

**UNIVERSITY OF EXETER WASTE MANAGEMENT STANDARD**

**Standard**

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| Date of Approval | | January 2022 | Next Review Date | January 2024 | | |
| Author and Lead | | Nigel Morris, Strategic Waste & Resources Manager. Neil Sheppard, Head of FM. | | | | |
| Aims | | This Standard sets out the responsibilities for implementing the requirements of the management waste. The Standard explains the steps that should be taken by managers and their staff to ensure that the use of waste management in line with the waste hierarchy have been identified, assessed and the risks adequately controlled. | | | | |
| Scope | | This standard applies to all work the Devon Campuses that are owned and operated by the University of Exeter. All third party providers who manage waste facilities/services on behalf of the University of Exeter, are required to manage waste storage and disposal arrangements in line with all legal requirements and the core principles outlined in this document. | | | | |
| Relevant Legislation and Guidance | | Environmental Protection Act 1990, Part II, section 34 Controlled Waste (England & Wales) Regulations  The Hazardous Waste (England and Wales) Regulations  The Waste Electrical and Electronic Equipment Regulations  The Animal By-Products (Enforcement) (England) Regulations  The Environmental Permitting (England and Wales) Regulations  The Waste Management (England and Wales) Regulations  The Waste (England & Wales) Regulations  The Single Use Carrier Bags Charges (England) Order | | | | |
| Exemptions | | N/A | | | | |
| Definitions | | Controlled waste: household, industrial and commercial waste or any such waste1.  Waste Arising: waste products arising from operations  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 reuse, then recycling, then recovery, and last of all disposal (e.g. landfill)2.   1. <http://www.legislation.gov.uk/ukpga/1990/43/section/75> 2. https://[www.gov.uk/government/uploads/system/uploads/attachment\_data/file/69403/pb13530-waste-hierarchy-guidance.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/69403/pb13530-waste-hierarchy-guidance.pdf) | | | | |
| Responsibility for implementation | | Head of FM & Strategic Waste & Resource Manager. | | | | |
| Training availability: | | Environment & climate emergency induction (Mandatory for all FICS staff).  ADR awareness (Mandatory for all those who ship packages of dangerous goods via road, sea and rail).  Asbestos awareness (Mandatory for all staff who may work and/or come into contact with asbestos containing materials during their normal work activities).  CoSHH for lab users (Mandatory for staff who are required to complete and manage CoSHH risk assessments and/or are involved in the CoSHH risk assessment process within their college or service).  CoSHH for non-lab users (Mandatory for all staff who routinely use a small number of chemicals and may enter laboratory type areas in the course of other work). | | | | |
| **Section 1: Processes** | | | | | **Responsibilities** | **Guidance, documents and relevant links** |
| 1. | **Targets and Plans:**  The Facilities Management (FM)and Environmental & Climate Emergency Team (E&CE) teams will develop quantitative waste and recycling targets which will be reviewed every five years as a minimum. A supporting Waste and Resources Strategy will provide guiding principles for waste management, with a five year plan for delivery these targets. | | | | Head of FM  Strategic Waste & Resources Manager | [Waste Management Strategy](http://www.exeter.ac.uk/media/universityofexeter/campusservices/sustainability/Waste_and_Recycling_Strategy_2016_17.pdf) |
| 2. | **Waste Contracts:**  The FM team will procure and manage all waste contracts for the Exeter Campuses, with the exception of waste cooking oil which will be managed by Retail and Catering.  There will be regular contract review meetings (minimum biannual) to assess performance against the contract and raise and resolve any issues.  Duty of Care Checks and visits will be conducted on all waste and recycling service providers at least once over the period of the contract.  Information regarding waste contracts will be included on the Facilities Management webpages.  Staff must not use any unauthorised contractor without prior permission from the Environment and Sustainability Adviser. | | | | Facilities Development Manager    All Staff | [Waste and recycling | Campus Services | University of Exeter](https://www.exeter.ac.uk/campusservices/facilitiesoperations/wasteandrecycling/) |
| 3. | **Infrastructure and Signage:**  A record of the location of all external waste and recycling facilities will be maintained on the Sustainability Campus Map. FM will maintain a log of all internal recycling facilities that have been commissioned by FM.  FM will specify the type of recycling bins and containers to be used within buildings. This will include requirements for signage. Guidelines will also be created to determine the number and locations of bins.  All waste and recycling facilities will have adequate signage that utilises the nationally recognised “Recycle Now” livery. All general waste will be termed non- recyclable waste to further encourage recycling. | | | | Facilities Development Manager | [Sustainability Campus Map](https://www.exeter.ac.uk/sustainability/campusmap/)  [Recycle Now Livery](https://partners.wrap.org.uk/search/?text&amp;collection&amp;show=assets&amp;tags=Material%2Bstream%2Bicon&amp;per_page=25&amp;view=grid) |
