

## ENVIRONMENTAL PROCEDURE 2

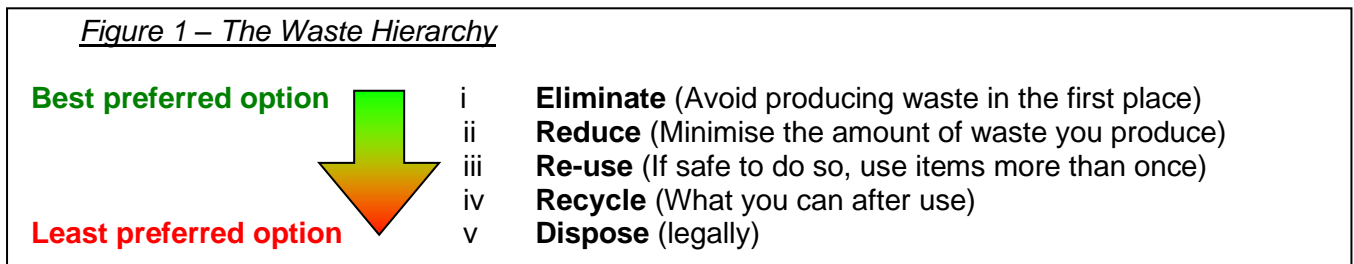
### WASTE MANAGEMENT

#### 1. SCOPE

This procedure provides a practical approach to ensure that all waste is managed, transferred and disposed of in a safe, secure, controlled and appropriate manner without endangering human health and without harming the environment. This applies to all wastes produced at The University of Warwick following the decision whether the waste is hazardous or non-hazardous.

#### 2. THE WASTE HIERARCHY

Reduction in the amount of waste produced can cut operating costs and improve profits. To aid the business, minimisation of waste produced, reuse of materials and recovery of waste are to be promoted so that waste is moved up the waste hierarchy shown in figure 1 below.



#### 3. PURPOSE

- To prevent any of the waste escaping while it is under The University of Warwick's control. You must store it safely and securely in suitable containers. Even when you put it out for others to collect - until they do, the waste is still under The University of Warwick's control. Keep your waste secured.
- Check that anyone you give your waste to has the authority to take it. Businesses can only give their wastes to licensed waste carriers.
- Describe your waste carefully. This needs to be done before you can pass your waste onto anyone else. The description should be good enough to ensure that whoever handles it afterwards can do so without harming people or the environment. The description should include the 6 digit European Waste Catalogue number.
- Keep Records. There must be a written record of any "transfer" (ie wherever it is passed from one business into the control of another). This is called a "Transfer Note" and The University of Warwick must keep a copy of it for at least two years for any possible enforcement follow up.

The objective of this "**Duty of Care**" is to protect people and the environment from illegally managed waste. It does this through creating an "audit trail" of responsibility for the waste. The Environment Agency and local authorities can follow the audit trail back through all parties who have been responsible for it. They may prosecute if any party has failed to observe their responsibilities for the waste.

All wastes produced will be given a European Waste Catalogue (EWC) number so it can be identified as well as a written description on the waste transfer note.

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Key to document prefixes: EE=Environmental Statement of Principles; EM=EMS Manual; ER=EMS Register; EP=EMS Procedure; EL=EMS Legal Register; EK=EMS KPI Objectives & Programmes; EO=Environmental Report; EF=Environmental Form; EA=Environmental Audit; ET=Environmental Training; EC=Environmental Record; EV=EMS Management Review		

## 4. IMPLEMENTATION

If the European Waste Catalogue deems waste is **HAZARDOUS**, follow the procedure below:

