

WASTE MANAGEMENT PROCEDURE

Ref: 3.6 W0

Contents

WASTE MANAGEMENT PROCEDURE	1
1. Purpose	3
2. Scope	3
3. Legal Requirements	4
4. Responsibilities and Duty of Care	4
4.1 Heads of Schools/Functions (including Farms):	4
4.2 Estates	5
4.3 Property Services	5
4.4 Technical Services	5
4.5 Campus Commerce	5
4.6 Environmental Management Review Group (EMRG)	5
4.7 Environmental Sustainability Committee (ESC)	6
4.8 Contractors and Project Managers	6
4.9 All staff	6
5. Waste Management Process	6
5.1 Applying the waste hierarchy	6
5.1.1 <i>Reduce and prevent the production of waste</i>	7
5.1.2 <i>Reuse</i>	7
5.1.3 <i>Recycle</i>	7
5.1.4 <i>Recover</i>	7
5.1.5 <i>Disposal</i>	7
5.2 Segregation of waste	7
5.3 Storage	9
5.4 Transport/collection	9

5.5 Documentation..... 9

5.6 Disposal and treatment of waste..... 9

6 Monitoring..... 10

7 Training and Awareness 10

8 Auditing and compliance 10

9 Charges for waste services 10

10 Communication 11

11 Provision of facilities and services 11

12 Management of specific waste types..... 11

13 Fly tipping 12

14 Effects and actions on non-conformance:..... 12

Appendix A: Index of policies, procedures and related documents..... 13

Version control 14

1. Purpose

This document defines the procedures required to manage the University's waste in a legally compliant manner, thereby avoiding harm to health and to the environment, plus meeting the commitments in the Environmental & Energy Policy.

The University's Environmental & Energy Policy commits the University to: "minimise the impact of waste on the environment by promoting and facilitating the consideration of the waste hierarchy (reduce, reuse, recycle, recover, dispose) [see section 5.1 of this document], whilst diverting waste away from landfill where possible and managing waste in a responsible and compliant manner". It also states that the University will "comply with applicable legal requirements, accreditations, agreements and other compliance obligations".

Additionally, the University has a Waste & Resource Use Strategy to implement the commitments in the Environmental & Energy Policy.

This procedure is supported by a series of separate procedures that will be referenced throughout the document and listed in Appendix A. Links to guidance are also provided in full in Appendix A.

The 2008 Waste Framework Directive (Directive 2008/98/EC) defines waste as: - "...any substance or object which the holder discards or intends or is required to discard..."

More information regarding the definition of waste can be found in the UK Government's [Legal Definition of Waste guidance](#)

2. Scope

This procedure applies to the production, handling, keeping, safe storage, transport, collection and disposal of waste generated on the University's estate including:

- ✓ Non-hazardous waste
- ✓ Hazardous waste
- ✓ Clinical waste
- ✓ Recycling and Reuse

This document also outlines expectations with respect to responsibilities, monitoring, training/awareness, auditing and Duty of Care, recharging and administrative activities, communication and provision of facilities.

This procedure does not apply to:

- ✗ Domestic tenanted properties where waste is collected by local councils.
- ✗ Halls of Residence operated by UPP.
- ✗ Genetically modified or biological waste – See guidance on the [Health and Safety Services Website](#) or contact Health and Safety Services for advice on extension 8888.
- ✗ Radioactive waste – See guidance on the [Health and Safety Services Website](#) or contact Health and Safety Services for advice on extension 8888.
- ✗ Asbestos waste – See guidance on the [Health and Safety Services Website](#).

3. Legal Requirements

Legislation places responsibilities on all parties involved in the waste management chain from the producer of the waste to the disposal.

Waste operations are governed by various legislation, including the following:

- Environmental Protection Act 1990 (c. 43) Part II, section 34 as amended SI 2015/1360
- The Controlled Waste (England & Wales) Regulations 2012 (SI 2012/811) as amended SI 2012/2320, SI 2015/1360, SI 2015/1417 (W. 1410), SI 2018/942, SI 2019/118, SI 2020/1540
- The Animal By-Products (Enforcement) (England) Regulations 2013 (SI 2013/2952) as amended SI 2015/1980, SI 2019/526
- The Waste (England & Wales) Regulations 2011 (SI 2011/988) as amended SI 2012/1889, SI 2014/656, SI 2015/1360, SI 2016/1154, SI 2016/738, SI 2019/118, SI 2020/1540
- The Environmental Permitting (England and Wales) Regulations 2016 (SI 2016/1154) as amended SI 2018/110, SI 2018/428, SI 2019/39, SI 2019/1078, SI 2020/904, SI 2020/1540, SI 2020/1376
- Control of Pollution (Amendment) Act 1989 (c.14)
- Scrap Metal Dealers Act 2013 and associated Orders and Regulations
- Environmental Protection Act 1990: Part II s33, and s35 repealed by SI 2007/3538
- The Hazardous Waste (England and Wales) Regulations 2005 (SI 2005/894) as amended SI 2009/507, SI 2011/988, SI 2015/1360, SI 2016/336, SI 2018/575, SI 2019/188, SI 2020/1540 (See UoR [Safety Code of Practice 48: Hazardous Waste](#)).

4. Responsibilities and Duty of Care

Waste legislation applies to the University as an organisation, and to any individual who generates waste.

The University and individuals have a legal Duty of Care to take all reasonable steps to ensure that when waste is transferred to another party that they are licenced and permitted to operate waste activities and that waste is managed correctly throughout its complete journey to disposal or recovery.

For more information about your specific Duty of Care responsibilities as a waste producer at the University please see the [Waste Duty of Care Procedure on the Sustainability Services webpage](#).

Also, please see [DEFRA's Waste Duty of Care Code of Practice 2018](#).

4.1 Heads of Schools/Functions (including Farms):

Heads of Schools/Functions are responsible for ensuring that waste management requirements are understood, and local procedures are formulated in compliance with University policy and UK legislation and that they are complied with by staff and students. Schools and Functions should consider developing their own more detailed guidance for users on how to handle specific wastes at the point of production (see general guidance available on the [Sustainability Services website](#)).

4.2 Estates

Estates are responsible for ensuring core services are available to manage waste effectively in accordance with legislation and University policy. Within Estates, the following Teams have specific responsibilities for waste.

- **Sustainability Services** are responsible for contractual management and liaison between the University and its approved waste management contractors (except for asbestos and radioactive waste which are overseen by Health & Safety Services; agricultural waste overseen by the Farms; sanitary waste overseen by Cleaning Services; and used cooking oil overseen by Catering). Sustainability Services ensure that the waste disposal service provided by the main University contractors meets the needs of the University and complies with Waste Duty of Care requirements. Communications and guidance regarding aspects of waste management and policy are also issued by Sustainability Services. Sustainability Services are responsible for the upkeep of external and internal communal recycling stations. Sustainability Services are also responsible for auditing and identifying corrective actions to support the improvement of facilities and services.
- **Portering Services are responsible** for collecting specific waste from Schools and Functions when a Waste Disposal Request has been raised, in line with the approved SLA. Portering Services are responsible for day-to-day management of the Porters waste store, furniture re-use store and bulky waste skips.
- **Cleaning Services** are responsible for collecting waste and recycling from external 'litter' bins around the campuses and from internal recycling stations in office areas, classrooms, lecture theatres, teaching Laboratories, kitchens and toilets, in line with the approved SLA.

4.3 Property Services

Property Services are responsible for ensuring that residential properties under their control have appropriate waste management services provided by local councils or by the University's approved waste management contractors (in conjunction with Sustainability Services) and that commercial tenants understand and fulfil their responsibilities for waste management.

4.4 Technical Services

Technical Services provide support associated with laboratory waste disposal (in conjunction with Schools), which includes overseeing the provision of waste containment items, management and advice regarding the processing and disposal of chemicals, and advice regarding materials containing mercury and spent acids and alkalis.

4.5 Campus Commerce

Campus Commerce are responsible for collecting and segregating waste generated from the University's on-site catering facilities, including food waste and used cooking oil.

4.6 Environmental Management Review Group (EMRG)

EMRG is responsible for ensuring that the Environmental & Energy Management System (a structured framework for managing an organisation's significant environmental impacts) includes consideration of significant environmental aspects such as waste management. The EMRG also provides information and recommendations to the Estates Committee and to the Environmental Sustainability Committee on waste management matters. The EMRG can escalate waste related non-conformances to the Estates Committee in line with relevant Environmental & Energy Management System procedure.

