**Waste Policy (Wales)**

**Mae’r ddogfen hon ar gael yn Gymraeg ac yn Saesneg | This document is available in Welsh and English**

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# 1. Introduction

This document has been produced for staff, students and building users at UWTSD across all our Welsh campuses to understand our responsibility for waste and recycling in line with government guidelines and UWTSD policies around waste management.

# 2. Purpose

The University is committed to continual improvement of waste management practice and resource efficiency, reducing waste across our campuses.   As a producer of waste, the University has a legal requirement to ensure that all waste is disposed of in accordance with regulations and the duty of care in the Environment (Wales) Act, 2016. Failure to comply will result in large financial penalties, environmental audit failures and a significant risk to the reputation of the University.

The Welsh Government aim for Wales to become a zero-waste nation by 2050, as part of this plan they have made mandatory changes to recycling segregation legislation. The Workplace Recycling regulations task UWTSD with the responsibility of implementing effective waste separation.

The UWTSD Sustainability & Environmental Strategy (2023-25) demonstrates the University’s commitment to working sustainably and waste is a key objective within this. It is underpinned by the United Nations Sustainable Development Goals and the Welsh Governments’ Well-Being of Future Generations Act, Well-Being Goals, while also increasing biodiversity and the resilience of ecosystems as outlined in the Environment (Wales) Act 2016

The University declared a climate emergency by signing the Sustainable Development Goal (SDG) Accord Climate letter and have committed to being Carbon Net zero (scope 1 and 2 emissions) by 2030, with a significant reduction in scope 3 emissions. Failure to manage our waste effectively will result in a non-reduction of carbon emissions, and significant reputational and financial damage.

# 3. Scope

This document will explain our processes for different waste streams and the penalties for non-compliance

It also addresses the risks and opportunities associated with waste streams; outlining how waste documentation is stored and maintained, how the University stores and transfers waste to authorise person/businesses without harming the environment and it describes the compliance with relevant environmental legislation

# 4. Process

This document seeks to define clear processes for waste management in Swansea, Carmarthen and Lampeter campuses

# 5. Monitoring

The Facility Manager, and the Operational Estates team will work together to monitor & evaluate waste management across each site. The Sustainability Team will provide legislative environmental guidance and continually develop our waste action plans to ensure adherence to regulations and an innovative approach to waste.

# 6. Misuse of Policy

Misuse of this policy will incur a breach of environmental legislation, which can result in financial penalties and reputational damage for the University. Therefore, it is vital that adherence is encouraged through effective behaviour change campaigns, clear communication, and a fines system

***Please be aware that contaminated waste streams will incur fines from our external waste contractor and Welsh government. These fines will be passed onto individual departments where evidence allows. The University will conduct spot checks and offer support to aid compliance.***

# 8. WASTE STREAMS

**INTERNAL & EXTERNAL BINS WILL HAVE 3 DISTINCT WASTE STREAMS**

|  |  |  |
| --- | --- | --- |
| Non-recyclable waste. | BLACK labelling & refuse bags | Waste will not be removed if there are recyclable materials, this includes food |
| Recyclable plastic & metals | ORANGE labelling & RED refuse bags | Waste will not be removed if contaminated |
| Paper and cardboard | BLUE labelling & refuse bags | Waste will not be removed if contaminated |

**ADDITIONAL WASTE STREAMS**

|  |  |  |
| --- | --- | --- |
| Food | ANY plastic bag in a food caddy.  *Our current waste contractor allows any plastic bag to be used* | Caddies can be provided on request through the Operations Helpdesk. University policy is that it is staff responsibility to empty and clean office food caddies. External Food bin locations [here](https://uowtsd.sharepoint.com/:w:/t/EstatesandOperational_GRP-Sustainability/EUSQ09nyjrpLgy8Q28QfQx8BiFcL5ZuaTxHxZif_-_aHkw?e=sc4VXl) |
| Glass | Glass bags can be requested through the Operations Helpdesk.  Green refuse bags. | Bottle bin locations can be found in [here](https://uowtsd.sharepoint.com/:w:/t/EstatesandOperational_GRP-Sustainability/EUSQ09nyjrpLgy8Q28QfQx8BiFcL5ZuaTxHxZif_-_aHkw?e=sc4VXl)  Glass Recycling Bins are located in buildings with identified usage |
| Batteries | Battery Bins | Battery Bins are in reception areas and the Student Union. Batteries must NOT go in any other waste stream |

