

University of Eastern Finland

WASTE MANAGEMENT PLAN

2017



UNIVERSITY OF
EASTERN FINLAND



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INTRODUCTION

According to the Waste Act, the so-called order of priority must be abided by in waste management as stipulated in the EU Waste Framework Directive. The waste management obligations are based on the Waste Act (646/2011), the Waste Decree (179/2012), other decrees issued by virtue of the Waste Act and the municipal waste management regulations. Both the Waste Act and the supporting decrees aim at the optimal realisation of the order of priority, which stipulates that the generation of waste should primarily be avoided. If waste is generated, it must be prepared for reuse or secondarily recycled. If recycling is not possible, waste must be recovered in other ways, including recovery as energy. Waste may be disposed of in landfills only if its recovery is not technically or financially feasible.

The order of priority may only be ignored if following some other option would be better for the environment. When choosing a waste management option according to the order of priority, the life-cycle impacts of waste, environmental protection and the waste operator's technical and economic conditions for complying with the order of priority are all taken into account.

It is very important that sorting is carried out appropriately. This will enable substantial reductions in the quantity of landfill waste and the environmental impact caused by it, as well as lower waste expenses. The waste generator is charged for any incorrectly sorted waste. If a waste load upon inspection contains other elements besides those reported, the whole waste load is priced as landfill waste according to the most expensive waste type included in it.

Based on the University of Eastern Finland Action Programme for Sustainable Development 2015–2020, approved on 14 April 2015, all Campuses will reduce the quantity of waste generated as well as enhance their sorting and recycling. Sustainable development has been adopted as a part of our university's quality management system and it is described both in the Main Quality Manual and unit-specific quality manuals. In order to achieve the goals, comprehensive waste sorting is carried out according to this waste management plan. The colours symbolising the different waste types recur in the collection bins and sorting instructions in both indoor and outdoor facilities.

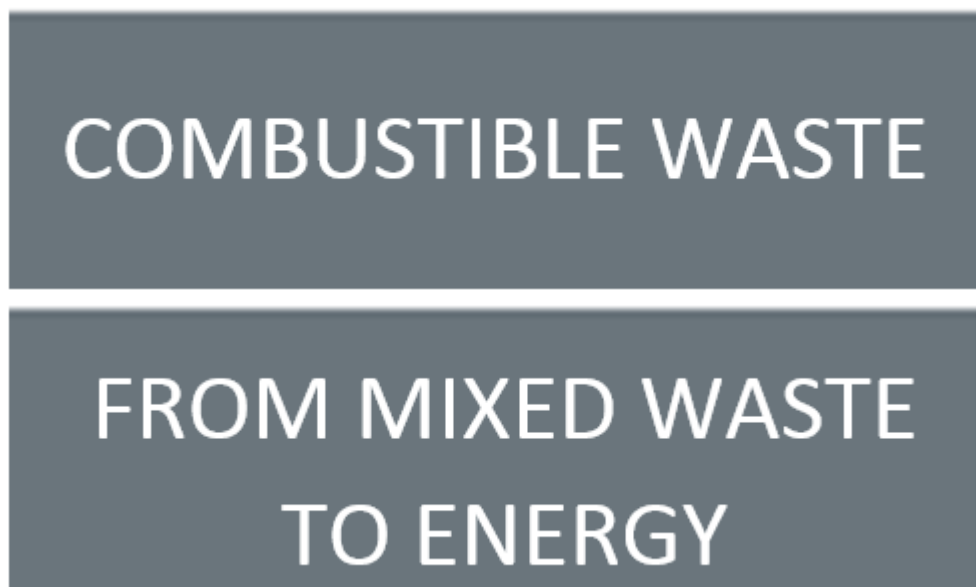
The realisation of the Action Programme for Sustainable Development is followed up as a part of management reviews and internal auditing. The indicators applied include the key figures for Green Office reporting.

The different types of waste species in the campuses of the University of Eastern Finland depend on the waste disposal regulations of the municipal waste management committee. From the beginning of 2017, combustible waste of all campuses (Joensuu), mixed waste to energy (Kuopio and Savonlinna) have been delivered to the Riikinvoima combustion plant at Leppävirta.

The Ministry of the Environment is preparing a new national waste plan that is aimed for completion in 2016.

1 SORTED WASTE

1.1 Combustible waste (former energy fraction, FROM MIXED WASTE TO ENERGY in Kuopio)



Combustible waste refers to fractions that are sorted from disposed waste and can be burned. When incinerated in a power plant, heat and electricity can be recovered from these fractions. Combustible waste includes materials that cannot be recycled further by other means. Combustible waste covers such items as paper hand towels, dirty paper and cardboard, nearly all plastics (excluding PVC), EPS and other package materials, candy paper and boxes, textiles, waste wood, sawdust, pallets etc.

Combustible waste is collected in all building facilities. The cleaning services empty the bins for combustible waste in the facilities according to the cleaning programme and take the waste to the collection containers at the outdoor collection points.



A single bag of combustible waste keeps a 12W compact fluorescent lamp lit for over 800 hours.



A single bag of combustible waste keeps an electric heated sauna warm for 1.5 hours.

For the combustible waste/From mixed waste to energy sorting instructions, see [Appendix C.5](#).

1.2 Biowaste

BIOWASTE

Biowaste is organic, compostable waste. In addition to leftovers, biowaste covers fruit, root and other vegetables, egg shells, coffee grounds, flower soil and plant-based waste as well as kitchen paper and paper napkins, which also absorb excess moisture.

Most biowaste is generated at the staff and student restaurants while making and serving food.

Some biowaste is produced at the coffee, recreation and common rooms. Separate biowaste collection bins will be placed in these facilities. In the common rooms, the quantity of biowaste is monitored; based on the outcome, assessments are made on the rationality of the sorting and the bin requirement. The cleaning services empty the biowaste bins in the facilities according to the cleaning programme and take the waste to the collection containers at the outdoor collection points. A contractor empties the collection bins at least once a week in the summer and at least once every two weeks in the winter.



