

UNIVERSITY OF ESSEX WASTE REDUCTION, REUSE & RECYCLING POLICY

Academic year 2017/18

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1. Introduction

The University produces approximately 10 tonnes of waste every week and aims to manage this in accordance with the waste hierarchy: reducing, reusing and recycling.

The University is committed to reducing its greenhouse gas emissions, across all scopes by 43 per cent by 2020 on 2005 levels. This document sets out the procedures relevant to waste management.

We currently run recycling schemes for paper, cardboard, glass, cans, garden waste, fluorescent tubes, toner cartridges, batteries and plastic. The University uses various external waste contractors to provide a collection, transportation and disposal service of all waste and recycling generated.

SMART TARGETS 2012/13

- Introduce food waste composting in catering venues
- Introduce co-mingled recycling in halls of residence
- Roll out binless offices across campus offices
- Set up and run waste incentives campaign

2. Reference Legislation, procedures and guidelines

All individuals involved in the disposal of waste have a statutory duty and obligation in respect of waste management. The responsibilities falling to employers, their employees and operators are defined in the regulations listed below:-

- Health and Safety at Work Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Control of Pollution Act 1974
- Controlled Waste Regulations 1992
- Collection and Disposal of Waste Regulations 1988 S.I 988 no 819
- Control of Substances Hazardous to Health Regulations 2004
- The Environmental Protection Act 1990
- The Environmental Protection (Duty of Care) Regulations 1991
- The Duty of Care – code of practice
- Hazardous Waste Regulation 2005
- Waste Management Industry Training Advisory Board (WAMITAB)
- The Carriage of Dangerous Goods Regulations 1999 S.I 1999 no 303
- Directive on Waste Electrical and Electronic Equipment (WEEE) 2002

This is not meant as a comprehensive list and these regulations should be used in conjunction with other agreed policies, procedures and guidelines.

3. General waste

General Campus waste is segregated at source by departments, sections, porters and cleaners, it is then transported to the recycling centre under podia and stored in the designated area. The various waste types and recycling are then collected by a

registered waste contractor, it is taken to their depot and further sorting takes place to ensure the maximum recycling percentage is obtained.

4. Recycling & waste reduction

Recycling facilities for paper, cardboard, glass, plastic and metal are available in all departments as well as in communal areas on campus.

There are battery recycling bins located in communal areas on campus.

The University is keen to decrease overall waste arisings. Following a successful pilot, a binless office system is to be rolled out across campus beginning 2011/12.

University owned Residencies

Recycling facilities for paper, cardboard, glass, plastic and metal are located outside every hall of residence. Additionally co-mingled collection of waste from kitchens will be made available beginning 2011/12.

5. Shredding procedure

Confidential Shredding

Departments/sections should email the Estate Management Helpdesk @essex.ac.uk to collect confidential documents for shredding. The documents must be marked **confidential** – these documents may not be shredded immediately.

Highly Confidential Shredding

Departments/sections should email the Estate Management Helpdesk @essex.ac.uk to collect highly confidential documents for shredding. The documents must be marked **highly confidential** – these documents will be shredded immediately. To ensure the highest level of security with such documents we now require that a member of your department be present during both the transportation and shredding process. Once shredded all paper is recycled.

6. Waste electrical items

The Waste Electrical and Electronic Equipment directive came into force in January 2006, this legislation means that all electrical equipment is now classed as Hazardous Waste and must not go to landfill sites. The University has arranged for a contractor to collect any waste electrical equipment, this will then be recycled.

To dispose of any waste electrical or electronic equipment your department must contact the Estate Management Helpdesk on ext 2300 or 2959, or email @essex.ac.uk. You will then be contacted to arrange collection of your items. The department will need to supply the relevant charge code for the disposal of any waste electrical or electronic equipment.

Items include:-

- Refrigerators
- Freezers
- Toasters

- Kettles
- Microwave ovens
- Video recorders
- IT equipment (not under a Computing Service contract)

7. Surplus furniture

Should you have any surplus or unwanted furniture please contact the Estate Management Helpdesk on ext 2300 or 2959, or email @essex.ac.uk. You will then be contacted to arrange collection of your items. The department will need to supply the relevant charge code for the disposal of any surplus or unwanted furniture, unless we are able to re-use it immediately. The Estate Management Section does not have a location to store furniture either temporarily or permanently.

8. Garden waste

The Grounds Section operates an enhancement programme for wildlife around the park, designed to create and encourage habitats. These initiatives include ; the cessation of trimming under hedgerows - this has meant an increase in small rodents, which are a vital food source to the local owl and smaller birds of prey population; some timbers are left around the park to create a natural habitat for bugs and grubs; and following annual coppicing, the wood which has been removed is now chipped for use as a natural path cover in areas such as Kidney Wood. Dead trees and shrubs are also chipped and / or composted. All pesticides/herbicides used are COSHH registered and are either low risk or non-toxic. A minimal use programme is in operation - either once a year or when infestation occurs.

