

OP 8.1.8 - Waste Management and Recycling

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V2015:1.0	Integration into 2015 standard	Julian Greaves; Sustainability Manager	29/08/17

PROCEDURE:**PURPOSE:**

- To describe how waste and recycling is managed at Bath Spa University
- To ensure that the Objective to reduce the amount of waste sent to landfill and increase the volume of waste captured for recycling is achieved.

To ensure compliance with relevant environmental legislation and Duty of Care under Section 34 of the EPA (1990).

METHOD:**Re-use, recycling and general waste**

- Re-usable furniture and appliances are re-distributed either within BSU or to local schools/charities via the WARPit system, which is managed by the Portorage Team Leader and Sustainability Assistant
- All waste is collected in three streams at all locations: - Mixed recycling; Food Waste and Non-Recyclables. Paper is also collected separately as confidential waste in offices and adjacent to photocopiers
- Domestic services staff empty bins on a daily basis and remove non-recyclable waste, recycling and food to the designated waste-handling area
- BSU's designated waste contractor(s) are responsible for collecting recycling, food and non-recyclable waste from the designated holding areas

Commercial waste

- Wherever possible, commercial waste is segregated into separate wood, metal, green waste and general waste skips
- Skip hire is requested by relevant staff members via the WMS system, stating the nature of the waste
- The Waste Manger orders appropriate (wood, metal, green waste and landfill) skips and retains relevant documentation, to ensure waste to landfill is minimised

Hazardous and clinical waste

- All hazardous wastes are segregated from general waste, stored securely and disposed of in accordance with the Hazardous Waste Regulations (2005). A record of the hazardous waste that has been removed from site is maintained by the Assistant Portorage Manager, with support from the Sustainability Manager.
- Clinical waste is collected at source by the designated contractor (Cannon Hygiene)
- Printer cartridges are replaced in their original containers or bagged and are then collected by portorage through the WMS System.
- Batteries are collected in dedicated battery bins in several locations around site for disposal via a registered compliance scheme.

IT & WEEE waste

- All IT and WEEE waste is collected from source by Domestic Services Staff and securely stored in the designated container, from where it is picked up by the contractor responsible. Audit and control of WEEE item management is through the WARP-it system. – See Figure 1 for process description.

Record keeping

- All paper-based records relating to waste disposal are held by the Assistant Portorage Manager who is responsible for liaising with appropriate staff to ensure records are stored correctly.
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EFFECTS & ACTIONS ON NON-CONFORMANCE:

If this procedure is not applied it may result in:

- A failure to achieve the Institution's objectives and targets regarding waste and recycling,

- A failure to reduce the volume of waste being sent to landfill or to increase the volume of waste recycled,
- A failure to comply with the Environment Protection Act (1990) Section 34: Duty of Care etc. as respects waste, 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 standard.

Departures from this procedure are addressed using procedure 10.2 Nonconformity, corrective action & preventive action.