

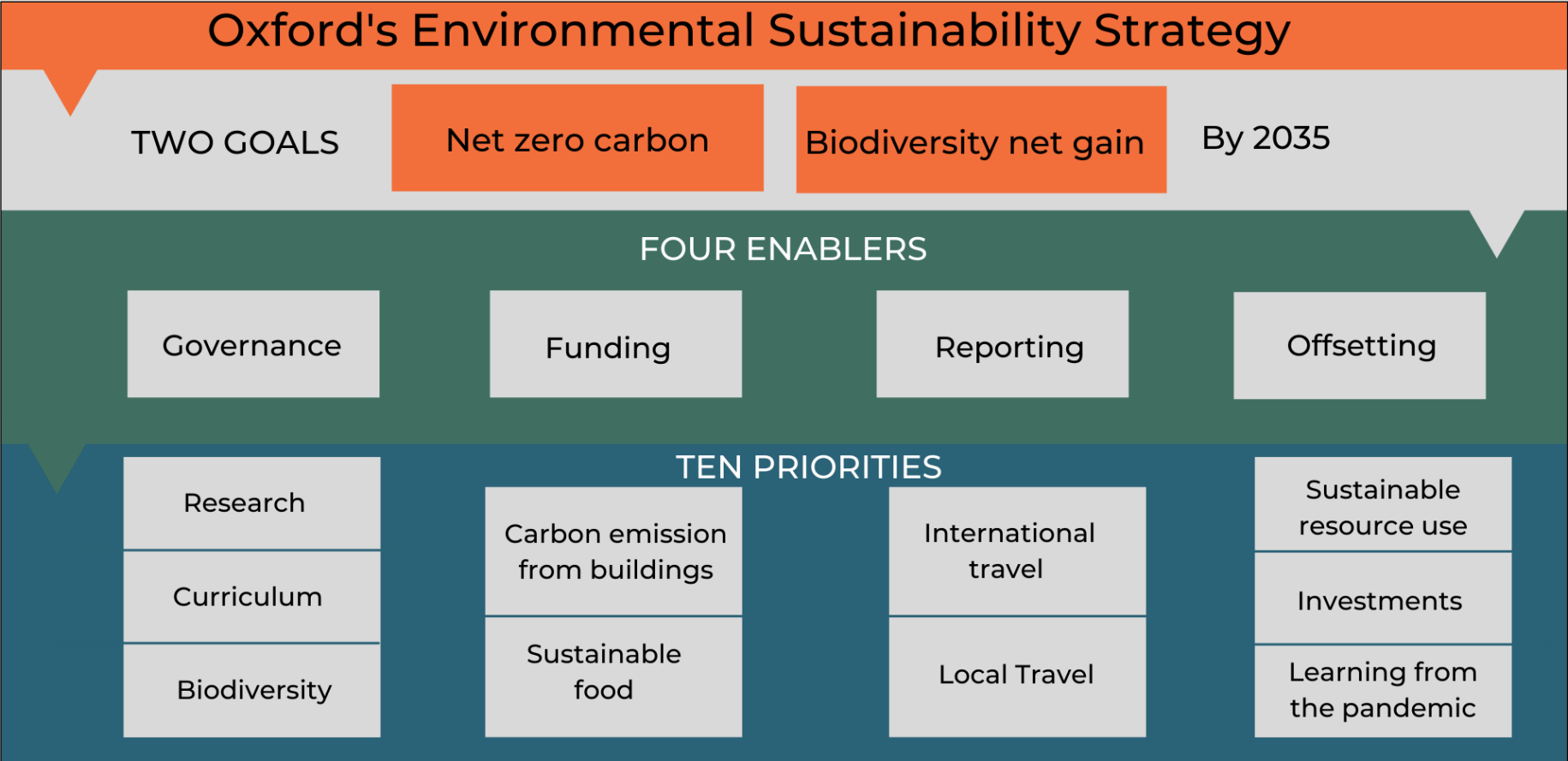
Waste and recycling at Manor Road and St Cross buildings

April–December 2022

Updated 2023

Environmental Sustainability Strategy

Waste management and sustainable resource use are part of the ten priorities listed in the University’s Environmental Sustainability strategy.

