

## LSE Material and Waste Guidance

In line with LSE's [Sustainability Policy](#), one of the key commitments is Zero Waste to Landfill. LSE was successful in reaching Zero Waste to Landfill in the 2023-2024 academic year and is continuously striving to reduce waste and adopt circular economy principles of resource management through the waste hierarchy (Figure 1).



Figure 1: Waste hierarchy at LSE

This internal document aims to provide staff members of LSE with the tools and information to manage different material and waste streams and assist in promoting sustainability. This document is reviewed annually and contains information regarding everyday recycling at LSE, requirements for managing hazardous waste and non-hazardous waste as well as avenues for donating and recycling materials.

Please contact [Estates.Lse.Waste@lse.ac.uk](mailto:Estates.Lse.Waste@lse.ac.uk) should any information within this document require amendments.

## Table of Contents

Hazardous Waste .....	4
Non-Hazardous Waste.....	5
Donation and Reuse .....	5
Everyday Waste at LSE .....	6
<b>General Waste / Non-Recyclable Waste</b> .....	6
<b>Mixed Recycling/ Dry Mixed Recycling</b> .....	6
<b>Food Waste</b> .....	6
<b>Glass</b> .....	6
<b>Cardboard</b> .....	6
<b>Batteries</b> .....	8
<b>Bikes</b> .....	10
<b>Books</b> .....	11
<b>Desktop Cartridges/ Toners</b> .....	11
<b>Clinical/Feminine Hygiene Waste</b> .....	12
<b>Clothing</b> .....	13
<b>Confidential Waste – Paper</b> .....	14
<b>Confidential Waste – Other</b> .....	15
<b>Cooking Oil</b> .....	16
<b>Disposable Coffee Cups</b> .....	17
<b>Coffee Pods</b> .....	17
<b>Furniture</b> .....	18
<b>Additional Hazardous Waste</b> .....	19

<b>Lightbulbs and Fluorescent tubes</b> .....	20
<b>Lost property</b> .....	20
<b>Media Waste</b> .....	21
<b>Mattresses</b> .....	21
<b>Scrap Metal</b> .....	22
<b>Vapes</b> .....	23
<b>Waste Electricals (WEEE)</b> .....	24
<b>White Goods</b> .....	25
<b>Wood (Pallets)</b> .....	26

## Hazardous Waste

Waste is generally considered hazardous if it (or the material or substances it contains) is harmful to humans or the environment. Examples of hazardous waste generated at LSE are listed below along with links to further information on disposal of the waste (this is not an exhaustive list).

- Batteries
- Desktop Cartridges/Toners,
- Some white goods,
- Fluorescent tubes and Lightbulbs,
- Waste Electricals (WEEE) and media waste

A completed Consignment Note must be obtained by yourself from the contractor when a hazardous waste collection has been arranged and the waste collected. Consignment Notes are a legal requirement and can be provided digitally or via hard copy, depending on the contractor. It is your responsibility to ensure the details on the Consignment Note are correct. You must send a copy or the signed scanned copy of the Consignment Note to [Estates.Lse.Waste@lse.ac.uk](mailto:Estates.Lse.Waste@lse.ac.uk) for filing. Consignment Notes are legally required to be kept for 3 years.

Please see further guidance on how hazardous waste Consignment Notes should be completed [Hazardous waste: Consignment Note guidance - GOV.UK \(www.gov.uk\)](#).

## Non-Hazardous Waste

It is everyone's duty of care to keep waste to a minimum by doing everything you reasonably can to eliminate, prevent, reuse, recycle or recover waste (in that order). For any waste that is leaving the LSE premises (campus, sportsground, and halls), you must obtain a completed waste transfer note (WTN). WTNs are a legal requirement and can be provided digitally or via hard copy, depending on the contractor. It is your responsibility to ensure the details on the WTN are correct. ([Dispose of business or commercial waste: Your responsibilities - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/dispose-of-business-or-commercial-waste-your-responsibilities)). You must send a copy or scanned copy of the signed WTN to [Estates.Lse.Waste@lse.ac.uk](mailto:Estates.Lse.Waste@lse.ac.uk) for filing. WTNs are legally required to be kept for 2 years.

Further information on common waste and the relevant disposal pathways are below.

## Donation and Reuse

If items are in good condition, they can be donated for reuse. They do not need a WTN, however please notify [Estates.Lse.Waste@lse.ac.uk](mailto:Estates.Lse.Waste@lse.ac.uk) if a collection has been arranged as the data is required for reporting purposes.

