

# **WASTE MANAGEMENT POLICY & PROCEDURES**

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# **Waste Management Policy & Procedures**

## **1. Summary**

Government pressure to reduce waste disposal and increase, re-use and recycle has led to an increase in legislation and the following in particular places requirements on the University:

- Environmental Protection Act (EPA) 1990 – which establishes a duty of care on the University to ensure waste is stored responsibly and to record movement of waste and ensure that waste is transported and disposed of legally.
- Controlled Waste Regulations 1992 – defining clinical waste and how it should be dealt with.
- Landfill Tax Regulations 1996 – a tax introduced to discourage the disposal of waste to landfill sites and to encourage waste reduction.
- Special Waste Regulations 1996 – require the Environment Agency to be pre-notified before toxic and dangerous waste is moved.
- The Producer Responsibility for Packaging Waste Regulations 1997 – gives organisations obligations for recycling and recovering their packaging.
- Hazardous Waste Regulations 2005 – replaced the Special Waste Regulations 1996 and encompassed more wastes ie fluorescent tubes, fridges, computer monitors and TV screens. Producers of hazardous waste must notify and register with the Environment Agency every premises generating hazardous waste. The waste must be segregated, detailed records maintained and registration must be undertaken annually.
- WEEE Regulations 2007 – Waste Electrical & Electronic Equipment introduces producer responsibilities for recovery and reuse.
- The Landfill Directive 2007 requires all non hazardous waste to be treated before being land filled.
- Construction Waste. Regulations for Site Waste Management Plans (SWMP) are planned to be in place by August 2008. The proposals are likely to affect anyone planning a construction project costing more than £250,000.

## **2. Statement of Intent**

The Waste Management Policy has been produced to affirm xxxxxxxxx commitment to safe and efficient waste management, to reduce and recycle waste produced and to ensure compliance with and exceed all legal requirements relating to waste management. It also promotes environmental and recycling issues as an integral element of its activities and demonstrates its commitment to continual improvement in environmental practices.

This Policy provides procedures for xxxxxxxxx staff in dealing with waste and recycling issues.

### **3. Waste Management Strategy**

The University undertakes to:

- Follow efficient waste management and recycling procedures throughout the University and use recyclable and recycled materials whenever appropriate.
- Promote a purchasing policy that will give preference, where practicable, to those products and services which cause least harm to the environment.

### **4. Waste Management Legislation**

The Environment Agency provides advice and guidance on complying with legislation, their website can be viewed at <http://www.environment-agency.gov.uk>

DEFRA Department for Environment, Food & Rural Affairs also provides a raft of relevant information at <http://www.defra.gov.uk/environment/waste/index.htm>

#### **4.1. Environmental Protection Act (EPA) 1990**

The requirements of the EPA cover the management of waste disposal. The Waste Management Licensing Regulations 1994 were made under the EPA. With the introduction of the “duty of care” being the most significant aspect of the EPA as far as the waste producer is concerned in that:

- Different waste types must be segregated and identified. Unsegregated waste invariably ends up on landfill sites, costing money as it has little value to the recycling industry.
- A transfer note, provided by the Waste Disposal Company, must be kept as a record of the movement of waste. This must be retained for a minimum of 2 years.
- Only registered carriers of waste can collect the waste. Under the duty of care xxxxxxxx is liable if any waste is fly-tipped or otherwise disposed of incorrectly, even if the fly-tipping was done by the carriers or disposal company.

The Duty is designed to be a self regulating system based on common sense management of waste and good business practice. It is the responsibility of the organisation discarding waste to make an assessment of each item and to segregate and dispose of it safely.

The EPA also has a Code of Practice on Litter and Refuse collection. External areas should be maintained free from litter and debris to the standards required within the EPA.

