

WHERE TO PUT IT

Aluminium foil, lids and dishes belong in the Yellow Bag. Scrunch up small pieces into bigger balls. Small pieces fall through a sieve when the Yellow Bags are sorted and then end up in non-recyclable waste.

There is also an aluminium bin at the Recycling Centre at Morgenstelle for disposing of aluminium.

If you return large amounts to the refuse contractor, you might be able to get money for it.
**Batteries and Rechargeable Batteries**

- **Batteries** may contain heavy metals such as lead, cadmium and mercury. If after use they are disposed of as non-recyclable waste, they might end up in land-fill sites or in waste incinerators and contaminate the environment. Heavy metals accumulate in plants, animals and also in humans and can lead to serious health problems. **Used batteries must therefore be collected separately. They must not be placed in non-recyclable waste bins.**

Rechargeable batteries are a sensible alternative to normal batteries, even though they contain large amounts of heavy metals. If charged and discharged at the right intervals, they can be recharged about 1,000 times and thus reduce the volume of waste considerably. Due to their high metal content, recycling rechargeable batteries is worthwhile.

- **RECYCLING TIPS:**
  - Do not use ordinary batteries at all but use mains adaptors or at least use rechargeable batteries.
  - Give preference to solar-powered equipment (pocket calculators for example).

**WHERE TO PUT IT**

Batteries and rechargeable batteries can be disposed of at the following collection points:

Talbereich (town area): Hölderlinstr. 11, please notify us by telephone first at 77417, 77421 or 77753

Morgenstelle: Recycling Centre (Wertstoffhof) Opening hours:
  - Mon, Tue, Thu, Fri: 9:30-11:30 hrs
  - Wed: 13:00-15:00 hrs

You will find more detailed information in the attached Waste Info Sheet “Disposal of batteries“.
Disposal of Batteries

All batteries can be returned to GRS free of charge since the introduction of the Battery Act. Costs for the disposal of batteries are included in the purchase price. GRS (Gemeinsames Rücknahmesystem Batterien) is a foundation and includes large battery producers and the central association of electrical engineering and the electrical industry. They organise the returning system for batteries in accordance with the Battery Act – regardless of the type, brand or origin of the batteries.

All used ordinary or rechargeable batteries, regardless of whether they contain hazardous materials or not, including button cells, can be collected in a container and then taken to the existing collection points. 

*With lithium batteries you need to put tape over their poles.*

Batteries can be handed in at the following University **collection points:**

<table>
<thead>
<tr>
<th>Talbereich (Town Area):</th>
<th>Please notify us by telephone first:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sachgebiet Arbeitssicherheit und Umweltschutz</td>
<td>Tel. 77417, 77421 or 77753 at Hölderlinstr. 11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Morgenstelle:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Recycling Centre (Wertstoffhof) beside Heating Station (Fernheizwerk) II</td>
<td><strong>Opening hours Recycling Centre (Wertstoffhof):</strong></td>
</tr>
<tr>
<td></td>
<td>Mon, Tue, Thu, Fri: 9:30 - 11:30 hrs</td>
</tr>
<tr>
<td></td>
<td>Wed: 13:00 - 15:00 hrs</td>
</tr>
</tbody>
</table>

**Empty starter batteries** (for field surveys) that were bought via the Technische Zentrallager (central technical store) can also be handed in there. All other starter batteries must be disposed of privately, i.e. returned to where they were purchased.
Disposal of CDs

CDs mainly consist of polycarbonate. A pressed synthetic disc is coated in aluminium and varnished with a protective layer. This compound is broken up during the recycling process, either by a mechanical or by a chemical process. Thus a valuable synthetic material can be regained.

CDs at Universität Tübingen are collected at a central point and forwarded for recycling.

