

Waste Management Policy

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1. Scope:

- 1.1. This Policy outlines the waste streams created by University's activities; specific waste streams have supporting policies and/or procedures.
- 1.2. This Policy forms part of the University's Environmental Management System (EMS) and underpins the Environmental Policy
- 1.3. To ensure that all waste dealt with is done so in accordance with legislative requirements and with the best practicable environmental options
- 1.4. The aim of this Policy is to reduce any negative environmental impacts in conjunction with AU waste production, storage, transportation and disposal
- 1.5. This Policy reflects the four 'R's'; 'Reduce', 'Reuse', 'Recycle' and 'Responsibility'
- 1.6. It is within the duty of care of the University to be environmentally, socially and economically responsible for the production, storage, transportation and disposal of waste and its associated health and safety hazards.
- 1.7. To ensure that persons handling, producing, storing, transporting and/or disposing of the Organisations waste, exercise care to avoid injury or risk of harm to themselves or others, including the general public
- 1.8. Anyone whom produces, stores, carries, processes or disposes of waste must apply a duty of care throughout all stages of implementation

2. Aims:

- 2.1. To undertake disposal of waste without risk to water, air, soil, plants or animals, causing nuisance through noise or odours, or adversely affecting the countryside or places of special interest (as per the Waste Framework Directive, 2008)
- 2.2. To support the drive towards 'zero waste to landfill' Wales in line with the Welsh Assembly Government Waste Strategy
To reduce the initial generation of waste

3. Background:

- 3.1. The waste hierarchy (Figure 1) has been transposed into UK law through the Waste (England and Wales) Regulations, 2011:

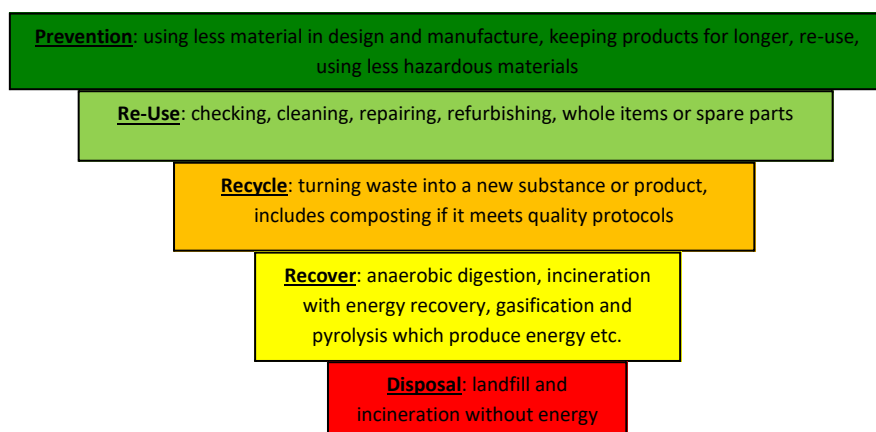



Figure 1: Waste Hierarchy

- 3.2. When considering the impacts of actions taken within the waste hierarchy, the following should be considered:
- 3.2.1. General environmental protection principles of precaution and sustainability
 - 3.2.2. Technical feasibility and economic viability
 - 3.2.3. Protection of resources
 - 3.2.4. Overall environmental, human health, economic and social impacts
- 3.3. Guidance and legislation not covered in this policy should be adhered to in addition to the requirements of this document.
- 3.4. This Policy outlines the general procedure to be followed for all waste streams. Where a waste stream requires a more specific procedure, it will be documented in addition to this Policy,


4. Legislation:

- 4.1. Key legislation includes but is not limited to:
- 4.1.1. Animal Bi-Products, enforcement Regulations, 2011
 - 4.1.2. Controlled Waste (England and Wales) Regulations, 2012
 - 4.1.3. End-of-Life Vehicles Regulations, 2003
 - 4.1.4. Environment Act, 1995
 - 4.1.5. Environmental Damage (Prevention and Remediation) (Wales) Regulations, 2009
 - 4.1.6. Environmental Permitting (England and Wales) Regulations, 2010
 - 4.1.7. Environmental Protection Act, 1990
 - 4.1.8. Environmental Protection (Duty of Care) Regulations, 1991
 - 4.1.9. EU Waste Framework Directive, 2008
 - 4.1.10. Hazardous Waste Directive, 2002
 - 4.1.11. Hazardous Waste (England and Wales) Regulations, 2005
 - 4.1.12. Landfill Tax (Amendment) Regulations, 2014
 - 4.1.13. Landfill Directive, 2007

