Hazardous and Non-Hazardous Waste Policy Procedure

Brief Description & Purpose:	This Policy Procedure sets out the University's aim is to reduce negative environmental impacts arising from our generation of waste arisings, seeking to prevent, reuse, repurpose and reduce waste from our operation. Our Hazardous and Non-Hazardous Waste Policy Procedure is overseen by the University Sustainability Management Group. It is reviewed on an annua basis and reported on via the Sustainability Annual Report.		
Applicable to (list cohorts):	**Staff:** All staff	**Students:** All students	**Third Parties:** Waste Contractors
Date Created:	16 June 2021	**Last Review Date:**	24 June 2025
Approval Authority:	University Sustainability Management Group	**Approved:**	24 June 2025
Executive Owner:	Prof John Woodward	**Business Owner:**	Dr Paul Steadman
Next Review Date:	June 2026	**Publication External Y/N**	Yes

1.0 Introduction

The Hazardous and Non-Hazardous Waste Policy Procedure forms part of the University's sustainability framework and supports the University's Environmental Sustainability Policy.

The Policy Procedure ensures that the University manages waste in accordance with environmental legislation at all times, and ensures that our Hazardous and Non-Hazardous materials are correctly segregated, stored and treated by a fully licensed waste contractors. The University is committed to implementing an effective and responsible waste resource management process, and operates a 'zero landfill policy'.

The University adopts the 'waste hierarchy' of prevention, reuse, recycling, other recovery and disposal. The University implements processes, procedures and initiatives that ensure compliance with environmental legislation and best practice and which encourage waste producers to reduce the overall waste that they produce, and prevent waste production wherever possible.

2.0 Scope

This procedure covers the storage, transportation and disposal of all waste streams at the University (excluding accommodation).

For any wastes to be disposed to drain, please refer to **EP 10 Discharges to Water Procedure.**

3.0 Definitions

Waste Producer: The individual, Faculty/ Service or contractor whose actions have generated the waste. Where this cannot be identified, the "waste producer" shall be understood as the individual/Faculty/Service for whom the disposal of the item is necessary.

Hazardous waste: This covers any item or agent (biological, chemical, radiological, and/or physical), which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors.

Waste Stream: The type of waste e.g. Glass, Dry Mixed recycling, General.

4.0 Responsibilities

Facilities Manager	Contract manage the waste contractor.
Sustainability Manager	Complete Duty of Care checks to ensure waste is collected by licenced contractors and disposed of in authorised facilities with relevant permits in place. Ensure waste transfer and consignment notes are stored as required. Audit notes to identify issues and rectify in liaison with the relevant waste contractor. Complete Duty of Care checks on wafste compounds. Report on waste performance in relation to the destination of waste and onsite segregation. Arrange collections of one-off hazardous waste by licenced contractors. Coordinate annual pre-acceptance audits.
Campus Services	Transfer waste from storage areas to waste compounds. Ensure waste transfer notes are completed, signed and sent to the Sustainability Manager. Arrange collections of waste by licenced contractors. Ensure suitable provision of labelled, colour-coded bins for general waste and recycling in communal areas and offices. Collect WEEE, store safely and arrange collection.

	Remove waste from general and recycling bins and transfer to waste compounds for collection.
Health, Safety & Sustainability	Coordinate disposal of radioactive waste by licenced contractors.
Faculties- Technicians	Ensure suitable provision of labelled, colour-coded bins in labs. Removal of relevant waste from labs to external waste compounds. Logging of one-off hazardous waste via the online hazardous waste form. Ensure safe storage of hazardous waste before collection. Accompany collections of hazardous waste.
IT Services	Manage the safe disposal of toner cartridges and IT equipment through contract management with relevant contractors.
Chartwells	Arrange the safe disposal of used cooking oil. Take waste from within cafes and kitchens to external compounds for collection.
CBRE	Manage the safe disposal of waste arising from CBRE works (including fluorescent tubes), maintain paperwork and send waste totals to the Sustainability Manager.
All staff & students	Ensure all waste streams are disposed of in the correct bins.

5.0 Process

5.1 Preventing and Reusing Waste

In support of the waste hierarchy, we prioritise prevention of waste i.e. reducing the volume of items entering our waste streams.

In accordance with our Sustainable Procurement Policy, procurement activities within our supply chain and outsourced suppliers should include consideration of the disposal of the item and any associated waste. All efforts should be made to reduce the waste arising from the order or contract, in particular with IT, equipment supplier and stationary suppliers and building/demolition contractors.. The Sustainability Manager may be engaged within relevant procurement tenders in order to advise in relation to this.

A number of scheme have been implemented to enable the below items to be reused rather than becoming waste:

5.1.1 Lab and studio equipment, gym equipment and catering equipment:

The University has an agreement with UniGreenScheme who can reuse a wide number variety of lab, studio, catering and gym equipment. The waste owner should contact collections@unigreenscheme.co.uk to determine if UniGreenScheme will accept the unwanted item. If the items are tentatively of interest to UniGreenScheme, the waste owner must complete a Decontamination Statement and share with UniGreenScheme. If

UniGreenScheme are happy to accept the item, they will arrange a collection date with the waste owner.