CDs can be handed in at the following collection points at the University:

<table>
<thead>
<tr>
<th>Collection Points</th>
<th>Please notify us by telephone first:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Talbereich (Town Area):</td>
<td>Tel. 77417, 77421 or 77753</td>
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</tr>
<tr>
<td>Wed:</td>
<td>13:00 - 15:00 hrs</td>
</tr>
</tbody>
</table>

Please comply with the data protection regulations! If a CD contains confidential data, make a thick scratch across the surface with a sharp instrument.
Computers

In 2007 computers, mobile phones and similar devices produced 33 million tons of the greenhouse gas carbon dioxide (CO₂), more than the entire air traffic in Germany. In Germany alone about ten power stations are required to produce the electricity necessary for our domestic IT requirements.

😊 RECYCLING TIPS:

When buying a new device, first check how much energy it uses. Using a multiple socket with an on-off switch prevents electricity being wasted when the device is switched off. At the Recycling Centre (Wertstoffhof) old devices can be stripped for spare parts!

WHERE TO PUT IT

Electronic goods exchange of the Procurement Section (Beschaffungsabteilung) 📞 77741

Computers that are **not in working order** must be disposed of as electronic waste. They can be handed in at the Recycling Centre (Wertstoffhof) or collected by the drivers’ service.
Electronic Waste

Devices containing electrical and electronic parts include valuable raw materials (e.g. precious metals) which are worth recovering. More than anything, however, some parts contain hazardous substances that are damaging to the environment and must be disposed of separately. Therefore, no electronic goods must be placed in non-recyclable waste bins.

😊 RECYCLING TIPS:

- When purchasing new equipment, look out for low energy consumption, durability, an upgrade guarantee and make sure it can be repaired.

- When buying new, it is a good idea to ask the dealer if the old device can be returned. This should be stipulated in the contract at the time of purchase.

- It is possible to strip obsolete devices for spare parts at the Recycling Centre (Wertstoffhof).

WHERE TO PUT IT

Electronic waste can be taken to the Recycling Centre (Wertstoffhof). In the town area (Talbereich) our drivers’ service can collect electronic waste with prior notification and take it to the correct disposal point.

If the devices are still in working order, you can offer them to the goods exchange of the Procurement Section (Beschaffungsabteilung). ☎ 77741
Glass

Used glass and returnable bottles must not be put in the non-recyclable waste bin. Our cleaning staff are instructed not to empty bins that are incorrectly filled.

Buildings with vending machines selling returnable bottles also contain return machines. Where disposable glass bottles are unavoidable, they must be placed in the bottle banks.

Currently there are bottle banks in the following locations:
- At the Recycling Centre (Wertstoffhof). There is also a separate skip for lab glass.
- Behind the Mensa Morgenstelle
- Beside Lothar-Meyer-Bau (Wilhelmstr. 56)

Glass needs to be separated as follows:
1. Hollow glass
   Separate according to colour (white, brown, green). Glass in other colours is disposed of as green glass. This collection method is the same as in public bottle banks. Lids must be removed (Yellow Bag).

2. Lab glass, other types of glass
   Plate glass and lab glass with a high melting point must not be put in the skips for hollow glass. There is a separate lab glass skip at the Recycling Centre (Wertstoffhof) for clean lab glass. If cleaning is not possible, lab glass can be disposed of as special waste at the special waste collection point in the chemicals store. Lab glass from the town area (Talbereich) can be taken to Morgenstelle by the drivers’ service upon prior notification.

   The following materials should also be placed in the lab glass skip:
   Ceramics, window glass, wire glass and other plate glass
Light bulbs belong in the non-recyclable waste bin. Fluorescent tubes and energy saving light bulbs must be disposed of separately (cf. “energy saving lamps” in the A-Z guide)

**No other types of glass must be placed in the Hollow Glass skips** (Lab glass, other colours, light bulbs, plate glass etc.)!!!!!!

