1 Purpose

This procedure outlines the actions and responsibilities associated with the responsible management of waste resulting from the activities on Headington, Harcourt Hill and Wheatley Campuses; to ensure that it is handled, stored and disposed of in compliance with legislative requirements.

Scope

2.1 The Scope of the Environmental Management System Certification includes the Wheatley Campus, the Harcourt Hill Campus and Headington Campus (excluding Clive Booth Student Village). All other campuses, sites and student accommodations are at present excluded from the EMS Scope of certification. In addition, construction, demolition and refurbishment sites where legal responsibility for the area has been handed over to contractor/s (usually surrounded by an area of hoarding) are excluded from the scope of certification.

2.2 This procedure applies to waste generated by all activities within the above physical scope, regardless of whether it is generated by employees, students, contractors or visitors.

2.3 This procedure does NOT cover waste minimisation or strategic waste management.

References

- Environmental Manual Section 17 Communications
- EN001D1 – Legalisation Register
- EN103W1 - Non-Hazardous waste management
- EN103W2 - Hazardous and WEEE waste management
- EN103W3 - Management of Clinical waste in Student Halls and the Grounds
- EN103F1 - Duty of Care Check Proforma
- University Waste Protocol

Definitions

Employee

All persons who are employed full time, part time or temporarily on Campus, including both direct employees, and outside Contractors

FDD

Faculties/ Directorates/ Departments

Stakeholder

All persons with legitimate interest in the performance of the Campus, including but not exclusive to: employees, students and other customers, neighbours, regulators, grant-making bodies, non-governmental organisations and the media.

Routine waste

Waste arising from routine University operations such as general landfill wastes, comingled recyclate, confidential
Environmental Management System
Management of Waste
EN103OP

paper waste, mixed hazardous waste e.g. household batteries, cleaning chemical bottles, aerosols, oily rags or other items used for managing spills or in used spill kits.

**Non-routine waste**
Waste that arises from specialist activities of Faculties and divisions, e.g. maintenance waste, lab wastes, engineering wastes, paints, light bulbs etc.

**Responsibility**

5.1 All employees, contractors and students are responsible for ensuring that waste generated as a result of their activities is disposed of in accordance with this procedure and that good housekeeping practices are observed.

5.2 The campus managers, catering outlet managers, Brookes Centre for Sport managers or Brookes Restaurant managers are the primary contacts to ensure the collection of routine waste and are responsible for:
- the control of disposal of Hazardous Waste and WEEE waste, via approved contractors;
- the control of disposal of domestic, office and general waste, via approved contractors.

5.3 Contractors are responsible for waste generated by their activities. Contractors will comply with this procedure.

5.4 Employees putting together procurement contracts for third party supplied goods and services are responsible for ensuring (as relevant) that the requirements of this procedure are incorporated into contracts by reference.

**Procedure**

6.1 **General principles of waste management on Campus**

6.1.1 It is a legal requirement under the [Waste Regulations 2011](#) (amend 2013) to apply the principles of the waste hierarchy when managing wastes e.g. Avoid > Reduce > Reuse > Recycle > Disposal.

6.1.2 All employees will be responsible for applying these principles where possible.

6.1.3 No waste can be stored on site for over 12 months.

6.2 **Classification of waste generated**

6.2.1 To ensure the proper treatment and disposal of waste, it will be classified into hazardous and non-hazardous waste and assigned to one of the following categories:
- Hazardous waste
- WEEE waste
- General waste
- Food waste
- Garden waste
- Materials for recycling
• Confidential waste
• Reusable material

6.2.2 The originator of the waste will classify the waste in accordance with this list; it will then be treated and disposed of in accordance with this procedure and the relevant waste Work Instructions.

6.3 Waste Management and Minimisation Communications

6.3.1 The Sustainability Manager will periodically communicate with employees and students about waste recycling. S/he will provide awareness raising information via a number of routes as outlined in Environmental Manual Section 17 Communications.

6.3.2 Facilities Services communicate the Waste Protocol to staff the waste service that is provided throughout the University and how different waste can be disposed of.

6.4 Management of waste from normal activities

6.4.1 Facilities Services staff have responsibility for inspecting and emptying of all internal and external bins on University sites. Hospitality Services staff have responsibility for inspecting and emptying bins found in and around student accommodations. Catering staff have responsibility for managing and inspecting waste bins within food courts. Brookes Centre for Sport staff have responsibility for managing and inspecting internal and external bins around the centre. The waste from these is disposed of in accordance with EN103W1 – Non-hazardous waste management. The Brookes Restaurant and Café employees have responsibility for managing and inspecting bins within those establishments.