4.7 Environmental Sustainability Committee (ESC)

ESC is responsible for creating and delivering the University's Environmental Strategy, overseeing actions on environmental sustainability matters (including consideration of resource use and waste production), and monitoring the University's environmental performance. The ESC approves the University's [Environmental & Energy Policy](#) and [Waste & Resource Use Strategy](#).

4.8 Contractors and Project Managers.

Contractors have a responsibility to ensure that all waste they or their subcontractors produce during their activities on the University's sites is managed safely and in accordance with legislative and University requirements (actioned via [3.6.W1 Contractors Waste Procedure](#) and the [Safety Code of Practice 51: Site Rules for Working on University Premises for Contractors and Consultants](#)). They may also be asked for details of their waste management processes by the University, and these should be made available on request. Project Managers have a responsibility to ensure that the contractors are meeting the requirements of this procedure and to obtain and retain documentation relating to waste Duty of Care within their project file. For more information on Duty of Care please refer to the [3.6.W6 Waste Duty of Care Procedure](#).

4.9 All staff

When planning activities likely to generate additional waste, it is the responsibility of all employees to ensure that waste disposal arrangements are in place. Contact Sustainability Services, or a local representative, in advance so that an effective waste management solution can be promptly arranged. Staff should also report any waste related issues (including fly tipping) to Sustainability Services via sustainability@reading.ac.uk.

It is the responsibility of all staff and students on the University estate to segregate and store waste in the appropriate containers at designated areas.

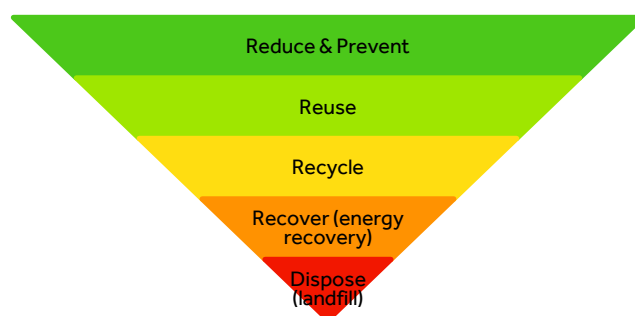
The University must meet the waste Duty of Care requirements as specified by the Environmental Protection Act 1990 Section 34.

Staff who make arrangements for the disposal of items independently (i.e. not via Sustainability Services), have a statutory Duty of Care to manage waste appropriately and check the carriers' licences and permits are in place. Guidance on this can be found in the [Waste Duty of Care Procedure](#).

5. Waste Management Process

5.1 Applying the waste hierarchy

The University must consider and apply the following waste hierarchy wherever feasible¹ as a priority order: prevent & reduce, re-use, recycle, recover, dispose. *Figure 1: The waste hierarchy.*



¹ The duty to apply the waste hierarchy is required by Regulation 12 of the *Waste (England and Wales) Regulations 2011 as amended*.

5.1.1 Reduce and prevent the production of waste

Reducing waste production in the first place must be a core consideration at all levels and processes within the University. Effort should be made to reduce the production of waste at the design stage of any project – this could mean that processes are modified or replaced in order to use less materials to keep products in use longer. Hazardous waste could be replaced with less hazardous alternatives.

5.1.2 Reuse

Reasonable efforts should be made to reuse items where feasible and safe to do so. The University has a [Re-use Policy](#) which outlines how the University aims to make reuse efficient and effective. The [Reuse Portal \(Warp-it\)](#) is accessible to staff to offer unwanted non-electrical items owned by their School or Function and to claim items for use within their workplace. If items are of significant value or a specialist nature, including all electrical equipment, please contact Sustainability Services directly.

5.1.3 Recycle

Recycling is the process of breaking waste down and turning it into a new substance or product. Where re-use is not possible, recyclable items should be placed in designated recycling bin or collected by Portering Services as part of a Waste Disposal Request to allow the best possible rate of recycling. Information on what can and cannot be recycled is available on the [Sustainability Services website](#). Recyclable items should be purchased in favour of non-recyclable items where practicable.

5.1.4 Recover

Materials that can't be recycled can have their energy recovered via various processes, including incineration with heat recovery (Energy from Waste), anaerobic digestion and solvent waste recovery. The University's waste contractor aims to send as much material for energy recovery as possible, rather than send it to landfill.

5.1.5 Disposal

Disposal is when waste is sent to landfill or incineration without energy recovery.

