

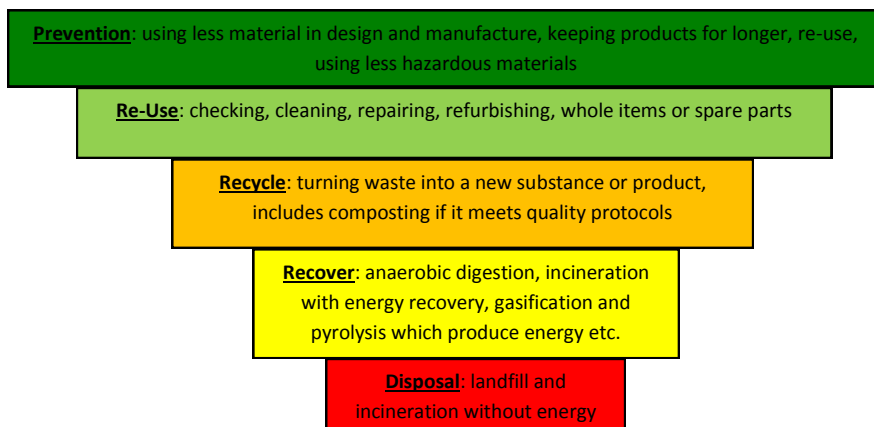
Aberystwyth University Waste Management Policy

1. Scope:

- 1.1. This Policy outlines the waste streams created by University 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. This Policy is the driving force behind Aberystwyth University achieving 'zero waste' in line with the Welsh Assembly Government Waste Strategy (Section 10.6)
- 1.4. To ensure that all waste dealt with is done so in accordance with legislative requirements and with the best practicable environmental options
- 1.5. The aim of this Policy is to reduce any negative environmental impacts in conjunction with AU waste production, storage, transportation and disposal
- 1.6. This Policy reflects the four 'R's'; 'Reduce', 'Reuse', 'Recycle' and 'Responsibility'
- 1.7. 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.
- 1.8. 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
- 1.9. Aberystwyth University is required to comply with regulations set and administered by Natural Resources Wales
- 1.10. Anyone whom produces, stores, carries, processes or disposes of waste must apply a duty of care throughout all stages of implementation

2. Background:

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



- 2.2. When considering the impacts of actions taken within the waste hierarchy, the following should be considered:
 - 2.2.1. General environmental protection principles of precaution and sustainability
 - 2.2.2. Technical feasibility and economic viability
 - 2.2.3. Protection of resources
 - 2.2.4. Overall environmental, human health, economic and social impacts

- 2.3. Guidance and legislation not covered in this policy should be adhered to in addition to the requirements of this document.
- 2.4. AU has an account with the eDoc (edoconline.co.uk) waste transfer note management system; this should be used where practicable
- 2.5. The details for waste disposal for particular waste streams will be documented in standard operating procedures, underpinning this Policy.
 - 2.5.1. Waste streams at Aberystwyth University sites include:
 - 2.5.1.1. Landfill
 - 2.5.1.2. Dry, Mixed Recycling
 - 2.5.1.3. Compostable
 - 2.5.1.4. Hazardous
 - a. Paints
 - b. Asbestos
 - c. Oils
 - d. Chlorofluorocarbon (CFC) containing products
 - 2.5.1.5. Animal Bi-Product
 - 2.5.1.6. Radioactive
 - 2.5.1.7. Electrical
 - 2.5.1.8. Construction
 - 2.5.1.9. ELVs
 - 2.5.1.10. Scrap Metal
 - 2.5.1.11. GM
 - 2.5.1.12. Sharps/Clinical
 - 2.5.1.13. Confidential
 - 2.5.1.14. Glass

