

All hazardous wastes are segregated from other wastes, stored securely and disposed of in accordance with the Hazardous Waste (England and Wales) Regulations 2005.

All hazardous waste materials are stored in secured hazardous waste compounds. These are managed by the Facilities Contract Manager and designated Faculty staff.

Any hazardous waste at Chapel Gate is collected by the ground staff and stored in the grounds compound prior to arranged collection through the Facilities Contract Manager.

A chemical inventory system (Quartz) is used by SciTech/HSS staff to manage chemical purchasing, use and disposal. Faculties are responsible for providing details of laboratory chemical waste to the Facilities Contract Manager, who then arranges disposal.

Bulk collections of hazardous waste (apart from laboratory clinical, biological and glass) from Faculties are arranged via the Facilities Contract Manager. Requests for removal of WEEE are made via Estates Help Desk at all sites, collected from source by Facilities Assistants and stored in the WEEE waste store (Talbot Campus), where it is collected by the WEEE waste contractor. Accessories, such as headphones, computer keyboards, antennas and connecting cables, are classed as WEEE. Care is needed for the movement and storage of fridges/freezers to avoid release of refrigerants which are powerful ozone depleting substances.

The Facilities Supervisors are responsible for maintaining and informing Facilities Assistants about the Estates Management WEEE Waste instruction. Batteries are stored in the WEEE container (Talbot Campus).

The User Support Team Manager, IT is responsible for disposal of WEEE (mainly PCs and laptops) via Retek. The IT Electrical Waste Procedure is on the BU intranet as part of the Service Management Suite and describes how redundant IT Equipment is identified, disposed and recorded.

Printer cartridges are returned to the central printer supplier as part of their return scheme.

The Electrical Supervisor is responsible for ensuring fluorescent tubes are stored securely and disposed of using registered contractors.

The Maintenance Supervisors are responsible for ensuring information is provided to the Facilities Contract Manager for the timely disposal of paint.

The Facilities Contract Manager will then arrange disposal.

Laboratory clinical, biological and glass waste is autoclaved prior to collection by the designated contractor. BU staff contact details 4 681.72 reW*nrloaaf cor

Sanitary waste is collected from site by the designated contractor.

RECORD KEEPING

Waste contractors Duty of Care (DoC) information is held by the Facilities Contract Manager; Maintenance Supervisors; Laboratory staff and User Support Team Manager, IT and in the Register of Waste Management Contractor's DoC information (BUEEMSR011). The Sustainability Support Officer is responsible for maintaining this Register.

Paper-based records relating to waste disposal at all sites

Staff identified in this procedure who have specific responsibilities for the management of waste will be made aware of their responsibility to ensure The University complies with Duty of Care legislation and manages waste to minimise harm to the environment

Contractors will be made aware of their responsibility to help manage waste at the University and provide the best practicable environmental option (BPEO) for disposing of waste

DATA MANAGEMENT AND REPORTING

Accurate weight data is available for the majority of the waste streams. Weight data is estimated based on the number of wheelie bins and collection frequency for the general and recyclable waste collected by BCP from the Student Village halls of residence. Data may also not be available for other waste streams, in particular ash (from biomass boiler), laboratory and clinical wastes.

The Sustainability Support Officer is responsible for collating and reporting data on the quantities of waste and recycling produced. This data is updated on a monthly basis. The information on the amount of waste is reported to the Estates Management Team, Sustainability Committee and via other communication channels. The annual figures are also reported to HESA (via Estates Management Return).

REVIEW

This operational procedure will be reviewed at least once a year or sooner if there are major changes in processes or following any emergency events.

EFFECTS & ACTIONS ON NON-CONFORMANCE:

If this procedure is not applied it will result in:

- A failure to achieve the Institution's objectives regarding waste.

- A failure to comply with the Environmental Protection Act (1990) Section 34: Duty of Care, Waste (England and Wales) Regulations 2011, Hazardous Waste Regulations (2005), or WEEE Regulations (2007).

- A non-conformance with the requirements of the Scheme or the clauses of the international ISO 14001 and ISO 50001 standards.

Departures from this procedure are addressed using procedure BUEEMSP009 Nonconformity and corrective action.