

University of Sussex

Waste Management Policy

May 2007

US
University of Sussex

University of Sussex

Waste Management Policy

Contents

1. Introduction
2. Policy Statement
3. Policy Objectives
4. Application
5. Organisation and Management
6. Glossary of Terms

Waste Management Policy

1. Introduction

Due to the diverse nature of activities on the University of Sussex campus, a wide variety of wastes are produced and collected, ranging from general wastes and recyclable materials, through to special and hazardous wastes. The University has a duty to ensure that all of these wastes are disposed of responsibly, using approved, registered waste contractors.

This policy sets down the framework for all waste management at the University. Detailed, up-to-date information on the correct disposal routes for all waste types can be found on the University Health, Safety and Environment website:

www.sussex.ac.uk/hso/1-2-24.html

2. Policy Statement

The University will adopt the principles of the 'best practicable environmental option' in the delivery of its waste management services. The University will apply a 'waste hierarchical approach', to reduce, reuse, recycle and recover waste products in preference to the disposal of waste to landfill.

There is a legal requirement for all who produce, keep or dispose of waste of any type to comply with the various regulations and the Duty of Care under Environmental Protection legislation. The University recognises the importance of meeting these legal requirements and to manage its waste responsibly, reduce the volume of waste sent to landfill and maximise reuse and recycling where possible.

The University requires all staff, students, contractors and anyone else making use of the premises to comply with this Policy and associated University Environmental Guidance Notes (EGN's), to ensure compliance with all waste legislation.

In accordance with the Policy Statement the University will fulfil the following Policy Objectives.

3. Policy Objectives

The objectives of this policy are:

- To ensure that waste management is performed in accordance with all waste legislative requirements, including the duty of care, and to plan for future legislative changes and to mitigate their effects.
- To minimise waste generation at source and facilitate repair, reuse and recycling over the disposal of wastes, where it is cost effective.
- To provide clearly defined roles and responsibilities to identify and co-ordinate each activity within the waste management chain.
- To promote environmental awareness in order to increase and encourage waste minimisation, reuse and recycling.
- To secure where possible revenue for recyclable material to reinvest into the expansion of recycling opportunities on the campus.
- To ensure the safe handling and storage of wastes on campus
- To provide appropriate training for staff, students and other stakeholders on waste management issues
- To promote industry waste management best practice
- To appoint competent person(s) to provide waste management advice.

4. Application

This policy applies to all activities undertaken by (or on behalf of) the University of Sussex including those of its staff, students, contractors and suppliers.

5. Organisation and Management

The responsibilities and organisational arrangements for this Waste Management Policy lie with a variety of personnel within the University.

Director of Estates and Facilities Management

Responsible for:

1. Coordinating the provision of a central waste and recycling contract service for use by all facilities on the campus.
2. Signing the annual waste transfer notification for the central contract on behalf of the University.
3. Ensuring that all contractors are advised that they must comply with the Duty of Care; that they must comply with the University's Waste Management Policy; or, satisfy the University that their own procedures will achieve legal compliance. This will be done through the Premises Contractors Health and Safety Standards (SGN36).
4. Ensuring that all contractors appointed to carry out works are from the University 'Approved List'.

Director of Health, Safety & Environment

Responsible for:

1. Provision of advice and guidance to the University on waste management.
2. Setting Environmental Performance Indicators for waste management.
3. Reporting annually to the University on progress against the Environmental Performance Indicators.
4. Monitoring and auditing the management systems for all wastes, to ensure legal compliance.
5. Monitoring and auditing all waste contractors working for the University.
6. Provision of appropriate training for all personnel who have responsibilities for waste management.
7. Registering with appropriate enforcement agencies as a waste producer.
8. Coordinating the gathering of, and supplying all relevant information to appropriate enforcement agencies, when information relating to waste management is requested.
9. Investigation of any incidents or accidents relating to waste management.

Support Services Manager

Responsible for:

1. Overseeing the day to day delivery of general waste and recycling services.
2. Monitoring the performance of the contractor against Service Level Agreements.
3. Liaising with the Health, Safety and Environment Office to establish procedures for managing waste on campus.
4. Operational monitoring of waste management systems across the campus.
5. Compiling and holding annual Waste Transfer Notes for centrally managed waste and recycling collections.
6. Compiling waste data and statistics to enable annual benchmarking against established Environmental Performance Indicators.

Heads of Schools/Directorates

Responsible for:

1. **Non-hazardous Wastes** (central waste and recycling contract); ensuring that no hazardous waste is disposed of through the general or waste recycling streams. (*N.B. There is no requirement to sign any Waste Transfer documentation or keep records for centrally managed waste and recycling services*).
2. **Hazardous Wastes;** Nominating a 'responsible person' within their School/Directorate to coordinate waste disposal for any hazardous or clinical wastes.
3. Informing the Health, Safety and Environment Office who the nominated 'responsible person' is and updating the HSEO if and when the 'responsible person' changes.