5.1.2 Uncontaminated nitrile gloves (Burt Hall):
Uncontaminated nitrile gloves are collected for reuse, via teracycle, in Burt Hall. The Senior technician for this area oversee the completion of an annual waste transfer note for this activity, and shares a copy with the Sustainability Manager.

5.1.3 Non-HP Printer Cartridges:
Areas that have a justifiable need to use Non-HP printer cartridges can use Zero Waste Recycling Limited. This should be arranged by the waste owner and waste paperwork shared with the Sustainability Manager.

5.1.4 IT Equipment:
IT equipment is reused by IT companies as listed on the Waste Register. This is arranged by IT Services.

5.1.5 Unwanted student owned clothing and homeware:
A number of British Heart Foundation donation points are located around the campus to enable university members to make donations of unwanted clothing and homeware. Emptying of the banks/boxes is overseen by Sodexo and the Students' Union. Donated items raise funds for the British Heart Foundation.

5.1.6 Furniture (in a good condition):
Items can be donated to other individuals/ organisations on successful completion of a Donation Agreement. This should be completed and signed by the organisation/ individual and submitted to the Sustainability Manager to be signed by the Pro-Vice Chancellor (Strategic Projects). Once signed, the Sustainability Manager will notify the individual/organisation that the collection can take place and will send a copy of the completed Donation Agreement to Legal Services.

Organisations or individuals receiving donated goods, should send information on the type, number and weight (where possible) of the items collected to the Sustainability Manager.

5.2 Measurement of Hazardous and Non-Hazardous Waste Generated and Recycled Across the University

5.2.1 Waste & recycling data
Data for all wastes streams generated and recycled across the University is measured, recorded and reviewed on a monthly basis by the Sustainability Manager. Data includes recycling, general waste, clinical and hazardous waste etc. Monthly weighbridge figures are provided by the University's waste contractors for compilation into EF08D Waste Data

Reporting. EF08D calculates the University's recycling figures, in comparison to previous years' data, to facilitate tracking of continual improvement within waste handling activities. An example of EF08D Waste Data Reporting is presented in Appendix 1.

5.2.2 Data reporting
The Sustainability Policy sets annual targets to reduce total waste arisings and to increase the proportion of waste that is recycled.

Waste data, recycling figures and progress against waste/recycling targets are reported quarterly to the University Sustainability Management Group and in the Annual Sustainability Report.

5.3 Waste Management Process

Campus Services manage the waste contract for all University waste streams with the exception of HP toner cartridges and IT equipment (managed by IT Services), and hazardous chemical waste (managed by Health, Safety & Sustainability). No other waste contractor should be used without prior agreement from the Sustainability Manager who will obtain a copy of the relevant permits and licences.

The below details waste management processes for the University's waste streams. None of the waste streams should be mixed. Any queries regarding the correct disposal of waste should be directed to the EA Helpdesk.

All third parties generating waste onsite at the University must hold the relevant licenses and permits and are responsible for all Duty of Care relating to their waste management. They should submit records of the volume of waste by end destination (i.e. landfill, energy from waste, recycled) to the University contact who should then relay the information to the Sustainability Manager. Full details on contractor waste requirements are available in the **EP 13 Contractor Control for Environmental Management Procedure.**

Information on our Duty of Care regarding waste collections can be found below under 'Waste Permits, Documentation and Duty of Care.

Health, Safety & Sustainability should be contacted immediately if a general waste bin or recycling bin is found to contain an item of clinical waste, hazardous waste or an item that poses a health & safety risk.

The Sustainability Manager should be contacted immediately if clinical or hazardous waste is found to be disposed of in the incorrect sack/bin. The Sustainability Manager will consult the relevant waste contractor to arrange collection. Any fines or extra costs incurred will be passed to the relevant Faculty/ Service.

Campus Services must be informed *before* any item is brought on site or a new process is undertaken which would eventually result in a waste stream that is not currently listed *and/or* that would lead to a significant increase in the volume of waste produced. An agreement will be reached regarding management of the waste and associated costs. This may result in resource or financial costs on the relevant Faculty/Service area.

5.3.1 Hazardous Waste

5.3.1.1 IT Equipment

All areas with IT Waste should contact IT Services to arrange for collection. IT Services will arrange collection and store relevant paperwork regarding data security. Waste paperwork should be sent to the Sustainability Manager (or uploaded a portal which permits access by the Sustainability Manager).

5.3.1.2 WEEE Waste (Waste Electrical and Electronic Equipment)

For IT equipment (see IT equipment)
Contact the EA Helpdesk to arrange for collection of WEEE. Campus Services collect the WEEE and store securely within the designated WEEE store within Glenamara compound. Facilities note the location, type and quantity of the WEEE and contact the waste contractor to arrange collection. A copy of the fully completed Consignment Note should be provided to the Sustainability Manager.

5.3.1.3 Batteries

6V, D, C, AA, AAA, 9V, button cell, mobile phone, laptop, power tool batteries:
Battery boxes are located in various locations and can be requested from the EA Helpdesk. Once full, the EA Helpdesk should be contacted to arrange collection by the approved contractor (as listed on the Waste Register). A copy of the relevant waste paperwork should be provided to the Sustainability Manager.