The biowaste can be used as compost soil in gardens and landscaping.



When turned into biogas, the amount of biowaste generated by a single person in a year keeps a passenger car running for over 100 km.

For biowaste sorting instructions, see [Appendix C.6](#).

1.3 White office paper and recyclable paper

PAPER

The sorting of white paper is a true environmental contribution in terms of reuse. White paper is collected at the Joensuu Campus. In conjunction with cleaning, white paper is collected in green 240l collection bins located along the corridors and in lobbies as per the plan. The room

occupants can also empty boxes themselves in the containers along the corridor. Once a month, the collection bins are taken to the loading dock for emptying, and the paper collection company will pick them up from there.



Everyone must take their own **data-protected waste** to the locked collection bins placed around the departments and units. For data security reasons, any paper to be disposed of must be destroyed primarily using the Encore data security service or equivalent. Shredded paper must be taken to combustible waste.

Recyclable paper refers to all paper handled at an office and included in incoming mail. Office and teaching facilities are equipped with separate collection boxes or sorting pigeonholes for white paper and recyclable paper. The sorting is carried out by the people working in these rooms. The boxes and pigeonholes are part of the room fittings and must not be relocated when moving, for example.

Other recyclable paper is taken to the paper collection containers at the waste collection points in conjunction with cleaning. These containers can be found at each collection point. NOTE! A sack for recyclable paper holds a maximum weight of 500 kg. When moving, for example, the emptying service must be ordered often enough (sort any book covers to paperboard).



White office paper is used for making tissue. Recyclable paper is mainly used for making newsprint.

For white office paper sorting instructions, see [Appendix C.1](#). For recyclable paper sorting instructions, see [Appendix C.2](#).

1.4 Cardboard, recyclable paperboard and liquid packaging board

PAPERBOARD AND CARDBOARD

There are collection bins, roll containers, balers and presses available for cardboard, paperboard and liquid packaging board. The generators of cardboard waste must take their cardboard to the collection points themselves. The same containers can be used for cardboard, recyclable paperboard and liquid packaging board.

To save space, break up and flatten any cardboard boxes. Flatten paperboard and liquid packages and stuff them within each other.

If a substantial amount of cardboard or paperboard is generated in conjunction with equipment acquisition or when emptying a room, for example, the people concerned must themselves arrange a separate transportation for the waste with a transportation company.



Recyclable cardboard and paperboard are used for making coreboard. The plastic and aluminium coating is separated from the paperboard fibre and reused as an industrial raw material.

For cardboard sorting instructions, see [Appendix C.4](#). For recyclable paperboard and liquid packaging board sorting instructions, see [Appendix C.3](#).

1.5 Glass waste



Acceptable glass waste includes clean, coloured and uncoloured glass jars, glass bottles and glassware. Remove any lids, corks and neck rings. The labels can stay put. Everyone is responsible for taking their own glass waste to the collection bins at the collection points.

Any returnable deposit bottles must be taken to a recycling point at a store.

Glass waste is collected at restaurants and cafés. In addition, any glassware in the staff coffee and recreation rooms can be collected in the sink cabinet, for example, and either the cleaning services or the staff can take the glass to an outdoor collection point.

Laboratory facilities

Empty glass containers that are used for storing and transporting toxic or harmful substances (typically bottles) must be emptied, rinsed and then 'vaporised' before recycling. To vaporise, open the bottle in a fume cupboard and let the contents (gases) vaporise over time, for example. Make sure to only take safe glass containers to the glass collection points.



In Finland, recycled glass is used for making such items as new glass bottles and packages as well as thermal insulants.

For glass waste sorting instructions, see [Appendix C.8](#).

1.6 Metal waste

METAL

Small metal waste includes items such as food tins and drink cans, metal lids, empty paint cans and aerosol bottles.

Metal waste is collected at restaurants and cafés. In conjunction with the cooking kitchens, there are so-called can presses that can be used to squash tins and other metal containers before taking them to a metal collection point.

In addition, any metal waste in the staff coffee and recreation rooms can be collected in the sink cabinet, for example, and either the cleaning services or the staff can take the metal to an outdoor collection point.

Metal is collected at a few collection points, and the people who generate metal waste should take their waste to these collection containers themselves. If larger pieces or a larger amount of metal waste is generated, they should be taken directly to a recipient. Kuusakoski Oy, Stena Metall Group and Ekokem Corporation accept metal waste without charge.



Metal waste is recycled and then reused as raw material for the metal industry.

For metal waste sorting instructions, see [Appendix C.7](#).

1.7 Furniture waste

Freestanding furniture such as chairs, desks and bookshelves:

Furniture to be removed from use can be taken to the place appointed by the porters, or in some situations removed from the departments by the porters. Furniture is only stored if it is later going to another department for further use. If possible, it is sent to recycling. No furniture may be placed in combustible or landfill waste. For large furniture batches, the Facility Maintenance Services will order a separate removal skip for further transportation.

All fittings are the property of University Properties of Finland Ltd (SYK), the owner of the real estate.

Furniture and fixtures removed in connection with basic renovation work, along with the job of removing them, are handed over by SYK to a demolition contractor. Fixed furniture may only be taken and removed before demolition by permission from SYK.

1.8 Pallets

Pallets are collected at a few collection points. In Joensuu and Savonlinna, the university fixture services take care of the disposal of pallets. In Kuopio, Kuormalava Ky takes care of pallet recycling.

1.9 Hazardous waste

HAZARDOUS WASTE

When solvent waste is imported in the Hazardous Waste Room the pH of the solution, have to measure and to mark to the container. VAK-approved containers are available in Hazardous Waste Room.