<i>Action</i>	<i>By Whom</i>	<i>When</i>	<i>How</i>
<b>Step 1</b> - Identify the different types of waste before work commences	Waste and Recycling Manager	As soon as possible	Placing order with licensed waste carrier including EWC code.
<b>Step 2</b> - Authorise assessment of waste	Waste and Recycling Manager	As soon as possible	Via licensed waste carrier
<b>Step 3</b> – Assessment whether the waste is hazardous or non-hazardous	Waste carrier	As soon as possible	Via licensed waste carrier
<b>Step H4</b> – Forward to licensed waste carrier this info: <ul style="list-style-type: none"> <li>• results for waste assessment (if applicable)</li> <li>• Type of waste</li> <li>• Quantity of waste</li> <li>• Location of Premises</li> <li>• Site contact details</li> <li>• Collection time &amp; date</li> </ul>	Waste and Recycling Manager	As soon as possible	Via Estates Department ordering methods.
<b>Step H5</b> - Storage of the waste.	Site supervisor	Whilst waste is on site	By placing the waste in the correct identified waste receptacles that are accessible to staff and not to store waste in a manner likely to cause pollution of the environment or harmful to human health. Areas not to store waste is where it may be: <ul style="list-style-type: none"> <li>▪ <i>detrimental to the area,</i></li> <li>▪ <i>causing nuisance,</i></li> <li>▪ <i>on a highway.</i></li> </ul> Secure the receptacle to prevent the waste escaping from control
<b>Step H6</b> - Monitor waste levels prior to having waste transferred off site by a licensed waste carrier.	Waste and Recycling Manager	Whilst waste is on site	Visual inspection to ensure that waste is not to be kept in a manner likely to cause pollution of the environment or harm to human health. Staff member must sign waste consignment note.
<b>Step 7</b> - Hazardous Waste consignment notes to be kept on all collections.	Waste and Recycling Manager	For a minimum of 3 years	By filing
<b>Step 8</b> - Monitoring the waste contractor's performance.	Waste and Recycling Manager	Continually	External audit and ongoing review

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**If the European Waste Catalogue deems waste NON-HAZARDOUS follow the procedure below:**

<b>Action</b>	<b>By Whom</b>	<b>When</b>	<b>How</b>
<b>Step 1</b> - Identify the different types of waste before work commences	Waste and Recycling Manager	As soon as possible	Placing order with licensed waste carrier including EWC code.
<b>Step 2</b> - Authorise assessment of waste if type unknown	Waste and Recycling Manager	As soon as possible	Via licensed waste carrier
<b>Step 3</b> – Assessment whether the waste is hazardous or non-hazardous	Waste carrier	As soon as possible	Via licensed waste carrier
<b>Step N4</b> - Arrange for the waste to be collected by licensed waste carrier giving: <ul style="list-style-type: none"> <li>• description,</li> <li>• quantity,</li> <li>• location of waste,</li> <li>• site contact,</li> <li>• collection time &amp; date</li> <li>• and any special storage requirements.</li> </ul>	Waste and Recycling Manager	As soon as possible	Via Estates Department ordering methods.
<b>Step N5</b> - Storage of the waste.	Waste and Recycling Manager	Whilst waste is on site.	By placing the waste in the correct identified waste receptacles that are accessible to staff and not to store waste in a manner likely to cause pollution of the environment or harmful to human health. Areas not to store waste is where it may be: <ul style="list-style-type: none"> <li>▪ <i>detrimental to the area,</i></li> <li>▪ <i>causing nuisance,</i></li> <li>▪ <i>on a highway.</i></li> <li>▪</li> </ul> Secure the receptacle to prevent the waste escaping from control
<b>Step N6</b> - Monitor waste levels prior to having waste transferred off site by a licensed waste carrier.	Waste and Recycling Manager	Whilst waste is on site.	Visual inspection to ensure that waste is not to be kept in a manner likely to cause pollution of the environment or harm to human health. Staff member must sign waste consignment note.
<b>Step 7</b> - Waste transfer notes to be kept on all collections.	Waste and Recycling Manager	For a minimum of 2 years	By filing with accounts
<b>Step 8</b> - Monitoring the waste contractor's performance.	Waste and Recycling Manager	Continually	External audit and ongoing review

## 5. Documentation

Production of a Waste Transfer Notes each time waste leaves site and is a legal requirement and must be completed with the following information:

- Description of the waste being transferred
- List of Waste Regulations code(s)
- How is the waste contained?
- How much waste is being transferred?
- Current holder of the waste (Transferor), including:
  - Name
  - Address
  - SIC code
- Name of unitary authority or council where the waste is produced
- What role you are taking in terms of the waste
- Any permit number
- Any exemption number
- Carrier registration number
- Address of transfer or collection point
- Broker or dealer who arranged this transfer (if applicable)
- Signature of transferor and transferee.

It must be legally retained for a minimum of 2 years by The University of Warwick

Hazardous waste consignment notes must be completed by a suitable qualified person to complete this task. It must be legally retained for a minimum of 3 years by The University of Warwick, including "Part E" that is returned from the transfer or collection point.

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