5.3.1.4 Lithium, car batteries, industrial batteries, batteries with connecting wires:

The battery owner should tape any connections on the battery to reduce fire risk. They should store the item safely and log the battery on the **Hazardous Waste Disposal Form**. The Sustainability Manager will arrange collection by the waste contractor. A copy of the fully completed Consignment Note should be provided to the Sustainability Manager.

5.3.1.5 Aerosols

Aerosols should be dealt with as 'Other hazardous waste' (see below). (Please note that BOC/Air Product canisters remain the property of BOC/Air Product and should be returned to these companies). Some areas e.g. toilet areas, contain built in air fresheners – these are serviced on a schedule as arranged by Campus Services.

5.3.1.6 Cooking oil

Drums/bins for cooking oil are located in Catering kitchens. Once full, these should be kept within the kitchens or stored externally in a covered and bunded store (the bund must hold

110% capacity of the single container, or 25% of the combined capacity when there are multiple containers). Collections are arranged by Chartwells who hold copies of the relevant paperwork relating to their waste disposals.

5.3.1.7 Fluorescent tubes

CBRE undertake the removal of any fluorescent tubes from their fittings. CBRE then move the tube to their secure, labelled and lidded lamp coffin within the Glenamara waste compound or Coach Lane Campus West. This is collected and replaced on request of CBRE to their outsourced waste contractor. CBRE sign the consignment note upon collection and store the fully completed Consignment Note.

5.3.1.8 Sharp items e.g. saw blades

Sharps items should never be placed in a bin (except for a Sharps bin) or skip. Sharps items with clinical contamination should be dealt with in accordance with 'Laboratory waste'. For items which are sharp but are not contaminated, or which do not fit into a sharps bin, the EA Helpdesk should be contacted for guidance. This includes saw blades and knives. Items should be stored safely and secure prior to collection.

5.3.1.9 Laboratory waste

All non-contaminated waste in labs should be dealt with as above. For example, paper towels that have not been contaminated should be disposed of as General Waste, and non-contaminated cardboard packaging should be recycled. Only contaminated waste should enter the yellow waste streams below.

Technicians must ensure they have correct and safe bin provision and waste practices within their labs. Bins and bags should meet the University's colour coding, be clearly signed/labelled and meet UN standards.

Yellow bags should be approved for bulk carriage.

Sharps bins should be signed on assembly, and signed when sealed. Sharps bins must be replaced at least every 12 months (a replacement schedule of 3 months is recommended for biologically contaminated sharps).

Bins and bags for use in labs can be ordered using the **Clinical Bin Order Form** or the Faculty may source their own.

There are a variety of waste streams for contaminated laboratory waste. The relevant sack/bin should be tied/sealed and labelled by the Technicians. It should be labelled with their name, the date and the location of the sack/bin before the waste is taken to the external waste compound which includes labelled bins for each stream. Technicians should order labels for their sacks/bins using the **Clinical Waste Labels** (template for print is available online).

The clinical waste is collected from the waste compounds on a scheduled collection and all relevant waste paperwork should be passed to the Sustainability Manager.

Waste Stream	Example items	Storage in labs
Softs	Contaminated tissues, gloves, thin plastics.	Yellow bag. (18 01 03*)
Rigid plastics	Contaminated petri dishes & tissue culture flasks. Small vials of biological liquids e.g. blood, sperm, serum.	Reinforced yellow bags. (18 01 03*)
Autoclaved waste	Autoclaved petri dishes & tissue culture flasks. No sharps.	Reinforced tiger bag. (18 01 04)
Sharps	Syringes, needles, pipette tips, scalpel blades	Yellow sharps bin, yellow lid. (18 01 03*)
Animal waste	Rat carcasses, pig hearts, crabs, mites	Yellow rigid bin, red lid. (18 02 02*)
Laboratory glass	Contaminated glass (biological)	Yellow sharps bin, yellow lid. (18 01 03*)
	Contaminated glass (chemical only)	Laboratory glass bin
		Dispose as Hazardous Waste
		Winchesters can be reused via the supplier).

Pre-acceptance audits are arranged by the Sustainability Manager and undertaken by an external contractor. This identifies current waste management for 'healthcare'/clinical waste and identifies any areas for improvement. All relevant areas of campus are audited on a rolling three-year basis, using a schedule of annual audits.

5.3.1.10 Tissues/rags contaminated with solvent

Faculty staff (Technicians) are responsible for managing the safe disposal of contaminated waste streams generated from their Faculty's activities. Tissues containing contamination with solvents should be managed to minimise fire risk and exposure to solvent fumes. Management considerations should be decided locally (in order to allow for the variety of solvents used and the level of contamination), but provisions made may include use of metal-lidded fire bins, use of PPE, segregation of solvent wastes and speed of removal from the building.

Technicians should tie bags of tissues contaminated with solvent before they move the bag to the external storage drum. These drums should remain securely lidded at all times. Drums can be requested via the **Hazardous Waste Disposal Form**. Requests to empty/replace the drum should be made via the **Hazardous Waste Disposal Form**. Collection by the contractor will be arranged and the waste owner should sign the consignment note upon collection. The fully completed consignment note will be issued to the Sustainability Manager.