Some of the university departments generate waste that is classified as hazardous. This refers to waste that causes specific danger or harm to human health or the environment due to its chemical or other property. This waste must not be mixed with other waste items, poured down the drain or burned. The waste generators must themselves take the waste directly to a waste processing plant at their own expense.

Drainable:

- pure water
- aqueous solutions which contain no environmentally hazardous waste
- acids and alkaline solutions are diluted to max. 5% strength and poured down the ACID DRAIN, flushing with plenty of water. (There is an acid drain in every fume cupboard.) The acid drain may also be used for normal water or liquids.

Some of the university buildings have a 'double drain' system. One system (lavatories, washbasins, normal sinks, floor drains) drains waste water directly into the network of drains which leads to sewage treatment plants. The other system drains waste water from the acid drains into the neutralisation pit, in which liquids are first automatically neutralised and strongly diluted, and only then flow into the network of drains which leads to sewage treatment plants. The following buildings have their own acid drain systems and neutralisation pits: Canthia, Snellmania, Bioteknia 1 & 2, Panos (Panos = former pharmacy test department) as well as Mediteknia and Medistudia in Kuopio, and Futura and Natura in Joensuu.

1.9.1 Fluorescent tubes, compact fluorescent lamps, UV lamps etc.

There are separate collection boxes for fluorescent tubes and other lamps. From the boxes, the waste generators take the items directly to a hazardous waste treatment plant. A separate agreement has been made

with the facility maintenance company regarding the replacement and disposal of fluorescent tubes.

1.9.2 Batteries and small accumulators

Coin-cell batteries, small accumulators and batteries are taken to the porter and put into battery recycling boxes (see picture below) building-specifically. In order to avoid a fire hazard, **cover the terminal ends of batteries and accumulators with tape** as soon as you remove them from use. From the outdoor battery collection points, the facility maintenance services will take the batteries to further processing. Any large accumulators must be taken to the hazardous waste room (Kuopio) from which the porters will take them to a waste treatment facility for accumulators. These facilities are available at Kuusakoski Oy (Lylykoskentie 35) and Gigantti (Voimatie 8) in Joensuu, at the Pikkukukko waste centre (Kaatopaikantie 316) and Gigantti (Volltikatu 4) in Kuopio, and at the recycling plant (Nissilänpolku 4, Kulennoinen) and Savonlinnan toimintakeskus (Ainonkatu 8-9) in Savonlinna.



1.9.3 Ink cartridges

Used printer ink cartridges must be taken to the porter or to postal services, who will take care of the appropriate disposal of the cartridges.

1.9.4 IT and WEEE waste

Computers and accessories, printers and equivalent IT equipment are hazardous waste. IT Services take care of the disposal of obsolete and broken computers and IT equipment. These instructions apply to all IT equipment (especially CPUs) which is or has been in the university network and / or is administered by e.g. university departments or project teams. The instructions cover all machines controlled by the university, irrespective of the means of acquisition, brand or operating system. The instructions also apply to equipment which the university (a department) has provided to an employee or student for use at home.

It is important that these instructions are followed in order to avoid data security and licensing problems. It must be emphasised that non-erased hard drives may contain confidential information about the university and, at worst, research and research results. Programs installed on hard drives are intended purely for the use of university students and staff in university work.

When taking an IT device out of service at the university or at home, always contact IT Services. IT Services staff will empty the hard drive, check the serial numbers if needed and remove any reusable parts (at least the network card). As for any leased equipment, there is an agreement in place with a service provider (3 Step It) regarding hard drive emptying.

Once IT Services have emptied the computer, the equipment is taken to containers meant for 'WEEE waste'. Any displays, printers and other accessories are taken directly to the same containers. The containers are emptied as agreed with the external contractor, who transports the equipment to the electronic waste processing plant.

Any media containing secret data (such as USB flash drives, DVDs/CDs, external hard drives etc.) must be delivered to IT Services. Attach information on the contents and the text 'To be destroyed' to these materials.

1.10 Special waste

Special waste as meant by this section is created at the Kuopio Campus. For Kuopio, there are more detailed waste instructions and colour codes at Heimo → Waste disposal

Special waste or risk waste means waste which, without being hazardous because of its poisonous nature or other similar feature, can still cause danger to the person handling it or to the environment. The following can be considered special or risk waste: infectious waste, biological waste, sharp or piercing waste, radioactive waste, tissue samples or other comparable waste and certain other types of waste. Special measures are necessary when leaving special waste at municipal refuse sites.

Sharp, piercing or cutting waste items (e.g. disposable needles, knives) are special waste because they can endanger the persons handling them by causing cuts or wounds.

The Kuopio Campus has made an agreement with an external contractor on the disposal of animal-based, piercing, sharp and infectious waste generated in tests and studies at the university, along with used Petri dishes, through incineration.

1.10.1 Biological waste

Biological waste is tissue material, dead laboratory animals, including genetically modified animals, and other waste which is classified as special waste for ethical reasons, old blood bags, certain food waste and disinfected infectious waste.

Biological waste is packed in double black rubbish sacks and taken to the Hazardous Waste Room in Snellmania, Mediteknia or Bioteknia. In the Hazardous Waste Room, the sacks are placed directly into a freezer (the 'carcass freezer') as the barrels are picked up for incineration once every two weeks. The waste is disposed of through incineration at a hazardous waste treatment plant. An external contractor manages the waste pickups and transportation for incineration. So-called confidential biological waste (e.g. samples marked with patient identification information) is disposed of in the same way.

1.10.2 Cell cultures and microbiological waste

If cell cultures are exposed to microbes (including pathogens), the cell cultures must be packed in black plastic containers and taken in the Hazardous Waste Room. Cell cultures with added toxins are disposed of according to the nature and strength of the toxin. Cell cultures with no added microbes must be packed in black plastic containers. A cell culture medium that does not contain hazardous waste can be poured down the drain.

