

WASTE MANAGEMENT POLICY

1 UNIVERSITY POLICY

This Waste Management Policy forms part of the University's sustainable development framework and in particular underpins the University sustainability policy.

The policy aims to reduce the negative environmental impacts our waste whilst maintaining the social and economic viability of the University.

The University is committed to the implementation of an effective waste management programme that meets or exceeds all legislative and regulatory requirements placed on it: including implementing procedures to prevent the risks of pollution and continually improve its performance

2 AIMS OF POLICY

The University's waste management policy is based on the principle that priority order of action is to:

- **Reduce waste produced:** Through purchasing policy, operational activity and by raising awareness, reduce the waste that will be created for disposal.
- **Re-use:** Before discarding items, take action to re-use in the first instance within the University and if this is not applicable, with external nominated organisations and contractors. Every avenue of re-use of items must be explored before being discarded as wastes.
- **Recycle:** The University has the facility to recycle significant quantities of general waste and is increasing this provision and its targets as new markets are developed for recycled materials. Where practical and viable the University's procurement activities will support these markets for recycled materials.
- **Minimum waste to landfill:** Redundant items that cannot be dealt with other than being disposed of, will in the first instance, be considered for heat recovery before being sent to landfill as a last resort.
- **Risk Minimisation:** Including considering the end of life disposal (costs and environmental impact) when making purchasing decisions and developing activities. Complying with regulations, legislation and applying best practice in order to minimise risks of immediate and future pollution or harm to health by disposing of waste appropriately.

3 WASTE MANAGEMENT

Guidelines for the management of the University's many waste streams can be found at:

<https://staff.shu.ac.uk/fdr/sustainability/wastemanagement.asp>

In addition the Facilities Directorate Help Desk, [Ext 4444] can provide advice and make arrangements for appropriate collections which may include using an approved service supplier which may attract a cost which will be recharged to the Faculty or Directorate.

Certification of appropriate disposal (in the form of a waste transfer note, consignment note or certificate of disposal) must be obtained and retained by the Faculty or Directorate when using an external approved service supplier to dispose of wastes.

4 DELIVERY OF THE POLICY

As part of the university formal environmental management system a waste management plan which draws together information from a range of internal sources will be developed for the University during 2011/12, the content of which will include:

- detailed information relating to the different waste streams
- the order of priority relative to risks and impacts, the processes for dealing with different waste streams and a register of the relevant permits, registrations and licences required in the disposal chain
- detailed actions needed to continually improve our management and performance of our waste management to deliver the University overall target to reduce waste by 15% by 2015
- identification of opportunities to reduce costs associated with waste management and disposal

5 REVIEW, CONTINUAL IMPROVEMENT AND REPORTING PERFORMANCE

Periodic audits of waste will be carried out throughout the year by a range of University staff as well as by the waste disposal contractors and external consultants and auditors.

Reports on findings from audits will inform the procedures of dealing with waste to ensure legal and regulatory compliance and continually improve our environmental impact and performance.

Performance against targets will be reported in the annual sustainability report to University Executive and the Board of Governors for approval before being published.

6 RESPONSIBILITIES

Members of Staff

All members of the University community have a personal responsibility for the way their conduct impacts on this policy and should ensure that the waste they create is dealt with in accordance with this policy and guidelines which are issued periodically which can be found at:

<https://staff.shu.ac.uk/fdr/sustainability/wastemanagement.asp>

Community, Sustainability and Residential Development Manager

The Community, Sustainability and Residential Development Manager is responsible for the development of this policy including stakeholder consultation.

The Division of Facilities Management and Security

For the implementation of the policy with respect to the general waste streams across the institution

Managers and technical staff

With changing waste legislation affecting the University, those Managers and Technical staff with responsibilities for the disposal of waste (for example from laboratories), must ensure that they are doing so legally and appropriately. Increasingly more elements within the waste stream are prohibited by legislation from entering the general University and external waste streams. For further advice contact the Facilities Manager for the relevant campus and see:

<https://staff.shu.ac.uk/fdr/sustainability/wastemanagement.asp>

The Assistant Director Estates Development and Sustainability

For the performance monitoring of the this policy, review and future development

Failure to Ensure Compliance

Where it is shown that compliance with this policy has not been carried out the University may become legally vulnerable. The Vice-Chancellor has directed that the Director of Estates and Facilities shall take such steps as may be necessary to bring the situation back into compliance as soon as possible. Associated costs incurred in carrying this action out will be recovered from the Faculty or Directorate. Appropriate steps will also be taken to ensure that future compliance is made.

7 REVIEW

This policy will be reviewed periodically (a minimum of every two years) in respect of changing regulations, legislation and new opportunities which present themselves to the University.

Original version	December 2009
Updated	July 2011
Review due date	December 2012