😊 **RECYCLING TIPS:**

Using packaging several times makes more sense than recycling it, returnable bottles for example. When purchasing goods, you should look out for regional products.
"Yellow Bag" (Packaging Waste)

When you purchase a product with disposable packaging, the purchase price already includes the cost for the disposal of the packaging. Packaging can generally be recycled.

 carro This might sound good, however most products cannot be recycled in a way that allows something of the same quality to be produced. A recycled yoghurt container does not become another yoghurt container, and a recycled juice carton does definitely not end up as a new juice carton. At best, materials that are hard to recycle end up being used to make different, inferior products. Critics call this downcycling instead of recycling.

😊 RECYCLING TIPS:

If possible, buy products in packaging that can be re-used several times.

WHERE TO PUT IT

In Tübingen Yellow Bags are collected every two weeks and taken to a recycling plant.

You will find the Yellow Bags collection dates in the town area (Talbereich) in the Tübingen Waste Calendar (Abfallkalender).

Furthermore there is a waste compactor for Yellow Bags at the Recycling Centre (Wertstoffhof).

Yellow Bags are available from the Procurement Section (Beschaffungsabteilung) of the Central Administration.
All waste made of plastic and metal may be placed in the “Yellow Bag“ (if uncontaminated and not marked “hazardous”! Without residues – in this case delete “hazardous” before placing it in Yellow Bag).

- Synthetic materials
- Composite materials/drink cartons
- Food and drink cans
- Aluminium
- Tin

For example foamed packaging such as trays for pre-packed fruit or vegetables, yoghurt containers, cling film, juice or milk cartons, vacuum packaging, aluminium foil, crisp bags, food and drink cans

The following items must not be put in the “Yellow Bag“:

<table>
<thead>
<tr>
<th>Where to put it</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disposable gloves</td>
</tr>
<tr>
<td>Packaging marked hazardous or with residues</td>
</tr>
<tr>
<td>Glass</td>
</tr>
<tr>
<td>Paper</td>
</tr>
</tbody>
</table>
Waste Wood

Scrap Wood means both treated and untreated wood (coated or varnished).

As much as possible, scrap wood must be cleared of other materials such as nails, metal fittings etc. To save space, scrap wood should be taken apart if possible.

Where to put it

There is a scrap wood skip at the Recycling Centre (Wertstoffhof). If you need to dispose of wood that has been creosoted or treated in any other way, you must notify us before delivery. **It must not be placed in the scrap wood skip!**

Scrap wood from the town area (Talbereich) can be taken to the Recycling Centre or to the refuse contractor by the drivers’ service by prior appointment.

**Saw dust, wood shavings** or **wood wool** are recyclable wood waste and can be handed in at the ZAV (Association for Waste Management in Reutlingen/Tübingen) in Dußlingen. They need to be separated beforehand, however. No dust must arise upon delivery, if necessary waste must be dampened or placed in tear-resistant bags.
**Fridges and Freezers**

⚠️ The cooling agents in some refrigerators still contain harmful substances. Apart from the dangerous chlorofluorocarbons (CFCs) contained in the cooling agent and in the insulating foam, they sometimes also contain other substances such as machine oil and heavy metals.

When chlorofluorocarbons (CFCs) leak out, they pass into the stratosphere and destroy the ozone layer which protects the Earth from hard UV radiation.

Old refrigerators “eat” electricity: an old device uses up appr. 400 kWh a year whereas an energy-efficient new device uses from appr. 83 kWh.

😊 **RECYCLING TIPS:**

Check the energy consumption when buying a new device. (A+++ uses the least electricity, up to 45% less than A). If possible, ask the dealer if he takes back the old device. This should be stipulated in the contract at the time of purchase.

**WHERE TO PUT IT**

**Domestic-size** refrigerators can be collected by the drivers’ service.

**Talbereich (town area):** Call drivers’ service (Ms Bartmann ☏️ 74211)

**Morgenstelle:** You can hand in the devices at the Recycling Centre (Wertstoffhof) at the usual opening hours Mon, Tue, Thu, Fri 9:30 – 11:30 hrs, Wed 13 - 15 hrs).