1.10.3 Sharp, piercing and cutting waste

Disposable needles or knives are collected in containers. Containers are taken to the Hazardous Waste Room from each laboratory individually. The waste is placed at its dedicated location in the hazardous waste room.

1.10.4 Radioactive waste

Work with radioactive isotopes is usually done in isotope laboratories. Such laboratories have their own special instructions, which include waste disposal instructions. Attached here are the laboratory instructions for processing radioactive waste.

In work with isotopes, several different types of waste may be generated. The disposal of the waste depends on its type, the amount of radioactivity, and the half-life and other characteristics of the isotopes remaining in the waste. In treatment of this waste, its physical, chemical and biological features, such as chemical poison content and danger of infection caused by microbes, must be taken into account as follows:

- normal laboratory waste, which is taken unprocessed to the refuse site with municipal waste (low-activity solid waste and old radioactive waste)
- low-activity solutions containing radioactive substances, which are diluted and poured away into the drains
- solvent waste with landfill radioactivity below the so-called free release limit must be sent to the hazardous waste treatment plant or
- radioactive waste which does not decay and with a radioactivity level which rules out other means of disposal is transported to the Finnish Radiation and Nuclear Safety Authority.

Radioactive waste

- I-125 is placed in waste containers with lead lining and transported to the radioactive waste storeroom to allow it to decay.
- P-32, P-33 and S-35 waste is collected in plastic or glass waste containers, labelled appropriately and transported to the radioactive waste room, where it is placed on shelves marked with the appropriate month.
- scintillator tubes are collected in a container which is marked with the half-life and then transported to the radioactive waste storeroom. After the half-life period has expired, the tubes are taken to the municipal refuse site for incineration.
- inspection of radioactive waste on the 'decay' shelves of the radioactive waste storerooms and transportation to municipal refuse sites is carried out by the porters
- every unit should have appropriate containers for storage and transportation

NOTE! All waste transported to the radioactive waste storeroom must be labelled with the following:

- department or unit, person and contact information
- contents
- date on which the waste can be disposed of (expiry of half-life period)
- means of disposal; according to the safety data sheet

Disposal of Hazardous Waste at UEF Heimo → Vaarallisten jätteiden jäteohjeet (only in Finnish 10/2017)

2 WASTE COLLECTION POINTS

Appended are maps of the locations of the collection points. Appendix A 1 is the [Joensuu Campus map](#), Appendix A 2 the [Kuopio Campus map](#) and Appendix A 3 the [Savonlinna Campus map](#).

Appended are tables of the equipment available at each waste collection point. Appendix B 1 is for the [Joensuu Campus](#), Appendix B 2 for the [Kuopio Campus](#) and Appendix B 3 for the [Savonlinna Campus](#).

3 WASTE TRANSPORT

In Joensuu, the transport of combustible, landfill and biowaste, recyclable paperboard, glass and metal is managed by Puhas Ltd, customer service +358 13 318 198. Paper and paperboard recycling is managed by Joensuun Kierrätys-Kuljetus Oy, +358 13 223 183. White paper containers are emptied once a month on a predetermined day. The collection containers along the corridors are taken to the loading dock by the porters and then emptied by a contractor. For any extra emptying, contact the head porter, tel. +358 50 057 2134.

In Kuopio, the transportation of 'from mixed waste to energy' fractions, biowaste, recyclable paperboard, glass and metal is managed by Jätekuukko Oy, customer service +358 17 368 0152. Paper recycling is managed by Puijon Kiinteistöhuolto Oy, tel. +358 10 229 3400.

In Savonlinna, the transportation of mixed, energy and biowaste, recyclable paperboard, glass and metal is managed by Lassila & Tikanoja Oy, customer service +358 10 636 134. Paper recycling is managed by Punkaharjun Kuljetus Muhonen Ky, tel. +358 15 511 7664.

If an exceptionally large amount of a specific waste is generated, an extra order is made to the concerned company. The facility maintenance services must monitor the filling up of the containers and order emptying services as needed.

4 FURTHER INFORMATION

The waste collection points have been named as per the Finnish version of this plan (for example 'Jätteenkeräyspiste 1', i.e. 'Waste collection point 1'), and these names are included in plates installed at the locations.

At the collection points, each container features a clearly marked sticker indicating what types of waste can be put in the container. Sorting instructions have been attached to the container lids.