- Bikes
- Books
- Clothing
- Furniture
- Lost property

## Everyday Waste at LSE

The following table details the main everyday waste streams at LSE including general waste, mixed recycling, food waste, glass, and cardboard waste.

Table 1: Everyday waste streams at LSE

<b>Materials/Streams</b>	<b>Company that collects</b>	<b>Process</b>
<b>General Waste</b> Red sack	<b>Campus, Sportsground and Halls:</b> Biffa	Main internal bins should be in clusters/grouped together to allow staff/students the choice of which bin to use when disposing of their waste. The FM team will not empty any under desk bins and they need to be self-emptied by staff.
<b>Dry Mixed Recycling</b> Clear sack	<b>Campus and Sportsground:</b> Biffa <b>Halls:</b> Councils	The bins are emptied by the cleaning teams daily and taken to nearest external bin.
<b>Food Waste</b> White or green compostable sack	<b>Campus and Bankside:</b> Biffa <b>Halls:</b> Councils	Should a missed internal collection or issue need reporting on campus contact: <a href="mailto:Estates.FM@lse.ac.uk">Estates.FM@lse.ac.uk</a> and for Halls contact Front of House Reception.
<b>Glass</b>	<b>Campus and Sportsground:</b> Biffa <b>Halls:</b> collected as Mixed Recycling by councils	On campus, some larger food waste bins are taken into the kitchens and used to dispose of food waste. Once full, this waste is taken to the external bins by FM team.  Should a collection be missed, see ' <a href="#">Reporting a missed collection</a> ' section for details.
<b>Cardboard</b>	<b>Campus:</b> Biffa <b>Halls and Sportsground:</b> collected as Mixed Recycling by councils	All cardboard on campus should be left flattened by internal bins. This will be taken by the FM team to Gorger Alley to be baled.  Cardboard not on campus should be flattened and added to the external mixed recycling bin.  Should a recycling collection be missed by the local council, see ' <a href="#">Reporting a missed collection</a> ' section for details.

## Reporting a missed collection

If you notice a bin or skip has not been collected and missed the scheduled timeframe, please use the below contact list to contact the relevant stakeholder. For Council collection, if possible, wait until the following day to report a missed collection. Reference when the bin was supposed to be collected, what waste type needs to be collected, location of bin and any reasons as to why the bin may not have been collected i.e., potential access issues and if this has been rectified. Councils will provide you with a reference number which needs to be recorded should you have to follow up. Contact list:

- Biffa: Follow [LSE Waste Go-To Guidance](#)
- Southwark Council for Bankside / Butlers Wharf: [Southwark Council](#)
- Islington for Rosebery: ph. 020 7527 2000: [Islington Council](#)
- Camden for Carr-Saunders / High Holborn / Passfield: [Camden Council](#)

Table 2: Additional guidance on waste streams

Materials/Waste Streams	Process	Collection/compliance details
<p><b>Batteries – Alkaline / domestic batteries</b></p> <p>*Hazardous Waste</p>	<p><b>Internal container/bin</b></p> <p><b>Campus</b> Small battery recycling tubs are located at building receptions for departmental recycling. Once full, they are to be transferred to the main collection point (LRB).</p> <p>Current locations:</p> <ul style="list-style-type: none"> <li>• Receptions of: SAW, CKK, SAL, FAW, PEL, OLD, CBG</li> </ul> <p><b>Residences</b> Receptions of all Halls</p> <p><b>Temporary storage</b> Batteries are not to be stored for longer than 3 months.</p> <p><b>Internal collection (campus only)</b> Porters will empty the boxes every 3 months into the LRB box. If the battery box becomes full before then, reception staff to log a request for porters to empty the containers <a href="https://www.lse.ac.uk/Estates/Portal">Estates Portal (lse.ac.uk)</a>.</p> <p><b>External collection (halls only)</b> Halls reception staff to raise a collection request directly with Biffa via Reactive form (contact <a href="mailto:Estates.Lse.Waste@lse.ac.uk">Estates.Lse.Waste@lse.ac.uk</a>)</p> <p><b>External collection (campus only)</b> 3 monthly collections will be booked in for battery collection as organised by the Environmental Manager. Should you require additional external collections, please arrange a collection using the appropriate Reactive form (contact <a href="mailto:Estates.Lse.Waste@lse.ac.uk">Estates.Lse.Waste@lse.ac.uk</a>)</p>	<p><b>Collected by:</b> Biffa Reactive Services</p> <p>Please tie off the internal bag inside the battery box.</p> <p><b>Compliance</b> Signed Consignment Notes sent to the Sustainability Team at <a href="mailto:Estates.Lse.Waste@lse.ac.uk">Estates.Lse.Waste@lse.ac.uk</a></p>