Since 1996, over 200 shrubs and 270 trees have been planted in the Park, including the 93 Millennium Oaks planted in November 2000.

9. Printer Cartridges

Any Printer cartridges (toner or ink) should be taken to Central Stores, and they will arrange for their collection. They are then recycled or re-used.

10. Lamps and fluorescent tubes

Lamps and fluorescent tubes will be removed and disposed of by one of the Estate Management personnel when carrying out their maintenance duties. The fluorescent tubes are then recycled.

11. IT equipment

You will need to contact Computing Service to dispose of any IT equipment which is under contract. If you wish to dispose of any personal IT equipment or IT equipment not under contract you must contact the Estate Management Helpdesk on ext 2300 or 2959, or email @essex.ac.uk. You will then be contacted to arrange collection of your items. The department will need to supply the relevant charge code for the disposal of any waste electrical or electronic equipment.

12. Used oil

We currently have a large container located near the workshops to dispose of any waste engine oil which is collected from vehicle services etc.

13. Bicycles

A large number of bikes are abandoned in the cycle racks each year. It is confirmed that these are not registered stolen property, and a general e-mail is then sent to staff and students warning them of the pending removal of abandoned cycles. Those subsequently remaining are then removed from the racks and taken to a local charity "Re-Cycle", who restore the bikes to working order and ship them to villages in Africa.

14. Other waste

If you are unsure how to dispose of any type of waste which is not listed please contact the Estate Management Helpdesk on ext 2300 or 2959, or email @essex.ac.uk. You will then be contacted to discuss your requirements.

15. Skip hire

If your department/section has large amounts of unwanted equipment/materials to dispose of we can arrange for a skip to be delivered. Please contact the Estate Management Helpdesk on ext 2300 or 2959, or email @essex.ac.uk. You will then be contacted to discuss your requirements and the most suitable location of the skip. The department/section will need to supply the relevant charge code for any labour to transport the unwanted equipment/materials to the skip, and the hire cost of the skip.

16. Transportation

On behalf of the University we will ensure that all waste contractors used are registered waste carriers, and they provide documentation as to the waste collected from the University on an annual basis (Controlled Waste Transfer Note – Environmental Protection Act 1990).

The licensed contractor will be required to operate a safe system of work to ensure that:

- Collectors, drivers and other handlers are aware of and trained in the nature and risks of the waste being carried.
- Such operatives are familiar with the procedures to be taken in the event of spillage or accidents, and what written instructions, safety equipment and protective clothing are provided on the vehicle.
- An emergency telephone number is provided to make contact with the driver

Contractors vehicles used should be designed for transporting waste material and they must adhere to the following guidelines:

- They should be an appropriate size for the task
- They must not be used for carrying mixed loads at the same time, unless segregation has been undertaken
- They must be suitable for easy loading and unloading of contents
- They must have smooth impermeable surfaces which can be cleaned easily
- They should contain a spillage kit
- They should be cleaned thoroughly on a weekly basis
- Bins and their contents should be secured during transit

17. Monitoring of all waste/recycling disposal

The Estate Management Section will continually monitor the disposal of all waste/recycling, and will take advice from the various contractors the University employs to ensure that, where it is cost effective to do so, we recycle as much waste as possible and we adhere to any new legislation and guidelines which are introduced.

18. Staff training

Any departments disposing of waste shall ensure staff/students are adequately trained in the use of the facilities, where they are located, and also ensure the relevant risk assessments and safe systems of work are recorded. The Estate Management Section shall communicate to departments when new recycling/waste disposal facilities are installed on campus. The Estate Management Section shall also ensure that all waste disposal equipment and facilities are maintained correctly and where necessary serviced according to the manufacturers recommended guidelines

19. Contact information

If you require any advice on the facilities available, staff training or any other waste or recycling issues please contact the Estate Management Section in the first instance using the details below –

Estate Management Helpdesk ext 2300 or 2959 @essex.ac.uk

20. Contractors list

Ahern Glass recycling
Bridger Skip Hire Skip hire E15
Colchester Borough Council All campus residence waste & recycling
Colchester Skip Hire General campus waste, recycling & skip hire
Eco Recycling solutions Ltd General campus waste & recycling
End of Line Services Waste Electrical & Electronic Equipment
Essex Reclamation Paper & Cardboard Recycling
Mercury Recycling Fluorescent tube recycling
Rabbitt Recycling Battery Recycling
South Herts Waste Management General campus waste E15
Homestead school Glass & Can Recycling
Re-cycle Bicycles
(This list may be subject to amendment and addition).