

**Environmental Management System – Documented Information**

**3.5.1 Operational Planning & Control**

**Hazardous Waste Management**

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| **Approved by:** | **Director of Property Services** |
| **Review date:** | **09/10/2023** |
| **Clause Ref:** | **EcoCampus: 3.5****ISO14001(2015): 8.1** |

# Purpose

This document is to demonstrate how the institution:

* establishes, implements, controls and maintains the processes associated with managing hazardous waste.
* identifies key responsibilities in segregating, storing, disposing of waste as well as maintaining waste records.

# Definitions

*Hazardous Waste – this is waste that has substantial or potential threats to public health and environment. Examples of hazardous waste streams include solvent-based paint, pesticides, batteries, electrical equipment, oil, petrol and cleaning chemicals.*

*Non-Hazardous Waste – refers to waste that does not pose serious threats to public health and environment. Examples of non-hazardous waste includes paper, plastic, glass, metal and food.*

*Consignment Note (CN) – this is a document that details the transfer of hazardous waste from one person to another. Every load of waste passed to waste management contractor should be covered by a CN.*

*Waste Electrical and Electronic Equipment (WEEE) – this refers to all waste that carries an electrical current. Example of WEEE includes monitors, laptops, fridges, lamps and mobile phones.*

# Responsibilities

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| Facilities Management (FM) Contractor | FM contractor is responsible for handling, segregating and storing waste correctly in the external waste compound, as well as for arranging disposal of waste. They are also responsible for ensuring a licenced waste carrier is appointed for disposing of specialist waste relevant to their area of work as well as for retaining copies of signed Consignment Notes for a minimum of 3 years. |
| Schools and Departments | All Schools and Departments are responsible for handling, storing and disposing of waste correctly in accordance with UK environmental legislation and this procedure. They are also responsible for ensuring a licenced waste carrier is appointed for disposing of specialist waste relevant to their area of work as well as for retaining copies of signed Consignment Notes for minimum of 3 years. |
| Licenced Waste Carrier (LWC) | LWC is responsible for collecting waste from the campus and taking over the duty of care from the University to ensure waste is disposed of correctly according to UK environmental legislations. They are also responsible for ensuring the relevant Consignment Note is provided to the University during every collection, as well as providing an annual return summary.  |
| Head of Environmental Sustainability (ES)  | The Head of ES is responsible for ensuring key stakeholders are aware of this procedure and that all parties are fulfilling their duties as specified in this procedure.  |

# Related Documents

**Operating criteria** for processescan be accessed via the Environmental Management System folder under section 3.5 on SharePoint.

**Procedure**

In general, all hazardous waste is disposed via the FM Contractor. However, for certain hazardous waste, the College of Nursing, Midwifery and Healthcare (CNMH) and IT Department arrange disposal for certain hazardous waste directly with a LWC. This applies to the Simulation Centres at Paragon House and Fountain House for CNMH, and the IT Department’s operation across all University sites. CNMH and the IT Department are responsible for retaining the Consignment Notes. In principle, copies of the Consignment Notes are provided to the Head of ES at least once a year.

Note that the University has not control of the external waste collection at Fountain House as this is managed by the building’s landlord.

Chemical, Oil and Substance Waste:

1. Chemical, oil and substance waste must be stored securely in designated areas and kept in suitably labelled and covered containers to prevent escape.
2. Waste must be correctly segregated to prevent cross contamination. Hazardous waste must not be mixed with other hazardous waste or non-hazardous waste.
3. Users must refer to the product Material Safety Data Sheet (MSDS) for information about correct handling, segregation and storage for all waste.
4. All waste should be stored on impermeable surfaces, secondary containment bunds and drip trays to prevent escape. All secondary containments should be able to contain 110% of the volume of the largest container or 25% of the total volume stored, whichever is the largest.
5. The impermeable surfaces, secondary containment bunds and drip trays must be checked regularly for signs of corrosion.
6. All drums and intermediate bulk containers must be protected to avoid damage from impact or collision and remain covered at all times. Drums must not be stored on top of each other.
7. The storage containers must not be located in areas close to the drainage systems e.g., sinks, gullies and manholes.
8. Spill kits should be available adjacent to the storage areas.
9. Contact Facilities Helpdesk immediately if there is a leakage of waste. The FM Contractor must then mop and clean the area and dispose of the waste in the correct way.
10. Disposal of hazardous waste must by arranged by staff from each School/Department. This is done by contacting Facilities Helpdesk that will appoint a LWC. There is an exception with the Simulation Centre at Paragon House and Fountain House, and IT waste as disposal is arranged directly with the LWC and the School/Department retains copies of Consignment Notes.
11. Consignment Notes must be retained by the FM Contractor
12. The FM Contractor and/or relevant School/Department is responsible for ensuring Part E of Consignment Note is completed.

Waste Electrical and Electronic Equipment (WEEE) Waste:

1. The storage and disposal of IT-related electrical equipment is managed by the IT Department. The electrical equipment is stored in a designated area and collected by a certified WEEE waste management company for disposal.
2. Any WEEE managed by Property Services Department is assigned an asset number. The storage and disposal of WEEE is undertaken by the FM Contractor that stores the equipment in designated areas and then arranges disposal through a LWC.
3. Consignment Notes must be retained by the IT Department and the FM contractor for their respective areas. Copies are provided to the Head of ES annually.

