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## 1 Introduction

This procedure describes the approach UCLan will take to manage and mitigate its waste management. It will highlight our legal obligation around disposal of waste as outlined by the environment agency and will give guidance to support UCLan employees in understanding their roles and responsibilities when dealing with waste.

In the UK, a material is considered to be waste when the producer or holder discards it, intends to discard it, for example by legislation. In this context, discarding doesn't simply mean throwing away or getting rid of something, it also covers activities and operations such as recycling and recovery operations, which put waste material back to good use.

Classification of waste according to hazard potential is a key consideration in developing effective waste management strategies. Additionally, in the UK there is specific legislation covering hazardous waste and strict controls apply from the point of its production to its movement, management and recovery or disposal.

In the UK, there are a number of waste related regulations including the Waste (England & Wales) Regulations 2011 (as amended), the Waste Electrical and Electronic Equipment Regulations 2013 (as amended) and the Hazardous Waste (England & Wales) Regulations 2005 (as amended). These typically contain requirements relating to;

- Identification and segregation of non-hazardous and hazardous waste.
- On site storage of waste
- Use of approved waste disposal contractors
- Documentation relating to movement of waste and disposal

When considering ways to reduce or eliminate waste, the full range and cycle of activities need to be evaluated.

The waste hierarchy ranks waste management options according to what is best for the environment. It gives top priority to preventing waste in the first place. When waste is created, it gives priority to preparing it for re-use, then recycling, then recovery and last of all disposals, e.g., landfill, in descending order of environmental preference. There are 5 stages as follow:

| Stage                | Include   |
|----------------------|---|
| Prevention           | Using less material, keeping products for longer, re-use and using less hazardous materials.  |
| Preparing for re-use | Checking, cleaning, repairing or refurbishing whole items or spare parts.   |
| Recycling            | Turning waste into a new substance or product, including composting.  |
| Other recovery       | Including anaerobic digestion, incineration with energy recovery, gasification and pyrolysis which produce energy (fuels, heat and power) and materials from waste. |
| Disposal             | Landfill and incineration without energy recovery.  |

## 2 Detailed Work Instructions

DWI 16.2 Waste Transfer Note

DWI 16.3 Equipment/ Article Clearance Certificate

DWI 7.4 Clinical Waste Transfer Note

## 3 Key Roles and Responsibilities

### 2.1 Senior Director or Manager

The senior director or manager with overall responsibility for each campus must ensure that;

- Wastes are classified correctly and disposed of in a correct manner in line with the waste hierarchy.
- All waste disposal contractors are vetted to ensure their competence.
- All waste transported off site is carried by an appropriately registered carrier.
- Any storage, treatment or disposed of UCLan waste off site is carried out at appropriately exempted or permitted facilities.
- If relevant, the site is registered with the Environment Agency as a hazardous waste producer.
- Suitable training is provided for personnel with responsibilities that involve the handling of waste.

### 2.2 Service/ school

The service or school who are responsible for the waste being produced and require the waste to be collected and disposed of.

- Determine the category of waste, non-hazardous, hazardous, clinical, and offensive or WEEE (Waste Electrical or Electronic Equipment)
- Ensure the waste is appropriately packaged and securely stored prior to transfer to estates services/LIS
- Estates services/ LIS have been contacted for the collection of the waste dependent on the waste category. [REDACTED]
- The correct documentation has been completed and attached to the waste dependent on the category of waste. (See reference to DWI's and section on waste and how we manage disposal)
- Ensure that any piece of equipment or article which has been used for storing hazardous/clinical waste has been checked/cleaned out and the '**equipment/ article clearance certificate**' completed. If

equipment/article cannot be deemed clear, then it should be classed as hazardous and the procedure for hazardous waste followed

### 2.3 Estates Services

- Complete Duty of Care audits on waste contractors
- Arrange collection of waste from the school/ service
- Estates should refer to their standard operating procedures when collecting and moving waste
- Ensure correct manual handling procedures are used for the removal and transporting of waste
- Any waste being moved which was used for the storage of clinical or offensive waste has an **'equipment/ article clearance certificate'** provided to you by the producer of the waste
- Ensure the waste collected is taken to the waste yard and stored correctly until collected by the waste carrier
- Ensure the relevant **'waste transfer note'** is completed and signed by both the waste carrier and waste producer and you have a copy as evidence of the transfer of waste
- Provide waste data for HESA submission
- Collection of data record keeping

