

BUEEMSOP002 Waste Management

Version control

Version	Change	Date	Authority
1	New Environmental and Energy Procedure created	21.10.19	Sustainability Manager
2	Addition of Mitie to empty bins with Chartwells staff	05.06.20	Sustainability Manager
3	Minor updates from EMS to EEMS. Change from Energy manager to Sustainability Support Officer on the reporting of waste data	29.06.20	Sustainability Manager
4	Update for Chapel Gate	01.07.20	Sustainability Manager
5	Minor changes to the text, such as change from PBC to BCP for waste collection at SV	30.10.20	Sustainability Manager
6	Amended for physical and operational changes in the Estate	01.11.21	Energy Manager
7	Removed reference to 'WARP-IT' as not used anymore. Added reference to CG cooking oil recycling process. Updated record keeping section to clarify it's the responsibility of the process owner to keep records and internal audit to spot check these.	12.10.2022	Facilities Contract Manager and Sustainability Manager
8	Reviewed and no changes	7.11.23	Facilities Contract Manager

Bournemouth University Environmental and Energy Procedure	
OPERATIONAL PROCEDURE: BUEEMSOP002 Waste Management	
Department: All Site: All in scope Author: Facilities Contract Manager Approved by: Sustainability Committee	
PURPOSE: <ul style="list-style-type: none"> • To explain how waste and recycling is managed at Bournemouth University • To ensure that Waste Management Objectives are achieved. • To ensure that waste documentation is stored and maintained. • To ensure waste management data is collected and reported. • To ensure compliance with relevant environmental legislation including the Duty of Care under Section 34 of the Environmental Protection Act (1990), the Waste (England and Wales) Regulations 2011 and the Hazardous Waste (England and Wales) Regulations 2005. 	
SCOPE:	

All waste produced at all sites in scope, but does not apply to contractors working on site or the nursery and medical centre (who are responsible for the disposal of their waste). Contractors are responsible for disposal of all wastes arising and will provide copies of Duty of Care records to the University, when requested. Contractors are also responsible for providing risk assessments and method statements for the collection of waste to minimise harm to human health and the environment.

METHOD:

Waste Production

Waste produced will be minimised following the waste hierarchy; Reduce – Reuse – Recycle:

- Reduce: The implementation of the Sustainable Procurement Policy and procedures aims to reduce the amount of waste produced through questioning the need to buy items and to buy better, such as purchasing more durable products that contain less harmful chemicals
- Reuse: Staff and students will be encouraged to reuse items, where practicable. Specific items, such as furniture will be offered for reuse within the University and then to external bodies, subject to legal agreement.
- Recycle: Increased recycling will be achieved by providing appropriate facilities and raising awareness

Other wastes will be sent for disposal with energy recovery. Zero waste is sent to landfill.

Waste Collection and Disposal

All waste is stored in a safe and secure manner pending collection by registered waste contractors. Duty of Care information is recorded in the Register of Waste Contractors (BUEEMSR011). The University is registered as a lower tier waste carrier (CBDL109).

- The Facilities Contract Manager is responsible for managing all waste contractors, apart from:
 - The Maintenance Service Manager is responsible for the disposal of fluorescent tubes or the disposal of waste by sub-contractors;
 - The User Support Team Manager is responsible for the disposal of IT (mainly Pcs, laptops) WEEE; and

Laboratory staff (SciTech and HSS) are responsible for the collection, storage and disposal of clinical, biological and glass waste.