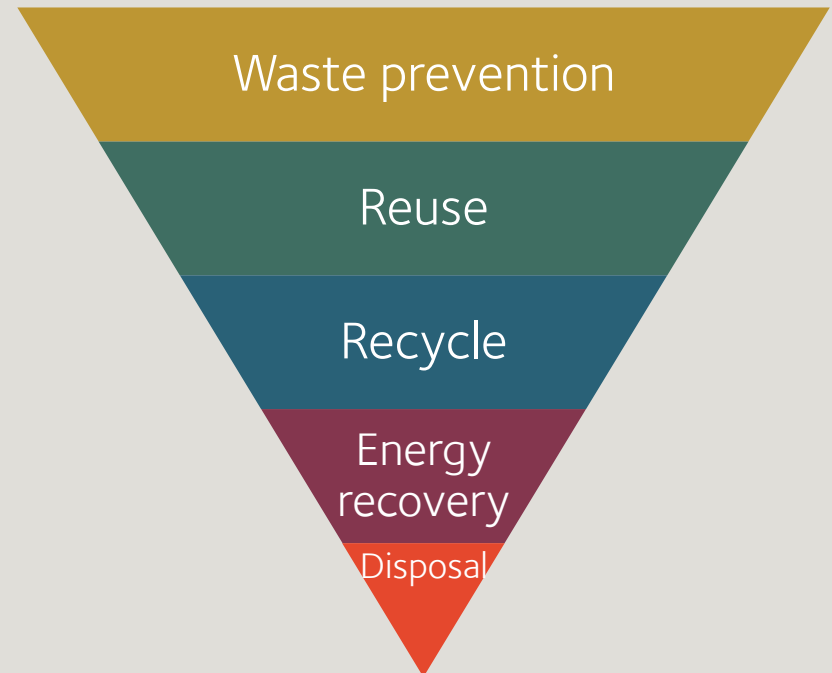


Waste and recycling targets

The University set waste and recycling targets:

- 10% reduction in non-residential waste mass (kg) per staff and student by 2025.
- 40% recycling rate (non-residential) from total waste mass by 2025.

The waste hierarchy offers guidance on waste management, from the most effective tool to the least. The higher up the waste hierarchy our actions are, the better they are for the environment.



