

## **HAZARDOUS WASTE POLICY**

### **1. OVERVIEW AND PURPOSE**

- 1.1 Hazardous waste is classified by the Environment Agency as needing specific control and disposal routes. Hazardous wastes are generally regarded as hazardous to the environment, and in many cases hazardous to human health. The management and disposal of hazardous wastes are subject to a specific regulatory framework. Other wastes are regulated, but have a different set of requirements and tend not to be hazardous to health.
- 1.2 The hazardous waste policy outlines the key requirements, roles and responsibilities, and sources of key information.

### **2 SCOPE**

- 2.1 This policy applies to all Schools, divisions and service providers who:
- 2.1.1 Produce hazardous waste.
- 2.1.2 Hold or store hazardous waste.
- 2.1.3 Have hazardous waste removed from Campus.
- 2.2 Exclusions:
- 2.2.1 Radioactive wastes covered by specific Environment Agency permits. This will cover uranium and thorium under NORM<sup>12</sup> (naturally occurring radioactive material).
- 2.2.2 Hazardous waste from separate construction projects. A waste policy from an external party should be assessed as part of the tendering process.
- 2.2.3 Waste not defined as hazardous e.g. cooking oil and waste electrical equipment.
- 2.2.4 Materials that are authorised for disposal to drain. These will be low levels and are regulated.

### **3 RESPONSIBILITIES**

#### **3.1 Estates and Facilities Management**

- 3.1.1 Sussex Estates and Facilities (SEF) and other directly managed service providers must process, store and dispose of University derived hazardous waste in accordance with this policy.

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<sup>1</sup> <https://www.hse.gov.uk/radiation/ionising/norm.htm>

<sup>2</sup> [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/69503/pb13632-ep-guidance-rsr-110909.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/69503/pb13632-ep-guidance-rsr-110909.pdf)

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- 3.1.2 Hazardous waste transfer notes must be stored in an identified place for three years (records may be electronic or hard copy).
- 3.1.3 Any breaches related to hazardous waste management or disposal (such as a rejected load) must be reported to the University using the incident-reporting tool.

**3.2 Schools and Divisions**

- 3.2.1 Schools and divisions that directly process, store and dispose of University derived hazardous waste must do so in accordance with this policy.
- 3.2.2 Hazardous waste transfer notes must be stored in an identified place for three years (records may be electronic or hard copy).
- 3.2.3 Any breaches related to hazardous waste management or disposal (such as a rejected load) must be reported to the University using the incident-reporting tool.

**3.3 Health and Safety Team**

- 3.3.1 The University Health & Safety Team will maintain this policy and related procedures, listing the main University hazardous waste streams and providing advice and guidance on their safe handling, storage and disposal.

**4 POLICY**

- 4.1 All waste must be classified to check if it is hazardous.
- 4.2 Hazardous wastes should be separated and stored safely.
- 4.3 Only businesses authorised by the Environment Agency may be used to collect, recycle or dispose of hazardous waste. Authorised businesses must: (i) be registered, by the Environment Agency, as a waste carrier; and (ii) their waste sites must have environmental permits.
- 4.4 A member of a School or Division authorised by the University to dispose of hazardous waste (an “authorised user”), must fill in the relevant parts of the consignment note (ones that apply to the University), keep one copy and give two copies to the carrier collecting the waste.
- 4.5 An authorised user must keep records (known as a ‘register’) for three years. Records include consignment notes, consignee returns, related documents e.g. ‘carrier schedules’ (more than one carrier), records of rejected loads, a record of any missing information.
- 4.6 An authorised user must consult the Health and Safety Team before deciding to use University transport to move hazardous waste.

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5 **LEGISLATION AND GOOD PRACTICE**

5.1 The Hazardous Waste (England and Wales) (Amendment) Regulations 2016

<https://www.legislation.gov.uk/uksi/2016/336/made>

5.2 UK Government website detailing requirements for producers and holders of hazardous waste.

<https://www.gov.uk/dispose-hazardous-waste/producers-and-holders>

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## 5.3.5.3

| <b>Review / Contacts / References</b>            |  |
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| Policy title:                                    | Hazardous Waste Policy                 |
| Date approved:                                   | 18/5/2021                              |
| Approving body:                                  | University Health and Safety Committee |
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| Related internal policies, procedures, guidance: | Health and Safety website              |
| Policy owner:                                    | GCGC                                   |
| Lead contact / author:                           | Head of Health and Safety              |