

LUT University - waste disposal instructions

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On a Green Campus, every one of us has an impact on our shared carbon footprint. We strive to save in procurement and recycling costs by making wise material choices, reducing the use of water, plastic and other materials, and continually developing operations. We monitor the material that is recycled at the monthly level, and we issue instructions and guidelines in order to reduce the amount of waste.

We sort our waste properly and we ensure that the majority of usable material is used again via recycling. University Properties of Finland Ltd is responsible for collecting energy waste, biowaste, dry waste, office paper, cardboard, and glass and metal waste and delivering it for further processing. The university is responsible for disposing of WEEE waste, confidential documents, dangerous waste and oil, and for recycling metal parts produced in large-scale operations. The university handles all waste processing in Building 6.

1. BIOWASTE

- Food scraps
- Egg shells
- Coffee filters and tea bags
- Bones and fish bones
- Fruit and vegetable peels
- Paper towels and napkins



This is sorted into the biowaste containers in the canteen and departments, from which the kitchen staff and cleaners will take it to the **BROWN** collection containers in the waste shelters.

2. DRY WASTE

Mixed waste produced in offices and laboratories that cannot be recycled. Dry waste is placed in the trash bins, from which the cleaners will deliver it to the **GREY** containers in the waste shelters.



3. ENERGY WASTE

- Plastic packaging
- Expanded polystyrene (EPS)
- Dirty cardboard
- Wrapping paper
- Plastic bags, containers, buckets (NO PVC)
- Wood waste
- Paper towels



Energy waste is delivered in the **ORANGE** containers in the waste shelters.

4. OFFICE PAPER AND MAGAZINES

- White office paper
- Other office paper
- Magazines
- Newspapers



These are placed in the collection boxes in the offices, from which the cleaners will deliver them to the **GREEN** paper collection containers located in the corridors or in the waste shelters. Larger amounts can also be taken directly to the collection containers.

5. CARDBOARD

Cardboard is placed in the collection trolleys located on the lower floors of every building or in the waste shelters. Note: In order to save space, the boxes should be flattened.

6. CONFIDENTIAL DOCUMENTS (FOR DESTRUCTION)

These are placed in the locked 240-litre containers located in corridors and shared spaces, from which Facility Services will deliver them for destruction. Remeo Oy is responsible for the destruction. The containers are locked with Remeo locks while in the LUT facilities. After this, they are transferred to Remeo's facilities for shredding. After pick-up, the containers remain in the possession of Remeo or its subcontractor at all times.

7. CONFIDENTIAL SLIDES, DISKS, CD-DISKS, MICROFILMS, REMOVED HARD DISK DRIVES AND DAT BACK-UP TAPES

Notify Facility Services of this type of waste, and they will transport the material to a locked container to await destruction. Remeo Oy is responsible for the destruction.

8. ELECTRIC AND ELECTRONIC SCRAP THAT HAS BEEN REMOVED FROM USE

- IT devices, office machines
- Small household appliances
- Entertainment electronics
- Washing machines, stoves
- Other electrical and electronic devices
- Everything that contains so-called electric wires

Refrigeration devices are collected separately and delivered to the recycling point at Lassila & Tikanoja.

The devices must be deleted from the device register and hard disk drives removed from PCs. The hard disk drives are destroyed according to the instructions in section 7, and Facility Services is notified about the other materials. They will deliver the devices to the collection trolley and then to recycling. Remeo Oy is responsible for the recycling.

9. SMALL METAL ITEMS

Small metal items are collected in the container located in the connecting corridor or taken directly to the collection containers located in the waste shelters in Buildings 6, 2 or 1.

Metal from research processes is sorted into separate containers or piles and delivered to a scrap company when necessary.

10. GLASS

Glass waste is collected in the container located in the connecting corridor or taken directly to the collection containers located in the waste shelters in Buildings 6, 2 or 1.



11. WASTE OIL

Clear and black oils are collected in the Oil Storage in J-warehouse and delivered to an oil collection point once a year. Facility Services is responsible for making the transportation arrangements.

12. HAZARDOUS WASTE

- Accumulators
- Chemicals, etc.
- Solid oil waste
- Paints
- Aerosol bottles

Appropriately marked waste containers are taken to the north end of the warehouse 2 building, and then delivered to Fortum Waste Solutions Oy.

Larger amounts are packed in units and delivered directly to Fortum.

NOTE: THE CONTAINERS MUST ALWAYS BE MARKED WITH INFORMATION ABOUT THE WASTE AND THE RELEVANT CONTACT PERSON, AND A SAFETY DATA SHEET MUST ALSO BE ATTACHED TO THE CONTAINER. TRANSPORTATION DOCUMENTS MUST BE KEPT FOR THREE YEARS!

13. BATTERIES

These are taken to the collection point beside Sky café on the 3rd floor of Building 2. Facility Services will deliver the batteries to hazardous waste collection. Companies that sell batteries also accept used batteries.

13. EMPTY INK CASSETTES AND TANKS

The university has switched from personal printers to multi-purpose devices, which has significantly reduced the amount of waste. Dispose of individual colour cassettes according to the package instructions.

More information about recycling is available from the following people:

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