| 4. | **Waste Hierarchy:**  An A-Z Waste Guide will be maintained which details all waste disposal options in line with this hierarchy (reduce, reuse, recycle and disposal). The document will be reviewed quarterly and updated as necessary.  Colleges and Professional Services will ensure that all staff are aware of the A-Z Waste Guidance and waste disposal in accordance with this Guide and the waste hierarchy. | | | | Strategic Waste & Resources Manager  All Staff | [A-Z Waste Guide](http://www.exeter.ac.uk/sustainability/wasteandrecycling/a-z/)  [Guidance on applying the Waste](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/69403/pb13530-waste-hierarchy-guidance.pdf)    [Hierarchy](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/69403/pb13530-waste-hierarchy-guidance.pdf) |
| 5. | **Furniture and equipment reuse:**  Serviceable furniture and useful workplace items that are no longer required should be advertised via the Warp-It reuse scheme.  Where possible this should be advance planned with the available dates mentioned within the posting to avoid the issue of storage. If not, it should be stored locally until it can be distributed. There is only limited storage available centrally for furniture awaiting reuse.  Items that may be available on Warp-It should be considered for reuse prior to the purchase of anything new. | | | | All Staff | [WARPit Reuse Scheme](https://www.warp-it.co.uk/company/uniexeter) |
| 6. | **Donation of surplus or redundant assets:**  The “Moving On” Project in partnership with the British Heart Foundation will be delivered each year across the Exeter Campuses. Temporary collection banks will be provided at the end of terms and long-term banks will be maintained in key locations. The location of long-term banks will be included on the Sustainability Campus Map.  A ‘student to student’ reuse project will run concurrently and a gifting event will be held annually at the start of the academic year during Freshers’ Week. Further ‘pop up’ events will be held as and when required.  A “Sale and donation of surplus or redundant assets financial procedure note” will be maintained by Finance Services. Any sale or donation activities must be carried out in accordance with this Financial Procedure Note. | | | | Assistant Operations Manager (Exeter Halls)  Strategic Waste & Resources Manager  Head of FM  Director of Finance & College Pro-Vice Chancellors | [Moving on Scheme](http://www.exeter.ac.uk/sustainability/wasteandrecycling/movingon/)  [Sustainability Campus Map](https://www.exeter.ac.uk/sustainability/campusmap/)  [Finance Procedure Note](https://www.exeter.ac.uk/media/universityofexeter/campusservices/sustainability/Sale_and_Donation_FSMG_V9_FINAL.pdf) [Sale and donation pages](https://www.exeter.ac.uk/sustainability/wasteandrecycling/saleanddonation/) |
| 7. | **Use of waste for other purposes:**  If waste is used for any other purpose other than internal reuse or sale or donation, permission must be sought from the Strategic Waste & Resource Manager to determine if a waste exemption is required. | | | | All Staff | [Using waste: waste exemptions - GOV.UK (www.gov.uk)](https://www.gov.uk/government/collections/waste-exemptions-using-waste) |
| **Section 2: Additional specific requirements of related regulations** | | | | | | |
| 8. | **Storage of waste:**  Higher Hoopern Farm will be used to consolidate waste arising from Direct Works and Portering activities. This facility must not be used by contractors, third parties, or other unauthorized internal person(s), for the disposal of waste and/or recycling materials.  Waste must only be placed in external designated waste disposal facilities and must be stored safely and securely. Waste must not be stored outside of these areas while awaiting collection.  Waste must be placed in designated internal facilities, where they exist (paper, cans, glass, plastic, batteries, toners and cartridges, non-recyclable waste). Other waste must be stored securely while awaiting collection and must not be stored in corridors (where they can present a hazard) or in fire escapes.  Waste chemicals should be stored in accordance with guidance on the storage of chemicals. | | | | Assistant Facilities Operations Manager  All Staff | [Higher Hoopern Farm waste](https://www.exeter.ac.uk/media/universityofexeter/campusservices/sustainability/Higher_Hoopern_Farm_Waste_Guide.pdf) [Management Guidance](https://www.exeter.ac.uk/media/universityofexeter/campusservices/sustainability/Higher_Hoopern_Farm_Waste_Guide.pdf)  [A-Z Waste Guide](http://www.exeter.ac.uk/sustainability/wasteandrecycling/a-z/)  [Chemical Segregation & Storage](https://www.exeter.ac.uk/media/universityofexeter/technicalservices/documents/Mike_Wetherell-Chemical_Incompatibilities_in_storage_and_mixing.pdf) |
| 9. | **Disposal of Waste:**  For bulk collections, staff should raise a job on the Campus Services helpdesk. Plenty of advance notice must be provided so that staff can apply the waste hierarchy.  All waste must be disposed of in accordance with the A-Z Waste Guide.  All confidential waste must be disposed of in line with the Data Protection Guidelines. | | | | All Staff | [Disposal | Campus Services Help Desk | University of Exeter](https://www.exeter.ac.uk/campushelp/porterage/disposal/)  [A-Z Waste Guide](http://www.exeter.ac.uk/sustainability/wasteandrecycling/a-z/)  [GDPR | Information Governance | University of Exeter](https://www.exeter.ac.uk/ig/gdpr/)  [Campus map - Sustainability - University of Exeter](http://www.exeter.ac.uk/sustainability/campusmap/) |