5.3.1.11 Asbestos

Any asbestos should be reported to Health & Safety who will advise on interim storage and who will arrange for disposal via a licenced contractor. A licenced contractor will arrange removal and disposal of the asbestos but a copy of the consignment will also be issued to the Sustainability Manager.

If asbestos is contained within a specific item (e.g. heatproof mat, old laboratory over), Health & Safety should be contacted to agree safe storage and disposal arrangements. The fully completed consignment note will be passed to the Sustainability Manager,

5.3.1.12 ACDP2 and Genetically Modified Organisms

Technicians should undertake the following *before* managing the waste as 'Other Hazardous waste' (see below):

- For pastes, lysates, wipes, gloves and other wastes that may be autoclaved - sterilise by autoclaving before disposal.
- Probes will be cleaned after use using 70% ethanol (the ultra-sonication will kill most of the bacteria).
- For contaminated plastic-ware and glassware, sterilise by autoclaving before disposal or disinfect in 70% ethanol and 1% virkon overnight.

5.3.1.13 Nano Waste

Items should be disposed of as 'Other Hazardous Waste' (see below) but the Technician must note that the item is Nano Waste when adding the items to the **Hazardous Waste Disposal Form**.

5.3.1.14 Radioactive waste

Items must be stored and disposed of in accordance with the **Ionising Radiation Code of Practice**.

5.3.1.15 Other Hazardous Waste

E.g. lab chemicals, oil, cleaning chemicals, contaminated equipment
Please note: This also includes packaging that has previously held a hazardous substance.
Producers of other hazardous waste should store the waste safely in accordance with SDS guidance and in line with Chemical Segregation Guidance. Examples of storage options includes fume cupboards, chemical cabinets, solvent stores, bunded areas etc. Liquids should be bunded in order to minimise risk of spills. (The bund must hold 110% capacity of the single container, or 25% of the combined capacity when there are multiple containers).

Hazardous waste should be logged for collection on the **Hazardous Waste Disposal Form** by the Waste Owner with all relevant information provided. The Sustainability Manager forwards the form to the waste contractor in order to arrange collection and confirms collection date with the waste owners.

The waste contractor attends site to collect the various items of hazardous waste. The waste owner should accompany the chemist to their waste. The chemist checks, labels and packages the waste and confirms the EWC code. The waste owner should check and sign the relevant consignment not. A copy of all waste paperwork sent to the Sustainability Manager.

Hazardous waste collections are undertaken at least once a quarter. Where an emergency collection is required, the Sustainability Manager should be contacted. An extra collection will only be undertaken in emergency situations (such as a chemical spill) and/or at cost to the relevant Faculty or Service.

Additional costs or fines incurred in relation to hazardous waste collections will be referred to the relevant Faculty/Service i.e. fines for a collection delayed by the waste producer.

