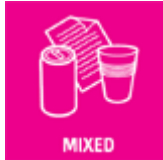




Waste Directory

Find out what to do with your waste.

Aerosol cans



Recycle - Aerosol cans can currently be recycled at our Osterley campus only. Place in the Mixed Recycling bins, which are identified by the label above. Make sure the cans are completely empty before putting in the bin.

Dispose - At all other sites, please place aerosol cans in the General Waste bins.

Batteries



Did you know - The UK generates about 25,000 tonnes of waste domestic batteries every year, but less than 1,000 tonnes are recycled.

Batteries contain heavy metals and chemicals that can pollute our environment and be damaging to human health. Never dispose of batteries in your general waste bins.

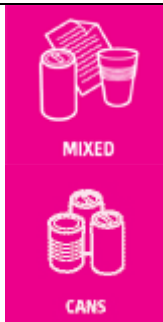
Reduce - Try to avoid the use of batteries by using mains power where possible.

Reuse - Use rechargeable batteries where possible.

Recycle - Place domestic batteries in the Battery Recycling bins, identified by the label above.

Contact the Facilities help desk on x3333 to have your battery bin emptied or to order a Battery Recycling bin for your area. Smaller sites will need to send collected batteries to Sky's Osterley campus (P&FM Dept, NHC2) by internal mail or courier. They will then be sent for recycling.

Cans



Did you know - The UK uses about 12 billion cans each year. If placed end to end they would stretch to the moon and back!

Recycling just one aluminium can saves enough energy to watch 3 episodes of Lost.

Reduce - Buying fresh food instead of tinned food can reduce the amount of packaging that needs to be disposed.

Recycle - At our Osterley campus, you can recycle your aluminium and steel drink and food cans by depositing in the Mixed Recycling bins located at Recycling Points and Canteen areas.

At our Scotland sites, you can recycle your aluminium or steel drink and food cans by depositing in the Can Recycling bins located at Recycling Points and Canteen areas.

Cardboard



Did you know - Each year the UK uses the equivalent of 140 corrugated cardboard boxes for each person. That's enough to make a pile the width of a football pitch, and half the height of Nelson's Column!

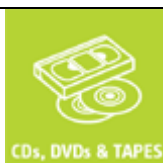
Reduce - Try to avoid buying items which contain large amounts of cardboard (and other) packaging.

Reuse - If you have lots of cardboard boxes, advertise them on the Sky Notice Board on Sky's intranet. There are often people moving house that can use them.

Recycle - Cardboard boxes should be flattened and left next to Paper Recycling bins. The cardboard is then collected by cleaners and taken to be recycled*. Make sure you don't leave large amounts of plastic packing tape attached to cardboard. Smaller bits of cardboard should be placed in Paper Recycling bins or Mixed Recycling bins (Osterley campus only).

*At all sites which have recycling services.

CDs, DVDs and redundant VHS tapes



Did you know - CDs, DVDs and tapes are 100% recyclable and, if recycled, waste that would otherwise go to landfill can be reduced whilst providing useful raw materials for the manufacture of new products.

Reduce - Choose discs which can store larger amounts of information, thereby reducing the number of discs required.

Reuse - Choose rewritable CDs or DVDs.



Recycle – Place CDs, DVDs & tapes in the CD, DVD & Tape Recycling bins, identified by the label above. Contact the Facilities help desk on x3333 to get your bin emptied once it gets full. Smaller sites will need to send collected CDs, DVDs & tapes to Osterley (P&FM Dept, NHC2) via courier or internal mail. Note plastic covers are okay but cardboard covers need to be removed and placed in the Paper Recycling or Mixed Recycling bins.

If you have the occasional CD, but not enough to warrant a whole bin, put them in the internal mail to the Environment Team, NHC4, Osterley. The Environment Team will then deposit into a recycling bin.

If your office produces large numbers of CDs, DVDs or VHS tapes, you should already have a specific bin for their collection. If you don't please contact the Facilities help desk on x3333 to arrange one.

Chemicals

Did you know – Chemicals should never be poured down sinks, drains, onto land or put in general waste bins as they can cause severe pollution. If you are unsure about how to dispose of any chemicals contact the Facilities help desk on x3333.

Computer equipment

Did you know – Recycling computers enables the recovery of plastics, glass and metals, even precious metals such as gold! This saves the need for raw materials and prevents possible environmental and human health impacts from disposal in landfills. Never dispose of computer equipment in general waste bins.

Reuse – At Sky we send all of our redundant IT equipment to RDC. RDC takes all equipment (including components) which are in good condition and re-sells them. To arrange for IT equipment to be collected, raise an IT service request via the intranet or by calling x6000.

Recycle – At Sky we send all of our redundant IT equipment to RDC. Equipment which cannot be sold-on is recycled. The recycling process is extremely efficient – nothing ends up in landfill.