<b>Materials/Waste Streams</b>	<b>Process</b>	<b>Collection/compliance details</b>
<p><b>Batteries – Lead Acid / Nicad</b></p> <p>*Hazardous Waste</p>	<p><b>Internal container/bin</b></p> <p><b><u>Campus / Residences</u></b> 30L drum for NiCad batteries at Maintenance. Other Lead Acid batteries to be collected by Maintenance. Small volumes of Lithium batteries can be deposited into battery cardboard box (see above). Larger volumes of Lithium batteries if produced by a project are to be collected by maintenance with terminals taped.</p> <p><b>Temporary storage</b> Batteries are not to be stored for longer than 3 months.</p> <p><b>External collection</b> Maintenance to contact Biffa directly to arrange a collection using the appropriate Reactive form (contact <a href="mailto:Estates.Lse.Waste@lse.ac.uk">Estates.Lse.Waste@lse.ac.uk</a>)</p>	<p><b>Collected by:</b> Biffa Reactive Services</p> <p><b>Compliance</b> Signed Consignment Notes sent to the Sustainability Team <a href="mailto:Estates.Lse.Waste@lse.ac.uk">Estates.Lse.Waste@lse.ac.uk</a></p>

<b>Materials/Waste Streams</b>	<b>Process</b>	<b>Collection/compliance details</b>
<b>Bikes</b>	<p><b>Internal container/bin</b> NA</p> <p><b>Internal collection</b> Notices are put on bikes (usually around September) by Security or Facility Managers (Halls) and any remaining, are removed two weeks later or internally donated within the Halls.</p> <p><b>Temporary storage (Campus)</b> Kept in OLD building storerooms for 3 months as per Lost Property policy.</p> <p><b>External collection</b> Collections arranged by Security or Facility Managers (Halls).</p>	<p><b>Donated to:</b> Cycle Confident Nip Nip Bikeworks</p> <p><b>Compliance</b> Regarded as a material, therefore waste documentation not required.</p>

<b>Materials/Waste Streams</b>	<b>Process</b>	<b>Collection/compliance details</b>
<p><b>Books</b></p>	<p><b>Internal container/bin</b> Flat pack boxes are requested by the Porters from Book Rescuers. They come in packs of 20 boxes.</p> <p>Journals need to be separated from books and boxes labelled 'Journals'.</p> <p><b>Internal collection</b> Request book boxes from the Porters and log a request to later collect the full taped book boxes <a href="https://www.lse.ac.uk/EstatesPortal">Estates Portal (lse.ac.uk)</a>. The boxes will only be collected if they are taped closed with duct tape.</p> <p><b>Temporary storage</b> LRB Loading Bay</p> <p><b>External collection</b> Once there are 30-40 full boxes (although they will collect fewer), a collection from Book Rescuers is organised by the Library Building Manager. Building Manager to provide on the day access by opening the LRB Loading Bay shutter.</p>	<p><b>Donated to:</b> Book Rescuers Account Manager: Bavleana Michael collections@bookrescuers.com T: 03448 111 232</p> <p>LSE contacts: G, Read and C, Graham</p> <p><b>Compliance</b> Regarded as a material, therefore waste documentation not required.</p>
<p><b>Desktop Cartridges/ Toners</b></p> <p>(Not included in the Reprographics MFDs such as large SHARP printers)</p> <p>* Hazardous waste</p>	<p><b>Internal container/bin</b> Small tub is available for departmental recycling in SAW.</p> <p><b>Internal collection</b> Reception staff to log a request for porters to collect the containers once full <a href="https://www.lse.ac.uk/EstatesPortal">Estates Portal (lse.ac.uk)</a>.</p> <p><b>Temporary storage</b> WEEE store (PELB.04)</p>	<p><b>Collected by:</b> Stone</p> <p><b>Compliance</b> Signed Consignment Note needs to be sent to the Sustainability Team <a href="mailto:Estates.Lse.Waste@lse.ac.uk">Estates.Lse.Waste@lse.ac.uk</a></p>

