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| 6/7/  **Operational Control Procedure** |  |
| **PROCEDURE:**  Waste Management | **REFERENCE**  OCP005 |
| **1 PURPOSE**  1.1 To define the controls by which waste is managed by the University of Exeter. | |
| **2 SCOPE**  2.1 This procedure relates to the production, handling, keeping, safe storage, transport, collection and disposal of all waste managed by Campus Services. | |
| **3 RESPONSIBLITIES**  3.1 The following is a summary of the roles and responsibilities relating to waste and resource management | |
| 1. **PROCEDURE**    1. **Guiding Principles**       1. The University’s approach and plans to waste and resource management are outlined in the Waste Management Strategy 2016-2022   [WASTE\_AND\_RECYCLING\_STRATEGY\_2016-2022\_FINAL.pdf (exeter.ac.uk)](https://www.exeter.ac.uk/media/universityofexeter/campusservices/sustainability/WASTE_AND_RECYCLING_STRATEGY_2016-2022_FINAL.pdf)   * + 1. The waste hierarchy will be the guiding principle for waste and resource management activities and waste will be viewed as a resource.     2. All recycling is segregated at source   1. **Compliance**      1. The Legal requirements relating to our waste management activities are defined within the Regulations listed below. Stakeholders will be notified of any relevant updates and amendments as and when required by the Strategic Waste & Resources Manager:   001 - [The Waste Electrical and Electronic Equipment Regulations 2013 (legislation.gov.uk)](https://www.legislation.gov.uk/uksi/2013/3113/contents/made)  002 - [The Hazardous Waste (England and Wales)Regulations 2005 (legislation.gov.uk)](https://www.legislation.gov.uk/uksi/2005/894/contents/made)  003 - [Waste duty of care: code of practice - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/waste-duty-of-care-code-of-practice/waste-duty-of-care-code-of-practice)  004 - [The Environmental Information Regulations 2004 (legislation.gov.uk)](https://www.legislation.gov.uk/uksi/2004/3391/contents/made)   * + 1. All Waste Transfer Notes and Consignment Notes supplied in paper are held centrally by the Assistant Facilities Operations Manager in the Old Library. | |

* + 1. All Waste Transfer Notes and Consignment Notes received electronically are to be uploaded and stored within [Waste Transfer Notes and Permits - OneDrive (sharepoint.com)](https://universityofexeteruk-my.sharepoint.com/personal/n_r_m_morris_exeter_ac_uk/_layouts/15/onedrive.aspx?id=%2Fsites%2FISO14001EnvironmentalManagementSystem%2FShared%20Documents%2FClause%208%20Operation%2FOperational%20Planning%20%26%20Control%2FOperational%20Procedures%20and%20Controls%2FOCP005%20%2D%20Waste%2FWaste%20Transfer%20Notes%20and%20Permits&listurl=https%3A%2F%2Funiversityofexeteruk%2Esharepoint%2Ecom%2Fsites%2FISO14001EnvironmentalManagementSystem%2FShared%20Documents) by data owners as listed within [Permits Log.xlsx (sharepoint.com)](https://universityofexeteruk.sharepoint.com/:x:/r/sites/ISO14001EnvironmentalManagementSystem/_layouts/15/Doc.aspx?sourcedoc=%7BA7D6C86E-A901-449A-8A65-ADF93810CDFE%7D&file=Permits%20Log.xlsx&action=default&mobileredirect=true).
    2. Duty of Care Checks are conducted on all waste and recycling service providers at least once over the period of the contract.
  1. **Non-recyclable Waste**
     1. All external non-recyclable bins labelled “rubbish” and internal non-recyclable waste bins are labelled as “non-recyclable waste”.
     2. Most non-recyclable waste is removed by ECC/Binit. There are regular contract review meetings to assess performance against the contract and raise and resolve any issues.
     3. Non-recyclable waste will be contained in bags.
  2. **Recycling**
     1. All external commercial recycling bins are labelled with the appropriate waste type.
     2. All internal recycling facilities are labelled with the appropriate Recycle now livery.
     3. Clear bags will be used in all internal recycling bins.
     4. Secure facilities have been developed at Higher Hoopern farm to facilitate recycling and reduce fly tipping. Each bay has a sign which demonstrate the type of materials that can be accepted in that area.
  3. **Hazardous Waste**
     1. Signage has been included on the Direct Works/FM Team skips at Higher Hoopern Farm which desginate them as Non-recyclable waste, plasterboard and wood.
     2. Hazardous waste storage areas are secure and clearly marked as appropriate.
     3. A contract with Labwaste / Tradebe has been established to manage chemical and other hazardous waste streams. (Tradebe have acquired Labwaste and will continue to trade under both titles).
  4. **Communication**
     1. Staff who have responsibility for the disposal of hazardous materials undergo specific training.
     2. All waste streams at the University of Exeter are detailed in the on-line A-Z waste guide. Each entry provides a summary of how it should be reused, recycled or disposed of:

[Microsoft Word - A-Z\_Waste\_Guide\_v10 draft (exeter.ac.uk)](https://www.exeter.ac.uk/media/universityofexeter/campusservices/sustainability/pdf/A-Z_Waste_Guide_v10_May_2022.pdf)

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| * + 1. The location of external waste and recycling facilities can be found on the campus map of resources:   <http://www.exeter.ac.uk/sustainability/campusmap/>   * + 1. “How to recycle” guides have been produced can be downloaded from the factsheet section of the website:   [A-Z - Sustainability - University of Exeter](https://www.exeter.ac.uk/sustainability/wasteandrecycling/a-z/)  These are included within the forthcoming LearnUpon staff induction module.   * + 1. Information regarding waste and recycling (including new and updated procedures) is included within the following websites for reference and other newsletters as appropriate.   [Waste and recycling | Commercial, Residential and Campus Services (CRC) | University of Exeter](https://www.exeter.ac.uk/departments/campusservices/facilitiesoperations/wasteandrecycling/)  [Estate Services | Estate Services | University of Exeter](https://www.exeter.ac.uk/departments/estateservices/)  [Eat and shop | Cafes and Shops | University of Exeter](https://www.exeter.ac.uk/departments/campusservices/eatandshop/)  [Grounds and gardens | Grounds and Gardens | University of Exeter](https://www.exeter.ac.uk/visit/campuses/gardens/)  [Health and safety | Estate Services | University of Exeter](https://www.exeter.ac.uk/departments/estateservices/estatemanagement/healthandsafety/)  [Sustainability - Sustainability - University of Exeter](https://www.exeter.ac.uk/sustainability/) | | | | | |
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| **Date** | **Purpose** | **Author** | **Reviewed** | **Approved** | **Issue** |
| 16/02/12 | First Issue | K Gallagher | P O’Callaghan | G Moncur | A |
| 13/04/13 | Revised document reference. | K Gallagher | K Couper | G Moncur | B |
| 20/01/15 | Revisions to reflect new waste contract procedures | G Moncur | K Gallagher | W Courtney | C |
| 18/02/16 | Minor Amendments | A Partridge | H Beattie | H Beattie | D |
| 24/03/2021 | New waste contract, update strategy, minor changes | A Partridge | G Moncur | A.Seaman | E |
| 03/09/2021 | Updates to contacts, procedures, guidance, and links | N Morris | N Sheppard | E Page | F |
| 20.06.2022 | Review, removal of incorrect statement, link updates | N Morris | L Moore | A.Seaman | G |
| 06.07.2022 | Amendment to method within 4.2.1 | N Morris | L Moore | A.Seaman | H |