To arrange for IT equipment to be collected, raise an IT service request via the intranet or by calling x6000.

Confidential paper

Confidential waste paper should be put into the Shredit confidential waste bins. It is securely shredded onsite and then recycled. This ensures confidential information is protected whilst doing our bit for the environment.

Our confidential paper recycling service is more expensive than our normal paper recycling service, so please use the normal, All Paper recycling bins if your paper waste is not confidential.

Cooking oil

Reuse – At home, lard and fat can be made into bird cakes by adding seeds. Small amounts of vegetable oil can also be added to a compost heap.

Recycle – At work, used cooking oil should be allowed to cool before handling, and then stored securely in drums outside Sky's kitchens. It should not be disposed of in bins, skips or down the sink. An external contractor collects used cooking oil for recycling, using it in the production of bio-diesel.

At home; collections of cooking oil for recycling is generally not available to householders. Cooking oil should not be disposed via the drain as it causes problems when it solidifies. Small amounts can be disposed of with normal refuse, just allow it to solidify first. Otherwise take to your local council's household waste recycling site.

Digi-beta, SP-beta & HD tapes





Digi-beta, SP-beta and HD tapes should be collected and returned to the Tape Dispatch in Sky 6, Osterley. Sites other than Osterley should send tapes back via the internal mail or via courier.

These tapes are wiped and re-used over and over.


Electrical and

Reduce – Purchase durable items and try to service equipment regularly so that the maximum life is achieved. Try to repair broken items rather than simply throwing away.



electronic equipment		Recycle - Contact the Facilities help desk on x3333 to have your redundant electrical equipment collected. Sky uses registered waste contractors to ensure equipment is recycled as much as possible.
Envelopes		Did you know - Sky uses about 80 million envelopes a year. If placed end to end, they would stretch half way around the world! Reduce - Use internal mail envelopes wherever possible. Reuse - Envelopes may be reused by sticking labels over the old address. Recycle - Place used envelopes in the Paper Recycling bins, identified by the label above.
Fluorescent tubes		Did you know - Fluorescent tubes contain hazardous substances and so need to be handled carefully. These substances can be harmful to human health if they come into contact with skin or are ingested or inhaled. If disposed incorrectly, heavy metals may leak and cause soil or water pollution. Therefore, don't put them in a general bin or leave them where they may get broken (such as propped up in the corner!). If you need to dispose of a fluorescent tube, contact the Facilities help desk on x3333. They will organise for the fluorescent tubes to be stored securely and then send them to be recycled.
Food waste		Reduce - It may sound obvious, but we can significantly reduce the amount of food waste we produce by ensuring that we only purchase what we need. Dispose - Food waste should be placed in the general waste bins or if in the canteen separated into the appropriate bins. Currently, our food waste goes to landfill along with our general waste.
Furniture		Did you know - Unwanted furniture is reused throughout Sky. If furniture is no longer required and in good order, local charity organisations are contacted so that it can be reused. If it is beyond repair, it is disposed of to landfill. If you have any furniture you need removed, please contact the Facilities help desk on x3333.
General non-hazardous waste		Did you know - Once we have reduced the amount of things we buy, reused the things we can and recycled as much as possible, there still may be things that have to be disposed of to landfill e.g. plastic wrappers, items contaminated with food, tissues and paper towels, drink bottle lids and polystyrene containers. These items can be placed in the general waste bins provided in your office. If you are unsure if something can be recycled, contact the Facilities help desk on x3333
Glass bottles and jars		Did you know - Recycling two glass bottles saves enough energy to boil water for five cups of tea. Reuse - Glass jars can be used to store odds and ends. Recycle - Glass bottles and jars (all colours) can currently be recycled at our Osterley campus only. Place in the Glass Recycling bins, which are identified by the label above. Make sure bottles and jars are not contaminated by food, a little bit of liquid in the bottom is okay. Drinking glasses and window glass are different types of glass so please keep these out. At all other sites; please place glass in the General Waste bins.
Hazardous waste		Did you know - There are strict legal requirements for the disposal of hazardous wastes, and Sky has procedures to ensure it fulfils its obligations. Hazardous wastes include batteries, fluorescent tubes, television monitors, some types of glue and paint. Contact the Facilities help desk on x3333 if you have hazardous wastes which require disposal.