If you need to dispose of a refrigerator that is oversized, please call the University Waste Adviser.
Fluorescent and Energy Saving Lights

Fluorescent tubes and discharge lamps contain on average appr. 20 mg of mercury. Because they contain mercury, fluorescent and energy saving lights of all types pose a problem. Do not break the bulbs under any circumstances. Even in small doses, mercury is a major health-hazard. This type of bulb must therefore not end up in the non-recyclable waste bin because at some stage during the disposal, the bulb will break and mercury will leak into the environment.

Using the correct methods, the components of the above bulbs can be separated almost completely and used for recycling.

We therefore have separate collections for fluorescent tubes, mercury vapour lamps, sodium vapour lamps and other discharge lamps.

WHERE TO PUT IT

There are two collection points run by the electricians of the Technische Betriebsamt and the house management section (Hausverwaltung) at the Neue Aula:
Morgenstelle: Contact Mr Leber (TBA), ☎ 74043
Neue Aula: Contact Mr Krause, ☎ 77706/72520

If required, transport to the collection point can be organised via the drivers’ service. Please make an appointment with Ms Bartmann, ☎ 74211.
If you deliver the bulbs yourself, please notify the relevant contact person beforehand.

Do not break obsolete light bulbs under any circumstances!

😊 RECYCLING TIPS:

If possible, use LEDs.
Polystyrene/-chips

Styrofoam is a registered trademark of BASF AG for expandable polystyrene (PSE). It is produced from the monomer styrol which is rumoured to be carcinogenic. In order to produce foamed polystyrene, foaming agents are added.

Even though clean, uncontaminated polystyrene can be recycled infinitely, its production, use and disposal causes many problems for the environment.

Polystyrene is very suitable for recycling, but because there is an excess supply, recycling it is not always cost-effective. Polystyrene can only be used for recycling if it is uncontaminated and without any residues (stickers, marks etc.).

😊 RECYCLING TIPS:

- Use reusable packaging.
- If the use of reusable packaging is not possible, ask suppliers about more environment-friendly packaging such as wood shavings, cellulose chips or used paper and cardboard.
- If possible, re-use styrofoam/chips several times.

WHERE TO PUT IT?

Collect clean polystyrene in bags and take it to the Recycling Centre (Wertstoffhof) or have it collected by the drivers’ service.

Dirty styrofoam and styrofoam chips must be placed in the non-recyclable waste bin.

It is almost impossible to distinguish styrofoam chips from cellulose chips and similar types, therefore separating and recycling them is almost impossible.

Styrofoam can also be placed in the Yellow Bag. However, it is likely to get dirty and can probably not be used for recycling.
**Toner Cartridges, Ink Cartridges**

Such cartridges are expensive and technically sophisticated products consisting of a robust plastic case which is filled with rollers, cog wheels, a gauge and a handful of toner.

Empty cartridges must not be placed in the non-recyclable waste bin!!!

It is possible to recycle cartridges and thus reuse them several times.

**WHERE TO PUT IT**

Empty toner cartridges can be given to the Lyreco driver. It is also possible to order a collection box for cartridges from Lyreco. There is a collection container at the Recycling Centre (Wertstoffhof). Furthermore there is a collection container for toner cartridges at the caretakers' office in the lecture halls at Morgenstelle.

Please refer to the more detailed information on disposal in the Waste Info Sheet below.

😊 **RECYCLING TIPS:**

- Only hand in completely empty cartridges for recycling or re-filling. To prevent damage to the cartridges, please hand them in in their original packaging.

- Do not make any unnecessary print-outs or photocopies.

- Use re-fillable cartridges.
On the Proper Disposal of Toner Cartridges

- **Toner cartridges of photocopiers supplied by Morgenstern**
  (copier make: Minolta)
  Minolta toner cartridges can be handed in to the service technicians. Please put tape on the toner opening as toner is toxic.

- **All empty ink jet cartridges:**
  Give them to Lyreco driver for re-filling.