#### **4.2. Landfill Tax Regulations 1996**

A landfill tax was introduced in 1996. Its intention being to encourage the re-use, recycling and energy recovery of waste. Revenue generated by the landfill tax was to benefit the environment through recycling and waste minimisation schemes in the community. Initially rising by £3 per annum, from 2007 it is rising by £8 per tonne per (currently £24 a tonne) until 2011. The additional responsibilities levied on the waste carriers incurs other costs which are also passed on to the producers (ie xxxxxxxxx). Therefore it is imperative that all recycling initiatives on site are adhered to in order to achieve compliance and reduce costs.

#### **4.3. The Controlled Waste Regulations 1992**

These Regulations classify waste according to its origins. They define **clinical waste** as:

- a) “Any waste which consists of human or animal tissue, blood or other body fluids, excretions, drugs or other pharmaceutical products, swabs or dressings, or syringes, needles or other sharp instruments, being waste which unless rendered safe may prove hazardous to any person coming into contact with it and”
- b) “Any other waste arising from medical, nursing, dental, veterinary, pharmaceutical or similar practice, investigation, treatment, care, teaching or research, or the collection of blood or transfusion, being waste which may cause infection to any person coming into contact with it.”

Clinical waste is collected from Walton Hall site monthly by a registered carrier.

#### **4.4. Special Waste Regulations 1996**

These Regulations required pre-notification to the Environment Agency using a consignment note, of any transfers of special waste (toxic, dangerous or intractable waste). These regulations have now been superseded by the Hazardous Waste Regulations (below).

#### **4.5. The Producer Responsibility for Packaging Waste Regulations 1997**

These Regulations give organisations at different parts of the packaging chain, obligations for recycling and recovering their packaging. While the University is exempt from these regulations, given its Charitable status, all cardboard packaging received at both the xxxxx and xxxxx warehouses is recycled.

#### **4.6. The Hazardous Waste Regulations 2005**

All hazardous wastes must be disposed of through a registered waste carrier who can demonstrate their registration and compliance. It is the responsibility of the producer (OU) to audit waste carriers to ensure this compliance from time to time. While much waste can be identified by labelling, a definition is: “Hazardous Waste is any waste which contains a hazardous substance in such a quantity liable to cause death, injury or impairment to living beings, pollution of waters, or unacceptable impact on the environment, if improperly handled, treated, or disposed of”. If in any doubt you should contact the xxxxxxx Services office on extensions xxxxxx for further advice.

#### **4.7. Waste Electrical & Electronic Equipment Directive 2007**

The E.U. Directive on Waste Electrical & Electronic Equipment lays down measures which aim to reuse, recycle and recovery of such wastes so as to reduce the disposal of waste.

#### **4.8. The Landfill Directive 2007**

This directive requires all non hazardous waste to be treated before being land filled. This is defined by using a 'three-point test'. All three criteria must be satisfied for all of the waste to have been treated:

- 1) It must be physical, thermal, chemical or biological process including sorting.
- 2) It must change the characteristics of the waste
- 3) It must do so in order to:
  - (a) reduce its volume; or
  - (b) reduce its hazardous nature; or
  - (c) facilitate its handling; or
  - (d) enhance its recovery

#### **4.9. Site Waste Management Plans**

SWMPs are intended to change the construction industry's attitude to waste by raising the profile of waste planning, ensuring greater resource efficiency in the construction sector, improve re-use and recycling rates, reduce fly-tipping and reduce site accidents.

A consultation exercise is currently being undertaken by DEFRA in relation to site waste management plans <http://www.defra.gov.uk/corporate/consult/construction-sitewaste/consultation.pdf>

### **5. Implementation of the Waste Policy**

#### **5.1. Waste Hierarchy**

The strategy uses the principle of the waste hierarchy:

1. REDUCE – the best approach to waste is to reduce it at source.
2. REUSE – if you cannot reduce it, then try to re-use it.
3. RECYCLE – if you cannot reuse it, then try to recycle it.