COLLECTION OF RECYCLABLES AND GENERAL WASTE, ACADEMIC BUILDINGS

- The Facilities Contract Manager is responsible for managing the external cleaning contractor, Mitie.
- The General Manager, Chapel Gate is responsible for managing the external cleaning contractor Superior Cleaning Services.
- The Facilities Supervisors are responsible for maintaining and informing Facilities Assistants about the Estates Management recycling instruction.
- Facilities Assistants are responsible for collecting white paper from internal Perry's recycling bins and confidential waste and storing these materials in the secure container in Compound C on Talbot Campus.
- Cleaners are responsible for emptying all:
 - internal general and recycling bins in offices and academic buildings;
 - internal Food Caddies in academic buildings; and
 - external recycling and waste litter bins.
- Cleaners are responsible for placing the waste in the appropriate external waste facilities in the external waste compounds.
- Catering staff (Chartwells and SUBU) are responsible for emptying all internal recycling bins and food caddies in kitchen areas into the appropriate external waste facilities. Chartwells/Mitie staff are also responsible for collecting waste from front of house bins in the Forum restaurant and Staff Centre.
- Premier Bar and Catering staff at Chapel Gate are responsible for emptying all internal recycling bins and food caddies in kitchen areas into the appropriate external waste facilities.
- Catering Manager at CG is responsible for waste cooking oil collection and refilling process.
- SUBU is responsible for the emptying of general and recycling bins in the TC shop, Dylans bar and ToFS.
- The Facilities Contract Manager/Facilities Supervisors/Chapel Gate grounds staff are responsible for checking the external waste compounds to ensure waste is stored in a safe and secure manner and containers are appropriately labelled. They will request the cleaning company to clean up the compounds as required.
- Waste contractors are responsible for collecting recycling (including Food Waste) and general waste from the designated waste compounds. The location of the external waste facilities are identified on site maps held on the EEMS Share Point site.
- Facilities Assistants are responsible for collecting pallets and taking them to a local recycling centre. Wood is collected for recycling by the main waste contractor.
- Facilities Assistants are responsible for collecting metal waste and taking it to a scrap metal merchant for recycling.

- Chapel Gate grounds staff are responsible for collecting other wastes from around the site and storing them before requesting the Facilities Contract Manager to arrange disposal.
- Mixed recycling and general waste are collected by Biffa from the Yeovil campus for recycling and incineration with energy recovery, respectively.
- All bulk removal of furniture or other equipment (including WEEE waste, see below) is collected from source by the Facilities Assistants and stored in the waste compounds. Furniture that is not selected for re-use either by BU or external charities within a short period of time is placed in skips for recycling. These are collected by the waste contractor. Requests for removal of such items are made via the Bournemouth University HelpDesk.
- Skip hire is arranged using the appointed waste contractor by request via the Bournemouth University HelpDesk.

The following materials are recycled and not disposed of in general waste bins: mixed paper, cardboard, plastics, cans, metals and mixed glass (excluding glass from laboratories). They are collected from Internal Recycling Bins.

Waste disposed of in general waste bins is converted into refuse derived fuel for incineration with energy recovery.

Food waste is collected from Food Caddies and is sent for recycling at an anaerobic digestion plant.

Batteries can be disposed of in internal bins at the following locations: Poole House reception; Outside SUBU shop; PGB; Library by the printers; Student Centre reception or by requesting collection via Estates helpdesk.

Laboratory glass is disposed of in designated bins which are stored in an external facility in Compound C. Faculties are responsible for these contracts. Glass is incinerated with energy recovery.

The Faculties arrange for the collection of textiles for reuse or recycling by registered charities.

COLLECTION OF RECYCLABLES AND GENERAL WASTE, HALLS OF RESIDENCE

- Students are responsible for the emptying of all internal general and recycling bins in Student Village student halls of residence kitchens.
- Recyclable and general waste from the Student Village, Talbot Campus is collected by BCP. Recyclables are sent to a MRF for separation. General waste is sent to an Energy from Waste facility in Slough.
- General waste skips are arranged for the end of year throw out.
- Mattresses are collected by the main University waste contractor for recycling.

HAZARDOUS WASTES, CLINICAL WASTE, IT & WEEE WASTE

All hazardous wastes are segregated from other wastes, stored securely and disposed of in accordance with the Hazardous Waste (England and Wales) Regulations 2005.

