**Environmental Management System – laboratory user (2015)**

The following summarises the key aspects related to environmental risks and impacts within the Workshop environment.

**Emergency preparedness and response**

All activities should be risk assessed for health & safety and environmental risks. Responsibilities and expectations are explained in the 'Emergency Preparedness and Response Procedure'.

**The use of Hazardous Materials**

The 'Hazardous Substances Standard' and 'Management of Hazardous Substances' Procedure should be referred to.

The storage and delivery of oil is covered by the 'Oil delivery, storage and transfer guide'.

**Waste & recycling**

The key principles and requirements of managing re-use, recycling and waste at the University are explained within the 'Reuse, Recycling and Waste Standard'.

If waste it taken off site a Waste Transfer Note must be completed for general waste and a Hazardous Waste Consignment Note for hazardous waste. A copy of this must be recorded as a record on EQMS.

Skip waste – skip waste must only contain inert, non-reusable waste. Hazardous waste, waste electrical and electronic waste, healthcare waste, fluorescent lighting must all be disposed of via the correct University waste streams.

Re-use – the University has a legal and moral responsibility to attempt to reuse materials and equipment. The University reuse@leeds system should be used or a University approved reuse contractor.

- Chemical Waste – 'Management of Hazardous Chemical Waste'
- Disposal to drain – 'Management of Waste Disposal to Drain'
- Asbestos waste – 'Asbestos Standard 2015' & related guide
- Fluorescent tubes & lighting - 'Fluorescent tubes & Lighting Disposal Procedure'
- Waste Electrical and Electronic Waste – 'Waste Electrical and Electronic Waste Procedure'
- All other waste – see 'Reuse, Recycling and Waste Guide'

**Reporting an incident or non-conformance**

If an accident happens please report it via Sentinel.

If reporting an observation or non-conformance any of the following methods can be used:

- Via an e-mail sent to sustainability@leeds.ac.uk
- Via EQMS issues manager
- Via Sentinel for environmental incidents only
- Through contacting the Estates help desk on x35555