How do I obtain a recycling bin?

Recycling bins are purchased by the school/department requiring the bin. Various internal recycling bins are available to suit different settings. However, before ordering a recycling bin, it is worth considering the following:

**Is there an existing recycling bin that could be used?**

Before purchasing additional bins, which would increase the overall number of bins that need to be emptied by cleaning staff, it’s worth checking whether an existing bin could be relocated. In open plan areas, it is anticipated that bins are shared by a number of people.

**Will the new recycling bin be paired with a general waste bin?**

To ensure that the recycling bin is used effectively, it’s important that it is next to a general waste bin – otherwise it’s easy to just use the nearest bin irrespective of what waste stream it is for. Not only can this reduce our recycling rates, it can also lead to contamination of the waste that has been separated for recycling.

Rather than adding a new recycling bin, it may be that a general waste bin could be removed?

Alternatively, you could consider the Eco Nexus Duo bin as this has sections for mixed recycling and landfill waste within the same bin.

**How much waste is likely to be generated?**

This will help to identify what size bin is most appropriate for the setting.

**Are under desk bins still used?**

Providing a new communal recycling bin could be an opportunity to consider whether individual waste bins are still needed.

Overleaf are the different internal recycling bins used at the University of Nottingham. Having identified the one that best suits your needs and budget, please place an order with the supplier on Agresso. (prices correct as at August 2018)

Please note that Glasdon apply the following discounts to bulk orders of the same bin:
- 0-5 units: 0% discount
- 6-15 units: 5% discount
- 16-40 units: 10% discount
- 41-50 units: 15% discount
<table>
<thead>
<tr>
<th>Bin capacity</th>
<th>Model &amp; specification</th>
<th>Supplier</th>
<th>Unit price (ex VAT)</th>
<th>Signage required</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 litres</td>
<td>Lucy swing bin blue Product code: 017185</td>
<td>Bunzl Cleaning and Hygiene Supplies (Agresso id = 62449)</td>
<td>£8.14</td>
<td>Sticker for bin lid. Please email <a href="mailto:sustainability@nottingham.ac.uk">sustainability@nottingham.ac.uk</a>, specifying the number of stickers you require. These will then be sent to you in the internal mail.</td>
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| 85 litres    | **Eco Nexus Duo 85 Recycling Bin**  
* Grey body  
* 50-50 split dual open aperture  
* DEFRA mixed recycling (white on blue) and landfill disposal (black on white) graphics to both aperture and front of the unit  
* Sign carrier kit & UoN portrait poster | Glasdon (Agresso id = 63620)        | £124.78              | Sign carrier kit should be delivered with a UoN poster already inserted. If the poster isn’t included, please email sustainability@nottingham.ac.uk. |
| 100 litres   | **Nexus 100 Mixed Recyclables Recycling Bin**  
* Blue open aperture  
* DEFRA mixed recycling graphic in blue  
* Sign carrier kit & UoN landscape poster | Glasdon (Agresso id = 63620)        | £191.54              | Sign carrier kit should be delivered with a UoN poster already inserted. If the poster isn’t included, please email sustainability@nottingham.ac.uk. |