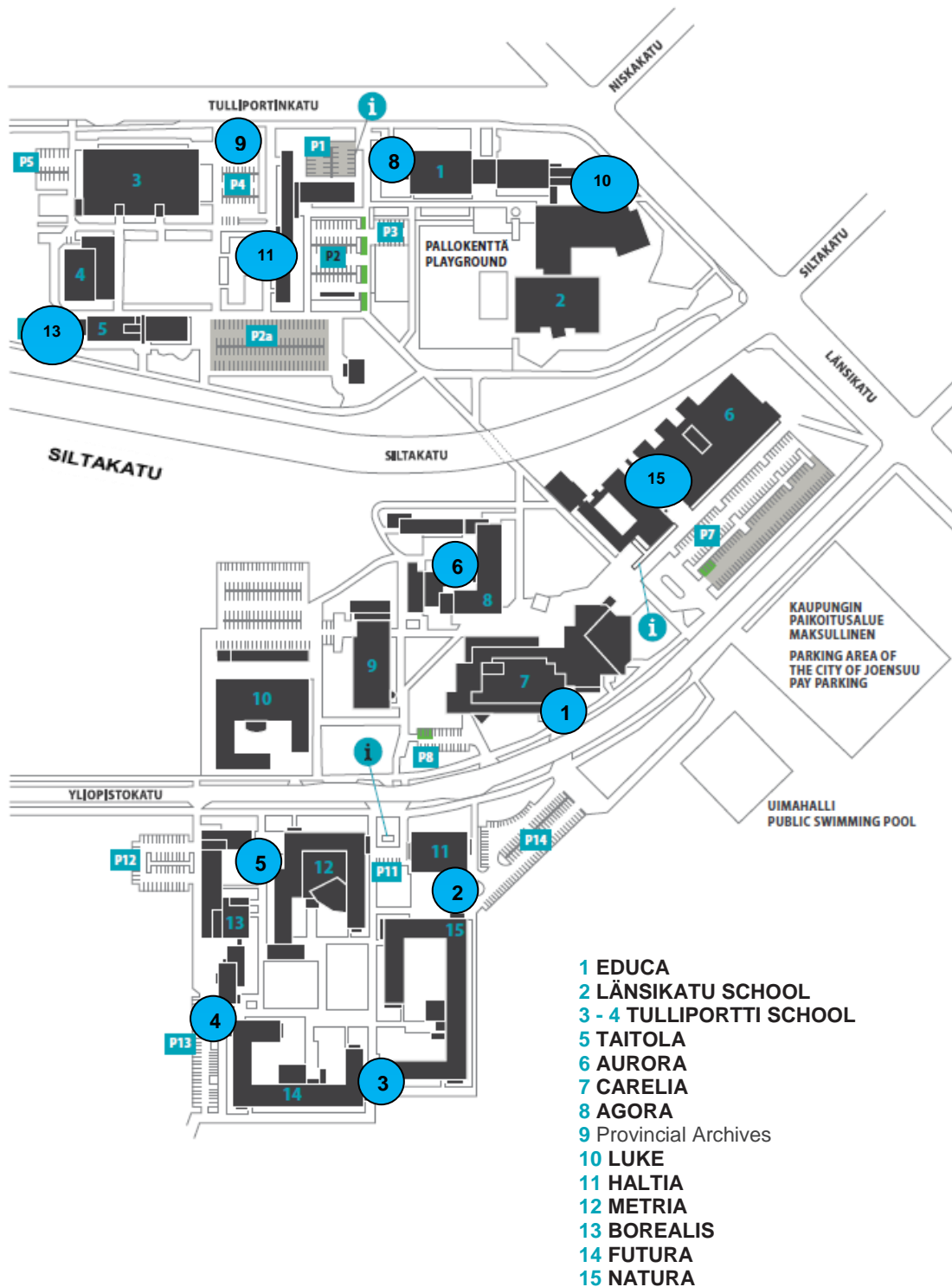
The plan is available in an electronic format at UEF Heimo → Waste Management Plan.

For further information on the plan, contact the cleaning and facility maintenance contact people and porters, as well as the Office of Facilities Management in Kuopio, Joensuu and Savonlinna, a Facilities Engineer or Head Porter.



