



# Reuse, Recycling & Waste Standard

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2398	2	21 Nov 2016	13 Dec 2016 15:02	Michael Howroyd	21 Nov 2017	21 Nov 2016 09:29	James Dixon-Gough
Title	Reuse, Recycling and Waste Standard				Owner Name	Michael Howroyd	

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# Reuse, Recycling and Waste Standard

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## 1. Introduction

The purpose of this Standard is to ensure that the University follows the principles of the waste hierarchy through reducing resource usage and managing its waste in ways that minimise impact on the environment and human health. It is supported by a series of guides, procedures and protocols that link to specific waste types and which are identified in section 8.

## 2. Scope

The University expects this standard to apply to all operations and managed sites under direct University control, to all new and existing employees and all contractors working on our sites on behalf of the University. Where waste is collected by Leeds City Council the principles of the standard will be followed, but only where we have direct control and only up until waste and recycling is collected. Sites at St James Hospital must follow local waste, recycling and reuse procedures and direction.

## 3. Principles & Requirements

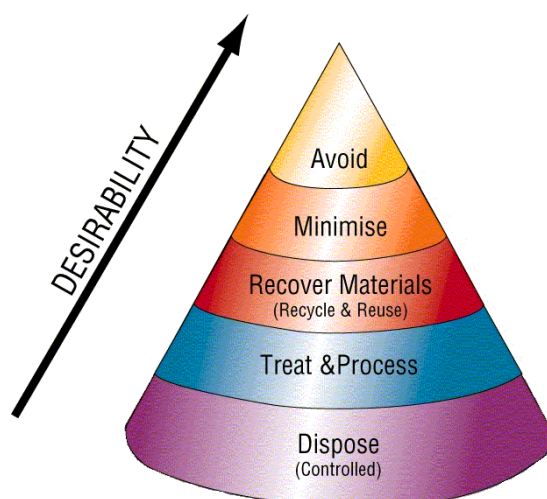
This Standard explains the principles that must be adopted in order to manage the sustainability risks associated with resource use and the final disposal of resources by the University. It also sets out the requirements for managing waste & recycling at the University.

## 4. Principles

The University will adopt the following principles with its use of resources and the final disposal of these resources through reuse, recycling, waste to energy or landfill.

### 4.1 Adopting the waste hierarchy

- The University will demonstrate a commitment to applying the waste management hierarchy principles. Priority shall be given to avoidance and minimisation of Waste generation followed by recovery, reuse and recycling. The least preferred option shall be disposal to landfill.



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## 4.2 Reuse, recycling and waste

In order to minimise environmental impacts linked to the disposal of resources the University:

- shall focus specific attention on hazardous and high volume wastes such as chemical waste, construction waste and furniture. However, the principles detailed in this Standard shall apply to all types of waste.
- where appropriate and feasible will endeavour to substitute materials with less hazardous ones and will ensure stringent segregation of hazardous and non-hazardous wastes.
- will investigate innovative methods where common reuse, recycling or waste challenges are identified.
- will manage all unavoidable waste in such a way that the risk of harm to human health is minimised and pollution of the environment is avoided.
- will, monitor and measure waste across the Estate and report it annually as part of their overall environmental performance.
- will apply the Proximity Principle, aiming to dispose of all waste as near to its point of origin as possible, taking into account the availability of suitable facilities, in order to minimise the energy, possibility of accident and environmental impact associated with the long distance transport of waste and to ensure that potential problems associated with waste disposal are not simply exported to other regions.
- will ensure that any future waste management contractors that we have direct influence over (i.e. Leeds City Council collections not included) are assessed to support the principles of this standard and evaluated as part of the procurement process.

## 4.3 Use of resources

In order to minimise environmental impacts associated with resource extraction and consumption the University:

- recognises the limitations in resource availability, and within its operations shall endeavour to minimise both the use of resources / materials, and the subsequent generation of waste in all its activities.
- will endeavour to select equipment and materials that reduce and minimise resource use.
- shall explore technically and financially feasible measures and cost effective options to improve efficiency in the consumption of materials and resources.
- shall identify resource-related risks as part of the Environmental Aspects and Impacts Assessment process and addressed in the Environmental Management System and programmes.
- will explore options for collaborative consumption in order to minimise resource use and extend the life of goods and materials
- encourage all staff to use the reuse network to extend the life of equipment and materials and the will endeavour to expand the remit of the current reuse system.
- will work with partners, suppliers and other stakeholders to ensure that resource usage is minimised, reuse is maximised and to ensure that any unavoidable waste is recycled or used as inputs to other processes where possible.

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## 5. Requirements

This section sets the requirements that must be followed by University staff who have responsibility for the management of waste and recycling at the University.