<b>Materials/Waste Streams</b>	<b>Process</b>	<b>Collection/compliance details</b>
	<p><b>External collection</b> Collections arranged by Adam Gale (DTS) for DTS equipment, which is held in the same room. These items are collected at the same time when Stone are on site.</p>	
<p><b>Clinical/Feminine Hygiene Waste</b></p>	<p><b>Internal container/bin</b> Sanitary Waste bins: Found in all female, disabled and gender-neutral toilets.</p> <p>Clinical waste bin locations:</p> <ul style="list-style-type: none"> <li>• OLD Building (in the wellbeing room, near the post room)</li> <li>• SAW Building</li> <li>• Peacock Theatre</li> <li>• Every Hall of Residence</li> </ul> <p><b>Temporary storage</b> N/A</p> <p><b>Internal/External collection</b> Citron Hygiene empty the internal bins daily and take the waste off site.</p> <p><b>LSE Contract Manager:</b> Senior Facilities Manager</p>	<p><b>Collected by:</b> Citron Hygiene</p> <p><b>Compliance</b> Signed Annual Season Ticket needs to be sent to the Sustainability Team <a href="mailto:Estates.Lse.Waste@lse.ac.uk">Estates.Lse.Waste@lse.ac.uk</a></p>

<b>Materials/Waste Streams</b>	<b>Process</b>	<b>Collection/compliance details</b>
<b>Clothing</b>	<p><b>Internal container/bin</b> BHF Donation point in Saw Swee Hock Building (SAW). Alternatives include <a href="#">LSE Hazaar</a> or <a href="#">LSE SU Charity Shop</a>.</p> <p>BHF donation point at Rosebery Hall.</p> <p>TRAID donation point at Butlers Wharf, Passfield, High Holborn and Carr-Saunders. Additional donation points set up for the halls at end of term (End of Term Relove / BHF 'Pack for Good')</p> <p><b>Internal collection</b> Staff/students need to take personal items to these donation points themselves.</p> <p><b>External collection</b> Once campus bin is full, SAW staff to notify the Residences Sustainability Officer who can arrange a collection with BHF. The halls to notify Operations Manager or their Facilities Manager to arrange a collection with BHF/TRAID.</p>	<p><b>Donated to:</b> British Heart Foundation (BHF) <a href="mailto:packforgood@bhf.org.uk">packforgood@bhf.org.uk</a></p> <p>TRAID Jaspar Wyatt <a href="mailto:jaspar@traid.org.uk">jaspar@traid.org.uk</a></p> <p><b>Compliance</b> Regarded as a material, therefore waste documentation not required</p>

<p><b>Confidential Waste – Paper</b></p> <p>This does not include: Books, journals, or paper with no confidential information. For information of how to dispose of books, journals and paper that is not confidential, please see '<a href="#">Books</a>' and '<a href="#">Mixed Recycling/ Dry Mixed Recycling</a>'.</p>	<p><b>Information for Staff</b></p> <p>Confidential waste includes paper and other media containing information that should not be accessible to the general public, or that LSE has an obligation to protect, this includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Personal contact information</li> <li>• Sensitive reports and data</li> <li>• Student and Staff signature, picture, or private information</li> <li>• Exam scripts and logistics</li> <li>• Bank statements, credit card details and invoices</li> </ul> <p><b>Internal container/bin request</b></p> <p>Restore confidential sacks can be requested from the porters via <a href="#">Estates Portal (lse.ac.uk)</a>.</p> <p><b>Internal collection</b></p> <p>Once the sack is 2/3 full, log a request for porters to collect the sacks <a href="#">Estates Portal (lse.ac.uk)</a></p> <p><b>Temporary storage</b></p> <p>Confidential waste is stored in OLD G.27.</p> <p><b>External collection</b></p> <p>25 sacks are collected fortnightly as a scheduled collection arranged by the porters.</p> <p><b>Additional information</b></p> <p>See <a href="#">Confidential Waste Guidance</a> for more information. If you need a larger collection organised, please use <a href="#">Special Confidential Waste Collection (campus)</a> or contact <a href="mailto:Estates.Lse.Waste@lse.ac.uk">Estates.Lse.Waste@lse.ac.uk</a> (Halls)</p> <p>Any queries about what to put in confidential waste contact: Rachael Maguire at <a href="mailto:r.e.maguire@lse.ac.uk">r.e.maguire@lse.ac.uk</a></p>	<p><b>Collected by:</b></p> <p>Biffa – Restore Datashred</p> <p><b>Compliance</b></p> <p>Signed Waste Transfer Note and certificate of destruction needs to be sent to the Sustainability Team</p> <p><a href="mailto:Estates.Lse.Waste@lse.ac.uk">Estates.Lse.Waste@lse.ac.uk</a></p>
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<b>Materials/Waste Streams</b>	<b>Process</b>	<b>Collection/compliance details</b>
<p><b>Confidential Waste – Other</b></p> <ul style="list-style-type: none"> <li>• ID Cards</li> <li>• CDs</li> <li>• DVDs</li> <li>• USBs</li> <li>• ID Card Ribbons</li> </ul>	<p><b>Internal container/bin</b> Confidential sacks can be requested from the porters. Need to have “PLASTICS” or “MEDIA” written on the sack.</p> <p><b>Internal collection</b> Requests for delivery/collection of confidential sacks from the Porters using the <a href="https://lse.ac.uk/estates-portal">Estates Portal (lse.ac.uk)</a></p> <p><b>Temporary storage</b> Confidential waste is stored in OLD G.27.</p> <p><b>External collection</b> Plastic/media sacks need to be added onto the porter’s fortnightly schedule who will arrange the collection.</p>	<p><b>Collected by:</b> Biffa – Restore Datashred</p> <p><b>Compliance</b> Signed Waste Transfer Note and certificate of destruction needs to be sent to the Sustainability Team <a href="mailto:Estates.Lse.Waste@lse.ac.uk">Estates.Lse.Waste@lse.ac.uk</a></p>