5.2 Segregation of waste

Waste should be segregated appropriately into the following main streams:

Office/classroom waste:

UNIVERSITY COLOUR CODING	WASTE STREAM	EXAMPLES OF WASTE ACCEPTED
Blue	Paper and card	Newspapers, printer paper, cardboard, soft-backed books.
Green	Mixed recycling	Plastics bottles, yoghurt pots, foil, tins, cans. Paper and card (when a paper and card bin is not available).
Grey or black	General waste	All non-recyclable waste.
No colour	Confidential waste	All confidential waste paper should be put into special collection sacks or consoles

Other common waste streams:

UNIVERSITY COLOUR CODING	WASTE STREAM	EXAMPLES OF WASTE ACCEPTED
Brown	Food waste	Food (cooked and uncooked).
Blue-green (or blue bottle banks)	Glass waste	Glass bottles and jars only (Winchesters are accepted if triple-rinsed). No sheet glass or Pyrex.
Yellow, Occasionally orange, or yellow and black for offensive waste. Colour is dependent on the nature of waste.	Clinical waste	Sharps, bodily fluids, biological materials, medicines, or material with the potential to cause disease. NB: The Health and Safety Code of Practice for Biological & Clinical Waste (CoP 14, Part 7) should be consulted for the disposal of clinical waste.
Pink Usually the signage is pink but the container colour may vary.	Electrical items (WEEE)	Split in to two sub-streams: <ul style="list-style-type: none"> Electrical items not holding data. Data-holding devices such as computers, mobile phones and IT accessories.
No colour	Metal waste	All metal items (not including waste electrical or WEEE items).
Colour may vary	Wood waste	All wood items (excluding MDF and chipboard which are general waste).
Pink Usually the signage is pink, but the container colour may vary.	Batteries	All small and large batteries. Some types of batteries must be stored separately, such as lead-acid batteries
Yellow hazardous waste labels on individual items.	Hazardous chemical wastes	All liquid, powder or solid chemical wastes which are in some way hazardous and cannot be accommodated in the above waste streams. NB: Schools and Functions are required to have their own procedures specific to their areas in place for the compliant management of this waste – these procedures are not documented here. Please contact the School or Function for details.

There are additional waste streams specific to Buildings Maintenance and Grounds Maintenance activities which accommodate paint, fluorescent tubes/bulbs, plaster board, smoke detector heads, aerosols, oily rags, and pesticide contaminated consumables.

All data-holding equipment, such as computers, mobile phones, and other devices, must be disposed of in line with the University's IT Equipment Disposal Policy and must therefore be collected separately via the waste disposal process to enable DTS to consider items for re-use and/or data-wiping or secure destruction.

5.3 Storage

1. The appropriate bins for the type and quantity of waste must be used.
2. All waste must be stored in a safe and secure manner.
3. Waste containers must be clearly labelled appropriate to the waste stream.
4. Waste must be segregated whilst awaiting collection, to avoid unintended release or cross-contamination.
5. All waste containers and storage locations should be in a good condition to prevent release or cross contamination and to avoid attracting vermin.
6. Liquid wastes should be stored in sealed containers appropriate for the properties of the waste and placed in suitably bunded storage areas.
7. Wherever possible and /or applicable, access to waste containers must be restricted to the University's designated employees. Some contractors may be granted access to Estates disposal points subject to permission, but they must implement appropriate waste management in line with the Contractors Waste Procedure.
8. There should be adequate space for the containers but also for staff to use the bins appropriately. There should also be enough visibility for staff that work out of hours – see the Waste Management Specification for more information.

5.4 Transport/collection

Waste produced by the University must only be transported off site for disposal by a registered upper-tier waste carrier, with suitable vehicles for the safe and secure transport of waste. Sustainability Services and the Procurement department must approve the main University waste management contractors who carry and dispose of waste produced at the University.

The University itself has a lower-tier waste carrier's licence, which permits the University to carry its own non-hazardous waste between its buildings and sites. The University only carries waste between its sites to allow bulking-up at a central collection point prior to collection by the University approved waste contractor.

5.5 Documentation

Waste Transfer Notes (for non-hazardous waste) and Consignment Notes (for hazardous waste) are statutory documents which must be provided and completed when transferring waste off site – there is a legal requirement for the University to keep Waste Transfer Notes for 2 years and Consignment Notes for 3 years.