LOCATIONS AND EQUIPMENT OF WASTE COLLECTION POINTS

Appendix A 1 Locations of waste collection points, Joensuu Campus

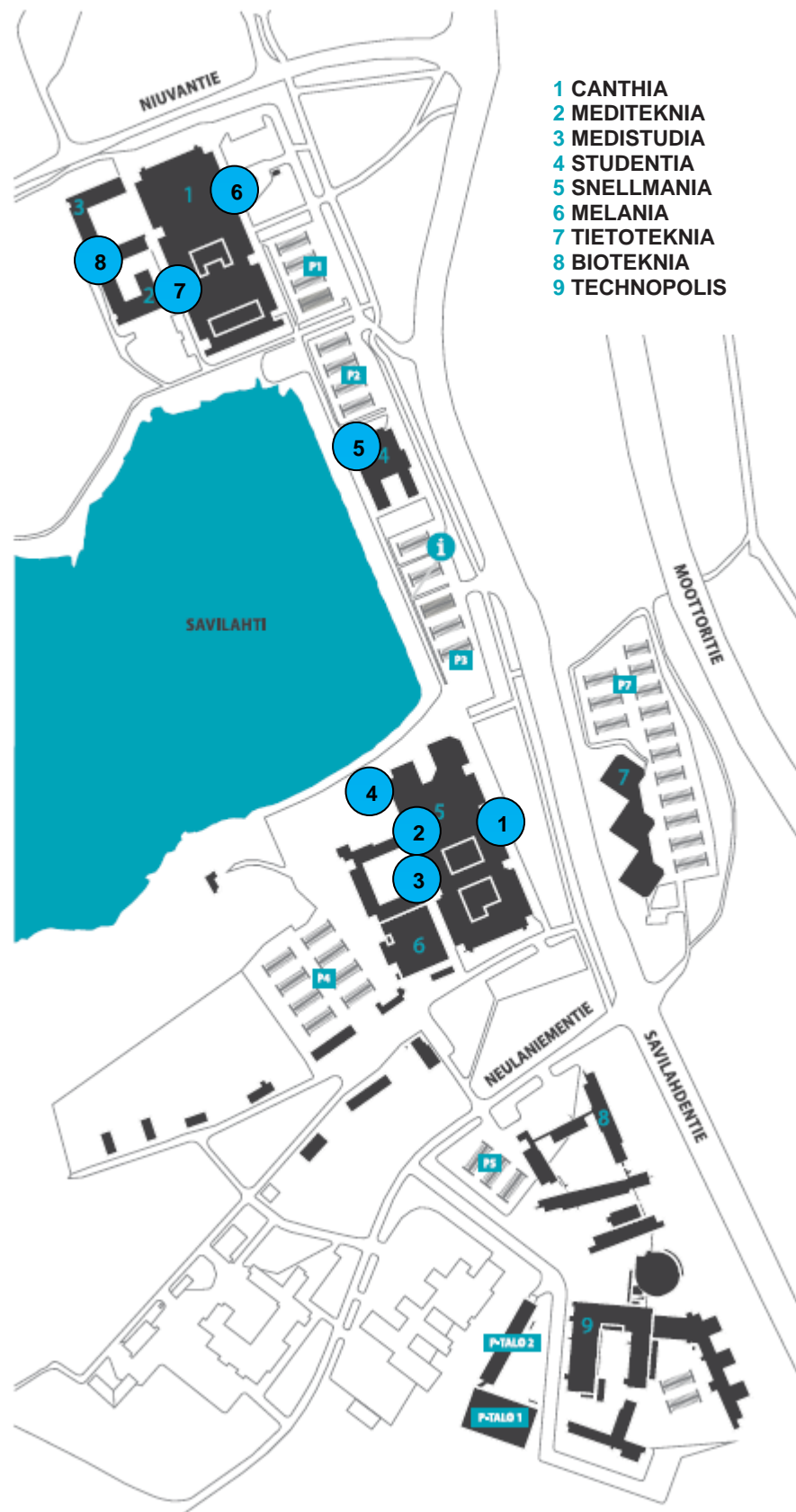


Appendix B 1 Equipment of waste collection points, Joensuu Campus

Waste collection point	Collection containers as per the plan
Collection point 1 (Carelia)	<ul style="list-style-type: none"> • 5,000l deep collection container for landfill waste • 1,200l deep collection container for recyclable paper • 4 x 240l collection containers for biowaste • 3 x 660l collection containers for recyclable paperboard and liquid packages • 3 x roll containers for cardboard • 2 x 660l collection containers for metal waste
Collection point 2 (Haltia)	<ul style="list-style-type: none"> • 5,000l deep collection container for combustible waste • 5,000l deep collection container for landfill waste • 3,000l deep collection container for recyclable paper • 1,300l deep collection container for glass waste • 4 x 240l collection containers for biowaste • 660l collection container for metal waste • 660l and 2 x 800l collection containers for cardboard, recyclable paperboard and liquid packages • battery collection bin • pallet collection point
Collection point 3 (Natura)	<ul style="list-style-type: none"> • 5,000l deep collection container for combustible waste • 660l collection container for landfill waste • 660l collection container for office paper • 3,000l deep collection container for recyclable paper
Collection point 4 (Futura)	<ul style="list-style-type: none"> • 5,000l deep collection containers for combustible waste • 5,000l deep collection container for landfill waste • 3,000l deep collection container for recyclable paper • 3 x 240l collection containers for biowaste • 660l and 800l collection containers for cardboard and recyclable paperboard • 660l collection container for glass waste • battery collection bin • pallet collection point
Collection point 5 (Metria)	<ul style="list-style-type: none"> • 5,000l deep collection container for combustible waste • 660l collection container for landfill waste • 3,000l deep collection container for recyclable paper • for cardboard and recyclable paperboard
Collection point 6 (Agora)	<ul style="list-style-type: none"> • 5,000l deep collection container for combustible waste • 660l collection container for landfill waste • 3,000l deep collection container for recyclable paper • 240l collection container for biowaste • 2 x roll containers for cardboard in the canopy section

Collection point 8 (Educa)	<ul style="list-style-type: none"> • 2 x 660l collection containers for landfill waste • roll container for cardboard • 240l collection container for biowaste
Collection point 9 (Tulliportti school)	<ul style="list-style-type: none"> • 5,000l deep collection container for combustible waste • 660l collection container for landfill waste • 3,000l deep collection container for recyclable paper • 4 x 240l collection containers for biowaste • 660l collection container for glass waste • 660l collection container for metal waste • 2 x roll containers for cardboard waste • battery collection bin • pallet collection point
Collection point 10 (Länsikatu school/ Educa)	<ul style="list-style-type: none"> • 5,000l deep collection container for combustible waste • 660l collection container for landfill waste • 3,000l deep collection container for recyclable paper • 3 x 240l collection containers for biowaste (partly placed under a flight of stairs) • 660l collection container for glass waste • 660l collection container for metal waste • roll container for cardboard waste • 660l collection container for office paper • battery collection bin
Collection point 11	<ul style="list-style-type: none"> • 5,000l deep collection container for combustible waste • 660l collection container for landfill waste • 3,000l deep collection container for recyclable paper • 2 x 240l collection containers for biowaste (partly placed in a cold room) • 660l collection container for recyclable paperboard • 240l collection container for glass waste • 660l collection container for metal waste
Collection point 13 (Taitola)	<ul style="list-style-type: none"> • 5,000l deep collection container for combustible waste • 660l collection container for landfill waste • 3,000l deep collection container for recyclable paper • 660l collection container for cardboard and recyclable paperboard
Collection point 15 (Aurora 1-2)	<ul style="list-style-type: none"> • 2 x 5,000l deep collection containers for landfill waste • 2 x 3,000l deep collection containers for recyclable paper • 6 x 240l collection containers for biowaste • 3 x 800l collection containers for cardboard and recyclable paperboard • 240l collection container for glass waste • 240l collection container for metal waste • pallet collection point