- **All other empty toner cartridges:**
  Recycling Centre (Wertstoffhof)
  Caretakers’ Office at Morgenstelle
  Hand them to Lyreco driver

Empty toner and ink cartridges can be returned to Lyreco for recycling. Lyreco provide collection containers free of charge. The order numbers for the collection containers are as follows:

- **2 008 578 for toner cartridges**
- **2 013 601 for ink cartridges**

Collection of the full containers must be arranged with Lyreco.

*Please return empty toner cartridges in their original packaging!* The recycling system for toner cartridges works very well – therefore they do not belong in the non-recyclable waste bin!
Separate bins allow waste to be sorted quickly and simply. It needs to be obvious for everybody what type of waste belongs into which bin.

Most departments already have a collection system that works well. It doesn’t make sense to throw out existing bins just because they don’t match the colour code and description that follows. There is no need to change existing collection systems that work well. They can be added to and clearly marked with the relevant labels where required.

On the following pages we are going to describe the bins used inside buildings. Most University departments already use them.

Colour coding and stickers make it easier to separate waste.

_The following colour codes are used at the University:_
- **blue:** Paper
- **grey/brown:** Non-recyclable waste
- **green:** Organic waste
- **yellow:** Yellow Bag (Recyclable materials)

_The following stickers with a short description of the different types of waste are available from the University Waste Advisers:_
- Non-recyclable waste, organic waste, paper, yellow bag, polystyrene, CDs
  (see below).

Waste bins are checked by the public refuse contractor. If they contain too many wrong items, they will not be collected. **Our cleaning staff have therefore been instructed not to empty bins which are incorrectly filled.**

**Please do separate your waste!**
## Restmüll
### Non-Recyclable Waste

**Was gehört da rein?**
- z.B. Asche, Glühbirnen, Hygieneartikel, Einmalhandschuhe, Kerzenwachs, Kehricht, kleine kaputte Gegenstände, Kohlepapier, Leder, Porzellan

**Was nicht?**
- Alle organischen Abfälle (Biomüll), Papier, Pappe, Glas, Gelber-Sack-Wertstoffe, Problemstoffe, Sperrmüll, Holz, Schrott, Aluminium, Korken, Neonröhren

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## Bioabfall
### Organic Waste

**Was gehört da rein?**
- Alle organischen Abfälle: Obst- und Gemüsereste, Speisereste, Vesperabfälle, Kaffee-/Teesatz, Eierschalen, abgestorbene Zimmerpflanzen, Papierhandtücher, Papiertaschentücher

**Was nicht?**
- Korken, Leder, farbig bedrucktes Papier, Textilien, Kehricht, Staubsaugerbeutel, Gummi, Plastiktüten, Hygieneartikel

**BIOABFALLEIMER MIT ZEITUNGSPAPIER AUSLEGEN!**
Gelber Sack
Packaging Waste

Was gehört da rein?
Entleerte und nicht kontaminierte Verpackungen (ohne Gefahrstoffzeichen!) und Gegenstände aus Kunststoff, Metall, Aluminium oder Verbundstoffen, z.B. Folien, Einweggeschirr, Joghurtbecher, Konservendosen, Tuben, Getränkekartons

Was nicht?
Einmalhandschuhe, Kanülen, Papier / Pappe, Glas, Bioabfall, Kork, mit Chemikalien verunreinigte Materialien, Sonderabfälle

Papier / Pappe
Paper / Cardboard

Was gehört da rein?
Zeitungen, Zeitschriften, Knüllpapier, Papiertüten, Papierumschläge etc., Auch Papier- und Pappverpackungen.

Was nicht?
Verschmutztes Papier (Fett-, Farbflecken), beschichtetes Papier, Krepppapier, Kohle- und Blau papier (in den Restmüll), Küchen- und Papiertaschentücher (in den Biomüll)
In offices and labs, waste paper is generally collected in blue plastic bins (available from the Procurement Section (Beschaffungsabteilung) at Central Administration). They should only be used for scrunched up paper and paper that cannot be stacked.

