1 Purpose

This work instruction outlines the methods for the safe collection, management and disposal of hazardous and WEEE waste.

2 Scope

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.

This procedure applies to all hazardous and WEEE waste generated within the physical scope above.

3 References

- EN103OP – Management of Waste
- EN104W1 - Management of spills

4 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.

COSHH or Materials Safety Data Sheet

Information on the properties of materials and associated risks/ handling requirements.

Responsible People

Key managers and communicators within FDD and student accommodation responsible for disseminating information about the EMS to staff and collection data or information for the Sustainability Manager.

5 Responsibility

5.1 Actions outlined in this work instruction are the responsibility of:

- Waste originator
- Sustainability Team
- Estates Services Electrical Team
- Facilities Services
6 Work Instruction

6.1 General Hazardous Waste Management

6.1.1 All hazardous and WEEE waste will be segregated from general landfill waste in order to dispose of it in accordance with –

- The Hazardous Waste Regulations (2005);
- The WEEE Regulations (2006/2013);
- The Batteries and Accumulator Regulations (2009);
- Environmental Protection Act 1990;
- Waste (England and Wales) Regulations 2011/2012/2014
- Quality Protocol for Gypsum

6.1.2 The Sustainability Team will maintain and update the site hazardous waste Registration. This will be sent to relevant Responsible People within FDD, the hazardous waste mailing list and the EFM Help Desk.

6.1.3 Annex 1, Table 1 provides a summary of known hazardous waste generated on Campus, as at the date of issue of this Work Instruction. If users have potentially hazardous waste that is not on this list, they must contact the Sustainability Team (sustainability@brookes.ac.uk) to confirm the correct disposal method.

6.2 Management of specific Hazardous Waste

OBIS

6.2.1 Computers, Laptops, Mobile Phones and Devices have to be managed by OBIS to ensure that data has been removed. It is possible to have these devices cleaned so they can be reused but this has to be investigated with OBIS. Contact OBIS on the service desk to arrange a collection. https://service.brookes.ac.uk/

Facilities Services

6.2.2 The following wastes will be collected by Facilities Services –

- **WEEE**: (Waste Electronic and Electrical Equipment, excluding IT, mobile phones and other data bearing devices.). This is at no cost. Contact x8888 or email the relevant site (facilities-headington@brookes.ac.uk, facilities-harcourt@brookes.ac.uk, facilities-wheatley@brookes.ac.uk)

- **Household Batteries**: Battery bins are available at the reception of each University Site and in each Grab and Go Shop.

- **General Hazardous Waste**: (i.e. anything without a specific disposal route defined above such as oily rags, aerosols). These hazardous items can be placed in the Facilities Services Haz Boxes located in Harcourt Hill Reception, Wheatley Entrance Lodge, Marston Road caretakers’ room and Haz box (Headington Hill Grounds compound).

6.2.3 **Fluorescent Tubes** will be collected by Estates electrical team. This service can be requested through the Help Desk (ext 4631 or maintenance@brookes.ac.uk). The Estates Services Electrical Team keep the Waste Consignment Notes for the tubes. Estates Services also dispose of a limit about of WEEE waste.

Faculty and Directorate hazardous waste management.

6.2.4 Faculties/Directorates generating **specialist hazardous waste** (such as oils, chemicals and cutting fluids, clinical waste, car batteries, tyres etc.) have responsibility for
disposing of these items themselves. The Sustainability Team and Facilities Services can provide advice on contractors. The Responsible Person in the FDD must provide the Sustainability Team with the Waste Carriers Licence (or details of the waste company) of any waste contractor.

6.2.5 Waste transfer notes must be retained for 2 years and waste consignment notes for 3 years after the time of collection.

6.2.6 Prior to disposal such hazardous wastes must be stored in an appropriately secure and bunded (if the waste is a liquid) area; advice on storage can be provided by the Sustainability Team.

6.2.7 Spills of hazardous wastes will be managed in accordance with procedure EN104W1 - Management of spills. The used spill kits must be managed as a Hazardous waste. Contact Facilities Services on x3060 or the Sustainability Team for waste collection advice.

7 Impacts and actions required in relation to Non-Conformance

7.1 Failure to apply this procedure may result in:

a failure to properly identify the significant aspects and impacts of the University’s operations and so design and implement the EMS and associated operational controls properly. 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.

8 Records and Related Documents

<table>
<thead>
<tr>
<th>Ref No.</th>
<th>Title</th>
<th>Storage custodian</th>
<th>Retention Period</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Duty of Care Waste Information</td>
<td>Sustainability Team</td>
<td>2 years</td>
</tr>
<tr>
<td></td>
<td>Documentation</td>
<td></td>
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<tr>
<td></td>
<td>Duty of Care Waste Consignment Notes</td>
<td>Faculty/ Directorate</td>
<td>3 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Haz Waste Rep</td>
<td></td>
</tr>
</tbody>
</table>

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 work instruction issued 12 June 2012
Annex 1 – Waste Types

Table 1 – Known Hazardous Wastes on site

- Batteries (Lead Acid, Lithium, NiMH, Alkaline)
- Chemicals from the laboratories, buildings and grounds maintenance activities etc, including –
  - Aerosols
  - Solvents
  - Oil Tins Cleaning Chemicals
  - Caustic Soda
  - Acid Descalers
  - Photochemicals
  - Paints
  - Adhesives
  - Resins
  - Thinners
  - Toners
- Contaminated rags, wipes and absorbents
- Cutting fluids
- Fluorescent Tubes
- Oils, lubricants etc (including Oil Filters) (excluding cooking oil)
- Waste Electronic & Electrical Equipment (including domestic white goods, and anything containing electronics)
- Building wastes e.g. asbestos, plaster board,
- Clinical Wastes including sharps.
- Offensive waste (Produced by the Faculty of Health and Life Science)
- Tyres

If in doubt as to whether a material is hazardous, please review its COSHH / Materials Safety Data Sheet and/or consult the Sustainability Team