Fluorescent Lamps:

1. All fluorescent lamps should be stored in the fluorescent lamp coffins.
2. The disposal of fluorescent lamps is arranged by the FM contractor who appoints a LWC.
3. Consignment Notes must be retained by the FM contractor. Copies are provided to the Head of ES annually.

Batteries:

1. Battery waste should be placed in the designated battery containers located in the Park Reception at St. Mary’s Road and the Post Room at Paragon House.
2. Facilities Helpdesk should be contacted to arrange for disposal of batteries for all other UWL sites.
3. The FM contractor arranges disposal of batteries by appointing a LWC.
4. Consignment Notes must be retained by the FM contractor. Copies are provided to the Head of ES annually.

Toner Cartridge:

1. Ink and toner cartridge waste must be stored in the designated storage boxes located in the Property Services Department office at St. Mary’s Road and the Post Room at Paragon House. The FM contractor is responsible for arranging disposal of cartridge waste.
2. For all other UWL sites, the cartridges must be stored in a separate box near the printers. Facilities Helpdesk should be contacted to arrange for disposal of cartridge waste.
3. IT Department manages the collection of cartridge waste from printers in high footfall areas such as the Peter John Library and the Street at the St. Mary’s Road campus, as part of their routine checks. After collection, the cartridge waste should be stored in a separate box away from other waste streams. Facilities Helpdesk should be notified to arrange for disposal.
4. At all times, the FM contractor will appoint a LWC to dispose of toner cartridges.
5. Consignment Notes must be retained by the FM contractor. Copies are provided to the Head of ES annually.

Clinical and Biological Waste:

1. All clinical and biological waste must be segregated and stored in the appropriate colour-coded containers and bags.
2. Schools/Departments must contact Facilities Helpdesk to arrange for collection of clinical and biological waste. The FM Contractor must appoint a LWC for disposal. Consignment Notes must be retained by the FM contractor.
3. Clinical waste generated by the Simulation Centre at Paragon House and Fountain House is managed by staff from CNMH who directly arrange disposal of clinical waste by appointing a LWC. Consignment Notes must be retained by the department. Note that the clinical waste generated from this school is not hazardous as it is made of non-hazardous materials to make it appear genuine for teaching purposes.
4. Copies of Consignment Notes are provided to the Head of ES annually.

# Effects and Actions on Non-Conformance

Failure to comply with this procedure may result in:

* Nonconformity with the requirements of EcoCampus and the ISO 14001:2015 standard, and therefore create a risk of losing the certification.
* Nonconformity with the relevant environmental legislation including the Environmental Protection Act 1990 and The Hazardous Waste Regulations 2005, and therefore create a risk of being exposed to penalty notices from the Environment Agency.
* Environmental risk to internal and external environment, including health and safety risks to key stakeholders.
* Missing the delivery of University published objectives and targets relating to waste management, and therefore causing a risk of damage to reputation.

**Version Control**

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| **Date:** | **Version:** | **Changes:** | **Author:** | **Authorised by:** |
| 18/03/20 | 1.0 | New procedure | Head of ES | Director of Property Services |
| 26/11/21 | 2.0 | Under ‘Responsibilities’, amended E&S Manager role to state no longer keeping copies of WTN’s and CN’s. | Head of ES | Director of Property Services |
|  |  | Under ‘Related Documents’, changed location of other documents. |  |  |
|  |  | Under ‘Procedure’, included general texts on waste management.  |  |  |
|  |  | Under ‘Procedure’, changed ‘Liquid and Solid Hazardous Waste’ heading to ‘Chemical Waste’. |  |  |
|  |  | Under ‘Chemical Waste’ point 10, amended to clarify TFM Contractor arranges disposal of waste. |  |  |
|  |  | Under ‘Chemical Waste’ point 11, amended to clarify TFM Contractor retains WTN’s/CN’s.  |  |  |
|  |  | Under ‘Chemical Waste’, added point 12 to confirm TFM Contractor responsible for Part E signature. |  |  |
|  |  | Under ‘Batteries’ point 2, changed to ‘UWL sites’ instead of stating each site |  |  |
|  |  | Under ‘Toner Cartridge’ point 1, clarified for all other sites the waste must be stored in a separate box. |  |  |
|  |  | Deleted ‘Refrigerant Gases’ section as there is a separate procedure – see 3.5.1g. |  |  |
|  |  | Under ‘Clinical Waste’, added texts regarding biological waste. |  |  |
| 17/11/2022 | 3.0 | Under ‘Chemical Waste’ added texts that Facilities Helpdesk must be notified during a spill. | Head of ES | Director of Property Services |
|  |  | Updated location of battery container at SMR |  |  |
|  |  | Clarified clinical waste management for Simulation Centre. |  |  |
| 09/10/2023 | 4.0 | Under ‘Responsibilities’, added FM contractor is responsible for maintaining WTNs. | Head of ES | Director of Property Services |
|  |  | Changed ‘E&S Manager’ to ‘Head of ES’. |  |  |
|  |  | Under ‘Procedure’ added that the University has no control over external waste collection at Fountain House. |  |  |
|  |  | Under ‘Procedure’ clarified the waste management set-up for CNMH and IT Department. |  |  |
|  |  | Under ‘Clinical and Biological Waste’ clarified that Schools/Departments must contact Facilities Helpdesk to arrange for disposal, with exception to CNMH who manages disposal directly with a LWC. |  |  |