We recommend using used cardboard boxes for paper and catalogues that can be stacked.

In this way the cardboard boxes are also disposed of and there is no need for additional paper bags.

At Morgenstelle there are bins that contain compartments for waste paper on every floor.
Cardboard boxes have to be taken to the central collection point (usually on first floor) by the staff members themselves.
Catalogues, magazines and books have to be taken to the Recycling Centre (Wertstoffhof) by the staff members.

Our cleaning staff put waste paper from the offices and labs into paper bags. Blue plastic bags are only allowed if there is no sheltered storage area.

What belongs in the waste paper bin?

Letters and envelopes for example, cardboard, magazines, newspapers, books, paper bags, scrunched up paper, writing and note paper, advertisements, catalogues, paper and cardboard packaging ...

What does not belong in the waste paper bin?

Dirty paper (with grease or paint stains) for example, coated paper, coloured napkins, crepe paper, carbon paper (belongs in non-recyclable waste bin), disposable towels, kitchen towels and tissues (they belong in the organic waste).
... for Organic Waste

In most buildings there are containers for organic waste in the corridors. They should be lined with paper to facilitate emptying and cleaning them. In the town area (Talbereich) the cleaning staff empty them into the organic bins outside. At Morgenstelle contents are taken to the organic bins at the Recycling Centre (Wertstoffhof) by the refuse contractor.

To avoid unpleasant smells, only containers with lids should be used for organic waste.

Organic waste can be turned into valuable compost. If it is put in the non-recyclable waste bin it will be incinerated and therefore wasted.

From 2015 the Recycling Management Law makes the separate collection of organic waste obligatory.

What belongs in the organic bin?

All organic waste, for example leftover fruit and vegetables, leftover food, gone-off or mouldy food, eggshells, coffee grinds and tea leaves, filters, teabags, disposable towels, dead plants ...

What does not belong in the organic bin?

Corks for example, leather, coloured paper (including napkins), cigarette butts or ashes, textiles, dirt, vacuum cleaner bags, rubber, plastic bags, hygiene products ...
... for Yellow Bag (Recyclable Materials)

There are special Yellow Bag stands available from the Procurement Section (Beschaffungsabteilung) at Central Administration. These can be used for collection at a central point. If the collection point is not in a closed-off room, the use of such a container should be cleared with the Fire Prevention Department (Brandschutz) first (Ms Aichele ☎ 7 40 17)

Yellow Bags are available from the Procurement Section (Beschaffungsabteilung).

What belongs in the Yellow Bag?

All waste made of plastic or metal or composites (which are not marked “hazardous“ and which are not contaminated). Waste needs to be roughly cleaned and empty.

Please note:

Do not place different types of waste inside one another. Scrunch up aluminium pieces into fist-size balls (small parts fall through the sieve at the sorting plant). Squeeze metal cans shut at the opening to stop them from filling up with other waste.

What does not belong in the Yellow Bag?

Paper and cardboard for example, glass, cork, disposable syringes, shoes, textiles, non-recyclable waste, food leftovers

😊 RECYCLING TIPS:

If possible, use packaging that can be re-used several times.
... for Non-recyclable Waste

In most offices or labs, non-recyclable waste is being collected in brown or grey plastic bins which hold 18 litres (available from the Procurement Section (Beschaffungsabteilung) at Central Administration). Most bins in the corridors also contain a compartment for non-recyclable waste.

What belongs in the non-recyclable waste bin?

Light bulbs for example, hygiene articles, disposable gloves, dirt, carbon paper, leather, ceramics, vacuum cleaner bags, paper with coloured print (also napkins), cigarette butts ...

What does not belong in the non-recyclable waste bin?

Organic waste for example, paper, cardboard, hollow glass, plastics, metal, aluminium, other recyclable materials, hazardous materials.