- All hazardous waste materials are stored in secured hazardous waste compounds. These are managed by the Facilities Contract Manager and designated Faculty staff.
- Any hazardous waste at Chapel Gate is collected by the ground staff and stored in the grounds compound prior to arranged collection through the Facilities Contract Manager.
- A chemical inventory system (Quartz) is used by SciTech/HSS staff to manage chemical purchasing, use and disposal. Faculties are responsible for providing details of laboratory chemical waste to the Facilities Contract Manager, who then arranges disposal.
- Bulk collections of hazardous waste (apart from laboratory clinical, biological and glass) from Faculties are arranged via the Facilities Contract Manager.
- Requests for removal of WEEE are made via Estates Help Desk at all sites, collected from source by Facilities Assistants and stored in the WEEE waste store (Talbot Campus), where it is collected by the WEEE waste contractor. Accessories, such as headphones, computer keyboards, antennas and connecting cables, are classed as WEEE. Care is needed for the movement and storage of fridges/freezers to avoid release of refrigerants which are powerful ozone depleting substances.
- The Facilities Supervisors are responsible for maintaining and informing Facilities Assistants about the Estates Management WEEE Waste instruction.
- Batteries are stored in the WEEE container (Talbot Campus).
- The User Support Team Manager, IT is responsible for disposal of WEEE (mainly PCs and laptops) via Retek. The IT Electrical Waste Procedure is on the BU intranet as part of the Service Management Suite and describes how redundant IT Equipment is identified, disposed and recorded.
- Printer cartridges are returned to the central printer supplier as part of their return scheme.
- The Electrical Supervisor is responsible for ensuring fluorescent tubes are stored securely and disposed of using registered contractors.
- The Maintenance Supervisors are responsible for ensuring information is provided to the Facilities Contract Manager for the timely disposal of paint. The Facilities Contract Manager will then arrange disposal.
- Laboratory clinical, biological and glass waste is autoclaved prior to collection by the designated contractor. BU staff contact details are provided to the Contractor to arrange collection (See Appendix A).

- Sanitary waste is collected from site by the designated contractor.

RECORD KEEPING

Waste contractors Duty of Care (DoC) information is held by the Facilities Contract Manager; Maintenance Supervisors; Laboratory staff and User Support Team Manager, IT and in the Register of Waste Management Contractor's DoC information (BUEEMSR011). The Sustainability Support Officer is responsible for maintaining this Register.

Paper-based records relating to waste disposal at all sites are held by the Facilities Contract Manager; Maintenance Supervisors; Faculty laboratory staff; and User Support Team Manager, IT. It is their responsibility to store these documents correctly.

- Waste Transfer Notes (WTNs) for general waste and recycling are held by the Facilities Contract Manager for at least two years.
- Consignment Notes for hazardous waste disposal are held by the Facilities Contract Manager and Maintenance Team for at least three years.
- Consignment notes for WEEE disposal are held by the Facilities Contract Manager and User Support Team Manager, IT for at least three years.
- Consignment Notes for laboratory clinical, biological and glass waste disposal are held by the Laboratory (SciTech/HSS) staff for at least three years.
- Consignment Notes or Waste Transfer Notes for maintenance related wastes are held by the Maintenance Team.
- WTNs for textile disposal are held by Faculty staff and Halls Operations Officer.

Note from 1st April 2016 there is no longer a requirement to register the University sites where hazardous waste is stored.

The Sustainability Manager is will carry out the internal audit programme to sample check the records held..

COMMUNICATION

Staff and students can contact the Estates Help Desk to find out how to dispose of waste items. Information is also provided on the Intranet.

TRAINING AND AWARENESS

Training and awareness will be targeted at specific groups:

- All staff, students and tenants will be made aware of their responsibility to help the University Reduce-Reuse-Recycle

- Staff identified in this procedure who have specific responsibilities for the management of waste will be made aware of their responsibility to ensure The University complies with Duty of Care legislation and manages waste to minimise harm to the environment
- Contractors will be made aware of their responsibility to help manage waste at the University and provide the best practicable environmental option (BPEO) for disposing of waste

DATA MANAGEMENT AND REPORTING

Accurate weight data is available for the majority of the waste streams. Weight data is estimated based on the number of wheelie bins and collection frequency for the general and recyclable waste collected by BCP from the Student Village halls of residence. Data may also not be available for other waste streams, in particular ash (from biomass boiler), laboratory and clinical wastes.

The Sustainability Support Officer is responsible for collating and reporting data on the quantities of waste and recycling produced. This data is updated on a monthly basis. The information on the amount of waste is reported to the Estates Management Team, Sustainability Committee and via other communication channels. The annual figures are also reported to HESA (via Estates Management Return).

REVIEW

This operational procedure will be reviewed at least once a year or sooner if there are major changes in processes or following any emergency events.

EFFECTS & ACTIONS ON NON-CONFORMANCE:

If this procedure is not applied it will result in:

- A failure to achieve the Institution's objectives regarding waste.
- A failure to comply with the Environmental Protection Act (1990) Section 34: Duty of Care, Waste (England and Wales) Regulations 2011, Hazardous Waste Regulations (2005), or WEEE Regulations (2007).
- A non-conformance with the requirements of the Scheme or the clauses of the international ISO 14001 and ISO 50001 standards.

Departures from this procedure are addressed using procedure BUEEMSP009 Nonconformity and corrective action.