3. Legislation

3.1. Include but not limited to:

- 3.1.1. Batteries and Accumulators Regulations, 2009
- 3.1.2. Clean Neighbourhoods and Environment Act, 2005
- 3.1.3. Control of Asbestos Regulations, 2012
- 3.1.4. Control of Pollution (Amendment) Act, 1989
- 3.1.5. Control of Pollution Act, 1974
- 3.1.6. Controlled Waste (England and Wales) Regulations, 2012
- 3.1.7. End-of-Life Vehicles Regulations, 2003
- 3.1.8. Environment Act, 1995
- 3.1.9. Environmental Damage (Prevention and Remediation) (Wales) Regulations, 2009
- 3.1.10. Environmental Permitting (England and Wales) Regulations, 2010
- 3.1.11. Environmental Protection Act, 1990
- 3.1.12. Hazardous Waste (Wales) Regulations, 2005
- 3.1.13. Landfill Tax (Amendment) Regulations, 2014
- 3.1.14. Landfill Directive, 2007
- 3.1.15. Public Health Act, 1961
- 3.1.16. Recycling, Preparation for Re-use and Composting Targets (Monitoring and Penalties) (Wales) Regulations, 2011
- 3.1.17. Scrap Metal Dealers Act, 2013
- 3.1.18. Sludge (Use In Agriculture) Regulations, 1989
- 3.1.19. Waste (England and Wales) Regulations, 2011
- 3.1.20. Waste (Wales) Measure, 2010
- 3.1.21. Waste Batteries and Accumulators Regulations, 2009
- 3.1.22. Waste Electrical and Electronic Equipment Regulations, 2013

3.1.23. Waste Minimisation Act, 1998

4. Definitions

- 4.1. Waste – “any substance or object which the holder discards or intends or is required to discard” (Waste Directive)
- 4.2. Hazardous Waste – “waste which displays one or more of the hazardous properties listed in Annex III of the EU Waste Framework Directive” (Waste Directive)
- 4.3. Animal Bi-Product Waste – “animal carcasses, parts of animals, or other materials which come from animals but are not meant for humans to eat” (ABP, gov.uk)
- 4.4. 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)
- 4.5. 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)
- 4.6. 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)
- 4.7. ELVs – “End of Life Vehicle - a vehicle which is waste within the meaning of the Waste Directive (above)” (ELV Regulations, 2003)
- 4.8. 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” (Waste Directive)
- 4.9. 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
- 4.10. Zero waste to landfill – PLEASE CLARIFY TECHNICALITIES HERE,

5. Responsibilities

- 5.1. Service Departments and Institutes will be responsible for the implementation of this Policy and the creation, if applicable, of Standard Operating Procedures relating to the individual waste streams
- 5.2. Each Service Department/Academic Department must nominate a ‘Waste Champion’ to oversee waste management for their immediate area
- 5.3. It is the responsibility of Service Departments and Institutes to ensure that targets spanning from this policy are sufficiently achieved
- 5.4. Aspects from this policy must be included in Service Department and Institute handbooks where applicable
- 5.5. The Waste Working Group will be responsible for the annual review of this Policy
- 5.6. The construction design manager, contract manager or departmental Waste Champion, 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 the pre-tended analyses
- 5.7. Anyone that finds another business to mishandle waste produced by Aberystwyth University activities should report the details immediately to the Health, Safety and Environment Department. A subsequent report of activities will be presented to the Waste Working Group.

- 5.8. The Health, Safety and Environment Department is responsible for the annual application and finances of the Hazardous Waste Producer site licenses where necessary
- 5.9. Any Institute/Department which creates or plans to create radioactive waste must notify the Health, Safety and Environment Department to arrange a Radioactive Substances Permit. The Health, Safety and Environment Department, with consultation with producing Institutes/Departments, must ensure the permits remain valid for the entirety of the duration of the project/activity. The Health, Safety and Environment Department will be responsible for the financial aspects of these permits.
- 5.10. A nominated waste champion in each Service Department/Academic Department must manage user accounts for their area for the eDoc (electronic duty of care) waste transfer/consignment note management system
- 5.11. The producing Service Department/Institute must define, identify and store wastes appropriately and prevent unauthorised access and accidental release
- 5.12. 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 Department via the appropriate channels (and to the emergency services if necessary)
- 5.13. 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
- 5.14. The Department/Group responsible for the waste production will be responsible for the procurement and placement of spill-kits where necessary
- 5.15. Waste from minor and major construction, refurbishment, maintenance and demolition projects will be overseen by the Estates Development Department
- 5.16. Tonnage of waste from all streams should be quantified and reported on an annual basis to the Estates Management Record (EMR) Manager
- 5.17. The Health, Safety and Environment Department will oversee the application of the University Radiation permits and communicate any changes to the terms and conditions to the relevant persons. Aberystwyth University (as of 2015), has two permits (one open source and one close-source ionising radiation) for which are within a non-expiring programme with Natural Resources Wales
- 5.18. The Health, Safety and Environment Department will compile information for and submit the Pollution Inventory Report, if appropriate, to Natural Resources Wales on an annual basis (by the end of February each year). This report is required (as of 2015), as Aberystwyth University is currently covered by a radiation permit
- 5.19. The Procurement Officer will be consulted for waste disposal contracts/procurement where a financial gain may be achieved
- 5.20. Any person disposing of waste must utilise companies procured via the University Procurement Officer and that are listed on the GEM Framework. 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
- 5.21. 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
- 5.22. All persons should notify the Campus Helpdesk (ext. 2999) if pests or issues are identified in storage areas
- 5.23. All appropriate environmental permits and licences should be obtained where applicable by either the producer/producing Department or by advising the Health, Safety and Environment Department of the requirement for an activity currently being undertaken. Once advised, the Health, Safety and Environment Department are able to assist in the application and management of such licences.