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- 4.1.14. Recycling, Preparation for Re-use and Composting Targets (Monitoring and Penalties) (Wales) Regulations, 2011
 - 4.1.15. Waste (England and Wales) Regulations, 2011
 - 4.1.16. Waste (Wales) Measure, 2010
 - 4.1.17. Waste Electrical and Electronic Equipment Regulations, 2013
 - 4.1.18. Waste Minimisation Act, 1998

5. Definitions:


- 5.1. Waste – *“Any substance or object which the holder discards or intends or is required to discard. Once a substance or object has become waste, it will remain waste until it has been fully recovered and no longer poses a potential threat to the environment or to human health and thereafter no longer requires being subject to controls under the Directive”* (EU Waste Framework Directive, 2008)
- 5.2. Hazardous Waste – *“Waste that is deemed hazardous when it contains substance or has properties that might make it harmful to human health or the environment”* (The Hazardous Waste (England and Wales) Regulations, 2005))
- 5.3. Animal Bi-Product Waste – *“Entire animal bodies, parts of animals, or products of animal origin that are not intended for human consumption”* (Animal Bi-Products, enforcement Regulations, 2011))
- 5.4. Radioactive Waste – *“Any scrap, surplus, or spoilt radioactive material or any other waste which has become contaminated with radioactive waste or material”* (Radioactive Substances Act, 1960)
- 5.5. Electrical Waste – *“Waste equipment which is dependent on electric currents or electromagnetic fields in order to work properly and equipment for the generation, transfer and measurement of such currents and fields and designed for use with a voltage rating not exceeding 1,000 volts for alternating current and 1,500 volts for direct current”* (WEEE Regulations, 2013)
- 5.6. Compostable Waste – *“Biological treatment of waste where the decomposition and stabilisation of the waste is achieved through microbial activity from an aerobic process”* (Recycling, Preparation for Re-Use and Composting Targets (Definitions) (Wales) Order, 2011)
- 5.7. ELVs – *“End of Life Vehicle - a vehicle which is waste within the meaning of the EU Waste Framework Directive, 2008)”* (ELV Regulations, 2003)
- 5.8. Producer – *“Anyone whose activities produce waste (original waste producer) or anyone who carries out pre-processing, mixing or other operations resulting in a change in the nature or composition of this waste”* (EU Waste Framework Directive, 2008))
- 5.9. Environmental Management System – *“A management system describes the set of procedures and organisation needs to follow in order to meet its objectives”* (www.ISO.org). In this instance, the EMS used by Aberystwyth University (EcoCampus) aims to certify the University under ISO 14001
- 5.10. Zero waste to landfill – *“Zero Waste is a goal that is ethical, economical, efficient, and visionary to guide people in changing their lifestyles and practices to emulate sustainable*



natural cycles, where all discarded materials are designed to become resources for others to use. Zero Waste means designing and managing products and processes to systematically avoid and eliminate the volume and toxicity of waste and materials, conserve and recover all resources, and not burn or bury them. Implementing Zero Waste eliminates all discharges to land, water or air that are a threat to planetary, human, animal or plant health” (The Zero Waste International Alliance),