Materials/Waste Streams	Process	Collection/compliance details
<b>Cooking Oil</b>	<p><b>Campus:</b>  <b>Internal container/bin</b>            Either a metal drum or plastic container of various sizes. Must be stored on a <a href="#">bund of an appropriate size</a>.</p> <p><b>Temporary storage</b>            Up to 6 drums are stored temporarily near the Old Building waste lift until a collection is arranged.</p> <p><b>External collection</b>            Catering to make a request for collection from QUATRA. Once QUATRA provides a collection date, the drums are moved to the external waste area of Old Building.</p> <p><b>Residences</b>  <b>Internal container/bin</b>            Waste oil containers at Bankside, Rosebery, Passfield and Carr-Saunders to be stored on an appropriate-sized <a href="#">bund</a>.</p> <p><b>Temporary storage</b>            Cooking oil is stored in the back entrance/yard along with other bins in the residences, ready for collection.</p> <p><b>External collection</b>            Passfield has scheduled monthly collections from QUATRA. Rosebery, Bankside and Carr Saunders have ad-hoc collections of Cooking Oil. Collections are requested by the catering managers on each unit.</p>	<p><b>Collected by:</b>            QUATRA</p> <p><b>LSE Contacts</b>            Mark Hawkins            John Smith            Ana Martinez-Badia</p> <p><b>Compliance</b>            Signed Waste Transfer Note needs to be sent to the Sustainability Team  <a href="mailto:Estates.Lse.Waste@lse.ac.uk">Estates.Lse.Waste@lse.ac.uk</a></p>



<b>Materials/Waste Streams</b>	<b>Process</b>	<b>Collection/compliance details</b>
<b>Disposable Coffee Cups</b>	<p><b>Internal container/bin</b> Red bins around campus for disposable coffee cups. If no red bins are nearby, please place the cup in general waste. Coffee cups cannot go into mixed recycling bins.</p> <p><b>Internal collection</b> Emptied and cleaned by FM staff.</p> <p><b>Temporary storage</b> External bin outside SAW building. There is a red 1100L bin with a 'coffee cups only' sign on it.</p> <p><b>External collection</b> Biffa collect monthly.</p>	<p><b>Collected by:</b> Biffa</p> <p>If a bin is leaking or requires emptying contact <a href="mailto:Estates.FM@lse.ac.uk">Estates.FM@lse.ac.uk</a></p> <p><b>Compliance</b> Paperwork managed by annual WTN sent to <a href="mailto:Estates.Lse.Waste@lse.ac.uk">Estates.Lse.Waste@lse.ac.uk</a></p>
<b>Coffee Pods</b>	<p><b>Internal container / bin</b> Bags are provided by the coffee pod company e.g., Nespresso.</p> <p><b>Internal collection</b> When placing an order for new coffee capsules, request a collection and new bags for the used capsules at the same time. Request new bag delivery/collection from the Porters using the <a href="https://estates.lse.ac.uk">Estates Portal (lse.ac.uk)</a> or drop the bag off at the post room. At time of arranging porter bag collection, departments must have arranged a collection with Nespresso.</p> <p><b>Temporary storage</b> Post Room</p> <p><b>External collection</b> Nespresso collection to be arranged by departments at time of arranging porter collection.</p>	<p><b>Collected by:</b> Nespresso</p> <p><b>Compliance</b> Signed Waste Transfer Note needs to be sent to the Sustainability Team <a href="mailto:Estates.Lse.Waste@lse.ac.uk">Estates.Lse.Waste@lse.ac.uk</a></p>

