



**University of  
Nottingham**

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# Procedure for the collection and disposal of confidential waste

## Confidential Waste

- Confidential Waste in the form of papers, audio tapes, video tapes, CD's and DVD's can be collected and securely shredded.
- Different forms of waste must be separated, and the driver made aware of anything that is not paper based.
- Paper waste cannot contain folders/binders/plastic wallets, and cannot be books.
- Waste must be placed in opaque bags, and weigh no more than 10KG.

## How do I dispose of confidential waste

- Bag any confidential waste inline with the guidance above.
- Create an Estates Helpdesk works request- [Estates Helpdesk \(nottingham.ac.uk\)](https://www.nottingham.ac.uk/estates-helpdesk)
- Transport and Logistics will collect the waste in a secure van (no easy access from the outside)
- Waste will be collated at King's Meadow Campus, either within lockable storage bins, or in dedicated roll cages that are stored within the secure warehouse.
- 3<sup>rd</sup> Party contactor will collect the waste once a week, and take to it to an offsite facility for confidential shredding.