Pilot project at Manor Rd and St Cross buildings

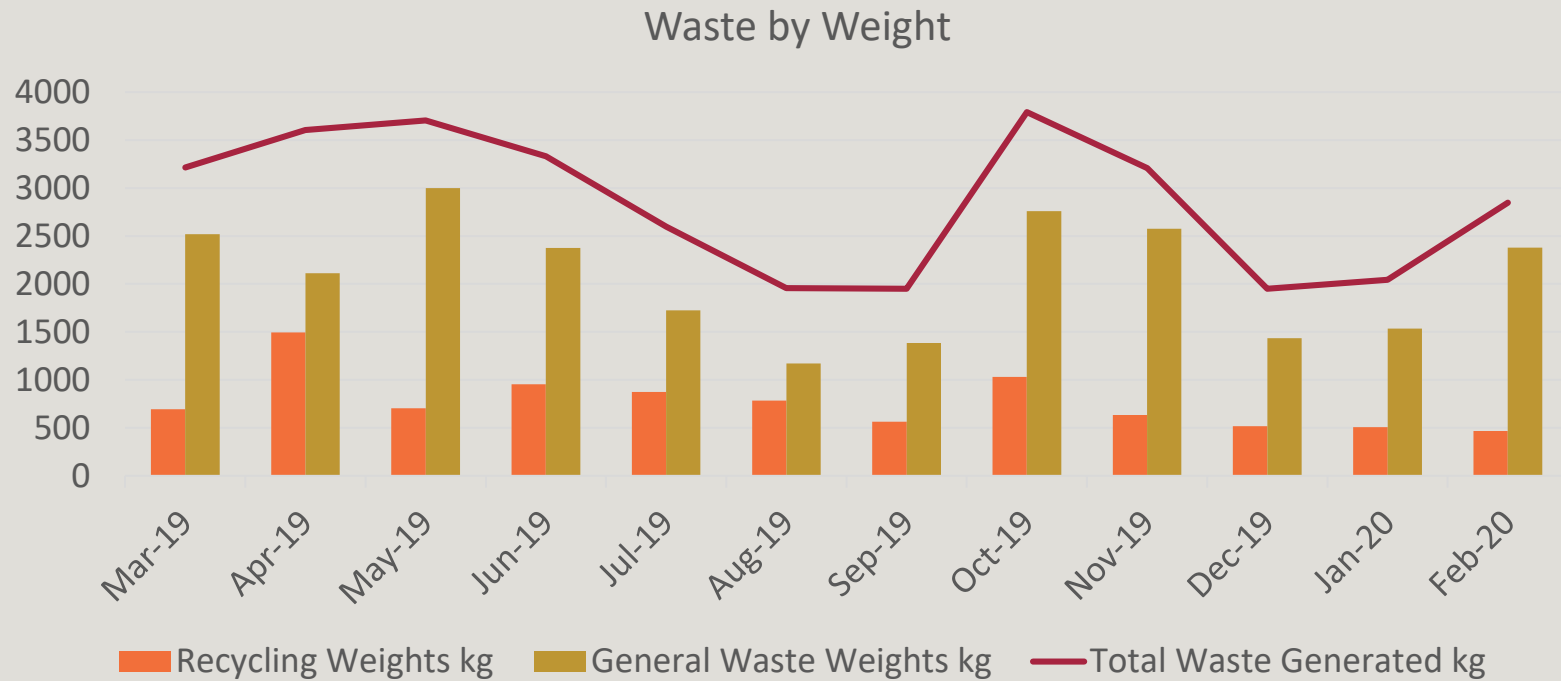


The Manor Road/St Cross site was chosen due to:

- 1) Being representative of typical non-lab uses at the University, i.e. offices, libraries, teaching spaces and seminar rooms;
- 2) being FM Managed buildings; and
- 3) having a lower than average recycling rate.

Manor Road/St Cross waste stats

- In the year prior to Covid-19 lockdown:



Average recycling percentage – 27%

Suggested intervention

Objectives

- Offer support to allow the buildings to increase its recycling rates.
- Follow the building stats and occupiers' engagement as a case study for the wider University.

Means of intervention

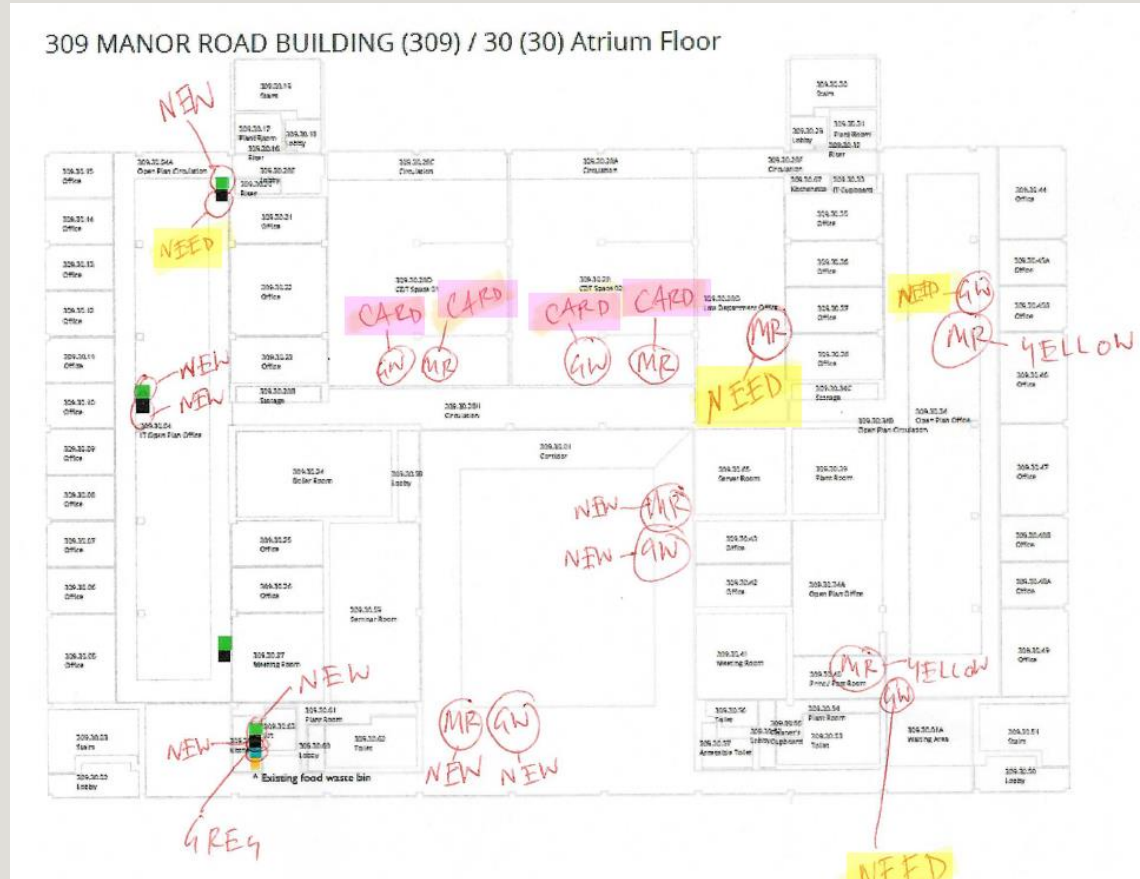
- Readjust the existing infrastructure, set up suitable bins and signs, remove personal bins from office spaces.
- Communication and engagement with buildings occupiers and visitors.