#### **5.2. Implementation**

Several recycling waste streams have been implemented at Walton Hall diverting much from landfill. The key to successful recycling and reduction in landfill is to collect at source and segregate. A number of contracts with waste management and recycling firms have been established in order to provide the means to implement the waste policy.

The following items are all recyclable:

Paper and envelopes (excluding paper hand towels, carbon paper and plastic)

Cardboard

Wood

Metal, a credit is received against the cost of collecting this

Redundant CDs, audio and video tapes  
Plastic bottles, cups and drinks cans  
Glass  
Organic waste from the grounds (converted into fertiliser)

At the xxxx Warehouse, shrinkwrap is baled and collected for recycling and at xxxxxxx warehouse cardboard is also baled. A small income stream results from these practices.

### **5.3. Purchasing**

The purchasing function has a real impact on the quantity and recyclable value of waste. Choosing and buying recycled products is part of an overall waste reduction strategy. As source reduction is an issue that often gets overlooked the Purchasing Department consider the following activities as part of its function:

- To cut down on overpackaged products - is packaging reusable?
- To purchase refillable or reusable products e.g. printer or toner cartridges
- To use or lease equipment that has waste reduction features e.g. photocopiers, email etc
- To use durable items where relevant, not one-trip disposable items
- To buy equipment that can easily be mended or has interchangeable parts
- To specify/buy items made with recycled materials
- To check stationery supplier catalogues for recycled items
- To consider using cost savings from waste reduction activities, e.g. photocopiers set to double-sided, to pay for activities that may cost a little more until economies of scale come in to play.
- To investigate the options for centralised purchasing between organisations. Bulk buying cuts costs and gives more negotiating power with the supplier

These examples are by no means comprehensive but, in general, when buying materials the Purchasing Department should consider if the product is reusable and has been or can be recycled.

## **6. Procedures for Recycling and Disposal**

### **6.1 Confidential paper**

Small quantities of confidential data should be destroyed in the local shredding machines and will be removed by the porters from waste collection points.

Large quantities of confidential paper that are not feasibly destroyed using the local shredders can be destroyed off site. At xxxxx, please put the paper in **yellow bin liners** and place them at your waste collection point (if you are concerned about security, retain the bags in your office and inform the xxxxx (ext xxxxx) who will advise the Porters accordingly). The paper will then be stored securely on campus until it is destroyed off site. Regionally, contracts exist with paper processing companies whereby confidential waste can be stored in specific bins around the office until collection is made.

#### **6.1.2 Non confidential waste paper**

This should be placed in one of the many green recycling bins around the offices which are lined with **clear plastic bags**. There are also desk trays available where you can place your waste paper

pending placing in the central recycling bins (call ext xxxxx if you would like one). Do not allow the recycling bins to become overfilled. Filled sacks should then be left for collection at your local waste collection point, details of these can be found at:

[xxxxx](#)

### **6.1.3 Magazines, Journals etc**

These can also be recycled but are too heavy for the plastic liners. Please place in cardboard boxes and clearly label 'RECYCLING' for collection by Porters from your waste collection point.

### **6.1.4 Cardboard**

Cardboard should be flattened and placed at your collection point.

### **6.1.5 Cans, Plastic Bottles and Cups**

At each catering outlet there are specific containers for cans, plastic bottles and plastic cups. Please ensure they are deposited into the correct containers. Should they become mixed, or other waste is placed with them, they cannot be recycled. It is particularly important that paper coffee/tea cups are not placed in the receptacles provided for the plastic water cups (becca bins).

If you require bins for recycling purposes, please contact the waste management office. xxxxx.

### **6.1.6 Glass bottles**

Due to the large quantity of bottles used in the catering and bar facilities at xxxxx, there are a number of glass recycling bins around campus. Staff are welcome to use these wheelie bins for used coffee jars or drinks bottles from the office. The bins are situated outside the xxxxx, xxxxx, xxxxx building (in the recycling cage adjacent to the xxxxx Garden) and the rear of the main Refectory catering block. If there is not a receptacle close to your location, please take the glass home for recycling. The Health & Safety implications in relation to glass waste do not allow for individual free standing receptacles within office areas. If you break glass and can handle it safely, place it in a stout secured box and advise the xxxxx (ext xxxxx). If you cannot handle it safely, cordon off the immediate area and call the Liaison Line for assistance from the porters.