Waste Transfer Notes must be provided by the waste carrier and signed at the point of collection (unless it is a scheduled collection that is covered by an Annual Waste Transfer Note held by Sustainability Services). A Consignment Note must be provided by the waste carrier for the collection of hazardous waste and signed at the point of collection.

Please refer to the [Waste Duty of Care Procedure](#) for guidance on keeping records for statutory purposes.

5.6 Disposal and treatment of waste

In line with legislative requirements, final disposal of waste from University operations must take place at a suitable facility which holds the correct Environment Agency licences and permits.

6 Monitoring

Waste production must be monitored in order to establish changes in reuse, recycling and reduction rates over time. Where possible the majority of waste produced on the estate should be monitored on a monthly basis through the pay-by-weight system currently provided by the University's waste management contractor. The monitoring and recording of waste data is actioned via internal Sustainability Services procedures and compared to objectives and targets set out in the Resource Use & Waste Strategy.

Where waste arises as a result of developments or projects managed by contractors appointed directly by Schools or Functions, then the School or Function is responsible for ensuring that waste production is monitored appropriately. Details on the mass of waste should be sent to Sustainability Services for wider monitoring and measuring purposes.

7 Training and Awareness

Staff must be suitably trained to manage waste appropriately depending on the waste type and processes they are involved with. Training records should be maintained by line managers or nominated persons.

For new staff, general waste procedures for common office wastes are explained in the Sustainability e-learning course, which is mandatory training, and via information on the [Sustainability Services website](#).

Where the e-learning or local induction is not appropriate or does not cover waste management in sufficient depth (e.g. for specific non-office waste streams), additional training and assistance with training plans can be provided by Sustainability Services, if resources allow. Advice can also be sought via waste@reading.ac.uk.

Where there are local procedures specific to the location and type of waste produced, these should be communicated effectively via the following methods;

- Written procedures with version control which are easily accessible to the intended audience.
- Signs and notices that are easily visible at the point of production, storage or disposal.
- Procedures should be explained and competence should be assessed via methods such as toolbox talks, inductions and face to face training sessions.

8 Auditing and compliance

Regular audits and inspections are undertaken by Sustainability Services as part of the University's Environmental & Energy Management System. Any non-compliance issues will be managed as appropriate via the EEMS procedure for Nonconformity, Corrective and Preventive Action.

Results of this process will be used to improve recycling rates, compliance and general best practice.

9 Charges for waste services

The University has to pay for the management and disposal of its waste. Many routine waste services provided by Estates are not-recharged, however ad-hoc or special disposals are recharged to Schools and Functions in line with the [Waste Services Recharge Policy](#). Recharging is actioned via internal finance systems.

10 Communication

Communication is an important part of effective waste management. Staff and students are provided with general information about recycling and waste procedures via the Sustainability Services website. Schools and Functions must also communicate their local operational procedures for waste management to relevant staff and students.

Progress towards targets (e.g. recycling rates) and other waste-related information should be communicated to staff and students and actioned via Sustainability Services' communications strategy.

For all waste related information, Sustainability Services can be contacted at waste@reading.ac.uk or issues can be reported to Estates Helpdesk on x7000.

11 Provision of facilities and services

Provision of suitable facilities and services is required as part of effective waste management.

Littering of external spaces should be minimised through the provision of litter bins at strategic locations. Capital Project work which involves landscaping or renovation/construction of buildings should consider if additional external litter bins are required in the vicinity of the work. Routine litter picking is carried out by Porter Services in line with their working practices.

Internal recycling stations should be available inside building. Bins should be placed in suitable locations so as not to block fire escapes routes or cause a nuisance. Bins should be of a suitable capacity and provide the correct segregation for the types of waste produced. Sustainability Services have set out waste/bin specifications and preferred suppliers, please contact Sustainability Services for assistance with the procurement of bins.

Desk-side bins are not generally provided (unless in exceptional cases, for example it is required as part of a reasonable adjustment for staff or students with disabilities). Bins may not always be required in centrally bookable classrooms, and this should be considered on a case-by-case basis.

Waste facilities should also be consistently colour coded and labelled.

Regular waste collection services should be provided to prevent the build-up of waste beyond the capacity of the containers provided. Issues regarding waste collections or the capacity of bins should be reported to waste@reading.ac.uk.