**DISPOSAL OF IT EQUIPMENT**

The University has a policy of disposing of redundant IT equipment which is covered by several areas of legislation, mainly:

Waste Electrical and Electronic Equipment (WEEE) Regulations – covers the disposal of both useable and unusable equipment. Under this legislation:

* as electrical equipment is classed as hazardous waste, its disposal must be handled by licensed contractors
* we retain legal responsibility for donated equipment unless we release it to licensed organisations who can take on these responsibilities
* Data Protection Act – we must ensure that data does not leave the University
* Copyright Legislation – we must ensure that we do not illegally pass ownership of copyright materials to third parties.
* Redundant IT equipment must NOT be stored outside.

**To arrange disposal of IT Equipment please follow the below steps:**

1. Log a call to request removal of IT equipment via the IT Service Desk, include an inventory and photographs of the items to be disposed.
2. The IT Service Desk will view the kit to confirm it is to be recycled and will work with the Estates Team if support is needed to relocate equipment.
3. Equipment is disposed of securely and data destruction certificates are provided.
4. IT inventory system is updated

**DISPOSAL OF INK & TONER CARTDRIDGES**

Canon ink cartridge disposal points are sited in the reception area of each building

Any non-standard cartridges are to be recycled via a home recycling point. Please visit this webpage to find your nearest toner cartridge recycling point; [Printer cartridges | Recycle Now](https://www.recyclenow.com/recycle-an-item/printer-cartridges#locator)

**DISPOSAL OF CONFIDENTIAL WASTE**

Submit your confidential waste requests via the Operations Helpdesk. Please ensure that the Records Disposal Form has been completed and is attached to the request.

The team will then provide you with a confidential waste bag, once filled you will need to advise us to arrange collection by submitting another request through the Operations Helpdesk. Bins are also available upon request.

The bags across campus are emptied into larger external bins for scheduled collection by UWTSD’s principal waste contractor LAS. However, the bins are collected from the department once monthly at the end of each month (upon request only).

It is important that these bins are used in accordance with the Waste Policy and all building users are responsible for compliance with the Waste Regulations

Disposal of specialist confidential waste such as USB drives, hard drives, data CD’s, etc. will need to be arranged via the IT Service Desk.

**DISPOSAL OF ELECTRICAL ITEMS (WEEE)**

The University has a policy of disposing of redundant electronic equipment which is covered by several areas of legislation, mainly:

Waste Electrical and Electronic Equipment (WEEE) Regulations – covers the disposal of both useable and unusable equipment. Under this legislation:

* as electrical equipment is classed as hazardous waste, its disposal must be handled by licensed contractors
* we retain legal responsibility for donated equipment unless we release it to licensed organisations who can take on these responsibilities
* Data Protection Act – we must ensure that data does not leave the University
* Copyright Legislation – we must ensure that we do not illegally pass ownership of copyright materials to third parties.
* Redundant Electrical items must NOT be stored outside

To request a WEEE collection (non-IT equipment), please submit a request via the Operations Helpdesk and include the following information:

* Full Inventory
* Departmental Cost Code
* Photos of the items to be disposed
* Dimensions (Large WEEE only)

While awaiting collection WEEE should be stored in a fully enclosed, secure location and disconnected from power supplies. WEEE cannot be placed in an external location in preparation for collection.

WEEE MUST NOT be disposed of as general waste or placed in open skips

Hazardous WEEE, for example F-Gas appliances (fridges, freezers, etc), and fluorescent tubes, should be segregated from non-hazardous WEEE.

**DISPOSAL OF HAZARDOUS SUBSTANCES**

The University produces numerous types of hazardous waste and has a 'duty of care' to make sure it's disposed of properly.

Before disposing of waste, each waste needs to be classified and described. Hazardous waste containers must be appropriately labelled, clearly stating the contents of the container and the hazard classification of the waste. If unsure, refer to the supplier/manufacturer's safety data sheet of the substance for hazard classification and labelling, your COSHH assessments for the material(s) and / or the government guidance document WM3 if needed.