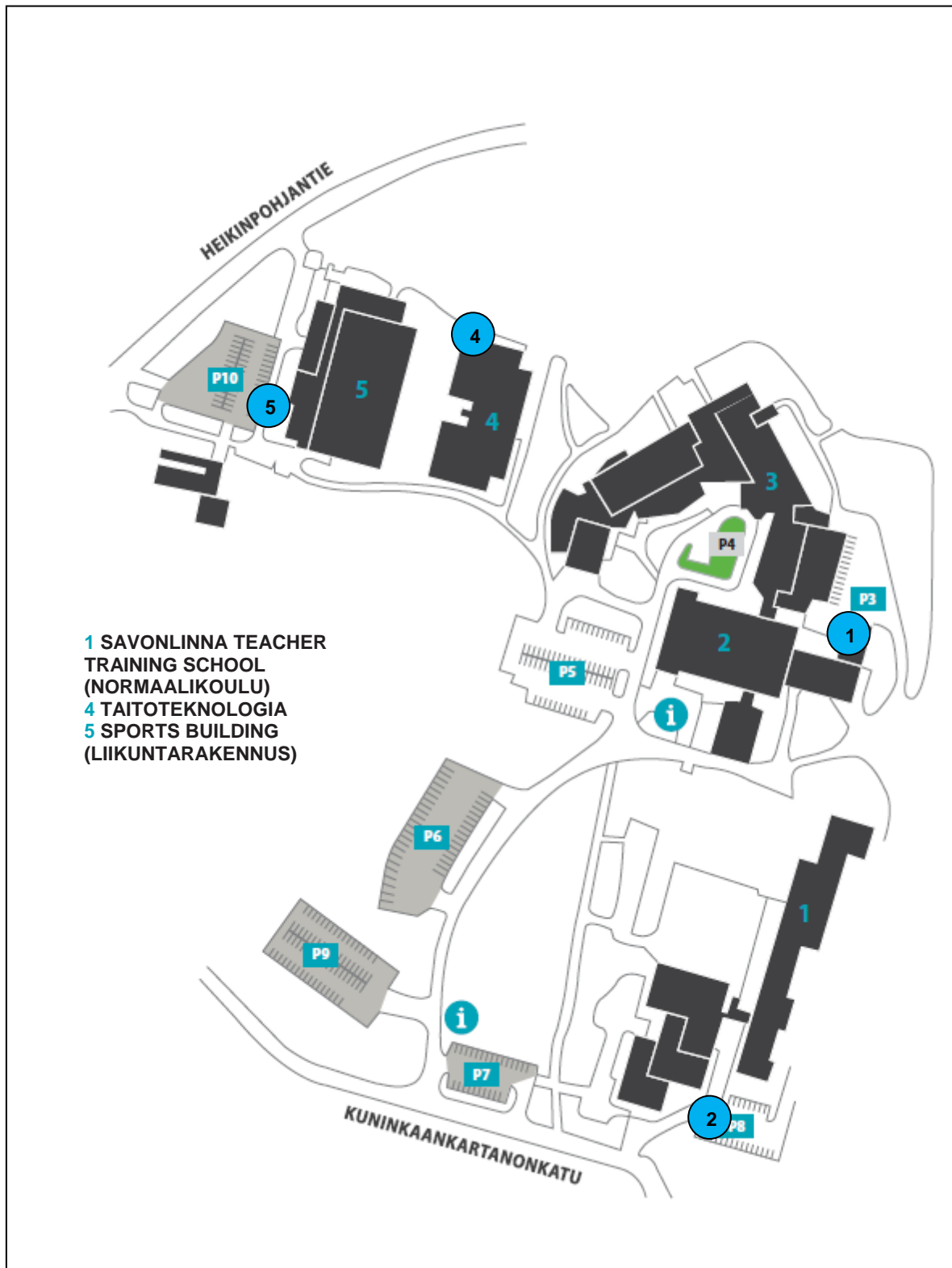
Appendix A 2 Locations of waste collection points, Kuopio Campus



Appendix B 2 Equipment of waste collection points, Kuopio Campus

Waste collection point	Collection containers as per the plan
Collection point 1 (Snellmania, waste room) Garage	<ul style="list-style-type: none"> • mixed waste for incineration, 16m³ waste press • 4 roll containers for cardboard • 200l collection container for transparent plastic
Collection point 2 (Snellmania, entrance G)	<ul style="list-style-type: none"> • 3 x 660l containers for glass waste • 660l collection container for laboratory glass • in room 1018 / 2 leased Ekokem cabinets for WEEE waste and 2 x cages for metal waste • in room 1012/1 Hazardous Waste Room
Collection point 3 (waste canopy)	<ul style="list-style-type: none"> • 660l collection container for office paper • 3 x 660l collection containers for recyclable paper • 1 x 140l collection container for recyclable paper
Collection point 4 (Snellmania, kitchen)	<ul style="list-style-type: none"> • mixed waste for incineration, 5,000l deep collection container outside • 1 x roll containers for cardboard • 2 x 240l and 4 x 140l collection containers for biowaste • 660l collection container for paperboard
Collection point 5 (Studentia)	<ul style="list-style-type: none"> • mixed waste for incineration, 2 x 660l collection containers • 2 x 660l collection containers for recyclable paper • 140l collection container for biowaste • roll container for cardboard and recyclable paperboard
Collection point 6 (Canthia, waste room)	<ul style="list-style-type: none"> • mixed waste for incineration, 16m³ waste press • 10 m³ press for biowaste • 660l collection container for transparent plastic • 2 collection bins for fluorescent tubes • battery collection
Collection point 7 (Canthia, entrance G)	<ul style="list-style-type: none"> • cardboard baler • in room 1104, WEEE waste, metal waste, hard drives, fixtures etc. • 660l collection container for recyclable paperboard
Collection point 8 (Mediteknia) Room 1054 Room 1089 Room 1053	<ul style="list-style-type: none"> • mixed waste for incineration, 3 x 660l collection containers • 16m³ press for cardboard • 240l collection container for biowaste • 3 x 660l collection containers for glass waste • 3 x 660l collection containers for recyclable paper • 2 x waste/carcass freezers • 660l collection container for laboratory glass • 200l barrel for waste oil • solvent waste • radioactive waste

Appendix A 3 Locations of waste collection points, Savonlinna Campus



Appendix B 3 Equipment of waste collection points, Savonlinna Campus

Waste collection point	Collection containers as per the plan
Collection point 1 (Teacher education unit, OKL)	<ul style="list-style-type: none"> • 3 x 660l collection containers for mixed waste • 660l collection container for combustible waste • 2 x 240l collection containers for biowaste • 660l collection container for recyclable paperboard and liquid packages • roll container for cardboard • cardboard baler • 660l collection container for metal waste • 240l collection container for glass waste • pallet collection point • 660l collection container for recyclable paper
Collection point 2 (Savonlinna Teacher Training School, Normaalikoulu)	<ul style="list-style-type: none"> • 5 x 660l collection containers for mixed waste • 240l collection container for biowaste • pallet collection point • 660l collection container for cardboard • 660l collection container for recyclable paper
Collection point 4 (Taitotalo)	<ul style="list-style-type: none"> • 2 x 660l collection containers for mixed waste • 240l collection container for biowaste • 240l collection container for glass waste • roll container for cardboard • waste container for sawdust • 660l collection container for recyclable paper
Collection point 5 (Sports building, Liikuntarakennus)	<ul style="list-style-type: none"> • 2 x 660l collection containers for mixed waste