### 2.4 LIS technicians

- Arrange collection of waste from the school/service
- Ensure correct documentation has been given 'DWI 16.2 waste transfer note' or 'DWI7.4 clinical waste transfer note'
- Ensure waste has been labelled appropriately.
- The waste collected should be taken straight to Stewart Building hazardous waste stores. Where it should be segregated and stored appropriately until collection
- Ensure the relevant **'consignment note'** is completed and signed by both the waste carrier and waste producer, and you have a copy as evidence of the transfer of waste (ensure the consignment note is also sent to estates for data collection record keeping)

## 4 Waste and how we manage the disposal

### 4.1 Non-Hazardous Waste

General non-hazardous waste is defined as waste from university offices, catering outlets, residences, building maintenance, litter collection, street sweepings and waste from workshops and laboratories etc. which is not otherwise classed as hazardous, clinical/offensive, or radioactive wastes. It also includes any waste sent for recycling or reuse, which if otherwise disposed of, would have been classified as general non-hazardous waste.

#### Storage and Packaging

- To be stored in a secure place
- Use suitable containers that will stop waste escaping
- Label containers clearly with the type of waste they contain
- Use covers to stop waste blowing away
- Use waterproof covers if rain could cause contaminated run off or prevent the waste from being reused.

#### Transfer documentation

Internally transferring waste –

There is no legal requirement for any written documentation to be completed. However, if the equipment has been used for the storage of hazardous, clinical, or offensive waste then the **'DWI16.3 Equipment/ article clearance certificate'** should be completed and attached to the equipment.

External waste contractor –

When the waste carrier collects the non-hazardous waste a '**waste transfer note**' should be completed between the waste carrier and the waste producer and both should sign and have a copy of the document as agreement of the waste transfer.

Waste transfer notes should be kept on record for a minimum of 2 years.

## **4.2 Hazardous Waste**

Hazardous waste is essentially waste that contains hazardous properties and if mismanaged has the potential to cause harm to the environment or humans. Examples of hazardous waste include chemicals, batteries, solvents, oils (except edible ones) and hazardous waste containers.

### **Storage and Packaging**

- Package chemicals only in compatible containers. Tops/lids to containers should also be compatible with the chemical
- Label containers clearly with what the waste is and any hazard properties (Contact ██████████ for labels)
- Do not mix chemicals for packaging unless they are mixed in the experiment or are the same substance
- Do not fill containers completely full, a space must be left for expansion, this is particularly important with waste solvents
- All containers must have screw type tops or caps capable of sealing the container so that the possibility of spillage will not occur unless the container itself is broken
- Ensure containers are clean on the outside and show no signs of leakage
- All hazardous waste should be collected by LIS and taken to Stewart building hazardous waste stores as soon as possible for safe and secure storage until collected by the external waste carrier.

The maximum time period for the storage of hazardous waste on site is 12 months.

### **Transfer documentation**

Internally transferring waste –

When transferring waste from the waste producer to LIS (Stewart building hazardous waste stores) hazardous waste must be entered on to a '**hazardous waste disposal electronic form**' which is available from ██████████ and label the waste with the hazardous waste label.

External waste contractor –

A **consignment note** should be completed between the waste carrier and the waste producer, and both should sign and have a copy of the document as agreement of the waste transfer.

Consignment notes should be kept on record for a minimum of 3 years.

## **4.3 Clinical and Offensive Waste**

Clinical waste is any waste which consists wholly or partially of infectious human or animal tissue, blood or other bodily fluids, excretions, drugs or other pharmaceutical products, swabs or dressings, or syringes, needles, or other sharps instruments, being waste which unless rendered safe may prove hazardous to any person coming into contact with it. And any other waste arising from medical, nursing, dental, veterinary, pharmaceutical, or similar place which may cause infection to any person coming into contact with it.

### **Storage and Packaging**

- Prior to collection by LIS for transfer to the hazardous waste store, the orange bags which waste are disposed into should be placed in an appropriately sized yellow plastic Eco-Lock rigid container. These containers are obtained from LIS Technical services (Stores). (Note: any different type of container may not be collected by the current waste management contractor.)
- Clinical waste sharps should only be stored in sharps containers which comply with British Standard BS 7320 and UN3291.
- Anatomical waste and animal carcasses must be stored in designated refrigerator units below 5°C
- Label waste with description of waste and if infectious or offensive. (Contact ██████████ for labels)
- All clinical/ offensive waste should be collected by LIS and taken to Stewart building hazardous store as soon as possible for safe and secure storage until collected by the external waste carrier.