Submit your Hazardous Waste requests through the Operations Helpdesk, the request will need the below information otherwise your request will automatically be rejected:

* Full inventory of chemicals, including chemical name, manufacturer, hazards, quantity, EWC code, container type and size. (This information is to be added to an Inventory Sheet) and added as an attachment to the request.
* Photographs of the containers
* MSDS sheets for each chemical
* Department budget code
* Exact location for collection
* Site contact name and contact number for collection
* Any access restrictions (if any)

Collections of this type may take some time to arrange, as our waste contractor will need to assess the chemicals, and the MSDS sheets, provide a quote which will be sent out to the requestor to approve, then a collection can be arranged. This process can take up to **25 working days** to complete. *Please note that 25 working days is from contractor receipt of all relevant data and UWTSD operations receipt of budget spend confirmation.*

**SKIPS**

Submit your Skip requests through the Operations Helpdesk, the request will need the below information otherwise your request will automatically be rejected

* **Name of requestor**
* **What are you disposing of?**
* **Reason for Disposal**
* **Skip Type** (there will be a recharge for general waste skips from £750)
* **Department budget code**
* **Location map** (must be situated 10meters, or the furthest possible point from the nearest building with a risk assessment)
* **Date required**
* **Date of collection**

**NB. Skip hire duration is limited to weekdays only and maximum length of 5 days for skips not within a secure compound**

Skip type available to hire:

**WOOD/METAL/CARDBOARD/PLASTIC/CONFIDENTIAL WASTE/PLASTERBOARD/HARDCORE (BUILDING RUBBLE)**

General Waste skips require approval from the Sustainability team and department heads. These skips are charged at a premium rate (from £750).

When your skip arrives, you will be required to collect a skip label available from the site operative's office on your relevant campus. You will need to complete and attach to the skip prior to being used, any skips found without a label will automatically be recalled to LAS to collect and you will be charged

**Please note: Departments and skip requestors will be liable for fines should we be inspected by National Resources Wales and they find evidence of contaminated waste streams. If you are managing waste on behalf of contractors this can be passed on to those responsible.**

**EXTERNAL CONTRACTOR POLICIES**

In line with [UWTSD Code of Conduct for Contractors](https://uowtsd.sharepoint.com/staffmyday/hse/Intranet%20Documents/Forms/AllItems.aspx?id=%2Fstaffmyday%2Fhse%2FIntranet%20Documents%2FContractor%20Control%2FCode%5Fof%5FConduct%5Ffor%5FContractors%5FV1%5FNov2021%2Epdf&parent=%2Fstaffmyday%2Fhse%2FIntranet%20Documents%2FContractor%20Control), external contractors are not to deposit any waste, chemicals or any other material into university drains, water courses, dustbins, waste containers, or in any other place on campus.

The University instructing person or Project manager is responsible for ensuring there is a waste management plan in place for all planned and reactive works. The Sustainability Team can support with this where necessary.

External contractors are to be working in line with waste policies and ensuring waste streams are not contaminated.

External Contractors are required to use the skip labels in line with the University’s waste process.

External contractors will ensure signed and dated waste transfer notes are provided to the site operatives office for any waste removed from site.

**OPERATIONAL MANAGEMENT**

Communal Areas and areas with high footfall will have trio recycling centres (General Waste, Paper & Card, Plastic and metal).

In locations where significant glass use has been identified, there will be a quad recycling centres (General Waste, Paper & Card, Plastic and Metal, Glass).

Kitchen spaces will have bins in a location deemed convenient and accessible, including food waste.

Communal Bin Bags will usually only be changed when over half full.

Bins are not supplied for desks or teaching rooms, as they are not conducive to improving recycling rates. Any such bins in circulation in offices will need to be separated by users at the waste and recycling points around campus. Classroom bins will be removed.

All waste movements must be recorded on a Waste Transfer Note or Hazardous Waste Consignment Note (where applicable for hazardous waste).

Waste Transfer notes must be manually signed at point of collection and returned to the Operations team.

Policy author(s):

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