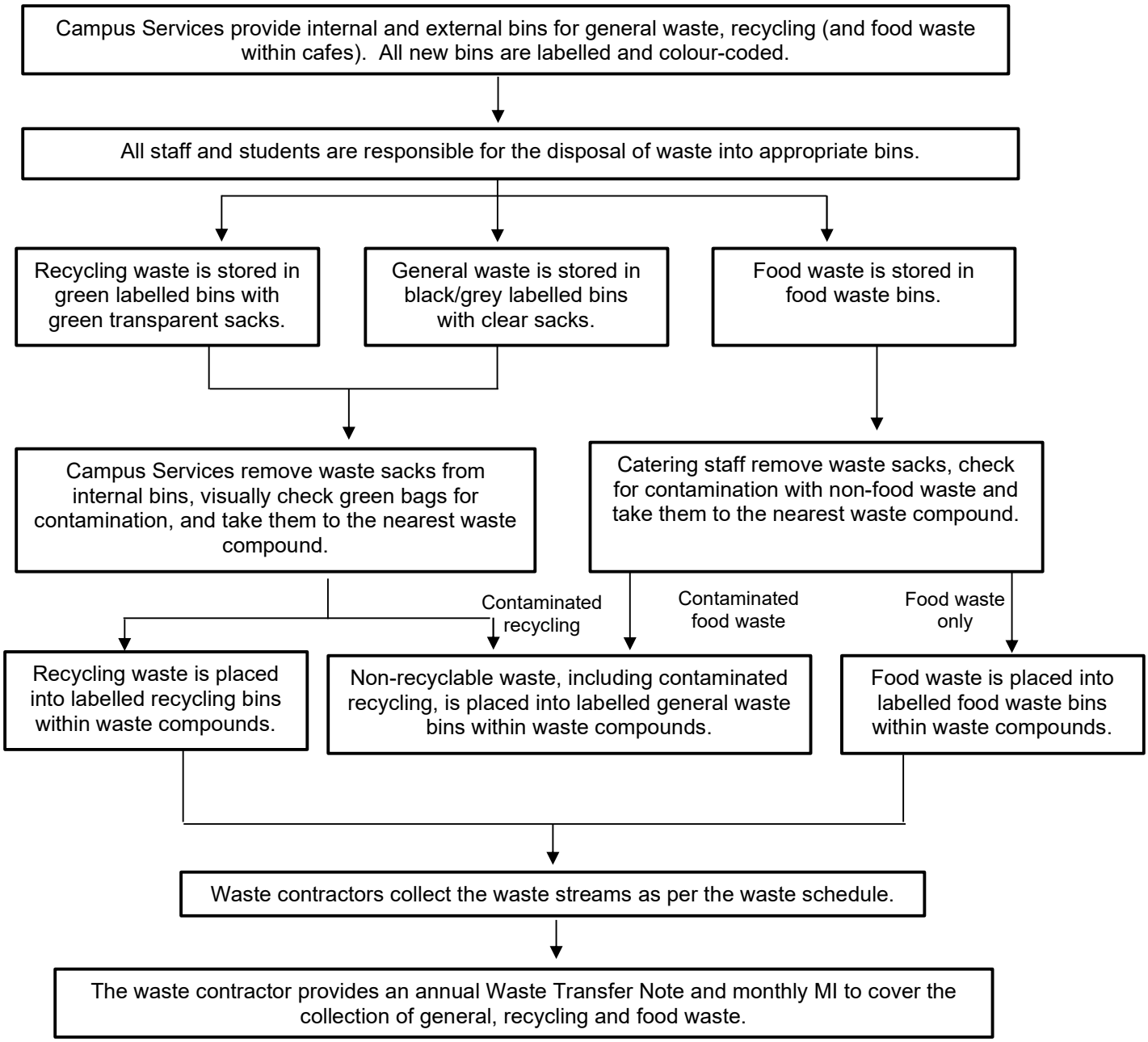
5.3.2 Non-Hazardous Waste

5.3.2.1 Dry mixed recycling, general waste and food waste

- Suitable bins for the segregation of dry mixed recycling and general waste are provided internally and externally around campus. Requests for additional/replacement bins should be raised with EA Helpdesk.
- Separate food waste bins are provided in some catering outlets.
- Green transparent sacks are used in dry mixed recycling bins, clear plastic sacks are used in general waste bins.
- Waste sacks are removed from bins by Cleaning Teams and transported to the relevant waste compound and placed in the correct external bin.
- No sharp items should ever be placed into this waste stream e.g. needles, saws, sharp glass.

Bulky general waste should be disposed of in a General Skip arranged by contacting the EA Helpdesk.

The process below illustrates how (non-bulky) general, recycling and food waste streams are managed:



5.3.2.2 Glass

Glass waste is to be stored safely and the EA Helpdesk contacted to arrange collection. This will then be taken to a labelled glass bin within a waste compound ready for scheduled collection. (For contaminated Laboratory Glass, please see 'Laboratory Glass' below).

5.3.2.3 Confidential Waste

Confidential waste bags can be requested from the EA Helpdesk. Once full and sealed, collection can be arranged via the EA Helpdesk. The bags are stored in a locked compound before collection is arranged by Campus Services.

5.3.2.4 Waste skips (bulky waste)

Bulky waste skips in the waste compound are exchanged by the waste contractor on request by Campus Services. Waste Transfer Notes are passed to the Sustainability Manager.

5.3.2.5 Sanitary waste

Access is provided for contractors to exchange the sanitary waste bins from the University's buildings on a scheduled collection. Sanitary waste bins are provided by the waste contractor. The Facilities Manager oversees this waste contract and all waste paperwork is passed to the Sustainability Manager.

5.3.2.6 Grounds and garden waste

The university has a T23 - Aerobic composting and associated prior treatment waste exemption, permitting compositing of coffee granules from our campus cafes.

Grounds and garden waste is disposed into a labelled 'Garden waste' skip. This is exchanged by the waste contractor on request by Campus Services. Waste Transfer Notes are passed to the Sustainability Manager.

5.3.2.7 Toner Cartridges

HP cartridges: Empty toner cartridges remain property of HP and should be stored in HP cardboard boxes (provided by IT Services) ready for scheduled collection and reuse.
Non-HP cartridges: These are sent for recycling/reuse using the options included on the Waste Register. The waste owner should arrange for collection of their batteries from the listed contractor and a copy of the waste paperwork should be sent to the Sustainability Manager.

5.3.2.8 Persistent Organic Pollutants (POPS)

Collection of POPs containing waste can be requested from the EA Helpdesk. Upholstery and upholstered furniture containing POPS is collected separately and stored in a cage within the Glenamara Compound. Once a sufficient quantity has been arisen, a collection of POPs waste is arranged with SUEZ for suitable disposal at their EFW plant.

5.4 Waste collection outside of buildings

All staff and students must avoid littering at all times.

Campus Services will provide and service bins in external circulation areas. (Please note that many areas around the University are Council-owned and the University has limited influence on the installation and management of street furniture in such areas).

5.5 Waste compounds and skips

Waste must be stored in a secure place and not be stored for longer than 12 months. No waste can be stored onsite that was produced somewhere else. The University is not permitted to undertake waste treatment onsite, although use of compactors and shredders would be acceptable (as an exempt activity under the Non-Waste Framework Directive 2).

Campus Services will provide external bin and waste compounds for the storage of general waste, recycling waste, glass, clinical waste and Waste Electrical and Electronic Equipment (WEEE) for all University waste. A list of current compounds is listed in the folder **Waste Compound Duty of Care Checks** (accessed via the Sustainability Manager).