Inkjet cartridges	Recycle - Bags for collecting and posting cartridges are available throughout Sky sites. Alternatively, you can call 0800 435 576 or email skybags@inkagain.co.uk . This will put you in touch with Environment Business Products (EBP), who will send you a freepost bag. Place your old Inkjet in the bag and return to EBP.
Medical waste	Did you know - Departments in Sky that produce medical waste have procedures for disposing of it correctly? This includes having a licensed contactor and keeping appropriate records. All medical waste is incinerated.
Metal	<p>At work, scrap metal should not be placed in the general waste bins or in skips as it is collected and sent for recycling. Contact the Facilities help desk on x3333 to arrange collection.</p> <p>At home, some household waste recycling centres provide metal recycling facilities. Alternatively check your local business directory to find a nearby scrap merchant.</p>
Mobile phones and mobile phone batteries	<p>Did you know - 18 million mobiles are bought each year, yet fewer than 5% of unwanted handsets are recycled. Some mobiles contain precious metals such as gold and silver which can be recovered through the recycling process. They can also contain toxic substances such as cadmium and mercury which can be damaging to the environment and human health if they end up in a landfill site.</p> <p>Recycle - Return your business mobile phone or phone battery to Facilities x3333. This should happen as part of the normal process of getting a replacement phone.</p>
Oil (engine)	<p>Did you know - Oil can cause serious water pollution and should never be poured down drains or burnt.</p> <p>Recycle - At work, oil must be collected and disposed through an approved contractor. Contact the Facilities help desk on x3333 if you have oil which needs disposing.</p> <p>At home, local council household recycling centres should accept oil. The UK Environment Agency has set up an oil care campaign to help oil users dispose responsibly of their waste oil. Visit oilbankline.org.uk</p>
Paints	<p>Did you know - Paints should not be thrown away with general waste or poured down drains, as they can contain hazardous components which can be polluting.</p> <p>Reuse - At home and work, if you have leftover paint, either store for reuse elsewhere or take to a local community re-paint scheme which will distribute it to local community groups wanting to brighten up village halls and community buildings.</p> <p>Visit Community Re-Paint website www.communityrepaint.org.uk.</p> <p>Disposal - At work, contact the Facilities help desk on x3333 if you have paint which requires disposal. At home, for small amounts of paint only, allow to dry in the tin or on newspaper and dispose with normal household waste.</p>
Paper	 <p>Did you know - Paper is one of the most commonly recycled materials. Recycled paper uses less water and energy and produces less air pollution than manufacturing paper from scratch.</p> <p>Reduce - Don't print out documents and emails unnecessarily. Print documents double sided or with two pages to a page.</p> <p>Reuse - Make scrap paper pads out of used paper. Collect paper that has been printed only on one side and re-use in your office printer by placing back in the printer (making sure all the paper is facing the right way up!)</p> <p>Recycle - Place all paper, including office paper, coloured paper, newspapers, magazines, envelopes and brochures in the Paper Recycling bins, identified with the</p>



label above.

Small amounts of staples are okay; however please remove paper clips and spiral binding from notebooks. Also do not place laminated papers or paper which has been contaminated by food in the recycling bins.

Note some sites (e.g. Shepherd's Bush) have more specific requirements for paper (i.e. white paper separated from coloured papers). Please take note of signage at these smaller sites.

Paper cups		Reduce - Try to avoid using paper cups by refilling a water bottle or by using a re-usable mug.	Recycle - At our Osterley campus you can recycle your paper cups by depositing in the All Paper or Mixed Recycling bins located at Recycling Points and Canteen areas. At our Scotland sites you can recycle your paper cups by depositing them in the All Paper bins located at Recycling Points and Canteen areas. Liquids should be emptied from cups; however a small amount of residue is okay.
Photocopier cartridges		Recycle - Contact the Facilities help desk on x3333 to arrange collection of any used photocopier cartridges and toner bottles. The help desk will log a call with Eurocopy (our photocopier service provider) who will then collect the cartridges for recycling.	
Plastic bottles		Did you know - 1.8 tonnes of oil are saved for every tonne of plastic produced from recycled material instead of raw materials.	Recycle - At our Osterley campus you can recycle your plastic bottles and containers by depositing in the Mixed Recycling bins located at Recycling Points and Canteen areas. At our Scotland sites you can recycle your plastic bottles and containers by depositing in the Plastic Recycling bins located at Recycling Points and Canteen areas.
Printer cartridges		Please see either inkjet cartridges or toner cartridges .	
Toner cartridges		Recycle - Toner cartridges should be placed into a box (i.e. from the replacement toner cartridge) and placed at a Toner Collection Point, identified by the label above. Commercial (our stationary suppliers) will then collect the used toner cartridges and send for recycling.	Contact the Facilities help desk on x3333 if you are not sure where your nearest Toner Collection Point is located.
Wood		Reuse - Timber should be re-used wherever possible. Try and determine whether business partners can re-use wood before disposing.	Recycle - At work, scrap wood should not be placed in the general waste bins; it should be collected separately and sent for recycling. Contact the Facilities help desk on x3333 to arrange collection.
		At home, some household waste recycling centres provide wood recycling facilities. Alternatively check the RecycleWood website to find your nearest facility (www.recyclewood.co.uk).	