<b>Materials/Waste Streams</b>	<b>Process</b>	<b>Collection/compliance details</b>
<p><b>Furniture</b></p> <p>*potentially hazardous waste</p> <p><b>Persistent organic pollutants (POP)</b> POP waste contains chemical substances that do not break down in the environment and is classified as hazardous waste. Any upholstered seating such as sofa's, desk chairs etc are treated as POP's. This is managed by the collection company, but waste is considered hazardous. Further information <a href="#">here</a>.</p>	<p><b>Furniture for Reuse</b> Estates (Porters, Capital Development, Estates Helpdesk, Space Planning and Residences) should be given first preference of any items that can be kept and reused internally.</p> <p>If no longer wanted by LSE, reuse companies can be used at a cost.</p> <p><b>Broken furniture</b> The Porters will move, and store broken furniture in the internal storerooms. Request removal via the <a href="https://www.lse.ac.uk/Estates/Portals">Estates Portal (lse.ac.uk)</a>. Once there is enough for a collection, please arrange a collection using the appropriate Reactive form (contact <a href="mailto:Estates.Lse.Waste@lse.ac.uk">Estates.Lse.Waste@lse.ac.uk</a>)</p>	<p><b>Reuse companies used:</b> Reyooz Collecteco Right Green Business2Schools BHF (free of charge)</p> <p><b>Broken furniture</b> Biffa</p> <p><b>Compliance</b> Items donated are regarded as a material, therefore waste documentation not required.</p> <p>Broken furniture: Biffa to send paperwork to <a href="mailto:Estates.Lse.Waste@lse.ac.uk">Estates.Lse.Waste@lse.ac.uk</a></p>

Materials/Waste Streams	Process	Collection/compliance details
<p><b>Additional Hazardous Waste</b></p> <p>*Hazardous waste</p>	<p><b>Information for Staff</b> Additional examples of hazardous waste found at LSE include:</p> <ul style="list-style-type: none"> <li>• Aerosols</li> <li>• Chemicals, e.g., brake fluid</li> <li>• Cleaning fluids</li> <li>• Propane gas bottles</li> <li>• Oil filled radiators</li> <li>• Solvents</li> </ul> <p><b>Internal container/bin/collection</b> NA</p> <p><b>Temporary storage</b> Request removal by Maintenance through <a href="https://www.lse.ac.uk/Estates/Portal">Estates Portal (lse.ac.uk)</a>. It should not be moved by any other party.</p> <p><b>External collection</b> Maintenance/Sportsground/Halls to arrange collections once required. Please arrange a collection via the appropriate Technical form (contact <a href="mailto:Estates.Lse.Waste@lse.ac.uk">Estates.Lse.Waste@lse.ac.uk</a>)</p>	<p><b>Collected by:</b> Biffa</p> <p><b>Compliance</b> Signed Consignment Note needs to be sent to the Sustainability Team <a href="mailto:Estates.Lse.Waste@lse.ac.uk">Estates.Lse.Waste@lse.ac.uk</a></p>