6. Responsibilities:

- 6.1. Any wastes disposed of are subject to the Duty of Care Regulations. Under these Regulations it is the producer of the waste that has responsibility for its safe disposal.
- 6.2. Service Departments and Faculties will be responsible for the implementation of this Policy and the creation, if applicable, of implementing and/or creating any additional procedures relating to specific waste streams
- 6.3. It is the responsibility of Service Departments and Faculties to assist in the achievement of targets detailed in the Sustainability Strategy, which relate to waste management
- 6.4. Aspects from this policy must be included in Service Department and Faculties handbooks, where applicable
- 6.5. The Sustainability Operational Group are responsible for the annual review of this Policy
- 6.6. The construction design manager, contract manager or departmental nominee, where appropriate, should, annually inspect the route of transportation and disposal methods to ensure the duty of care imposed by Aberystwyth University is followed through to the final disposal of products. This should also form part of pre-tender analyses
 - 6.6.1. Anyone that finds another business to mishandle waste produced by Aberystwyth University activities should park all future transactions and report the details immediately to the Health, Safety and Environment Team. A subsequent report of activities will be presented to the Sustainability Operational Group prior to any reactivation of contracted activities
- 6.7. The Health, Safety and Environment Team is responsible for the annual application and finances of the Hazardous Waste Producer site licenses where necessary
- 6.8. Any Faculty/Department which creates or plans to create radioactive waste must notify the Health, Safety and Environment Team and the lead Radiation Protection Supervisor to arrange a Radioactive Substances Permit and any other requirements (as per the Aberystwyth University Radiation Policy) prior to the acquisition of such materials. The Health, Safety and Environment Team, with consultation with producing Faculties/Departments, must ensure the permits remain valid for the entirety of the duration of the project/activity. The Health, Safety and Environment Team will be responsible for the financial aspects of these permits.
 - 6.8.1. Records of quantities of radioactive waste disposed of must be supplied to the Health, Safety and Environment Team on an annual basis (by the end of February each year) in order to provide data for the Natural Resources Wales Pollution Inventory return. This report is required as Aberystwyth University activities are currently covered by a radiation permit

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- 6.8.2. The Health, Safety and Environment Team will oversee the application of any University Radiation permits and communicate any changes to the terms and conditions to the relevant persons.
 - 6.9. The producing Service Department/Faculty must define, identify and store wastes appropriately and prevent unauthorised access and accidental release
 - 6.10. Anyone witnessing or involved in an incident concerning waste, including environmental incidents and near misses, within any situational process, must report the activity to the Health, Safety and Environment Team via the appropriate channels (and to the emergency services if necessary)
 - 6.11. Any spills should be cleared by or arrange for it to be cleared by the appropriate person, immediately, utilising suitable methods and/or equipment; Facilities such as spill-kits must be replenished after use if necessary
 - 6.11.1. The Department/Group responsible for the waste production will be responsible for the procurement and placement of spill-kits where necessary
 - 6.12. Waste from minor and major construction, refurbishment, maintenance and demolition projects will be overseen by the Estates, Facilities and Residences Department
 - 6.13. Tonnage of waste from all streams should be quantified and reported on an annual basis to the Estates Management Record (EMR) Manager
 - 6.14. The Procurement Officer will be consulted for waste disposal contracts/procurement where a financial gain may be achieved
 - 6.15. Any person disposing of waste must utilise companies procured via the University Procurement Officer and must utilise approved suppliers. If the appropriate dealer(s) is not listed, consultation with the Finance Department must be undertaken to ensure legal compliance where procurement of new companies is required
 - 6.15.1. It is the responsibility of all persons wishing to use an external company to transport, alter the state of or dispose of any waste produced by Aberystwyth University activities, to ensure financial guidelines and frameworks are adhered to
 - 6.16. All persons should notify the Campus Helpdesk (ext. 2999) if pests or issues are identified in storage areas
 - 6.17. All Service Departments and Faculties must notify the Health, Safety and Environment Team of any waste types produced which require a permit or exemption. All* appropriate environmental permits, exemptions and licences will be obtained and the terms communicated by the Health, Safety and Environment Team.
 - 6.17.1. A review of permits and exemptions is undertaken by the Health, Safety and Environment Team on a 3-yearly basis
 - 6.17.2. Permit and exemption details are accessible to staff either via the webpage and/or the Environmental Management System SharePoint page
 - 6.17.3. Departments are responsible for the application and management of Animal Bi-Product Licenses for their activities