- 5.24. Departments are responsible for the application and management of Animal Bi-Product Licenses for their activities
6. Production and Storage
- 6.1. Waste management must be driven up the waste hierarchy, avoiding all 'waste' production and discharge to landfill
- 6.2. Hazardous Waste Producer Registrations must be obtained where necessary
- 6.3. Storage areas must:
- 6.3.1. Be secured
- 6.3.2. Bunded if required
- 6.3.3. Clearly labelled, including CLP hazard pictograms
- 6.3.4. Covered where necessary to avoid aerial escape
- 6.3.5. Covers should be waterproof to avoid run-off and leachate
- 6.4. Hazardous waste storage areas must:
- 6.4.1. Have written and displayed instructions for storage and disposal
- 6.4.2. Records must be kept about the substance and its location
- 6.4.3. Have associated risk assessments
- 6.4.4. Be regularly checked for leaks, deterioration and other potential risks
- 6.5. 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
- 6.6. Confidential waste must be kept in blue sacks, marked 'confidential waste' and kept in a lockable unit/area until disposal
- 6.7. 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
7. Transportation
- 7.1. Waste Carriers
- 7.1.1. 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.
- 7.2. Waste Transfer Notes must be completed and retained as below
8. Disposal
- 8.1. Disposal to landfill must be avoided and used as a last option after all other disposal methods have been considered
- 8.2. Furniture that is fit for purpose must be listed on WARPit for a maximum of 1 year before disposal options are considered.
- 8.3. Campus Services 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 Campus Services - this could be undertaken using the WARPit platform (as per Section 8.2). Should an alternative use be found for the item, Campus Services can assist in relocating to an 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 will need to be required.
- 8.4. Anyone wishing to procure new furniture, must first consult reuse options from the WARPit platform and/or provide justification to the Waste Manager for the new stock
- 8.5. 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

- 8.6. Any disposal of waste where a financial gain may be obtained, approval must be granted by the Finance Office (for example scrap metal)
 - 8.6.1. 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.
- 8.7. 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
- 8.8. Waste transfer/consignment notes must be completed and retained
- 8.9. A waste transfer/consignment note, or a copy, must be kept for at least 2 years
- 8.10. Any wastes must be disposed of in alignment with Aberystwyth University rules and regulations

9. Licenses/Permits Currently Held by Aberystwyth University (as of 2015)

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Radiation policy.pdf | 
ABP_Site_Registration_License.pdf | 
AU_Premises_Registration_Codes15.doc |
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10. Supporting Documentation

- 10.1. <http://www.hse.gov.uk/waste/>
- 10.2. <https://www.gov.uk/government/policies/waste-and-recycling>
- 10.3. <https://www.gov.uk/government/publications/waste-classification-technical-guidance>
- 10.4. <https://www.gov.uk/government/publications/2010-to-2015-government-policy-waste-and-recycling/2010-to-2015-government-policy-waste-and-recycling>

- 10.5. 
Hazardous Waste Form_doc_IBERS.doc

- 10.6. 
WAG Waste Strategy.pdf