### 5.1 Handling and storage of waste

- Wastes shall be segregated where possible to prevent incompatible materials coming into contact with each other and to prevent contamination of potentially recyclable materials.
- All wastes shall be stored securely once collected and if possible in designated dry areas. Wastes will not be stored on site for periods exceeding 6 months.
- Any liquid waste generated by the University must be stored in appropriate receptacles. Any short term storage outside of the laboratory should be in a secure designated dry area and provided with a spill tray, of sufficient size to contain the loss of 110% of the liquid stored.

### 5.2 Waste Transfer and Off-Site Treatment/Disposal *(Not applicable to Leeds City Council collections)*

- Any third party used to transport, treat and/or dispose of waste is competent and licensed to undertake the task, in advance of any transport, treatment and/or disposal contract being arranged.
- All waste management contractors (collection and treatment/disposal) that provide services to the University will be checked in terms of their environmental performance (including prosecutions via the Environment Agency and Health & Safety Executive) prior to contracts being arranged.
- As part of the tender process waste contractors will be assessed on their ability to help the University adhere to the principles outlined within this standard.

### 5.3 Monitoring and Record Keeping *(Not applicable to Leeds City Council collections)*

- Waste storage areas shall be inspected on a quarterly basis.
- Completed Waste Transfer Notes shall be kept for a period of 3 years, or longer as required by national legislation.
- Consignment notes for hazardous waste should be maintained for at least 3 years as required by national legislation.
- Periodic audits of waste contractors will be carried out. These will include the transportation, treatment and disposal of waste and will be undertaken to ensure that they are working in accordance with the agreed contract and performance expectations.
- The frequency of audits shall be based upon the risks associated with the types and quantities of wastes being transported and disposed of. As a minimum, waste contractor audits shall be conducted for every new reuse, recycling or waste contract.
- Waste audit reports (including waste contractor audit reports) shall be available and maintained. Actions identified from waste audits shall be tracked and closed-out and meet the requirements of the *Corrective and Preventive Action Procedure*.
- The disposal of waste will be monitored and recorded by the Sustainability Service. University approved waste contractors will be expected to provide information on disposal and treatment methods and the quantities reused and recycled.

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- The requirements of this standard and its associated procedures will be audited as part of the EMS and HSS auditing schedules. Findings from these will be documented and outcomes used to improve the overall process.

## 6. Roles and Responsibilities

**The Head of Sustainability:** will act on behalf of the University to ensure the principles of this standard are embedded into University activity and operations and that the requirements are met.

**The Cleaning Services Manager:** will ensure that the principles and requirements of this standard are followed within areas of their responsibility.

**Health & Safety Services:** will ensure that the principles and requirements of this standard are followed within areas of their responsibility.

**The Residential Property Manager:** will ensure that the principles and requirements of this standard are followed within areas of their responsibility.

**The Sustainability Service:** will support staff with procurement and waste disposal responsibilities in fulfilling the principles and requirements of the standard. They will also monitor and record total University waste, recycling and reuse quantities.

## 7. Review

This Standard shall be periodically audited and reviewed to determine its accuracy and relevance with regard to legislation, education, training and technological changes. In all other circumstances, it shall be reviewed no later than 2 years since the previous review.

## 8. Waste Types and Associated Guidance and Procedures

For quick guidance on how to dispose of re-usable items, recyclables and waste please view the 'Reuse, Recycling & Waste Guide' found at [sustainability.leeds.ac.uk](http://sustainability.leeds.ac.uk). The following is a list of common University Waste types and their associated guidance or procedural documentation. All documents can be found on the EQMS management system at [universityofleeds.myeqms.com](http://universityofleeds.myeqms.com).

### Hazardous Waste

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- Chemical Waste (Management of Hazardous Chemical Waste)
- Healthcare Waste (Management of Healthcare Waste Streams)
- Disposal to Drain (Management of Waste Disposal to Drain)
- Radioactive Waste ([Radioactive Waste Disposal](#))
- Waste Electrical and Electronic Equipment (WEEE Procedure)
- Domestic batteries (see guide)
- Non-domestic batteries (see guide)
- Fluorescent tubes (Fluorescent tubes & Lighting Disposal Procedure)
- Construction and maintenance waste (Construction and Maintenance Reuse, Recycling and Waste Procedure)
- Asbestos Waste ([Management of Asbestos Containing Materials](#))
- Contaminated equipment (see guide)
- Metal Waste (see guide)

## Non-Hazardous waste

- Recyclable waste (see guide)
- Food waste (see guide)
- Inert bulky waste (see guide)
- Construction and maintenance waste (Construction and Maintenance Reuse, Recycling and Waste Procedure)

## Reuse

- Furniture (see guide)
- Equipment (also see 'contaminated equipment' and 'Waste Electrical & Electronic Equipment')
- Stationary (see guide)
- Other items (see guide)

For further information please contact [sustainability@leeds.ac.uk](mailto:sustainability@leeds.ac.uk)

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