Materials/Waste Streams	Process	Collection/compliance details
<p><b>Lightbulbs and Fluorescent tubes</b></p> <p>*Hazardous waste</p>	<p><b>Internal container/bin</b> Tube safe managed by Maintenance</p> <p><b>Internal collection</b> Disposal managed by Maintenance.</p> <p><b>Temporary storage</b> Tube safe managed by Maintenance</p> <p><b>External collection</b> Please arrange a collection via the appropriate Technical form (contact <a href="mailto:Estates.Lse.Waste@lse.ac.uk">Estates.Lse.Waste@lse.ac.uk</a>)</p>	<p><b>Collected by:</b> Biffa</p> <p>LSE contacts; Peter Fennelly Paul Atkinson</p> <p><b>Compliance</b> Signed Consignment Note needs to be sent to the Sustainability Team <a href="mailto:Estates.Lse.Waste@lse.ac.uk">Estates.Lse.Waste@lse.ac.uk</a></p>
<p><b>Lost property</b></p>	<p><b>Internal container/bin</b> NA</p> <p><b>Internal collection</b> Items are handed into Lost Property.</p> <p><b>Temporary storage</b> Lost Property office OLD B.23 or storeroom OLD G.07 or designated area within Halls.</p> <p><b>External collection</b> After being stored for 3 months, Security / Facility Managers to organise donation with BHF / TRAIID.</p>	<p><b>Donated to:</b> BHF / TRAIID (see <a href="#">Clothing</a>)</p>

<b>Materials/Waste Streams</b>	<b>Process</b>	<b>Collection/compliance details</b>
<b>Media Waste</b> <ul style="list-style-type: none"> <li>• CDs</li> <li>• DVDs</li> <li>• other media waste (incl. VHS, USBs)</li> </ul>	<p><b>Internal Process</b> Any media waste that stores confidential information – refer to <a href="#">Confidential Waste – Other</a>. Internal container located at SAW Reception.</p> <p><b>Internal collection</b> Reception staff to log a request for porters to collect the containers once full <a href="#">Estates Portal (lse.ac.uk)</a>.</p> <p><b>Temporary storage</b> WEEE store (PELB.04).</p> <p><b>External collection</b> Collections arranged by Adam Gale (DTS) for DTS equipment.</p>	<p><b>Collected by:</b> Stone</p> <p><b>Compliance</b> Signed Waste Transfer Note and certificate of destruction needs to be sent to the Sustainability Team <a href="mailto:Estates.Lse.Waste@lse.ac.uk">Estates.Lse.Waste@lse.ac.uk</a></p>
<b>Mattresses</b>	<p><b>Internal bin/container</b> NA</p> <p><b>Internal collection</b> Arranged by Halls staff through Biffa.</p> <p><b>Temporary storage</b> Each hall has their own storage e.g., a room or a cage. Mattresses need to be kept dry prior to collection.</p> <p><b>External Collection</b> Please arrange a collection using the appropriate Reactive form (contact <a href="mailto:Estates.Lse.Waste@lse.ac.uk">Estates.Lse.Waste@lse.ac.uk</a>)</p>	<p><b>Collected by:</b> Biffa</p> <p><b>Compliance</b> Signed Waste Transfer Note needs to be sent to the Sustainability Team <a href="mailto:Estates.Lse.Waste@lse.ac.uk">Estates.Lse.Waste@lse.ac.uk</a></p>

<b>Materials/Waste Streams</b>	<b>Process</b>	<b>Collection/compliance details</b>
<b>Scrap Metal</b>	<p><b>Internal container/bin</b> NA</p> <p><b>Internal collection</b> A request is logged with the porters to collect broken furniture, which is split down to metal parts via <a href="https://estates.lse.ac.uk">Estates Portal (lse.ac.uk)</a>.</p> <p><b>Temporary storage</b> Cage in Towers car park or designated waste area in Halls.</p> <p><b>External collection</b> Once full, please arrange a collection using the appropriate Reactive form (contact <a href="mailto:Estates.Lse.Waste@lse.ac.uk">Estates.Lse.Waste@lse.ac.uk</a>)</p>	<p><b>Collected by:</b> Biffa</p> <p><b>Compliance</b> Signed Waste Transfer Note needs to be sent to the Sustainability Team <a href="mailto:Estates.Lse.Waste@lse.ac.uk">Estates.Lse.Waste@lse.ac.uk</a></p>

Materials/Waste Streams	Process	Collection/compliance details
<b>Vapes</b>	<p><b>Internal container/bin</b></p> <p><b>Campus</b> Small vape recycling tubs are located at building receptions.</p> <p>Current locations:</p> <ul style="list-style-type: none"> <li>• Receptions of: CBG, SAW</li> </ul> <p><b>Residences</b> Receptions of all Bankside, High Holborn, Rosebery</p> <p><b>Temporary storage</b> Vapes are not to be stored for longer than 3 months.</p> <p><b>External collection</b> 3 monthly collections will be booked in for battery collection as organised by the Environmental Manager. Should you require additional external collections, please arrange a collection via the appropriate Reactive form (contact <a href="mailto:Estates.Lse.Waste@lse.ac.uk">Estates.Lse.Waste@lse.ac.uk</a>)</p>	<p><b>Collected by:</b> Biffa Reactive Services</p> <p><b>Compliance</b> Signed Consignment Notes sent to the Sustainability Team at <a href="mailto:Estates.Lse.Waste@lse.ac.uk">Estates.Lse.Waste@lse.ac.uk</a></p>