Nominated Responsible Person

Responsible for:

1. Signing all School/Directorate Waste Transfer Notes .
2. Establishing and maintaining a record keeping system in order that the movements of all wastes can be tracked.
3. Make these records available for audit by the Health, Safety and Environment Office.
4. Supplying information and paperwork on all wastes disposed of, when it is requested by the Health, Safety and Environment Office.
5. Attending appropriate training.

Staff

Responsible for:

1. Disposing of waste responsibly, through the appropriate waste stream, in accordance with University policy and procedures.
2. Reporting any problems with waste collection schemes to the University Helpdesk.

Students

Responsible for:

1. Disposing of waste responsibly, through the appropriate waste stream, in accordance with University policy and procedures.
2. Reporting any problems with waste collection schemes to the University Helpdesk.

Contractors and Suppliers

Responsible for:

1. Disposing of waste responsibly, through the appropriate waste stream. This must be either in accordance with University policy and procedures, or, through a scheme approved by the University. Copies of waste transfer notes must be made available to the University.

6. Glossary of Terms

1. Best Practicable Environmental Option (BPEO)

The Best Practicable Environmental Option refers to the analysis of different methods of waste disposal. The preferred option is the one which minimises harm to the environment as a whole, taking into account what is affordable and practicable.

2. Clinical Waste

Any waste which consists wholly or partly of:

human or animal tissue;
 blood or other body fluids;
 excretions;
 drugs or other pharmaceutical products other than controlled or cytotoxic drugs
 swabs or dressings;
 syringes, needles or other sharp instruments;

which unless rendered safe may prove hazardous to any person coming into contact with it. It also includes any other waste arising from medical, nursing, dental, veterinary, pharmaceutical or similar practice, investigation, treatment, care, teaching or research, or the collection of blood for transfusion, being waste which may cause infection to any person coming into contact with it.

3. Environmental Protection Act 1990 (EPA 1990)

This is the single most important piece of environmental legislation and it controls many aspects of how the environment is protected and regulated. The EPA 1990 (amended 1995) provides the main statutory framework in relation to waste.

The majority of waste leaving the University of Sussex is controlled waste. This is described in the EPA 1990 as the waste arising from household, commercial or industrial premises. Controlled waste includes waste from offices, food handling, shops and other domestic activities.

EPA 1990 Section 34 imposes a "Duty of Care" on producers and handlers of waste, "to take reasonable measures to prevent the unauthorised deposit, treatment or disposal of waste." This means the following:

1. The University must keep records of how much waste it is generating.
2. The University must ensure that a registered carrier collects their waste.
3. The University must ensure that all transfer notes are completed and filed detailing the type of waste for disposal. These must be kept for three years.
4. Ensure that all waste is dealt with in accordance with the "Duty of Care".

Breach of the Duty of Care is a criminal offence and can incur penalties of up to £20,000 or an unlimited fine if convicted on indictment.

4. Hazardous Waste

These are the most dangerous wastes as they can cause the greatest environmental damage or are dangerous to human health. These wastes are listed in The List of Wastes (England) Regulations 2005. Some common hazardous wastes are listed below:

Acids	Pesticides	Fluorescent Tubes
Alkaline Solutions	Photographic Chemicals	Televisions
Batteries	Waste Oils	Paint
Solvents	Computer Monitors	

Other hazardous wastes, such as asbestos and radioactive substances, are subject to their own specific legislation.

5. Recycling

The diversion of waste away from landfill or incineration and the reprocessing of those wastes either into the same product or a different one. This mainly includes non-hazardous wastes such as paper, glass, cardboard, plastic and scrap metal.

6. Responsible Person

The person who oversees the wastes to be removed from the premises at which it was produced or is being held.

7. Waste

The legal definition of waste comes from Section 75(2) of the Environmental Protection Act 1990 (EPA 1990). It defines waste as any substance or object which the holder discards, intends to discard or is required to discard.

The EPA 1990 refers to 'controlled wastes' which are split into four categories:

Household, commercial, industrial and clinical waste. The University produce waste in all four categories. There are some waste which are exempted as they have their own separate legislation e.g. radioactive wastes.

8. Waste Hierarchy



The hierarchy lists the different ways of dealing with waste in order of preference.

1. Reduce

Also known as waste minimisation, to reduce the amount of waste materials being produced.

2. Re-use

To continually re-use an item in order to eliminate the use of resources in making new items.

3. Recovery

Recycling – The collection and reprocessing of wastes either into the same product or a different one.

Composting – biological decomposition of organic material to create a soil conditioner.

Energy – waste is incinerated and the heat is recovered to generate energy.

4. Disposal

Waste is sent, untreated, to landfill.