| 10. | **Documentation and records:**  The Facilities Management team will hold any paper records of Waste Transfer Notes (or equivalent documents) for two years and all Consignment Notes for a period of three years.  All staff should send copies of these documents to the Assistant Facilities Operations Manager (Old Library).  Where available electronically all documents should be uploaded into Sharepoint OCP005.  The validity of annual transfer notes, waste permits, exemptions and/or licenses of all waste contractors will be checked annually.  The Permits Log will be checked on a quarterly basis and updated accordingly.  Waste acceptance criteria reviews will be carried out on a biennial basis.  For staff using skip or chemical waste services, users are responsible for completing waste transfer / consignment note documents in full and sending copies of the documentation to the Assistant Facilities Operations Manager (Old Library). | | | | Assistant Facilities Operations Manager  All Staff  Strategic Waste &  Resources Manager  Technical Services Leads | [Duty of Care Guidance](https://www.exeter.ac.uk/media/universityofexeter/campusservices/sustainability/003_-_Waste_disposal_and_your_Duty_of_Care.pdf)  [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&viewid=20c33b85%2Dd45a%2D4b91%2Db2d0%2Da44f1c6b89ea)  [Public Registers](https://environment.data.gov.uk/public-register/view/index)  [Permit Details.xlsx (sharepoint.com)](https://universityofexeteruk.sharepoint.com/:x:/r/sites/ISO14001EnvironmentalManagementSystem/_layouts/15/Doc.aspx?sourcedoc=%7BA7D6C86E-A901-449A-8A65-ADF93810CDFE%7D&file=Permit%20Details.xlsx&action=default&mobileredirect=true)  [Waste and recycling - (CRC)](https://www.exeter.ac.uk/departments/campusservices/facilitiesoperations/wasteandrecycling/)  [Waste hierarchy guidance (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/69403/pb13530-waste-hierarchy-guidance.pdf) |
| Standard Monitoring and Measurement Criteria | | | | | | |
| The Standard Lead(s) for the Waste Management Standard will carry out a review of this standard to ensure that all elements of the standard are being implemented effectively across all aspects of the standard in accordance with the approved inspection timetable. | | | | | | |
| 1. | **Monitoring and evaluating waste performance:**  Waste data will be collated in line with operational control document “OCP016 Managing Waste Data” and performance against targets and plans monitored by the Environment & Climate Emergency Team.  At least three compositional waste audits will be carried out by Student Green Consultant on an annual basis.  External Environmental Inspections will be carried out four times per year. These will review external storage of waste. | | | | | |
| 2. | **Reporting issues:**  Issues regarding waste and recycling contracts, infrastructure or internal recycling service provision must be reported to the FM team who will investigate and where possible resolve the issues.  Any incident of fly tipping or unauthorised removal of waste must be reported to the Campus Services Helpdesk.  FM will investigate the issue. | | | | | |
| 3. | **Training:**  Waste and recycling requirements will be included within the online Environment & climate emergency induction module.  The Waste A- Z is available online with access for all. | | | | | |
| 4. | **Information and Guidance:**  Waste and recycling information will be maintained on the waste and recycling section of the Sustainability webpages and FM waste section. [Waste and recycling|Commercial, Residential a b se4end Campus Services (CRC) | University of Exeter](https://www.exeter.ac.uk/departments/campusservices/facilitiesoperations/wasteandrecycling/)    Posters, templates, tips and tricks will be and will be held within the Sustainability website. Waste and recycling    Waste data and dashboards will be available in Team Sigma. <https://login.teamsigmacloud.com/uaa/>    Green Futures is seeking to accelerate global climate change action in partnership with governments, businesses and communities. [Homepage · GreenFutures (exeter.ac.uk)](https://greenfutures.exeter.ac.uk/)    Compliance and pollution prevention guidance is available online.  [- Waste Electrical & Electronic Equipment Regulations 2006](http://www.exeter.ac.uk/media/universityofexeter/campusservices/sustainability/201805_WEEE.pdf)  [- Hazardous Waste Regulations 2005](http://www.exeter.ac.uk/media/universityofexeter/campusservices/sustainability/pdf/201612_Hazardous_Waste_Regulations.pdf)  [- Waste disposal and your Duty of Care](http://www.exeter.ac.uk/media/universityofexeter/campusservices/sustainability/003_-_Waste_disposal_and_your_Duty_of_Care.pdf)    The Standard Lead for Waste Management will provide advice and support to Colleges / Professional Services to assist in the management of waste. | | | | | |
| 5. | **Third Parties:**  Third party partners will be asked to provide assurance that they are   1. meeting all legal requirements; 2. demonstrate how they are applying the waste hierarchy in practice; 3. provide supply performance information for the previous 12 month period.   Relevant requirements will be included in leases and guidance, on review. | | | | | |
| The results of the review will be shared with Colleges and Professional Services, indicating learning and action that needs to be taken. The results may also be shared with the University Safety, Health and Wellbeing committee where appropriate. | | | | | | |
| Consultation list:  Head of FM  Head of E&CE  Assistant Facilities Operations Manager | | | | | | |
| Version:  Version 1 – January 2022  Version 2 – May 2023 (Training information updates) | | | | | | |