SORTING INSTRUCTIONS

C.1 White office paper

YES	NO
<ul style="list-style-type: none"> • white copy paper and printouts • IT printouts • white notebooks • white-based advertisements • continuous forms 	<ul style="list-style-type: none"> • newspapers and journals • envelopes • recycled paper • coloured copy paper • plastic folders and films • stickers and tape • tissue • wrapping paper • carbonless copy paper
<p>Staples and paper clips can be left in the papers, but rubber bands must be removed.</p>	

C.2 Recyclable paper

YES	NO
<ul style="list-style-type: none"> • newspapers • journals • advertisement paper • envelopes (including windows) • telephone directories • books without covers • recycled paper • coloured copy paper 	<ul style="list-style-type: none"> • wet, dirty paper • gift wraps • wrapping paper • aluminium and waxed paper • plastic folders and films • stickers, tape, post-it notes • carbon paper • cardboard • food casings
<p>Staples and paper clips can be left in the papers, but rubber bands must be removed.</p>	

C.3 Recyclable paperboard and liquid packages

YES	NO
<ul style="list-style-type: none"> • cereal, biscuit and candy packages • sugar and flour bags • egg and fruit cartons • plastic-coated wrapping paper • plastic-laminated paper sacks • milk, juice and sour milk cartons • paperboard yoghurt cartons • aluminium-lined juice cartons • clean disposable paperboard dishes 	<ul style="list-style-type: none"> • dirty packages • plastic bags • styrofoam packages
<p>Rinse the cartons and either squash them or stuff them within each other</p>	

C.4 Cardboard

YES

- corrugated cardboard
- brown paperboard
- kraft paper
- brown envelopes
- brown paper bags

NO

- foliated packages
- plastic containers
- packages containing plastic
- wet and dirty cardboard

Any tape, labels and staples do not have to be removed. Squash the boxes to save space.

C.5 Combustible waste/From mixed waste to energy/Mixed waste

YES

- plastics (containing the code 01, 02, 04, 05 or 06 inside an arrow triangle)
- plastic package bottoms and cases
- disposable plastic dishes
- plastic bottles without a deposit
- plastic canisters, buckets
- plastic bags, films and foil
- dirty and wet cardboard and paperboard
- plastic- and wax-coated paper
- gift wraps, wrapping and package papers
- pitchy wood
- wood structures with polypropylene or styrofoam plastic
- cutter dust and sawdust
- wood furniture
- clothes (except for fleece), blankets, pillows, top mattresses
- shredded paper packed in plastic or paper bags

NO

- recoverable waste, such as biowaste, wood, glass, metal etc.
- PVC, code 03
- binders, plastic folders
- latex gloves, other protective clothing
- sticky-backed plastic, brown packaging tape
- plastics used in construction, such as wallpapers, flooring, skirting board, chutes
- wool, sandpaper, felt roof
- deadwood
- wood structures containing tar paper, concrete or PVC
- leather, imitation leather
- diapers, sanitary towels
- rubber, ceramics
- materials containing aluminium, such as foil-lined bags and jars, coffee packages, juice cartons etc.
- dusting waste, such as cleaning waste, vacuum cleaner bags and ash
- styrofoam Petri dishes

C.6 Biowaste

YES

- leftovers and spoilt foodstuff
- fruit peelings, root and other vegetable peelings
- egg shells and cartons
- fish guts and bones
- coffee and tea grounds and bags
- kitchen paper, paper napkins, paper hand towels
- wooden cutlery, toothpicks
- plant and garden waste

NO

- ash, chalk
- plastic, glass and metal items
- leather, textile and rubber items
- vacuum cleaner bags
- diapers, sanitary towels
- liquid waste
- cigarette ends
- pharmaceuticals

C.7 Metal waste

YES	NO
<ul style="list-style-type: none"> • rinsed metal cans and tins • metal containers, lids and corks • aluminium dishes and foil • metal tools • small-scale metal waste • empty aerosol bottles 	<ul style="list-style-type: none"> • scrap metal containing oil or other hazardous waste • aerosol bottles (contains a substance)

C.8 Recyclable glass

YES	NO
<ul style="list-style-type: none"> • household glass • glass bottles • glass jars • glassware 	<ul style="list-style-type: none"> • window, mirror and equivalent plate glass • china • ceramics • crystal • metal corks and lids • lamps, fluorescent tubes • lead glass • windscreens • laboratory glass (borosilicate glass, heat-resisting glass)
<p>Remove the corks and lids; the neck rings and labels can stay. Take any deposit bottles to a store.</p>	

C.9 Hazardous waste

<ul style="list-style-type: none"> • fluorescent tubes and lamps, mercury thermometers, pharmaceuticals • non-hardening paint, adhesive and lacquer waste • solvents, such as turpentine, thinner and acetone • wood preservatives and impregnants, along with related packages • plant-protective agents and biocides, along with related packages • accumulators, batteries and equipment in which they have been fitted • used oil, oily waste and oil filters • TVs, computer screens • refrigerators, freezers
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C.10 WEEE waste

<ul style="list-style-type: none"> • obsolete electric and electronic devices, such as computers, screens, TVs, radios, vacuum cleaners etc. • refrigeration devices, such as refrigerators and freezers • lighting equipment • electrical and electronic tools • electronic healthcare devices • electronic surveillance and monitoring equipment
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