#### **Transfer documentation**

Internally transferring waste –

When transferring waste from the waste producer to LIS (Stewart building hazardous waste stores) a **'DW17.4 clinical waste transfer note'** should be completed and attached to the waste and label the waste with the clinical/offensive waste label.

External waste contractor –

A **consignment note** should be completed between the waste carrier and the waste producer, and both should sign and have a copy of the document as agreement of the waste transfer.

Consignment notes should be kept on record for a minimum of 3 years.

#### **4.4 WEEE – Waste Electrical or Electronic Equipment**

WEEE is Waste Electrical and Electronic Equipment, it is end of life electrical and electronic equipment and covers virtually anything with a plug or battery. Such items contain a wide variety of materials and some of these may be hazardous therefore it is important to take effective measures to reduce any risks.

#### **Storage and Packaging**

- Store it securely to avoid damage that may prevent the reuse or treatment
- Use a storage site with an appropriate weatherproof covering and impermeable surfaces, with a bund where necessary to stop hazardous substances from occurring. Where it can not be stored under weatherproof covering a waterproof cover can be used over the storage of WEEE.

WEEE can only be stored on campus for three months before it is taken.

#### **Transfer documentation**

Internally transferring waste –

There is no legal requirement for any written documentation to be completed for internally transferring equipment.

External waste contractor –

When the waste carrier collects the non-hazardous waste a **'waste transfer note'** should be completed between the waste carrier and the waste producer and both should sign and have a copy of the document as agreement of the waste transfer.

In addition, different types of waste should be stored separately so that they do not contaminate each other, they can be reused, and the waste transfer notes can be completed correctly ready for collection.

## 4.5 Confidential Waste

Confidential waste is any paper based documentation that needs to be disposed of and contains personal information or information that could cause harm or distress to the organisation and/or individuals should that information be viewed by a third party. It covers personal, technical, commercial, financial information and any other information which in any way whatsoever related to UCLan.

Locked confidential waste consoles must be used for the disposal of confidential waste. These are based in all offices; these will be collected by the approved external contractor directly from the area the waste console is stored and taken to the contractor's vehicle where it will be shredded on site. If there is a large amount of confidential waste which does not fit into the locked confidential waste console, then you can discuss with the building manager arrangements for additional designated bags e.g., using marked up red plastic bags. If additional bags are required, they must be stored in a secure and safe place.

## 5 Contractor management and duty of care

The responsibility for waste disposal lies strictly with the producer of the waste. When contractors are employed on campus the waste they produce during the course of the works is their waste. This is due to the contractor being a waste producer as defined in the ['waste duty of care: code of practice'](#) – "A Waste producer is any person whose activities produce waste, this includes private sector businesses such as shops, offices, factories and tradespersons (e.g., electricians, builders, glazier's and plumbers). Therefore, the responsibility lies with them to dispose of the waste in a safe and controlled way.

Contractors who are employed by the university to be based on campus and who have been approved to dispose of waste through our waste streams must:

- Ensure they have completed a **'waste transfer note season ticket'** and provide this to the university annually. This is a single waste transfer note that can cover multiple transfers over a period of 12 months. A season ticket is agreed as long as the following stays the same –
  - The parties involved in the transfer (the waste producer and the waste carrier or waste disposal business)
  - The description of the waste being transferred
  - The place where the waste is transferred from one person to the other

If any of the above points change then a new waste transfer note will need completing.

The waste being disposed should be waste produced from the activities the contractor is employed to complete whilst working on university campus.

It is the university's duty to ensure the contractor is aware of what will happen to their waste once collected by the waste carrier, therefore a copy of the waste transfer note from the waste carrier should be given to the contractor. The university will keep a record on file for 2 years.

## 6 Record Keeping

You must keep a copy of the waste you have transferred either electronically or on paper format for:

Non-Hazardous Waste – Two years

Hazardous Waste Consignment notes – Three years

## 7 Information, Instruction and Training

All personnel allocated responsibilities involving the handling and management of waste need to be suitably competent and provided with appropriate training. Typical topics to be include in training would include;

- Handling
- Labelling
- Transportation
- Segregation
- Documentation
- Contracting/Duty of Care/ Chain of custody
- Disposal

## 8 Helpful Links

Waste management documents – [Safety Health and Environment – Environmental Protection](#)

Hazardous and Clinical waste Guidance and Documents - [Safety Health and Environment – Material Hazards](#)

Environment Agency – [Gov.uk/government/organisations/environment-agency](http://Gov.uk/government/organisations/environment-agency)