All compounds must only contain the waste streams for which they are intended and be free from litter. Bin lids should always remain closed and waste should never be left on the ground. Compounds containing clinical/and or hazardous waste should remain locked. Any issues, such as overfull bins or littered compounds, should be reported to EA Helpdesk. The Sustainability Manager completes quarterly checks of the Waste Compounds, with records kept in the folder **Waste Compound Duty of Care Checks** (accessed via the Sustainability Manager).

Additional stores to be used for a Faculty or Service's waste streams must be purchased by the relevant Faculty/Service and located in agreement with Campus Services. Examples include chemical stores or flameproof stores.

Contractors must manage their own compounds and skips onsite.

All skips for University waste should be requested via the EA Helpdesk. All skips used on site (including contractors) should be lidded and locked/in a secure compound.

Any Faculty, Service or external contractor that adds an item of waste for which the skip is not intended, must pay the incurred fine promptly and take steps to ensure such contamination is prevented in the future.

No staff or student member should remove an item from a skip under any circumstances.

5.6 Waste Permits, Documentation and EWC codes

5.6.1 Permits

The University holds the following waste permits:

- Upper Tier Waste Carrier, Broker and Dealer - CBDU196224
- T23 - Aerobic composting and associated prior treatment waste exemption – Ref WEX371132

The **EF 08 A Waste Register** records the permit and licence numbers of the companies that collect the University's waste and of the destinations to which our waste is taken. This is reviewed at a minimum of every quarter by the Sustainability Manager to ensure that any contractors whose licences are due for renewal are contacted and the details updated accordingly.

The Sustainability Manager will conduct a full Duty of Care check on a six monthly basis (January & July). This includes:

- Obtaining the Waste Carrier Registration number directly from each waste contractor.
- Checking the Registration number and end date on the Environment Agency Public Register (SEPA for Scotland/ Natural Resources Wales).
- Obtaining information from each primary waste contractor regarding the ultimate disposal site for each waste stream.
- Checking that the contractors used by the primary contractor have a permit (or exemption) to operate a landfill, recycling station or incinerator, or hold the relevant exemptions. Listing the start date of the permits (these typically do not have end dates) or the end date of the exemption.
- Confirming the checks are complete by stating the initials of the individual completing the check and the dates that the check was confirmed.

If a waste contractor, or their subcontractor, is found to be in breach of permit or to have an out dated permit, the University will change contractor, or request that the primary waste contractor use an alternative contractor/ destination site.

University members may also choose to undertake periodic site visits of key waste sites.

5.6.2 Waste Documentation

A Waste Transfer Note (WTN) or Hazardous Waste Consignment Note (HWCN) should be received in relation to any waste collection made from the University. Staff members accompanying a waste collection should check and sign the WTN (for non-hazardous waste) or the HWCN (for hazardous waste) upon collection of the waste. They should also ensure that this is duly signed and dated by the carrier collecting the waste. (**Note:** Due to Covid-19 waste paperwork currently does not need to be signed but a name should be provided for inclusion on the form when the waste is collected).

All completed Waste Transfer Notes and Consignment Notes must be sent to the Sustainability Manager (except for IT equipment – see above). Waste Transfer Notes shall be kept for a minimum of two years and Consignment Notes for a minimum of three years.

The Sustainability Manager ensures that Waste Transfer Notes and Consignment Notes are audited at least annually. A sample of Notes will be drawn and the following details checked:
Waste Transfer Notes:

- Description of the waste.
- Date the waste was collected from site.
- Name and address of waste producer.
- Correct SIC code included 85.42.1 (higher education) or 85.42.2 (post graduate education).
- Volume of waste e.g. weight, number of sacks
- Adequate description of waste.
- Correct EWC code.
- Declaration that the waste producer has applied the waste hierarchy.
- Name and address of waste carrier.
- Waste carrier registration number.
- Name and signature of representative of waste carrier.
- Name, address and signature of consignor (University representative).

Consignment Notes:

- Unique consignment note code beginning 'NORTHU'.
- Date the waste was collected from site.
- Name and address of producer.
- Name and address of disposal site.
- Correct SIC code included 85.42.1 (higher education) or 85.42.2 (post graduate education).
- (85.42.1).
- Adequate description of waste.
- Correct EWC code.
- Volume/ weight of waste.
- Type of waste container.
- Name and address of waste carrier.
- Waste carrier registration number.
- Vehicle registration number.
- Name and signature of representative of waste carrier.
- Declaration that the waste producer has applied the waste hierarchy.
- Name & signature of consignor (University representative).
- Complete Part E confirming
    - EWC codes and weights.

- Waste Management Operation (R or D code).
- Date and time of receipt.
- Waste permit/ exemption of site.
- Name, address and signature.

The University's code for Consignment Notes is "NORTHU".

