

Optimization of the separation of waste and recyclable material

Leaflet for cleaning personnel

The quality of the separation of recyclable material at the university depends on the commitment of all parties involved. Optimal separation of recyclable material preserves resources, actively supports the idea of the “Sustainable University” and additionally saves money.

- It is absolutely necessary to take care that the **color coding of the different bags is observed** in all waste bins, in order to guarantee the **unmistakable classification** when the bags are taken away.

The correct coding of the bags in the waste bins:

Paper → **green** plastic bag, paper bag, cloth bag or no bag at all

Yellow bag → the usual “**Gelbe** Sack“

Non-recyclable waste → black, **gray**, **white** or transparent plastic bag

- The **green plastic bag** for paper has to be **emptied**. Afterwards, the bag is reused.
- **If** the bags from the waste bins are **poured into** other (larger) bags for transport to the presses, it must be ensured that they are **always poured into the same bags** so that an unmistakable classification is also kept up here.
- When emptying waste bins, the **different types of waste have to be kept separately**. The separation of non-recyclable waste and recyclable material only makes **sense** if all the **cleaning personnel comply with it**.
- We ask you to equip offices with waste paper baskets only and **not to use plastic bags in these waste paper baskets**.
- **In laboratories**, in addition to so-called hazardous wastes, paper and non-recyclable waste normally accumulate. Laboratories are to be equipped with a sufficient number of **waste paper baskets** and **bins for non-recyclable waste**. **Waste glass** that is not contaminated (including empty solvent bottles) are also to be collected separately and taken to a public waste bin by the laboratory personnel. Should a large amount of packaging material labeled with the “green dot” accumulate in certain areas (e.g. incoming goods), an additional container can be positioned there for this type of waste.
- **Non-recyclable waste** and **packaging material** with the “green dot “ are normally collected in **kitchenettes, social, break and staff rooms**. When no such rooms are available, maybe the vestibules of the sanitary facilities could be used.

Best regards
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Immissionsschutzbeauftragter
(Responsible for immission protection)

Note on the English version: The official language is German, in case of doubt, the German version shall prevail.