6.4.2 Facilities Services, catering, hospitality and Brookes Centre for Sport staff will be trained on the application of these Work Instructions; and the responsible managers (i.e. those named above catering, accommodation, sports and Brookes Restaurant) will monitor the application of the procedures to ensure that they are adhered to and staff have an appropriate level of awareness.

6.4.3 Facilities Services will provide waste management for general waste, recycling waste, general hazardous waste and WEEE waste. Where Facilities Services cannot manage a waste, FDDs can be advised by the Sustainability Team or Facilities Services on the preferred management option or waste management contractor. Non-routine waste may incur a cost to the Faculty/Directorate if they require Facilities Services to dispose of it.

6.5 Management of wastes from abnormal activities

6.5.1 When maintenance, refurbishment, development and other abnormal activities are being planned, consideration will be given to the disposal of waste generated. The Estates Services staff member/s overseeing the project has the responsibility for disposing of the waste in accordance with legal requirements.

6.5.2 Copies of the Waste information documentation and consignment notes should be scanned in and emailed to the Sustainability Team at wastetransfernote@brookes.ac.uk or retained by the designated manager listed in the Waste Google Doc.

6.5.3 Project manager of construction projects (e.g. capital project team members and EFM managers) have the responsibility for ensuring there are site waste management plans for all new construction sites.

6.5.4 Copies of site waste management plans should be forwarded to the Sustainability Team.
6.6 Waste disposal contractors

6.6.1 The Facilities Director and/or the Sustainability Manager in consultation with the Purchasing Manager will arrange the tendering of contracts for the disposal of wastes, and for monitoring the quality of the contractors handling of waste when on site. An appropriate “Waste Management Duty of Care” evaluation will be undertaken at the time of award of contract using EN103F2 - Duty of Care Check Proforma.

6.6.2 The Site Managers, Hospitality Services Managers (e.g. accommodation and catering), Brookes Centre for Sports Managers and Faculty of Business Managers (or their delegate) will liaise with the waste contractor(s) and will facilitate their access to waste and recycling storage areas. It is their responsibility to forward information documents or consignment notes to wastetransfernotes@brookes.ac.uk or send a copy in the internal post to the Sustainability Team. Offices that manage the waste can choose to retain waste transfer notes.

6.6.3 The Sustainability Team will recommend contractors, for use by Faculties and Departments for the disposal of specialist waste generated from their activities. Faculties and Department HazWaste Representatives are responsible for arranging the disposal of hazardous wastes in accordance with EN103W2 – Hazardous and WEEE waste management and pay for it.

6.6.4 The Sustainability Team will recommend contractors, for use by Faculties and Departments for the disposal of specialist wastes generated from their activities. Faculties and Department HazWaste Representatives are responsible for arranging the disposal of hazardous wastes in accordance with EN103W2 – Hazardous and WEEE waste management. Faculties and departments must report which waste contractors have been used to the Sustainability Team.

6.7 Waste disposal permits and records

6.7.1 Waste that is to be transported off Campus for ultimate disposal, recycling or regeneration must have the appropriate Transfer Notes raised by the relevant waste contractor in accordance with the Environmental Protection Act, Section 34 (Duty of Care), and associated regulations (see EN001D1 – Legalisation Register).

6.7.2 The staff member organising waste collections will liaise with the Sustainability Team to pass on copies of waste information documents once waste has been collected. Alternatively annual waste transfer notes can be forwarded to the Sustainability Team.

6.7.3 The Sustainability Team store records of the waste carriers’ licences for waste contractors and carry out duty of care checks on for the main waste contractors using EN103W2 – Hazardous and WEEE waste management.

Impacts and actions required in relation to Non-Conformance

7.1 Failure to apply this procedure or its associated Work Instructions may result in:

- a failure to properly manage and dispose of waste generated on the Campus which may result in a non-compliance with environmental legislation. When formally certified to ISO14001, this might affect the Campus’s ability to retain certification.

- failure to comply with this procedure may be identified in a number of different ways – both formal and informal - but will be addressed using procedure Environmental Manual Section 21 Incident Investigation, non-conformance, corrective and preventive action.
Records and Related Documents

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<th>Ref No.</th>
<th>Title</th>
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<th>Retention Period</th>
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<td>Duty of Care Waste Transfer Notes</td>
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<td>Duty of Care Waste Consignment Notes</td>
<td>Faculty/ Directorate Haz Waste Rep</td>
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9 Custodian and Review Panel

The author of this procedure is: Sustainability Assistant
This procedure was reviewed by: Sustainability Manager

10 Change history

Version 1.0    New procedure issued 12th June 2012
Version 2.0    New procedure issued 03/06/2013
Version 3.0    New procedure issued 19/05/14