5.6.3 EWC Codes

In arranging collection of an item, the waste producer will need to identify the appropriate EWC code. This may be done themselves using the following steps

1. Go to the **EWC Search Facility**.
2. Identify where in chapters 01 to 12 or 17 to 20 the waste is produced (i.e. the industry or process from which the waste arose).
3. Identify the appropriate six-digit code for the waste, excluding codes ending with 99.
4. If an appropriate waste code cannot be found in chapters 01 to 12 or 17 to 20, then the next step is to examine chapters 13, 14 and 15.
5. If none of these waste codes properly describes the waste, try to identify whether the waste is described in chapter 16.
6. If a suitable code still cannot be found, choose a 99 code from the appropriate chapter in Step 1.

Hazardous waste codes are denoted by having an asterisk (*).

Alternatively, the waste contractor may assist in determining the relevant EWC does i.e. by issuing a chemist ahead of Hazardous waste collections. The suitability of the EWC code should be checked i.e. as part of the Waste Register audit process.

Queries on EWC codes should be directed to the Sustainability Manager.

6.0 Related Documents

- **EF 08 A Waste Register**
- **EF 08 D Waste Data Reporting**
- **EP 13 Contractor Control for Environmental Management Procedure**
- **Donation Agreement Template**
- **Hazardous Waste Disposal Form** (via Microsoft Teams site (access via Sustainability Manager)
- **Clinical Bin order Form**
- **Clinical Waste Labels**
- **Safe Use of Ionising Radiation Code of Practice** (see 'Health & Safety' intranet site).
- **EWC Search Facility**

- **Waste transfer notes and consignment notes** are stored in folder ‘WTNs and HWCNs’ accessible via the Sustainability Manager.
- Evidence of **Duty of Care checks** is stored in the folder ‘Waste Register Duty of Care Checks’ accessible via the Sustainability Manager.
- **Waste Compound Map** and Duty of Care checks are stored in the folder ‘Waste Compound Duty of Care checks’ accessible via the Sustainability Manager.

7.0 Document Control

Version No.	Reviewer	Date	Changes
1.0		16.06.21	Created
1.1	Dr Paul Steadman	20.06.24	Target Update
1.2	Dr Paul Steadman	24.06.25	Strategies, Policy format

Appendix 1 Example Waste Data Measurements

NON-RESIDENTIAL	Dec-23	Dec-22	Dec-21	Jan-24	Jan-23	Jan-22	Feb-24	Feb-23	Feb-22	Mar-24	Mar-23	Mar-22	Apr-24	Apr-23	Apr-22	May-24	May-23	May-22	Jun-24	Jun-23	Jun-22	Jul-24	Jul-23	Jul-22	Total 2023-24	Total 2022-23	Total 2021-22
linical	1.225	2.012	1.62	1.834	1.072	0.941	2.345	1.874	1.393	2.307	2.67	1.16	1.83	1.59	1.12	1.942	1.75	1.48	1.501	1.59	1.4	1.53	1.44	1.42	22.092	19.288	15.659
onfidential	0	0	0	0	0	0	2.08	2.756	2.8	0	0	0	0	0	1.17	1.95	2.6	2.106	0	0	0	0	0	20.8	6.11	10.998	27.578
/EEE	0	0	0	0	0	1.12		0	0.3		0	0	0	3.88	0.45	0	0	3	0	0	0		0.71	0	2	4.59	9.38
azardous Disposal		0	1.51		0.135	1.52		0.268	0.98		0	1.73		0	0.59		0.025	0.75		0	0.61		0	2.79	0	1.428	12.61
azardous Recovered		0.799	0.68		1.895	0.3		1.185	0.07		0.775	0.5		0.651	0.16		0.836	0		1.865	8.65		3.366	13.13	0	18.098	24.06
ixed metals	0.4	0.44	0	0.24	1.22	1.34	0.86	0.3	0	0.4	0.54	0.88	1.92	0.4	0.58	0	0	0.82	0	1.1	0	3.04	1.66	0	11.16	13.15	5.66
imber	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0.8	0	0	0	0	0	0	0	1.25	0.8	0
atteries																		0			0			0	0	0	0
OPS	1.5			0.5			0.5			1			1.38			0			0.5			0			14.3	0	
appies	0.144	0.192	0.192	0.24	0.24	0.192	0.192	0.192	0.192	0.192	0.192	0.24	1.92	0.192	0	0.192	0.24	0	0.192	0.192	0.192	0.24	0.144	0.192	4.224	2.208	2.094
anitary	4.49	4.54	6.99	5.05	3.895	9.41	5.12	3.63	8.41	4.75	4.055	9.04	5.92	4.05	3	5.41	3.775	7.53	5.005	3.435	7.24	5.205	3.2	9.72	55.765	49.505	92.96
OTAL excl. reuse	51.948	65.503	59.038	57.708	64.327	54.486	68.742	64.372	54.816	54.488	75.532	63.365	63.045	60.313	48.605	54.134	64.446	68.306	49.71	48.462	64.96	55.211	53.82	96.612	714.436	766.023	741.426
ECYCLED ETC.	24.349	30.4	31.113	31.071	26.81	25.279	30.945	27.365	25.42	25.249	32.26	26.526	29.845	26.34	23.897	25.2	33.63	36.986	19.984	23.95	29.06	26.369	25.08	48.69	345.446	358.029	357.919
ECYCLED %	46.9%	46.4%	52.7%	53.8%	41.7%	46.4%	45.0%	42.5%	46.4%	46.3%	42.7%	41.9%	47.3%	43.7%	49.2%	46.6%	52.2%	54.1%	40.2%	49.4%	44.7%	47.8%	46.6%	50.4%	48.4%	46.7%	48.3%
FW																									368.99	407.994	