Excess waste produced by Schools/Functions, as well as waste electrical equipment, furniture, confidential waste and metal/wood, should be collected by the Porters via the online Waste Disposal Request process.

Staff undertaking activities likely to produce bulky or non-routine waste should contact the Sustainability Department, giving as much notice as possible, so that an appropriate method of disposal can be determined and arranged e.g. skip hire.

12 Management of specific waste types

Details on the management and disposal of specific waste types is made available on the University's Sustainability Services webpages – [The A-Z of Waste and Recycling](#)

For any other enquiries about specific waste types please contact Sustainability Services via waste@reading.ac.uk or 0118 378 6837/6968.

13 Fly tipping

Fly tipping must be reported and investigated – see the [fly tipping page on the Sustainability Services website](#) for more details.

14 Effects and actions on non-conformance:

If this procedure is not applied it will result in:

- A potential breach of legislation if waste is disposed of incorrectly, which could lead to contractors, consultants, or suppliers and the University incurring fines of up to £5000 in the magistrates' court and unlimited fines in a crown court.
- A failure to effectively control operations from which waste arises, with a potential for negative environmental impacts;
- Potential non-conformance with requirements of the University's ISO 14001 -certified Environmental & Energy Management System.

Departure from this procedure will result in the University taking action under the Non-Conformity procedure within the EEMS, or further action as deemed necessary by the University.

Appendix A: Index of policies, procedures and related documents

This section provides links to policies and procedures referred to within this Waste Management Procedure. It also includes for reference other relevant related documents; it should be noted that this list is not exhaustive, and Departments and Functions will have their own operational control procedures for certain waste streams and waste related activities.

Environmental & Energy Policy - The Environmental & Energy Policy is a written statement that outlines the University's aims and objectives for managing the environmental effects of its operations. Waste management is specifically referred to as a policy commitment. Top management in the form of the Vice Chancellor has endorsed the policy and understands the principles and commitments involved.

<https://sites.reading.ac.uk/sustainability/policies-and-strategies>

Environmental & Energy Management System - The University has implemented an Environmental & Energy Management Systems (EEMS) to help manage its significant environmental impacts.

<https://sites.reading.ac.uk/sustainability/policies-and-strategies/eems/>

Procurement Policy – The Procurement Policy recognises the University's responsibility to carry out disposal of University goods in line with the waste hierarchy.

<https://www.reading.ac.uk/procurement/information-for-suppliers/university-policy-terms-and-conditions>

Waste & Resource Use Strategy – This document sets out the institution's strategy for the efficient use of resources and reducing the environmental impact of waste produced at the University.

<https://sites.reading.ac.uk/sustainability/policies-and-strategies/>

Portering Service Level Agreement – this defines the extent and level of service that Portering Services provide regarding waste management (collection of waste as a result of Waste Disposal Requests).

<https://www.reading.ac.uk/estates/campus-services/policy-and-documentation>

<https://www.reading.ac.uk/estates/campus-services/portering-services/our-service-to-you>

Cleaning Service Level Agreement – this defines the extent and level of service that Cleaning Services provide regarding waste management (emptying of internal and external bins).

<https://www.reading.ac.uk/estates/campus-services/policy-and-documentation>

<https://www.reading.ac.uk/estates/campus-services/cleaning-services/what-we-do>

Waste and recycling information – Information on making disposal requests, offering items for re-use, arranging additional waste management services and information on a variety of waste streams.

<https://sites.reading.ac.uk/sustainability/recycling/>

Sustainability Policies, Procedures and Strategies all available on the website -

<https://sites.reading.ac.uk/sustainability/policies-and-strategies/>

Waste Management Procedures can be found on the Internal Sustainability Services page.

<https://www.reading.ac.uk/estates/closed/clean-and-green-environmental-policies>

Health and Safety Services - Policies, Safety Guides and Notes can be found on the Health and Safety Services Website. <https://www.reading.ac.uk/health-safety-services/>

DEFRA Waste Duty of Care Code of Practice

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1073585/Waste_duty_of_care_code_of_practice.pdf

Version control

VERSION	KEEPER	REVIEWED	APPROVED BY	APPROVAL DATE
1.0	Sustainability Services	NA	EMRG	October 2012
			ESC	November 2012
2.0	Sustainability Services	Every 3 years	EMRG	May 2018
3.0	Sustainability Services	Every 3 years	EMRG	16 February 2023