### **6.1.7 Wood & Metal**

Contact the xxxxx on ext xxxxx to arrange for its collection and subsequent recycling.

### **6.1.8 Redundant CDs, Audio and Video Tapes**

Send to xxxxxxxx building for recycling.

### **6.1.9 Toner Cartridges**

Printer ink and toner cartridges are recycled centrally by xxxx. It is intended to initiate recycling boxes for inkjets in the near future.

## **6.2 Non recyclable office waste**

There should be very little waste from your office that is not recyclable. Food waste must always be placed in kitchen/pantry bins, anything else should be placed in your office desk bin. This is emptied by the cleaners and goes to landfill.

Please note that glass must not be put in your office bin or kitchen bin. The waste is compacted on campus and glass could be extremely dangerous to the operator (see above for glass recycling). For larger collections of non recyclable office waste, use black bin liners and place at your waste collection point.

## **6.3. Hazardous Waste**

### **6.3.1 Clinical Waste**

Is collected on a regular monthly basis from specific designated areas.

### **6.3.2 Chemical**

Prior to collection, chemicals are stored in a secure storage area. Access to the store can be arranged through the xxxxx office, extensions xxxxxx.

A comprehensive list of chemicals that require storage must be supplied, a blank form, to provide this information, can be obtained from the xxxxx office. A technician, from the xxxxx building, will sign the collection docket from the waste carrier. No-one else is authorised to do so.

### **6.3.3. Batteries**

Should be sent to Estates, xxxxx building for appropriate disposal.

**6.3.4 Radioactive waste** is dealt with through the Occupational Health Department, call extension xxxxx for advice.



### **6.3.4 Biological/Chemical Drain**

Also known as the 'sump', this should be emptied every 3 years, the next date being February 2010. Arrangements should be made in conjunction with the Chemical Health & Safety Advisor (CHSA), currently xxxxx and the Radioactive Health & Safety Advisor (RHSA), currently xxxxx. The maintenance section will also be advised of the planned works. Two weeks notice of the works being undertaken is required to allow notification to Science staff (through the CHSA) not to discharge chemical on the date arranged and the RHSA in order that he can ensure no radio active substances are put into the system during the previous week. The RHSA will attend on the morning prior to the works to check for radio activity and advise status.

### **6.4 Waste Electrical and Electronic Equipment**

The intention of the Waste Electrical and Electronic Equipment (WEEE) Directive is to ensure manufacturer and importer compliance in the treatment of waste, whilst encourage reuse and recycling. However the majority of IT equipment is supplied through dealerships, as an outcome this transfers some of the responsibility to the dealer, but primarily compliance rest with the product consumer (in much the same way as the disposal of a redundant fridge is the responsibility of the user). The consumer, in this case, xxxxxxxx must ensure that equipment is disposed of via a licensed Authorised Treatment Facilitator. This is especially true for hazardous waste, where regulations state that an Environmental Agency approved Facilitator should be used if over 200Kg of Hazardous waste is produced, in terms of IT equipment for example non-functional CRT monitors are now defined as hazardous waste. Normally the ionised radiation is prevented from leakage by the leaded screen, however this cannot be guaranteed in a failed unit, thus CRT monitors are now deemed to be hazardous waste.

AACS have been actively forging relationships with WEEE approved contractors, thus ensuring that the University remains fully appraised of any changes with regard to the WEEE directive, and continues to dispose of equipment in the appropriate manner.