7. Storage:


- 7.1. Storage areas must:
 - 7.1.1. Be secured
 - 7.1.2. Bunded if required
 - 7.1.3. Clearly labelled, including CLP hazard pictograms
 - 7.1.4. Covered where necessary to avoid aerial escape
 - 7.1.4.1. Covers should be waterproof to prevent run-off and leachate
- 7.2. Hazardous waste storage areas must:
 - 7.2.1. Have written and displayed instructions for storage and disposal
 - 7.2.2. Records must be kept about the substance and its location
 - 7.2.3. Have associated risk assessments
 - 7.2.4. Be regularly checked for leaks, deterioration and other potential risks
- 7.3. Wastes must be classified and segregated in accordance with the Waste Directive to ensure that each category of waste transported by or on behalf of Aberystwyth University meets the waste acceptance criteria of the authorised waste receiving site/process
- 7.4. Confidential waste must be kept in blue sacks, marked 'confidential waste' and kept in a lockable unit/area until disposal
- 7.5. All hazardous waste should be labelled with the date of storage, contents and source. A record of hazardous waste storage should be kept with the appropriate person until disposal is complete and a transfer/consignment note is provided and filed

8. Transportation:

- 8.1. All contracted waste carriers transporting waste on behalf of the University must hold a valid Waste Carriers License and be able to produce this on request.
- 8.2. A waste carriers (upper tier) licence is held by Aberystwyth University to enable the transportation of waste (including construction waste) between sites. This licence is obtained, paid for, communicated and managed by the Property Services Team and renewed every 3 years.

9. Specific Disposal Routes:

- 9.1. Disposal to landfill must be avoided and used as a last option after all other disposal methods have been considered
- 9.2. Aberystwyth University-owned furniture that is safe and fit for purpose must be listed on WARPit as a first point of call, before disposal options are considered.
- 9.3. Estates, Facilities and Residences provides a furniture removal and relocation service on behalf of Aberystwyth University; this also includes disposal of redundant furniture. Where furniture is in good / usable condition, the department needs ensure that every effort is made to find an alternative use for it prior to contacting Estates, Facilities and Residences - this could be undertaken using WARPit. Should an alternative use be found for the item, Estates, Facilities and Residences can assist in relocating to an

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- alternative location. Should the department still need to dispose of the items, the department should ensure that a storage area to hold the furniture be available. Disposal of assets authorisation and a budget code may be required.
- 9.4. Anyone wishing to procure new furniture, must first consult reuse options from the WARPit platform and/or provide justification for the new stock to the Procurement Department
 - 9.5. Any business procured to deal with waste produced by Aberystwyth University activities must be appropriately licensed and be able to produce any certification on request
 - 9.6. Any disposal of waste where a financial gain may be obtained, approval must be granted by the Finance Office (for example scrap metal)
 - 9.6.1. Any business procured by Aberystwyth University, to deal with scrap metal produced by Aberystwyth University activities, must, by law, possess a valid Scrap Metal License and be able to produce this upon request.
 - 9.7. Hazardous wastes, where possible, should be treated by the waste producer, with appropriate technologies (e.g. autoclave), prior to disposal to remove or minimise hazardous properties
 - 9.8. Details of disposal routes of particular waste streams can be found on the Health, Safety and Environment webpage.
 - 9.9. Waste transfer/consignment notes must be completed and uploaded onto the 'Waste' section of the Environmental Management System SharePoint page
 - 9.10. A waste transfer/consignment note, or a copy, must be kept for at least 2 years
 - 9.11. Any wastes must be disposed of in alignment with all other Aberystwyth University rules and regulations

10. Licenses/Permits Currently Held by Aberystwyth University (as of January 2017):

- 10.1. Animal by-product licence
- 10.2. Hazardous waste premises registrations
- 10.3. Waste exemptions
- 10.4. Upper tier waste carriers licence
- 10.5. Radiation permits on a non-expiring programme with Natural Resources Wales

11. Supporting Documentation:

- 11.1. <http://www.hse.gov.uk/waste/>
- 11.2. <https://www.gov.uk/government/policies/waste-and-recycling>
- 11.3. <https://www.gov.uk/government/publications/waste-classification-technical-guidance>
- 11.4. <https://www.gov.uk/government/publications/2010-to-2015-government-policy-waste-and-recycling/2010-to-2015-government-policy-waste-and-recycling>