The project outline

- Mapping the needs of the buildings and suggesting an overall approach to waste management and recycling.
 - *Standard waste stations – create a consistent look and signage for the bins across the buildings.*
 - *Revise bin locations. Locate recycling and general waste bins next to each other in accessible public areas.*
 - *Setting up awareness signs across the buildings with relevant information and consistent messaging.*
- Engagement and communication plan with the building management team, building occupiers and visitors.
- Include cleaning services in the plans and adjust the contract to the changes.
- Working with Green Impact teams in the buildings to drive up support from staff members.
- Set a launch date to remove the personal bins along with communication campaign for the change.

Planning bins location and signs

- Bins were located in accessible communal area to allow easy access from each point in the floor.
- Each location included two bin, DMR (dry mix recycling) and general waste.
- Kitchens have food waste bins and central areas hold bins for glass recycling.
- New bins were purchased where existing ones could not be reused.



Before and After

Before

Inconsistent look and signs

Often recycling and general waste bins were located away from each other.

- Recycling (except glass*)**
Rinse food-soiled plastic and cans
- Plastic bottles, salad containers, yoghurt pots, etc.
 - Cardboard
 - Paper
 - Metal cans (aluminium, tin and steel)
- * See Other section. Note that we are fined if glass is found in rubbish or recycling.
- Rubbish**
- Paper towels and tissues
 - Food
 - Food-soiled paper and cardboard
 - Cellophane and plastic film packaging
 - Crisp packets and other metalised plastic packaging
 - Polystyrene foam
 - Tetra Pak cartons
- Other**
- Glass – Rinse and put on floor next to bins (recycled separately)
 - Plastic bags – Reuse



After

Waste and recycling stations.

Clearly marked



Launch week



- An information stand was set up in each of the two buildings inviting staff to engage.
- Personal bins were removed (upon request, these became recycling bins).
- Cleaning services stopped collecting waste from personal offices.
- Each working desk received a flower stand with explanation about the change.



Communicating the change

This building is a pilot site for increasing recycling rates at the University. We replaced the personal bins with recycling stations across the communal areas.

Please be aware of the waste you produce, try to reduce it and recycle all recyclable items.

Printed on recycled paper.

Here are a few facts to bear in mind

- Having our own bins makes us recycle less than we would otherwise. We tend to drop everything in the same bin.
- Recycling a piece of waste emits 37% less greenhouse gas than general waste disposal of the same mass.
- Getting up from your desk every hour and walking for a few minutes improves your health, wellbeing and productivity.

The University has a goal of reaching net zero carbon and net gain biodiversity by 2035. Better waste management is an essential step toward achieving the goals.

For more details see sustainability.admin.ox.ac.uk/waste-management

Manor Rd and St Cross Buildings
FM Team

Changes to building waste management

My personal bin is gone, why?

This building is a pilot site for increasing recycling rates across the University.

We have replaced the personal bins with recycling stations across the communal areas.

Why does it matter?

Our waste affects our carbon footprint.

By recycling, we can save **370kg of CO2** for each tonne of waste.

Reduce the waste you produce.
Reuse where possible.
Recycle all recyclable items.

Learn more:
sustainability.admin.ox.ac.uk/waste-management

Manor Rd and St Cross Buildings
FM Team

Stop!

Is this item recyclable?

Our waste affects our carbon footprint.
By recycling, we can save **370kg of CO2e** for each tonne of waste.

Please follow signs to recycle effectively.