This can be achieved in various ways from re-distribution to charities and schools for example, to full recycling of component parts and re-use of waste materials

### **6.5. Asbestos**

See separate University guidelines. If in doubt contact the University's Asbestos Supervising Officer, on ext

### **6.6. External Waste**

#### **6.6.1. Construction Waste**

All contractors employed by the University must demonstrate they are minimising waste by offsite manufacture where practical and while on site must segregate all waste generated into recycling streams where possible. All waste disposal will be logged with waste disposal notes to authorised sites.

### **6.6.2. Building entrance litter and cigarette bins**

Entrances are cleaned and bins emptied weekly by the office cleaners. If you wish to report a problem, please call the xxxxx on ext xxxxx.

### **6.6.3. Litter picking and external litterbins**

This is the responsibility of Grounds Maintenance staff at Walton Hall. The work is carried out twice per week at xxxxx. If you wish to report a problem, please call the xxxxx on ext xxxxx.

**All staff - please note that much of the waste collected at xxxxx by porters is lifted manually across campus to waste and recycling receptacles. Please ensure that individual bin liners for collection are not overfilled as waste is particularly heavy. 13 Kgs should be the maximum weight per bag. General guidance states ‘if it is too heavy for you, it is too heavy for the porters’.**

**As a general reminder, the sack colours for wastes are as follows:**

Black: General waste, including food

Clear: Shredded paper waste or any other office paper for recycling

Yellow: Un-shredded confidential paper waste

### **6.6.4 General Safety Precautions**

All bags, containers and sharp boxes must not be filled more than three quarters full to enable safe handling, to prevent excessive weight and to avoid splitting the containers.

All clinical waste bags, sharps containers or boxes containing glass must be securely fastened before removal and marked to indicate the content and with the department of origin.

Filled sharps containers or boxes containing glass must never be subsequently placed into any other waste bag or container before disposal.

Bags must be inspected by staff for adequate sealing and for no sharps protruding before handling.

Staff must handle bags by the neck of the bag and keep the bags clear of the body to minimise risk of sharps’ injury. If this is exceptionally not possible to do, and staff have to hold the base of the bag, extra care must be taken to examine the bag for sharps before doing so.

Care must be taken when transporting and storing batteries that they cannot be shorted out by contact of one battery’s terminals with another or by metal conductors.

Bring to the attention of your supervisor any bag that is hazardous because of sharps protruding, excessive weight or visible contamination on the external surface.

## **7. Procedures for ongoing monitoring and updating**

It is the responsibility of Estates, in particular the xxxxx section, to ensure that changes in legislation in relation to waste and its derivatives are adhered to and that all affected units within the University are advised accordingly.

Regular communication between relevant units is essential and links will be maintained with relevant staff, particularly those mentioned within this document.

These procedures will be updated as required and re-issued at least annually in July each year.

## Waste Disposal Guidelines for Estates Staff

Last updated March 2007

WASTE TYPE	RECEPTACLE	LOCATION	COMPANY	COMMENTS
CONFIDENTIAL PAPER WASTE	15 YD CLOSED SKIP			
NON-CONFIDENTIAL PAPER (FROM GREEN RECYCLING BINS)	15 YD SKIPS			
CARDBOARD	15 YD SKIPS			
GENERAL OFFICE WASTE COLLECTIONS	COMPACTORS			
BULK ITEMS UNSUITABLE FOR COMPACTOR	6 YD			
SCRAP METAL	BLUE 10 YD OPEN SKIP			
FLUORESCENT TUBES	ENCLOSED METAL CONTAINER			
FRIDGES	N/A			
GLASS BOTTLES	GREEN WHEELIE BINS			
CHEMICAL WASTE	CHEMICAL STORE			
BATTERIES	ENCLOSED METAL STORE (ORANGE)			
RADIOACTIVE	N/A			
CDS, TAPES	WASTE STORAGE AREA			
COMPOST	26 YD OPEN CONTAINER			
CANS/PLASTIC BOTTLES	RECYCLING BINS			
PLASTIC CUPS	BECCA BINS			