<b>Materials/Waste Streams</b>	<b>Process</b>	<b>Collection/compliance details</b>
<p><b>Waste Electricals (WEEE)</b></p> <p>Small electricals</p> <ul style="list-style-type: none"> <li>• Cables</li> <li>• Chargers</li> <li>• USB's</li> <li>• Laptop adapters</li> </ul> <p>*hazardous waste due to persistent organic pollutants (POPs)</p> <p>POP waste contains chemical substances that do not break down in the environment and is classified as hazardous waste. POP's can be found in <b>some WEEE waste</b> such as printed circuit boards. Further information on identifying if your waste contains POP's can be found <a href="#">here</a>.</p>	<p><b>Internal container/bin</b> There is a tub for small electricals at the SAW reception desk and small containers / bins at Halls.</p> <p><b>Internal collection</b> Log a request for porters to empty the containers <a href="https://www.lse.ac.uk/Estates/Portal">Estates Portal (lse.ac.uk)</a></p> <p><b>Temporary storage</b> PEL.B.04 or waste area within Halls.</p> <p><b>External collection</b> DTS to arrange collections with Stone on Campus or Halls.</p>	<p><b>Collected by:</b> Stone</p> <p><b>Compliance</b> Signed Consignment Note and certificate of destruction needs to be sent to the Sustainability Team <a href="mailto:Estates.Lse.Waste@lse.ac.uk">Estates.Lse.Waste@lse.ac.uk</a></p>



<b>Materials/Waste Streams</b>	<b>Process</b>	<b>Collection/compliance details</b>
<p><b>White Goods</b></p> <p>Fridges* Freezers* Dishwashers Microwaves etc.</p> <p>*Hazardous waste</p>	<p><b>Internal Process</b> Maintenance to disconnect items and move out of the kitchen unit. Some items can be moved by the porters.</p> <p>Broken or replacement items, need to be collected by the company when delivering the new item if applicable.</p> <p>However, if this does not take place or is not relevant then the process is:</p> <p><b>Internal container/bin</b> Held in kitchens/tea points until ready to be moved/collected.</p> <p><b>Internal collection</b> Porters / Maintenance depending on size – arrange via <a href="https://www.lse.ac.uk/Estates/Portal">Estates Portal (lse.ac.uk)</a>.</p> <p><b>Temporary storage</b> PEL cage or designated waste area in Halls.</p> <p><b>External collection</b> Please arrange a collection via the appropriate Reactive form (contact <a href="mailto:Estates.Lse.Waste@lse.ac.uk">Estates.Lse.Waste@lse.ac.uk</a>)</p>	<p><b>Collected by:</b> Biffa</p> <p><b>Compliance</b> Signed Consignment Note and certificate of destruction needs to be sent to the Sustainability Team <a href="mailto:Estates.Lse.Waste@lse.ac.uk">Estates.Lse.Waste@lse.ac.uk</a></p>

<b>Materials/Waste Streams</b>	<b>Process</b>	<b>Collection/compliance details</b>
<b>Wood</b>	<p><b>Definition</b> Waste wood and pallets</p> <p><b>Internal container/bin</b> NA</p> <p><b>Internal collection</b> By FM or Porters arrange via <a href="https://www.lse.ac.uk/Estates/Portals">Estates Portal (lse.ac.uk)</a>.</p> <p><b>Temporary storage</b> By the PEL bins</p> <p><b>External collection</b> Please arrange a collection via the appropriate Reactive form (contact <a href="mailto:Estates.Lse.Waste@lse.ac.uk">Estates.Lse.Waste@lse.ac.uk</a>)</p>	<p><b>Collected by:</b> Biffa</p> <p><b>Compliance</b> Signed Consignment Note and certificate of destruction needs to be sent to the Sustainability Team <a href="mailto:Estates.Lse.Waste@lse.ac.uk">Estates.Lse.Waste@lse.ac.uk</a></p>