MIXED RECYCLING

- PAPER (NON-LAMINATED)
- CARDBOARD
- DRINKS CANS AND FOOD TINS
- PLASTIC BOTTLES (NON-RIGID)
- PLASTIC FOOD POTS/TUBS
- NO GLASS - RECYCLE SEPARATELY

PLEASE KEEP RECYCLABLES EMPTY, CLEAN AND DRY

GENERAL WASTE

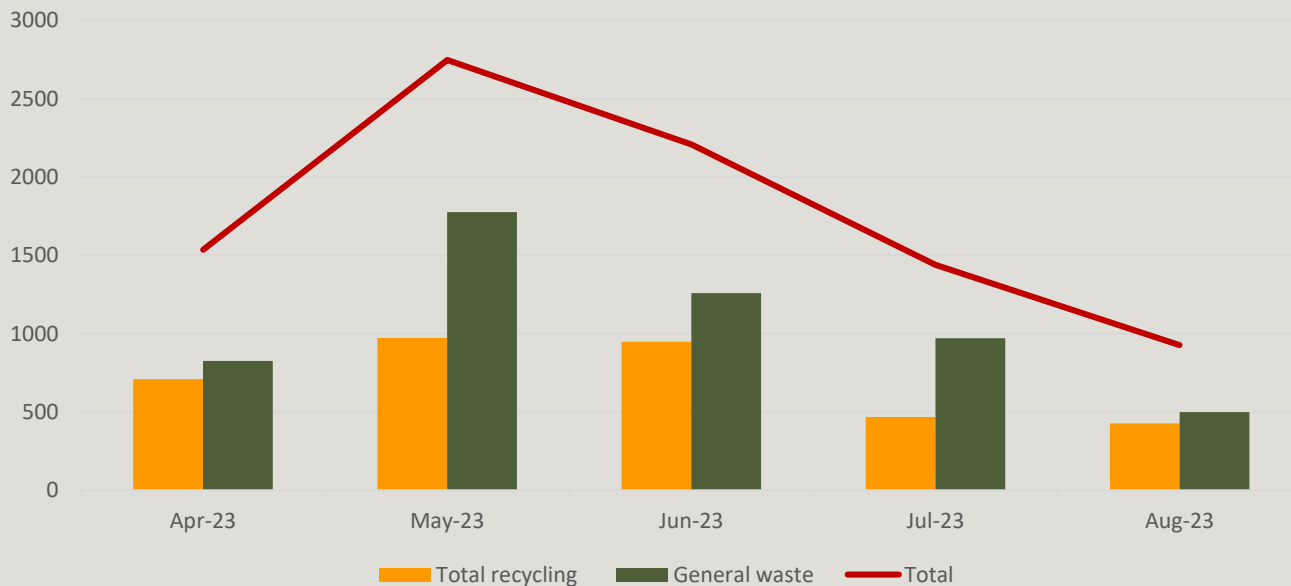
- NON-RECYCLABLES
- FOOD WASTE/WRAPPERS
- PLASTIC BAGS/WRAPPERS
- DISPOSABLE COFFEE CUPS/LIDS
- EXPANDED POLYSTYRENE
- UNKNOWN PLASTICS
- ALL COMPOSITE PACKAGING

NO HAZARDOUS WASTE, LIQUIDS OR ELECTRICALS

Learn more: sustainability.admin.ox.ac.uk/waste-management

Results

Waste by weight St Cross, Manor Rd buildings



Average recycling – 41%

	Apr-23 (kg)	May-23 (kg)	Jun-23 (kg)	Jul-23 (kg)	Aug-23 (kg)
Dry mixed recycling	630	740	565	340	390
Food recycling	80	164	292	117	37
General waste	825	1775	1260	970	500
Glass recycling		68	92	12	
Total waste collected	1535	2747	2209	1439	927
Recycling rate	46%	35%	43%	33%	46%

Lessons from the pilot

- The building managers are the main drivers of the project. Building occupiers are mostly supportive and enthusiastic.
- An inclusive approach allows all stakeholders to plan and deliver the change. This approach reduces resistance and allows the building managers to address issues before they become problems.
- Being aesthetic and fun. Waste is not an attractive issue; however, by taking a positive approach towards the issues people engage.
- Cleaning services and local food outlets are important partners in this process.
- Discuss the plans in details with the building management committees, especially where there are several departments or users in the building.
- On-going monitoring and updates on the development of the process.
- Monitoring includes:
 - *Waste data from Select*
 - *Internal audits to see the level of use and contamination of the recycling bins*
- Inviting feedback from building occupiers.

Web:

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