RESIDENTIAL	Dec-23	Dec-22	Dec-21	Jan-24	Jan-23	Jan-22	Feb-24	Feb-23	Feb-22	Mar-24	Mar-23	Mar-22	Apr-24	Apr-23	Apr-22	May-24	May-23	May-22	Jun-24	Jun-23	Jun-22	Jul-24	Jul-23	Jul-22	Total 2023-24	Total 2022-23	Total 2021-22
eused																											
eneral	20.883	18.134	16.698	14.504	10.421	16.152	14.504	15.977	17.488	22.323	23.314	21.508	14.216	15.627	13.896	33.15	29.97	33.29	18.887	17.498	19.11	20.831	20.454	22.63	211.78	223.38	222.58
MR	5.83	4.655	5.742	4.414	4.011	4.137	4.414	4.687	5.667	4.207	5.745	6.249	4.026	2.69	5.143	5.054	9.34	3.73	4.753	4.41	5.482	4.137	5.379	9.149	56.41	64.51	61.21
lass																									0.00	0.00	0.00
ood																									0.00	0.00	0.00
arden																									0.00	0.00	0.00
linical																									0.00	0.00	0.00
onfidential																									0.00	0.00	0.00
/EEE																									0.00	0.00	0.00
azardous																									0.00	0.00	0.00
ixed Metals																									0.00	0.00	0.00
appies																									0.00	0.00	0.00
anitary																									0.00	0.00	0.00
OTAL	26.713	22.789	22.44	18.918	14.432	20.289	18.918	20.664	23.155	26.53	29.059	27.757	18.242	18.317	19.039	38.204	39.31	37.02	23.64	21.908	24.592	24.968	25.833	31.779	268.19	287.89	283.79
ECYCLED ETC.	5.83	4.655	5.742	4.414	4.011	4.137	4.414	4.687	5.667	4.207	5.745	6.249	4.026	2.69	5.143	5.054	9.34	3.73	4.753	4.41	5.482	4.137	5.379	9.149	56.41	64.51	61.212
ECYCLED %	21.8%	20.4%	25.6%	23.3%	27.8%	20.4%	23.3%	22.7%	24.5%	15.9%	19.8%	22.5%	22.1%	14.7%	27.0%	13.2%	23.8%	10.1%	20.1%	20.1%	22.3%	16.6%	20.8%	28.8%	21.0%	22.4%	21.6%
FW																									211.78	223.38	

TOTAL	Dec-23	Dec-22	Dec-21	Jan-24	Jan-23	Jan-22	Feb-24	Feb-23	Feb-22	Mar-24	Mar-23	Mar-22	Apr-24	Apr-23	Apr-22	May-24	May-23	May-22	Jun-24	Jun-23	Jun-22	Jul-24	Jul-23	Jul-22	Total 2023-24	Total 2022-23	Total 2021-22
eused	0	0	0	0	0	0	0		0	0		0	0		0	0		0	0		0	0		0		0	0
eneral	41.123	45.694	33.631	33.517	40.701	32.996	44.144	45.835	35.839	43.313	58.894	45.677	36.366	43.117	33.734	54.54	53.36	54.85	41.415	34.928	36.918	42.698	41.044	43.3	484.39	540.05	458.699
MR	19.287	14.085	15.645	16.393	12.341	9.758	17.844	14.096	13.181	13.978	18.165	15.985	16.916	10.18	12.67	16.754	23.48	17.81	12.811	13.33	21.542	12.616	15.519	18.669	208.112	189.851	175.551
lass	7.27	11.08	11.08	11.15	8.85	8.5	8.745	8.78	8.78	9.06	10.73	8.78	11.5	8.78	10.73	9.06	9.71	8.85	8.99	10.22	9.13	10.93	9.13	10.73	116.137	114.49	113.58
ood	0.562	3.87	3.87	1.082	3.87	3.698	1.09	3.44	2.666	1.238	3.87	3.87	1.255	3.01	3.44	1.39	3.78	3.87	0.856	0.67	3.87	0.98	0.48	3.44	10.148	38.04	45.322
arden	2.66	5.58	6.26	6.62	4.54	5	4.74	2.68	3.36	4.78	4.7	3.26	2.28	2.78	0	1.1	3.4	4.26	2.08	3.04	0	2.94	2.96	4.2	46.94	51.42	42.06
linical	1.225	2.012	1.62	1.834	1.072	0.941	2.345	1.874	1.393	2.307	2.67	1.16	1.83	1.59	1.12	1.942	1.75	1.48	1.501	1.59	1.4	1.53	1.44	1.42	22.092	19.288	15.659
onfidential	0	0	0	0	0	0	2.08	2.756	2.8	0	0	0	0	0	1.17	1.95	2.6	2.106	0	0	0	0	0	20.8	6.11	10.998	27.578
/EEE	0	0	0	0	0	1.12	0	0	0.3	0	0	0	0	3.88	0.45	0	0	3	0	0	0	0	0.71	0	2	4.59	9.38